Guidelines for Split and Floating Classes

1. Both teachers and students have to be punctual to start and end each lesson.

2. Students have to prepare for the lesson once the preparatory bell rings.

3. Students should line up outside the classroom or special rooms in good order before teacher comes. The queue sequence will be arranged in the first lesson.

4. Students are not allowed to enter classroom themselves.

5. Students in split classes are seated according to a seating plan prearranged by the subject teacher and it has to be displayed on the teacher’s desk.

6. All students are supposed to take all the necessary things for the split classes. They are not allowed to go back to their home rooms in between lessons.

7. All students are required to keep the classrooms clean and tidy. They cannot leave rubbish behind or deface students’ desks. Otherwise, disciplinary penalty will be imposed on students concerned.