

德貞女子中學
二零二三至二零二四年度
英文科中六級 DSE 應試提升班通告

敬啟者：

本校中六級 DSE 應試提升班將於下列時間上課，詳情如下：

科目：	英文
日期：	2023 9月 19, 26日 10月 3, 10, 17日 11月 7, 14, 16, 21, 28日 12月 5, 7日 2024 1月 9, 16, 23, 30日 2月 1, 9日 3月 5, 12, 19日 (共 21 節)
地點：	706 室
開始時間：	下午 3 時 30 分
完結時間：	下午 5 時
負責老師：	莊嘉璐老師 / 陳潔宜老師
備註：	學生必須依時出席所有課堂，如需請假，應當按正常請假程序處理，否則作不按程序告假或曠課處分。

請著 貴子女於 9月22日 前，把回條交回英文科科任老師，並督促 貴子女依時出席課堂。如有任何問題，請致電 2729 3211 與莊嘉璐老師或陳潔宜老師聯絡。

此致
學生家長

德貞女子中學校長

謹啟

二零二三年九月十五日

-----回 條 -----

編號：029

敬覆者：

本人已知悉 貴校中六級 DSE 應試提升班安排，定當督促小女準時出席課堂。

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：_____

二零二三年九月 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

No: 029

2023-2024

S6 English Language DSE Level-up After-school Tuition Programme

15th September, 2023

Dear Parents/ Guardians,

The English Department is organizing an *S6 English Language DSE Level-up after-school tuition programme*. Please refer to the following details:

Subject:	English Language
Dates:	2023 Sept 19, 26, Oct 3, 10, 17, Nov 7, 14, 16, 21, 28, Dec 5, 7, 2024 Jan 9, 16, 23, 30, Feb 1, 9, Mar 5, 12, 19 (21 sessions)
Venue:	Room 706
Starting time:	3:30 p.m.
Finishing time:	5 p.m.
Teacher-in-charge:	Ms Carol Chung and Ms Kitty Chan
Remarks:	Students must attend all classes on time. If they need to take leave, they should follow the school's leave of absence procedures; otherwise, it will be treated as an unexcused absence / truancy.

Please complete and return the reply slip to the English teachers before 22nd 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 Carol Chung or Ms Kitty Chan at 27293211.

Yours faithfully,

Hui Yin Shan
Principal

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

No: 029

_____ September, 2023

Dear Principal,

I have been informed that my child will participate in the *S6 English Language DSE Level-up after-school tuition programme* and will urge my child to attend the above sessions punctually.

Name of student: _____

Class & Class No.: _____

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Phone number of Parent/Guardian: _____

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