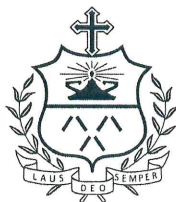


陳瑞祺(喇沙)書院
九龍何文田常和街四號
電話：二七一八一七五
傳真：二七六二一五五零



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

Circular No. 19104

27th July, 2020

Dear Parents/Guardians,

Updates on the arrangements of collection of school documents and registration of repeaters

In view of the recent COVID-19 situation, the school has revised the arrangements for the following:

Collection of school documents

The school will send e-copy of the following documents to students' Microsoft school accounts by 28th July, 2020 so that parents and students can refer to these documents prior to collection.

- Student Report
- Student Individual Record (Disciplinary Board)
- Textbook List and Textbook Order Form (Parents are advised to place their orders by 6th August, 2020 to avoid delay in processing and delivery. Parents are encouraged to order the textbooks online)
- Circular 19103 concerning the year-end arrangements
- Summer Holiday Assignments: S1-S3 English Language and S1-S3 Chinese Language (Assignments of other subjects and other class levels have to be collected from the General Office)
- Hong Kong Education City Summer Schemes 2020

The school has extended the collection period. Parents/Students can collect the student reports, assignments and other documents from the General Office from 29th July, 2020 to 7th August, 2020 during the opening hours. (Mon to Sat, 9:00 am to 4:00 pm). Parents/Students should also return the phone locker key to the school when they collect the documents. Parents should bring along their son's student ID card or handbook when collecting these documents.

Parents/Students should take precautionary measures such as taking temperature, wearing masks, keeping social distancing, etc. to safeguard their health.

Registration of repeaters

Repeaters should get themselves registered in the General Office from 29th July, 2020 to 3rd August, 2020. Registration can also be done online. Parents can confirm the repeater school place by sending an email to the General Office (info@csklsc.edu.hk) on or before 3rd August, 2020. Parents should put down "confirmation of repeater school place" in the email subject line, and specify the class, class number and name of the repeater.

For enquiries, please do not hesitate to contact the General Office at 2711 8175.

Yours faithfully,

Lee Ting Leung
Principal



陳瑞祺(喇沙)書院
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19104

敬啟者：

因應新型冠狀病毒病疫情，學校修訂了有關下列事項的安排。

領取學校文件

學校將於2020年7月28日或之前把以下文件的電子版本傳送至學生的微軟學校戶口，讓家長和學生可及早參閱有關文件，稍後才領取學校文件。

- 學生成績表
- 學生個人紀錄(訓育組)
- 書單及課本訂購表(學校鼓勵家長使用網上訂購服務。為免延誤，請於2020年8月6日或之前訂購課本)
- 通告19103 - 有關學期完結各事項安排
- 暑期習作資料: 中一至中三級英國語文、中一至中三級中國語文(其他科目和級別的暑期習作須於校務處領取)
- 香港教育城2020學生暑期計劃資料

學校亦延長領取學校文件的日期。家長或學生可於2020年7月29日至8月7日期間辦公時間(星期一至星期六：上午9:00至下午4:00)到校務處領取成績表、暑期習作及其他文件。到校領取上述文件時，家長或學生應交還儲物櫃(手提電話)鎖匙予學校。請注意，家長到校代領取上述文件，須出示學生證或學生手冊，以資證明。

家長/學生應採取適當防疫措施如檢測體溫、佩戴口罩、保持社交距離等等，以保障健康。

重讀生留位手續事宜

留級學生須於2020年7月29日至8月3日到校務處辦理留位手續。留位手續亦可以網上形式辦理，家長可以電郵確認留位，把學生資料包括班別、班號、學生姓名於2020年8月3日或之前傳送至校務處(info@csklsc.edu.hk)。請於電郵標題寫上「確認留級學額」。

如有任何疑問，歡迎致電校務處查詢(電話 2711 8175)。

此致

各家長



陳瑞祺(喇沙)書院校長
李丁亮 啟

2020年7月27日