



St. Mary's Canossian College Parent Teacher Association

SMCC – P3/1112

28 October 2011

**Contributions to the School Improvement Fund**

Dear Parents,

We are writing to appeal to your contributions to the School Improvement Fund which is set up to provide quality education to your daughters.

At St. Mary's, we are striving to provide learning and teaching resources that are above standard, such as fast access to school e-class platform, speedy loading & downloading of files and learning materials, multi-functional printing station, eBooks, e-magazines, wireless microphones and digital visualisers, just to name a few. In order to sustain the present standard of teaching and learning resources and facilities provided and with a view to further enhance such provisions, the school requires additional financial supports other than those funded by the Government.

Starting from November 2008, a one-off payment of **\$250** from each student is contributed to the School Improvement Fund each year. Stringent procedures have been drawn up to govern the spending sponsored by the Fund which is held in a separate ledger monitored by both the PTA and the school. A financial report of the use of the Fund is presented in the PTA Annual General Meeting and the PTA newsletter. The Fund is audited annually.

Kindly hand in the payment together with the reply slip **on or before 2 November 2011**. Please write a cheque payable to '**St. Mary's Canossian College Parent Teacher Association**' with your daughter's name, class and class number marked on the back. In order to save paper, subscription receipts are only issued upon request.

Let's work together for quality education for your daughters. God's love & blessings on you and your family!

Yours sincerely,

Mr. Daniel SUEN  
Chairperson of PTA

Ms. Catherine WONG  
Principal

✂ -----  
Class No. \_\_\_\_\_

Reply Slip  
(To be returned by 2 November 2011)

To: Mr. Suen, PTA Chairperson

Your circular letter dated 28 October 2011 concerning the 'Contributions to the School Improvement Fund' has been read and carefully noted.

Enclosed please find a cheque (no. \_\_\_\_\_) of HK\$250.00 as contribution to the School Improvement Fund.

Name of Student \_\_\_\_\_

Name of Parent \_\_\_\_\_

Class \_\_\_\_\_

Signature of Parent \_\_\_\_\_

\* Delete whichever is not applicable

Date \_\_\_\_\_



## 嘉諾撒聖瑪利書院家長教師會

SMCC-P3/1112

各位家長：

### 為「學校改善計劃基金」籌募經費

為了為閣下的女兒提供更優質的教育，改善學校教與學的設施，拓展各項資源是重要的一環。鑑於教統局現時提供的支援有限，故此校方特意致函閣下，誠望閣下能在經濟上為「學校改善計劃」出一分力。

本校為了提高教與學的效能，擬優化現有資源，務求令它更多元化，其中包括電子教學平台之快速接駁、多功能打印站、各類電子刊物、無綫播音筒及數碼實物投影器等。為了支援上述各項資源於日後的發展，除了倚賴政府的撥款外，校方還須自行籌集資金。

自二零零八年十一月起，學生每學年繳付二百五十元正，作為對「學校改善計劃」的支持。基金保管於本會戶口的一項分類賬中，而一切運作會由家教會及校方嚴密監控。此基金之運作詳情會在周年會員大會及會訊中匯報，並由核數師核實帳目。

請以支票繳款（抬頭請寫「嘉諾撒聖瑪利書院家長教師會」，背面寫上女兒的姓名、班別和學號），並於十一月二日或以前連同以下回條交回。為了響應環保，除非有特別要求，否則一律不發收據。

讓我們一同携手發揮家校合作的精神，為我們的下一代能享有優質的教育而努力。

主祐

平安

家長教師會主席 孫頌強      校長 王少玉

謹啟

二零一一年十月二十八日

✂

學生編號：\_\_\_\_\_

回條

（請於十一月二日或以前交回）

孫主席：

敬悉有關「學校改善計劃基金」之募捐信函，現附上支票乙張（支票號碼\_\_\_\_\_），作為擴充教與學資源之用。

學生姓名 \_\_\_\_\_

家長簽署 \_\_\_\_\_

班別 \_\_\_\_\_

姓名 \_\_\_\_\_

日期 \_\_\_\_\_

\*請將不適用者刪去

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