

Tack Ching Girls' Secondary School
2025-2026
English Department - Office Visit to UBS

22nd April, 2025

Dear Parents / Guardians,

We are pleased to inform you that your daughter has been selected to participate in the “*Office Visit to UBS*”, co-organised by the English Department and the Chatteris Educational Foundation. This visit aims to provide students with first-hand exposure to the corporate workplace, broaden their understanding of potential career pathways, and enhance their communication skills through authentic conversation. Details of the event are provided below:

Activity:	Office Visit to UBS
Date:	30 April 2026 (Thursday)
Venue:	2/F, Two IFC, 8 Finance Street, Central.
Gathering Time and Location:	3:30p.m. at the covered playground of Tack Ching Girls' Secondary School
Dismissal Time and Location:	5:30p.m. at Central MTR Station
Fee:	Free-of-charge
Teachers-in-charge:	Ms Chow Po Ying Crystal, Ms Naomi, Ms Harriet
Note:	<ul style="list-style-type: none"> ➤ Teachers will accompany the students throughout the event. ➤ Participants must wear their full school sports uniform. ➤ Students are expected to behave responsibly and observe proper etiquette during the visit. ➤ Students should bring a bottle of water and an umbrella (if necessary). ➤ All participating students are covered by insurance for this event. ➤ This activity is organised by Chatteris Educational Foundation, with volunteers from UBS Hong Kong supporting the programme.

Please complete the reply slip and return it to teacher-in-charge by 27th April, 2026. Please also remind your child to attend the above activity punctually. For any enquiries, please feel free to call 2729 3211 to contact the teachers-in-charge.

Yours faithfully,

Carol Chung
Principal

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

No. : 345

_____ Apr, 2026

Dear Principal,

I have been informed that my child will participate in the Office Visit to UBS and will remind her to attend the activity punctually.

Name of student: _____

Class & Class No.: _____()

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Phone number of Parent/Guardian: _____

Phone number of the student: _____

(Collection of parents' contacts is for safety reason in case of emergency. The information will be discarded after the activity.)

德貞女子中學
二零二五至二零二六年度
英文科「瑞銀集團（UBS）辦公室參觀活動」

敬啟者：

貴子女已獲選參加本校英文科與「暢言教育基金會」合辦的「瑞銀集團（UBS）辦公室參觀活動」。是次參觀旨在讓學生親身體驗企業辦公環境，拓闊對不同職業發展方向的認識，並透過與業界人士交流，提升其英語溝通能力。活動詳情如下：

活動名稱：	瑞銀集團（UBS）辦公室參觀
日期：	2026年4月30日（星期四）
地點：	中環金融街8號國際金融中心二期2樓
集合時間及地點：	下午3時30分，於本校有蓋操場集合
解散時間及地點：	下午5時30分，於中環港鐵站解散
費用：	全免
帶隊老師：	周寶瑩老師, Ms Naomi, Ms Harriet
備註：	<ul style="list-style-type: none"> ➢ 本校老師將全程陪同學生參與活動。 ➢ 參加者須穿着整套學校運動服。 ➢ 學生於參觀期間須遵守紀律，保持良好態度及禮儀。 ➢ 學生須自備飲用水及雨傘（如有需要）。 ➢ 是次活動與「暢言教育基金會」合辦，並有UBS 瑞銀香港義工同行。 ➢ 機構將為所有參加者購買保險。

請著 貴子女於4月27日前回覆通告，並把回條交回帶隊老師，並請督促 貴子女準時出席活動。如有任何問題，請致電 2729 3211 與周寶瑩老師聯絡。

此致
學生家長

德貞女子中學校長

謹啟

二零二六年四月二十二日

-----回 條 -----

編號：345

敬覆者：

本人已知悉小女參加英文科「瑞銀集團（UBS）辦公室參觀」活動，並定當督促小女依時出席活動。

此覆
德貞女子中學校長

中_____級_____班_____號學生：_____

學生家長/監護人簽署：_____

學生家長/監護人姓名：_____

學生家長/監護人電話：_____

學生電話：_____

二零二六年 月 日

(收集聯絡電話，目的是讓負責老師在有需要時聯絡家長/學生，有關資料將於活動完結後銷毀。)