



1<sup>st</sup> April, 2010

No. 051A/09-10

Dear Parents of \_\_\_\_\_ (Class),

Parents Days – 29<sup>th</sup> to 30<sup>th</sup> April, 2010

In the second term of the school year, we would like to cordially invite you and your child to come to the school to see his/her teacher(s) for a 50-minute meeting in the Hall on either 29<sup>th</sup> or 30<sup>th</sup> April, 2010.

Appointments have been made to fit in time slots between 8:30 a.m. and 5:00 p.m. on these two days.

- Column A: In the boxes marked with a tick (✓), class and subject teachers have indicated that they wish to see you and your child.
- Column B: Please insert a tick to confirm/ask to see the teacher(s).  
(If you cannot see the teacher(s), please leave the boxes empty.)

Your time slot is \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ April, 2010.

To ensure smooth running of the programme, the recommended interview time with each teacher is about 10 minutes. Your understanding in this regard will be greatly appreciated. Please arrive 5 minutes before the appointment with your child who should wear the casual school uniform.

Please excuse us that changing the time of the appointment is very difficult. However, if you are unable to come, please contact the teacher(s) for another appointment in the near future. Kindly complete the reply slip below and return it to the class teachers of your child after the Easter holidays, **on 12<sup>th</sup> April, 2010.**

Yours sincerely,

Dennis K. W. Chan  
Principal

**Reply Slip**

We will / will not \* attend the Parents' Meeting between \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ April, 2010.

	Subjects ( <b>Please refer to subject codes overleaf.</b> )	Class Teacher	BI/IT	CH	CM/PH	CL	DR	DT	EN	HU	LE	MA	MU/VA	PE	TL
<b>A</b>	Teachers wish to see parents and student.														
<b>B</b>	Parents confirm/ask to see teachers.														

Student Name : \_\_\_\_\_ Class : \_\_\_\_\_

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

Parent's Signature : \_\_\_\_\_

**Please complete the following table and keep it for your record and reference.**

**Date of appointment** \_\_\_\_\_ **Time:** \_\_\_\_\_

	Subjects ( <b>Please refer to subject codes.</b> )	Class Teacher	BI/IT	CH	CM/PH	CL	DR	DT	EN	HU	LE	MA	MU/VA	PE	TL
<b>A</b>	Teachers wish to see parents and student.														
<b>B</b>	Parents confirm/ask to see teachers.														

Subject Codes

- |                      |   |                         |                          |
|----------------------|---|-------------------------|--------------------------|
| CT - Class Teacher   | DR - Drama                                  | LE - Life Education     | PH - Physics             |
| BI - Biology         | DT - Design & Technology                    | MA - Mathematics        | TL - Technology & Living |
| CH - Chinese History | EN - English                                | MU - Music              | VA - Visual Arts         |
| CL - Chinese         | HU - Humanities                             | PE - Physical Education |                          |
| CM - Chemistry       | IT - Information Communication & Technology |                         |                          |