

**Tack Ching Girls' Secondary School**  
**2025-2026**  
**English Department Friendship without Borders**

30<sup>th</sup> September, 2025

Dear Parents / Guardians,

We are delighted to inform you that your daughter has been invited to take part in the **Friendship Without Borders** Programme. This is an English pen pal programme that connects students in Hong Kong with students in Japan, with the aim of enhancing language skills, cultural awareness, and global citizenship.

|                    |   |
|--------------------|---|
| Activity:          | Friendship Without Borders - A pen pal programme between Japan and Hong Kong  |
| Date:              | October, 2025 to March, 2026  |
| Partnering School: | Aichi Prefectural Meiwa Senior High School (Japan)  |
| Note:              | <ul style="list-style-type: none"> <li>➤ Students will exchange letters and audio/ video messages in English with their Japanese pen pals throughout the period.</li> <li>➤ Teachers will provide guidance on letter writing and cultural exchange topics during regular English lessons.</li> <li>➤ Students are expected to always maintain respectful and appropriate communication at all times.</li> <li>➤ Students should avoid sharing any sensitive personal information during the exchanges.</li> <li>➤ Further details will be provided in the PowerPoint notes, which will be shared later via Google Classroom.</li> </ul> |

Please complete the reply slip and return it to your English teacher by 6<sup>th</sup> October 2025. Please also remind your child to complete the related writing and speaking tasks. For any enquiries, please feel free to call 2729 3211 to contact the Ms Chow Po Ying Crystal.

Yours faithfully,

Carol Chung  
Principal

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

No. : 072

\_\_\_\_\_ October, 2025

Dear Principal,

I have been informed that my child will participate in the pen pal programme between Japan and Hong Kong called **Friendship Without Borders** and will remind her to attend the activity actively.

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.)

**德貞女子中學**  
**二零二五至二零二六年度**  
**英文科 Friendship Without Borders -筆友交流計劃**

敬啟者：

貴子女已被邀請參與由本校英文科舉辦的「**Friendship Without Borders - 筆友交流計劃**」。此活動旨在連結香港與日本的學生，提升其英語能力、文化認知及全球公民意識。活動詳情如下：

|       |   |
|-------|---|
| 活動項目： | Friendship Without Borders - 筆友交流計劃   |
| 活動日期： | 2025 年 10 月至 2026 年 3 月   |
| 合作學校： | 日本愛知縣明和高等學校   |
| 負責老師： | 周寶瑩老師   |
| 注意事項： | <ul style="list-style-type: none"> <li>➢ 學生將在活動期間，與日本筆友以英語書信及錄音/影片交流。</li> <li>➢ 英文科老師將於英文課堂中，提供有關撰寫書信及文化交流的指導。</li> <li>➢ 學生需在交流過程中，保持尊重並使用適當的語言溝通。</li> <li>➢ 學生應避免在交流中分享任何敏感的個人資料。</li> <li>➢ 其他注意細節，請參考稍後上載至 Google Classroom 的簡報。</li> </ul> |

請著 貴子女於 10 月 6 日前把已簽妥之回條交回英文科任老師，並請督促 貴子女依時完成相關的英語書信及錄音/影片。如有任何問題，請致電 2729 3211 與周寶瑩老師聯絡。

此致  
學生家長

德貞女子中學校長

謹啟

二零二五年九月三十日

-----回 條 -----

編號：072

敬覆者：

本人已知悉小女參加 貴校英文科「**Friendship Without Borders - 筆友交流計劃**」，並會督促小女依時完成相關的英語寫作和口頭作業。

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：\_\_\_\_\_

二零二五年 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。)