

陳瑞祺(喇沙)書院  
九龍何文田常和街4號  
電話：二七一—八一七五



CHAN SUI KI (LA SALLE) COLLEGE  
4 SHEUNG WO STREET, HOMANTIN,  
KOWLOON, HONG KONG.  
TEL: 27118175

Date: 7<sup>th</sup> October 2010

Circular No. 034

Dear Parents/ Guardians,

Re: Saturday Morning English Course for Form 1A Students

I would like to inform you that your son/ward is required to come on the following dates for an English enhancement course which aims at helping him to make improvement in the subject. Details of the course are as follows:

Dates: 2010 (October 9th & 23rd, November 13th & 27th, December 11th)

2011 (January 22nd, February 12th & 26th, March 12th, April 9th,  
May 7th & 21st)

Time: 9:00am – 10:30am

Please remind your son/ward to attend the course in full school uniform and bring along with him the stationery required. Attendance is compulsory and in case your son/ward has to take a leave, a letter must be submitted to the General Office within three working days.

If you have any queries, please do not hesitate to contact Mrs B Chan on 27156047 or 27118175. Thank you.

Yours faithfully,

Lee Ting Leung  
Principal



Reply Slip (Circular No. 034 )

I, the parent of \_\_\_\_\_ (student's name) (Class No. \_\_\_\_ ) of  
Class \_\_\_\_\_, acknowledge the receipt of the circular regarding the Saturday Morning English  
Course.

Parent's/ Guardian's Signature: \_\_\_\_\_

Parent's/ Guardian's Name: \_\_\_\_\_

Date: \_\_\_\_\_