



Sir Ellis Kadoorie (S) Primary School

9 Eastern Hospital Road, Sookunpo, Hong Kong

Tel: 2577 3489

Fax: 2882 4520

Web: www.sekps.edu.hk

E-mail: webmaster@sekps.edu.hk

1st September 2016

Circular 1/2016-17

To: Parents / Guardians,

Matters Related to the New School Term 2016-2017

Welcome back to school! Parents/Guardians are requested to pay attention to the following matters related to the New School Term 2016-2017:

	Items	Appendix	Reply Slip
1	New School Term	1A	Please hand in the Reply Slip to the class teacher on or before 5.9.2016 . (For those who join the Dental Care Service, please also hand in \$20 .)
2	School Discipline	1B	
3	Crisis Intervention-Handling Emergency	1C	
4	Lunch Arrangement	1D	
5	Textbook Assistance (TA) and Student Travel Subsidy (STS)	1E	
6	Selling of textbooks	1F	For those who want to buy the textbooks, please bring the exact amount of money on 2.9.2016
7	Collection of Exercise Books and SBM Fees	1G	Please pay in cash or cheque for the exact amount.
8	Photo-taking	1H	Pupils who want to take individual photos, please hand in \$12 for a dozen/\$20 for 2 dozens of photos together with the Order Form to the class teacher on or before 5.9.2016 .
9	Parent Consent Form	Appendix 8(i)	Please hand in the consent form to the class teacher on or before 5.9.2016 .
10	Medical History of Pupils	Medical History Form	Please hand in the Medical History Form of your child to the class teacher on or before 5.9.2016 .

Remarks: For further reference, please keep all Circulars till the end of the academic year.

Ms CHUI Sau-man
Headmistress

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Matters related to New School Term 2016-2017

Please note the following:

1. School Circulars & Notices

Parents/Guardians are requested to read and sign all School Circulars & Notices. Circulars are for parents of all levels. Notices are for target groups only (e.g. P. 3 Educational Visit). All Circulars & Notices in white do not have reply slip. They will be distributed to the eldest child studying in our school. Those Circulars & Notices printed in colour paper have reply slip. Please fill in, sign and return the Reply Slip to the class teacher punctually.

2. Special Arrangement for the First 4 Days

Special arrangement of school hours for the first week will be as follows:

1/9/2016 (Thu)	8:25 a.m. to 11:00 a.m. (P.2 - P.6)
	9:00 a.m. to 11:00 a.m. (for P.1 only)
2/9/2016 (Fri) -6/9/2016 (Tue)	8:25 a.m. to 11:00 a.m. (for P.1 – P.6)
7/9/2016 (Mon) onwards	8:25 a.m. to 3:00 p.m. (for P.1 – P.6)

(Pupils need to bring their lunch and textbooks according to the class time-table. Parents may deliver lunch to the school from 12:00 noon -12:20 p.m.)

3. Handbooks

Parents are requested to read / fill in / sign the following pages in the handbook:

P.4	Declaration for Collection of Personal Data
P.5	Particulars of Pupils / Parent / Guardian
P.11	Pupil's State of Health
P.12	Dismissal Method
P.66-71	Temperature Record

4. Student Health Service

The Student Health Service for the year 2016/17 will be opened to all primary school pupils starting from November 2016 to October 2017. Under the Student Health Service, school children enrolled will be scheduled for an annual appointment at a designated Student Health Service Centre according to the location of the attending school. The service is *free* of charge.

5. School Dental Care Service

The School Dental Care Service provides oral health care for primary school children in Hong Kong. All pupils joining the service will attend the Dental Clinic for annual check-up at the scheduled appointed time, accompanied by their parents outside school hours. A fee of **\$20 per year** will be charged on those who enroll for the Dental Care Service. If you wish your child to join the service, please **hand in \$20.00 to the class teacher on or before 5.9.2016**.





6. Safety of Children after School

Please note that it is the parents' / guardians' responsibility to take care of their children after school. Parents/ guardians are requested to **collect their children on time**. Teacher Assistant on duty would look after pupils until **4:15 p.m.** (time for second round school bus). After this, if the school is unable to contact their parents or members of their families, the school will take appropriate measure including bringing the pupils to **the nearest police station** for assistance as the last resort.

7. In Case of Injury

In case of injuries happen in school, First Aid teachers will decide whether pupils need to be sent to hospital for further checking while parents will be informed. Parents are reminded that the hospital will collect **\$100** for this service.

8. Leave during School Hours

If parents want to take their children home when school is in session, they should come to school and sign the **Pupil Leaving during School Hours Form** when collecting their children.

9. Absent from school

If your child need to be absent from school due to illness or any special reasons, parents need to **inform the class teacher by phone** as well as **write** to the class teacher by making use of the **LEAVE RECORD** on Page 20 in the Handbook. Class teacher will follow the case when your child resumes school. Medical certificate should be attached.

10. Special Arrangements in bad weather

There will be special arrangements in the event of tropical cyclones, heavy persistent rain or thunderstorms and the 'Red' or 'Black' warning of the Rainstorm Warning System. Parents should read **Page 13 of the Handbook** and follow the instructions given. Parents should consider the safety condition in your district before you let your child come to school. Children will **NOT be penalized** under these exceptional circumstances and special arrangement will be made for them to re-sit for examinations when necessary.

11. Transfer of Student Information on Special Education Needs

In order to develop a caring environment, the Education Bureau (EDB) always offers different programs to support our pupils. These programs aim at helping pupils in their studies. So it is very important for the EDB to get your consent in providing assessments and the follow up services to your child. **Please complete the consent form Appendix 8(i) and return it to the class teacher on or before 5.9.2016.**





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12. Special Timetables for the first 4 days

1.9.2016 (Thursday)

Time	Activities
8:25-8:45	❖ Roll Call
8:45-9:45	❖ Class Management
9:45-10:00	Recess
10:00-10:50	❖ Dismissal Practice
10:50-11:00	Class Period

2.9.2016 (Friday)

Time	Activities
8:25-8:45	❖ Opening Speech by Headmistress ❖ Introduction of new teachers
8:45-9:45	❖ Roll Call & Class Management ❖ Selling and checking of text books and exercise books
9:45-10:00	Recess
10:00-10:50	❖ Rainy Day Dismissal Practice ❖ Briefing on School Bus Affairs
10:50-11:00	Class Period

5.9.2016 (Monday)

Time	Activities
8:25-8:45	❖ Roll Call
8:45-9:45	❖ Class Management ❖ Discipline training for P.4-6
9:45-10:00	Recess
10:00-10:50	❖ Class Management ❖ Discipline training for P.1-3
10:50-11:00	Class Period

6.9.2016 (Tuesday)

Time	Activities
8:25-8:45	❖ Roll Call
8:45-9:45	❖ Class Management ❖ Flag Raising Ceremony ❖ MCE Talk for P.4-6
9:45-10:00	Recess
10:00-10:50	❖ Class Management ❖ Flag Raising Ceremony ❖ MCE Talk for P.1-3
10:50-11:00	Class Period

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To : Parents/Guardians,

Matters Related to School Discipline

Please take note of the followings:

1. School Rules and Regulations

A. School Uniform

- (a) Pupils should wear **proper school uniform** to school every day.
- (b) Pupils should wear **PE uniform** with white PE shoes **for PE lessons** and **on Fridays** for CCA lessons, otherwise they will not be allowed to join PE activities.
- (c) Pupils should wear uniform of the appropriate size. Over-size or baggy uniform is not recommended.

B. Punctuality and Attendance

- (a) Pupils should be **punctual to school**.
- (b) Pupils who are **late for six times** will be given **a warning** which will affect their conduct assessment during examinations.
- (c) **Attendance is compulsory** in all school functions.
- (d) Parents/Guardians should inform the school by phone on the day your children cannot attend school followed by a letter of excuse to the class teacher upon returning to school.
- (e) Pupils who will be away for **long leave** should obtain **prior permission** from the school **in writing**. Parents/Guardians should state the **reason** of leaving with **dates** of leaving and return clearly.
- (f) Pupils are not allowed to leave the school premises during school hours without permission. Parents/Guardians should come in person to take your children when they are sick, get hurt in accident or have applied for early leave with acceptable reasons.

C. School Activities

- (a) All pupils are required to take part in PE lessons and Co-curricular Activities (CCA) except for those with health problems supported by medical certificates.
- (b) Parents/Guardians will be informed of school activities through circulars or notices. They are requested to read them carefully, sign and return the reply slips, as soon as possible.

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D. Pupils' Behaviour

- (a) "***I Promise to be a Good Pupil***" with references of good behaviour is printed on **Pg.8 in the handbook**. Parents are requested to remind their children regularly to behave well.
- (b) For the safety of the pupils, they are not allowed to run, to climb, to play dangerous games such as ball games at anytime at school except during PE and CCA lessons.
- (c) All pupils have to stay in school for lunch in order to keep them safe. Children will bring their own food or join the catering services. Teachers will be on duty to take care of pupils during lunch time.
- (d) Pupils should observe school rules and regulations. Their misbehaviour will be recorded in their handbooks and disciplinary actions will be taken according to the disciplinary measures mentioned below.
- (e) Parents/Guardians are also requested to teach your children to behave well in public transport and to pay the exact fares.

E. Valuables

- (a) Pupils should not bring valuable belongings or toys to school.
- (b) It is advisable for pupils to have their **names** marked on all their belongings and clothing.
- (c) If pupils need to hand in money to the teachers, parents/guardians are requested to prepare **exact amount** in an envelope with your children's names and classes on it.
- (d) Parents/Guardians should keep on reminding your children to keep their money properly with them at all times in school.
- (e) Please be noted that there is a telephone at the lobby of the school. Pupils can use it if necessary. ***Pupils are not suggested to bring mobile phones to school except with *application to class teacher.*** For security sake, pupils need to put their mobile phones in the teacher's drawer inside the classroom before the 1st lesson and the class teacher will lock them up until dismissal. However, the school is not responsible for any damage to the mobile phones.

* Note : Parents have to write a letter to the class teacher of your children to explain the reason of bringing a mobile phone to school and please remind them to take good care of it when they are on the way to school or back home. The school bears no responsibility of the mobiles.

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F. Other Reminders

- (a) Parents should not stay in the school premises unless on official business.
- (b) At dismissal, parents of P.1- 6 have to wait at the basketball court for your children. Parents should be punctual to pick them up.
- (c) The school should be informed of any changes in home address and telephone numbers within 7 working days.
- (d) Pupils who want to withdraw from the school should inform the school in writing with reasons and relevant details.

2. Commendation & Disciplinary Measures

Pupils who behave well, achieve good academic results, attain outstanding positions in sports and do various services in school are commended in different ways. Commendation is made through the following means:

- A. Discipline Competitions;
- B. Cleanliness Competitions;
- C. The Whole School Approach Programme to Guidance – “Be a good Kadoorian” is conducted in collaboration with the Student Guidance Personnel (SGP).
- D. Service groups like prefects, cleanliness ambassadors and monitors are also awarded for their dedicated service to the school;
- E. Scholarships are awarded to the pupils for their excellent academic results or to the needy students;
- F. Super Kid Programme

Both commendation and disciplinary measures are proved to be essential in helping pupils develop their positive attitude and behaviour. The school adopts the following credit and warning system:

Credits will be awarded to pupil for:

1. Improvement in academic studies (With an increase of 5 average marks in the overall grade)
2. Performing duties faithfully (Recommended by teachers concerned and got approval from Discipline Mistress)
3. Getting an award in Inter-school Competitions (Recommended by teachers concerned and got approval from Discipline Mistress)
4. Being the winner of Super Kid Programme (Pupils must win in all phases)
5. Being the winner of the ‘Responsibility Award’

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Warnings will be given to pupils for:

1. Being late for 6 times
2. Offending the same school rules three times
3. Stealing
4. Causing injury to other people's body
5. Deliberately damaging the school properties
6. Staying away from school purposely

Merits & Demerits

3 credits = 1 minor merit	2 minor merits = 1 major merit	Inform parents by writing and recording in pupil's handbook
5 warnings = 1 minor demerit	3 minor demerits = 1 major demerit	

These credit and warning records are clearly recorded in the pupils' handbooks. Parents are requested to check pupils' handbooks every day to obtain a clear picture of your children's progress at school. Without your support and co-operation, the above-mentioned regulations and measures concerning School Discipline cannot be implemented successfully. We hope our pupils will behave properly and a congenial atmosphere will prevail in school.

Remarks: For further reference, *please keep this appendix till the end of the academic year.*

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To : Parents/Guardians,

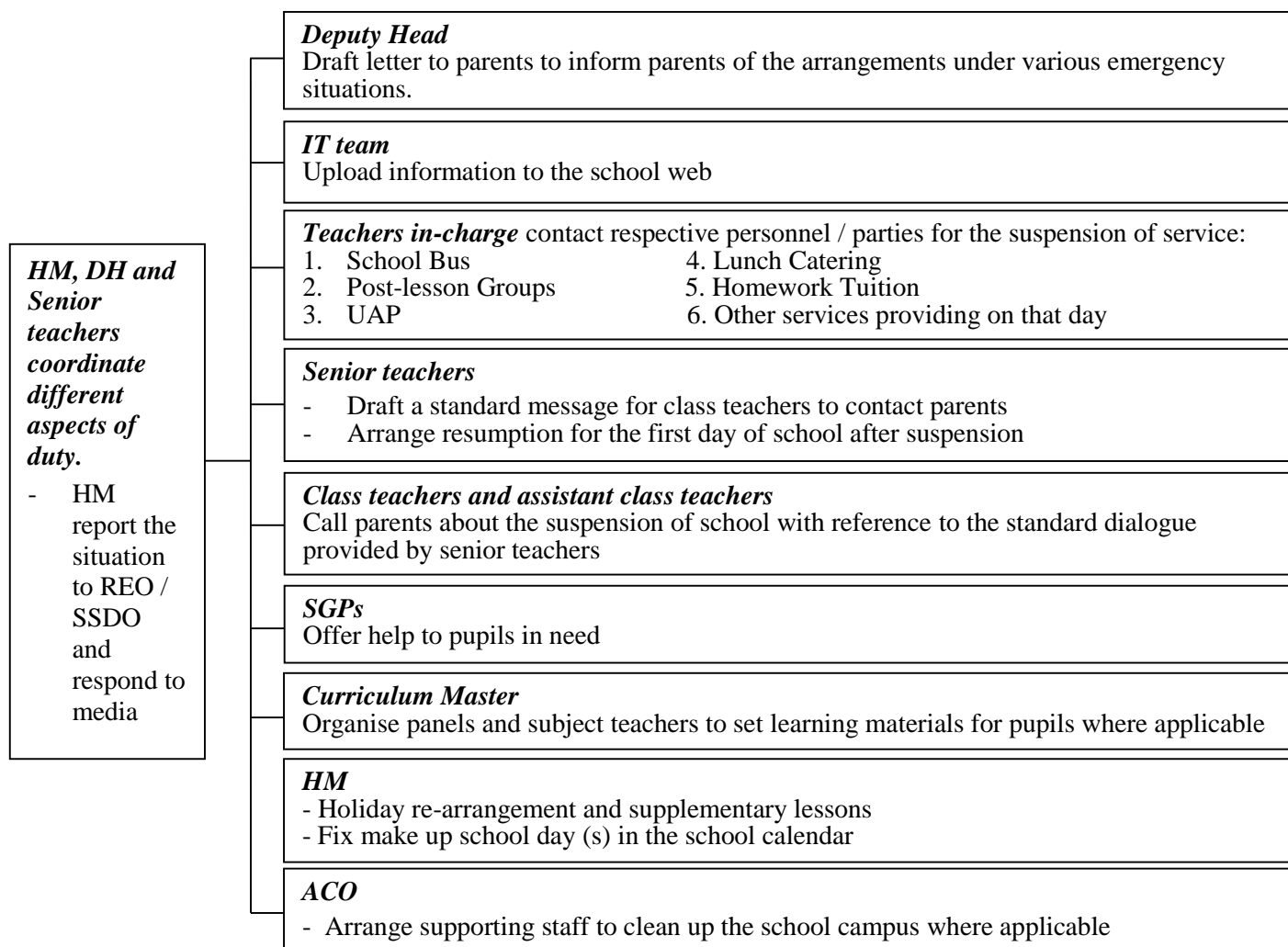
Matters Related to Crisis Intervention - Handling Emergency

Please take note of the followings:

Situations

- EDB announces suspension of classes before the school session begins due to emergency situations e.g. spread of communicable diseases, natural disasters etc
- EDB announces suspension of school during school hours e.g. Typhoon No. 8 is going to be hoisted etc
- Sudden events lead to dangerous environment around our school e.g. dangerous goods found around our school etc
- Unsafe condition within school premises e.g. landslide at the backyard slope, any events lead to architectural danger of the school building etc

Duty roster of school staff





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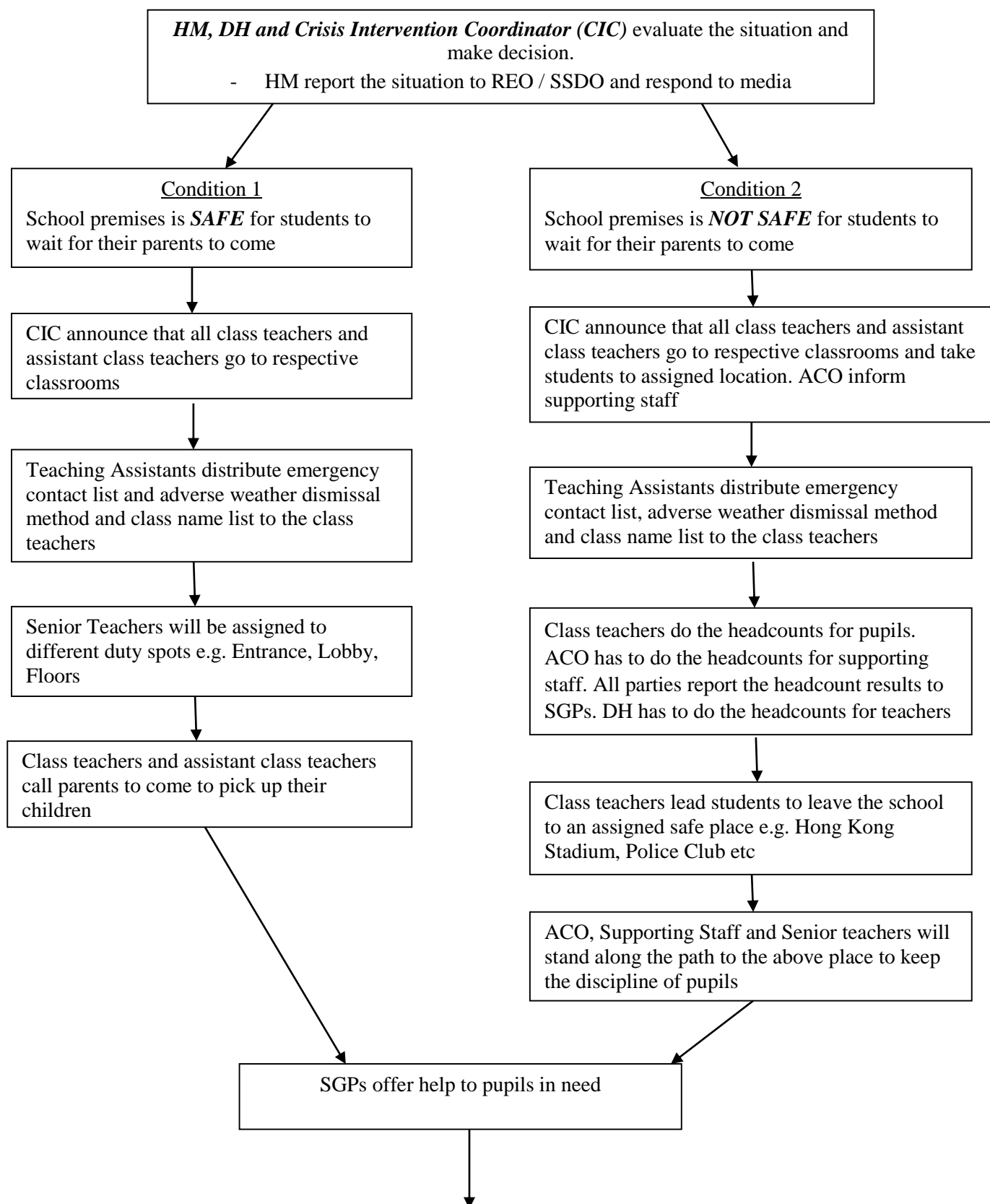
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Procedure for emergency evacuation



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Teachers in-charge contact respective personnel / parties for the suspension of service:

1. School Bus
2. Post-lesson Groups
3. UAP
4. Lunch Catering
5. Homework Tuition
6. Other services providing on that day

Staff dismissal:

After dismissing most of the children, staff will be dismissed according to the following order :

1. Pregnant staff
2. Staff living on outlying island/boundaries
3. Staff living in the New Territories
4. Staff living in Kowloon
5. Staff living on Hong Kong Island
6. HM / DH will be the last to leave the school

Notes

- All staff may still have to come to school under available situation.
- Parents may be allowed to send their children to school if they have problems in keeping them at home.
- Parents should exercise their discretion under individual circumstances in deciding whether or not to send their children to school in emergency situation.
- Alternate arrangements should be made regarding tests and examinations for students with no penalty under such exceptional circumstances.

Basis of Discretion

This plan is subject to change or amendment after the consultation with the school administration according to the actual situation.

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Appendix 1D

Matters Related to Lunch Arrangement

Please be informed that the normal school hours will commence on **7th September 2016**. Lunch time is from **12:30 p.m. to 1:05 p.m.** Pupils can bring their lunch to school or parents may deliver lunch to their children. Teachers and prefects will be on duty to take care of pupils. Furthermore, parents are welcome to use the lunch catering service as it has been arranged for pupils. Please be reminded that **ALL PUPILS ARE NOT ALLOWED to leave school to have lunch**. Parents are advised to **prepare a wet towel, a reusable spoon/fork** for each pupil. All the belongings should be labelled with the **pupil's name** and **brought home for cleaning** every day.

Parents who want to delivery lunch to their children should refer to the attached "**Arrangement for Parents Delivering Lunch to Pupils**" for the detailed arrangement.

Two drinks vending machines have been placed in the small playground. Three snacks vending machines have been placed on the first floor, the second floor and the annex. Pupils are reminded to bring an octopus card if they want to buy drinks or snacks from the machines.

Pupils who would like to join the catering service should hand in the **September Lunch Menus** with **cheques or bank pay-in slips** to their class teachers **on or before 5th September 2016 (noon)**. Pupils who would like to have the Menus/Order form should inform the class teachers as soon as possible. In case there is **cancellation of lunch, please phone to school on 2577 3489 between 8:30 a.m. and 9:00 a.m. that morning**.

Please be informed that students receiving full grant in the 2016/17 school year under the Student Financial Assistance Schemes (SFAS) would be provided with lunch subsidy from the Community Care Fund Assistance Program if they order lunch from the school lunch catering service this school year. Parents are welcome to contact the school for further details.

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Arrangement for Parents Delivering Lunch to Pupils

Preparation

1. Parents should prepare the lunch box and put it in **a re-usable bag/container** with **pupil's full name, class name** and **class number** on it. Each lunch box should also be labelled.
2. It is hygienic for parents to prepare **separate lunch box** for your children even though he/she has brothers or sisters studying here.
3. Parents are reminded **to prepare healthy food** for your children. It is advised that children should not take fast food for lunch.

Delivery

1. The school gate will be opened at 12:00 noon. **Parents may deliver lunch to school from 12:00 noon to 12:20 p.m.** To make sure pupils get the lunch promptly at lunch time, parents are reminded to **be punctual**.
2. Parents should put the lunch boxes on respective **trolleys** that are placed in the lobby. There will be signs and our staff will show you where to put the lunch boxes.
3. **Our staff will deliver the lunch boxes to the classrooms** accordingly.
4. Parents are reminded not to stay at school after delivery. Pupils should take the empty lunch boxes home for cleaning.

Thank you for your attention and co-operation.

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Appendix 1E

Matters Related to Textbook Assistance (TA) / Student Travel Subsidy (STS) 2016-2017

Please be informed that you can apply for School Textbook Assistance (TA) / Student Travel Subsidy (STS) for 2016/2017 school year for your child studying in our school. You should apply on the prescribed application form available in school (*while stock last) or District Office. **Please note that if you have already applied these schemes between May and August 2016, you DO NOT NEED to apply again.**

Please be reminded that all the forms should be properly **completed and signed** by the parent/guardian of the student. **One** application form should be completed for **each family**. Please **mail** the completed application form together with **relevant supporting documents** to the **Student Financial Assistance Agency (SFAA) directly**.

For those parents who have already applied for the TA/STS Scheme, the SFAA will issue **Eligibility Certificates (EC)** to those children of your family whom you have indicated would attend primary or secondary schooling in Hong Kong in the 2016/2017 school year. If you have received EC, please **submit it to the class teacher** on or before **6th September, 2016**. If you receive EC after the deadline, please submit it to the school as soon as possible. **Our school bears no responsibility for any consequences caused by late submission of EC by parents.**

If you have any queries, you may contact the **Student Financial Assistance Agency at Tel. No.: 2802 2345**.

The applicants are strongly advised to read the **WARNING in the Guidance Notes** before applying for the schemes.

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Appendix 1F

Purchasing of Textbooks 2016-17

Staff of Jing Kung Book Store will come to our school on **2nd September, 2016 from 8:00 a.m. to 12:00 noon** to sell textbooks to our pupils in the library. **10% discount will be offered.** Parents can also buy textbooks from other book stores. Those who would like to buy textbooks from Jing Kung Book Store can prepare the exact amount of cash or a **cheque** for payment. For security reason, **cheque** is preferable. Please write the **pupil's name, class and parents' contact number** at the back of the cheque and make it payable to "**Jing Kung Book Store**". Parents may refer to the following table for the amount that you need to pay for whole set of new textbooks:

Level	Amount (10% Discounted)
P.1	\$ 1,674.90
P.2	\$ 1,934.40
P.2 Chinese Elites	\$ 2,067.20
P.3	\$ 1,790.40
P.3 Chinese Elites	\$ 1,923.20
P.4	\$ 2,142.30
P.4 Chinese Elites	\$ 2,304.80
P.5	\$ 1,986.30
P.5 Chinese Elites	\$ 2,218.20
P.6	\$ 1,809.10
P.6 Chinese Elites	\$ 1,940.60

** If you need to buy textbooks for children of different levels, you are suggested to prepare the payment separately, i.e. one cheque /cash in exact amount for each child.*

**Parents have to purchase the whole set of books listed for both first and second terms at the beginning of the school year since the school need to swap some of the units for curriculum adaptation.*

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Appendix 1G

School-based Management Fee, Exercise books and learning materials

for the First term 2016-2017

The price list of School-based Management Fee*, Exercise books and other learning materials for the first term is attached for reference. Pupils of different levels have to pay different amount. Parents can make the payment by **Cash/Cheque** (Please write down the **pupil's name and class** at the back of the cheque and make it payable to “ **Sir Ellis Kadoorie (S) Primary School** ”).

Please **hand in the payment** to the class teacher **before 12th September, 2016**. Pupils who cannot produce the proof of payment would be required to pay again. Thank you for your co-operation.

* The School-based Management Fee (SBM Fee) is mainly for the maintenance and renewal of the school's air-conditioners and I.T. hardware as well as for paying the electricity charges.

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Develop a global outlook

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Sir Ellis Kadoorie (S) Primary School

9 Eastern Hospital Road, Sookunpo, Hong Kong

Tel: 2577 3489

Fax: 2882 4520

Web: www.sekps.edu.hk

E-mail: webmaster@sekps.edu.hk

School-based Management Fee, Exercise books and learning materials for the First term 2016-2017

Item		Level		P.1		P.2		P.3		P.4		P.5		P.6	
		Qty	\$	Qty	\$	Qty	\$	Qty	\$	Qty	\$	Qty	\$		
English (Blue)	Red Double Line	1	2.0	2	4.0	4	8.0								
	Blue Double Line									4	8.0				
	Single Line											5	10.0	5	10.0
	Magic Bag (Red Double Line)	1	2.6	1	2.6										
	Magic Bag (Blue Double Line)					1	2.6	1	2.6						
	Magic Bag (Single Line)											1	2.6	1	2.6
	File (Blue)	2	4.2	2	4.2	2	4.2	2	4.2	2	4.2	2	4.2	2	4.2
	Clear book(10 pockets)	1	8.8	1	8.8	1	8.8	1	8.8	1	8.8	1	8.8	1	8.8
Clear book(40 pockets)	1	15.5													
Maths (Green)	Big Square (20)	1	2.0	3	6.0	5	10.0								
	Squares (26)									6	12.0	6	12.0		
	Single Line													7	14.0
	Plastic Folder (Green)	1	6.6	1	6.6	1	6.6	1	6.6	1	6.6	1	6.6	1	6.6
Chinese (Orange)	Square (10)					5	10.0	5	10.0	5	10.0	5	10.0	5	10.0
	Big Square (8)	5	10.0	5	10.0										
	File (Orange)	2	4.2	2	4.2	2	4.2	2	4.2	2	4.2	2	4.2	2	4.2
G.S. (Pink)	Notebook (P.1-3) (Blank/Red Double)	2	6.0	2	6.0	2	6.0								
	Notebook (P.4) (Blank/ Blue Double)									2	6.0				
	Notebook (P.5-6) (Blank/ Blue single)											2	6.0	2	6.0
	File (Yellow)	1	2.1	1	2.1	1	2.1	1	2.1	1	2.1	1	2.1	1	2.1
Homework bag		2	12.0	1	6.0	1	6.0	1	6.0	1	6.0	1	6.0	1	6.0
MCE File (White)		1	2.1	1	2.1	1	2.1	1	2.1	1	2.1	1	2.1	1	2.1
Music Plastic Folder (Grey)						1	6.6	1	6.6	1	6.6	1	6.6	1	6.6
Handbook		1	11.5	1	11.5	1	11.5	1	11.5	1	11.5	1	11.5	1	11.5
Plastic Cover for Handbook		1	2.5	1	2.5	1	2.5	1	2.5	1	2.5	1	2.5	1	2.5
V.A. Materials & Colour			57.90		63.4		58.8		56.8		64.8		62.8		62.8
SBM Fee		100		100		100		100		100		100		100	
Total (\$)		250		240		250		250		260		260		260	

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Appendix 1H

Sir Ellis Kadoorie (S) Primary School 2016-2017

Matters Related to Individual Photo Taking

To: Parents / Guardians

Please be advised that we have arranged the photo taking service for students on **20th September, 2016 (Tuesday)**. Please be reminded that students should wear proper school uniform on that day.

The price for a standard 1.5" × 2" colour photo is **HK\$ 12.00 for a dozen/ HK\$ 20.00 for 2 dozens**. **Please give the exact amount** and return the attached form to the class teacher of your child on or before **5th September, 2016**.

Chit Shing Photo Service ---✂-----

ORDER FORM

I agree / disagree my child to take your company's photo service and pay

HK\$12.00 for 1 dozen / HK\$20.00 for 2 dozens for taking individual colour photos.

(Please pay the exact amount)

Class / Class No.:	Male	<input type="checkbox"/>	
	Pupil's Name:	Female	<input type="checkbox"/>
Parent's / Guardian's Signature	Date:		

**Please put a ✓ in the appropriate box.*

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