

HOTUNG SECONDARY SCHOOL

何 東 中 學

Tel.: 2577 5422 (Office)
Fax : 2882 4536
Our Ref.: (GEN015E/201920) in HTSS/STUD/1 Pt.2



1 Ka Ning Path,
Causeway Bay,
Hong Kong

3 September, 2019

Dear Parent / Guardian,

Applied Learning Chinese (for non-Chinese speaking students) courses (2019-2021 Cohort) – Second School Year

With respect to the Applied Learning Chinese (for non-Chinese speaking students) course (Chinese in Business Service) taken by your daughter, I would like to draw your attention to the following points:

- (1) Applied Learning courses are conducted on Saturdays while students who take them are required to attain a **minimum attendance requirement of 80%** of the total number of contact hours and to be assessed through continuous assignments and tests. It is essential that students make a careful assessment of their own situation after completion of the first year to determine whether it is in their own best interest to continue taking the course, taking into consideration their time management and capability.
- (2) Students who carry on with their Applied Learning courses after the first year are **required to complete the programme offered by the responsible organization.**
- (3) Any student who is enrolled in an Applied Learning course should pay close attention to the start date of the course and be punctual.
- (4) Students who carry on with their Applied Learning courses after the first year **cannot withdraw from the two electives offered by the school.**
- (5) All the students are not required to pay for course fees.

Please have the attached reply slip returned to Mr. CHAN Chi-chuen by 10 September, 2019. Should there be any enquiries, please contact Mr.CHAN at 28904709. Thank you very much for your kind attention.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'CSK', followed by a horizontal line.

CHENG SIU Kam-sheung
Principal

REPLY SLIP

(GEN015E/201920) in HTSS/STUD/1 Pt.2

Dear Principal SIU

**Applied Learning Chinese (for non-Chinese speaking students) courses (2019-2021 Cohort) –
Second School Year**

I, parent / guardian of student _____ (name) in _____ (Class) _____ (Class No.),
acknowledge receipt of the letter concerning the captioned subject.

* I will supervise my daughter to complete the above mentioned course.

I, after discussion with my daughter, agree to allow her to withdraw from the above mentioned course
because _____.

(* Please put a '✓' in the appropriate box.)

Parent / Guardian's Signature : _____

Parent / Guardian's Name: _____

Date: _____ September, 2019