



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. 2

16 September 2019

Dear Parent/Guardian,

List of Class Teachers and Assistant Class Teachers, Annual Sports Day and Handling Complaints Policy

Please be informed of the following matters:

1. **List of Class Teachers and Assistant Class Teachers**

Please be notified that a list of the class teachers and assistant class teachers of each class is available from our school homepage (<http://www.seksswk.edu.hk> → Our Staff) for your easy reference.

2. **Annual Sports Day (Reminder)**

Our annual Sports Day will be held at Sham Shui Po Sports Ground this year. Details of the function are as follows:

Heats Date: Friday, 20th September 2019 Time: 8:15 am – 4:30 pm

Finals Date: Wednesday, 2nd October 2019 Time: 8:15 am – 1:30 pm

Please be informed that Sports Day is an important school function and all students must attend. Students should wear PE uniform and arrive at Sham Shui Po Sports Ground before 8:15 a.m. on both the above mentioned days. After the events, students will be dismissed and they should make their own arrangements to return home.

You are cordially invited to attend our annual Sports Day.

3. **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,

YEUNG KWONG Mong-ha
Principal

官立嘉道理爵士中學（西九龍）

二零一九至二零二零年度第二號家長信撮要(詳情請參閱英文版)

(一) 各班班主任及助理班主任名單

校方已將各班班主任及助理班主任的名單上載到學校網頁，歡迎家長隨時瀏覽。

(二) 周年陸運會 (溫馨提示)

本校周年陸運會謹定於二零一九年九月二十日(星期五)及十月二日(星期三)假深水埗運動場舉行，全校學生必須穿著整齊運動校服出席。陸運會詳情如下：
初賽日：學生需於早上八時十五分前到達運動場，活動於下午四時三十分完結。
決賽日：學生需於早上八時十五分前到達運動場，活動於下午一時三十分完結。

活動完結後學生可自行歸家。本校亦歡迎貴家長屆時到場觀賽，為健兒們吶喊助威，增進家長與學生間之溝通及感受陸運會的氣氛。

(三) 校本投訴機制

本著追求卓越效率，講求問責透明，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，並盡早或在適當時間內回應。有關的投訴指引已上載於本校網頁以供參考。