



港九街坊婦女會孫方中書院
H.K. & Kln. Kaifong Women's Association
Sun Fong Chung College

4643 Tai Po Road, Tai Po Kau, Tai Po, N.T.

新界大埔公路大埔滘段 4643 號

Tel: 2656 7123

Fax: 2654 6886

E-mail: info@sunfc.edu.hk

Website: <http://www.sunfc.edu.hk>

19-20 School Circular No.4
2nd September, 2019

Dear Parents/ Guardians,

Electronic Circular Scheme in S.1-S.6

To support environmental protection and to enhance the efficiency of parent-school communication, our school will implement the scheme for the whole school year. Our school will keep delivering paper circulars concerning some of the more important issues (e.g. issues like Newspaper Subscription or Attendance of Physical Education Lessons, etc.). Other circulars will be issued on our school's webpage or sent to parents/guardians' smart phones. Parents/Guardians have to reply to circulars by signing and returning paper slips. The scheme will be effective on 4th September, 2019 (Wednesday). For details, please refer to the "User's Guide to E-Circular" on our school website.

If parents encounter any technical problems, please contact Mr. Chiang Kin Wing at 2656 7123 or email: chiangkw@sunfc.edu.hk. For inquiries, parents/guardians can contact our college or class teachers.

Please complete the reply slip and return it to the class teacher on 3rd September, 2019 (Tuesday).

Yours faithfully,

S.K. Ng
Principal



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19-20 第4號通告

敬啟者：

中一至中六級電子通告計劃

為達致「愛護地球、環保減碳」的目標，承接上學年的家校齊心減碳政策，本校將再接再厲，在本學年九月四日（星期三）開始全面推行電子通告計劃，除了部分較複雜的通告，例如訂報紙、體育科家長同意書等會派發給學生讓家長細閱並簽署交回之外，所有通告皆會通過網頁或智能手提電話發送，請定期查閱及簽署回條，詳細的操作方法請查閱學校網頁上的「電子通告使用指引」。

如在使用電子通告時遇到任何技術問題，可致電 26567123 或電郵至 chiangkww@sunfc.edu.hk 向蔣建榮老師查詢及尋求支援。倘有其他查詢，可聯絡班主任。請填妥下列回條並於九月三日(星期二)交回班主任存查為荷。

此致
各位家長

校長

吳少祺謹啟

二零一九年九月二日

_____ September 2019

回條
Reply Slip

敬覆者：

Dear Principal,

有關 貴校二零一九年九月二日第4號通告「中一至中六級電子通告計劃」事宜，業已知悉。

I have been clearly informed about the matters listed in School Circular No.4 “Electronic Circular Scheme in F.1 to F.6.”

此覆

港九街坊婦女會孫方中書院吳少祺校長

家長簽署

Signature of Parent/ Guardian :

家長姓名

Name of Parent/ Guardian :

學生姓名

Name of Student :

班別及班號

Class and Class Number : _____ ()

二零一九年九月_____日