

HKTA YYI Shek Wai Kok Primary School (202111078)
Notice of Parent-Teacher Meeting (Primary 5 to Primary 6)

22nd November, 2021

Dear Parents,

A Parent-Teacher Meeting will be held by school on **4th December, 2021 (Sat) from 8am to 12nn.** This meeting is being held in order to strengthen the connection between parents and school, whilst enhancing co-operation and understanding of your child's actual situation at school and home, in addition to reflecting on joint discipline efforts.

The results of Examination (1) of 2021-2022 will be distributed during the meeting. **“Student's performance assessment and activity record card”** will also be distributed through your child's class teacher together with this notice. As the terms of **“Student's performance assessment and activity record card”** form is to be filled in by parents, please return it to your child's class teacher for follow-up purposes after completion. Please attend the meeting at the time given below.

Class	Student's Name	Time	Venue

Best Regards,



Principal: _____

Mak Yee Wah

Note: Please bring along this notice to attend the Parent-Teacher Meeting.



Reply

Dear Principal,

I ***(can / cannot)** participate in the Parent-Teacher Meeting on 4th December, 2021.

(I would like to change the date & time of meeting. Date: _____ Time: _____)

Student's Name: _____ ()

Class: _____

Parent's Signature: _____

Contact Number: _____

** Delete if inappropriate*

Please provide another date & time if you cannot attend the meeting on 4th December, 2021