



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 Chong
 Assistant Principal (Management)
 Primary Division

Dr. Benjamin Chan
 Chief Principal

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(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	
Contact No.	
Relationship with the student	

Student of G _____ : _____ Parent's Name : _____

Class No. : 2019-20 G.1 Student Parent's Signature : _____

Parent's Contact No. : _____ **Our Mission Date** : _____

"Mentoring our students, fostering their personal growth to encourage initiative, positive attitudes, individuality and creativity, providing a basis for lifelong learning."

