



ST. LOUIS SCHOOL

Circular No. 122 (23-24)

15th November, 2023

Dear S1 to S5 Parents/Guardians and Students,

RE: Disciplinary Matters Regarding Demerit and Demerit Voidance

1. The academic reports (term 1 and annual) will show the **TOTAL** number of merits and demerits given throughout the first term and the scholastic year 2023-2024 respectively. Voided demerits will **NOT** be shown.
2. **The deadline for demerit voidance is 4th December, 2023. The number of demerits that are not voided on or before the above date will be shown on the term 1 academic report.**

3. Requirements of voidance

| | Requirements of voidance | Minimum detention periods to be attended if mixed voidance method adopted* | Article reflections to be done in detention classes | Deadline for submission (within the specified periods below [school days]) |
|---------------|--|--|---|--|
| Major demerit | 12 detention periods + 1000 words reflection | 6 | 6 | 12 weeks |
| Minor demerit | 6 detention periods + 500 words reflection | 3 | 3 | 6 weeks |
| Light demerit | 3 detention periods | 1 | 1 | 3 weeks |

4. There are detention periods on Day 1, 3 and 5 (3:45 to 4:45 p.m.; 2:45 to 3:45 as summer timetable comes into effect). With a view to facilitating demerit voidance before the term ends, there will be extra detention periods on 27th, 28th, 29th November and 1st December, 2023.
5. Please be reminded that there is a co-relation between the conduct and the demerit(s) a student has got. Students can strive for a better conduct through the Demerit Voidance Scheme. The Conduct Grading System is as follows:

| Highest Grade that could be attained | Conditions* |
|--------------------------------------|------------------------|
| Excellent (A) [^] | No record of demerits |
| Good (B) | ≤ 2 light demerit (s) |
| Satisfactory (C) | ≤ 4 light demerit (s) |
| Unsatisfactory (D) | No specific conditions |

*Number of demerits **after deductions (in the Voidance System)**. As concluded at the end of each term.

[^]No record in the Demerit System ever.

6. All light demerits and minor demerits given after 20th November, 2023 and all major demerits given in the first term will be carried forward to the second term (i.e. those records will only be shown on the annual academic reports, **NOT** on the term 1 academic report).
7. Should there be any enquiry, please contact Mr. LUI Yiu Sun, the Discipline Master, on 2546 0117.

(Discipline Team)
for Principal