6 On Muk Lane, Shek Mun, Shatin, N.T Website: http://www.hkbuas.edu.hk

Chief Principal

Dr. Benjamin Chan Wai Kai

Deputy Principal

Mr. Eric Lo Chi Chung

Assistant Principal (Primary Division)

Ms. Jackie Chong Hiu Li

11 June 2019

Guardian Information Updated Form (Only for 2019-20 G.1 Students)

If student has encountered emergency incidents, our school will contact his/her parents immediately. Parents have to provide the guardian's contact and allow the guardian to handle the emergency of the child in case our school cannot find the parents. If parents would add the guardian's contact, please fill in the form as below and return it on 11 or 12 July.

Our chain of contact is mother, father and then guardian. If parents would like to change the contact order, please inform the school by written correspondence.

If both parents leave Hong Kong for more than 2 days, the school encourage parents to inform our school in advance. It would allow class teacher to strengthen supervision on student's learning.

For any enquiries, please contact Ms. Chan, Office Administrator, at 2636 7303.

Jackie Chang	Men					
Jackie Chong	Dr. Benjamin Chan					
Assistant Principal (Management)	Chief Principal					
Primary Division	12					
% Reply Slip ≪						
(Please return on Registration Day, 11 or 12, July)						

I would add the guardian 's contact. In order to prevent delay in processing, I allow the guardian to handle the emergency of my child in case the school cannot find the parents.

Guardian Name	7	
Contact No.		
Relationship with	the student	
tudent of G:		Parent's Name:
lass No.:	2019-20 G.1 Student	Parent's Signature:
arent's Contact No.: _ Mentoring our students, fost		ssion Date : urage initiative, positive attitudes, individuality and creativity,

補充學生監護人資料 (只適用於 2019-20 一年級學生)

學生如遇緊急事故,本校需盡快聯絡家長,由於部份家長經常在外地工作或短期離港公幹,為 免延誤處理學生情況,請各位家長必須填報父親及母親以外的監護人資料,並授權該監護人如學生 遇緊急事故而學校未能聯絡家長時,將由監護人即時決定如何處理 貴子弟情況。需補充監護人資 料的學生,請家長填妥以下表格於註冊日(7月11或12日)交回。

此外,本校一般聯絡家長次序:先聯絡母親、然後父親,最後為監護人。如家長有其他聯絡次 序的安排而未曾通知本校,請致函通知學校。

如兩位家長離港多於兩天,本校鼓勵家長離港前以書面通知班主任有關家長離港的日期,以便 跟進學生學習情況。

如有任何查詢,請致電 2636 7303 與校務處陳小姐聯絡。

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2019年6月11日		
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	≫回條≪	
	(建以7月11 式 17日社四日六回)	

(請於 <u>7月 11 或 12 日註冊日</u>交回)

本人現欲補充敝子弟監護人資料,並且授權以下監護人,倘若敝子弟遇緊急事故,而學校 未能聯絡家長時,即時決定如何處理敝子弟情況,以免延誤處理。

	<u> </u>			
	聯絡電話			
	與學生關係			
G_	班學生:		家長姓名:	
學	號:	2019-20 年度一年級新生	宝 家長簽署:	
家	長聯絡電話:		日 期:	