

# 基督教宣道會錦綉幼稚園通告(第 20/21-016 號)

## 有關圖書借閱活動事宜

敬啟者：

本校為培養孩子從小養成閱讀的興趣及提升語文能力，由 2020 年 11 月 5 日（星期四）開始進行圖書借閱活動，詳情如下：

- 借書方式：
1. 由班主任為學生預備不同種類的圖書，學生每星期可借閱圖書一本。
  2. 逢星期四借出，下一個星期一歸還。
  3. 學校會將歸還的圖書進行紫外線消毒。
  4. 學生會將圖書帶回家中與家長一起閱讀。
  5. 請家長於與學生伴讀後，一起在《親子閱讀記錄冊》內進行記錄。
  6. 請珍惜書本，保持整潔，避免遺失。

還書程序：逢星期一，請學生把圖書連同《親子閱讀記錄冊》交回課室內的圖書收集箱，由班主任檢查及記錄，再交職工進行消毒及整理圖書。

- 備註：
1. 為鼓勵親子伴讀，凡能夠完成整本《親子閱讀記錄冊》，可獲得紀念狀一張。
  2. 如借出之圖書遇有破損或遺失，家長需要自行購回一本圖書填補。
  3. 請按還書日期將圖書交回班主任，否則將不能借書，直至還書後方可繼續借書。
  4. 借閱圖書活動會因應疫情發展及教育局的指引作出適當調整，相關安排亦會盡早通知各位家長，謝謝體諒與支持。
  5. 請家長填妥回條，並於 11 月 3 日（星期二）或之前交回班主任。

此致  
貴家長



基督教宣道會錦綉幼稚園

校長： 朱逢招 啟  
朱逢招

2020 年 10 月 29 日

----- 回 條 -----

敬覆者：

本人已詳閱 貴校通告(第 20/21-016 號)，並知悉借閱圖書活動內容。

此覆  
基督教宣道會錦綉幼稚園

學生姓名： \_\_\_\_\_ 班 別： \_\_\_\_\_

家長簽署： \_\_\_\_\_ 日 期： \_\_\_\_\_

# C. & M.A. Fairview Park Kindergarten Notice ( 20/21-016 )

29th October,2020

## Book lending activities

Dear parents,

In order to cultivate children's interest in reading and improve their language ability, the school will carry out book borrowing activities beginning November 5, 2020 (Thursday).

Borrowing methods:

1. The head teacher prepares different kinds of books for students, and students can borrow one book a week.
2. It is lent every Thursday and returned the next Monday.
3. The school will disinfect the returned books with ultraviolet rays.
4. Students will take the books home to read with their parents.
5. Please record in the parent-child reading record book after reading with the students.
6. Please treasure the books, keep them clean and tidy, and avoid losing them.

Return procedures:

Every Monday, students are requested to return the books together with the parent-child reading record book to the book collection box in the classroom. The head teacher will check and record the books, and then hand them over to the staff for disinfection and sorting.


Note:

1. In order to encourage parent-child reading, a memorial certificate can be obtained if you can complete the whole parent-child reading record book.
2. If the loan book is damaged or lost, parents need to buy back a book to fill in.
3. Please return the book to the head teacher according to the return date, otherwise you will not be able to borrow another book until the book is returned.
4. The library lending activities will be adjusted according to the development of the epidemic situation and the guidance of the Education Bureau. Parents will be informed of the relevant arrangements as soon as possible. Thank you for your understanding and support.
5. Please fill in the form and return it to the head teacher on or before November 3 (Tuesday).

Thank you for your cooperation.

Yours sincerely,



  
Chu Fung Chiu  
The Principal

✂-----Reply-----

Dear reply,

I have read your school circular (No. 20 / 21-016) and know the contents of the book borrowing activities.

I hereby reply as above.

C. & M.A. Fairview Park Kindergarten

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_