

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians29<sup>th</sup> September 2023

Dear Parents / Guardians,

**S1 VA Make-up Lesson**

This correspondence serves to inform you of a scheduled make-up class for Visual Arts, arranged in response to recent absences. It is crucial that all students have the opportunity to cover the full curriculum, hence this arrangement. The information as below.

<b>Course:</b>	S1 VA Make-up Lesson for Colour Theory
<b>Date:</b>	5 <sup>th</sup> October 2023
<b>Time:</b>	4:00p.m. to 5:00p.m.
<b>Venue:</b>	Art Room
<b>Teacher-in-charge :</b>	Ms Wong PS

Students please promise that you will be committed to all the requirements of the course and attend lessons punctually. Parents please sign the reply slip on or before **3<sup>rd</sup> October 2023**. Late submission will not be considered. Thank you for your attention.

Yours faithfully,



K.C. Lo  
Principal

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**Reply Slip (PN\_2324\_056)**

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

**Re: S1 VA Make-up Lesson**

Dear Principal,

I understand the details of the S1 VA Make-up Lesson. I will remind my child/ward \_\_\_\_\_ of Class \_\_\_\_\_( ) to work very hard and attend the S1 VA Make-up Lesson punctually after school.

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

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

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

Parent's/Guardian's contact details: Phone number: \_\_\_\_\_ (home), \_\_\_\_\_

(mobile)