

Little Angels International School & Kindergarten

This is a list of Frequently Asked Questions in English about the preparations required for various events/ activities held during the Little Angels Academic year:

Dear Parents/ Guardians:

We have listed various events during the Academic Year. These planned events require your presence, participation and sponsorship to encourage your child/ ward and to make the student learning a successful outcome. Kindly volunteer your time and services to ensure our commitment to the students.

We start with the events/ activities in chronological order beginning in September of the Academic Year.

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Little Angels International School & Kindergarten

1. Notice for New Students Entrance Ceremony and New Academic year:

Dear Parents and Guardians,

We hope this email finds you well! The new academic year is about to begin and we welcome all our students for the Entrance Ceremony on **ABCday, DD, MM, YYYY**:

All new and current students are required to attend this ceremony. The NEW students are considered to be those students who have joined after the previous year's Entrance Ceremony and will be involved mainly during this ceremony.

Please find the details of the ceremony below:

【Little Angels International School Entrance Ceremony】

Date: ABCday, DD, MM, YYYY

Event Opens: HH:MM

Venue: Mitaka ZZZZZZZZZZZZ
ADDRESS

Dress Code :

New students: **Formal**

Current students: KG : Black trousers with orange colored polo shirt.

ES, MS, HS students: Black trousers with white school t-shirt.

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2. School Year Start: Parents Meeting

ABCday, DD, MM, YYYY - Parents Meeting at HH:MM. All parents / guardians are required to attend this meeting without fail.

Venue: Mitaka Main Campus

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3. Little Angels Annual BBQ Party

Dear Parents/Guardians,

As most of our parents know, Little Angels organizes a barbecue party at the beginning of the new academic year for all student families (school, kindergarten, English Academy, Home schooling) and the faculty to come together to interact, enjoy and get to know each other in a relaxed environment.

Little Angels invites all the students, families and teachers to its Annual Barbecue party this **ABCday, DD, MM, YYYY** at P P P P P Park.

Sample contents for reference purposes.. Note that the schedules, venues, dates and timings, requirements change each year.

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Event: Little Angels Barbeque
Date: **ABCday, DD, MM, YYYY**
Place: P P P P P Park.
Time: HH:MM onwards
Dress Code: PA/RA/JKG/SKG - LAIK Orange T-shirt
ES (Y1-Y6) - LA Colored T-shirt
MS/HS - Free to wear their own choice
Food: Kindly bring along sufficient food for your family and perhaps 1-2 more people such that we can all share.

** NOTE: LAIS will arrange for food for teachers, but all are welcome to bring what they wish to share.*

Directions to P P P P P PARK -----

WARNING: In case of inclement weather, the event will be canceled for this Saturday. An email will be sent a day earlier to this effect. If you have any question, please contact the school office.

In case of cancellation of this event, we shall try our best to organize it on another day in the close future.

With this invitation, we also take the opportunity to thank the PTA members for organizing the stoves, coal, grill and beer (as agreed with the school) required at the barbecue. We look forward to seeing all of you at the barbecue for a fun filled day.

Sincerely,
Administration

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4. Emergency Evacuation Drill

Dear Parents and Guardians:

(Main Campus)

The Evacuation Drill will be held on **ABCday, DD, MM, YYYY**. If there is an emergency and we are ordered to evacuate, we will evacuate the building and go to the place mentioned below. The parents are expected to come and pick the children up from the particular meeting point. We will hand over each student to the parents, one by one, because we will be following a pre-ordered list. Please discuss with your family about how and where you would meet up in case where no means of transportation is available. The children have to come to school in the morning as usual. When you come to pick your child/children up, kindly use public transportation. Please pick your child/ children up from the evacuation point at **HH:MM**.

Sample contents for reference purposes.. Note that the schedules, venues, dates and timings, requirements change each year.

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The classes will be held as usual. Please note that we will have the Evacuation Drill even if it rains. Please make sure that your child/ children brings a raincoat and not an umbrella. After picking up your child/ children at the park, kindly leave the park without making any noise and head home.

No body must return to the school.

The meeting-point for the Mitaka Main Campus students will be Shimorenjaku Taka-no-ko Jidou Kouen (Mitaka, Shimorenjaku, 9-5-51).

Please note that in the unlikely case of an actual natural disaster (i.e. earthquake, etc.), and an evacuation order is issued by the city, the meeting point would be the Taisei High School ground, which is opposite the Main Campus. The meeting point would be Shimorenjaku Taka-no-ko Jidou Kouen if the evacuation applies only to Little Angels International School. Note that there will be a notice on the school gate with information regarding the place of evacuation.

The students who are on Extended After School Care Service cannot stay at school, owing to the Evacuation Drill on ABCday, DD, MM, YYYY.

(Station Campus)

The Evacuation Drill will be held on ABCday, DD, MM, YYYY. If there is an emergency and we are ordered to evacuate, we will evacuate the building and go to the place mentioned below. The parents are expected to come and pick the children up from the particular meeting point. We will hand over each student to the parents, one by one, because we will be following a pre-ordered list. Please discuss within your family about how and where you would meet up in case where no means of transportation is available. The children have to come to school in the morning as usual. When you come to pick your child/children up, kindly use public transportation. Please pick your child/children up from the evacuation point at **11:30 p.m.**

The classes will be held as usual. Please note that we will have the Evacuation Drill even if it rains. Please make sure that your child/children brings a raincoat and not an umbrella. We don't have Child Care Service on this day. After picking up your child/ children at the park, kindly leave the park without making any noise and head home. **No body must return to the school.**

The meeting point for the Junior KG, Pearl and Ruby Angels will be Horiai Jidou Kouen (Kamirenjaku Horiai Chiku Koukaido, Mitaka-shi, kamirenjaku, 1-15-15).

Administration

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5. LAIS/LAIK Field Trip

Dear Parents / Guardians,

We are excited to inform you that it is time for Little Angels yearly beginning of the year field trip. This year we are going to Hakkeijima Sea Paradise [EXAMPLE]

Place: [EXAMPLE] Hakkeijima Sea Paradise (place is changed due to possibility of rain)
URL: <http://www.seaparadise.co.jp/english/>
Date: **ABCday, DD, MM, YYYY**
Years: RA - Y11 [Only Ruby Angels will be accompanied by their parents]
Meeting Point: Little Angels International School Mitaka Main Campus.
Meeting Time: 8:00 a.m. The buses will depart at 8:15 a.m.
Departure Time: 3:00 p.m. from Hakkeijima Sea Paradise.
Expected Return Time at Mitaka Campus: 4:30 p.m. [time might change according to traffic conditions]
Dress Code: KG - Orange collared LA T-shirt or trainer, LA cap and sneakers.
ES / MS / HS - White LA T-shirt or trainer, blue jeans, sneakers, and any cap of their choice.
Things to Bring: School Bag,
Cap,
Lunch (with eating utensils)
Water Bottle with drink (water or tea only),
Picnic Mat,
Rain Coat,
Wet Towel,
Handkerchief,
Tissue, and
Snacks for the return trip.

**Please let us know if your child gets sick in the bus. If you are unsure then please ensure that your child carries an extra set of clothing and medicine with him/ her during the field trip.

We suggest that your child/ children eat a light breakfast so as to be comfortable during the bus ride.

Fees: RA / PA Parents - TBD KG - TBD ES / MS / HS - TBD

*** This is a school event and therefore it is compulsory for all students to attend it.

Please note that you will be charged for the field trip even if your child is not attending this event.

**** Please note that the trip shall not be canceled, even if it rains.

***** Please note that the school bus will not run on the 30th.

Thank You, Administration

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6. Outdoor Camp

Dear Parents and Guardians,

It's September/October and the time of the yearly LAIS outdoor Camp. This year we are headed to P P P P P P P. As always, we would like to see all the students participate in this fun filled event.

These camps and trips are for the student's benefit for which the planning is done with great amount of thought and consultation with the teachers. We are sure the parents can appreciate the amount of work and various ideas involved in organizing such trips. These trips are not an optional activity, and all the students have to participate in these activities to complete their learning at Little Angels, unless there are exceptional reasons. Looking forward to seeing the kids enjoy the school trips!

■ Little Angels International School Outdoor Camp YYYY

Venue: P P P P P P P Village

Address: -----

We will meet at ABCday, DD, MM, YYYY [HH:MM] Mitaka main campus

We will return to school on ABCday, DD, MM, YYYY [HH:MM] to Mitaka main campus

Dress Code: School Uniform (Sweat shirt, T-shirt),

Jeans, Cap, Shoes (Hiking shoes, or comfortable sneakers)

Things to carry:

(Rucksack 1) - This would be a smaller rucksack to take on hikes.

Small bells or something, attached to the rucksack, that make a sound while walking

School Hand Book

Copy of Health Insurance, pasted inside the Hand Book

Writing tools - pencil box and small sketch book

Student ID

About 500 yen to 1000 yen to buy souvenirs, time permitting.

Handkerchief and Tissues

Rain Coat

Lunch for day of departure; Drink bottle with a strap; Cup and eating utensils;

A towel to wipe the lunch box and other utensils, after washing.

The lunch box and eating utensils will be used to eat other meals & Snacks for 1 day

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(Rucksack 2) - This will be the bag with things to take for the camp

- Jacket
- Snacks for 2 days
- Face towel, toothbrush, and toothpaste, comb
- Bath towel, body soap and shampoo
- Pajamas (warm)
- Change of clothes
- 2 School Sweat shirts
- 2 School collared T-shirts
- 2 pairs of Jeans
- 3 sets of underwear
- 3 pairs of socks
- 4 or 5 plastic/ vinyl bags for wet clothes
- Spare Plastic bag for packing dirty clothes
- Torch or flash light

Please make sure that your child's name is written on everything they bring.

Emergency Contact No: 0422-57-6887(09:00a.m.-05:00p.m.)

If your child is on any medication or has any allergies please inform us at least a day before departure. Kindly do not inform the teachers about medication just before leaving as it is very busy time for them to get everything ready for the bus.

For Y1 parents, if you have any questions/queries, kindly email the school contacts.

Administration

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7. Halloween party

Dear parents and guardians,

Hello.

The LAIS Halloween party of YYYY is drawing closer and, it is that time of the year to dress up and be something that we can have fun with! All the parents are invited to join the party in fancy costumes to make the event lot more fun filled and an exciting party.

There are trophies for: the best costume; scary costume; original costume; and, also special trophies for the entire family dressing up in interesting costumes.

Please do not miss this wonderful chance for self expression.

Halloween party: ABCday, DD, MM, YYYY Time: 4:00 pm - 6:00 pm
Place to assemble: Mitaka main campus
ES, MS and HS : classes go on till 2:30 pm

The KG parents can bring lunch and enjoy with the kids and stay back at school till the parade starts or else can go home but the students should be back at the main campus by 3:45 pm. The parade for KG will start at 4:00 pm.

The ES, MS and PS students can bring their costume with them and can dress up at school to join the parade. The parents can help the students in dressing up and join the parade. The Year 1, ES and MS parade will start at 4:15 pm.

PTA will be providing the bags for the Halloween treats, but please free to bring your own bag, matching with your costume, if you like. Please contact us if you have any specific queries regarding this party.

Waiting to see all of you on the Halloween day!

Regards,

Administration

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8. LAIS Sports Day

Dear Parents and Guardians,

Hello. The Little Angels Sports Day will be held on ABCday, DD, MM, YYYY from HH:MM - HH2:MM2!

Date: ABCday, DD, MM, YYYY

Place: hellogakkou, Mitaka-shi...

Time: HH:MM - HH2:MM2 **[Please be at the premises at least half an hour before the start]**

Dress CODE: ES/ MS/ HS - School PE clothes (yellow t-shirt and black shorts) with LAIS sports track suit over it. Cap as protection on sunny days.

Kindergartners - School Collared T-shirt, black shorts and school cap.

Please access the detailed program and map to the place through this link:

LINK: https://angelsenglish.com/uploads/sports_day_20XX

We shall send a printed program as part of our save the environment initiative. We thank you for your support and understanding in this matter.

**There are events planned for the parents as well. Therefore please come in clothes that you could exercise in. There will also be a relay just for the parents, and we are looking forward to seeing many parents showing off their 'muscle'.

***Please bring hand gloves for the event of **tug-of-war**.

Please note the following with respect to the use of the school facilities:

1. There is no parking space available at the venue. Please be considerate and mindful of people living in the vicinity. However, bicycle parking will be available. Please ensure that you park your bicycles within the allotted area, and, in an orderly manner.
2. Please use the designated toilets. .
3. Please do not let your children use the playing equipment on the school grounds.
4. Smoking, consumption of alcoholic beverages, pitching tents, and barbecues are strictly prohibited on the school premises.

In case of inclement weather, the Sports Day will be postponed to another day but the school will inform you by early morning of the event by e-mail and via the School Web site.

Thank You,

Administration.

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Sample contents for reference purposes.. Note that the schedules, venues, dates and timings, requirements change each year.

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9. LAIS Thanksgiving Pot luck Lunch

Dear Parents/Guardians,

As the calendar year nearly comes to an end, let us all gather again, this time to show our heartfelt gratitude for the wonderful year that has gone by. **It is time for Thanksgiving.**

Let us all gather together for Little Angels Thanksgiving Potluck Lunch.

Date: **ABCday, DD, MM, YYYY HH:MM - HH2:MM2**

Place: Mitaka Main Campus

*We request that the parents/guardians come by 11:00 a.m. to set up the tables so that the lunch can start from 11:30am.

Like always, here are a few things to remember and bring along:

1. Kindly send enough portion for 2-3 extra people. Please pack in 2 separate boxes so that it is easy to serve.
2. It is lunchtime, therefore please send a healthy meal (enough for 2-3 extra people). Desserts (sweets to be eaten after the meal like cakes) can be sent. *Kindly avoid sending cookies, chips or snacks.*
3. Please send a small plastic plate, cup and utensils with your child for Thanksgiving lunch. Please also bring a set for yourself. None of these shall be provided by the school. This will help us avoid creating unnecessary trash and wastage of paper.
4. To ensure that all students (KG to HS) have enough to eat, we request that parents and teachers wait to serve themselves after all the students have taken the food for themselves.

We appreciate your support and cooperation in making this an enjoyable occasion as always. Let us have a wonderful and grateful Thanksgiving together!

Sincerely, Administration

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10. Christmas Party

Dear Parents / Guardians,

This is a quick reminder for tomorrow's Little Angels Christmas Party.

Date: **ABCday, DD, MM, YYYY**

Place: Mitaka Sangyo Plaza

7th Floor, 3-38-4, Shimorenjaku, Mitaka-shi, Tokyo

Access: <http://www.mitaka.ne.jp/plaza/about/access.html>

Time: 1:30pm - 4:30pm [Please reach the venue by 1:15pm]

As always we have many fun filled items planned for everyone. We are looking forward to seeing everyone there for an exciting fun filled afternoon.

***Please note that ALL Little Angels students are expected to attend this event as they are part of various performances tomorrow.**

Thank you, Administration、

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11. Radish Picking

Dear Parent / Guardian,

This is a reminder that our students of RA / JKG / SKG / Y1 / Y2 / Y3 / Y4 will be going for Radish Picking on **ABCday, DD, MM, YYYY**

Things required:

1. Two vinyl shopping bags (one placed inside the other, to strengthen it) with the child's name written on it,
2. A towel to wipe hands,
3. Rain-boots, and
4. Gloves

*The station campus students (RA / JKG) will directly come to Mitaka Main Campus in the morning.

*The school dismissal for RA - Y1 is at 12:00 tomorrow.

Thank you,

Administration

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12. Ski Trip

Dear Parents and Guardians,

Dates: **ABCday1, DD1 - ABCday2, DD2, MM, YYYY**

Place: Changes each year

Hotel: Hotel NIP

SCHEDULE: **ABCday1, DD1, , MM, YYYY**

06:30	- Meeting at Mitaka Main Campus
07:00	- Leaving Mitaka Main Campus (Please ensure to be on time.)
10:00	- Eat light lunch (riceball/bread) in bus
10:30	- Arrive at Jouetsu Kokusai Ski Jou
11:00-12:30	- Rent ski equipment
12:30-14:30	Lesson with ski coaches
14:30-16:30	Snack in hotel room
16:30-18:00	Bath
18:00-19:00	Dinner
19:00-21:00	Free time
21:00	Lights out

ABCday2, DD1, , MM, YYYY

06:30	- Wake up
07:00-08:00	- Breakfast

Sample contents for reference purposes.. Note that the schedules, venues, dates and timings, requirements change each year.

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08:00-09:00	- Pack up to return
09:00-11:00	- Lesson with ski coaches
11:00-11:30	- Return skis
11:30-12:00	- Changing clothes
12:00-13:00	- Lunch
13:00-13:30	- Return rental ski equipment - Put things in bus
13:30	- Depart for school
17:30	- Expected arrival at Mitaka Main Campus (Delayed due to traffic jam)

Note: For lunch in the bus on **ABCday1, DD1, , MM, YYYY**, please send things like rice-balls/ breads which are easy to eat.

Additional Costs: [Reference costs only] [actual cost incurred will be passed on]

Rental of only skis, poles and boots	- 2,800 yen/2days
Rental of only wear	- 1,800 yen/2days
Rental of ski cap, gloves, goggles	- 300 yen each/2days (all 3 - 900 yen/2days)
Rental of helmet	- 300 yen/2days

Rental fee will be charged in the following month.

Please bring two backpacks; one with ski items, and the other with items needed for hotel stay.

- Things
- Ski Wear (Top and Bottom)
 - Handkerchief and Tissues in the pocket
 - Warm inner-wear
 - Turtle neck and long-sleeved t-shirt
 - Thick high-socks (preferably wool socks)
 - Ski tights - It would be better for the children to wear snow boots. If not, water proof sneakers.

Backpack 1: Ski Items

- Ski goggles
- Ski gloves (5 finger type)
- Helmet (can be rented)
- Knit-cap (that would cover the ears)
- Hand towel
- Water bottle (to hold hot drinks)
- Snacks for 2 days
- **Student hand book**
- Copy of health insurance
- An extra pair of high socks

Sample contents for reference purposes.. Note that the schedules, venues, dates and timings, requirements change each year.

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- An extra set of warm underwear
- About 500 yen to 1000 yen to buy drinks if needed.
- Tissues and handkerchief
- Sunscreen

Backpack 2: Items needed for hotel stay

- Handkerchief and Tissues
- Jacket
- Mobile phone if needed (Note: no mobile reception sometimes in the mountains)
- Face towel, toothbrush, and toothpaste
- Bath towel, and shampoo
- Change of clothes
- 2 sets of inner-wear
- 2 pairs of socks
- Pajamas (warm)
- 4 or 5 plastic bags for wet clothes

Please ensure that the student's name is written on each item.

Please reply to this mail filling in the required details, by XXX, MM, YYY. Mention allergies, if any.

Name of Student:

Age:

Address:

Date of Birth:

Allergy

Emergency contact number:

Skiing Experience: not at all/ beginner/ intermediate/ advanced

Rental: Helmet/ski wear/skis/poles/boots

Shoe size:

Height:

Weight:

Any other concerns/comments:

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13. International Exchange

Notification #1

Dear Parents,

As you are aware, LAIS students of Year 5 and 6 go on India study tour, as part of their social studies curriculum, every two years. They not only visit various places of interest in India, but also attend another international school of good repute there. This is a valuable learning experience for all these students in terms of international exposure, learning about different cultures and interacting with the students of other countries.

Therefore, to discuss this trip, we request all the concerned parents (Y5 & Y6) to attend the meeting at Main Campus on **ABCday2, DD1, MM, YYYY** from 1p.m. We look forward to seeing all of you at this meeting.

Thank you for your time. Sincerely, Administration

Notification #2:

Dear Parents/Guardian,

Hope this email finds you well!

In continuation of our communication regarding India Study Trip in February 20XX, we are happy to inform you that we have a group of students who will be going on this trip.

As mentioned before, this is a great opportunity for our students to learn about new cultures and gain a valuable learning experience with the students of a highly reputed school of another country. This is indeed a once-in-a-lifetime opportunity.

Please find below some important information regarding the trip:

1. Tentative Dates: Feb XX (====day) - Feb YY (====day) [depending upon availability of the tickets.]
2. Amount: JPY XXXXXXXX (TBD)
3. Insurance: JPY IIIIII (TBD)
4. Visa handling charges: JPY XXXX (TBD)
5. Passport Validity: Passport must be valid for 6 months past the date of travel.

We will have another meeting regarding this trip in December. All required papers and relevant details shall be provided then. Passport and all required documentation must be submitted to school by the first school working day in January!

We urge you to send your child on this trip to India which is a wonderful country of colors, beauty and diverse cultures. It will surely be a very memorable trip for them.

Best regards, Administration

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14. Fine Arts Day

Date: **ABCday, DD1, MM, YYYY**
Place: Mitaka City Hall or other venue to be announced later
Address: 1-1-1, NNNNN, Mitaka-shi Tokyo
Time: 9:00am-12noon [Doors open at 9:00am and the program starts at 9:10am]
Dress Code: ES (Y1-Y6) / MS (Y7-Y9 / HS (Y10) - White School T-shirt with collar and Black formal pants
Kindergarten (RA / JKG / SKG) - Orange School T-shirt with collar and Black formal pants

Costumes & Props: Please ensure that your child brings in his/ her costume and props by the end of the week prior, if it has not already been submitted to the respective teachers.

** Since the entire program will last for 3 hours only, we urge kindergarten parents to stay and enjoy the performances of the older grades. Our students have put in a lot of effort to prepare for this day, when they showcase what they have learned over the year.

***We request that parents supervise children, particularly the little ones, to ensure they are seated quietly to watch the performances.

**** Things to note:

- a. Eating or drinking is not allowed inside the hall.
- b. Smoking is prohibited inside the premises.
- c. Phones must be kept off or in the manner mode, during the program.
- d. In case of an emergency evacuation, please keep calm, and follow the instructions of the staff.

Noon Dismissal on previous day for the entire school, in preparation of Fine Arts Day.

*The school bus facility for KG is available on the Fine Arts day. The schedule will be the same as Wednesday.

**After School Child Care facility will be available on the day prior but not on Fine Arts Day.

Sincerely,

Administration

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15. Project Day

Dear Parents/Guardians,

This is a gentle reminder for Little Angels Project Day on **ABCday, DD1, MM, YYYY** at the Main Campus.

Our students have been working throughout the year to make their projects and showcase them.

All students, Preschool (Pearl Angels - Ruby Angels) / KG (Junior KG - Senior KG) / ES (Y1-Y6) / MS (Y7-Y9) / HS (Y10, Y11, Y12 & Y13) will be showcasing and presenting their work.

The schedule for the day is as follows:

The presentations will be made at following times:

Ruby/ Pearl: 10:00 -10:45 a.m.

Junior/ Senior KG: 10:45 - 11:15 a.m.

The parents of Preschool, Kindergarten and Y1 may come at 9:45 a.m.

Year 1: 11:15 - 12:00 noon

Y2-Y13: 1:00 - 2:30 p.m.

We encourage all parents to see the projects and presentations of senior students on the 3rd and 4th floor.

*The school bus will run as usual.

*The students of Preschool, Kindergarten and Year 1 may leave with their parents as well.

*The students of Y2-Y13 have dismissal at 3:30 p.m as usual.

We look forward to seeing all of you on **ABCday, DD1, MM, YYYY**.

Sincerely, Administration

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16. Potato Digging

Dear Parents / Guardians,

Our students from Pearl Angels to Year 4 would be going for Potato Digging on ABCday, DD1, MM, YYYY.

They, need to bring following items:

1. Towel
2. Two big plastic bags (please put the bags one inside the other to strengthen them, tape the handles together, and make sure to write the name).
3. Rain boots
4. Water bottle (with a strap that would goes around the neck).
5. Gloves (strongly recommended by the farmer as there are quite a few stones in the soil)

Thank you.

Sincerely, Administration

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