



20 October 2016

HSC/2016/N151

Dear Parents / Guardians,

Results Day (Fri 28 Oct 2016, 8am to 12 noon)

We are pleased to announce that the school will be having Results Day for Parents / Guardians of Sec 1 to Sec 3. On this day, your child/ward does not need to attend school. You are invited to the school to collect your child's/ward's Holistic Report Book and to meet the Form Teachers should you wish to.

You will meet your child's/ward's Form Teachers in the classroom. You will not be able to see your child's subject teachers as they are also Form Teachers of different classes in the school. However, the Subject Head and Head of Departments of the different subjects will be available to answer your queries. You may approach the Office Staff for their assistance in contacting them. Alternatively, you may leave your contact number and indicate in a form with the Form Teachers if you want the subject teachers to call you.

Do book the Time Slot to meet the Form Teachers. Please be informed that you are given only 10 minutes to allow the Form Teachers to see all the parents. As the GCE 'O' level exams are conducted in the afternoon, Results Day will end by 12 noon.

If you are unable to turn up on this day, you may send your child to collect the Holistic Report Book from the Form Teachers on your behalf. After this date the Holistic Report Book can be collected from the school's office. The Holistic Report Book must be returned on the first day when school reopens, **Tuesday 3 January 2017.**

Please indicate your response in the Reply Slip below to confirm your attendance by Tuesday **25 Oct 2016.**

We look forward to meeting you.

Warmest regards

Mdm Kamariah A.Rahim
SH-MTL / Asst. Head of Exams
Hai Sing Catholic School

Mrs Cheong
Principal
Hai Sing Catholic School



Reply Slip

To: Form Teachers of Sec _____

I, *Parent / Guardian, of _____ of Sec _____ am *able/unable to attend Results Day on Friday, 28 Oct 2016. (* Delete where necessary)

I would like to meet the Form Teachers during the following time: (√ where applicable)

<input type="checkbox"/>
<input type="checkbox"/>

Between 8.00 and 9.00 am
Between 10.00 and 11.00 am

<input type="checkbox"/>
<input type="checkbox"/>

Between 9.00 and 10.00 am
Between 11.00 am and 12.00 noon

Name of Parent / Guardian

Signature of Parent / Guardian & Date

