

Chi Yun School
2020-2021
First Term Parents' Day Notice

15th December, 2020
Dear Parents/Guardians,

We are sorry to inform you that due to the outbreak of Covid-19, the Parents' Day on 29th January, 2021 will have the following arrangement. Each parent will be contacted by the class teacher to schedule a meeting in the afternoon individually.

Please complete and return the following reply slip on or before 25th December, 2020 to arrange for a meeting.

Yours faithfully,



陳麗娟
Principal, Chi Yun School

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Reply Slip

I am the parent/guardian of _____ (Name of the Student) of _____ (Class) and I have been informed of the arrangements for the Parents' Day on 29th January, 2021.

- I will attend the meeting on 29th January, 2021 (pm).
- I will not attend the meeting at the designated time and would like to suggest another meeting time to meet with the class teacher ().
Remarks: The class teacher will notify the exact date and time for the meeting if he/she is not available for meeting at the suggested time on the Parents' Day.
- I will not attend the meeting on the Parents' Day and would like to set a different date: _____ and time: _____ for the meeting.

Parent/Guardian Signature: _____
December _____ 2020

Remarks: Please add a ✓ to the corresponding .