樂道中學
LOCK TAO SECONDARY SCHOOL

Reference No.:072/26-27

11th November, 2026

Dear Parents / Guardians:

Promotion and Retention

As to encourage students to work hard, establish good study habits and to enhance students' academic performance, I hereby reaffirm the criteria for retention to the students and parents: poor performance, frequent absence without any valid reason and poor conduct. The school will consider not to promote the students and the students will be retained.

I hope you will encourage your children to prepare for the examination so they can obtain good results. For enquiries, please contact Mr. Chow Yuet Wei at 2602 1000.

Yours faithfully,

Principal of Lock Tao Secondary School

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Reference No.:072/26-27

To Principal:

Promotion and Retention

I am the parent/guardian of _____ (Name) of Class _____ (Class No.: ___). I acknowledge reading the notice on the "Promotion and Retention".

Name of parent / guardian : _____

Signature of parent/ guardian : _____

Date : _____