



Chiu Sheung School, Hong Kong
79B Pokfulam Road,
Tel : 2546-1644 Fax : 2517-2483
Website : www.csshk.edu.hk

18th January, 2010

Dear Parents/Guardians,

Notice on "Using Octopus Card for Attendance Taking" 2009-10 No.086B
(To: P.1 Students)

After a successful trial on using smart card system for taking attendance for P.2 to P.6 students, we plan to extend to P.1 students.

Parents please pay attention to the followings:

1. P.1 students will start using the system for attendance taking on 25/1/2010.
2. The class teacher will check your child's Octopus Card starting from 19/1/2010.
3. No need to add value on your child's Octopus Card as the School has not started to use the system for fee payment.
4. If your child has lost the card that has registered with the School, buy a new one and inform the class teacher immediately.
5. All P.1 students are advised to put the Card in the cardholder and wear it around the neck. Our teachers will take care of your child's card during PE lessons.
6. Any student who forgets to bring the Card on or after 25/1/2010 should go to the School Office to take attendance with the help of our staff.
7. Should you have any enquiries, feel free to contact the class teacher or Mr. Tsang.

Please return the reply slip to the class teacher on or before 19th January.

Mr. Chim Hon Ming
Principal, CSSHK



To: CSSHK

Class No: ()

Reply slip for Notice on "Using Octopus Card for Attendance Taking" 2009-10 No.086B

I acknowledge receipt of the notice on using Octopus Card for attendance taking
and I will remind my child to bring the Card to School every day.

Name of student: _____

Class: _____

Name of parent: _____

Signature: _____

Contact number: _____

19-1-2010 Tsang