

12<sup>th</sup> February, 2012

Dear Parents / Guardian,

**Completion Ceremony of  
S.1 Student Adaptation and Guidance Program**

Starting from July last year, our school has organized the S.1 Student Adaptation and Guidance Program to help students adapt to secondary school life. Your child has successfully completed all the activities in the Scheme.

I write to cordially invite you to the Completion Ceremony of the S.1 Student Adaptation and Guidance Program. The following are the details of the ceremony:

1. Date: Friday, February 17
2. Time: 3:45p.m. – 4:30p.m.
3. Place: School Hall
4. Programme:
  - i) Speech by The Head of School
  - ii) Award Presentation
  - iii) Sharing from Student Representatives
  - iv) Highlights of School Life

Your child has to attend the rehearsal of the Ceremony on Thursday, February 16 from 4:00p.m.to5:00p.m. Please complete the reply slip below and return it to the class teacher on or before February 15.

I look forward to seeing you on February 17.

Yours faithfully,



Tsui Fook Keung  
Head of School

***Reply Slip***

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

Dear Sir,

I have noted the letter dated February 14 regarding the Completion Ceremony of S.1 Student Adaptation and Guidance Program.

I \* will/will not attend the Completion Ceremony .

*\*Please delete the inappropriate*

Yours faithfully,

\_\_\_\_\_  
Parent's/Guardian's Signature

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_ No: \_\_\_\_\_

各位家長

### 中一新生適應輔導計畫 結訓典禮

自去年七月至今，本校特為中一學生組織「中一新生適應輔導計畫」，以便學生能順利適應中學生活，貴子弟已順利完成計畫內各項活動，現特具函恭請 臺端出席「中一新生適應輔導計畫結訓典禮」。為讓典禮順利進行，貴子弟需於二月十六日(星期四)下午四時至五時于本校禮堂出席典禮彩排。敬請填妥回條於二月十五日或之前著貴子弟交回班主任。謹將典禮程式臚列如後，以供查照，敬希早日賜覆為荷！

#### 程 序

- 一. 日期：二零一二年二月十七日(星期五)
- 二. 時間：下午三時四十五至四時三十分
- 三. 地點：本校禮堂
- 四. 程式：i) 校長致詞  
ii) 頒發獎項 享感受  
iii) 學生代表分享感受  
iv) 校園生活片段回顧



校長 徐福強 謹啓

二零一二年二月十二日

#### 覆 函

本人將 \* 出席 / 不出席貴校舉行的「中一新生適應輔導計畫結訓典禮」。

此覆  
地利亞修女紀念學校(協和)徐福強校長

家長或監護人簽署

二零一二年二月 日

學生姓名：\_\_\_\_\_ 班別：\_\_\_\_\_ 班號：\_\_\_\_\_