



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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

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School Website: www.seksswk.edu.hk

17 October 2016

Dear Parent/Guardian,

First Term Test (Parents' Letter No. 4)

Please be informed that from 21 October 2016 to 28 October 2016 inclusive, apart from normal lessons, students will also be having their first term tests on academic subjects. A copy of the first term test timetable for S1-S6 students is attached for your reference. A result sheet showing the marks obtained in all subjects will be issued to you after the tests and the results will also be taken into account as part of the Half-yearly Examination subject scores.

Please note that students are not allowed to be absent from term tests without valid reasons. If a student has to be absent for some official appointments, he/she must submit a written explanation from the parent, together with a copy of the supporting document (e.g. appointment letter from the Immigration Department), to seek approval from the Principal prior to the test. If a student is absent due to sickness, a medical certificate issued by an approved medical practitioner must be submitted on the day of returning to school. The student will be given zero mark for the subject(s) if he/she fails to produce a legitimate medical certificate or the supporting document as required.

Good academic results come from hard work. Please supervise your child/ward to do his/her revision and be well-prepared for his/her tests.

Thank you for your kind attention.

Yours faithfully,

YEUNG KWONG Mong-ha

Principal

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

官立嘉道理爵士中學（西九龍）
二零一六至二零一七年度第四號家長信撮要

上學期測驗通告

本校將於二零一六年十月二十一日至十月二十八日舉行上學期測驗。上學期的測驗成績會被計算在上學期考試成績之內，測驗時間表請參閱本通告的英文版。

所有學生必須依時應考，如因特別事故缺席，必須於測驗之前遞交家長信及證明文件向校長申請；學生如因病缺席，必須於回校上課首天提交醫生紙以茲證明，否則將被視為無故缺考，而無故缺考之科目將以「零分」計算。

Reply Slip
First Term Test (Parents' Letter No. 4)

To: Principal
Sir Ellis Kadoorie Secondary School (West Kowloon)

I acknowledge receipt of Parents' Letter No. 4 and have noted the contents therein.

Student's Name: _____
Class & Class No.: _____
Parent's/Guardian's Signature: _____
Parent's/Guardian's Name: _____ (IN BLOCK LETTERS)
Emergency phone no. _____ (IN BLOCK LETTERS)
Date: _____

第四號家長信回條

本人已閱讀第四號家長信及知悉所有內容。

學生姓名：_____

中____年級____班（ ）

家長簽署：_____

家長姓名：_____

聯絡電話：_____

_____年____月____日