

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians11<sup>th</sup> November 2009

Dear Parents/Guardians of S1 students,

**S1 Parents' Night**

On Friday, 18<sup>th</sup> December 2009, from 5:40 to 7:40 p.m., the school will hold Parents' Night for parents and guardians of S1 students. The chief aim of this event is to facilitate communication and transparency between parents / guardians and their children's/wards' class teachers.

The key feature of this year's Parents' Night is its focus on parent-teacher communication. Participating parents and guardians will be able to personally speak to their children's/wards' class teachers for about five minutes regarding to their children's/wards' academic progress and performances to date.

With Parents' Night, class teachers are able to inform parents / guardians about the academic progress and performance of their children / wards *before* the First Term Examinations in January. This allows both parents / guardians and class teachers to address specific and urgent issues related to the students' academic progress and performance *before* the First Term ends.

It is our hope that you accept our invitation to attend this year's Parents' Night. Snacks and refreshments will be provided. You are also invited to attend the 12<sup>th</sup> Annual General Meeting of the Parent-Teacher Association (PTA) that will be held immediately after the Parents' Night. Both of these events are predicated on our belief that the involvement of parents and guardians in their children's/wards' education is crucial to the academic success and overall development of our students.

Reservation is needed for attending the Parents' Night. Please fill out the reply slip below and ask your child / ward to submit it to the class teacher by **Wednesday, 18<sup>th</sup> November 2009** for reserving the time for the interview. You will later receive an acknowledgement letter in return for your attendance confirmation from the class teacher.

We are looking forward to seeing you at this year's Parents' Night.

Thank you very much for your time and consideration.

Yours faithfully,



Dr. K.P. Chan  
Principal

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**Reply Slip (PN\_0910\_069)**

Date: November \_\_\_\_\_, 2009

Dear Dr. Chan,

**S1 Parents' Night**

**YES**, I will attend this year's Parents' Night on Friday, 18<sup>th</sup> December 2009. I will be coming at the following time (Please ✓ a time below):

<input type="checkbox"/> 5:40 - 6:00	<input type="checkbox"/> 6:00 - 6:20	<input type="checkbox"/> 6:20 - 6:40
<input type="checkbox"/> 6:40 - 7:00	<input type="checkbox"/> 7:00 - 7:20	<input type="checkbox"/> 7:20 - 7:40

**NO**, I will **NOT** attend this year's Parents' Night on Friday, 18<sup>th</sup> December 2009.

Name of Parent / Guardian: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Class: 1 \_\_\_\_\_ ( )