

Kowloon Ling Liang Church Nursery

Application for Appointment with Teacher

If you would love to learn more about your child's school life, you could schedule an appointment with our teachers. Please complete the form below and return it to the class teacher and we will make an arrangement accordingly.

A. Information

Student Name: _____ Class: _____

Parent Name: _____ Relationship with the student: _____

Contact no.: _____ No. of attendants: _____

B. Things you would like to discuss: (You may tick more than one)

- Your child's learning
- Your child's interpersonal relationships / social development
- Your child's character / mental health/ behaviour
- School Curriculum / Activities
- Others _____

C. Requested date :

The class teacher is available for meeting every ____ from 5:00 – 5:30 / 5:30 – 6:00 p.m.

1st preferred date : _____ Time: _____ to _____

2nd preferred date : _____ Time: _____ to _____

Parent's Signature : _____ Date: _____

Note: Operating hours of our telephone enquiry services:

To ensure our teachers are able to give their full attention to our students, we ask you to make the enquiry call to the class teacher about your child's school life from 1:30 – 2:15 p.m. or 4:45 – 5:30 p.m. Monday to Friday, 9:00 – 12:00 a.m. Saturday. Thank you for your understanding. For urgent matters, you may leave us a message and the class teacher will get back to you shortly.

Reply Slip

(Arrangement on appointment with teacher)

Dear Mr/Mrs/Ms _____ (_____):

I am able to meet with you on _____ at _____ p.m.

I am not available at the time you requested. I would like to meet with you on _____ from _____ to _____ or we can schedule another time to meet. Please contact me as 2337 2575.

Class teacher's signature : _____

Date : _____

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(Arrangement on appointment with teacher)

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