



15th January 2007

Dear Parents,

Opening of Computer Room

The computer room (Room 424) will be open for student's convenience from 17th January, 2007 onwards. We hope that the opening of the computer room can allow students to get access to valuable and useful resources through computers. We also believe that the computer room will be a good place for revision with suitable regulations described below:

1. No games or discussion are allowed in the computer room.
2. Drinking and eating are not allowed in the computer room.
3. Each student will have to take care of the computer allotted to him. The student will be responsible for any damage of the computer.

The details concerning the opening of the computer room are as follows:

Venue:	Room 424
Opening hours:	Monday to Friday 3: 10 – 4:25 (Winter time) 2:30 – 3:45 (Summer time)
Software provided:	Microsoft Office, Dreamweaver
Printing service:	Printer available (Please bring your own paper for use.)
Person-in-charge	Mr. Tam
Procedure:	Booking is not required. Students will have to sign on a computer allotment form before using computers.
Maximum number of users:	40 students

Thank you for your kind attention.

Yours faithfully,

Poon Sai Keung

S. K. Poon
Chairman, IT Committee

K. K. Sze

K. K. Sze
Principal