

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians13th September, 2022

Dear Parent / Guardian,

Individual Tutorial 2022 -2023

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. Wong Siu Ying 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. Wong Siu Ying not later than 19th September 2022. Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal

**Reply slip (PN_2223_029)****Re: Individual Tutorial 2022 -2023 (Sep – Oct)**

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: _____