



ST. LOUIS SCHOOL

Circular No. 229 (22-23)

14th March, 2023

Dear Parents/Guardians,

Re: Taking leave of absence on Activity Days

Please be reminded that if a student would like take leave of absence or has taken leave of absence on an activity day (e.g. Sports Day, feast days, Christmas Celebration, etc.), he has to submit a medical certificate together with a parent's letter to the school office. Students who fail to provide the school with a medical certificate will be considered playing truant and will face disciplinary sanctions. If a student has to take leave of absence on the above mentioned occasions due to reasons other than sickness or unchangeable medical appointment (e.g. attending funerals), kindly submit a parent's letter to the school office. He would be exempted from the above requirement subject to principal's approval.

Yours faithfully,

Dr Yick Ho Kuen
Principal