

**德貞女子中學**  
二零二三至二零二四年度  
英文科中六級英語水平提升計劃(由外聘導師教授)通告

敬啟者：

本校中六級英語水平提升計劃將於下列時間補課，詳情如下：

科目：	英文
日期：	19/9, 26/9, 3/10, 10/10, 17/10, 7/11, 14/11, 21/11, 28/11, 5/12, 2/1, 9/1, 16/1, 23/1, 30/1, 12/3, 19/3 (共 17 節)
地點：	502 室
開始時間：	下午 3 時 30 分
完結時間：	下午 5 時
負責老師：	古浩芬老師，梁子杰老師
備註：	參與計劃的學生必須先繳付按金\$200，出席率達到 85%（15 節）便可以在整個計劃完成後取回按金。

請著 貴子女於 9 月 18 日前，把回條及按金\$200 交回英文科科任老師，並督促 貴子女依時出席補課。如有任何問題，請致電 2729 3211 與古浩芬老師或梁子杰老師聯絡。

此致  
學生家長

德貞女子中學校長

謹啟

二零二三年九月十一日

-----回 條 -----

編號：023

敬覆者：

本人已知悉 貴校中六級英語水平提升計劃補課安排，定當督促小女準時出席補課。

此覆  
德貞女子中學校長

中\_\_\_\_級\_\_\_\_班\_\_\_\_號學生：\_\_\_\_\_

學生家長/監護人簽署：\_\_\_\_\_

學生家長/監護人姓名：\_\_\_\_\_

學生家長/監護人電話：\_\_\_\_\_

二零二三年 月 日

(收集家長/監護人聯絡電話，目的是讓負責老師在有需要時聯絡家長，有關資料將於活動完結後銷毀。)

**Tack Ching Girls' Secondary School**  
**2023-2024**  
**S6 English Language Level-up After-school Tuition Programme**

11<sup>th</sup> September, 2023

Dear Parents/ Guardians,

The English Department is organizing a *Level-up after-school tuition programme*. Please refer to the details as follows:

Subject:	English Language
Dates:	19/9, 26/9, 3/10, 10/10, 17/10, 7/11, 14/11, 21/11, 28/11, 5/12, 2/1, 9/1, 16/1, 23/1, 30/1, 12/3, 19/3 (17 sessions in total)
Venue:	Room 502
Starting time:	3:30pm
Finishing time:	5pm
Teacher-in-charge:	Ms Funnecal Koo and Mr Johnny Leung
Remarks:	Student participants have to pay \$200 as the deposit and it will be returned to the students who have reached the 85% attendance rate (15 sessions).

Please complete and return the reply slip as well as the \$200 deposit to the English teachers before 18<sup>th</sup> September 2023, and urge your child to attend the scheduled sessions punctually. If you or your child have any enquiries, please feel free to contact Ms Funnecal Koo or Mr Johnny Leung at 27293211.

Yours faithfully,

Hui Yin Shan  
Principal

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

No: 023

\_\_\_\_\_ September, 2023

Dear Principal,

I have been informed that my child will participate in the *Level-up after-school tuition programme* and will urge my child to attend the above sessions punctually.

Name of student: \_\_\_\_\_

Class &amp; Class No.: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Phone number of Parent/Guardian: \_\_\_\_\_

(Collection of parents' contacts is for safety reason in case of emergency. The information will be discarded after the activity.)