



Confucius Hall Secondary School

4th September, 2018

Dear Parent or Guardian,

Ordering of English Teaching & Learning Materials for Class 5E1

The English Department is going to order teaching and learning materials on behalf of students. We will use *South China Morning Post and Young Post* for students' reading session on a weekly basis (uniform test period, examination period and school holiday will be excluded) in the 2018-2019 academic year. In addition, a folder is required for inspection purposes. Please hand in the reply slip and the relevant payment to the class teacher on or before 8th September, 2018. The details are as follows.

Items	Price
<i>South China Morning Post and Young Post</i>	\$65 (\$2.6 each copy, total 25 days)
Folder	\$6
Total:	\$71

If you have any further questions, please do not hesitate to contact our English teachers.

Yours faithfully,
 English Department
 Confucius Hall Secondary School

Reply Slip

Dear Principal,

Being the parent/guardian of _____ () in class _____, I agree to entrust the school to buy the above items.

Please find the relevant payment (in cash or by cheque made payable to Confucius Hall Secondary School) attached.

<i>South China Morning Post & Folder</i>
Total (\$): 71

Parent's Signature: _____

Parent's name.: _____

Mobile Phone No.: _____