



明德中文學校

Head Teacher: Mong Mai

**Ming Tak Chinese School**

*(Correspondence address)*

61 Burdon Lane Sutton Surrey SM2 7BY

Telephone: 07961 150833 (daytime only)

[www.mingtak.webs.com](http://www.mingtak.webs.com)

Email: [mingtak@outlook.com](mailto:mingtak@outlook.com)

18 July 2021

**Dear Parents,**

***Fee collection by 12 September and new arrangements on 18 September***

Due to the protracted pandemic period, the school will follow the government guidelines to maintain social distancing and take steps to reduce the number of people within school premises. As a result, we are making some changes to this year's school admission formality.

To abide the government rules, we request all applications to be made no later than 12th September; fees can be paid by cheque or preferably through bank transfer with appropriate names as references. This will enable the school to establish student numbers to make the necessary arrangement for classrooms, teachers, helpers, teaching and non-teaching materials.

The school will be opened for special fee collection on 18th September. We will allocate a time slot between 10 am to 11 am for those parents who have completed the registration form but preferred to make cash or cheque payments. A face covering must be worn.

We regret to announce that enrolment enquiries or any other payment/admission enquiries may not be considered on the first day. As our main concerns are Health and Safety and therefore, we discourage parents from coming/staying in school, except for dropping or collecting children.

We will endeavour to do our best to overcome this challenging situation. We greatly appreciate your understanding, co-operation, support, and patience in this regard.

Chinese translations of the above text are provided below for your convenience. If this does not apply to you, please ignore this message.

**Board of Governors**

**School address:** *Glenthorne High School*, 270 Sutton Common Road, Sutton, Surrey SM3 9PS (Saturday 10.30 am - 12.50 pm)

Ming Tak Chinese School is a Registered Company in England & Wales Number 3007829

Register office: 61 Burdon Lane, Cheam, Surrey, SM2 7BY



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### In Cantonese (廣東語)

由於流行病期，學校將遵循政府的指導方針，以保持社會距離，並採取措施減少校舍內的人數。因此，我們在對今年的人學手續需要進行一些更改。

為了遵守政府規定，我們要求所有家長在九月十二日之前為你們的子女報名入學。學費可以通過支票或銀行轉賬支付。這樣學校就能夠確定學生人數，以便安排教室，老師，助手，教學和非教學材料，銀行轉賬支付時需要寫上學生名字。

學校將於九月十八日特別開放收學費。那些父母已填寫入學申請表格但希望付現金或支票的可以在上午十點至中午十一點的時間付款，在校園內中請戴口罩。

很遺憾，我們在第一天將可能不會考慮任何註冊查詢或任何其他付款/入學查詢。由於要關注健康與安全，因此，我們不鼓勵父母停留在校園內，我們會盡力克服這不利局面。非常感謝您在這方面的理解，合作，支持和耐心。

### In Mandarin (普通話)

由于流行病期，学校将遵循政府的指导方针，以保持社会距离，并采取措施减少校舍内的人数。因此，我们在对今年的人学手续需要进行一些更改。

为了遵守政府规定，我们要求所有家长在九月十二日之前为你们的子女报名入学。学费可以通过支票或银行转账支付。这样学校就能够确定学生人数，以便安排教室，老师，助手，教学和非教学材料，银行转账支付时需要写上学生名字。

学校将于九月十八日特别开放收学费。那些父母已填写入学申请表但希望付现金或支票的可以在上午十点至中午十一点的时间付款，在校園內請帶上口罩。

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