



Wong Shiu Chi Secondary School

王肇枝中學

14 October 2011

Dear Parents,

RE : School Picnic

The school picnic is organized to provide opportunities for students to enjoy leisure, to enrich their life experiences and to foster the relationship between teachers and students. The particulars of the picnic day are as follows:

- Date : 3 November 2011 (Thursday)
- Time and venue : Please refer to the attachment which provides information on the assembly venue and time, the dismissal venue and time, picnic venue, fee and transport arrangement etc. Further announcement will be made by the school as regards amendments in the information.
- Appearance and Dress code : Students should wear the school P.E. uniform. Casual wear, except exaggerated ones, is accepted. Students are reminded to abide to the standard of appearance listed in the school regulations.
- Activity : Teachers will organize guided tours or mass games. Students can also play badminton and chess but those potentially dangerous activities such as swimming and rowing are strictly prohibited. Radios, cameras or barbeque tools are allowed on the picnic day (students should be responsible for safeguarding their belongings) while toy guns, accessories, valuable belongings and large musical equipments are forbidden.
- Remarks : 1. To ensure safety, students will be looked after by their respective class teachers during the picnic day and the Police would also be notified.
2. a) The school picnic is compulsory for all students. Please return the duly completed reply slip with the fee to the respective class teachers before 17 October 2011 for arrangements.
b) Students who are not going to attend the school picnic must submit a letter of excuse to the school and are required to have self study in school on that day and the dismissal time for these students will be 3:25 p.m.
3. Students are required to follow the instructions of their respective teachers-in-charge and should not have activities by themselves. Moreover, students should pay attention to personal safety and be considerate to others. In case of accident, students should report to the teachers immediately.
4. In the event of any unforeseeable circumstances such as bad weather or hoisting of Typhoon Signal 3 or above, the school picnic will be cancelled and students have to return to school for normal lessons. Refunding of fees, such as for food or traffic, will be decided upon consideration of circumstances.
5. Latecomers must return to school and report to the Office immediately.
6. Students who take sick or casual leave should report to the Office at 2656 1270 on the picnic day before 8:10 a.m. Letters of excuse supported by medical certificate should be submitted to the respective class teachers upon students' return to school. Fees will not be refunded to these students.
7. Students must bring along their student ID cards and HKID card copies on the picnic day. Also, they should arrive on time at the place of assembly and dismissal.
8. Students should return home as soon as possible after dismissal.

Thank you for your attention!

Yours faithfully,

Principal

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Reply Slip (Please return it to the class teachers on 17 October 2011)

I, the parent of student _____ of Class _____ (number: _____) acknowledge the contents of the circular and agree / disagree my child to participate in the school picnic and will abide to the rules and conditions.

Signature of Parent :
Name of Parent :
Date :

Remarks : Students who do not participate in the school picnic should produce an addition explanatory letter.

