

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians17th September 2018

Dear Parents / Guardians,

Elite Writing Class

We are pleased to inform you that our school has selected your child/ward for the Inter-school Writing Competition. To prepare your child/ward for the competition, we have organised an Elite Writing Class for him/her. This class is a great chance for students to receive extra-personalized attention in their individual writing skills. Students will examine different types of writings and generate their own according to the genre and themes specified. They will also be asked to participate different kinds of public writing competitions available. The details of the class are as follows:

Duration: 19th September to 12th December 2018 (Every Wednesday)

Time: 2:50p.m. to 3:50p.m.

Venue: Room 226 (S1-S3) Room 227 (S4-S5)

Please instruct your child/ward to submit the signed reply slip to the **Teacher-in-charge** on or before **19th September 2018**. Thank you for your attention.

Yours faithfully,



K.C. Lo
Principal

Reply Slip (PN_1819_032)

Re: Notice to Parents / Guardians Regarding the "Elite Writing Class"

_____ September 2018

Dear Principal,

I acknowledge the arrangement of the Elite Writing Class

Name of Student: _____ Class: _____ ()

Name of Parent / Guardian: _____ Signature: _____

Contact phone no. of Parent / Guardian: _____