

SAHK Jockey Club Elaine Field School
2022-23 Parents Notice
Parents' Day (Term 1)

7th February, 2023

Dear Parents,

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

The Parents' Day (Term 1) will be held on the 24th February, 2023(Friday). The arrangement is as follows.

The arrangements of meeting class teachers:

Please meet the class teacher according to the session marked "✓" below. If the time does not match with your personal schedule, please specify the time that you are available on the reply slip and return it **on or before the 14th February, 2023 (Tuesday)**.

	Session 1	9:10 a.m - 9:40 a.m.
	Session 2	9:40 a.m - 10:10 a.m.
	Session 3	10:10 a.m - 10:40 a.m.
	Session 4	10:55 a.m - 11:25 a.m.
	Session 5	11:25 a.m. -11:55 a.m.

	Session 6	12:00 p.m - 12:30 p.m
	Session 7	12:30 p.m - 1:00 p.m.
	Session 8	2:45 p.m - 3:20 p.m.
	Session 9	3:20 p.m - 4:00 p.m.

Remarks :

1. If you want to meet the school principal, please make an appointment by phone with the School Executive Officer Ms Ng Wing Sze.
2. If you want to meet other professional staffs, please specify on the reply slip.
3. You are welcomed to meet other subject teachers by making appointment beforehand.
4. There will be no lesson for students on the Parents' Day, and students will join the group activities.if parents want to leave with their student, please fill in the "student's early leave" form at School Office.

For enquiries, please contact class teachers or Ms Lam Man Kuen at 2348 9506.

Mr Suen Yau Man
Principal

Reply Slip

To whom it may concern,

1. ☐ I will attend the meeting at the arranged session (session_____).
- ☐ I could not attend at the arranged session and I prefer to meet the class teacher at session_____.
- ☐ I could not attend the Parents' Day. I will schedule with the class teacher by phone.
2. Apart from the class teacher, I
☐ want to meet _____ (Please fill in the name(s) of the professional staff).
☐ don't need to meet other professional staff.

Name of Student : _____

Name of Parent : _____

Class : _____

Signature of
Parent : _____

Date : _____

* Please ✓ the appropriate boxes.