



St. Mary's Canossian College Parent Teacher Association

SMCC – P5/1617

31 October 2016

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 Microsoft license fee, internet connection charge, replacement of obsolete student workstations in library, eClass Cloud service fee, on-line platforms for students' self-learning in languages 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 has been 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 too.

Kindly hand in the payment together with the reply slip to the Class Teacher of your daughter **on or before 4 November 2016**. 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,

Ms. Amy LUK
Chairperson of PTA

Ms. Janet WONG
Principal

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Class _____ Class No. _____

Reply Slip
(To be returned to Class Teacher by 4 November 2016)

To: Ms. Luk, PTA Chairperson

Your circular letter dated 31 October 2016 concerning 'Contributions to the School Improvement Fund' has been read and noted fully.

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

Name of Student _____

Name of Parent _____

Date _____

Signature of Parent _____