



12th January 2017

Dear Parents / Guardians,

Parents' Day of S.1 to S.5 Students

In order to facilitate effective partnerships between teachers and parents, our School will organize a Parents' Day on January 23rd, 2016 (Saturday). You are sincerely invited to come to our School to receive the first term examination report card of your child and discuss with the class teacher about your child's performance and behaviours in school and at home, with the hope to work out an effective teaching and parenting method to bring your child to a better development in the future.

Please go to Room _____ in our School at _____ a.m./p.m. to meet the class teacher. Please return the reply slip to the class teacher on or before January 17th for our arrangement accordingly. Your child is required to wear neat school uniform when going to school with you to receive the report card.

Yours faithfully,

Principal of Lock Tao Secondary School

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To: Principal

Reference No. : 096/16-17

Parents' Day of S.1 to S.5 Students

I am the parent/guardian of _____(Name) _____ (Class).

I have acknowledged that I have read and understood the contents of the matter regarding the Parents' Day of S.1 to S.5 Students. I will attend the Parents' Day as mentioned to meet the class teacher.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____