



5.9.2025

Special Notice: 6/2025-26

2025 – 2026 School-based Speech Therapy Service

To : Parents/Guardians of _____ (),

Your child/ ward was selected to receive School-based Speech Therapy Service. School-based Speech Therapy Service is provided to cater for the developmental and learning needs of your child/ward. Apart from assessment on speech and language development, a series of remedial services is offered to your child/ward in our school.

Video and audio recordings will be taken to monitor the progress of your child/ward during speech therapy sessions. These recordings are used for clinical purposes, and to assist in documenting and gathering the most accurate information to give your child the best possible care. These recordings may also be used for staff development purposes. Any recordings will be viewed and/or listened to with discretion by the speech therapist, other education-related professionals and teaching staff, and will not be released to other parties. The speech therapist will keep the recordings confidential and will destroy them as long as they are no longer needed.

Please complete the reply slip and return it on 10 September 2025 (Wednesday). Should you have any enquiries, please feel free to contact Ms Ng Yee Man at 2386 8049.

Thank you for your attention.

(Ms Chui Sau Man)
Headmistress

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Reply Slip

2025 - 2026 School-based Speech Therapy Service

Special Notice: 6/2025-26

Date: _____

To: Headmistress,

I have read the Special Notice No. 6/2025-26 dated 5.9.2025 and I fully understand its content.

* ☐ I **agree** my child/ ward to receive the service.

☐ I **disagree** my child/ ward to receive the service.

Student's name: _____ () Class: P. _____

Parent's / Guardian's Signature: _____

* Please ☒ the appropriate box.