



12<sup>th</sup> September, 2011

Circular No: 11011

Dear Parents/ Guardians,

### Opening Hours of Language Room & Study Room

In response to the lack of suitable places for some students to do revision, the school is going to open the Language Room (424) and Room G12B for students. Details are as follows:

#### *Language Room (424)*

Opening Hours: Normal School Days  
3:20 p.m. – 4:30 p.m.  
Software provided: Microsoft Office, Dreamweaver  
Printing service: Printer available but students have to bring their own paper  
Maximum no. of users: 40 students

#### *Room G12B (as study room)*

Opening Hours: Normal School Days  
3:20 p.m. – 7:30 p.m.  
Maximum no. of users: 22 students

Students should observe the regulations of using these rooms. We hope students can make good use of the facilities in these rooms.

Yours faithfully,

Lee Ting Leung  
Principal



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Reply Slip (Circular No. 11011)

I, the parent of \_\_\_\_\_ (student's name) (Class No. \_\_\_\_ ) of Class \_\_\_\_\_, acknowledge the receipt of the circular regarding the **Opening Hours of Language Room and Room G12B.**

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

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

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

陳瑞祺(喇沙)書院  
九龍何文田常和街4號  
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11011

敬啟者：

「語言學習室及自修室開放時間」

鑒於同學們放學後溫習地方不足，學校將開放語言學習室(424)及G12B給同學使用。詳情如下：

**語言學習室(424)**

開放時段： 學校正常上課日  
下午 3:20 - 下午 4:30  
軟件提供： Microsoft Office, Dreamweaver  
打印服務： 設有打印機 (紙張自備)  
名額： 40 人

**G12B (自修室)**

開放時段： 學校正常上課日  
下午 3:20 - 下午 7:30  
名額： 22 人

同學須遵守使用以上特別室的規則，善用特別室的設施。

此致  
各家長



陳瑞祺(喇沙)書院校長  
李丁亮 啟

二零一一年九月十二日