



## ST. LOUIS SCHOOL

Circular No. 023 (23 - 24)

25<sup>th</sup> August, 2023

Dear Parents/Guardians,

### **Re: Student Helper Recruitment for Orientation Day**

Your child / charge has been recruited as a student helper for the Orientation Day on 26<sup>th</sup> August, 2023 (Saturday). Details are as follows:

Role	Master of Ceremony	Usher & backstage helper	Usher		Representatives of Student Societies	House representatives
Time	7:45 a.m. – 11:15 a.m.	8 a.m. – 11:15 a.m.	8:15 a.m. – 9:15 a.m.	8:15 a.m. – 9:05 a.m.	9:00 a.m. – 11:15 a.m.	10:00 a.m. – 11:45 a.m.
Venue	School Hall		Covered Playground	School Entrance	G.P. Room	School Hall / G.P. Room / B101-105
Attire	Summer uniform and school tie			Scout uniform	Society Tee / Uniform	Summer uniform (hall helpers) / House Jersey (classroom helpers)
Teachers-in-charge	Ms CHUI Lok Ting, Ms NG Kar Wai Vivien and Mr. YEUNG Hon Pan				Mr. LI Chi Yip Leo Mr. WAN Chi Kong	House Masters / Mistresses

All student helpers should report for duty at the designated time instructed by the teachers-in-charge. For enquiries, please contact Ms NG Kar Wai Vivien at 2546 0117.

Thank you for your attention.

Yours faithfully,

Ms NG Kar Wai Vivien  
(for Principal)

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**Reply slip**

Circular No.xx (23-24)

### **Re: Student Helper Recruitment for the Information Day for Secondary 1 Admission**

Dear Principal,

I acknowledge receipt of the circular concerning the student helper recruitment for the Orientation Day on 26<sup>th</sup> August, 2023 (Saturday). I understand that my child \_\_\_\_\_ of Class \_\_\_\_\_ (No. \_\_\_\_\_) will report for duty punctually.

Signature of Parent/Guardian : \_\_\_\_\_

Name of Parent/Guardian : \_\_\_\_\_

Parent/Guardian's contact number : \_\_\_\_\_

Student's contact number : \_\_\_\_\_

Date : \_\_\_\_\_