

**ISLAMIC PRIMARY SCHOOL**  
**NOTICE**  
**2023-2024 Parent-Teacher Association Annual Meeting**

E/IC/SC/23/78  
15<sup>th</sup> November, 2023

Dear Parents,

The annual meeting of the Parent-Teacher Association will be held on **30<sup>th</sup> November, 2023 (Thursday), from 1:45 p.m. – 3:30 p.m. in our school hall.**

The Parent-Teacher Association of Islamic Primary School provides a channel for parents and the school to exchange opinions. The PTA also helps parents better understand children's needs through parental education. On that day, the school will organize a workshop for parents. During the meeting, we will review this year's upcoming PTA activities.

All parents are encouraged to attend the meeting. After the meeting, you can pick up your child after school, **but all the after-school activities will take place as normal on that day.**

Please fill in the reply slip below and ask your child to return it to the class teacher.

Thank you very much for your attention and we look forward to seeing you in the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Ko Tak Yin", is written over a horizontal line.

Ko Tak Yin  
Headmistress

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**Reply Slip**  
**2023-2024 Parent-Teacher Association Annual Meeting**

E/IC/SC/23/78

Dear Headmistress,

I *\*will* / *will not* attend the Annual PTA meeting on **30<sup>th</sup> November, 2023 ( Thursday).**  
*(\*Please delete as appropriate.)*

- I will pick up my child \_\_\_\_\_ (Class: \_\_\_\_\_) after the meeting.
- I will not pick up my child. My child will go home as usual.  
(Please put a ✓ in the appropriate box.)

Parent's Signature : \_\_\_\_\_

Parent's Name : \_\_\_\_\_

Student's Name: \_\_\_\_\_ Class : \_\_\_\_\_ ( )

Date : \_\_\_\_\_