

ISLAMIC PRIMARY SCHOOL
NOTICE
Parents' Day

E/IC/SC/19/99
13th January, 2020

Dear Parents,

Parents' Day will be held on **7th February, 2020 (Friday)**. Parents' Day provides parents, pupils and teachers an opportunity to communicate with each another. First term academic reports will be issued on that day. There will be no classes and pupils should either *do revision at home* **OR** *accompany parents to meet their class teacher* according to times assigned below. ***Pupils should wear their school uniform.***

Class No.	Appointment Time	See the '✓'
1-5	8:30-9:00	
6-10	9:00-9:30	
11-15	9:30-10:00	
16-21	10:00-10:30	
22-27	10:30-11:15	

Yours sincerely,



Ng Sui Lan
Headmistress

Remarks:

- (1) Pictures and samples of pupils' school work and projects will be displayed on the ground floor. **Book stalls will be set up for parents and students to visit.**
- (2) To facilitate management and avoid over-crowding, please attend appointments punctually. **Each meeting will be approximately 5 to 10 minutes.**
- (3) Academic reports must be signed by parents and returned to class teachers by 10th February, 2020. Academic reports will be issued on 10th February 2020 to parents not attending Parents' Day.

Reply Slip
Parents' Day

(E/IC/SC/19/99)

Dear Headmistress,

I **will** attend Parents' Day on **7th February, 2020 (Friday)**.

I **will not** attend Parents' Day. I would like to talk to the class teacher
on _____ (date) _____ (time),
at my mobile phone number: _____.

Parent's signature: _____

Student's name: _____ Class: _____

Date: _____

* Please tick the appropriate box.