



14<sup>th</sup> December 2016

Dear Parents / Guardians:

**Christmas Activity and Christmas Party**

In order to celebrate the coming of Christmas, our School will organize the following activities.

Date: 21st December 2016 (Wednesday)

1. Christmas Activity  
Time : 8:05 a.m. – 9:30 a.m.  
Venue : Hall
2. Student vs Teacher Basketball Competition (Teachers team vs The champion inter-house student team)  
Time : 9:30 a.m. – 10:15 a.m.  
Venue : Playground
3. Christmas Party  
Time : 10:15 a.m. – 11:45 a.m.  
Venue : Classroom

Remarks:

- (I) All students have to attend to school by 8:05 a.m. Those who do not turn up without any cause will be considered as being absent from school;
- (II) All students must wear neat and tidy uniform to school (For those who participated in Community Chest Dress Casual Day are exempted);
- (III) Drink, food, and decoration of the classroom are responsible by each class;
- (IV) Music players, any kind of sprays and anything which causes nuisance are not allowed in school;
- (V) It is not allowed to leave any smudges on the wall, floor, windows, chairs, fans, or other places, materials and goods; and
- (VI) Each class must clean up the classroom after the party

Christmas and New Year Holidays are from 22nd December, 2016 to 3rd January, 2017.

All students must go to school from 4th January, 2017 (Wednesday) onwards.

Thank you very much for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

✂.....

**Reference No. : 074/16-17**

To Principal:

Re: Christmas Activity and Christmas Party

I am the parent/guardian of \_\_\_\_\_(Name) \_\_\_\_ (Class). I have acknowledged that I have read and understood the contents of the matter regarding Christmas Activity and Christmas Party. I will regulate my child to attend the event on time and go back to school after holidays.

Signature of parent/guardian: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_