



Chan Sui Ki (La Salle) College

27th September 2006

Dear Parents / Guardians,

Attendance in Extra Lessons

In order to help students improve their academic performance, teachers may conduct extra lessons during lunch time, after school, on Saturdays or during holidays. Details of extra lessons will be notified through parents' letter or student handbook. Attendance of students will be taken as a record and the attendance record will be kept in school.

Students are expected to be present at every extra lesson session. In case of absence from extra lessons, a medical certificate or letter of excuse from parents has to be submitted to the teacher concerned. Should your son or ward has encountered any problems, he should contact the teacher in charge for help as soon as possible.

Thank you for your attention.

Yours faithfully,

Mr. K.K. Sze

Principal