



1<sup>st</sup> September 2016

Dear Parents / Guardians,

**Intranet Information, Email System and Student Smart Card**

In order to enable parents and students to receive update information from our School as soon as possible, our School encourages parents and students to check on our School's webpage regularly. Apart from being the platform of our teaching, eClass, the intranet system of our School and Gmail, the email account, also serve as communication tools between teachers and students and to deliver the messages, of our School to the stakeholders.

In this new school year, our School continues to use student smart card system to record students' attendance and the entering/leaving of our school of the students. Actually, smart cards serve as electronic identity cards of our students in our School. Therefore each student must take care of one's smart card and bring it along to school every day for roll call. This practice continues until students graduate from our School. New students and students whose smart cards either have been lost or damaged, have to pay \$25 as production fee of each smart card.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School