



Ref no: 001E

21st June 2025

Dear P.1 Parents/Guardians,

Re: General Information

1. Our school is a Buddhist school and the school motto is “benevolence and fraternity”. The school provides a caring, supportive and stimulating environment which nurtures an all-round education and development of children. The school dedicates to develop the full potential of the children that will enable them to become confident and independent in all aspects of school life. The school also prepares the children to be good citizens and develops their awareness of their role in the community.
2. Parents are advised to sign the student’s handbook and notices every day. Please inform the school if there are any changes of address or personal information. Parents should fill in the student absence record in the handbook when applying for sick leave. Please also notify the school of the student’s absence from 8:00 a.m. to 9:00 a.m. Absence without prior notice will be treated as truancy. Medical proof is required when students are absent from school.

Please note the followings for the coming academic year 2025-2026:

1. School starts on **1st September 2025**. The school will operate from **8:10 a.m. to 11:00 a.m.** on that day. Please wear proper uniform.
2. **Textbooks will be distributed to all P.1 students on 1st September 2025.**
3. School hours will be **8:10 a.m. to 12:00 n.n.** from **2nd to 12th September 2025**. Students have to bring their books for lessons.
4. Starting from **15th September 2025 (Monday)**, school will resume as per normal and **end at 3:00 p.m.**
5. At times, the school has to take photographs or videos of students for education, advertising or public display purposes. We hereby ask for your consent for your child to be photographed or video-photographed if needed.

Thank you for your kind attention.

Yours faithfully,

Ms Kathy Chung
Principal

-----Reply Slip-----

To the school (Ref no: 001E),

Regarding the information of General Information, I have read the notice and the information is acknowledged.

I hereby **give my consent** for my child to be photographed (including video photography) by Po Kok Primary School for purposes of education, advertising or public display.

I **do not give my consent** for my child to be photographed (including video photography) by Po Kok Primary School for purposes of education, advertising or public display.

Name of student: _____ ()

Class: P.1

Signature of parent: _____

Date: _____