

**DELIA MEMORIAL SCHOOL (BROADWAY)**  
Notice to Parents / Guardians

15<sup>th</sup> January, 2026

Dear Parent / Guardian,

**Staff Development Day**

Our Staff Development Day will be held on **Wednesday, 28<sup>th</sup> January 2026**. There will be no school on that day.

Please kindly sign and return the reply slip through eClass on or before **Friday, 23<sup>th</sup> January 2026 (Friday)**.

Thank you for your kind attention.

Yours faithfully,

  
\_\_\_\_\_  
K.C. Lo  
Principal

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**Reply Slip (PN\_2526\_164)**

**Re: Staff Development Day**

Date: \_\_\_\_\_ January, 2026

Dear Principal,

It has come to my knowledge of the arrangement of the Staff Development Day on Wednesday, 28<sup>th</sup> January, 2026, and there will be no school on that day.

Name of Student: \_\_\_\_\_ Class: \_\_\_\_\_ ( )

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

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