



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

No. 051/09-10

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 (Please refer to subject codes overleaf.)	Class Teacher	CH	CL	DR	DT	EN	HU	IT	LE	MA	MU	PE	SC	TL	VA
<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 delete as appropriate.

**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	CH	CL	DR	DT	EN	HU	IT	LE	MA	MU	PE	SC	TL	VA
<b>A</b>	Teachers wish to see parents and student.															
<b>B</b>	Parents confirm/ask to see teachers.															

Subject Codes

CT - Class Teacher

DT - Design & Technology

LE - Life Education

PE - Physical Education

CH - Chinese History

EN - English

MA - Mathematics

SC - Science

CL - Chinese

HU - Humanities

MU - Music

TL - Technology & Living

DR - Drama

IT - Information Communication & Technology

VA - Visual Arts