

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians8th June, 2020

Dear Parent / Guardian,

Executive Functioning Training Course 2019 -2020

Your child / ward _____ of Class ____ (____) will take part in the captioned course at school organized by school educational psychologist. It can improve his / her self-management and time-management skills which are useful in both studying and adaptation to environment.

Date	Time	Venue
15 June 2020(Monday), 19 June 2020(Friday)	1:30pm – 3:30pm	231A

If you allow your child / ward to join the above course, please remember to instruct him / her to attend the lessons punctually. Please also return the reply slip of notice to Ms. Dong Xin not later than 15th June, 2020. Thank you for your attention.

Yours faithfully,



K.C. Lo
Principal

**Reply slip (PN_1920_141)**Re: Executive Functioning Training Course 2019 -2020

Date: _____, 2020

Dear Mr. Lo,

I agree my child / ward _____ of Class: ____ (____) to take part in the above course I will instruct him / her to attend the lessons punctually.

Signature: _____

Name of Parent / Guardian: _____