



Pat Heung Central Primary School
Letter to Parents

Date: 29th August 2008

Dear Parents,

General Information (2008-2009)

Welcome to Pat Heung Central Primary School. We would like to notify you of the following issues.

1. School Hours

Date	Time
1-9-2008 Monday (School year begins.)	9:00am—11:00am
2-9-2008 onwards (Normal school hours)	8:45am—4:30pm

2. Proof of Residency

Please provide us with a proof of residency of your child in Hong Kong. The proof can be a copy of the child's HKID card, birth certificate or a statement by the Immigration Department stating his/her residency in Hong Kong such as cancellation of visa.

3. Students should bring handkerchiefs and water every day.

4. Application for student absence

If your child is sick or cannot come to school, you should

- **Call** the class teacher, Mr. Rai or Mrs Pun, the Nepalese teachers, before 9:00am.
- **Provide** us with a letter stating why your child is absent on the following day.
- **Fill** in the 'Notes from Parents' in the Student Handbook stating why s/he is absent.

5. No junk food at school

Junk food such as chips, chewing gums and soft drinks is not allowed.

6. Lunch

Time: 12:10pm—1:10pm

Food: You can prepare lunch for your child or order lunch box (\$16.5@) at school. If you want to order a lunch box for your child, please make the order at the beginning of each month.

Tableware: To save the Earth, please prepare a spoon and a fork for your child and remind him/her to bring them to school every day.

7. Student Handbook

Please check your child's Student Handbook and sign the assignment record every day.

8. Bus Rules

- All students must keep quiet & sit nicely on the bus.
- Please look after your child while waiting for the school bus in the street and fetch him/her on time.

9. Passport-sized photos

Students can take photos at **\$10/dozen** on 3rd September (Wednesday). A notice will be issued on 1st September.

10. Detention

If your child behaves badly at school or doesn't finish his/her homework at home, we may ask him/her to stay at school after 4:30pm. In that case, you will need to come to school to pick him/her up.

Thank you for joining us and enjoy the fun of learning with us.

Yours faithfully,

Chong Ka Leung
(Principal)

***Please keep this letter for your future reference.**