

16<sup>th</sup> November, 2022

Dear Parents / Guardians,

We are pleased to inform you that your child/ward \_\_\_\_\_ ( ) has been selected as one of the student helpers for the IKTMC Information Day to be held on 26<sup>th</sup> and 28<sup>th</sup> November, 2022.

Students may have to stay behind on 25<sup>th</sup> November, 2022 (Friday afternoon) for the preparation. After they have performed their duties satisfactorily, their service hours will be recorded in their OLE portfolio.

Your child/ward is required to come to school on the following date/dates:

- 25/11/2022 (Afternoon) and / or
- 26/11/2022 and / or
- 28/11/2022

Details of the activity are as follows:

Date:	25 <sup>th</sup> November 2022 (Friday afternoon)	26 <sup>th</sup> November 2022 (Saturday)	28 <sup>th</sup> November 2022 (Monday)
Place of Assembly:	12:20 p.m. at IKTMC	8:00 a.m. at IKTMC	8:00 a.m. at IKTMC
Dismissal:	4:45 p.m. at IKTMC	4:35 p.m. at IKTMC	12:00 p.m. at IKTMC
Lunch:	Lunch coupons will be provided on 26 <sup>th</sup> November, 2022 for students volunteering the whole day.		

Please complete the following reply slip and return it to the teacher in charge on or before 24<sup>th</sup> November 2022. No transportation will be provided for the said activity.

Yours faithfully,

Zareenah S. Y. Ho  
Principal

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**Reply Slip**  
**Miscellaneous Notice 064 – IKTMC Information Day Student Helpers**

I acknowledge receipt of the Miscellaneous Notice 064 and \*allow / do not allow my child to be the student helper on the IKTMC Information Day (#  25/11 (Afternoon),  26/11,  28/11)

Signature of Parent / Guardian: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Name of Student:	Class:	Class No:
Student Mobile Number:		

Student helper of Mr./Ms. \_\_\_\_\_ ( ) (Teacher in charge)

- \* Please delete the inappropriate one.
- # Please put a tick in the box provided.

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