

國民學校

Circular No.02E/25

KWOK MAN SCHOOL

Phone : 29810432
Fax : 29816345



Add : 30 Kwok Man Road Cheung Chau

Date: 25th August, 2025

P.1 passport photo arrangements

Dear Parents,

Each year, at the beginning of the term, homeroom teachers collect six passport photos in school uniform from each student. These photos are used by the school to create student record cards, report cards, and other documents. To make it easier for new P.1 students to submit their photos in school uniform, the school has arranged for staff members to take pictures during the transition program on August 26. Students who are unable to attend can have their photos taken on 1 September and 2 September. The school will handle the printing and delivery to the photo company. The cost is \$16 for 12 passport photos. If you would like the school to arrange for the printing of your child's photos, please complete the e-reply slip and submit the payment.



Mr. Lo Wan Kai (Supervisor)

Ms. Kwok Yuen Ki (Principal)

~~~~Reply Slip ~~~~

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I have read the contents of this circular.

**P.1 passport photo arrangements**

- ☐ I need to take passport photos and will give the class teacher \$16
- ☐ I don't need to take passport photos. I will hand in 6 passport photos of my child to the class teacher

(Please tick ✓ in the appropriate box ☐ )

Name of Student : \_\_\_\_\_

Class : \_\_\_\_\_ Class No : \_\_\_\_\_

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

Signature of Parent : \_\_\_\_\_