

SALESIAN ENGLISH SCHOOL  
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Circular Ref.: 21/22-91

Dear parents,

**In-and-out mechanism for students promoting to Form Two**

According to the Medium-Of-Instruction policy in our school, there will be an “in-and-out mechanism” available for the transfer of the MOI classes for students who are promoting to Form Two. Current students in Chinese classes (i.e. F1C & F1D) are eligible to apply for the transfer to Flexible classes in next academic year (i.e. F2A, F2B) if he fulfills the following requirements: **(i) Passed in English and Maths (based on annual average marks); and (ii) Ranked top 66 in the whole form (based on annual average marks)** (refer to Note 1 in Appendix A). The school authority will allot the seats available in Flexible classes that year to those eligible students in Chinese classes based on the criteria listed in Appendix A (note 2).

If your son meets the above requirements, you can collect an application form (see Appendix B) from the school office during **1/8 to 5/8** (1/8 being the date for the checking of the temporary report card). Completed form should be returned to the school office **on or before 5/8 at 1 p.m.** Late application will not be accepted. The results for the application will be posted on the notice board of the Academic Affairs Committee outside the school hall on 10/8 at 9 a.m.

In addition, students in Flexible classes (F.1A, F.1B) need to fulfill the following requirements in order to remain in the Flexible classes when promoting to Form Two: **(i) Passed (pass marks for English is 100 out of 200 marks) in English subject; and (ii) passed (based on annual average marks) in at least 2 subjects taught in English (EMI subjects include Maths, Integrated Science, Geography and Computer Literacy, excluding English).** Students who do not meet the requirements will be assigned to Chinese classes (F2C or F2D) when promoting to Form Two according to the criteria listed in Appendix A (note 3). There will be no transfer of the MOI classes when students promoting to Form Three.

Please sign this e-notice on or before 29 April 2022. Enclosed please find also the sample of the application form of this arrangement for your reference. Please contact the school office should you have any enquiry on the in-and-out mechanism.



Yours faithfully,

Ms. To Yuk Yin  
Principal

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Dear Ms. To,

**In-and-out mechanism for students promoting to Form Two**

The letter on the In-and-out Mechanism is noted.

Signature of parent/ guardian: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

## Appendix A

(Note 1):

	<b>Subjects using Chinese as Medium Of Instruction</b>	<b>Subjects using English as Medium Of Instruction</b>
<b>Flexible classes (F. 2A, 2B)</b>	Chinese, Putonghua, Religious studies, Life & Society, Chinese History, Visual Arts, Music, Physical Education	English, Maths, Integrated Science, Geography, Computer Literacy
<b>Chinese classes (F. 2C, 2D)</b>	Chinese, Putonghua, Religious studies, Life & Society, Chinese History, Visual Arts, Music, Physical Education, Integrated Science, Geography, Computer Literacy	English, Maths,

(Note 2):

If the number of applicants for Flexible classes exceeds those who are not suitable in existing Flexible classes, the school will allot the students in the following criteria so as to maintain a balance between Flexible and Chinese classes:

- (1) Rank in Form, those with higher rank in Form will have the priority to be assigned to Flexible classes;
- (2) For students with the same ranks in form, those with higher total marks in English and Maths will have the priority to be assigned to Flexible classes (200 full marks for English, and 100 full marks for Maths);
- (3) If students have the same total marks in English and Maths, the higher marks in Integrated Science (enrichment component) will have the priority to be assigned to Flexible classes;
- (4) The results will be endorsed in the meeting concerned.

(Note 3)

If the number of students who are not suitable for Flexible classes exceeds those who applied for Flexible classes, the school will allocate students in the following criteria to Chinese classes so as to maintain a balance between Flexible and Chinese classes:

- (1) English marks (Annual marks), students who failed in English will have the priority to be assigned to Chinese classes;
- (2) If the performance in English is the same in criteria (1), those with more number of EMI subjects failed will be assigned to Chinese classes first (*note: EMI subjects include Maths, Integrated Science, Geography and Computer Literacy, excluding English*);
- (3) If the performance of students in condition (1) and (2) remain the same, the lower the total marks in English, Maths, Integrated Science, Geography and Computer Literacy (with 200 full marks for English, and 100 full marks for other EMI subjects) will be assigned to Chinese classes first;
- (4) The results will be endorsed in the meeting concerned

**Salesian English School**  
**Transfer to Flexible Classes (F.2A, 2B)**  
**Application Form**

**Appendix B**

Sample for reference only.  
Forms can be obtained from  
the school office during the  
application period

Dear Principal,

After discussion with my son, who has met the requirements to study in Flexible classes (Passed in English & Maths; Ranked top 66 in Form One in annual marks), I would like to apply for the transfer to the Flexible classes on behalf of my son. The reasons for the application are:

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I promised that sufficient support would be given to my son, other than the bridging programme offered by the school, to prepare for the change of learning environment if the application is granted. The plans for the bridging are as follows:

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Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Class: \_\_\_\_\_ (            )

Name of parent/ guardian: \_\_\_\_\_

Signature of parent/ guardian: \_\_\_\_\_

Date: \_\_\_\_\_