

Chi Yun School
2019-20 First Term Parents' Day

January 17, 2020

Dear Parents / Guardians:

The first term Parents' day is scheduled on February 28, 2020 (Friday). In order to enhance your understanding of your child's learning, you are sincerely invited to attend a meeting with the class teacher. Please complete and return the following reply slip on or before February 12, 2020 for the arrangement of the meeting session.

Yours faithfully,


Acting Principal, Chi Yun School



Remark: Students will have classes and participate in school activities on Parents' day as usual.

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Reply Slip

I am the parent / guardian of _____ (Name of the Student) of _____ (Class) and have been informed of the arrangements for the Parents' Day on February 28, 2020.

- I will attend the meeting at the designated time ().
- 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: _____

February _____, 2020

Remarks: Please add a ✓ to the corresponding .