



28<sup>th</sup> February, 2017

Dear Parents / Guardians,

Cross-border Study Tour for Form Two Students – Huizhou

In order to equip our Form Two students with better skills in project learning, communication and to broaden their views, our School will organize an ‘Cross-border Study Tour on Project Learning’. For details of the itinerary, please refer to Appendix 1. All Form Two students must participate in the study tour. Details of the activity are as follows:

- Venue of Activity : Huizhou, Guangdong  
Date of Departure : 6 April, 2017 (Thursday)  
Departure Time : 7:15 a.m. (No further arrangement for those who are late)  
Gathering Venue : Our School  
Date of Return : 7 April, 2017 (Friday)  
Dismissing Time : 6:30 p.m.  
Dismissing Venue : Tai Wai MTR Station  
Fee : 1) HK\$530 only (Including tour fee, entry fee of attractions, tips, group travel accident insurance at HK\$300,000 provided by the travel agency; the Education Bureau and our School have subsidized certain expenditures).  
2) If you have applied for the Hong Kong Jockey Club Life-wide Learning Fund, all fee will be reimbursed to you after your child is proved to have good performance throughout the activity. The relevant fee will be reimbursed together with other activity fees by the end of this school year.  
3) If you are in serious financial difficulties, please contact the class teacher.  
Insurance : Our School will purchase individual travel insurance at HK\$250,000 for each student. You can purchase an additional insurance for your child if found necessary.  
Briefing session : It will take place on 24<sup>th</sup> March, 2017 (Friday) at 2:00p.m. at the Chapel of our School. You are welcome to participate in the session.

You are kindly advised to complete the Student Health Check-up Form (Appendix 2), together with the photocopy\* of your child’s Identity card, Home Return Card/Permit, the reply slip and fee, and submit them to the class teacher on or before 10<sup>th</sup> March (Friday) for our handling.

Yours faithfully,

Principal of Lock Tao Secondary School

\*You do not have to submit it again if you have already submitted it to the class teacher.

To: Principal

**Re: Cross-border Study Tour for Form Two Students – Huizhou**

I am the parent/guardian of Class \_\_\_\_\_(Name)\_\_\_\_\_

I have acknowledged that I have read and understood the contents of the matter regarding ‘Cross-border Study Tour for Form Two Students – Huizhou’. I have submitted (Please ‘✓’ the appropriate box as below):

1.  Fee at HK\$530 Only (In cash/cheque\*: No.\_\_\_\_\_, Bank: \_\_\_\_\_).
2.  Photocopy of Identity Card and photocopy of Home Return Card/Permit.
3.  Student Health Check-up Form.
4.  \_\_\_\_\_ parents/guardians will attend the briefing session on 24<sup>th</sup> March.

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

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

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

*\* Make cheque payable to : Lock Tao Secondary School*