



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

29<sup>th</sup> January, 2010

Dear Parents/Guardians,

Saturday class Discipline concern 2009-10 No.095B  
(To: All Saturday class students)

The Saturday classes (Chinese, English and other interest classes) have been providing students with extra learning opportunity and they are greatly welcomed by parents.

However, it has come to our attention that some students are not behaving properly in the school hall while waiting for the class or for parents' pick-up.

For the students' safety and to keep a quiet and pleasant environment in the school hall, we would like to draw your attention to this matter and have your co-operation in the following ways:

1. All Saturday classes are regular learning activities and students should also observe school rules as in every school day.
2. Students should remain seated and are not allowed to run in the school hall.
3. Books in the school hall are for students and also parents to read. They should be returned to the proper place after use.
4. Parents are also reminded to co-operate and help keeping a quiet and pleasant environment in the school hall.
5. If the situation does not improve, parents shall be asked to send and pick up students only at designated time.

Thank you very much for your co-operation and attention. Please return the reply slip to the class teacher on 1st February.

\_\_\_\_\_  
Mr. Chim Hon Ming  
Principal, CSSHK

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To: CSSHK Class No. (            )

Reply Slip for Saturday class Discipline concern 2009-10 No.095B

I acknowledge receipt of the above notice and will observe the regulations for the Saturday class.

Name of student: \_\_\_\_\_

Class: \_\_\_\_\_

Name of parent: \_\_\_\_\_

Signature: \_\_\_\_\_