

SAHK Jockey Club Elaine Field School
2022 – 2023 Parents Notice
The Arrangements for School Bus Service Communication

12th January 2023

Dear Parents,

[This is the summary of the Chinese Version as attached]

To improve the quality of our school bus service and further strengthen the communication between parents and school bus group, our school will launch its WhatsApp text messaging service in the second semester of the academic year 2022-2023. The arrangements are as follows:

1. Please be reminded that the mobile phone number of our school bus should not be shared with anyone who doesn't register for our school bus service.
2. Office hours for WhatsApp text messaging service:
 - School day : 7 : 00 am - 9 : 00 am
 - School activity : Please refer to the relevant activity reminder for more information.
3. Please be informed that enquiries from non-registered school bus users and their parents will not be entertained.
4. Parents are recommended to use simple text messages to communicate with our school bus staff. The text messaging templates are as follows:
 - Student XXX in Class X will not take the school bus today.
 - Student XXX in Class X will not take the school bus in the morning and will take the school bus after school today.
 - Student XXX in Class X will not take the bus after school today.
5. Our school bus will leave on time to avoid any delay of travel, our school bus staff are not able to make special pick-up arrangements.
6. If our school bus staff are not able to read the text message, the school bus will pick up the students according to the established procedures.
7. Our school bus staff will not respond to enquiries during driving so as to take care of our students and ensure driving safety.
8. Please note that parents are required to make a formal leave application to the school by phone which WhatsApp message will not be considered.

Please fill in the reply slip and consent forms, return it on or before **19th January 2023 (Thursday)**. For any enquiries, please feel free to contact the teacher Mr. Lai Ka Yuen at 2348 9506.

Mr. Suen Yau Man
Principal

Reply Slip

To whom it may concern,

I acknowledged the arrangements for School Bus Service Communication and provide a phone number that WhatsApp messaging service can be used :

Registered parent's contact number(1):_____ (Relationship : _____).

Name of Student : _____

Name of Parent : _____

Class : _____

Signature of Parent : _____

Date : _____