寶覺小學
PO KOK PRIMARY SCHOOL
香港跑馬地山光道十一號
11, SHAN KWONG ROAD, HAPPY VALLEY, HONG KONG.
TEL:2573 7911 · FAX:2572 4364

Ref no: 040E

30th October, 2026

Dear Parents/Guardians,

Re: Procedure for Emergency Outbound Travel and Extended Absence

Regular and punctual attendance is essential to supporting your child's overall learning and personal development. Consistent daily attendance ensures that students benefit fully from our complete range of academic activities, maximize on-campus learning opportunities, and build meaningful relationships with their peers and the school community.

We recognize, however, that urgent or unavoidable circumstances may occasionally arise. If your child needs to be absent on an official school day—including for travel outside Hong Kong—please apply for leave as early as possible. Parents and guardians must submit a formal leave application along with appropriate supporting documentation to substantiate the request.

Depending on the nature of the leave, supporting documents may include visa applications or approval letters, itinerary details, or other relevant official records. For your convenience, a template for the formal leave request letter is attached.

Thank you for your ongoing partnership and cooperation in maintaining high standards of attendance and learning continuity for our students.

Thank you for your kind attention.
Yours faithfully,

Ms Kathy Chung
Principal

----------Reply Slip----------

To the school (ref no: 040E),

Regarding the information of Procedure for Emergency Outbound Travel and Extended Absence, I have read the notice and the information is acknowledged.

Name of student: _____ ( ) Class: _____

Signature of parent: _____ Date: _____