

Dear Parent,

It is now time to decide which secondary school you wish your child to go to next September. The application has to be made for school by ____/____/____

A list of times when I could meet you to fill in the appropriate forms are listed below. Please indicate which time would suit you best and return the slip to school, or phone the school secretary. It is very important that I see every parent of year 6 children.

You are welcome to bring someone along who can interpret if necessary. If you need an interpreter but are unable to arrange this yourself, please contact the school and we will try to arrange this for you.

Yours sincerely,

Headteacher

I wish to have an appointment in this sessions ticked ()
Sessions at 15 minutes intervals.

AM

PM

_____/_____/____

_____/_____/____

_____/_____/____

Child's name Class

Signed.....

Dear

Your appointment to discuss your child's progress will be at

on ____/____/____

Signed Class Teacher

致各位家長：

現在是需要決定你希望子女在九月到哪一間中學就讀的時間了。向.....
學校提交申請的截止日期是 ____-____-_____。

以下是我可以與你會面以填寫適合申請表格的時間。請說明哪個時間最適合你，然後請將回條交回本校，或致電學校秘書。與每位 6 年級學生的家長會面是非常重要的。

如有需要，我們歡迎你帶一位能替你傳譯的人士前來。如果你需要傳譯員但卻無法自行安排，請與本校聯絡，我們會設法替你作出安排。

校長

我希望能以下勾出 () 的時間與你會面。
每個會面時間相隔 15 分鐘。

上午

下午

____/____/____
____/____/____
____/____/____

學生姓名 班級

簽名

致.....

你到本校會面以討論你子女的進度的時間是在 (on) ____/____/____
(at)

簽名班老師