

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians2<sup>nd</sup> September 2021

Dear Parent / Guardian,

**Speech Therapy 2021 -2022**

Your child / ward \_\_\_\_\_ of Class \_\_\_\_\_ ( ) will receive Speech Therapy arranged by school. The professional Speech Therapist will come to school on Thursday almost once a month. Therefore your child's / ward's attendance is very important.

Your child / ward has to report immediately to Ms. Wan Ka Man and submit the doctor's certificate and parent's letter to her on the following school day, if he/she is absent on the lesson;

Date (Thursday)	
First Term	Second Term
<b>23 September 2021</b>	<b>3 March 2022</b>
<b>21 October 2021</b>	<b>24 March 2022</b>
<b>25 November 2021</b>	<b>28 April 2022</b>
<b>16 December 2021</b>	<b>12 May 2022</b>
	<b>2 June 2022</b>

If you allow your child / ward to receive Speech Therapy, please remember to instruct him / her to attend the therapy punctually. Please also return the Agreement Form to Ms. Wan Ka Man not later than 17<sup>th</sup> September 2021. Thank you for your attention.

Yours faithfully,



Mr. Lo KC  
Principal

**Reply slip**Re: Speech Therapy 2021 -2022

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

Dear Mr. Lo,

I hereby confirm that I have read and fully understood the above therapy and I agree my child/ward \_\_\_\_\_ of Class \_\_\_\_\_ ( ) to receive therapy. I will instruct him / her to attend the therapy punctually.

Signature: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_