3rd September, 2018

Dear Parents / Guardians,

Intranet Information, Email System and Student Smart Card

In order to enable parents and students to receive updated information from our School as soon as possible, our School encourages parents and students to check our School's webpage (http://locktao.edu.hk) regularly. Our School's email system (Gmail) is not only a teaching platform, but also a communication tool between teachers and students and a tool for the delivery of messages. The school has already created email accounts for every student. The use these services will be taught in junior secondary computer literacy lessons.

This year, we have adopted the Smart School system from HKT to provide e-notice, e-payment and e-attendance services. After installing the HKT Parent App and Tap & Go mobile applications, parents will be read notices, make payments and check their child's attendance record using smartphones. This app does not only strengthen the communication between our School and parents, but also reduce the risk of students bringing large amount of cash to the School which eventually increases our School's management effectiveness.

Due to the change in system, every student needs to renew their student cards with e-payment function. The initial issue of the card costs $20. Afterwards, if a student require a re-issuance of his / her smart card, he / she will have to pay $30.

To avoid adding burden to parents, continuing students may return their existing student card in exchange for a new student card, while new students will have to pay the related fees.

The student's smart card is regarded as the identity card within the School. Every student should keep it carefully and bring it to school every day for taking attendance until he / she graduates and leaves the school. New students have to pay **$20** for issuing the new smart cards. Afterwards, if a student require a re-issuance his / her smart card, he / she will have to pay $30.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School