

HOTUNG SECONDARY SCHOOL

何 東 中 學



Tel.: 2577 5433 (Office)
Fax : 2882 4536
Our Ref. : (GEN007(E)/201920) in HTSS/STUD/1 Pt.2

1 Ka Ning Path, Causeway Bay, Hong Kong

2 September, 2019

Dear Parent / Guardian,

Workshop on raising learning effectiveness

In view of the fact that your child was unable to attain a pass in last school year's examinations, the school has scheduled a workshop to help her raise her learning effectiveness. During the function, she will be offered assistance on reviewing her past modes of learning, acquiring effective learning skills as well as setting goals to achieve in the new school year. Details of the workshop are as follows :

- Date : Friday 6 September, 2019
Time : 3:45 pm - 5:00 pm
Venue: Classrooms 1A & 1B in Annexe Building

Your child is required to attend the workshop on time and must not be absent without a valid reason. In case of absence due to illness, a letter from the parent/guardian and a medical certificate from a registered doctor have to be submitted to the school. Moreover, in the event of school closure due to typhoon or inclement weather, the workshop will be postponed and you will be notified of the date, time and venue at a later time.

You are welcome to contact Ms NG Wai-lam, Assistant Principal, at 2577 5433 for any enquiry. Please sign the reply slip and have it returned to the Class Teacher by Wednesday 4 September, 2019. Thank you for your kind attention.

Yours truly

[Handwritten signature]

CHENG SIU Kam-sheung
Principal

..... (GEN007(E)/201920) in HTSS/STUD/1 Pt.2

Reply Slip

Dear Principal

Workshop on raising learning effectiveness

I, parent / guardian of student _____ (Name) in _____ (Class) _____ (Class Number), acknowledge receipt of the letter concerning the workshop on raising learning effectiveness.

Parent / Guardian's Signature : _____

Parent / Guardian's Name: _____

Date: _____ September, 2019

Parent / Guardian's Contact Tel No.: _____