

# HOTUNG SECONDARY SCHOOL

何 東 中 學

1 Ka Ning Path,  
Causeway Bay,  
Hong Kong

Tel.: 2576 0142 (Principal)

2577 5433 (Office)

Fax : 2882 4536

Your Ref. :

Our Ref : (GEN019E/201920) in HTSS CI/20



23 September, 2019

Dear Parents / Guardians,

## Special arrangements on Friday 1 November, 2019

The 28<sup>th</sup> Annual General Meeting (AGM) of the Parent-Teacher Association of our school is scheduled on Friday, 1 November, 2019. To facilitate the preparatory work and the face-to-face talk between parents and teachers, the following special arrangements will be in force:

1. The morning session and the lunchtime will remain as usual.
2. For the schedule of afternoon sessions, the 8<sup>th</sup> period will be cancelled.
3. School will end at 2:50 p.m.
4. There will be no extra-curricular activity on that day.

If there is any queries concerning the above arrangements, please feel free to contact Ms TANG Miu-shuen at 2577 5433 (Main).

Please complete the reply below and have it returned to the Class Teacher at your earliest convenience. Thank you for your attention.

Yours faithfully,

CHENG SIU Kam-sheung  
Principal

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## Reply Slip

Dear Principal Siu,

## Special arrangements on Friday 1 November, 2019

I acknowledge receipt of the letter concerning the captioned subject. I will ensure that my child is going to return home in good time and make good use of the afternoon hours.

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

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

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

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

Class: \_\_\_\_\_ Class No.: \_\_\_\_\_