

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians19<sup>th</sup> November 2009

Dear Parents / Guardians,

**Project Work Symposium 2009**

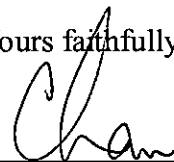
To extend the understanding of primary school students on the characteristics and requirements of secondary education as well as our students' school life at Delia (Broadway), we are going to organize a S1 Project Work Symposium for primary school students, parents and teachers.

The captioned Symposium will be held on **Tuesday, 1<sup>st</sup> December 2009**. Normal school lessons will be suspended on that day. Please instruct your child / ward to stay home for revision.

You are kindly asked to sign on the reply slip and instruct your child / ward to return it to class teachers on or before Monday, 23<sup>rd</sup> November 2009.

Thank you for your attention.

Yours faithfully,



Dr. K.P. Chan

Principal

**Reply Slip (PN\_0910\_072)**

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

Dear Principal,

I acknowledge receipt of your letter concerning Project Work Symposium 2009 and I will instruct my child / ward to stay home for revision on that day.

Student's Name: \_\_\_\_\_ Class (Class no): \_\_\_\_\_ ( )

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

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Dear Parents / Guardians,

**Project Work Symposium 2009**

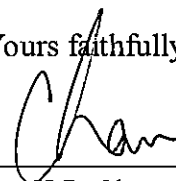
To extend the understanding of primary school students on the characteristics and requirements of secondary education as well as our students' school life at Delia (Broadway), we are going to organize a Project Work Symposium for primary school students, parents and teachers. Your child / ward has been selected as a student helper for the Symposium. Details are as follows:

- Date: Tuesday, 1<sup>st</sup> December 2009  
 Time and Venue: 9:00am – 11:30am at our school  
 Reporting Time & Place: Please turn overleaf for details  
 Overall Teacher-i/c: Mr. Ip KL  
 Remarks: 1. Normal school lessons will be suspended on that day.  
 2. Student helpers should wear proper winter school uniform for duty.

As your child / ward will serve as a student helper on that day, he / she is requested to stay at school for a rehearsal on **Wednesday, 25<sup>th</sup> November 2009 at 2:45pm - 3:45pm.**

Please sign on the reply slip and return it to teachers-in-charge (please turn overleaf for details) on or before Monday, 23<sup>rd</sup> November 2009. Please also instruct your child / ward to attend the rehearsal as well as the symposium on time. Thank you for your attention.

Yours faithfully,



Dr. K.P. Chan

Principal

**Reply Slip (PN\_0910\_072)**

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

Dear Principal,

I acknowledge receipt of your letter and I will instruct my child / ward to attend the rehearsal as well as the Symposium on time.

Teacher i/c: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class (Class no): \_\_\_\_\_ ( )

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

**Project Work Symposium 2009**Reporting Time & Place

Duty	Teacher-i/c	Rehearsal Wednesday, 25 <sup>th</sup> Nov 2009		Formal Performance Tuesday, 1 <sup>st</sup> Dec 2009	
		Reporting Time	Reporting Place	Reporting Time	Reporting Place
Performers	Mr. Kot KC	To be informed individually		8:00am	Gymnasium
Project Presenters	Ms Tse CY Ms Fong LL	2:45pm	Physic Lab	8:00am	Physic Lab
Handcraft Instructors	Ms Szeto SS	2:45pm	Art Room	8:00am	Art Room
School Guide	Ms Cheung KM	2:45pm	Rm 202	8:00am	Rm 202
Prefect	Mr. Wong CW	2:45pm	Rm 203	8:00am	Rm 203