

**DELIA MEMORIAL SCHOOL (BROADWAY)**  
Notice to Parents/Guardians

28<sup>th</sup> May, 2024

Dear Parent/Guardian,

**Helpers of Graduation Ceremony 2023-2024**

This is to inform you that our Graduation Ceremony 2023-2024 will be held at our school gymnasium on Friday 7<sup>th</sup> June, 2024 at 3:00 p.m.

As your child is a helper, he/she is requested to be present for the ceremony from 12:30 p.m. – 4:30 p.m. in full school / team uniform.

Thank you for your kind attention.

Yours faithfully,



K. C. Lo  
Principal

(Please return the reply slip to General Office on or before (Friday) 31<sup>st</sup> May, 2024.)

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**Reply Slip (PN\_2324\_291)**

**Re: Helpers of Graduation Ceremony 2023-2024**

\_\_\_\_\_, 2024

Dear Principal,

Thank you for your letter dated 28<sup>th</sup> May, 2024. I will remind my child \_\_\_\_\_ (Name) of S \_\_\_\_\_ ( ) to attend the ceremony.

Yours faithfully,

\_\_\_\_\_  
Parent/Guardian