



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No. : 075/21-22

14<sup>th</sup> December, 2021

Dear Parents / Guardians,

**Christmas Party**

In order to celebrate the coming of Christmas, our school has organised the following activities:

Date: 22<sup>nd</sup> December, 2021 (Wednesday)

1. Activities

Time : 8:05 – 9:45 a.m.

Venue : Classroom

2. Class Period

Time : 10:00 – 11:00 a.m.

Venue : Classroom

Remarks for students:

- (I) All students must arrive at school by 8:05 a.m. Those who do not turn up will be considered as being absent from school;
- (II) All students must wear neat uniform to school (Students who participate in the Community Chest Dress Casual Day are exempted);
- (III) Due to the pandemic, the school will not arrange food and drinks session for the students;
- (IV) Music players, any kinds of sprays and anything which causes nuisance are not allowed to be brought to school;
- (V) It is not allowed to leave any smudges on the wall, floor, windows, chairs, fans or other places, materials and goods; and

Christmas and New Year Holidays are from 23<sup>rd</sup> December, 2021 to 2<sup>nd</sup> January, 2022. All students must go to school on 3<sup>rd</sup> January, 2022 (Monday). Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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Reference No.: 075/21-22

To Principal,

**Christmas Party**

I am the parent/guardian of \_\_\_\_\_ (Name) of Class \_\_\_\_ (Class No.: \_\_\_\_ ).  
I acknowledge that I have read and understood the contents of the matter regarding “Christmas Party” and I will regulate my child to attend the event and go back to school after the holidays.

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

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

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