



16/12/2011

Dear Parents,

Arrangements for the Christmas Worship Day

21 December 2011 (Wednesday) is the Christmas Worship Day of the school. Students are required to come back to school according to the normal school timetable. School bus and lunch services will be provided as usual. The arrangements of the activities are as follows:

Time	Activities
8:10am – 9:00am	Class time
9:00am – 10:05am	Class party
10:05am – 10:20am	Recess
10:20am – 11:20am	Christmas worship
11:20am – 11:50am	Class time
11:50am – 1:15pm	Lunch, lunchtime concert
1:15pm – 2:00pm	Tidying up the classroom
2:00pm – 4:15pm	Watching movies, games

Students may leave school at 2:00pm on that day. If your child normally takes the school bus, you are requested to inform the School Bus Team in advance.

If you do not wish your child to leave school early, your child can remain on the school campus to watch movies and play games which will be prepared by the school. Arrangements for lunch and the time of leaving school for your child will remain as usual.

Please fill in the Reply Slip below and indicate clearly your option regarding the arrangements for the Christmas Worship Day, and have your child return it to his/her homeroom teacher on 19 December (Monday).

Yours sincerely,

Stephen Lui
Acting Principal

Reply Slip

Arrangements for the Christmas Worship Day

(Please return to the homeroom teacher on 19 December)

(Please put a ✓ in the appropriate box □)

DS4 No.51
DS5 No.46

Dear Principal,

I have noted the content of the circular "Arrangements for the Christmas Worship Day".

- My child **will not** leave school at 2:00pm on the Christmas Worship Day. Arrangements for lunch and the time of leaving school for my child will remain as usual.
- (Applicable to students who normally take the school bus)
My child **wishes** to leave school at 2:00pm on the Christmas Worship Day and will not take the school bus. I will inform the School Bus Team in advance.
- (Applicable to students who **do not** normally take the school bus)
My child **wishes** to leave school at 2:00pm on the Christmas Worship Day.

Student's Name: _____ Class and Class Number: _____ ()

Parent's Name: _____ Parent's Signature: _____

Date: _____ Contact Number: _____