



寶 覺 小 學
PO KOK PRIMARY SCHOOL
香港跑馬地山光道十一號
11, SHAN KWONG ROAD, HAPPY VALLEY, HONG KONG.
TEL:2573 7911 · FAX:2572 4364

Ref no: 001aE

1st September 2025

Dear Parents/Guardians,

Re: General Information

1. Parents are advised to sign the student handbook and the notices every day. Tests, examinations and dictations must be signed with the identical signature as signed in handbooks.
2. Please inform the school if there is any change of address or personal information.
3. Please refer to the handbook for school arrangements under bad weather conditions. Please sign the relevant page in the handbook for acknowledgment of information.
4. Please fill in the student absence record in the handbook when applying for sick leave. Please also notify the school of 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 the student is sick for more than two days.

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

1. 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.
2. Starting from **15th September 2025 (Monday)**, school will resume as per normal and **end at 3:00 p.m.**
3. 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: 001aE),

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()

Signature of parent: _____

Date: _____