

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians7th December, 2009

Dear Parents / Guardians,

S1 Parents' Night 2009

To facilitate communication and transparency between parents / guardians and their children / wards, we are having the S1 Parents' Night on Friday, 18th December 2009, from 5:30 to 8:00 p.m. Your child / ward has been selected as a student helper for the event. Your child / ward is asked to stay after school for rehearsal of the S1 Parents' Night rehearsal and the S1 Parents' Night. Details are as follows:

S1 Parents' Night Rehearsal

Date: Thursday, 17th December 2009
Time and Venue: 4:00 p.m. – 5:00 p.m. at our school
Overall Teacher-in-charge: Mr. Andy Cho

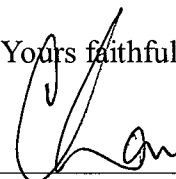
S1 Parents' Night

Date: Friday, 18th December 2009
Time and Venue: 5:30 p.m. – 8:00 p.m. at our school
Overall Teacher-in-charge: Mr. Andy Cho
Remarks:

1. Students need **report duty** in the school by **5:00 p.m.**
2. Student helpers should wear **proper winter school uniform** for duty.

Please sign on the reply slip and return it to the class teachers on or before Thursday, 10th December 2009. Please also instruct your child / ward to attend the rehearsal as well as the Parents' Night on time. Thank you for your attention.

Yours faithfully,



Dr. K.P. Chan
Principal

**Reply Slip (PN_0910_088)**

Date: December , 2009

Dear Principal,

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

Student's Name: _____ Class (Class no): _____ ()

Parent's Name: _____ Parent's Signature: _____