

HO LAP COLLEGE (Sponsored by the Sik Sik Yuen)  
C.C.A. Circular No. 69 (2018 / 2019)

Date: 17/12/2018

Dear Parents / Guardians

The following activity will be organized by the school:

Activity: English debating competition/ training (F.3 team)

Date: 18/12/2018

Duration: from 4 to 6pm

Venue: CCC Kei Yuen Secondary School

Place & time of assembly: 4pm Ho Lap College

Place & time of dismissal: 6pm MTR Yuen Long

Fee: /

Accompanying teacher(s): Ng Ka Yan

Please acknowledge and fill out the reply slip attached.

Yours faithfully

Ng Ka Yan  
Teacher-in-charge

[Signature]  
Principal

Note: This activity is organized / not organized by the school and teacher company is / is not available.

*Qualified students with financial needs may apply for the Hong Kong Jockey Club Life-wide Learning Fund for exemption from activity fees. Students qualified for application include those*

- *who currently receive the Comprehensive Social Security Assistance(CSSA) or*
- *a full grant under the Student Financial Assistance Scheme(SFAS) or*
- *who are neither of the above but supported with a written statement on their financial hardship signed by their parent or authorized guardian.*

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Reply Slip

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

Dear Principal

The content of the circular is noted.

I \*am pleased

that my \*son / daughter (F. ) \_\_\_\_\_ ( )

I \* regret

\*will / will not be able to attend the captained activity.

Parent's name: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Contact phone no.: \_\_\_\_\_

*\* Please delete as appropriate*