

# **Guidelines for Handling School Complaints**



**Yuen Long Public Secondary School**

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**(Revised version)**

# Contents

**Foreword**

**Chapter I**

**Scope of Application**

**Chapter II**

**Guiding Principles for Handling Complaints**

**Chapter III**

**Procedures for Handling Complaints**

**Chapter IV**

**Arrangements for Handling Complaints**

**Chapter V**

**Review of Complaints**

**Chapter VI**

**Handling of Unreasonable Behaviour**

**Chapter VII**

**Conclusion**

**Appendix I**

**Examples of Complaints Relating to Daily Operation and Internal Affairs of Schools**

**Appendix II**

**Sample Record Sheet of Cases Handled by Informal Procedures**

**Appendix III**

**Sample Acknowledgement Letter (1)**

**Appendix IV**

**Sample Acknowledgement Letter (2)**

**Appendix V**

**Sample Complaint Record**

**Appendix VI**

**Sample Reply Card**

## **Foreword**

### **Building a Culture of Communication**

Education is greatly valued in Hong Kong. With the advancement of society, people become more aware of their own rights and interests, and have growing expectation that schools should provide quality education to nurture future generations. They place a premium on the quality of management and services that schools provide. Key stakeholders, especially parents, consider the holistic development of students imperative. They often make inquiries and provide feedback and suggestions regarding the performance of schools. It is therefore vital for schools to maintain good communication with their stakeholders. In addition to providing effective communication channels, schools should also encourage parents, students and staff to make good use of them to express their views and feelings, so as to build up mutual trust and confidence and avoid any unnecessary misunderstanding.

### **Handling Complaints in a Positive Manner**

Striving for excellence and efficiency, and promoting accountability and transparency, are values that our society today upholds. Notwithstanding the availability of established systems and channels in schools for public inquiry, consultation and communication, some people would still lodge complaints with schools for one reason or another. We will handle complaints positively, with patience and understanding, and provide prompt responses within an appropriate time frame. In fact, constructive criticisms and reasonable complaints should be valued as they may help schools improve. In addition to adopting an open attitude to diverging views, we will also review our existing policies, procedures and measures for the continuous improvement of their administration. Should misunderstanding or insufficient communication be identified as the actual cause of any complaints, we will undertake to explain to the complainant(s) fully and sincerely to remove their doubts. We understand that sometimes we may find our manpower greatly sapped or our service adversely affected as a result of our efforts and time devoted to the handling of unreasonable behaviour of certain complainant(s). To ensure that school operation would not be affected, our school will develop appropriate policies and measures to deal with such kind of unreasonable behaviour.

### **Formulating a School-based Mechanism**

In order to handle complaints more speedily and effectively, and to respond to the reasonable demands from complainants, our school will establish or enhance a school-based mechanism and procedures according to our own situations and needs. A sound school-based complaint handling mechanism can help us get to the root

of the issues and take appropriate follow-up actions, such as introducing new measures or improving the existing policies and practices to prevent similar problems from recurring. We will adequately communicate with our stakeholders to ensure that the relevant mechanism and procedures are transparent and acceptable for effective implementation.

With reference to the Guidelines for Handling School Complaints issued by the EDB, our school establishes a mechanism and a set of procedures for complaint handling that will suit the need of both the school and stakeholders.

### **Enhancing Effectiveness of Governance**

The EDB and the school sector share the common vision of strengthening school governance and providing quality education service. A healthy school governance culture is conducive to reducing misunderstandings and complaints. To enhance the efficiency of administrative management in schools and to reduce the administrative workload of teachers, the EDB launched a “Pilot Project on Strengthening Schools’ Administration Management” in some public sector schools in the 2012/13 school year. At the same time, the EDB launched the “Pilot Project on Enhancement of Complaint Management in Schools” (Pilot Project) from the 2012/13 to the 2014/15 school year to help schools establish a fair, just and open system for managing complaints and try out the Enhanced School Complaint Management Arrangements (Enhanced Arrangements). In view of this, the school sought approval from the School Management Committee to endorse our school-based mechanisms and procedures for handling complaints in the 2016-17 school year, and such a complaint mechanism has been implemented since 1 September 2017.

A culture conducive to good communication and a sound complaint management system are prerequisites for quality service and governance in school. We will strengthen communication and maintain a close partnership with our stakeholders. We will enhance our governance and credibility through the introduction of a school-based mechanism and procedures for the effective handling of complaints by the public.

## Chapter I Scope of Application

1.1 To assist government schools in setting up their school-based mechanism and procedures for effective handling of complaints from the public, the EDB has prepared a “**Guidelines for Handling School Complaints (for Government Schools)**” (GS Guidelines), which sets out the principles, policies and procedures of handling complaints.

1.2 The Guidelines are applicable to the handling of the following types of complaints lodged to the EDB or government schools by parents, students or the public through various means, including post, fax, email, phone or in person:

- (i) **Complaints about the daily operation and internal affairs of schools**
- ◆ In the spirit of school-based management, the School Management Committees (SMCs) of government schools are entrusted with the power and responsibility to manage schools. Schools should, therefore, collaborate closely with their SMCs to develop their school-based mechanism and procedures for handling school affairs, including complaints related to schools. A complainant should lodge his/her complaint directly to our school for effective handling if it concerns the daily operation and internal affairs of the school (see [Appendix I](#) for relevant examples).
  - ◆ If complaints are lodged directly to schools, they will be directly handled and replied by schools according to their school-based mechanism.
  - ◆ If formal complaints against the Principal or the SMC are received by schools, the Regional Education Office (REO) will be informed and the complaint will be directly handled by respective School Development Officer(s).
  - ◆ If complaints are lodged directly to the EDB, the Bureau will decide on the appropriate way of handling according to the nature and gravity of the issue. In general, if the complaint allegations are related to daily operation and internal affairs of schools, the case will be referred to the school concerned for investigation and direct reply to the complainant. If the allegations involve special circumstances, e.g. breaches of legislations, non-compliance with the requirements stipulated in the relevant circulars, guidelines and codes of practice, student safety being endangered, school operation being seriously impeded, maladministration of the SMCs or serious mismanagement by the school, the case will be directly handled by respective School Development Officer(s) of REO.
  - ◆ To ensure compliance with the relevant requirements, our school will handle complaints of different nature about daily operation and

internal affairs or complaints related to other legislations in accordance with the relevant EDB circulars and internal circulars, guidelines and codes of practice as appropriate.

**(ii) Complaints about the Education Ordinance, education policies and services provided by the EDB**

- ◆ The EDB is responsible for formulating education policies, enforcing the Education Ordinance and providing education services. If a complaint falls into any of the following categories, it should be re-directed to the EDB as soon as possible for acknowledging receipt and direct handling, even though the case may have taken place in the school:
  - Complaints about education policies (e.g. class structure and class size);
  - Complaints about alleged contravention of the Education Ordinance, (e.g. in relation to corporal punishment, unregistered teacher) or contravention of the Codes of Aid (e.g. exorbitant charges, expulsion of students); and
  - Complaints about services directly provided by the EDB Education Regulations or violation of the provisions of relevant circulars or internal circulars; and
  - Complaints about services directly provided by the EDB (e.g. school place allocation, services provided by REO).

1.3 The Guidelines are **not applicable** to handling of the following types of complaints:

- ◆ Complaints related to ongoing legal proceedings;
- ◆ Complaints under the jurisdiction of other organizations/government departments;
- ◆ Complaints governed by other ordinances or statutory regulations such as complaints against corruption, fraud or theft;

If the complaints fall into the categories specified in paragraph 1.2 (i) above, our school will refer to the relevant EDB circulars/internal circulars, guidelines and codes of practice as appropriate in handling such complaints.

1.4 In general, our school will consider not to **accept** the following types of complaints:

**(i) Anonymous complaints**

- ◆ Whether the complaint is made in written form or in person, the complainant should be asked to provide his/her name, correspondence/e-mail address and/or contact phone number to facilitate investigation and reply. If in doubt, our school may

request the complainant to show his/her identity documents. Should the complainant fail or refuse to provide these personal details, thus rendering it impossible for our school to investigate and reply to the complainant, the complaint will be deemed anonymous and our school may not handle it.

- ◆ However, under special circumstances (e.g. when there is sufficient evidence or when the case is serious or urgent), the middle or senior management of our school may decide whether to follow up with an anonymous complaint, such as treating it as an internal reference, informing the subject of the complaint about the case, or taking appropriate remedial and improvement measures. If follow-up actions are considered unnecessary, our school will briefly state the reasons and put on file for record.

**(ii) Complaints not made by the person concerned**

- ◆ Generally speaking, the person concerned should lodge the complaint by himself/herself. Anyone who seeks to file a complaint on behalf of the person concerned has to obtain his/her prior written consent. If the case involves a student (or a minor, or an intellectually disabled person), then his/her parents/guardian, or the person authorized by the parents/guardian, may lodge a complaint on his/her behalf.
- ◆ If a complaint is lodged by more than one person on behalf of the person concerned, our school may require the person concerned to appoint one of them as the contact person.
- ◆ Sometimes a complaint is lodged on behalf of the person concerned or referred by other organizations/groups such as Legislative councilors, district councilors, trade unions or the media. If the organization/group has obtained prior written authorization from the person concerned, our school will handle the complaint in accordance with their prescribed procedures.

**(iii) Complaints with insufficient information**

- ◆ Our school may require the complainant to provide sufficient information and/or failed to provide further information requested by our school to enable a proper or meaningful investigation, our school may decide not to conduct investigation and close the case. To avoid misunderstanding, our school will provide a written reply to the complainant explaining clearly why the case was not handled by us.

1.5 Our school may indicate in our school-based mechanism that parents and the public are advised to lodge any complaints related to school daily operation and internal affairs within the same school year. If the incident involved had happened

more than one year, the environment might have changed or evidence might have disappeared, or the complainant/subject of the complaint might have already left his/her post or the school. Our school will not be able to investigate the complaint because of the difficulty in collecting evidences. To provide greater flexibility, our school may advise parents and the public that a complaint should be lodged within one calendar year from the occurrence of the incident involved.



## **Chapter II Guiding Principles for Handling Complaints**

2.1 In handling school-related complaints made by parents, students or the public, Our school will refer to the following guiding principles:

### **Principle I: Handling of complaints by the appropriate party/parties**

2.2 A complaint should be directly handled by the organization, which is responsible for making the policies or providing the relevant services, or manages the persons/matters being complained. In this way, it can better understand and effectively address the concerns of the complainant. Accordingly, our school will handle those complaints relating to their daily operation and internal affairs, and the relevant division(s)/section(s) of EDB should handle those complaints concerning the Education Ordinance, education policies and services. Complaints related to suspected breaches of other legislations of Hong Kong should be lodged to and handled by the relevant law enforcement agencies (e.g. the ICAC, Hong Kong Police Force). If the complaints fall into the categories specified in paragraph 1.2 (i) above, our school should refer to the relevant circulars, guidelines and codes of EDB practice in handling such complaints.

2.3 If a complaint involves both our school and other division(s)/section(s) of the EDB, the related division(s)/section(s) should collaborate with the school(s) concerned on how to follow-up/handle the case. If a complaint is lodged to the school and the EDB at the same time, the Bureau will judge according to the nature and gravity of the issue whether the complaint should be referred the school concerned for follow-up or directly handled by the respective School Development Officer(s) of REO.

### **Principle II: Timely and efficient handling**

2.4 Our school will handle and respond to all verbal or written inquiries, opinions or complaints as soon as possible to prevent any uninviting situation from worsening. Upon receipt of an inquiry/a complaint, the frontline staff should either directly handle it or immediately refer it to the designated staff/task force for action. If the responsible staff cannot resolve the problem, they should seek help from their seniors.

2.5 If an incident is referred or reported to our school by the media, our school will adopt the following measures:

- ◆ appoint a spokesman (Normally, the Assistant Principal of the school.) to handle inquiries from the public/the media so as to avoid giving confusing messages.
- ◆ provide appropriate responses or clarification to the public as soon as possible (within one or two days), including information about actions taken

or preliminary investigation results, and ensure that the information provided is clear, accurate and in line with requirements under the Personal Data (Privacy) Ordinance.

- ◆ inform the SMC Chairman, all teaching and non-teaching staff, students and parents of the progress of the case as far as possible; observe whether students and staff have been emotionally affected by the incident; and provide them with appropriate counselling where necessary.

### **Principle III: Clear and transparent mechanism**

2.6 Our school will, in collaboration with our SMC, set up a clear and effective school-based mechanism as well as procedures for speedy and proper handling of inquiries and complaints. We will adequately communicate with teachers and parents to ensure that the relevant procedures are generally accepted by stakeholders.

2.7 Our school will prepare guidelines for stakeholders on the relevant policies, procedures and responsible staff for handling complaints. They may make parents and staff fully aware of the details of the procedures through different channels, e.g. school websites, circulars, student handbooks, staff meetings, parent-teacher meetings, seminars and school events.

2.8 To facilitate smooth implementation of the school-based mechanism, our school will ensure that all staff responsible for handling inquiries and complaints understand and comply with the relevant policies and guideline. To enhance mutual understanding and strengthen home-school co-operation, our school will draw up strategies for regular communication with parents through different channels, e.g. briefings/information folders for new students and our parents, circulars issued at the beginning of each school year, etc. to inform them of the policies and procedures of complaint handling in our school.

2.9 Our school will regularly review our complaint handling policies and guidelines by adequately communicate with its staff and parents, and revise the handling procedures whenever necessary.

### **Principle IV: Fair and impartial handling**

2.10 Our school will approach complaints positively and treat the complainants and the subjects of the complaints fairly. Our school will ensure that sufficient appeal channels within the school (see paras. 3.7(ii) and 4.1) and consider inviting independent persons to participate in the complaint/appeal handling process, if necessary.

2.11 Before an investigation begins or where appropriate, the designated staff and related individuals should declare interests. If there is any conflict of interest, the persons concerned should avoid handling the case or have access to information relating to it.

2.12 To avoid conflict of interest, any staff member who is the subject of the complaint should not be involved in conducting or supervising the investigation, or signing and issuing letters to the complainant.

2.13 Our school will see to it that the rights of the complainants or other persons involved in the complaint are being protected and that their future communication and contact with our school would not be affected.

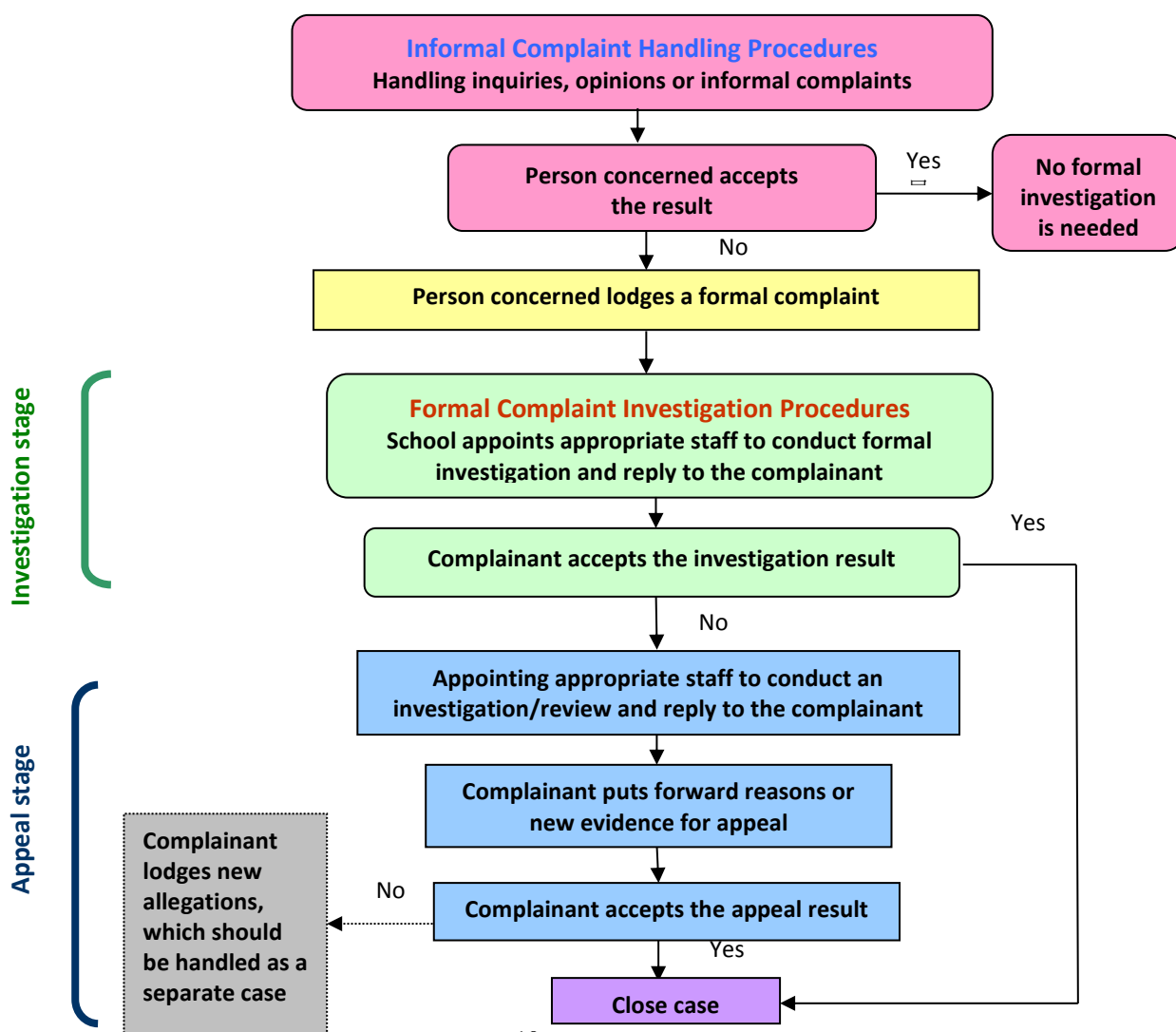
## Chapter III Procedures for Handling Complaints

### Interpretation of Complaints

3.1 To avoid confusion in the handling process, the frontline staff of our school will carefully differentiate between concerns and complaints. A concern refers to the inquiry or opinion expressed by the stakeholders for the interests of themselves, their children or the school, with a view to changing or improving the existing situation. A complaint is an expression of disappointment, dissatisfaction or grievance expressed by the complainant. They may demand our school to rectify its mistakes, take disciplinary action against the suspected offenders, or resolve the issue(s) raised in the complaint. The responsible staff should avoid mixing up concerns with complaints in order to decide the appropriate procedures to handle them.

3.2 In general, unless the person concerned insists on making a formal complaint, the responsible staff can promptly provide assistance or help resolve his/her problem by following the informal complaint handling procedures. Please refer to Diagram 1 for the flowchart of complaint handling procedures in schools.

**Diagram 1: Flowchart of School Complaint Handling Procedures**



## **Informal Complaint Handling Procedures**

### ***Immediate/prompt handling***

3.3 Our school will handle inquiries or complaints efficiently and appropriately so as to remove misunderstandings, forestall crises and enhance our image. Our school may consider adopting the following arrangements:

- ◆ If our school receives an inquiry, opinion or informal complaint from the public, whether verbal or written, the frontline staff will clearly distinguish its nature and take appropriate action. In general, if the case does not require an investigation involving evidence collection, or the person concerned does not request a formal written reply, the frontline staff may handle the matter following the informal complaint handling procedures of the school.
- ◆ The frontline staff should listen to the concerns of the inquirer/complainant with care and understanding. If the incident is not serious, they should provide whatever assistance or information required or promptly respond to the concerns raised by the inquirer/complainant and help resolve the problems involved.
- ◆ If necessary, the school staff in charge of the relevant issue should have direct talks or interviews with the person(s) concerned to explain the schools' stance and remove any misunderstanding, misgivings or worries of them.
- ◆ Our school may, according to its own situation, set a time limit (normally within two days) for an initial response.
- ◆ If necessary, the frontline staff should refer the case to a designated staff or a senior officer for prompt follow up actions and resolutions. The principal may decide whether to take up the handling of the case, depending on the situation of the school and the nature of the case.

### ***Replying to complaints***

3.4 For verbal inquiries/opinions/complaints handled by the informal complaint handling procedures, oral replies will suffice and written replies are normally not required. For opinions/complaints which are presented in written form or if our school wishes to make clear its stance or provide necessary details, the responsible staff may decide whether a simple written reply to the person(s) concerned/complainant is appropriate.

### ***Complaint records***

3.5 Cases handled by the informal complaint handling procedures normally need not be documented in formal written records. If an inquiry/complaint has been answered or resolved instantly, it is suggested that the designated staff or the principal may record the key points in a log book for future reference. A sample is provided in Appendix II.

### *Appropriate follow-up*

3.6 Our school will review whether the policies or procedures regarding complaints have been properly followed and suggest appropriate measures to improve the handling of similar cases or prevent similar cases from recurring. If necessary, the responsible staff may brief the complainant(s) concerned on the follow-up actions that our school has adopted and the results that follow.

## **Formal Complaint Investigation Procedures**

### *Arrangements for the investigation and appeal stages*

3.7 If our school has made its best efforts to resolve the problem through the informal complaint handling procedures but the complainant still does not accept the school's response or the problem remains unresolved, the following formal complaint investigation procedures (including an appeal mechanism) should be initiated:

(i) Investigation stage

If our school receives any formal complaints, we will handle it according to the following procedures:

- ◆ in accordance with the school-based mechanism, assign appropriate staff to investigate the complaint and reply to the complainant;
- ◆ acknowledge receipt of the complaint **within 10 days**, seek the complainant's consent to obtain his/her personal data and information relating to the complaint, and inform him/her of the name, post title and phone number of the staff responsible for handling the case for contact purposes. Samples of Acknowledgement Letters are provided in Appendixes III and IV;
- ◆ if necessary, contact the complainant and other persons involved or arrange meetings with them in order to have a better grasp of the situation or request them to provide relevant information;
- ◆ our school will handle the complaint as quickly as possible and will complete the investigation **within 30 calendar days** after receiving the complaint and send a written reply to inform the complainant of the investigation result. For complicated cases which require a longer processing time, an interim reply should be issued to inform the complainant of the progress of the case and the reasons why a longer time is needed to provide a substantive reply and, if possible, the estimated time frame for issuing a substantive reply). In case of taking a long time to deal with complicated cases, our school will send interim reply to the complainant with explanation and the case progress. If possible, our school will notify the complainant an expected date to the complainant of the investigation result;

- ◆ if the complainant accepts the investigation result, conclude the case officially; and
- ◆ if the complainant does not accept the investigation result or the way our school handled the complaint, and is able to provide new evidence or sufficient justification, he/she may lodge an appeal in writing against the school's decision. Schools may inform the complainant the time limit of making an appeal in its reply.

(ii) Appeal stage

Our school will adopt the following procedures with appeal cases:

- ◆ acknowledge receipt of the appeal within 10 days;
- ◆ in accordance with the school-based mechanism, assign appropriate staff of a higher rank than those responsible for the investigation stage, or staff from a different section, to handle the appeal and reply to the complainant;
- ◆ handle and resolve the appeal as quickly as possible (Our school will complete their investigation **within 30 calendar days** after receiving the request for appeal.), and send a written reply to inform the complainant of the appeal result;
- ◆ if the complainant accepts the appeal result, conclude the case officially;
- ◆ if the complainant does not accept the appeal result or the way the school handled the appeal, our school will cautiously review the appeal process to ensure that proper procedures have been followed.
- ◆ if the complainant raises other new allegations, our school will handle them separately in order to avoid mixing up the old complaints with the new ones.

### *Resolving conflict through mediation*

3.8 When handling complaints, our school may, having regard to the nature of individual cases, consider whether it is appropriate to adopt different means to resolve conflicts quickly. This includes seeking mediation service from a mediator, or inviting independent persons/professionals to provide impartial views to assist the persons concerned (including the complainants and the persons/organizations being complained against).

### *Responding to complaints/appeals*

3.9 If the complaint or appeal is in written form, our school should respond with a written reply. If the complaint is made verbally, the responsible staff may decide whether to respond orally or in writing. If the case is referred by other divisions/sections of the EDB/other organisations, a copy of the written reply should be forwarded to them for reference.

3.10 Generally speaking, the time limit for replying to a complaint/appeal should start from the date on which it is received or when the complainant agrees to let our school have access to his/her personal data. If the information submitted is incomplete, the time limit should start from the date on which our school receives from the complainant the necessary information. If a reply cannot be given within the specified period, our school will explain to the complainant in writing why a longer handling time is needed. If possible, our school will notify if possible, the estimated time frame for issuing a substantive reply.

#### *Complaint/appeal records*

3.11 Our school will keep a clear record of cases handled by the formal complaint investigation procedures. A sample complaint record is given in Appendix V. Our school will establish a complaint record management system to store relevant information (including correspondences, investigation reports and interview records). In addition, our school will keep statistics of complaints and appeals lodged through either the informal or formal handling procedures for future reference.

#### *Appropriate follow-up*

3.12 At the end of the investigation/appeal stage, our school will review whether the complaint handling policies and procedures are appropriate, and suggest proper measures to improve the method of handling and to prevent similar incidents from recurring. The staff in charge will inform the person(s) concerned of the school's follow-up actions and outcome of the review.



## Chapter IV Arrangements for Handling Complaints

### Designated staff

4.1 Taking into account the nature of the complaint, its scope and the people involved, our school may assign a designated staff or set up a task force to handle the complaint with reference to the following arrangements:

- ◆ Staff members who are responsible for the appeal stage should be different from those responsible for the investigation stage. In principle, the staff dealing with the appeal should be of a higher rank than those responsible for the investigation. If this is not practicable, our school will make other arrangements, such as appointing staff from another department, to ensure fair handling.
- ◆ Where necessary, our school may establish a task force to handle special complaint cases. Depending on the situation, the task force may include members of the SMC and representatives from other division(s)/section(s) of the EDB. To enhance credibility, our school may invite independent persons such as social workers, lawyers, psychologists, and parents or teachers not involved in the case to join the task force to provide professional advice and support.
- ◆ The appointed staff will be proactive in communicating with the inquirers/complainants, and prompt in providing responses as well as the information they need. Our school will also ensure that frontline/designated staff have proper authorization and clearly understand their roles and responsibilities.

4.2 Concerning the deployment of staff for handling complaints at different stages, our school will refer to the examples in the table below:

Targets involved	Example	Investigation stage	Appeal stage
Teaching and school staff	1	Senior teacher	Assistant Principal/Deputy Head
	2	Assistant Principal/Deputy Head	Principal
	3	Principal	Designated staff of the EDB #
Remarks: If schools receive formal complaints against the Principal or SMC, they should refer the complaint to REO for follow-up actions.			

# Designated staff of the EDB could be the relevant School Development Officer(s) of REO. REO staff would handle the complaints according to the current practice and route the investigation reports through the SMC Chairperson for information/comment.

## **Confidentiality**

4.3 All contents and information of complaints will be kept strictly confidential and restricted to internal reference or reference by relevant persons only.

4.4 When our school needs to collect personal data during the handling process or when we receive requests for the disclosure of data/records in respect of the complaint case, we will observe the regulations and recommendations laid down in the Personal Data (Privacy) Ordinance. This includes clearly stating the purpose and the form of collection of personal data, and that the data will only be used for handling the complaint or appeal cases. Our school may refer to the relevant provisions in the Personal Data (Privacy) Ordinance (Cap. 486) and on the webpage of the Office of the Privacy Commissioner for Personal Data at (<http://www.pcpd.org.hk/>).

4.5 Our school will adopt appropriate security measures to protect personal data and privacy, such as keeping the data in safe places (e.g. cabinets under lock and key). Computer data will be protected by passwords. Use of portable data storage devices will be tightly controlled. Where necessary, encrypted portable data storage devices will be used. Complaints will be graded as “Restricted”.

4.6 Our school will establish procedures to ensure that only authorized persons are allowed access to information relating to the case. The responsible persons should not disclose or discuss in public any contents or information relating to the case without authorization.

4.7 Where interviews or meetings with complainant(s) are involved in handling the complaint cases, the schools can incorporate the associated arrangements into the school-based complaint handling mechanism. To avoid misunderstanding, our school will:

- ◆ state clearly whether the person(s) concerned can be accompanied by others (e.g. relatives, legal representatives) during the interview/meeting and reiterate this stance before the interview/meeting starts;
- ◆ indicate before the interview/meeting starts whether audio/video recording is prohibited or whether the consent of all attendees has been obtained if the session is to be audio/video recorded;
- ◆ well brief the staff beforehand and ask the staff to remind the complainant(s) before the interview/meeting starts that both the staff and the complainant(s) should be cautious of unauthorized release of third party information and hence should refrain from divulging any such information over phone. They should also observe and comply with Data Protection Principles appended to Personal Data (Privacy) Ordinance (Cap. 486) during the interview/meeting; and

- ◆ advise the staff that government school staff in carrying out a public duty should not refuse audio/video recording requests made by complainants. Whenever the dialogue touches on personal data and information of a third party, staff should reiterate the stance that he cannot disclose such information in compliance with Personal Data (Privacy) Ordinance (Cap. 486).

### **Follow-up and evaluation**

4.8 Our School will conduct a comprehensive review on the strategies, process and steps we have taken in handling complaints in order to benefit from past experiences, improve our way of handling, and avoid similar cases from recurring.

4.9 Our school will take appropriate follow-up measures to improve their services or revise relevant policies for enhancement of professional standards of their services.

4.10 Our school will regularly review our own complaint handling policies and report to the SMCs by providing, for example, relevant data concerning complaint/appeal cases, and suggest, if necessary, improvement measures to enhance our school-based complaint handling mechanism and procedures.

### **Support and training**

4.11 Our school will provide appropriate training to assist staff to effectively handle inquiries/complaints, e.g. providing training programmes on communication, negotiation and mediation skills, or arranging experience sharing sessions for frontline/designated staff to enhance their capability in handling complaints and resolving conflicts.

4.12 To enhance the knowledge and skills of school staff (including principal, teachers, administrative and frontline staff) in the prevention and handling of complaints, the EDB will organize relevant training programmes. Our schools will visit the website of the EDB's Training Calendar System and the Civil Service Training and Development Institute for information on related training and encourage staff to attend relevant courses.

## **Chapter V Review of Complaints<sup>1</sup>**

5.1 The independent review arrangement is only applicable to the complaint cases which remain unresolved after having gone through the investigation and appeal stages in accordance with the School-based Mechanism under the Enhanced Arrangements.

5.2 Most school-related complaints can be settled through the informal and formal complaint handling procedures. However, some complaints may remain unresolved after the investigation and appeal stages. The complainant/school or the EDB<sup>2</sup> may request the “Review Board on School Complaints” (Review Board) to review these cases under the following circumstances:

- ◆ The complainant provides substantial grounds or new evidence to show that the school/EDB has handled the case improperly.
- ◆ The complaint has been properly dealt with through established procedures by the school/ other division(s) / section(s) of the EDB but the complainant refuses to accept the investigation result and continues to complain.

### **Membership of the Review Board**

5.3 The EDB has set up a Panel of Review Boards on School Complaints (the Panel). Its members are independent persons from the education and other sectors appointed by the Permanent Secretary for Education (PS(Ed)). The Panel comprises a Chairperson, a Deputy Chairperson and not less than ten members. The tenure of members is two years.

5.4 Where necessary, the Panel may set up several Review Boards to review different complaint cases. Each Review Board is composed of the following members:

- (i) The Chairperson/Deputy Chairperson of the Panel; and
- (ii) Two other members appointed by rotation from the Panel.

If necessary, the Review Board may invite up to two non-members (such as school staff, representatives of the EDB or professionals) to sit on the Board to provide information and/or advices on the case.

5.5 Members of the Review Board should declare interests. Persons who have any conflict of interest with the organizations and/or persons relating to the case under review

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<sup>1</sup> The EDB set up the Panel of Review Boards on School Complaints in January 2013. The independent review arrangement will only be applicable to those schools which have implemented the “Enhanced School Complaint Management Arrangements”. The complaints seeking review should have gone through the investigation and appeal procedures recommended in the GS Guidelines.

<sup>2</sup> Applicable to complaints directly handled by staff of REO or other division(s)/section(s) of the EDB.

are obliged to refrain from participating in the review.

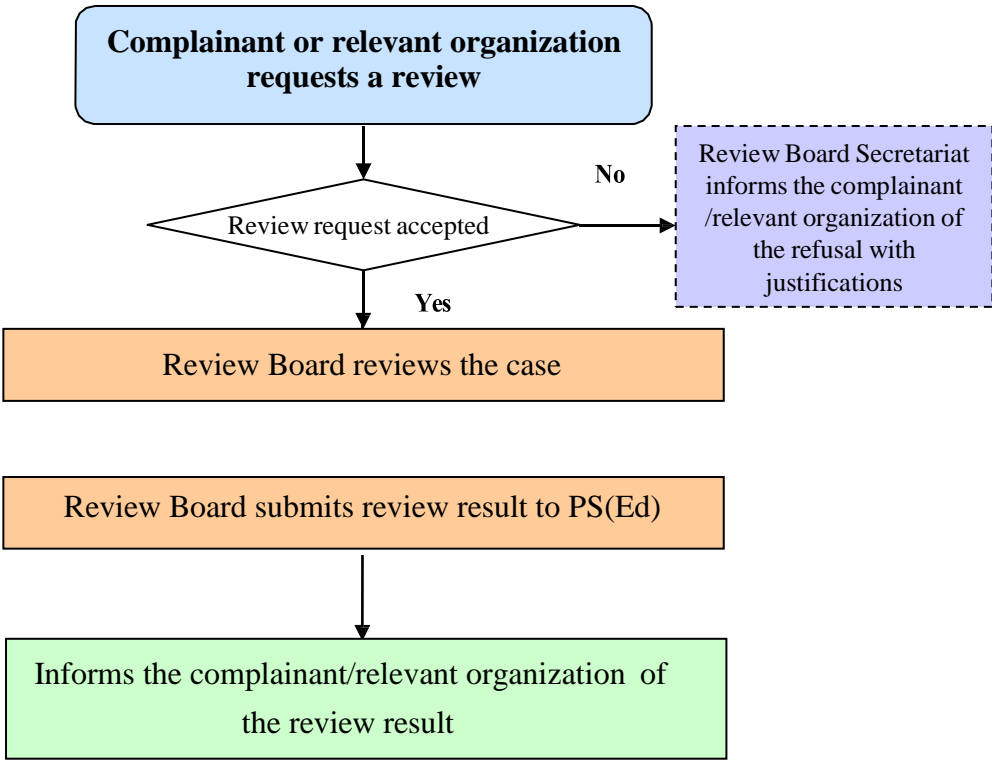
**Functions and powers of the Review Board**

5.6 The Review Board is responsible for reviewing school-related complaint cases that have been handled by schools or relevant division(s)/section(s) of the EDB through the investigation and appeal stages. The review results and recommendations will be submitted to the PS(Ed) for consideration.

**Review procedures**

5.7 Please see Diagram 2 for the review procedures.

**Diagram 2: Review Stage**



5.8 Our school will inform complainants in their reply after the appeal that if they do not accept the result of their appeal or the way the appeal has been handled, they may apply in writing to the Review Board for a review within 14 days from the date of our reply. In requesting a review, the complainant should state explicitly in the application the reasons for his/her discontent (e.g. the case has not been handled according to proper procedures or the investigation result is prejudiced) and provide substantial justifications or new evidence. The case will be forwarded to the Panel to decide whether a review should be conducted.

5.9 If the review application is accepted, the Panel will set up a Review Board to handle it. If the application is unsuccessful, the Review Board Secretariat will inform the applicant/relevant organization in writing of the reasons for refusal.

5.10 The person who requests a review is required to sign a letter of consent, authorizing the Review Board to forward information regarding the complaint to the school/school sponsoring body and/or other relevant organization(s)/person(s). The Review Board also has the right to obtain information related to the complaint/review from the complainant, the school and/or other relevant organization(s)/person(s).

5.11 The review process mainly involves examination of investigation reports and related documents. Taking into account the subject matter and nature of the case, the Panel may:

- ◆ scrutinize the information provided by the complainant, subject of the complaint, school and/or relevant division(s)/section(s) of the EDB, as well as the files and records associated with the case;
- ◆ require the complainant, subject of the complaint, school and/or relevant division(s)/section(s) of the EDB to clarify information and/or provide new evidence;
- ◆ meet with the complainant, the subject of the complaint and/or other persons concerned respectively to collect further information.; and
- ◆ invite the complainant, subject of the complaint, representative(s) of the school/school sponsoring body, and/or representative(s) of the EDB to attend case meetings.

5.12 To protect personal privacy, the Review Board/EDB may not disclose to anyone any personal information related to the complaint without the consent of the relevant parties (including the complainant, subject of the complaint, and the school).

5.13 If the Review Board wishes to interview specific persons or convene a meeting on the case, it will make the following arrangements:

- ◆ The persons to be present at the interview or case meeting must be involved in the complaint and have obtained the approval of attendance from the Chairperson of the Review Board.
- ◆ During the interview or case meeting, the complainant is not allowed to question the subject of the complaint or other witnesses, and vice versa.
- ◆ Audio/video recording is prohibited during the interview or case meeting.

## **Result of review**

5.14 The Review Board will examine whether the case has been handled properly according to the complaint handling procedures and whether the result of investigation by relevant party is fair and reasonable. It will then make recommendations on whether to close the case, settle the disputes through mediation, implement follow-up/remedial measures, or conduct a re-investigation. The review results and recommendations will be submitted to the PS(Ed) for consideration.

5.15 The PS(Ed) will draw a final conclusion with reference to the review result and recommendations of the Review Board. The complainant(s)/school(s) will be informed in writing of the outcome within three months after receipt of the request for review. If the PS(Ed) accepts closure of the case as recommended by the Review Board, the EDB will cease to handle the complaint. If the complainant(s) requesting the review consider the result unacceptable, they may appeal via other channels outside the EDB.

5.16 If the Review Board recommends that the case be re-investigated by EDB, the Bureau should assign staff at least one rank higher than those who handled the case previously to conduct the re-investigation. The re-investigation should be completed within two months and the result submitted in writing to the Review Board. Upon the Board's endorsement, the Bureau should issue a written reply to the complainant and copy it to the Board. If the Bureau cannot complete the investigation within two months, it should notify the complainant in writing of the reasons and the time needed for a definite reply.

## Chapter VI Handling of Unreasonable Behaviour

6.1 Appropriate communication and mediation are conducive to removing misunderstanding and enhancing mutual trust. Under general circumstances, our school will not put any restrictions on complainants making contact with us. However, sometimes certain unreasonable behaviour of complainants may have a negative impact on us, e.g. draining a considerable amount of the schools' human resources, interrupting our operations or services, as well as threatening the safety of staff and other stakeholders. Our school therefore will develop appropriate policies and measures to handle this kind of unreasonable behaviour to ensure that our operation would not be affected.

### Definition of unreasonable behaviour

6.2 Complainants' unreasonable behaviour can generally be classified into the following three types:

- (i) Unreasonable attitude or behaviour, such as:
  - ◆ Acts of violence or intimidation
  - ◆ Making complaints with abusive language or in an insulting and discriminatory tone
  - ◆ Providing false data or deliberately concealing facts
  
- (ii) Unreasonable demands, such as:
  - ◆ Requesting a huge amount of information or demanding special treatment
  - ◆ Making telephone calls incessantly to ask for a dialogue or an interview, or to command a certain staff member to reply
  - ◆ Commanding a certain staff member to meet at a specific time and place
  
- (iii) Unreasonable persistent complaints, such as:
  - Insisting on rejecting the explanations and findings of the school/EDB, and/or requiring the school/EDB to discipline certain person(s), even after appropriate investigation procedures have been taken
  - In respect of the same case, repeatedly making the same complaints or presenting similar justifications as before without providing any new evidence
  - In respect of the same case, persistently bringing in new allegations or new complaint targets, but failing to present concrete evidence
  - Interpreting things in an unreasonable or irrational manner, or wrangling over trivial details



## **Formulating school-based policy**

6.3 Our school will consider instituting appropriate policies and measures to deal with unreasonable behaviour of complainants:

- ◆ Our school will designate suitable staff members to ascertain whether a complainant's behaviour is reasonable, and decide what measures should be taken. Generally speaking, the principal can make such decisions. However, if the complaint is lodged against the principal/SMC, such decisions should be made by the designated staff of REO.
- ◆ Our school will integrate our policies regarding unreasonable behaviour of complainants into the school-based complaint handling mechanism and consult stakeholders' views.
- ◆ All stakeholders should be informed of our school's policy regarding unreasonable behaviour of complainants.

## **Handling of unreasonable behaviours**

6.4 While developing policies and measures to deal with unreasonable behaviour of complainants, our school may consider the following suggestions:

- (i) Unreasonable attitude or behaviour
  - ◆ Any unreasonable attitude or behaviour, including acts of violence, intimidation, and abusive/offensive conduct or language, whether performed face-to-face, by phone, or in writing are unacceptable. The staff member handling the complaint should convey this message clearly to the complainant and demand that he/she stop acting in such a way. If the complainant refuses to comply after the warning, the staff member may terminate the meeting or conversation with him/her.
  - ◆ Our school will develop contingency measures and guidelines to remind staff responsible for handling complaints to stay alert and take suitable action to protect their own safety. Our school should empower the staff member to make decision, depending on the situation, on whether to terminate the interview or dialogue with the complainant and ask the complainant to leave, if his/her behaviour poses an immediate threat to the staff's personal safety or damages their personal interests. In an emergency or if it is deemed necessary, our school will take appropriate and decisive action, such as reporting to the police or taking legal action.

(ii) Unreasonable demands

- ◆ If a complainant makes unreasonable demands which have an adverse impact on the school, e.g. interrupting its operation/services or other stakeholders are affected by the unreasonable behaviour of the complainant, our school may consider suggesting to the complainant alternative communication methods (e.g. make appointment before visiting the school, submit his/her views in writing, contact only the staff designated by the school, or contact the school staff according to the time, frequency, date, duration and modes of communication specified by the school). The school must notify the complainant in writing of such arrangements and handling procedures.
- ◆ If the complainant's behaviour improves, our school may consider whether the restrictions should be lifted. If the school decides to keep the restrictions, it should regularly review the conditions for imposing them.

(iii) Unreasonable persistent complaints

- ◆ Faced with these complaints, if our school has carefully examined the case and handled it properly under the prescribed investigation and appeal procedures, and sent a detailed and unbiased written explanation regarding the outcome to the complainant, our school may escalate the case via REO to a senior directorate ranked no less than D2 level for a decision on whether any further correspondence or action on the complaint should be discontinued.
- ◆ Upon agreement by the above senior management to cease handling the case, our school should communicate with the complainant in a firm manner that a final decision has been made regarding the case and that the decision is irreversible in order to avoid any unrealistic expectations on the part of the complainant.
- ◆ If repeated complaints are received from the complainant subsequently, our school may send a "Reply Card" to the complainant, referring him/her to the replies previously given. Please see Appendix VI for a sample "Reply Card".

## **Chapter VII Conclusion**

### **Effective school-based mechanism**

7.1 To ensure that public inquiries/complaints are properly handled, our school will establish a school-based complaint handling mechanism and procedures relevant to their own circumstances and the needs of stakeholders. It should be:

- ◆ Clear and unambiguous
- ◆ Open and transparent
- ◆ Concise and easy to follow
- ◆ Fair and just
- ◆ Able to protect confidentiality of information
- ◆ Under continuous review and improvement

7.2 An effective school-based complaint handling mechanism not only increases public confidence in school governance, but also prevents public opinions/inquiries from evolving into formal complaints or unnecessarily escalating to the other division(s)/sections(s) of the EDB or other government departments/organizations.

### **Maintaining good communication**

7.3 In addition to formulating an effective complaint handling mechanism, our school will continue to maintain a close partnership with parents and staff by enhancing communication with them. Members of the Parent-Teacher Association of our school may serve as a bridge of communication by helping to explain the school policies to parents, relieving their sentiments of dissatisfaction, and playing the role of mediator when necessary. To enhance the standards of the professional services they provide, our school always assumes an open attitude and listens to the views of stakeholders to identify room for improvement regarding our school-based inquiry/complaint handling mechanism and procedures.

### **Making continuous improvement**

7.4 The aim of this Guideline is to make recommendations on the policies and procedures for handling complaints as well as to delineate the roles of various parties concerned. We believe this is the first step towards supporting schools in enhancing/establishing their own inquiry/complaint handling mechanism. We will continue to keep close contact with schools and stakeholders, listen to their views and improve our recommendations in order to help us establish an effective framework for handling public complaints.

**Examples of Complaints Relating to  
Daily Operation and Internal Affairs of Schools\***

<b>Domain</b>	<b>Examples</b>
Management and Organization	<ul style="list-style-type: none"> <li>◦ School accounts (e.g. accounting records )</li> <li>◦ Other charges (e.g. extra-curricular activities charges and registration fees)</li> <li>◦ School policies (e.g. system of reward and penalty, arrangements regarding students’ suspension from school)</li> <li>◦ Standards of contractors’ services (e.g. school bus services, supply of meal boxes)</li> <li>◦ Service contracts (e.g. tendering procedures)</li> <li>◦ School environment and hygiene (e.g. noise pollution, mosquitoes problems)</li> </ul>
Learning and Teaching	<ul style="list-style-type: none"> <li>◦ School-based curriculum (e.g. subject lesson time)</li> <li>◦ Selection of subjects and class allocation (e.g. arrangements for students’ choice of subjects)</li> <li>◦ Homework (e.g. amount of homework , school-based assessment criteria)</li> <li>◦ Students assessment (e.g. assessment criteria)</li> <li>◦ Staff performance (e.g. behaviour/attitudes of teaching staff, job performance)</li> </ul>
School Ethos and Student Support	<ul style="list-style-type: none"> <li>◦ School ethos (e.g. uniform and other aspects of appearance)</li> <li>◦ Home-school cooperation (e.g. consultation mechanism, communication channels)</li> <li>◦ Student support (e.g. support for students with special educational needs)</li> <li>◦ Extra-curricular activities (e.g. arrangements for interest groups and other student activities)</li> </ul>
Student Performance	<ul style="list-style-type: none"> <li>◦ Students’ overall performance (e.g. academic results, conduct)</li> <li>◦ Student discipline (e.g. foul and abusive language, smoking, fighting, bullying)</li> </ul>

\* The school should handle complaints about daily operation and internal affairs in accordance with E D B relevant circulars and internal circulars, guidelines and codes of practice (if applicable)

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## Appendix II

### Sample Record Sheet of Cases Handled by Informal Procedures

<i>Date of enquiry/complaint:</i> _____		<i>Time :</i> _____		am/pm
<i>Mode :</i>	<input type="checkbox"/> Call the General Office	<input type="checkbox"/> Call the Principal/ Deputy Head/ Class Teacher/ Responsible Teacher*		
	<input type="checkbox"/> In person	<input type="checkbox"/> By e-mail/ fax*	<input type="checkbox"/> Others (Please specify: _____)	
<i>Name of the Enquirer/ Complainant :</i> _____				
<i>Role of Complainant :</i>	<input type="checkbox"/> Parent	<input type="checkbox"/> Student	<input type="checkbox"/> Other (Please specify: _____)	
<i>Contact information (by telephone/ fax /e-mail*) :</i> _____				
<i>Enquiries/Concern(s) :</i> _____				
<i>Information/ Document attached :</i> <input type="checkbox"/> No <input type="checkbox"/> Yes (Please specify: _____)				
<i>Action Taken :</i> <input type="checkbox"/> Contacted by phone <input type="checkbox"/> Interview <input type="checkbox"/> Others (Please specify: _____)				
<i>Result :</i> <input type="checkbox"/> Enquirer/ Complainant accepted the reply. No further action is required.				
<input type="checkbox"/> Others (Please specify: _____)				
<i>Signature of Senior Teacher/Responsible Person :</i> _____ <i>Date :</i> _____ (Name/ Post)				
* Please delete where inappropriate				

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### Appendix III

#### Sample Acknowledgement Letter (1)

[For cases where complainants have provided their personal particulars and no referral is needed.]

DD MM YYYY

Name of the complainant

Address of the complainant

Dear Mr/Ms \*XX:

We received your written/verbal\* complaint on DD MM YYYY. The case is being investigated and a reply will be sent to you within XX days/as soon as possible.

If you have any inquiries, please contact Mr/Ms X (Teacher/Panel Chairperson/Vice Principal\*) at XXXXXXXX (telephone number).

(Signature)

Principal of  
Yuen Long Public Secondary School

\* Please delete where inappropriate

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## Appendix IV

### Sample Acknowledgement Letter (2)

[For cases where referral of the complaint to a third party (e.g. government departments or contractors of school services) is needed.]

DD MM YYYY

Name of the complainant

Address of the complainant

Dear Mr/Ms\* XX:

We received your written/verbal\* complaint on DD MM YYYY. To facilitate our investigation and follow-up, please fill in the reply form attached and send it to us before DD MM YYYY. We will notify you of the outcome when the investigation is completed.

If you have any inquiries, please contact Mr/Ms X (Teacher/Panel Chairperson/Vice Principal\*) at XXXXXXXX (telephone number).

(Signature)

Principal of  
Yuen Long Public Secondary School

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## Sample Acknowledgement Letter

### (2) Reply Form

To: Name of School

File No.: (if  
applicable)

Name of the complainant: Mr/Ms \_\_\_\_\_ [Please write the  
name as  
appears on your HK I.D. Card]

# Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

# Contact No.: \_\_\_\_\_

I understand that the personal information provided above will only be used for  
investigating the complaint.

To assist the school in handling this complaint, I agree that:

1. The school may forward copies of the complaint and other  
information I present to relevant persons/ organizations;  
and
2. The school  
may ask relevant persons/organizations for  
my personal details and other information related to this  
complaint.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the complainant



[Note:

- The information, including the personal data, submitted by you to Education Bureau in this reply form will be used for the purpose of handling your complaint only.
- The provision of any requested information, including personal data, in the reply form is voluntary. However, it may not be possible to process your complaint if the requested information provided by you, including personal data, is not in sufficient detail.
- Any information, including personal data, submitted by you may be disclosed to other government departments, persons, organizations or agencies for the purpose of handling your complaint.

Having submitted your personal data, you have the right to request access to and correction of your personal data held by us. Request for access to or correction of personal data should be made in the Data Access Request Form and sent to the Controlling Officer (Data Protection), 15/F Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. For more information about the privacy policy, please visit EDB website: "<http://www.edb.gov.hk/en/privacy-policy.html>".]

# Item that must be completed.

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Appendix V

Sample Complaint Record

Date received \_\_\_\_\_

Source:  Directly lodged to the school  
 Referred by the EDB  
 Referred by other organizations:

Mode:  Phone  Letter  Email  Fax  In person  
 Others: \_\_\_\_\_

Personal information of the complainant:

Name: Mr/Ms/Mrs \_\_\_\_\_

Identity:  Parent  Councilor  Public  
 Organization \_\_\_\_\_  
 Others \_\_\_\_\_  
 Authorized representative of the complainant (please state the name, address and contact telephone number of the representative and his/her relation with the complainant): \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Subject(s) of complaint:

Principal  Teacher  Staff  Others: \_\_\_\_\_

Areas of Complaint:

Management and Organization  Learning and Teaching  
 School Ethos and Student Support  Student Performance  
 Others \_\_\_\_\_

## Complaints

- Management and Organization  
 School Ethos and Student Support  
 Others \_\_\_\_\_

- Learning and Teaching  
 Student Performance

### Summary of complaint:

#### Investigation stage

Person-in-charge \_\_\_\_\_

Issue of Notice of Acknowledgement (date: \_\_\_\_\_)

Telephone contact (date: \_\_\_\_\_)

Interview with the complainant (date: \_\_\_\_\_)

Issue of written reply (date: \_\_\_\_\_)

### Summary of findings:

#### Appeal stage (if applicable)

Date of appeal: \_\_\_\_\_

Person-in-charge: \_\_\_\_\_

Issue of Notice of Acknowledgement (date : \_\_\_\_\_)

Telephone contact (date : \_\_\_\_\_)

Interview with the complainant (date: \_\_\_\_\_)

Issue of written reply (date: \_\_\_\_\_)

### Summary of appeal result:

**Follow-up actions or recommendations (if applicable)**

**Signature of person-in-charge:** \_\_\_\_\_

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## Appendix VI

### Sample Reply Card

DD MM YYYY

Name of the complainant

Address of the complainant

Dear Mr/Ms\* XX:

We received your letter dated DD MM YYYY. Our stance on the relevant issue has been detailed in our reply/replies dated DD MM YYYY (and dates of other replies [if applicable]). We will neither respond to the same complaint nor contact you again.

(Signature)

Principal of  
Yuen Long Public Secondary School

\* Please delete where inappropriate