29th Jan., 2010

SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR#91  2009-10

Dear Parents,

Parents Day

1. Parents Day is scheduled for 7th February (Sunday). Parents are cordially invited to the school to collect their child’s Interim Examination Report Card. Please come at the time allocated to you as indicated below.

   □ 09:00 – 09:20       □ 09:40 – 10:00
   □ 10:00 – 10:20       □ 10:40 – 11:00
   □ 11:00 – 11:20       □ 11:40 – 12:00
   □ 12:00 – 12:20       □ 12:40 – 13:00

2. Students should be in proper school uniform and attend the Parents Day with their parents. For parents who cannot come to school to collect the Report Card on the 7th February, alternative arrangements must be made with the class teacher. Parents must collect the Report Card in person. An appointment should be made with the class-teacher.

3. There will be a school holiday after this event on 8th February 2010 (Monday). School resumes on the 9th February 2010 (Day 6).

Please sign and return the Reply Slip on 1st February to the class teachers to show that you have read the contents of this circular.

Yours sincerely,

Ms Lau Fung-yi Lucia
Principal

Reply Slip

SHUNG TAK CATHOLIC ENGLISH COLLEGE CIRCULAR#91  2009-10

Parents Day

I have read and understand the contents of Circular#91  and

□ will attend the Parents Day.

□ will not attend the Parents Day, and will contact the class teacher for an alternative appointment.

Parent’s Signature: ______________________
Student’s name: ______________________
Class: ______________________ ( )
Date: ______________________