



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

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家長通告 2025-2026/168
學校資訊日服務生（11 月 29 日）

敬啟者：

本校將於 11 月 29 日（星期六）舉辦學校資訊日，貴子弟獲選為服務生，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，並感謝貴家長的支持。詳情如下：

日期： 11 月 29 日（星期六）

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

服飾： 必須穿著整齊校服或制服隊伍的服飾

備註：

- 接待來賓時須態度積極及熱情有禮；
- 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；
- 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 與余靜雯老師聯絡。

此致

貴家長

裘錦秋中學（屯門）

陳月平校長謹啟

二零二五年十一月二十一日



Parents Circular 2025-2026/168

School Information Day – Student Helper (29th November)

Dear Parents,

We are pleased to inform you that your child has been selected to serve as a student helper for our School Information Day, which will be held on Saturday, 29th November. This is a valuable activity that helps promote a spirit of service among our students. Teachers will be present to lead and guide the students throughout the event.

We would like to express our gratitude for your support. Details of the event are as follows:

Date: 29th November (Saturday)

Assembly Time: 8:00 AM

Assembly Venue: Lecture Hall (Service assignments will be given by the teacher-in-charge)

Dismissal Time: Approximately 6:00 PM

Attire: Students must wear full school uniform or the attire of their specific uniformed group (e.g., prefects, club).

Remarks:

1. When receiving guests, students must be proactive, enthusiastic, and courteous.
2. The teacher-in-charge will notify students individually regarding their specific duties. Students must follow the instructions of the teacher-in-charge to complete their tasks.
3. Should the Education Bureau announce class suspension due to inclement weather, the event will be cancelled.

Should you have any inquiries, please feel free to contact Miss Yue Ching Man at 2461 1555.

Yours faithfully,

Chan Yuet Ping
Principal

21st November 2025