



13<sup>th</sup> January, 2017

Dear Parents / Guardians:

**Intensive Chinese Course (Saturdays)**

In order to enhance students' Chinese skills, our School will organize an Intensive Chinese Course for non-chinese speaking students. Both Cantonese and Mandarin will be taught as the School aims to provide a programme that allow students to achieve a standard proficiency.

Dates: 14/1, 11/2, 25/2, 11/3, 25/3, 8/4, 13/5, 27/5

Time: 8:30a.m. – 10:30a.m.

Venue: Room 106

Remarks:

- (I) All students must attend the course on the aforementioned dates and should arrive school by 8:30 am. Those who do not turn up should provide a letter with parent's or guardian's signature;
- (II) All students must wear neat and tidy uniforms to school;
- (III) Cricket lessons will commence from 11th February, 2017. Student who participate in this activity will be dismissed at 12:30.

Thank you very much for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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**Reference No. : 092/16-17**

To Principal:

**Intensive Chinese Course**

I am the parent/guardian of \_\_\_\_\_(Name) \_\_\_\_\_ (Class). I have acknowledged that I have read and understood the contents of the matter regarding Intensive Chinese Course. I will regulate my child to attend the course on time.

Name of parent / guardian : \_\_\_\_\_

Signature of parent / guardian : \_\_\_\_\_

Date : \_\_\_\_\_