

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians20<sup>th</sup> October 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 sign the Agreement Form to Ms. Wong Siu Ying through e-class system on or before 31<sup>st</sup> October 2022. Thank you for your attention.

Yours faithfully,



K.C. Lo  
Principal



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**Reply slip (PN\_2223\_074)**

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

**Re: Individual Tutorial 2022 -2023 (Nov-Jan)**

Dear Mr. Lo,

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

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

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