



Po Leung Kuk
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110

Fax: 2431 1156

Dear Parents,
各位家長：

P26019

Invitation to assist with the hall setup for morning assembly
邀請協助早會禮堂佈置

To foster responsibility, teamwork and a sense of community among students, our school would like to invite members of the School Prefect, Guidance Prefect, CCA Prefect and Student Ambassador teams to assist with the hall setup before morning assembly. It is a great way to let students learn to work together and experience the value of serving others. We believe that a well-prepared hall environment can enhance focus and participation during assembly and strengthen relationships between teachers and students.

本校現誠邀領袖生、輔導領袖生、聯課活動領袖生及學生大使團隊隊員參與協助早會禮堂佈置服務。此服務可培養同學的責任感、團隊精神及服務他人的品德，為全校同學提供一個舒適的環境，以提升早會的效率和增強師生之間的凝聚力。

The details are as follows:

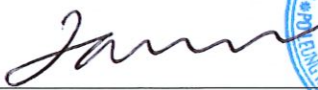
服務詳情如下：

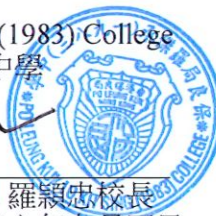
Service session: 服務節數:	Once every week (Monday, Wednesday or Friday) 每星期一次(星期一、三或五) Remarks: Students may be invited to attend one more service session if a special assembly is arranged on Tuesday or Thursday that week. 備註: 如該星期有特別早會於星期二或四舉行，同學或需被邀出席多一節的服務節數。
Reporting time: 集合時間:	7:40 a.m. 早上七時四十分
Venue: 地點:	School Hall 學校禮堂
Main duties: 服務內容:	Around 30 students will participate in each session and every student has to arrange about 25 chairs. 每次參與服務約 30 位學生，每人負責擺放約 25 張椅子。

We hope to encourage your ward to participate actively. Please sign the online reply slip on or before 18th September 2026 (Friday). For any enquiry, please contact Vice-Principal Ms Cheung Suk Yee at 2497 7110.

請同學積極參與是項學校服務，並於二零二六年九月十八日(星期五)或以前填妥回條。如有查詢，請致電 2497 7110 與張淑儀副校長聯絡。

Po Leung Kuk Lo Kit Sing (1983) College
保良局羅傑承(一九八三)中學


Law Wing Chung, Principal 羅穎忠校長
4th September, 2026 二零二六年九月四日



E-class Reply Slip

電子通告回條

I acknowledge the receipt of the above captioned circular concerning 'Invitation to assist with the hall setup for morning assembly'.

本人獲悉 貴校來函有關「邀請協助早會禮堂佈置」事宜。

- ☐ I agree that my ward will participate in the service.
本人同意敝子弟參與此服務。
- ☐ I do not agree that my ward will participate in the service.
本人不同意敝子弟參與此服務。