

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians15<sup>th</sup> September 2021

Dear Parents / Guardians,

**Individual Tutorial 2021 -2022**

Your child / ward \_\_\_\_\_ of Class \_\_\_\_\_ ( ) will take part in the Individual Tutorial at school. It can improve his / her study.

Students who are admitted to the tutorial have to:

- report immediately to Ms. Wan Ka Man or Ms Lee Tsz Ying and submit the doctor's certificate and parent's letter to him/her on the following school day, if he/she is absent on the lesson;
- be hardworking and submit homework on time;

Date	Time	Venue
(Assigned Date)	(Assigned Timeslot)	(Assigned Venue)

If you allow your child / ward to join the above tutorial, please remember to instruct him / her to attend the lessons 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,



K.C. Lo

Principal

**Reply slip (PN\_2122\_026)****Re: Individual Tutorial 2021 -2022**

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

Dear Mr. Lo,

I hereby confirm that I have read and fully understood the above tutorial and I agree my child/ward \_\_\_\_\_ of Class: \_\_\_\_\_ ( ) to take part in the tutorial. I will instruct him / her to attend the tutorials punctually.

Signature of Parent / Guardian: \_\_\_\_\_

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