



Po Leung Kuk  
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

Fax: 2431 1156

Dear Parents,  
各位家長：

P18061

Parents' Day Arrangement  
家長日安排

The report card for the First Term Test will be distributed on 3<sup>rd</sup> December 2018 (Monday).

To enhance home-school cooperation, a special Parents' Day will be held from 1:30 pm – 4:30 pm on that day. Parents of the selected students, together with their child, will be invited to meet with teachers to discuss their academic performance. The interview arrangement will be informed individually through a special parent circular. If you are unable to attend the interview at the time specified, please contact the teacher concerned for rearrangement.

第一學期測驗成績表將於二零一八年十二月三日派發。為促進家校合作，本校於當天下午1:30 – 4:30 舉行家長日。被邀請之家長及學生須按指定時間回校與老師面談，共同探討學生在學習及成長上面對的困難，尋求改善方案。有關家長日安排將由班主任個別通知；如家長未能按時出席，須於十一月廿六日（星期一）前向班主任提出，以便另作安排。

The schedule of the Parents' Day is as follows:  
家長日日程如下：

Time 時間	Students 學生	Activities 項目
8:10 am – 12:15 pm	All students 全體學生	Lessons 課堂
12: 15 pm	The Selected students 被邀請之學生	Lunch 午膳
	Other students 其他學生	Dismissal for students 解散
1:30 pm – 4:30 pm	The Selected students and their parents 被邀請之家長及學生	Individual interviews 老師與家長及學生面談

Please acknowledge the above by replying the slip below and return to your form teachers on 26<sup>th</sup> November, 2018

敬請填妥回條，著學生於十一月廿六日（星期一）前交回班主任。

Po Leung Kuk Lo Kit Sing (1983) College  
保良局羅傑承(一九八三)中學

Law Wing Chung, Principal 羅穎忠校長

22<sup>nd</sup> November, 2018 二零一八年十一月廿二日



Reply Slip 回條

P18061

I acknowledge receipt of the above captioned circular concerning 'Parents' Day Arrangement'.

本人知悉 貴校來函有關「家長日安排」事宜。

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)

Signature of Guardian 監護人簽署：\_\_\_\_\_

Date 日期：\_\_\_\_\_