

Dear Parents/ Guardians,

1st September 2009

Re: Documents, fees and special arrangements for the new academic year 2009-2010

With a view to helping you and your son or ward to handle documents and fees properly at the beginning of the new academic year.

(1). Letters, forms and fees

Items No.	Items	F.1	F.2	F.3	F.4	F.5	F.6	F.7	Return reply slip / Payment	return form/ card
1.	Letter about documents, fees and special arrangements for the new academic year	✓	✓	✓	✓	✓	✓	✓	✓	---
2.	School Calendar (2 copies: 1 for parents & 1 for student)	✓	✓	✓	✓	✓	✓	✓	---	---
3.	Student Temporary I.D. Card (For F.1 & New comers)	✓	---	---	---	---	---	---	---	---
4.	Student Data Form	✓	✓	✓	✓	✓	✓	✓	---	✓
5.	Medical History of Student	✓	✓	✓	✓	✓	✓	✓	---	✓
6.	Student Health Service application form	✓	---	---	---	---	---	---	---	✓
7.	Temperature Record Form and letter of prevention of the spread of infectious disease to parents	✓	✓	✓	✓	✓	✓	✓	---	---
8.	'Letter of excuse for being absent from school' Notice	✓	✓	✓	✓	✓	✓	✓	---	---
9.	Rules regarding bringing mobile phone to school	✓	✓	✓	✓	✓	✓	✓	✓	---
10.	Notice about the air-conditioning fee	✓	✓	✓	✓	✓	✓	✓	---	---
11.	Collection of Fees for Miscellaneous items	950	450	700	500	600	450	600	\$	---
12.	Instrumental Class Proposal	✓	✓	✓	---	---	---	---	---	✓
13.	MTR Student Travel Scheme application form	Students could obtain the form from your class teacher. Application fee HK\$90 should be paid for the first time applicants.							\$	✓
14.	Newspaper Subscription and subscription fees	Please check the notice in the classroom or ask form teacher and language subject heads.							\$	---

'✓' Applicable

'---' Not applicable

'\$' fee payment

(2). Student Financial Assistance Scheme and special briefing session

1. Applicants who received the School Textbook Assistance and Student Travel Subsidy eligibility certificate (in pink colour) from the Student Financial Assistance Agency must submit it to the form teacher before 7th September 2009.
2. A special briefing session for applicants will be held in the School Hall at 1:30p.m. on Thursday, 3rd September 2009. Application forms will also be distributed.

(3) School jacket for cold weather : (water-proof jacket and heat insulation jacket)

Students are allowed to wear the above-mentioned jackets (which can be bought and worn separately or as a set) regardless of the weather conditions. Other jackets are not allowed.

(4) Inter-class Swimming Gala

1. Date: 18th September, 2009 (Friday)
2. Time: 8:00 a.m. – 1:00 p.m.
3. Venue: Tai Wan Shan Swimming Pool
(A one-minute walk from the bus terminus at Whampoa Garden;
a three-minute walk from the bus terminus at Hung Hom Pier)

Thank you very much for your kind attention.

Yours faithfully,



Mr. K. K. Sze

Principal

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

I, the parent/ guardian of _____(Name of Student) (Class No.: _____)
of Class _____, acknowledge the receipt of the letter regarding documents, fees and special arrangements
for the new academic year and am aware of the details.

Parent's/ Guardian's signature : _____

Date: _____

各位家長:

陳瑞祺（喇沙）書院
2009-2010 年度 新學年通告

本校為使各家長及同學了解校方於新學年所派發的各類通告、表格、收費事宜及各特別安排，現特函通知各家長注意下列事項，亦請指導及督促 貴子弟遵行，詳情如下：

一、 各類通告、表格及收費安排

項目號碼	項目	中一	中二	中三	中四	中五	中六	中七	須交回 回條/ 費用	須交回 表格/ 証件
1.	新學年通告 (此通告)	✓	✓	✓	✓	✓	✓	✓	✓	---
2.	校曆 (兩份: 家長及學生各一份)	✓	✓	✓	✓	✓	✓	✓	---	---
3.	臨時學生証 (中一及插班新生)	✓	---	---	---	---	---	---	---	---
4.	學生資料表	✓	✓	✓	✓	✓	✓	✓	---	✓
5.	學生身體狀況表	✓	✓	✓	✓	✓	✓	✓	---	✓
6.	學生健康服務申請表	✓	---	---	---	---	---	---	---	✓
7.	就預防傳染病的安排致全體 家長信及體溫記錄表	✓	✓	✓	✓	✓	✓	✓	---	---
8.	告假信通告	✓	✓	✓	✓	✓	✓	✓	---	---
9.	攜帶手提電話及貴重物品回 校守則	✓	✓	✓	✓	✓	✓	✓	✓	---
10.	冷氣費通告	✓	✓	✓	✓	✓	✓	✓	---	---
11.	徵收雜費通告	950	450	700	500	600	450	600	\$	---
12.	樂器訓練計劃書	✓	✓	✓	---	---	---	---	---	✓
13.	港鐵學生乘車優惠計劃 申請表	如有需要可向班主任索取表格 若首次申請須繳交港幣 90 元							\$	✓
14.	訂購中、英文報紙及費用	詳情請參閱課室內通告 或向班主任及語文科主任查詢							\$	---

‘✓’ 號為適用

‘---’ 號為不適用

‘\$’ 號為所交費用

二、 有關申請書簿津貼、車船津貼事宜及簡介會

1. 凡有申請高中學費減免、書簿及車船津貼而又收到資助辦事處發出的合資格證明書(粉紅色)的同學，請於九月七日前把表格交回班主任，以免延誤領款事宜。
2. 本校將於九月三日(星期四)下午一時三十分在禮堂舉行一個特別簡介會，屆時將會派發申請表給有需要的同學。

三、 禦寒校服 (防水外套及禦寒外套)

不論氣溫，學生可穿着禦寒校服 (二合一外套: 防水外套及禦寒外套，可獨立購買及穿着，但不可穿其他禦寒外套。

四、 班際水運會

1. 日期: 2008 年 9 月 18 日 (星期五)
2. 時間: 上午 8 時 至 下午約 1 時
3. 地點: 紅磡大環山游泳池
(距黃埔花園巴士總站約 1 分鐘步程; 距紅磡碼頭巴士總站約 3 分鐘步程)

祝
台安

陳瑞祺 (喇沙) 書院
施健群校長啓

二零零九年九月一日

----- 回 條 -----

本人及學生 _____ 班別 _____ (學號: _____) 現知悉新學年通告內之一切內容，並會指導及督促 敝子弟遵行。

家長簽署: _____
二零零九年 _____ 月 _____ 日