

1 September 2015

Dear Parents,

Disciplinary Measures

I write to inform you of the following disciplinary measures for this academic year:

(1) Use of Mobile Phone

Students are required to switch off their mobile phone while they are in the school campus. In case students are found to have their mobile phone on within the school campus, the phone would be confiscated and kept in the School Office, to be collected by their parents within one month. Parents are kindly requested to remind their daughters not to bring valuables or large amount of cash to school. Students are responsible for proper keeping of their own valuables and should bear the responsibility for any losses.

(2) Lunch arrangement for S1 – S3

For whole-day school, students of S1 – S3 are required to stay in their classrooms for lunch until 1:00 p.m. (12:05 p.m. on Friday). The school would help arrange for students to order lunchboxes. Parents wishing to send their home-made lunchboxes are requested to leave them at the school gate at the following time:

Monday – Thursday: 11:30 – 12:00 a.m.

Friday: 10:45 – 11:15 a.m.

The lunchbox must bear the name and class of the student concerned. Food from outside caterers or things other than lunchboxes would not be forwarded.

(3) All students are not allowed to leave the school after the lunch session in the classrooms for S1 – S3.

Kindly return the Reply Slip, duly signed, to the Class Teacher. Thank you and God bless.

Yours sincerely,

Mrs Lucilla Yip
Principal

----- **Reply Slip** -----

I acknowledge receipt of the information regarding the **Disciplinary Measures** relating to the use of mobile phone and lunch arrangement for S1 – S3.

Name of Student: _____ Class: _____ Class No.: _____

Name of Parent: _____ Signature of Parent: _____ Date: 9 / 9 / 2015