



**SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)**

**No. 22 Hoi Fan Road, Tai Kok Tsui, West Kowloon, Kowloon.**

**Tel: 2576 1871 Fax: 2882 4548**

**E-mail address: sekss100@edb.gov.hk School Website: [www.seksswk.edu.hk](http://www.seksswk.edu.hk)**

**Parents' Letter No. 2**

15 September 2025

Dear Parents/Guardians,

**Principal's Meeting with Parents, List of Class Teachers and Assistant Class Teachers, and Handling Complaints Policy**

Please be informed of the following matters:

**1. Principal's Meeting with Parents**

The Principal's First Meeting with Parents will be jointly hosted by the school and the PTA. During the meeting, parents will be able to find out more about our school. The details of the First Principal's Meeting with Parents are as follows.

Date: 26/09/2024 (Friday)

Time: 16:30 - 17:30

Venue: School Hall

**Programme:**

1. Welcome Speech
2. School events
3. eClass app / Alipay app
4. PTA Annual General Meeting
5. Parents' sharing
6. Q & A Session



<https://forms.gle/zxXzq2pRwhT8KeBs6>

As a parent/guardian of the school, you are cordially invited to attend this meeting. Please scan the QR code to complete the Google Form by Wednesday 24 September 2025.

**2. List of Class Teachers and Assistant Class Teachers**

Please be notified that a list of the class teachers and assistant class teachers of each class is available from our school homepage (<http://www.seksswk.edu.hk> → Our Staff) for your easy reference.

**3. Handling Complaints Policy**

In order to strive for excellence and efficiency, and promote accountability and transparency, the school has established a school-based complaint handling mechanism which aims to handle complaints positively and provide prompt responses within an appropriate time frame. The 'Guideline for Handling School Complaints' has been uploaded on the school webpage for your reference.

Yours faithfully,

  
LEE Tung-ching  
Principal

*This Parents' Letter can be found on our school homepage (<http://www.seksswk.edu.hk/>) and eClass Parent App.*

**官立嘉道理爵士中學（西九龍）**  
**二零二五至二零二六年度**  
**第二號家長信撮要(詳情請參閱英文版)**

2025 年 9 月 15 日

**(1) 第一次「校長與家長交流會」**

為了讓家長更能了解本校，本校與家長教師會合辦「校長與家長交流會」。第一次交流會詳情如下：

日期：2025 年 9 月 26 日（星期五）  
時間：下午四時半至五時半  
地點：學校禮堂

程序：

1. 歡迎辭
2. 學校活動
3. eClass 家長應用程式/支付寶應用程式
4. 家長教師會年度會員大會
5. 家長分享
6. 答問環節



<https://forms.gle/zxXzq2pRwhT8KeBs6>

誠邀各位家長/監護人參加這次交流會。請掃描二維碼填妥回條，截止日期為 2025 年 9 月 24 日（星期三）。

**(3) 各班班主任及助理班主任名單**

校方已將各班班主任及助理班主任的名單上載到學校網頁 (<http://www.seksswk.edu.hk> → Our Staff)，歡迎家長隨時瀏覽。

**(4) 校本投訴機制**

為追求卓越效率，增進問責透明，本校已設立「校本投訴處理機制」，以積極正面的態度處理投訴，並在適當時間內儘早作出回應。有關的投訴指引已上載於本校網頁以供參考。

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。