



**HOME-SCHOOL COOPERATION**

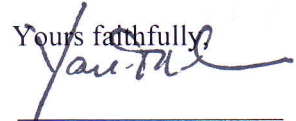
2<sup>nd</sup> September 2024

Dear Parents / Guardians,

Apart from academic excellence, our school also strives to help students develop good character and discipline. We are writing to invite you to read the Student/Parent Handbook, which provides guidelines and school regulations for our students to follow, together with your child to better understand the requirements of the College.

Besides the Student/Parent Handbook, there is also the Home-School Booklet, which is for the written communication between the school and parents. We would like you to sign in the space provided in it and the space(s) in the reply slip below so that we can refer to them to verify the parents' signature(s) in all future correspondence. During the school year, please check the booklet every day for messages about your child and please also write in the booklet if you want to inform the school or teachers about anything concerning your child. The College will also disseminate important information via school webpage, mobile phone communication application or in the form of parent letters. Your attention is highly appreciated.

We do hope that the school and parents can cooperate closely and communicate frequently to help students grow healthily and learn effectively.

Yours faithfully,  
  
Yau Man Kwong  
Principal



-----REPLY SLIP-----

SA48/2425/

Dear Principal,

Please be informed that I have read the letter concerning the school rules and regulations, and I will urge my child (Name) \_\_\_\_\_ (Mentor) \_\_\_\_\_ (Class) \_\_\_\_\_ to follow them.

Signature of father/mother/guardian\*: \_\_\_\_\_

Name : \_\_\_\_\_

Signature of father/mother/guardian\*: \_\_\_\_\_

Name : \_\_\_\_\_

\*delete as appropriate

(For Mentor's Use)

The parents' signature has been verified by \_\_\_\_\_ on \_\_\_\_\_.  
(Mentor's initials) (date)

Mentor's Signature: \_\_\_\_\_



## 家 校 合 作

敬啟者：

本校除致力栽培學生爭取優良的成績外，還注重培育學生的品格與紀律。本校學生/家長手冊詳列對學生品格與紀律的嚴格要求。為使 貴子弟更清楚瞭解學校各項要求，我們期望家長與子女一起閱覽學生/家長手冊。

此外，為加強學校與家長的溝通，校方特別備妥家校小冊子以作相互通訊之用。請閣下在小冊子適當位置以及下列回條部份簽名，以便日後核實所有回條/通訊簽署的真確性。另外，為讓 閣下瞭解子女的校園生活，我們邀請家長經常抽空查閱該小冊子，以知悉學校各項通訊。同時，家長也可透過小冊子與老師通訊，使我們更能瞭解及照顧 貴子弟的各種需要。本校亦會透過學校網頁、手機應用程式或通告形式，發放學校重要資訊，敬請留意。

我們期望能與家長緊密合作與坦誠溝通，以促進 貴子弟在學業和品德方面的發展與進步。

此致

貴家長

保良局莊啟程預科書院



校長 邱萬光謹啟

二零二四年九月二日



回 條

SA48/2425/

敬覆者：來函已悉。本人定當與校方合作，督促敝子弟 \_\_\_\_\_ [學生姓名]  
( \_\_\_\_\_ [班] \_\_\_\_\_ [導師組別]) 遵守校規，努力學習。

父親/母親/監護人\* 簽署樣式： \_\_\_\_\_  
姓名： \_\_\_\_\_

父親/母親/監護人\* 簽署樣式： \_\_\_\_\_  
姓名： \_\_\_\_\_

\* 請將不適用者刪去

(由導師填寫)  
家長或監護人之簽署已經核實。

\_\_\_\_\_  
(導師簡稱)

\_\_\_\_\_  
(日期)

\_\_\_\_\_  
(導師簽署)