DELIA MEMORIAL SCHOOL (BROADWAY)
Notice to Parents / Guardians

1st September 2026

Dear Parents and Guardians,

Self-Study Room Arrangements for Dropped Elective Periods

Please be informed that the school has arranged a designated Self-Study Room (**Room 223A**) for students who have dropped an elective subject. During the specific periods when their former elective classes are scheduled, these students are required to report to Room 223A for independent revision.

As this facility operates without continuous direct teacher supervision, we place a high degree of trust in our students. We appreciate your partnership in reinforcing the following guidelines with your child to ensure a productive environment for everyone:

- **Mandatory Attendance:** Students must go directly to Room 223A during their dropped elective periods. Leaving campus or wandering school grounds during these hours is strictly prohibited.
- **Academic Focus:** Students are expected to bring their own study materials, textbooks, or assignments and use this time strictly for quiet individual revision.
- **Behavioural Expectations:** Noise levels must be kept to a minimum. Eating, gaming, loud group discussions, or any behaviour that disrupts others will not be tolerated.
- **Personal Belongings & Facility Care:** Students are responsible for keeping the room clean and tidy, ensuring desks are clear, and chairs are tucked in before leaving.
- **Accountability:** Periodic spot-checks will be conducted by staff. Failure to adhere to these self-discipline standards may result in the loss of self-study room privileges, and alternate arrangements will be made.

Please kindly sign and return the reply slip **on or before 2nd September 2026 (Wednesday)**. Thank you for your support in encouraging your child to practice self-discipline and make the most of this dedicated study time.

Yours faithfully,

K.C. Kot
Principal

Reply Slip (PN_2627_009)

_____ 2026

Re: Self-Study Room Arrangements for Dropped Elective Periods

Name of student: _____ Class: S _____ No.: _____

Signature of Parent / Guardian: _____

Name of Parent / Guardian: _____