



28th January 2008

Dear Parents,

Extra Lessons for F4 Students

Our school has arranged for F4 students to attend extra lessons during the Lunar New Year Holiday. Please note the following timetable and remind your daughter to attend the lessons as scheduled.

Class	Date	Time	Subject	Venue	Teacher-in-charge
F4A	4 th Feb (Mon)	9:30-12:30 noon., 1:30-4:00 p.m.	Mathematics	307	Miss Fung
	5 th Feb (Tue)	8:30-11:30 a.m., 1:00-4:00 p.m.	Chemistry	404	Miss Chau
	14 th Feb (Thu)	9:00-12:00, 1:00-4:00 p.m.	Mathematics	404	Miss Fung
	15 th Feb (Fri)	9:00-12:00, 1:00-4:00 p.m.	Mathematics	404	Miss Fung
F4B	15 th Feb (Fri)	8:30-11:30 a.m., 1:00-4:00 p.m.	Chemistry	403	Miss Chau

1. Students can come to school in tidy and neat casual wear for extra lessons during Lunar New Year Holiday, but they must obey the 'Students' Casual Wear Guidelines'.
2. Students who are absent because of illness must inform the School Office by phone (2576 0703) and submit a letter of excuse accompanied with a medical certificate to the School Office subsequently.

Yours faithfully,

Miss Kwan Suet Ming
(Principal, TLMSHK)

✂-----REPLY SLIP-----

(TO BE RETURNED BY THE MONITOR TO CLASS TEACHER ON 30/1/2008)

To: Miss Kwan Suet Ming
Principal
True Light Middle School of Hong Kong

Extra Lessons for F4 Students

I acknowledge receipt of the letter concerning the above-captioned. I will remind my daughter to attend the lessons as scheduled.

Class: F4 ____ ()

Name: _____

Signature of Parent: _____