



Dear Parents/Guardians,

3rd May, 2024

“Parents’ Day for the Second Term”

To enhance communication between the school and parents, we plan to hold a Parents’ Day on Saturday, 18th May, 2024. During this event, the test results for the second term 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, 18th May, 2024 at _____ a.m. / p.m.

- To minimize the waiting time, please arrive promptly at the scheduled time for the meeting. Upon arrival, proceed to the classroom and register with the prefects. 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 habit 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 Tuesday, 7th May, 2024.

Yours faithfully,
Mr. Chan Chun Wah
Principal

Reply Slip

(23-230E)

Dear Principal,

I have read the circular **“Parents’ Day for the Second Term”**, 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 _____ (month / day) at _____ (a.m. / p.m.).

Parent’s/Guardian’s Name: _____ Phone Number: _____

Class () Student Name : _____

Parent’s/Guardian’s Signature : _____

Contact Number : _____

* Please tick as appropriate.

Date : _____

Note: Please sign and return this circular by 7/5 to the class teacher.