



HOME-SCHOOL COOPERATION

3<sup>rd</sup> September 2018

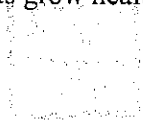
Dear Parents / Guardians,

Apart from academic excellence, our school also strives to help students develop good character and discipline. That is why we have the Student / Parent Handbook, which provides guidelines and school regulations for our students to follow. To enhance the effective use of this handbook, we hope that you can read it together with your child.

Besides the Student / Parent Handbook, there is also the Home-School Booklet, which is for the written communication between the school and parents. The booklet and the handbook are distributed to all students on Sept 3, 2018, and we would like you to sign in the space provided so that we can refer to it to verify the parent's signature in all future correspondence. During the school year, please check the booklet every day for messages about your child and please also write in the booklet if you want to inform the school or teachers about anything concerning your child.

Our school opens at 7:45a.m. on normal school days. Unless under special circumstances, all students should leave school by 5:30p.m. Please refer to the Student / Parent Handbook for further details.

We do hope that the school and parents can co-operate closely and communicate frequently to help students grow healthily and learn effectively.



Dr. Lee Poon Shing  
Principal

-----REPLY SLIP-----

SA48/1819/004

Name of student : \_\_\_\_\_ Mentor : \_\_\_\_\_ Class : \_\_\_\_\_

Dear Dr. Lee,

Please be informed that I have read the letter concerning the school rules and regulations, and I will try my best to ensure that my child will follow them.

Signature of father/mother/guardian\*: \_\_\_\_\_

Name : \_\_\_\_\_

Signature of father/mother/guardian\*: \_\_\_\_\_

Name : \_\_\_\_\_

\*delete as appropriate

(For Mentor Use)		
The parents' signature has been verified by		
_____	on _____	_____
<i>(mentor's initial)</i>	<i>(date)</i>	<i>(mentor's signature)</i>



### 家 校 合 作

敬啟者：

本校除致力栽培學生爭取優良的成績外，還注重培育學生的品格與紀律。本校學生/家長手冊詳列本校對學生品格與紀律的嚴格要求。為使 貴子弟更清楚瞭解學校各項要求，我們期望家長與 貴子弟一起閱讀。

為加強學校與家長的溝通，校方特別編製家校小冊子以便相互的通訊。家校小冊子於03/09/2018（星期一）開學禮當天連同學生/家長手冊一起派發。為便利日後溝通，我們首先請 閣下在 家長/監護人 回條部份簽名，以便日後核實所有 回條/資訊 的真確性。另外，為讓 閣下瞭解 貴子弟的校園生活，我們邀請家長每天抽空查閱 貴子弟之小冊子，以便閱覽學校各項通訊。此外，家長也可透過小冊子與 貴子弟老師通訊，使我們更能瞭解及照顧 貴子弟各種需要。

此外，本校在正規上課日會於上午7時45分開放校園給學生進入。除特殊情況外，學生須於下午5時30分前離開校園。詳情可參閱學生/家長手冊。

我們期望能與家長緊密合作與坦誠溝通，以協助 貴子弟在品德、學業方面的發展與進步。

此致  
貴家長



保良局莊啟程預科書院  
校長 李盤勝博士謹啟

二零一八年九月三日



回 條

SA48/1819/004

敬覆者：來函已悉。本人定當與校方合作，督促敝子弟 \_\_\_\_\_ [學生姓名]  
( \_\_\_\_\_ [班] \_\_\_\_\_ [導師組別]) 遵守校規，努力學習。

父親/母親/監護人\* 簽署樣式： \_\_\_\_\_  
姓名： \_\_\_\_\_

父親/母親/監護人\* 簽署樣式： \_\_\_\_\_  
姓名： \_\_\_\_\_

\*請將不適用者刪去

( 由導師填寫 )		
家長或監護人之簽署已經核實。		
_____	_____	_____
(導師簡稱)	(日期)	(導師簽署)