

22<sup>nd</sup> October, 2009

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|---------------|
| No. 010/09-10 |
|---------------|

Dear Parents,

**Re: Parents Days – 12<sup>th</sup> to 13<sup>th</sup> November, 2009**

In order to share your child's progress with you, we would like to cordially invite you and your child to come to the school for an hour's meeting in the Hall on either 12th or 13th November, 2009. In the past, there might not have been sufficient time for more effective communication between us. Under this new arrangement, we sincerely hope that we can understand each other's needs better.

Appointments have been made to fit in the 1-hour time slots between 8:30 a.m. and 6.30 p.m. on these two days. Please see your time slot in the box below. To ensure a smooth programme, we would like to ask you to arrive 10 minutes before the appointment. Your child should wear the casual school uniform. You will first see one of the class teachers in the first 15 minutes and then the subject teachers of your own choice in the remaining 45 minutes. The recommended interview time with each subject teacher is 5 to 10 minutes. As the schedule is extremely tight, punctuality will ensure the success of the whole meeting. Accordingly, we will need to start and finish each session on time. Your accommodation and understanding in this regard will be greatly appreciated.

About the time of appointment below, please excuse us that changing it is very difficult, for we want to ensure that every family has a complete hour's time with the teachers. However, just in case you are unable to come, could you please contact the class teacher(s) for another appointment in the near future? If so, please also note that it should be very hard to be able to see all the subject teachers in one visit then.

We would be most grateful if you could complete the reply slip below and return it to the class teachers of your child by 3<sup>rd</sup> November, 2009.

We all look forward to seeing you.

Yours sincerely,

Dennis K. W. Chan  
Principal

|  |               |                |
|--|---------------|----------------|
| The time slot for you and your child is: |               |                |
| Date                                     | Starting time | Finishing time |
| / 11 / 2009                              |               |                |

**Reply Slip**

We **will / will not**\* attend the parents' meeting at the following time:

|               |       |                |       |      |                   |
|---------------|-------|----------------|-------|------|-------------------|
| Starting time | _____ | Finishing time | _____ | Date | _____ / 11 / 2009 |
|---------------|-------|----------------|-------|------|-------------------|

|                    |       |       |       |        |       |
|--------------------|-------|-------|-------|--------|-------|
| Student name       | _____ | Class | _____ | Class# | _____ |
| Parent's signature | _____ |       | Date  | _____  |       |

\* Please delete as appropriate.