

June 27, 2006

Dear Parent/Guardian,

Greetings and good wishes to you.

I am very pleased to inform you that I have been appointed to serve as the principal of St. Francis Methodist School with effect from 26th June 2006.

As we start the 3rd Term this week, I wish to update you on two matters:

Parent Teacher Meeting

Kindly be reminded that the Parent-Teacher Meeting will be held on Friday, the 30th of June 2006 between 7pm to 9pm. The venue of the meeting is level 3. We look forward to meeting you there.

The progress reports for the Mid Year Examinations will be given out during this meeting. This will be an opportunity for you to raise up any specific questions that you may have about your child/ward's academic progress with their respective teachers.

I would also give a short address that evening.

Light refreshments will be served.

Youth Day

We would also like to inform you that Monday the 3rd of July will be a School Holiday in respect of Youth Day which falls on the 1st of July, a Saturday. The school office will be open as per normal.

I look forward to seeing you at the meeting.



Mr. Koh Boon Long
Principal

