



# Shek Lei Catholic Primary School

2023-2024 Notice (332E)

## Second Term Parents' Day Arrangement

Teacher-in-charge:  
Ms. S. W. Ho

21<sup>st</sup> March, 2024

Dear Parents and Guardians,

- 1) In order to work closely with the parents and build effective two-ways communication, our school will hold the second parents' day of the year on 13<sup>th</sup> April. On the day, parents and class teachers would take this golden opportunity to exchange ideas and discuss issues concerning school education, thereby making views known to each other to foster mutual understanding. Also, the report cards will be distributed on that day. Due to a limited amount of time, a time slot will be assigned to parents. Please attend the meeting according to the allocated time. If you can't make it, please make a separate appointment with the class teacher by filling in the replay slip below.

Details are as follows:

**Date and time : 13<sup>th</sup> April, 2024 (Saturday)**

Student Number	Time
( 1 )	08:30 – 08:38
( 2 )	08:39 – 08:47
( 3 )	08:48 – 08:56
( 4 )	08:57 – 09:05
( 5 )	09:06 – 09:14
( 6 )	09:15 – 09:23
( 7 )	09:24 – 09:32
( 8 )	09:33 – 09:41
( 9 )	09:42 – 09:50
( 10 )	09:51 – 09:59
( 11 )	10:00 – 10:08
<b>Break</b>	10:09 – 10:17
( 12 )	10:18 – 10:26
( 13 )	10:27 – 10:35

Student Number	Time
( 14 )	10:36 – 10:44
( 15 )	10:45 – 10:53
( 16 )	10:54 – 11:02
( 17 )	11:03 – 11:11
<b>Break</b>	11:12 – 11:20
( 18 )	11:21 – 11:29
( 19 )	11:30 – 11:38
( 20 )	11:39 – 11:47
( 21 )	11:48 – 11:56
( 22 )	11:57 – 12:05
( 23 )	12:06 – 12:14
( 24 )	12:15 – 12:23
( 25 )	12:24 – 12:32
( 26 )	12:33 – 12:41

- 2) Due to a large flock of parents coming on that day, please follow the specific route and use Stair case 1 (near school general office) to go to the classroom after entering the school premises. After the meeting, use Stair case 2 to go to the ground floor and leave through **the main exit**. Thank you for your cooperation.
- 3) The time for Parents' Day is from 8:30am to 12:45pm. If students come to school with their parents, they must wear neat winter school uniforms.

Please sign the reply slip and hand it to the class teacher on or before 25<sup>th</sup> March, 2024.

Yours sincerely,



Leung Yu Fai  
Principal

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**Reply slip**

Teacher-in-charge:  
Ms. S.W. Ho

I have read and understood notice number (332E), which is about the Second Term Parents' Day Arrangement. I will:

☐ Meet the class teacher at the scheduled time: 13<sup>th</sup> April, 2024 (Saturday)

☐ Preference of another meeting time \_\_\_/\_\_\_/202\_\_\_ at \_\_\_:\_\_\_ am / pm

Shek Lei Catholic Primary School

Class: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Student name : \_\_\_\_\_( )

Parent's name: \_\_\_\_\_

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

\*☐ Please '✓' as appropriate