

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians10<sup>th</sup> February 2020

Dear Parents / Guardians,

**Parents-Teachers Interview - Helper**

Our Parents-Teachers Interview will be held on Sunday, 23<sup>rd</sup> February, 2020. As your child / ward is a student helper, he / she is requested to be on duty from \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.. Students should wear tidy school winter uniform / team uniform. Please return the reply slip to their teachers in-charge on or before Friday 14<sup>th</sup> February, 2020. Please remind your child / ward to attend the activity punctually.

Thank you for your kind attention.

Yours faithfully,




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 K.C. Lo  
Principal

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**Reply Slip (PN\_1920\_100)**

Re: Parents-Teachers Interview - Helper

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

Dear Principal,

Thank you for the selection of my child / ward to serve school. I will ask my child / ward to take part in the student helpers of Parents-Teachers Interview Day.

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

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

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians10<sup>th</sup> February 2020

Dear Parents / Guardians,

**Parents-Teachers Interview**

The Annual Parents-Teachers Meeting will be held in school on Sunday, 23<sup>rd</sup> February, 2020 from 8:00 a.m. to 12:30 p.m. and 1:30 p.m. to 4:00 p.m. to foster better understanding and cooperation between parents and teachers.

You are cordially invited to attend the meeting and discuss with the class teacher matters pertaining to your child's / ward's conduct and academic progress. You will also be requested to sign on your child's / ward's report of this academic year in the presence of the teacher. Your suggestion for improvement will be welcome. Please bring along the appended slip for reference.

There will be no school on Monday, 24<sup>th</sup> February, 2020, it is being the day after the Parents-Teachers Interview.

Yours faithfully,




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 K.C. Lo  
Principal

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**Appointment Slip (PN\_1920\_100)**
Re: Parents-Teachers Interview

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

Class master / mistress \_\_\_\_\_

Interview place : Room. \_\_\_\_\_ Interview time : \_\_\_\_\_ A.M. / P.M.

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