

**DELIA MEMORIAL SCHOOL (BROADWAY)**

Notice to Parents/Guardians

15<sup>th</sup> September 2023

Dear Parents/Guardians,

**Professional Development Day**

Please be informed that the Professional Development Day will be held on **21/9/2023 (Thursday) and 22/9/2023 (Friday)**. Normal school lessons will be suspended on these two days. Please instruct your child / ward to stay home for revision.

You are kindly asked to sign the e-Notice through the eClass system on or before Tuesday, 19<sup>th</sup> September 2023.

Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal



**Reply Slip (PN\_2324\_028)**

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

**Re: Professional Development Day**

Dear Principal,

I acknowledge receipt of your letter and I will instruct your child / ward to stay home for revision on the Professional Development Day.

Student's Name: \_\_\_\_\_ Class (Class no): \_\_\_\_\_ (     )

Parent's Name: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_