Dear Parents,

**After-school Homework Guidance Programme (2015/16)**

To help students complete school assignments, and prepare for school assessments and the HKDSE, our College is launching the After-school Homework Guidance Programme for Secondary 4 to Secondary 6 students. Students are welcome to seek help from teachers on duty when they encounter problems with their studies. Details are as follows:

**Date:** November 9, 2015 (Monday) to May 26, 2016 (Thursday)

**Time:** Every Monday to Thursday (except school holidays), from 4:15 p.m. to 5:15 p.m.

**Venue:** Rooms 22 and 27

Interested students are welcome to attend the homework guidance session during the time shown above. Participation is purely voluntary and no prior reservation is required.

Please complete the reply slip and return it to your son/daughter’s mentor by November 9, 2015.

Yours faithfully,

[Signature]

Dr. Lee Poon Shing
Principal
課後功課輔導計劃(2015/16)

敬啟者:

本校為協助學生應付校內功課、測考和香港中學文憑試，將安排老師於放學後為中四至中六級學生提供功課輔導。屆時同學如遇到課業上的難題，可向當值老師請教，詳情如下:

日期：2015 年 11 月 9 日(星期一)至 2016 年 5 月 26 日(星期四)

時間：星期一至四(學校假期除外)，下午四時十五分至五時十五分

地點：22 和 27 室

功課輔導計劃為自願性質，同學可自由參加，毋須預約。
請提早簽署回條，交貴子弟於十一月九日交回所屬導師。

此致
貴家長

保良局莊啟程預科書院校長

二零一五年十一月六日
Reply Slip
After-school Homework Guidance Programme (2015/16)

Dear Principal,

I have read the school letter concerning the After-school Homework Guidance Programme. I will encourage my son / daughter __________________________ (Name), (Mentor: _____) of Class _____ to seek help when needed.

Parent’s Signature: __________________________

Name of Parent: __________________________

Date: __________________________
回條
課後功課輔導計劃(2015/16)

敬覆者：

有關課後功課輔導計劃之通告已閱悉，本人將鼓勵子女____________（班別：____ 導師：____）如遇到課業上的難題，向功課輔導計劃的老師尋求協助。

此覆
保良局莊啟程預科書院校長

學生家長

(簽署)____________

(姓名)_____________謹覆

二零一五年十一月____日