

Caritas Wu Cheng-chung Secondary School
2019/2020 Scholastic Year Parent Circular No. 8
Re: Enhancing Communication between the School and Parents

2nd September, 2019

Dear Parents/Guardians,

Communication between the school and parents mainly takes the form of either parent circulars or entries in the 'Message Board' in the Student's Handbook. To ensure the above-mentioned means can reach the parents in due course and to encourage instant feedback to the school, the authenticity of the parent's signature in any school document is essential. In this regard, parents are invited to put their signature on the reply slip below as an official reference any future documents circulated between the school and parents would be based on. In case there is a change to the signature, parents are kindly expected to notify the school by letter in advance with reasons as detailed as possible.

To foster effective school-parent communication and strengthen the offering of guidance to students, each class teacher will contact parents of the students they are responsible for by phone in September and discuss matters surrounding the student's studies and their daily life at home. By extension, an emergency contact number will be enquired about to help the school and parents keep in immediate contact with one another when necessary.

Yours faithfully,



Dr. Chung Chi Yuen, Stanley
Principal



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2019/2020 Scholastic Year Parent Circular No. 8 Reply Slip

Biblical Quote: *Surely Yahweh's mercies are not over, his deeds of faithful love not exhausted. (Lm 3:22)*

Dear Principal Chung,

I have read the parent circular dated 2nd September 2019 and am fully informed of the matters of enhancing school-parent communication.

Student's Name: _____

Class: _____ Class No: _____

Parent's Name: _____

Parent's signature: _____

Date: _____

Parent's/Guardian's Signature	Parent's/Guardian's Full Name	Relationship with the Student	Date