



21<sup>st</sup> June, 2018

Dear Parents / Guardians,

**Dates to be reminded: End of School Year Ceremony, Registration & Commencement Ceremony**

As our school year will end soon, may you please pay attention to the following arrangements:

**The End of School Year Ceremony**

The end of school year ceremony will be held on July 9<sup>th</sup> (Monday). The school academic report card, book list and summer exercises (if ordered) will be delivered on that day. Please remind your child to be punctual. Students have to come back before 8:05am with proper school uniform. The ceremony will end at around 10:00am.

If a school suspension is announced by the Education Bureau due to poor weather condition, the ceremony will be postponed to the following day. May you and your child keep a close watch on the announcement of the concerned issue on our school webpage at <http://www.locktao.edu.hk> and e-class.

**Registration date for S4-6 (Not for freshmen):**

- a) Students must wear school uniforms and come back to school on August 16<sup>th</sup> (Thursday) for registration.

Forms	Time
S.6	10:30am - 11:00am
S.5 / S.5 repeaters	11:00am - 11:30am
S.4 / S.4 repeaters	11:30am - 12:00pm

- b) Formalities for registration: Students must bring HKD\$320.00 as for the “Tong Fai”. It could be paid either in cash or by a crossed cheque. Please make the cheque payable to “Lock Tao Secondary School”;
- c) Parent’s letter is needed in advance for the special arrangement if students could not register on the above date. (The signature of the parent/guardian must be the same as the one on the student status card);
- d) If a student fails to make registration on the stated date without prior notice, he or she will be regarded as voluntary withdrawal.
- e) If school suspension is announced by the Education Bureau due to poor weather condition, the registration date will be postponed to the following day.

**Summer Holidays are from July 16<sup>th</sup> to August 31<sup>st</sup>, 2018.**

**School Commencement Ceremony 2018-19**

September 3<sup>rd</sup> (Monday), 9:00am – 11:00am. All students must wear school uniforms and be punctual. For those who have registered but fail to report to school on 3<sup>rd</sup> Sept will be regarded as voluntary withdrawal without prior notice.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

To: Principal

**Post Examination School Days For Junior Form Students and  
Dates to be reminded – End of School Year Ceremony, Registration & Commencement Ceremony**

I am the parent/guardian of \_\_\_\_\_(Name) of Class \_\_\_\_ (Class No.: \_\_\_\_ ). I  
acknowledged that I have read and understood the contents of the matter regarding the notice of “**Post  
Examination School Days For Junior Form Students**” and “**Dates to be reminded – End of School  
Year Ceremony, Registration & Commencement Ceremony**”.

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

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

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