



Dear Parents/Guardians,

23rd November, 2020

First-Term Virtual Parents' Day

In order to enhance the communication between parents and the school, we will continue to have Parents' Day in the first and second term respectively. For the first term, it will be held on 5th December, 2020 (Saturday). Due to coronavirus disease, it will be conducted online. Parents are required to login to Microsoft Teams in a specific time period stated below in order to have a conversation with the class teacher. It is hoped that both parents and teachers will have a better understanding of their children's learning progress through the meeting. Details are as follows:

- Parents are required to download Microsoft Teams on their mobile electronic devices (such as computers, tablets or smartphones) in advance.
- Parents should use their children's accounts to login to Microsoft Teams at _____.
- If parents are not available in a specific time period stated above, please fill in the form below and we will make another arrangement.
- Please return the reply slip to your class teacher on or before 25th November, 2020 (Wednesday).

If you have any enquiries, please call 2404 5333.

Yours faithfully,
Mr. Chan Chun Wah
Principal

✂-----

Reply Slip

(20-051E)

Dear Principal,

I have read the "First-Term Virtual Parents' Day" circular and I * will / will not participate in the MS Teams meeting.

If parents are not available in a time period stated above, please fill in this part.

Please call me at _____ (time) on _____ (Date).

Parent's/Guardian's: _____ Mobile phone No: _____

Class () Student's Name : _____

Parent's/Guardian's Signature : _____

Date : _____