

Caritas Wu Cheng-chung Secondary School  
2020/2021 Scholastic Year Parent Circular No. 7  
Re: Enhancing Communication between the School and Parents

1<sup>st</sup> September, 2020

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 for any future documents circulated between the school and parents. 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 immediate contact with one another when necessary.

Yours faithfully,



\_\_\_\_\_  
Dr. CHUNG Chi Yuen, Stanley  
Principal

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

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2020/2021 Scholastic Year Parent Circular No. 7 Reply Slip

Dear Principal Chung,

I have read the parent circular dated 1<sup>st</sup> September 2020 and am fully informed of the matters of enhancing school-parent communication.

Student's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Class no.: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_  
Parent's Contact no.: \_\_\_\_\_ Date: \_\_\_\_\_

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