



The Arrangement of S.1-5 Parents' Day
有關中一至中五級家長日之安排

Dear Parents,
各位家長:

To enhance home-school cooperation for promoting students' whole-person development, the S.1-5 Parents' Day with the dissemination of first term report cards will be held from 8:30 am to 3:00 pm on 24 February 2024 (Sat). Please refer to the table below for details and kindly complete the reply slip on or before 29 January 2024 (Mon). Thank you for your attention.

為加強家校合作以促進學生的全人發展，本校將於 2024 年 2 月 24 日(六)上午 8:30 至下午 3:00 舉行中一至中五級家長日，當天同時會派發上學期成績表。面談各項安排詳見下表，並請於 2024 年 1 月 29 日(一)或以前填妥回條。特此函告。

Interviewing Teacher 面談老師	Time 時間	Venue 地點
	_____ am/pm	Room _____
Remarks 備註: 1. Students are required to wear winter school uniforms and accompany their parents to return to school at the designated time for an interview with the teacher to discuss their overall learning performance in the first term. 2. Upon arrival, parents and students should report to the home rooms of respective classes for subsequent arrangement conducted by student helpers. 3. Students without special reasons for absences should submit a leave application letter with supporting medical documents. Otherwise, they will be taken as having truancy. 4. If parents are unable to attend the scheduled interview, please contact the class teacher to reschedule a time. 1. 學生須穿著整齊冬季校服，陪同家長於指定時間回校與老師面談，以瞭解學生在上學期學習上的整體表現。 2. 家長與學生抵達學校後，請先到所屬班別的班房外等候，工作人員將安排接見事宜。 3. 未能出席面談之學生，除有特殊原因外，必須提交請假申請信及醫生證明書，否則一律當曠課處理。 4. 如家長未能於指定時間出席，敬請聯絡班主任另作安排。		

Christian Alliance Cheng Wing Gee College
宣道會鄭榮之中學



Shum Kai Shing, Principal 沈啟誠校長
23 January 2024 2024 年 1 月 23 日

Reply Slip 回條

I acknowledge the receipt of the above circular regarding "S.1-5 Parents' Day Arrangement".

本人經已知悉 貴校來函有關「中一至中五級家長日安排」事宜。

- I will attend the scheduled interview.
本人將出席上述的預約面談。
- I cannot attend the scheduled interview and will contact the class teacher for rescheduling.
本人未克出席上述的預約面談，將會聯絡班主任另作安排。

Name of Student 學生姓名：_____

Class 班別：_____ CSNO 班號：_____

Name of Guardian 監護人姓名：_____
(Block Letters 中文正楷)

Guardian 監護人簽署：_____

Date 日期：_____

Please put a '✓' in the appropriate box 請於適當 內填上'✓'號