

**C.C.C. MONGKOK CHURCH KAI OI SCHOOL**  
**CIRCULAR NO. 17/070E**

To: Parents / Guardian

Date: 19/10/2017

**Class Observation (Primary section)**

In order to let parents know more about their child's school life, parents are welcomed to have "class observation". Detail are listed as follows:

Date of Observation: 2<sup>nd</sup> November, 2017 (Thursday)

Time: 9:30 a.m. - 12:55 p.m.

Rundown: 09:30 — Introduction

09:55 — Class observation(1)

10:45 — Class observation(2)

11:55 — Lunch time observation

12:25 — Question and Answer

Please complete the reply slip below and return it to the class teacher on or before 23<sup>rd</sup> October, 2017 (Monday). For further enquiry, please feel free to contact Ms Lau Sui Ping at 2393 0119.

Remark: Maximum of 2 seats have been reserved for each student's parents.

Yours faithfully,



( Ms Leung Wun Kam )

*Principal*



CIRCULAR NO. 17/070E

**Reply Slip**

**Class Observation (Primary section)**

To: The Principal

C.C.C. Mongkok Church Kai Oi School

\*☐ I will join the "class observation".

\*☐ I will not join the "class observation".

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

Signature of Parent / Guardian: \_\_\_\_\_

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

\* Put a "✓" in the appropriate box.

Please transfer the slip to Ms Lau Sui Ping.