

5th October 2018

Dear Parents,

Ordering of Winter School Uniform and Donation of Used School Uniform

As stated in the Student Handbook, the transition from summer school uniform to winter school uniform begins on 12th November 2018. To facilitate the purchase of winter school uniform, the school has arranged for the supplier of school uniform to come to the school on 1st November 2018. You are welcome to come to the school on that day to place your order. We do have some uniform available on that day for purchase, but please note that the supply is limited.

The details for the ordering of winter school uniform are as follows:

Date	1 st November, 2018 (Thursday)
Time	3:30 p.m. to 5:00 p.m.
Venue	Covered Playground
Supplier	Wa Fung Company
Remarks	<ol style="list-style-type: none"> 1. Please prepare cash for payment. 2. Parents can also buy school uniform directly from the shops of uniform suppliers. Please refer to the Student Handbook (page 17 to 19) for uniform specifications. 3. School ties are not available from suppliers. S1 students can order the ties at \$21 each by replying to this circular. The ties are ready for collection in late October. Payment for the ties would be collected in December through the autopay system. 4. Ties are available for purchase from the General Office of the school from mid-November for S.2 to S.6 students.

Please be advised that our Parent-Teacher Association and the Student Union would jointly organize a donation activity for the collection of used school uniform. Students are welcome to get a used uniform. The scheme is initiated to protect our environment through the reuse of uniform.

The details of the donation of used winter school uniform are as follows:

	Donation of used winter school uniform	Collection of used winter school uniform
Date & Time	12 th , 15 th , 16 th October 2018: 12:45 p.m. – 1:15 p.m.	18 th October, 2018: 12:15 p.m. – 1:15 p.m. 3:30 p.m. – 4:15 p.m. 19 th October, 2018: 1:15 p.m. – 1:45 p.m.
Venue	General Office or SU Room	Outside School Hall
Remark	<ol style="list-style-type: none"> 1. Only winter school uniform (boys and girls); winter school sweaters and jackets are also accepted. 2. Uniform should be in good condition. 3. Please wash and iron the uniform before donating them. 	<ol style="list-style-type: none"> 1. Each student can get one winter school uniform. 2. Students are welcome to make a small donation. Proceeds will go to Operation Santa Claus 2018. 3. Used winter school uniform would be on 'First Come, First Served' basis.

Please indicate your receipt and understanding of this circular by e-format; or in printed format, duly signed, to the class teacher on/before Monday 8th October, 2018. If you have any queries, feel free to call the school office at 24764263.

Yours sincerely,

Dr. Tang Sui Sim Cecilia
Principal

REPLY SLIP

SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #062 2018-2019

Dear Principal,

Ordering Of Winter School Uniform and Donation Of Used School Uniform

I have read and understood the contents of this circular regarding the ordering of winter school uniform; and the donation of used school uniform.

For S1 Parents' Use onlyI * would like / would not like the school to order a school tie for my child.

* Please put a tick in the appropriate box.

Parent's Signature: _____

Student's Name: _____

Class (Class No.): _____ ()

Date: _____