

HOTUNG SECONDARY SCHOOL

何 東 中 學

Tel.: 2577 5433 (Office)
Fax: 2882 4536
Our Ref. : (GEN070E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path,
Causeway Bay,
Hong Kong

26 November, 2019

Dear Parent / Guardian

Cancellation of Annual Speech Day

In view of the current social instability as well as the uncertain traffic conditions affecting both roads and public transport, the Annual Speech Day of our school, which was scheduled to be held on Friday 6 December, 2019, will be cancelled. As a result, all students have to attend full-day lessons on both Wednesday 4 December (during which a dress rehearsal was originally planned) and Friday 6 December.

Please complete the reply slip below and have it returned to the Class Teacher by Monday 2 December, 2019. For further enquiry, you are welcome to contact us at 2577 5433. 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

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(GEN070E/201920) in HTSS/STUD/1 Pt.2

Reply Slip

Dear Principal

Cancellation of 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 attend her lessons in accordance with the school's instructions.

Parent / Guardian's Signature: _____

Date: _____ November, 2019

Parent / Guardian's Name : _____