

KIANGSU-CHEKIANG COLLEGE (SHATIN)

Ref. No.: 20 (F.1)

To: F.1 Parents

November 23, 2017

Dear Parents

This is to inform you that your child, _____ of F.1 () class, is required to attend Liberal Studies remedial lessons in school from November 27, 2017 to February 3, 2018 excluding the examination period. Details are as follows.

Subject (科目)	Venue (地點)	Date (日期)	Time (時間)
Liberal Studies (通識)	Room 104 104 號室	Monday 星期一 28/11(Tue), 4/12, 11/12, 18/12, 22/1, 29/1 Remark: 28/11 Following Monday's Timetable 按星期一時間表上課	4:10 p.m. to 5:10 p.m. 下午四時十分至五時十分

Attached please find the regulations of remedial **lessons** for your reference.

Yours faithfully

WONG CHONG YEE
Principal

✂-----REPLY SLIP-----✂

To: The Principal
Kiangsu-Chekiang College (Shatin)

Dear Sir

I acknowledge receipt of your notice that my child, _____ of F.1 () class, is required to attend Liberal Studies remedial lessons in school from November 27, 2017 to February 3, 2018. I have also read the regulations of remedial classes.

Signature of Parent: _____

Date: _____

Kiangsu-Chekiang College (Shatin)

Chinese Language/English Language/Mathematics /Liberal Studies/Putonghua Remedial Lessons Regulations

1. Remedial lessons are regular lessons, students should attend all the lessons punctually.
2. Students are not allowed to leave the classrooms during remedial lessons without the permission of teachers.
3. Students should bring along with them the relevant textbooks and reference materials.
4. Students should follow the pre-assigned seating plan.
5. Students are not allowed to quit the remedial class within the stated period.
6. Absence without prior application will be dealt with according to the school regulations. A minor demerit will be given for minor offences and a major demerit for serious and repeated offences.

沙田蘇浙公學

中國語文、英國語文、數學、通識及普通話科輔導課守則

- 一、 輔導課為正規課程，學生必須準時出席。
- 二、 上輔導課時，學生不可擅自離開課室。
- 三、 學生須帶備所需書籍及教材。
- 四、 學生須依座位表入座。
- 五、 在指定日期內，各生不得提早退出。
- 六、 學生不得借故缺席，違者依校規處罰。輕微違規者記一小過，嚴重違規或屢犯者記一大過。