

東華三院馬振玉紀念中學

行政通告 075/25-26

校本課後學習支援計劃中四英文增進班取錄通知

敬啟者：

本校將於三月份起開辦中四級「校本課後學習支援計劃」，為學生鞏固基礎，提升學業水平。現通知 貴子弟已被錄取，有關詳情如下：

校本課後學習支援計劃(中四)	
科目：	英文增進班
日期：	3月11、25日 4月15、29日 5月6、13、27日 (星期三)
時間：	下午4:00 - 5:30
堂數：	共7堂
地點：	校內
名額：	每班8人
費用：	課程成本原價為\$612.5，學生需以現金繳交\$300作按金。若學生於課程出席率達80%或以上，將獲校方退回費用，以示鼓勵。
注意事項：	1. 如須請假須按學校請假要求提出申請，並於翌日交回醫生證明文件及家長請假信予 <u>洗麗玲</u> 老師或 <u>陳凱兒</u> 老師。 2. 無故缺席作曠課論。 3. 學生不得遲到早退。如有特別原因，須事先親身取得 <u>洗麗玲</u> 老師或 <u>陳凱兒</u> 老師之批准。 4. 為善用資源，如學生未能達標或完成整個課程，校方有權 立即取消學生課後學習支援的學額 ，並有權 要求學生交回有關學費 。

如學生因病請假，須按校規辦理，否則作曠課論。為免浪費資源，煩請 貴家長督促 貴子弟準時參與課程。請於二月二十六日（星期四）將已填妥之回條及現金\$300 按金逕交班主任，以便統籌辦理。如有任何疑問，請致電 2443 9899 與洗麗玲老師或陳凱兒老師聯絡。

此致
貴家長



東華三院馬振玉紀念中學校長

(Handwritten signature)

謹啟

(賴珮賢)

二零二六年二月十一日

東華三院馬振玉紀念中學

班號: _____

行政通告 075/25-26

校本課後學習支援計劃中四英文增進班取錄通知

敬覆者：

本人為 _____ 班學生 _____ 之家長，已知悉上述通告之內容，定當督促敝子弟按時出席課後補習班。

此覆
東華三院馬振玉紀念中學

家長簽署: _____

家長姓名: _____

二零二六年 月 日

TWGHs C.Y. Ma Memorial College
Administration Circular 075/25-26
Notification of School-based After-school Learning Support Programme
(S4) English Improvement Class

11th February 2026

Dear Parents

In order to support students to learn and improve their academic performance, our school has arranged a School-based After-school Learning Support Programme for S4 students. This is to inform you that your child has been shortlisted to participate in the captioned class scheduled as follows:

School-based After-school Learning Support Programme (S4)	
Course :	English Improvement Class
Date :	March 11, 25 April 15, 29 May 6, 13, 27 (Wednesday)
Time :	4:00 pm – 5:30pm
No. of sessions :	7 sessions in total
Venue :	Classroom (To be confirmed)
Class size :	8 students / class
Course fee :	A deposit of \$300 in cash is needed. If students' course attendance rate achieves 80% or above, the school will refund their fees as an encouragement. *Original course fee: \$612.5
Remarks :	<ol style="list-style-type: none">1. If your child needs to take a leave, the doctor's certificate and the parent letter should be handed in to Ms. Sin Lai Ling or Ms. Chan Hoi Yee on the following school day.2. A demerit will be issued to students who are absent from school without a reasonable explanation.3. Students should be punctual.4. If students' course attendance rate cannot achieve 80%, the course fee will not be refunded.

Please return the signed reply slip and the \$300 cash deposit on 26th February 2026 (Thursday) to the class teacher. Please feel free to contact Ms. Sin Lai Ling or Ms. Chan Hoi Yee on 2443 9899 if you have any questions.

Yours sincerely



Lai Pui Yin Polly
Principal

Note: In case of any discrepancies between the Chinese and English versions of the above content, the Chinese version shall prevail.