

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians10<sup>th</sup> November 2022

Dear Parents / Guardians,

**S1 Academic Guidance Class**

You child / ward \_\_\_\_\_ of class \_\_\_\_\_ ( ) is selected to take part in the Academic Guidance Class designed to enhance student academic performance.

According to the performance of your child / ward in class, we would like to offer some assistance to your child / ward. We are going to arrange an Academic Guidance Class to your child / ward after school in order to help them with homework, lesson preparation and examination revision.

The Academic Guidance Class will be conducted by our school alumni. The class will be in small groups (no more than 4 students). Please refer to the following details of the Academic Guidance Class.

Days of week and time	Venue
Assigned Date & Time	Room 217

**A light demerit will be given if students have been absent twice without a parent's letter and a doctor's certificate.** Please instruct your child / ward to sign the e-Notice on or before **14<sup>th</sup> November 2022**. Thank you for your attention.

Yours faithfully,



K.C. Lo  
Principal

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**Reply Slip (PN\_2223\_094)**

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

**Re: S1 Academic Guidance Class**

Dear Principal,

I understand the details of the S1 Academic Guidance Class. I will instruct my child / ward \_\_\_\_\_ of Class \_\_\_\_\_ ( ) to work very hard and attend the Academic Guidance Class punctually after school.

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

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

Parent's / Guardian's contact details:

Phone number: \_\_\_\_\_ (home), \_\_\_\_\_ (mobile)