

10 October 2018

Dear Parents of Primary 6 Students

**Invitation to P6 Graduation Ceremony 2018**

Our first batch of Primary 6 students will soon be graduating from Springdale Primary School. To mark this milestone event, the school will be organising a Graduation Ceremony for our P6 students. We warmly invite parents to join us in celebrating the graduation of your child.

The details are as follows:

Day/Date : Thursday, 15 November 2018

Time : 10.15 am – 12.30 pm

Venue : School Hall

Attire : Smart / Smart casual

Due to space constraint, we could only extend the invitation to a maximum of **2** guests per student. We greatly appreciate if you could indicate your attendance and the number of guests coming to the event in the reply slip below. Please return the reply slip to your child's Form Teacher by **Fri, 12 Oct 18**.

Should you have further queries, please feel free to call or email the Form Teacher or myself at [abidah\\_bibi\\_marikar@moe.edu.sg](mailto:abidah_bibi_marikar@moe.edu.sg). We look forward to seeing you at the ceremony.

Yours sincerely  
Mdm Abidah Bibi  
Year Head/ Upper Primary

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**Reply Slip** (Please return this portion to the Form Teacher by **Fri, 12 Oct 18**)

**Re: Invitation to P6 Graduation Ceremony 2018**

I have read the Letter to Parents dated 10 Oct 18 and I am **able** / **unable**\* to attend the Graduation Ceremony on Thu, 15 Nov 18. (\*circle accordingly)

Number attending: 0 / 1 / 2

Name of Child : \_\_\_\_\_ Class : P6 \_\_\_\_\_

Name of Parent : \_\_\_\_\_ Contact No. : \_\_\_\_\_

Signature of Parent : \_\_\_\_\_