

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians25<sup>th</sup> April, 2023

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;

<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>Assigned date</b>	<b>Assigned time</b>	<b>Assigned venue</b>

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 12 May 2023. Thank you for your attention.

Yours faithfully,




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K.C. Lo  
Principal

**Reply slip (PN\_2223\_229)****Re: Individual Tutorial 2022 -2023 (May – Jun)**

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: \_\_\_\_\_