陳瑞祺(喇沙)書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零

CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

Circular No. 19001

2nd September, 2019

Dear Parents/ Guardians,

Circulars, documents, fees and schemes for the new academic year 2019-2020

(1) Attached please find a number of parent circulars. Also, there are documents and fees that your son/ ward has to handle at the beginning of the new academic year. For details, please refer to the table attached.

(2) School Textbook Assistance Scheme, Student Travel Subsidy Scheme, Subsidy Scheme for Internet Access Charges

1. Applicants who received the eligibility certificate (in yellow colour) from the Working Family and Student Financial Assistance Agency, Student Finance Office (SFO) should pass the certificate to the form teacher by 6th September, 2019 (Fri).
2. If applicants need to apply for the School Textbook Assistance, their "Application for Student Financial Assistance Schemes" should reach the SFO on or before 31st October, 2019. Please contact the School Office or visit the SFO homepage at www.wfsfaa.gov.hk/sfo for more information.

Thank you for your attention.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

Reply Slip (Circular No. 19001)

I, the parent/ guardian of _____ (Student's name) (Class No.:_____) of Class_____, acknowledge the receipt of the circular regarding **Circulars, documents, fees and schemes for the new academic year 2019-2020.**

Parent's/ Guardian's Signature: _____
Parent's/ Guardian's Name: _____
Date: _____

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TEL : 27118175
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通告編號：19001

敬啟者：

新學年通告、文件、費用及計畫

謹附上新學年通告、文件、收費及各類計畫等資料。請細閱通告及文件，並協助 貴子弟處理有關事宜。

一、 通告、文件、表格及收費安排

有關新學年各類通告、文件、表格及收費安排詳情，請參閱附表。

二、 申請學校書簿津貼、學生車船津貼、上網費津貼

1. 凡已收到學生資助處在職家庭及學生資助事務處發出的資格證明書(黃色)的學生，須於二〇一九年九月六日(星期五)或之前把資格證明書交回班主任。
2. 首次申請資助的家庭，如欲申請學校書簿津貼，必須於二〇一九年十月三十一日或以前向學生資助處提交「學生資助計劃綜合申請」。請聯絡校務處或瀏覽學生資助處網頁www.wfsfaa.gov.hk/so 了解詳情。

此致

各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮 啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
九龍何文田常和街四號
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	Item 項目	S1	S2	S3	S4	S5	S6	Return Item & Date 須交回項目及日期
1.	Circular 19001 (This circular) 此通告 19001	✓	✓	✓	✓	✓	✓	Reply Slip 回條 (4/9/2019)
2.	Circular 19002 (Homework Scheme) 通告 19002「功課計畫」	✓	✓	✓	✓	✓	✓	---
3.	Circular 19003 (Absence Procedure and Regulations Governing Bringing Mobile Phone & Valuable Items to School) 通告 19003「告假手續」及「攜帶手提電話及貴重物品回校守則」	✓	✓	✓	✓	✓	✓	---
4.	Circular 19004 (Arrangement of Fees Collection) 通告 19004「繳交學校費用安排」	✓	✓	✓	✓	✓	✓	Proof of Payment 繳費證明(6/9/2019)
5.	Circular 19005 (Inter-class Swimming Gala) 通告 19005「班際水運會」	✓	✓	✓	✓	✓	✓	---
6.	Circular 19006 (Inter-class Athletics Meet) 通告 19006「班際陸運會」	✓	✓	✓	✓	✓	✓	---
7.	Circular 19007 Free Tutorial Classes 通告 19007「免費功課輔導班」	✓	✓	---	---	---	---	Reply Slip 回條 (6/9/2019)
8.	Circular 19008 (Scheme of e-notices to parents) 通告 19008「電子通告」	✓	✓	✓	✓	✓	✓	---
9.	Circular 19009 (First Staff Development Day) 通告 19009「教師研修日通告」	✓	✓	✓	✓	✓	✓	---
10.	Circular 19010 (Reading Scheme & Reading Requirement) 通告 19010「中一至中三級閱讀獎勵計劃及閱讀要求」	✓	✓	✓	---	---	---	---
11.	Circular 19011 (Extra-Curricular Music Activities) 通告 19011「音樂課外活動」	---	✓	✓	✓	✓	---	Reply Slip 回條 (13/9/2019)
12.	Guidelines on Viewing Homework Records on School Website 學校網頁查閱功課紀錄指引	✓	✓	✓	✓	✓	✓	---
13.	Temporary Student I.D. Card 臨時學生證	✓	---	---	---	---	---	---
14.	Rainstorm Warning Signals Leaflet 暴雨警告傳單	✓	---	---	---	---	---	---
15.	Two Copies of School Calendar (for parents & students) 校曆表兩份（家長及學生各一份）	✓	✓	✓	✓	✓	✓	---
16.	Class Timetable 上課時間表	✓	✓	✓	✓	✓	✓	---
17.	Parental Consent Form (PE & Sports) and Medical History Record 家長同意書(體育運動)及學生身體狀況表	✓	✓	✓	✓	✓	✓	Form 表格 (3/9/2019)
18.	Student Health Service Application Form 學生健康服務申請表	✓	✓	✓	✓	✓	✓	Form 表格 (4/9/2019)
19.	Hearing Check Service Application Form 學生聽力檢查服務申請表	---	✓	---	---	---	---	Form 表格 (4/9/2019)
20.	MTR Student Travel Scheme Application Form 港鐵學生乘車優惠計劃申請表	✓	---	---	✓	---	---	Form 表格 (5/9/2019)
21.	Newspaper Subscription for Students 學生訂購報紙表格	✓	✓	✓	✓	✓	✓	Form 表格 (5/9/2019)
22.	Student Profile 學生資料表	✓	✓	✓	✓	✓	✓	Form 表格 (6/9/2019)
23.	Extra-curricular Activity Other Learning Experience – Community Service Scheme 課外活動學習經歷-服務計劃	✓	✓	✓	✓	✓	✓	---
24.	Guidelines on Using eClass and Computer Rooms eClass 及電腦室使用指引	✓	✓	✓	✓	✓	✓	---

Remarks 備註: ✓ Applicable 適用 --- Not applicable 不適用

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2nd September, 2019

Circular No. 19002

Dear Parents/ Guardians,

Homework Scheme

Homework assignments can expose the student to new material and reinforce understanding of knowledge and skills already learned in class. Homework is important. The school has implemented a homework scheme to encourage students to be self-managing and hand in homework assignments in time.

Students who fail to hand in homework have to attend the after-school Detention Class from 3:20 p.m. to 4:30 p.m. on the same day. Application for suspension of detention should reach the teacher-in-charge of the Detention Class. If approved, students have to submit a letter of excuse and attend the Detention Class next school day. Absence without reasons will be regarded as failing appointment and will be penalized (one infraction). The school will send an SMS message to notify you that your son/ ward is given an infraction.

For junior forms, parents / guardians can access to the school website (http://www.csklsc.edu.hk/homework) to know about the homework assigned to your son/ ward every day. Enclosed please find the guidelines and password for viewing the homework records on the Internet. Thank you for your attention.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

通告編號：19002

敬啟者：

功課計劃

課業是學習重要的一環，學生須通過做功課鞏固所學知識和技能。本校推行「功課計劃」旨在培養學生自律和準時交功課。

欠交功課的學生須即日留堂。留堂時間為下午三時二十分至四時三十分。學生如因故未能即日留堂，則須向留堂班負責老師申請暫緩留堂。經批准後，學生須補交請假信，並於翌日留堂。無故缺席，即為失約，罰記缺點一個，校方亦將以手機短訊通知家長。

初中各級家長可於學校網頁(http://www.csklsc.edu.hk/homework)查閱每日家課紀錄。有關網上查閱家課紀錄的使用指引及密碼請見附頁。

此致
各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

陳瑞祺(喇沙)書院
九龍何文田常和街四號
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Chan Sui (La Salle) College
Homework Scheme

1. Students who fail to hand in homework in the morning have to attend the after-school Detention Class **(from 3:20 p.m. to 4:30 p.m., Room 301)** ***on the same day.***

2. Application for suspension of detention should reach the teacher-in-charge of the Detention Class. If approved, students have to submit a letter of excuse and attend the Detention Class next school day. Absence without reasons will be regarded as failing appointment and will be penalized (one infraction).

3. Penalties:

No. of Detention	Measures
First 7 times	SMS message to parent /guardian
↓	
8	SMS message to parent/guardian 1 infraction 1 infraction for every two subsequent detentions
↓	
10	Form teacher interviews the student
↓	
20	Form teachers interviews the parent

陳瑞祺(喇沙)書院
處理學生遲交功課步驟

1. 學生欠交功課須即日留堂(時間：下午 3:20 至下午 4:30，地點:301 室)。

2. 同學如有特殊原因，未能即日留堂，須向負責留堂老師報告。經向負責老師批准，方可請假。請假同學亦須於翌日留堂，並把請假信交予負責老師。無故缺席，即為失約，記缺點一個。

3. 留堂處分如下：

留堂次數	處理步驟
首 7 次	以 SMS 短訊通知家長/監護人
↓	
8	以 SMS 短訊通知家長/監護人 記缺點一個 往後每兩次留堂記缺點一個
↓	
10	班主任會見學生
↓	
20	班主任會見家長

如欠交功課情況嚴重，學生將轉交訓育組處罰。

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2nd September, 2019

Circular No. 19003

Dear Parents/ Guardians,

I) Absence Procedure

If your son/ ward is sick and intend to be absent, please phone the school office by 7:55 am. On the first day back to school, your son/ ward should give a letter of excuse (and a medical certificate if necessary) to the form teacher. Failure to present a letter of excuse will be regarded as truancy. Unacceptable excuse (eg. overseas vacation) will also be regarded as truancy. We hope students will take every opportunity to learn and please do not let your son/ ward be absent from school at his own will. The absence procedure is outlined in the table below:

	(A) Casual Leave	(B) Sick Leave (Coming back after the recess is considered a half-day absence)	(C) Early Leave	
			Casual	*Sick* (Parents should come and pick up students)
Submitting the letter of excuse to the form teacher	3 school days or before (including the day of absence)	1st day back to school	3 school days or before (including the day of absence)	Not Applicable
Penalty for failure to submit the letter of explanation	Truancy (1 infraction)	Truancy (1 infraction)	Truancy (1 infraction)	Not Applicable

For details of the absence procedure, please refer to the Student Discipline Handbook (posted on the board near the canteen) and the Student Handbook.

II) Regulations Governing Bringing Mobile Phone & Valuable Items to School

Students should not bring valuables, large amount of money or anything that is not required for school.

(A) Mobile Phone & Wallet

Students should switch off their mobile phones on the school premises. Stand-by mode is not accepted. If mobile phone lockers are installed in the classroom, students should store their mobile phones in the designated lockers during school hours. If a student fails to do so, one infraction will be given and his mobile phone will be confiscated. The mobile phone may be returned to parents if a formal request is made and he may not be allowed to bring mobile phone to school.

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Circular No. 19003

Students should keep their mobile phones and wallets safe. It is better for them to keep their phones and wallets in trouser pockets instead of school bags, school jackets or drawers. S1 and S2 students may fasten their mobile phones and wallets to the belt loops of their trousers with the school phone straps.

(B) Valuable items/ Items not required for school

Any valuable items (e.g. electronic dictionary) and items not required for school (e.g. MP3 player, electronic game machine and electronic products of any kinds) are forbidden. If a student brings any of these items to school, he will be given an infraction. The item will be confiscated. The item may be returned to parents if a formal request is made.

III) Attitude Improvement Class (AIC)

Teachers may ask misbehaving students to attend the AIC after school from 3:20 pm to 4:30 pm. If a student cannot attend the AIC, he should get approval from the teacher concerned. Students have to submit a letter of excuse and attend another AIC next school day. Absence without reasons will be regarded as truancy and one infraction will be given as penalty. The school will send an SMS message to notify the parent/ guardian.

Thank you for your attention.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

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通告編號：19003

敬啟者：

告假手續、攜帶手提電話及貴重物品回校守則及留堂班事宜

學生如需告假，家長應於早上七時五十五分前致電通知校務處。學生應於假後回校首日把告假信（如有需要，連同病假證明書）交予班主任，如未能依時遞交告假信則作曠課論，記缺點乙個；若請假原因不獲校方接納(如外遊)，亦作曠課論，記缺點乙個。懇請家長鼓勵學生珍惜學習機會，切勿讓學生隨意告假。有關告假手續詳情、校規及學生紀律事宜可參閱「學生紀律手冊」(張貼於近食物部之壁報上)及「學生手冊」。茲將告假手續略陳如下：

	(A) 事假	(B) 病假 (小息後回校作半天病假計)	(C) 早退	
			因事	因身體不適 (必須由家長陪同離校)
遞交告假信予班主任	三個上課日或之前 (包括請假日)	回校當日	三個上課日或之前 (包括請假日)	不適用
未能依時遞交告假信罰則	曠課 缺點乙個	曠課 缺點乙個	曠課 缺點乙個	不適用

- 此外，為確保學生專注學習及預防失竊事件，學校不鼓勵學生攜帶手提電話、大量金錢及其他貴重物品回校。學生必須遵守以下守則：

(一) 手提電話及錢包

- 學生在學校範圍內必須關掉手提電話，不能只設定為待機模式。
- 如課室設有手提電話儲物櫃，學生須於上學時間把手提電話存放於指定儲物櫃內。
- 如學生違反以上規則，學校會扣留其手提電話及通知家長到校取回。學生將被記缺點乙個及可能被禁止再攜帶手提電話回校。
- 學生應把手提電話及錢包放於校服褲袋內，避免放於書包、外套口袋或抽屜內。中一及中二學生可使用學校電話繩把電話及錢包繫於校服褲頭耳扣上。

(二) 貴重物品及與學習無關物品

任何貴重物品(如：電子字典)及與學習無關物品(如：MP3 播放器、電子遊戲機及任何電子產品等)均不可攜帶回校。否則校方將扣留有關物品，並通知家長到校取回，學生將被記缺點乙個。

(三) 留堂班 **Attitude Improvement Class (AIC)**

違反校規的學生須出席留堂班(AIC)，時間為下午 3:20 至下午 4:30。如學生缺席留堂班而又未能依時遞交告假信予有關老師或其缺席理由未獲老師接納，均須記缺點乙個，並於翌日留堂，學校會以手機短訊通知家長。

此致

各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

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Circular No. 19003

Chan Sui Ki (La Salle) College

Sample Letter of Excuse

A student who has been absent from school should submit a letter of excuse (and a medical certificate if necessary) to his form teacher on the first day back to school.

The following information must be clearly stated in the letter of excuse.

a. the class
b. the class number
c. the name of the student
d. the reason of absence (a detailed reason must be given, do not just put down "family / personal affair" or "sick")
   e.g. to visit grandmother in China*
   to apply for an identity card*
   to see the doctor because of having a fever (if any, attach the medical certificate)
e. the date of absence
f. signature of parent or guardian
g. the date of submitting the letter

The following is an example of the letter.

2nd September, 2019

Dear Form-teacher,

My son X X X of 1A (Class no.X) had been absent from school for two days (1st and 2nd September, 2019). It is because his grandmother was very sick in China and he went to visit her with his mother.

Thank you for your kind attention.

Yours sincerely,

XXX (Mr.)

*A student who applies for casual leave should submit a written application to his form teacher three school days in advance.

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通告編號：19003

陳瑞祺(喇沙)書院

告假信樣本

曾缺席的學生應將家長或監護人簽署的告假信（如有需要，連同病假證明書）於恢復上課的第一天交予班主任。

告假信內應包括下列各項：

1. 所屬班級
2. 班號
3. 學生姓名
4. 告假理由(應詳細列出理由，切勿祇寫因事或因病)
   例如：因回鄉探望祖母*
   因往辦領身份證*
   因發燒往就醫。(如有病假證明書，請隨信附上。)
5. 告假日期
6. 家長或監護人簽署
7. 遞信日期

如下例所示：

X 班主任：

小兒 1AXXX (班號 X)在二〇一九年九月一日及二日兩天因回鄉探望病重的祖母，未能返校上課。現補回請假信，請 X 老師垂察。

家長簽署：_____

二〇一九年九月二日

*申請事假的學生須提前三個上課日向班主任遞交告假信。

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零

CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

2nd September, 2019

Circular No. 19004

Dear Parents/ Guardians,

Arrangement of Fees Collection

To avoid the need of carrying a large amount of cash to school, parents are encouraged to pay the designated fees by ATM transfer. Otherwise, parents can pay the fees by crossed cheque or bank deposit. Our bank information is as follows:

Bank:	**Hang Seng Bank**
Account Name:	**The Incorporated Management Committee of Chan Sui Ki (La Salle) College**
Account Number:	**789-219607-002**

Payment Methods:

1. By ATM transfer: Transfer the payment to the school account at Hang Seng Bank and keep the advice slip for proof of payment.
2. By cheque: Crossed cheque made payable to "**The Incorporated Management Committee of Chan Sui Ki (La Salle) College**".
3. By bank deposit: Deposit the payment to the school account at Hang Seng Bank and keep the deposit receipt for proof of payment.

Please write down the **student name, class, class number** and **contact phone number** on the back of the ATM advice slip, the cheque or the bank deposit receipt.

The table on the back shows the fees for various items. Please pay the designated fees and return the ATM advice slip, the cheque or the bank deposit receipt to the form teacher by **6th September 2019**.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
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CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

通告編號：19004

	Item 項目		S1	S2	S3	S4	S5	6ABC	6D
1	Exercise Books 簿費		51.6	51.6	57.3	50.8	42.3	49.3	40.8
2	Student I.D. Card 學生智能卡		40.0			40.0			
3	SMS Fee 短訊費		2.0	2.0	2.0	2.0	2.0	2.0	2.0
4	Class Union Fee 班會費		31.35	31.35	35.25	33.75	32.9	32.25	31.4
5	Student Association Fee 學生會費		40.0	40.0	40.0	40.0	40.0	20.0	20.0
6	PTA Fee/ Renewal Fee 家長教師會會費/續會費		100.0	40.0	40.0	40.0	40.0	40.0	40.0
7	Plastic Folders 各科文件夾		45.05	45.05	25.45	13.45*	12.8*	13.45*	12.8*
8	Chinse Language Learning Materials 中國語文學習材料		---	---	---	---	---	323.0	323.0
9	Tong Fai 堂費	First term 上學期				160.0	160.0		
		Whole year 全年						320.0	320.0
Total 總額： HK$			310.0	210.0	200.0	380.0	330.0	800.0	790.0

*Extra charges on folders of some subjects will be collected separately.將另行收取部分科目的額外文件夾費用。

敬啟者：

繳交學校費用安排

為免學生攜帶大量現金回校，本校鼓勵家長使用櫃員機轉帳繳費。如未能安排，家長亦可以劃線支票或直接存款到學校銀行戶口。學校銀行戶口資料如下：

銀　　行：**恒生銀行**　　戶口號碼：**789-219607-002**

戶口名稱：**陳瑞祺（喇沙）書院法團校董會**

繳費方法：

1. 櫃員機轉帳：到「匯豐銀行」或「恆生銀行」櫃員機轉帳存入本校戶口，並將櫃員機收據交回學校以資證明。
2. 支票：以劃線支票繳付，支票抬頭為「**陳瑞祺（喇沙）書院法團校董會**」
3. 存款：到「恒生銀行」各分行存入本校戶口，並將銀行入數收據交回學校以資證明。

請於櫃員機收據、支票或銀行入數收據背頁，寫上**學生姓名、班別、班號及聯絡電話**。

上表臚列上學期各項費用。請於二〇一九年九月六日（星期五）或之前繳付指定費用，並把櫃員機收據、支票或銀行入數收據交予班主任。

此致

各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長

李丁亮　啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零

CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

2nd September, 2019

Circular No. 19005

Dear Parents/ Guardians,

Inter-class Swimming Gala

The Inter-class Swimming Gala will be held at Tai Wan Shan Swimming Pool.
Details are as follows:

Date: 17th September, 2019 (Tue)
Time: 8:30 a.m. – 12:45 p.m.
Venue: Tai Wan Shan Swimming Pool
Roll call: 8:35 a.m. – 8:50 a.m. (Please report to the form teacher/ teacher-in-charge at the spectator stands)

Students should note the following:

- Students should arrive at the swimming pool by 8:30 a.m.
- If a student is sick and cannot attend the Swimming Gala, he should follow the school procedures and apply for leave. Unapproved absence will be regarded as truancy.
- The Swimming Gala will be cancelled when Typhoon Signal No.3 or above/ the red or black rainstorm warning is in force at 5:30 a.m. Students do not need to go to the swimming pool, nor do they need to go to school. If only Typhoon Signal No.1, the thunderstorm or the amber rainstorm warning is in force, the Swimming Gala will take place as scheduled.
- The swimming pool is near the Whampoa Garden Bus Terminus and the Hunghom Ferry Pier Bus Terminus.
- Students should behave themselves in public areas.
- Students should keep their personal belongings safe. Competitors may use the lockers at the swimming pool.
- Students should not bring any valuable items or a large amount of money to the swimming pool.
- Students should wear school uniform.
- There is no tuck shop at the swimming pool. Students may bring snacks and drinks but eating and drinking is only allowed in designated places.

For enquiries, please contact General Office at 2711 8175.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

陳瑞祺（喇沙）書院
九龍何文田常和街四號
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CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

通告編號：19005

敬啟者：

班際水運會

本校班際水運會將於紅磡大環山游泳池舉行。詳情如下：

日期：二〇一九年九月十七日（星期二）

時間：上午八時三十分至下午十二時四十五分

地點：紅磡大環山游泳池

點名安排：上午八時三十五分至八時五十分在看台向班主任或負責老師報到

同學須注意下列事項：

- 應於上午八時三十分前到達泳池。
- 不應缺席，如因病或特別事故未能出席，須依學校手續告假。無故缺席者作曠課論。
- 若天文台於早上五時三十分懸掛 3 號或以上風球或發出紅色或黑色暴雨警告，則當天之活動會被取消，同學不用前往場館，也不用回校。若只有雷暴警告、黃色暴雨警告或懸掛 1 號風球，活動則如常舉行。
- 可乘搭巴士或小巴至紅磡碼頭巴士總站或黃埔花園巴士總站，再步行往泳池。留意道路交通安全。
- 須在公眾地方(如食肆、商舖、交通工具或行人道上)保持言行端正，以免影響校譽。
- 須妥善保管個人物品。參賽者可使用更衣室的儲物櫃。
- 不應攜帶大量金錢或貴重物品(如電子遊戲機)。
- 須穿着整齊校服前往場館，然後在場館內更衣室更換班衫、學校體育服或泳褲。
- 場館不設食物部，學生可於場內指定地點進食自備的飲料或零食。

如有疑問，請致電校務處查詢(電話：27118175)。

此致

各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長

李丁亮　啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
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CHAN SUI KI (LA SALLE) COLLEGE
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TEL : 27118175
FAX : 27621550

2nd September, 2019

Circular No. 19006

Dear Parents/ Guardians,

Inter-class Athletics Meet

The Inter-class Athletics Meet will be held at Wanchai Sports Ground on 4th October, 2019 (Fri.) and 25th October, 2019 (Fri.). Details are as follows:

	Day 1	Day 2
Date	4th October, 2019 (Fri.)	25th October, 2019 (Fri.)
Venue	Wanchai Sports Ground	Wanchai Sports Ground
Time	8:00 a.m. – 3:30 p.m.	8:00 a.m. – 1:00 p.m.
Roll call (a.m.)	8:05 a.m. – 8:20 a.m.	8:05 a.m. – 8:20 a.m.
Lunch	11:45 a.m. – 1:15 p.m.	Not Applicable
Roll call (p.m.)	1:15 p.m. – 1:25 p.m.	Not Applicable

Please note the following:

- Students should arrive at the sports ground by 8:05 a.m. and report to the form teacher/ teacher-in-charge at the spectator stands.
- If a student is sick and cannot attend the Athletics Meet, he should follow the school procedures and apply for leave. Unapproved absence will be regarded as truancy.
- The Athletics Meet will be cancelled when Typhoon Signal No.3 or above/ the red or black rainstorm warning is in force at 5:30 a.m. Students do not need to go to the sports ground, nor do they need to go to school. If only Typhoon Signal No.1, the thunderstorm or the amber rainstorm warning is in force, the Athletics Meet will take place as scheduled.
- Students should behave themselves in public areas.
- Students should keep their personal belongings safe. Competitors may use the lockers at the sports ground.
- Students should not bring any valuable items or a large amount of money to the sports ground.
- Students should wear the school uniform.
- There is a tuck shop at the sports ground. Eating and drinking is only allowed in designated places.

For enquiries, please contact General Office at 2711 8175.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零

CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

通告編號：19006

敬啟者：

班際陸運會

本年度班際陸運會將於二〇一九年十月四日（星期五）及十月二十五日（星期五）假灣仔運動場舉行。詳情如下：

	第一天	第二天
日期:	二〇一九年十月四日（星期五）	二〇一九年十月二十五日(星期五)
地點:	灣仔運動場	灣仔運動場
時間:	上午八時正至下午三時三十分	上午八時正至下午一時正
上午點名安排:	上午八時〇五分至八時二十分	上午八時〇五分至八時二十分
午膳:	上午十一時四十五分至下午一時十五分	不適用
下午點名安排:	下午一時十五分至一時二十五分	不適用

同學須注意下列事項:

- 應於上午八時〇五分前到達運動場，並於看台向班主任或負責老師報到。
- 不應缺席，如因病或特別事故未能出席，須依學校手續告假。無故缺席者作曠課論。
- 若天文台於早上五時三十分懸掛 3 號或以上風球或發出紅色或黑色暴雨警告，則當天之活動會被取消，同學不用前往運動場，也不用回校。若只有雷暴警告、黃色暴雨警告或懸掛 1 號風球，活動則如常舉行。
- 可乘搭港鐵(灣仔站)或過海隧道巴士(經灣仔線)或渡輪(尖沙咀至灣仔線)前往，再步行往運動場。留意道路交通安全。
- 須在公眾地方(如食肆、商舖、交通工具或行人道上)保持言行端正，以免影響校譽。
- 須妥善保管個人物品。參賽者可使用更衣室的儲物櫃。
- 不應攜帶大量金錢或貴重物品(如電子遊戲機)。
- 須穿着整齊校服前往場館，然後在場館內更衣室更換班衫或學校體育服。
- 場館設有食物部，學生亦可於場內指定地點進食自備的飲料或零食。

如有疑問，請致電校務處查詢(電話：2711 8175)。

此致

各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
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CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
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TEL : 27118175
FAX : 27621550

2rd September, 2019

Circular No. 19007

Dear Parents/ Guardians,

Free Tutorial Classes (S1 & S2)

The Guidance and Counseling Section is going to organize free tutorial classes (Chinese & English) for S1 and S2 students. Details are as follows:

Date:	10th October, 2019 to 3rd June, 2020 (every Mon and Thu)
Time:	3:20 p.m. – 4:30 p.m.
Place:	Classrooms
Quota:	10 for S1 students and 10 for S2 students
Fee:	Free of charge
Priority:	Students in receipt of Comprehensive Social Security Assistance (CSSA) or Student Financial Assistance Scheme (SFAS) Full Grant

Please complete the reply slip and return it to Mrs. A Lau on/before 6th September 2019. For enquiries, please contact Mrs. A Lau at 2711 8175. Thank you for your attention.

Yours faithfully,

Lee Ting Leung
Principal

Reply Slip (Circular No.19007)

(Please return on/before 6th September 2019)

I, the parent of _____ (student's name) of _____ (class), acknowledge the receipt of the circular regarding Free Tutorial Classes (S1 & S2). My son ***will / will not** join the Free Tutorial Classes.

We are in receipt of

☐ Comprehensive Social Security Assistance (CSSA)

☐ Student Financial Assistance Scheme (SFAS) Full Grant

Please tick ✓ the appropriate box

Parent's/ Guardian's Signature: _____ (Tel. no.:_____)

Parent's/ Guardian's Name: _____

Date: _____

**Cross out inappropriate items*

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零

CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

通告編號：19007

敬啟者：

「免費中文及英文補習班」(中一及中二級適用)

本校為提升學生的學習能力，輔導組擬開辦免費中文及英文補習班。詳情如下：

日期：　由二〇一九年十月十日至二〇二〇年六月三日（逢星期一及四）
時間：　下午三時二十分至四時三十分
地點：　學校課室
名額：　中一：10 人　中二：10 人
費用：　全免
優先資格：家庭獲「綜合社會保障援助(綜援)」Comprehensive Social Security Assistance (CSSA)或「全額書簿津貼」Student Financial Assistance Scheme (SFAS) Full Grant

如　貴子弟有意參加免費功課輔導班，請填妥回條並於二〇一九年九月六日或之前交回輔導組劉楊美芳老師。如有任何查詢請與劉楊美芳老師聯絡（電話：2711 8175）。

此致
中一及中二級學生家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
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CHAN SUI KI (LA SALLE) COLLEGE
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KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

2nd September, 2019

Circular No. 19008

Dear Parents/ Guardians,

Scheme of e-Notices to parents

To enhance communication with parents and reduce paper consumption, the school has implemented the Scheme of e-Notices, sending notices to parents/ guardians by email. The school will also post up the notices on the school homepage (http://www.csklsc.edu.hk/school-notices-to-parents).

Please note that for some activities and functions, parents/ guardians have to return a signed reply slip as a proof of approval. In such cases, the school will issue a hard copy of notice.

Attached please find a print-out of the Student Profile of your son/ ward. Please check the information e.g. email addresses carefully and amend in block letters if necessary. Please return the signed print-out to the form teacher by 6th September, 2019.

Thank you for your attention.

Yours faithfully,

Lee Ting Leung
Principal

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

通告編號：19008

敬啟者：

電子通告

本校已實施電子通告計畫以電郵發放家長通告，讓家長盡早知悉學校的訊息，加強家校的溝通和聯繫；亦響應環保，減少資源的耗損。

除了家長必須簽覆回條的通告外，本校將透過電郵發放家長通告。本校亦如常把通告上載至學校網頁家長通告欄：http://www.csklsc.edu.hk/school-notices-to-parents，以便家長隨時查閱。

謹附上的學生紀錄表乙份，請　閣下覆核各項資料，包括監護人及家長的電郵地址，加以簽署，並囑咐　貴子弟在二〇一九年九月六日或之前交回班主任。如有更新，請以正楷填寫。

此致
各家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
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KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

2nd September, 2019

Circular No. 19009

Dear Parents/ Guardians,

First Staff Development Day

The First Staff Development Day will be held on 30th October, 2019 (Wednesday) from 1:30 p.m. to 4:30 p.m. There will be no classes on Friday afternoon and students will be dismissed at 12:00 noon. Please advise your son/ ward to make good use of the time and prepare for the First Uniform Test.

Yours faithfully,

Lee Ting Leung
Principal

通告編號：19009

敬啟者：

教師研修日

本年度第一次教師研修日將於二〇一九年十月三十日（星期三）下午一時三十分至四時三十分舉行。當日下午學生不用上課，放學時間為正午十二時。敬希鼓勵　貴子弟善用時間溫習預備統測。

此致
各家長

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

陳瑞祺（喇沙）書院
九龍何文田常和街四號
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CHAN SUI KI (LA SALLE) COLLEGE
4 SHEUNG WO STREET, HOMANTIN,
KOWLOON, HONG KONG.
TEL : 27118175
FAX : 27621550

2nd September, 2019

Circular No. 19010

Dear Parents/Guardians,

Reading Scheme & Reading Requirement

Our School has set the reading requirement for S1 – S3 students. Students should borrow at least 8 English and 8 Chinese books from the School Library to read. Please refer to the school handbook for details.

Reading Achievement Level	No. of library books read			Reading points* required	Number of merits awarded
	English		Chinese		
Not Completed	fewer than 8	or	fewer than 8	---	---
Elementary Level	8 or more	and	8 or more	16	1
Intermediate Level				35	2
Advanced Level				70	3

**** Students can gain reading points by borrowing library books and joining reading activities. Reading Activities include 'Read to Feed' Reading Programme, Holiday Reading Programme, Book Sharing and other activities held by the School Library.***

Students with an outstanding reading performance may also win the **Reading Scholarship**. Prize winners will be awarded a certificate and book vouchers.

The latest monthly record can be found in the **Library Classroom** of **e-Class** (school intranet system) and the notice board of the library.

Students and parents can browse our **Library Website** and **Library Classroom** through the school website http://www.csklsc.edu.hk/ and **e-Class** system http://eclass.csklsc.edu.hk/ for the following information:

A. Library Website & On-line Reading http://www.csklsc.edu.hk/library/news

- Reading Scheme (Reading Achievements & Requirements and Reading Scholarship)
- Library Catalogue and Student Account Information
- Book Recommendation
- ***On-line Reading Platform***
  a. Gale Virtual Reference - **English** non-fiction e-book platform (login with the password given)
  b. The Rosetta Project - English fiction e-book platform
  c. Airiti Books - Chinese fiction and non-fiction e-book platform (login with e-class name & password)

B.* Library Classroom in e-Class *(e-Class / 001 - CSK Library (S) / eContent /)

- Book Recommendation
- Library Books Loan Records
- CSK eBook Platforms User Guides

Yours faithfully,

Lee Ting Leung
Principal

陳瑞祺（喇沙）書院
九龍何文田常和街四號
電話：二七一一八一七五
傳真：二七六二一五五零

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通告編號：19010

敬啟者：

中一至中三級閱讀獎勵計劃及閱讀要求

本校為中一至中三學生訂立個人閱讀要求及借閱標準，鼓勵學生多閱讀書籍。學生須於學校圖書館借閱最少 8 本英文書及 8 本中文書，詳情請參閱學生手冊。

成績標準	借閱學校圖書館書籍數量			閱讀積分*	優點獎勵
	英文書		中文書		
未達要求	少於 8 本	或	少於 8 本	---	---
初級標準	8 本或以上	及	8 本或以上	16	1
中級標準				35	2
高級標準				70	3

* 學生借閱學校圖書或參與閱讀活動均可獲取閱讀積分。閱讀活動包括「開卷助人」閱讀計劃 (Read to Feed)，假期閱讀計劃，閱讀分享及其他由本校圖書館舉辦的閱讀活動。

閱讀有優良表現的學生，更有機會獲得本學年的閱讀獎學金。優勝者可獲獎狀及書券。

學生及家長可透過學校網頁、內聯網 (e-Class)系統閱讀本校**圖書館網頁及圖書館網上教室**並瀏覽以下資訊：

A. **圖書館網頁及網上閱讀** http://www.csklsc.edu.hk/library/news

- 閱讀計劃 Reading Scheme
  (借閱標準 Reading Achievements & Requirements 及閱讀獎學金 Reading Scholarship)
- 圖書館館藏及學生個人借閱戶口 Library Catalogue and Student Account Information
- 圖書推介 Book Recommendation
- **網上閱讀 *On-line Reading Platform***
  a. Gale Virtual Reference 英文非小說類電子書(以學校公佈的密碼登入)
  b. The Rosetta Project 英文小說網上閱讀平台
  c. Airiti Books 華藝中文電子書(以學生個人 e-class 名稱及密碼登入使用)

B. **圖書館網頁及網上閱讀** ***(e-Class / 001 - CSK Library (S) /教學內容 /)***

- 圖書推介 Book Recommendation
- 學生借閱圖書紀錄 Library Books Loan Records
- 網上閱讀使用指南 CSK eBook Platforms User Guides

此致
中一至中三級學生家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮 啟

二〇一九年九月二日

陳瑞祺(喇沙)書院
九龍何文田常和街四號
電話：二七一一八一七五
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2nd September, 2019

Circular No. 19011

Dear Parents/ Guardians,

Extra-curricular Music Activities

To develop students' potential in music and cultivate their artistic accomplishment, the Music Department is going to organize a number of extra-curricular music activities for our students. Details are as follows:

Class	Quota	Fee	No. of lessons	Time	Instrument Price	Fee for Learning Materials and Accessories
Violin	6-8	$3,000	30	Every Wednesday 3:30pm-4:30pm	Purchase $780 Rental $380	1. Learning Materials $140 (Mandatory) 2. Music Stand $100 3. 3 in 1 Tuner & Metronome $100
Flute	6-8	$3,000	30	Every Wednesday 3:30pm-4:30pm	Purchase $2,280 Rental $860	
Clarinet	6-8	$3,000	30	Every Wednesday 3:30pm-4:30pm	Purchase $2,280 Rental $860	
Saxophone	6-8	$3,000	30	Every Wednesday 3:30pm-4:30pm	Purchase $4,780 Rental $1,620	
Percussion	6-8	$3,000	30	Every Wednesday 3:30pm-4:30pm	Purchase $1,800 Rental $600	
Guitar/ Ukulele (Beginner Level)	8-10	$2,100	30	Every Wednesday 3:30pm-4:30pm	Guitar Purchase $1,150-$1,500 Ukulele (with bag) Purchase $650	1. Copying charges $30 (Mandatory) 2. Guitar gig bag $58-$105 3. Guitar foot stand $55 4. Alice Capo $58 5. Picks(4 pics) $20
Guitar/ Ukulele (Intermediate Level/ Advanced Level)	8-10	$2,400	30	Every Thursday 3:30pm-4:30pm	Guitar Purchase $1,150-$1,500 Ukulele (with bag) Purchase $650	1. Copying charges $30 (Mandatory) 2. Guitar gig bag $58-$105 3. Guitar foot stand $55 4. Alice Capo $58 5. Picks(4 pics) $20
Choir	30	---	30	Every Tuesday 3:20pm-4:45pm	---	---

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If you would like to join the activities, please complete the reply slip and return it to school office by 13th September, 2019. For enquiries, please contact Ms. YM Chan, Music Panel Chair, at 27118175. Thank you for your attention.

Remarks:

1. Practice is important in learning music. Learning to play a musical instrument is certainly a challenge and it takes years to master the skills. Thus, lessons will be conducted every week, even during school holidays. Lessons will be suspended during test/ examination days.
2. Fees are not refundable.
3. Students should inform Ms. YM Chan as soon as possible in case of causal leave.
4. The instrumental class will only be organized if there is a sufficient number of applicants.
5. Further information such as payment, date of the first lesson, etc. will be given when enrolment is completed.

Yours faithfully,

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

Lee Ting Leung
Principal

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通告編號：19011

敬啟者：

音樂課外活動

本校音樂科將舉辦以下課外活動，發展學生的音樂潛能，培養他們的藝術修養。詳情如下：

班別	人數	學費	堂數(全年)	上課時間	購買/租借樂器費用	購買相關配件費用
小提琴	6-8	$3,000	30	逢星期三下午3:30-4:30	購買$780 租借$380	1.「教材套」(必須購買) $140 2. 譜架 $100 3. 3合1調音拍子機 $100
長笛	6-8	$3,000	30	逢星期三下午3:30-4:30	購買$2,280 租借$860	
單簧管	6-8	$3,000	30	逢星期三下午3:30-4:30	購買$2,280 租借$860	
色士風	6-8	$3,000	30	逢星期三下午3:30-4:30	購買$4,780 租借$1,620	
敲擊樂	6-8	$3,000	30	逢星期三下午3:30-4:30	購買$1,800 租借$600	
結他 / 小結他(初階)	8-10	$2,100	30	逢星期三下午3:30-4:30	結他購買$1,150-$1,500 小結他（附小結他袋）購買$650	1. 影印費(必須支付) $30 2. 結他袋$58-$105 3. 結他腳踏$55 4. Alice移調器$58 5. 撥片(4塊) $20
結他 / 小結他(中階、高階)	8-10	$2,400	30	逢星期四下午3:30-4:30	結他購買$1,150-$1,500 小結他（附小結他袋）購買$650	1. 影印費(必須支付) $30 2. 結他袋$58-$105 3. 結他腳踏$55 4. Alice移調器$58 5. 撥片(4塊) $20
合唱團	30	---	30	逢星期二下午3:20-4:45	---	---

如　貴子弟欲參加以上活動，請填妥回條，並囑咐　貴子弟於二〇一九年九月十三日或以前交予校務處。如有任何查詢，請與音樂科主任陳宇雯老師聯絡（電話：2711 8175）。

陳瑞祺（喇沙）書院
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備註：

1. 學習音樂殊不容易，必須持之以恆地練習，花上好幾年的功夫，技術才會純熟。因此所有音樂活動班將恆常每星期舉行，包括學校假期，但測考期間會暫停。
2. 學生於本學年內不可中途離組，並須繳交全期學費，不設退款。
3. 學生遇事請假必須盡早通知陳老師。
4. 樂器班將視乎實際報名人數而決定是否開辦。
5. 樂器班的繳費辦法，開課日期及相關細節，將於報名後通知。

此致

中二至中五級學生家長

CHAN SUI KI (LA SALLE) COLLEGE 陳瑞祺(喇沙)書院 KOWLOON

陳瑞祺（喇沙）書院校長
李丁亮　啟

二〇一九年九月二日

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Reply Slip (Circular No. 19011)

I, the parent/ guardian of _____ (student's name) (Class no.: ____) of class _____, acknowledge the receipt of the circular regarding the Extra-curricular Music Activities.

My son/ ward will join the following activities (Please specify).

- ☐ Violin
- ☐ Flute
- ☐ Clarinet
- ☐ Saxophone
- ☐ Percussion
- ☐ Guitar/Ukulele (Beginner Level)
- ☐ Guitar/Ukulele (Intermediate Level/ Advanced Level)
- ☐ Choir

Please put a tick '✓' in the appropriate box

Parent's/ Guardian's Signature: _____

Parent's/ Guardian's Name and contact number: _____

Date: _____