



Dear Parents/Guardians,

22nd October, 2020

Course Fee Notification (Online Trumpet Class)

To support students' home learning during class suspension, starting from November, we will use Microsoft Teams to conduct online lessons after school as half-day schooling is implemented at this stage. The course is held for those students who have some basic skills of playing the trumpet. Students who joined the beginner course in the previous academic year are welcome. Details are as follows:

Name of the course:	Trumpet Class
Date:	3:00 p.m. - 4:00 p.m. (every Monday)
Date:	2/11, 9/11, 23/11, 30/11, 7/12, 14/12, 21/12, 4/1, 11/1, 1/2 (10 lessons)
Number of students:	3 to 4 students
Target students:	Students who joined the beginner class in the previous academic year.
Mode of learning:	MS Teams is used to conduct the lessons.
Fee:	\$ 400
Remarks:	<ol style="list-style-type: none">1. Please pay the course fees before 28th October (Wednesday)2. Students are required to attend all lessons.3. If there is class suspension, Tropical Cyclone Warning Signal No. 8 or above, or Red/Black Rainstorm Warning Signal is hoisted, the lesson will be canceled. A make-up class will be arranged.4. The date for the make-up class will be arranged by the organization and the school. There is no refund if you are not able to attend the make-up class.5. Please inform the school teacher before the lesson if you need to apply for sick leave. For any personal leave, early notification to the school teacher is required.6. There is no refund or make-up class if you are not able to attend the lesson due to sick leave or personal leave.

Yours faithfully,
Mr. Chan Chun Wah
Principal

Reply Slip

(20-037E)

Dear Principal,

The content of the circular (20-037E) about “**Course Fee Notification (Online Trumpet Class)**” has been noted. I will pay the course fees before 23rd October, 2020. (Friday)

Class () Student's Name : _____

Parent's/Guardian's Signature : _____

Phone No. : _____

Date : _____