

# HOTUNG SECONDARY SCHOOL

何 東 中 學

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Our Ref. : (GEN069E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path,  
Causeway Bay,  
Hong Kong

8 November, 2019

Dear Parents / Guardians

## Annual Speech Day

The Annual Speech of our school is scheduled to be held at the Main Hall on Friday 6 December, 2019, commencing at 3 pm. Ms Amy Chan Lim-chee, one of our illustrious alumnae and the Headmistress of the Apprentice Jockeys' School of The Hong Kong Jockey Club, has kindly agreed to be the guest of honour. In addition, the event will be attended by the S6 graduates of the last school year, prize/award winners, class representatives from S1 to S4 as well as all S5 and S6 students.

To ensure that the function goes smoothly, a rehearsal will be conducted on the afternoon of Wednesday 4 December. Normal timetable is to be followed by all students in the morning. Those who need to attend the ceremony\* are required to be present at school by 1:25 pm to participate in the rehearsal. Those who are not required to attend may leave at 12:10 pm.

The following are arrangements for Friday 6 December, the event day:

- All students will attend the first three lessons. S1 to S4 students, except the class representatives, may leave at 10:50 am. (The official lunch supplier will not provide service on that day.)
- Prize/award winners, class representatives from S1 to S4 as well as all S5 and S6 students need to wear full winter uniform and assemble at the Main playground at 2 pm for roll-call.
- All student helpers and officials\* are required to follow the instructions of teachers involved in the function.

Please complete the reply slip below and have it returned to the Class Teacher by Monday 18 November, 2019. Thank you for your attention.

Yours truly

A handwritten signature in black ink, appearing to be 'CSK', written over a horizontal line.

CHENG SIU Kam-sheung  
Principal

- \* Students required to attend the rehearsal : prize winners, S1-S4 class representatives, S5 & S6 students, performers, choir, student masters of ceremony, students responsible for vote of thanks and presenting souvenirs, and student helpers for front and back stage.
- \* Student helpers and officials : prefects, girl guides, performers, choir, student masters of ceremony, students responsible for vote of thanks and presenting souvenirs, and student helpers for (i) front and back stage, (ii) refreshment and (iii) reception.

## Reply Slip

Dear Principal

### Annual Speech Day

I, parent / guardian of student \_\_\_\_\_ (name) in \_\_\_\_\_ (Class) \_\_\_\_\_ (Class Number), acknowledge receipt of the letter concerning the captioned subject. I will ensure that my child will follow the instructions and arrangements of the school.

Parent / Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ November, 2019

Parent / Guardian's Name : \_\_\_\_\_