

**DELIA MEMORIAL SCHOOL (BROADWAY)**

Notice to Parents / Guardians

5<sup>th</sup> November, 2018

Dear Parents/ Guardians,

**70<sup>th</sup> Hong Kong Schools Speech Festival**

We are pleased to inform you that your child / ward \_\_\_\_\_ of S\_\_\_\_( ) is going to take part in the 70<sup>th</sup> Hong Kong Schools Speech Festival.

## Remarks:

1. A teacher / staff will look after your child until the end of competition.
2. For competitions in the morning, our staff will take your child back to school after the competition for lessons.
3. For competitions in the afternoon, your child will be brought by our staff to the competition during lesson time. After the competition, our staff will take your child to catch the transportation.
4. For competitions in the evening (after 4:30 pm), your child will go by themselves.
5. Wear full school uniform (No PE uniform).
6. Bring along with some water, some money for traffic fare and some tissue.
7. Return the reply slip to your teacher on or before 10<sup>th</sup> November 2018

Thank you very much for your kind attention to this matter.

Yours faithfully,



K.C. Lo  
Principal

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**Reply Slip (PN\_1819\_084)**

Re: Hong Kong Schools Speech Festival

\_\_\_\_\_ November, 2018

Dear Mr. Lo,

Thank you for informing me details of the 70<sup>th</sup> Hong Kong Schools Speech Festival. I will instruct my child \_\_\_\_\_ of S \_\_\_\_\_ ( ) to come to take part in the competition on time.

Name of Parents / Guardians: \_\_\_\_\_ Signature: \_\_\_\_\_