



Dear Parents / Guardians,

**The 23rd Sports Days
and Arrangement on Staff Development Day**

The 23rd Sports Day will be held on 8 Oct and 9 Oct, 2009 in **Shatin Sports Ground** from 8am to 4pm. Dismissal time may slightly vary according to the progress of the sport events. Students should wear their school P.E. uniform (i.e. white t-shirt and long pants) and bring their necessary clothing for change (e.g. shorts for running).

The Sports Days, being the same as normal school days, are compulsory for all students. For pre-arranged absences, an official letter of absence should be submitted to school before 2 Oct (Friday). For absences concerning illness, parents should first call the school office before 8am on that day, and submit the medical proof and an official letter of absence on the following school day. Latecomers will be dealt with the usual way and absences without a proper reason will be treated as truancy. All parents are welcome to our Sports Days.

Please also note that as there will be staff development programs in the afternoon of 25 Sept, 2009, the special timetable printed on P.83 of the Student Handbook will be adopted. Students will be dismissed at 12:35p.m on that day.

Yours sincerely,
Chan Shun Ching
Principal

Reference: 09- 10/ 005

18 Sept, 2009

Reply Slip

I am fully aware of the arrangements for the Sports Days and the Staff Development Day, and will remind my son / daughter to be punctual. And I ** am / am not* going to attend this activity.

Student's name: _____

Class: _____ Class no.: _____

Parent's signature: _____

**please delete as appropriate*