

3 September 2018

Dear Parents,

Campus Pass

For campus security and protection of students, no visitors are allowed to enter the school unless they have filled out a Visitor Record Form at the school entrance and their identity verified by the security guard and school personnel.

To minimize inconvenience to parents who bring lunch to their children, 'Campus Passes for Parents' are issued. Holders of these passes need not fill out the Visitor Record Form when they enter the campus during lunch time. The passes are valid from October 2018 to September 2019. Three photos can be affixed to each pass, which means it can be used by three people (parents/domestic helpers). The administrative fee of each pass is \$10 and families in financial difficulties can contact the school. This 'Campus Pass for Parents' is an important document and is to be kept carefully. Any loss of the pass should be reported to the school as soon as possible, and it needs to be returned to the school upon expiry.

Please apply by filling in the reply slip and instruct your child to submit the form and administrative fee by 14 September to Ms Lai Hau Yan at the General Office. The pass is not valid unless with your signature, photograph(s) and our school stamp. Please contact the school should you have any enquiries.

Thank you for your attention.

Yours sincerely,

Ng Miu Yee
Principal
Carmel Secondary School

Reply Slip

回條

To: Ms Ng, Principal

致：伍校長

Date: ____September 2018

日期：二零一八年九月____日

I have read the circular (C1806) regarding the campus pass. I now apply for a campus pass and pay an administrative fee of \$10. Please issue the pass.

敬覆者：頃接 貴校來函（C1806），得悉有關校園出入證事宜。本人現申請「校園出入證」壹張，並附上證件行政費十元。敬請安排簽發出入證，謝謝！

Class: _____
班別

Class Number: _____
學號

Student's Name: _____
學生姓名

Parent's Signature: _____
家長簽署

學校通告C1806號
有關校園出入證事宜

各位家長：

根據警務處警民關係組提供的資料，有不法份子冒認家長或訛稱某機構職員，藉詞進入學校盜竊。為保障學生人身及財物安全，訪客在進入學校前，需先填寫訪客登記表，由保安員通傳受訪的教職員，經核實身份後，方可進入校園。是項措施或會引至不便，敬請家長體諒。

為方便送午膳的家長，本校現安排「家長校園出入證」，持證者於午膳時間進校無需登記。出入證有效期由二零一八年十月至翌年九月，每證可貼三張相片，予三位人仕(家長/家傭)共用，每張證件需支付行政費 10 元，對於上述收費有經濟困難的話，請與校方聯絡。「家長校園出入證」是重要證件，請小心保管，如有遺失，應儘早向學校報失，證件到期後需交還學校註銷。

家長如需申請出入證，可填妥回條，聯同證件行政費於九月十四日前經 貴子弟交回校務處黎巧茵老師，校方會發出家長證予學生，由家長簽署及貼上照片後交回學校蓋印確認。如有疑問，請與本校聯絡。

敬 祝
台 安

迦密中學校長
伍妙儀啟

主曆二零一八年九月三日