



20<sup>th</sup> December, 2017

Dear Parents / Guardians,

**Using SMS for receiving school news**

To facilitate the communication with parents in case the students happens to have sudden or important incidents, the school will send a message through SMS to the parents. Please provide Parent's Phone Number for receiving the message from the school and hand in the reply slip before 4<sup>th</sup> January, 2018 to the class teacher.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

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Reference No. : 095/17-18

To: Principal

**Re: Using SMS for receiving school news**

I am the parent / guardian of Class \_\_\_\_\_ (Student Name) \_\_\_\_\_ ( ),  
understanding the content of notice, please send the message to:

Name of the mobile phone's owner: \_\_\_\_\_

Relationship with the student: \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

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

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

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