

Dear Parent(s)

Your child ----- hurt him / herself slightly at school to day. A person trained in first aid has seen him. S/he does not seem to have suffered any after effects from the incident. If you think you need to take him to a doctor for further treatment I would be grateful if you would let me know the result.

Yours sincerely,

Head teacher

致貴家長：

你的子女 _____ 今天在學校輕微弄傷自己。有一位曾受急救訓練的人員替他療傷。他/她在事後看來並未有不良的影響。如果你認為有需要帶他/她去看醫生以接受進一步的治療，請你通知我診治的結果。多謝閣下合作。

校長