



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon, Kowloon.

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Parents' Letter No. 3

21 September 2023

Dear Parents/Guardians,

Principal's Meeting with Parents and Handling Complaints Policy

Please be informed of the following matters:

1. Principal's Meeting with Parents

The First Principal's Meeting with Parents will be jointly hosted by the school and the PTA. During the meeting, parents will be able to find out more about our school. The details of the First Principal's Meeting with Parents are as follows:

Date: 28 September 2023 (Thursday)
Time: 16:30 - 17:30
Venue: School Hall (2/F)

Programme:

- ❖ Welcome Speech
- ❖ Major School Events
- ❖ E-class App /AlipayHK App
- ❖ PTA Annual General Meeting
- ❖ Parents' Sharing
- ❖ Q & A Session



<https://forms.gle/UWSpXP5zQRUPxeNs9>

As a parent/guardian of the school, you are cordially invited to attend this meeting. Please scan the QR code to fill in the Google Form by Monday 25 September 2023.

2. Handling Complaints Policy

In order to strive for excellence and efficiency, and promote accountability and transparency, the school has established a school-based complaint handling mechanism which aims to handle complaints positively and provide prompt responses within an appropriate time frame. The 'Guideline for Handling School Complaints' has been uploaded on the school webpage for your reference.

Yours faithfully,

LEE Tung-ching
Principal

This Parents' Letter can be found on our school homepage (<http://www.seksswk.edu.hk/>) and eClass Parent App.

官立嘉道理爵士中學（西九龍）

二零二三至二零二四年度

第三號家長信撮要(詳情請參閱英文版)

2023年9月21日

(1) 第一次「校長與家長交流會」

為了讓家長更能了解本校，本校與家長教師會合辦「校長與家長交流會」。第一次交流會詳情如下：

日期：2023年9月28日（星期四）

時間：下午四時半至五時半

地點：學校禮堂

程序：

1. 歡迎辭
2. 學校活動
3. E-class 家長應用程式/香港支付寶應用程式
4. 家長教師會年度會員大會
5. 家長分享
6. 答問環節



<https://forms.gle/UWSpXP5zQRUPxeNs9>

誠邀各位家長/監護人參加這次交流會。請掃描二維碼填妥回條，截止日期為2023年9月25日（星期一）。

(2) 校本投訴機制

為追求卓越效率，增進問責透明，本校已設立「校本投訴處理機制」，以積極正面的態度處理投訴，並在適當時間內儘早作出回應。有關的投訴指引已上載於本校網頁以供參考。

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。