

**C.C.C. MONGKOK CHURCH KAI OI SCHOOL**  
**CIRCULAR NO.19/037E**

To: Parents / Guardians of S.4 – S.6 students

Date: 19/9/2019

**Application of Practice Classes:**  
**Cupcakes Class and Taiwanese Drinks Preparation Class**

In order to enable our students to broaden their work experience, our school is planning to organise "Cupcakes Baking Class" and "Taiwanese Drinks Preparation Class". Details of classes are listed as follows:

Name of Class	: Cupcakes Class
Class Content	: (1) Use the baking utensils under instruction. (2) Learn the procedure for cupcakes making. (3) Wash and store the baking utensils as instructed.
Period of Class	: From October 2019 to November 2019
Time:	: 12:55 pm to 14:05 pm (Every 5-6 sessions on Mondays)
Quota	: 12 students
Name of Class	: Taiwanese Drinks Preparation Class
Class Content	: (1) Use the beverage instruction equipment and packaging machine under instruction. (2) Learn the procedures for brewing Taiwanese Drinks (3) Wash and store the appliance as instructed
Period of Class	: From October 2019 to November 2019
Time	: 1 4:20 to 15:30 pm (Every 7-8 sessions on Mondays, during high school practice class)
Quota	: 12 students

Application method: Fill in the following application slips and hand in on or before 23<sup>rd</sup> September (Monday).

Admission criteria:

- Cupcakes Class:  
(S.5 and S.6 students are in priority); interested in baking and qualified in pre-school tests (can maintain personal hygiene, use basic measurement tools and prepare materials according to the list)
- Taiwanese Drinks Preparation Class  
(S.5 and S.6 students are in priority); interested in beverage preparation and qualified in pre-school tests (can maintain personal hygiene, use basic measurement tools and prepare materials according to the list)

Should you have any inquiries, please contact Ms Suen Ka Wing or Ms Chan Ka Chung at 2393 0119.

Yours faithfully,

( Ms Leung Wun Kam )

*Principal*

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**CIRCULAR NO.19/037E**                      **Reply Slip**

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To: The Principal

C.C.C. Mongkok Church Kai Oi School

I have read and understood the above circular.

- \*  I agree my student to sign up for the classes, with the following priorities  
(1 for preferred class).

\_\_\_ Cupcakes Class (Since the class time is the same as the "School Service Assistant Certificate" course, this option does not apply to students who have already been applied for the above class)

\_\_\_ Taiwanese Drinks Preparation Class

- I do not agree my student to sign up for the classes.



Student Name: \_\_\_\_\_ (Class: \_\_\_\_\_)

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

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

\* Put a“√” in the appropriate box and indicate your priority of the classes.

Please transfer the reply slip to Ms Suen Ka Wing.