



裘錦秋中學(屯門)
Ju Ching Chu Secondary School (Tuen Mun)

地址：香港屯門楊青路 28 號

Address: 28 Yeung Tsing Road, Tuen Mun, Hong Kong

網址 Web site: <http://www.jcctm.edu.hk>

電話 Tel.: (852)-2461 1555

傳真 Fax: (852)-2464 6161

電郵 E-mail: mail@jcctm.edu.hk

家長通告 2023-2024/126

學校資訊日服務生

敬啟者：

貴子弟將參與本年度學校資訊日服務。此乃有助提升學生服務精神的活動，當天將有老師帶領及指導一切。現特函通知，詳情如下：

- 日期：2023 年 12 月 16 日（星期六）及 12 月 17 日(星期日)
集合時間：上午 8 時正
集合地點：學校錦蘭堂（由老師指派服務崗位）
解散時間：約下午 6 時（活動完結協助收拾場地後）
服飾：必須穿著整齊校服或制服隊伍的服飾
備註：
1. 接待來賓時須態度積極及熱情有禮；
2. 詳細服務內容，負責老師會個別通知學生，學生須聽從負責老師的指示完成工作；
3. 若教育局因天氣惡劣情況宣布停課時，活動將會取消。

如有查詢，請致電 2461 1555 與黃佩儀主任或負責老師聯絡。

此致
貴家長

裘錦秋中學(屯門)

陳月平校長謹啟

二零二三年十二月十三日



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Parents Circular

2023-2024/126

Students on Duty for the School Information Day

Dear Parents/Guardians,

We would like to inform you that your child will participate in this year's School Information Day. Participation will contribute to your child's spirit to serve, and on that day your child will be led by teachers.

Details of the Information Day are as follows:

Date: 16 December 2023 (Saturday) and 17 December 2023 (Sunday)

Assembling time: 8:00 AM

Assembling location: School Theatre (duty positions will be assigned by teachers)

Dismissal time: Around 6:00 PM (after assisting in tidying up the venue)

Attire: Students must wear neat school uniforms or uniforms of their respective uniformed groups.

Remarks:

1. When receiving and greeting guests, students are to maintain a positive and courteous attitude.
2. Students will be informed of their duties by the respective teacher-in-charge, and they are required to follow the instructions of the teacher-in-charge in order to complete their tasks.
3. In the event the Education Bureau announcing the suspension of classes due to severe weather conditions, the activity will be canceled.

Should you have any enquiries, please contact Ms Wong Pui Yee or the teacher-in-charge via 2461 1555.

Yours faithfully,

Chan Yuet Ping
Principal