Dear Tiffany

The following new arrangements were confirmed in the Senior Management Meeting and are effective starting from February 2021.

1. Senior Tutors have to check and sign off the security log book on a biweekly basis. Therefore, PG Senior Tutor, Chris Wong, will sign the log book at Wong Chik Ting Hall and UG Senior Tutor, Orion Lee, will be responsible for the log book at Marden Wing;
2. Dining together is an important part of College life. The College will provide benefits as (i) Full Meal Plan for Full Time Staff and (ii) 3 Meals & 3 Breakfasts per Week for Part Time Staff, to encourage them to talk and connect with the students.

Please facilitate with the new arrangements accordingly. Thank you.

Best regards,

Orion