



Dear Parents/Guardians,

30<sup>th</sup> April, 2021

**Second-Term Virtual Parents' Day**

The Second-Term Parents' Day will be held on **15<sup>th</sup> May, 2021(Saturday)**. (*It was originally scheduled to be held on 8<sup>th</sup> May, 2021.*) Due to coronavirus disease, it will be **conducted online**. Parents are required to login to Microsoft Teams at 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 \_\_\_\_\_ a.m.
- If parents are not available at 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 11<sup>th</sup> May, 2021 (Tuesday).

If you have any enquiries, please call 2404 5333.

Yours faithfully,  
Mr. Chan Chun Wah  
Principal

✂-----

Reply Slip

(20-111E)

Dear Principal,

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

<p>If parents are not available in a time period stated above, please fill in this part.</p> <p>Please call me at _____ (time) on _____ (Date).</p> <p>Parent's/Guardian's Name: _____</p> <p>Mobile phone No: _____</p>
--

Class ( ) Student's Name : \_\_\_\_\_( )

Parent's/ Guardian's Signature : \_\_\_\_\_

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

\*Please "☑" tick as appropriate.