

Tsuen Wan Trade Association Primary School

Circular 24-008/L10

2nd September, 2024

Dear Parents,

Circular on the Parents' Communication Policy

Strong teacher-parent communications are always important for our school. Parents are welcome to communicate with our teachers through phone calls, appointments, handbooks and notices. In addition, our school has created both an eClass chat group and WeChat group for each class so as to facilitate the transmission of messages. Parents are welcome to text the teachers through the groups until 7:00p.m. on school days. Teachers put a lot of effort into their work and, although they may not be able to respond immediately, they will also reply to parents as soon as possible. Parents would like to be reminded that the chat groups are mainly used to deliver simple messages or facilitate the communication between teachers and parents. If parents have any personal matters or opinions, please use other effective communication methods, such as phone calls, or make an appointment to meet with our school staff for direct dialogue.

For enquiries, please kindly contact Mr. Lee Sheung Lok.

Yours faithfully,

Chow Kim Ho

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Principal



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Tsuen Wan Trade Association Primary School

Reply Slip (Circular 24-008/L10) < return to Mr. Lee Sheung Lok via class teachers

Circular on the Parents' Communication Policy

Dear Principal,

I acknowledge receipt of the above-mentioned circular about the Parents' Communication Policy.

Parent's remarks (if any): _____

Student's Name: _____ ()

Parent's Signature: _____

Class: _____

Date: _____