

Phone : 29810432
Fax : 29816345



Add : 30 Kwok Man Road, Cheung Chau
Date : 4th January, 2021

Dear Parents,

Payment for student books' arrangements

The first sets of textbooks and exercise books were given out to students on Tue Tuesday 5th January, 2021. We have arranged for the bank to receive payment for student books on the School's behalf. We would be grateful if you could take this notice to the **Cheung Chau branch of the Bank of China** on the dates assigned below and deposit funds in the following account: **The Incorporated Management Committee of Kwok Man School 012-916-0-079175-3.**

In order to minimise queuing time at the bank, we suggest that payments for students from each year group are made on the following dates:

Class	Amount	Payment Date
P. 1	\$ 1, 270. 30	8/1/2021(Fri)
P. 2	\$ 1, 270. 30	11/1/2021(Mon)
P. 3	\$ 1, 382. 10	12/1/2021(Tue)
P. 4	\$ 1, 340. 00	13/1/2021(Wed)
P. 5	\$ 1, 358. 30	14/1/2021(Thurs)
P. 6	\$ 1, 270. 40	15/1/2021(Fri)

Please make payments before 1st February, 2021. At the time of payment please request a receipt from the bank, attach it to the '**Book payment record sheet**' and return it to your child's class teacher. If you would like to retain proof of your payment, please make your own copy of the bank receipt.

For details of the book fees, please consult the following page of this letter.



Mr Lau Hon Wing (Supervisor)
Ms Kwok Yuen Ki (Principal)