

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians24th May 2022

Dear Parent / Guardian,

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 time) | (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 2 June 2022. Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal

**Reply slip (PN_2122_149)****Re: Individual Tutorial 2021 -2022 (June 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: _____