



20th 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 4th 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 : _____