

德貞女子中學
二零二三至二零二四年度
中六級英文科第二組補課通告

敬啟者：

為協助學生準備公開試，本校英文科為中六級第二組學生安排補課，詳情如下：

日期：	2023 年 11 月 3 日(星期五)
時間：	上午 8 時 30 分至 10 時正
活動地點：	課室 105
負責老師：	古浩芬老師
備註：	請穿整齊校服及早五分鐘到達課室。

請著 貴子女於 10 月 31 日前，把回條交回古浩芬老師，並請督促 貴子女依時出席補課。如有任何問題，請致電 2729 3211 與負責老師聯絡。

此致
學生家長

德貞女子中學校長

謹啟

二零二三年十月二十五日

----- 回 條 -----

編號：092

敬覆者：

本人已知悉 貴校英文科中六級第二組補課安排，定當督促小女依時出席。

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
2022-2023
English Supplementary Lesson

25th October, 2023

Dear Parents/ Guardians,

To help students better prepare for the public examination, an English supplementary lesson for S.6 Group 2 has been arranged. Please kindly find the full details as follows:

Date:	3 rd November, 2023 (Friday)
Time:	8:30 a.m. – 10:00 a.m.
Venue:	Room 105
Teacher-in-charge:	Ms. Koo Ho Fun
Note:	Please wear full uniform and arrive 5 minutes earlier.

Please complete the reply slip and return it to Ms. Koo Ho Fun before 31st October, 2023, and urge your child to attend the lesson punctually. For any enquiries, please feel free to call 2729 3211 to contact the teacher-in-charge.

Yours faithfully,

Hui Yin Shan
Principal

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

No. : 092

_____ October, 2023

Dear Principal,

I have been informed about the arrangement of an English supplementary lesson and will urge my child to attend the lesson 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 reason in case of emergency. The information will be discarded after the activity.)