

Dear Parent(s)

Your child..... was unhappy at school today and we were unable to discover why. Can I ask you to speak to him/her and if possible discover the reason so that we can ensure that it does not happen again?

Yours sincerely,

Headteacher

致貴家長：

你的子女 _____ 今天在學校看來不愉快，而我們無法找出箇中原因。請你與他/她傾談一下，及如可能的話，找出他/她不開心的原因，以便我們能確保這情況不會再次發生。多謝閣下合作。

校長