



HOME-SCHOOL COOPERATION

23rd September 2020

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. 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 constantly check the booklet for messages about your child and please also write in the booklet if you want to inform teachers of anything about your child. Please also pay attention to future school notices, school homepage or school app for important messages.

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

Yours truly

Dr. Lee Poon Shing
Principal



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

SA48/2021/DC/012

Dear Dr. Lee,

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

Name of student : _____ () Class : _____ Mentor : _____

Signature of father/mother/guardian*: _____

Name : _____

Signature of father/mother/guardian*: _____

Name : _____

**delete as appropriate*

<p>(For Mentor Use)</p> <p>The parents' signature has been verified by</p> <p>_____ on _____ .</p> <p style="display: flex; justify-content: space-between;">(mentor's initial) (date) _____ (mentor's signature)</p>

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，我們期望家長與子女一起閱覽學生/家長手冊。

此外，為加強學校與家長的溝通，校方特別備妥家校小冊子以作相互通訊之用。請 閣下在下列回條部份簽名，以便日後核實所有回條/通訊簽署的真確性。另外，為讓 閣下瞭解子女的校園生活，我們邀請家長經常抽空查閱該小冊子，以知悉學校各項通訊。同時，家長也可透過小冊子與老師通訊，使我們更能瞭解及照顧 貴子弟的各種需要。此外，本校亦會透過網頁、手機應用程式或通告形式，發放學校重要資訊，敬請留意。

我們期望能與家長緊密合作與坦誠溝通，以促進 貴子弟在學業和品德方面的發展與進步。

此致
貴家長

保良局莊啟程預科書院



校長 李盤勝博士謹啟

二零二零年九月廿三日

回 條



SA48/2021/DC/012

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。

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)