



Date: 12 Mar 2025



Dear Parents,

To ensure the safety of our students, please kindly take note of the updated guidelines below for early pick-up.

Students may only leave the school premises with parental authorization (either by phone call or by email detailing the reasons for early dismissal), or with permission from the school nurse. No student is allowed to leave the campus without informing their class teacher.

For planned early pick-ups, parents must notify both the school office and the class teacher at least 24 hours in advance, specifying the pick-up time. For unplanned early pick-ups, please call the school office as soon as possible. This advance notice helps us prepare your child and minimize classroom disruption.

All students being collected early must be signed out by a parent or authorized caregiver at the school office. The office staff will have notified the security guard to grant you access to the school premises

If a student is unwell and needs to go home, our school nurse will reach out to the parents directly. Communication regarding illness should not be initiated by the student.

Our school office can be reached at 3765 8700 or office@kjs.edu.hk.

Kind regards,
KJS Office

