



Dear Parents/Guardians,

21<sup>st</sup> November, 2023

**“Parents’ Day for the First Semester”**

To enhance communication between the school and parents, we plan to hold a Parents’ Day on Saturday, 2<sup>nd</sup> December, 2023. During this event, the test results for the first semester will be distributed. Parents are requested to attend the school during the designated time to meet with the class teachers. In case parents cannot attend on the specified day, we kindly ask them to arrange an alternative appointment time with the class teacher for a discussion about the student's performance and progress. Details of the Parents’ Day are as follows:

Please ensure that your child is in **proper school uniform** for the meeting with the class teacher.

Meeting time: Saturday, 2<sup>nd</sup> December, 2023 at \_\_\_\_\_ A.M. / P.M.

- To minimise the waiting time, please arrive promptly at the scheduled time for the meeting. Upon arrival, proceed to the classroom and register with the discipline officer. Due to the time constraints, each parent meeting is allotted approximately 10-15 minutes. Your understanding is appreciated. If parents need a more detailed discussion with the class teacher, feel free to contact them or send a note to arrange a separate meeting.
- To cultivate reading habits among students, a book fair will be set up on that day. Parents are welcome to accompany their children for a visit and make book purchases.
- Please complete and return the reply slip to the class teacher by Thursday, 23<sup>rd</sup> November, 2023.

Yours faithfully,  
Mr. Chan Chun Wah  
Principal

Reply Slip

(23-096E)

Dear Principal,

I have read the circular **“Parents’ Day for the First Semester”**, and I:

\*  **will** attend the Parents’ Day as scheduled.

**am unable** to attend Parents’ Day. Please arrange an alternative date and time for the meeting.

For parents **who cannot come** on the scheduled date and need to change the meeting time, please fill in this section.

Please call me on \_\_\_\_\_ (day/month) at \_\_\_\_\_ (A.M./P.M.).

Parent's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

Contact Number : \_\_\_\_\_

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

\* Please tick as appropriate.

Note: Please sign and return this notice by 23<sup>rd</sup> November, 2023 to the class teacher.