

SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #27 2011-12

23rd September 2011

Dear Parents,

ENGLISH LOGBOOK

As a means of providing every student the opportunity to improve their English by raising their interest in the language through various activities, and recognizing work done outside the classroom like in participation in English activities, all S.1 to S.3 students are required to purchase a copy of the yearly published ENGLISH LOGBOOK.

The Logbook costs \$5.5. Please return the reply slip to the Class teacher, duly signed, on or before 26th September, 2011 (Monday).

Yours sincerely,

Mr Kung Kwong Pui Joseph
Principal

The said fees will be debited from the autopay account on 24th October. Please ensure that the amount is deposited into the autopay account or else an administrative fee of no more than \$150 will be charged (the amount charged varies from bank to bank). The school will notify parents of the actual amount that is going to be charged before it is debited.

For parents who did not apply for an autopay account, these miscellaneous fees should be paid by cash or cheque. Money should be handed in to the School Office and students will be informed of the date for payment in mid-October. For cheque payment, please make it payable to "Shung Tak Catholic English College".

Reply Slip

SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR #27 2011-12
ENGLISH LOGBOOK

I have read the circular and I fully understand the contents regarding the English Log Book.

Parent's Signature: _____

Student's name: _____

Class: _____ ()

Date: _____