



# Wai Kiu College Parent-Teacher Association

17 Wai Chi Street Shek Kip Mei Kowloon

Tel : 2777 6289



Ref. No: 17-18 / PTA-02

3<sup>rd</sup> October, 2017

Dear Parents/ Guardians,

## Parent-Teacher Association Annual Membership Fee

Our Parent-Teacher Association (PTA) was established in 1999. The purpose of PTA is to promote awareness amongst parents and to enhance communication and liaise between school and families. It is a platform to work together to promote education, improve and enhance student welfare.

According to the Constitution, parents of all students who are enrolled in our school will automatically become members of the Association. Each family will be regarded as one unit and pays an annual membership fee. The annual fee is \$50 this year. Parents are kindly requested to pay the fee to the class teacher on or before 13<sup>th</sup> October, 2017.

Should you have any financial difficulties or any other enquiries, please contact Ms. NG Sze-sze at 27776289.

Yours sincerely,

CHENG Che-yin

Principal

----- ✂ -----Reply Slip----- ✂ -----

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Dear Principal,

I acknowledge the notice of the "Parent-Teacher Association Annual Membership Fee", the contents of which have been noted.

Name of Student : \_\_\_\_\_ Class and Class No. : \_\_\_\_\_

Name of Student : \_\_\_\_\_ Class and Class No. : \_\_\_\_\_

Name of Student : \_\_\_\_\_ Class and Class No. : \_\_\_\_\_

Signature of Parent/ Guardian : \_\_\_\_\_

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

----- ✂ -----Receipt----- ✂ -----

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Dear Parents/ Guardians,

I, hereby certify that the money HK\$50 has been received from \_\_\_\_\_, S\_\_\_\_A( ).

(Write down the name of the oldest siblings)

Signature of class teacher : \_\_\_\_\_

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