



COMMUNICATION UPDATE

3 October 2007

Dear Parent/Guardian of _____

PARENT BRIEFING FOR OVERSEAS LEARNING TRIP TO BEIJING

To ensure that our students are well prepared for the upcoming trip to Beijing, we will be holding a briefing for all parents. Your child is welcome to join the briefing.

The briefing is compulsory, as it will cover key information such as:

- Cost of the trip
- Trip itinerary
- Logistical details of the trip
- Items that your child will be required to bring

Details of briefing:

Date	10 October 2007, Wednesday
Venue	Multimedia Room, 2 nd Level Pathlight School
Time	7:30 – 8:30 pm (please arrive punctually by 7:30pm)

Ms Loy Sheau Mei, Track 2 & 3 Head, who is accompanying the students on this trip, will be conducting this briefing. We would appreciate it if you could submit the reply slip to your class teacher by **5 October 2007, Friday**.

We look forward to an enjoyable time in Beijing with your child!

Yours sincerely,

Ms Linda Kho
Chief Operating Officer

Cc Ms Denise Phua, Ag Principal/School Supervisor
Ms Loy Sheau Mei, Track 2 & 3 Head
Mrs Teh Tsui Tsui, Student Affairs
Mr Jason Kwek, Operations

REPLY SLIP: BRIEFING FOR OVERSEAS LEARNING TRIP TO BEIJING

I am aware of the briefing on **10 October 2007, Wednesday** for my child's upcoming trip to Beijing, and will be able to attend.

Child's name/Class: _____

Parent's Name: _____

Parent's Signature _____

Contact number: _____

Please submit to your class teacher by **5 October 2007, Friday**.