



Dear Parents/Guardians,

21<sup>st</sup> January, 2021

**Course Fee Notification (Online Trumpet Class)**

To support students' home learning during class suspension, starting from March, we will use Microsoft Teams to conduct online lessons after school as half-day schooling is implemented at this stage. Details are as follows:

<b>Name of the course</b>	<b>Trumpet Class</b>
<b>Time</b>	4:00 p.m. - 5:00 p.m. (every Monday)
<b>Date</b>	1/3, 8/3, 15/3, 29/3, 19/4, 26/4, 3/5, 10/5, 17/5, 24/5 (10 lessons)
<b>Number of students</b>	3 to 4 students
<b>Target students</b>	Students who joined the trumpet class in the first term
<b>Mode of learning</b>	MS Teams are used to conduct the lessons.
<b>Fee</b>	\$ 400
<b>Remarks</b>	<ol style="list-style-type: none"><li>1. Please pay the course fees before 5<sup>th</sup> February, 2021 (Friday),</li><li>2. Students are required to attend all lessons.</li><li>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.</li><li>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.</li><li>5. Please inform the school teacher before the lesson if you need to apply for the sick leave. For any personal leave, early notification to the school teacher is required.</li><li>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.</li></ol>

Yours faithfully,  
Mr. Chan Chun Wah  
Principal

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Reply Slip (20-071E)

Dear Principal,

The content of the circular (20-071E) about “**Course Fee Notification (Online Trumpet Class)**” has been noted. I will pay the course fees before 5<sup>th</sup> February, 2021 (Friday).

Class ( ) Student's Name : \_\_\_\_\_

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

Phone Number : \_\_\_\_\_

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