



3<sup>rd</sup> September, 2018

Dear Parents / Guardians,

**Use of e-notice and e-payment**

In this school year, our school will officially use the electronic notice and electronic payment system to strengthen contact with parents, and avoid the risk of students carrying a large amount of money to school. The following is the progress of using the system. We hope that parents can cooperate and support its implementation.

The progress of the electronic notice and electronic payment

Phase	Details
Phase One 17 <sup>th</sup> September – 31 <sup>st</sup> December, 2018	<b>Electronic Notice</b> In order to allow parents to adapt to the use of the system, all school notices will be issued simultaneously in the following two forms: <ul style="list-style-type: none"><li>● Issued in the HKTE Parent App;</li><li>● Issued in paper form.</li></ul> <b>Electronic Payment</b> If parents receive an electronic notice that requires payment, the following methods can be used to pay: <ul style="list-style-type: none"><li>● Pay through the HKTE Parent App;</li><li>● Pay in cash or by cheque.</li></ul>
Phase Two From 1 <sup>st</sup> January 2019	<b>Electronic Notice</b> All school notices are issued in the HKTE Parent App and no paper form will be issued. <b>Electronic Payment</b> All electronic notices are subject to payment and must be paid by the HKTE Parent App.

In order to enable parents to install and use the HKTE parent App for better understanding of the electronic notification and electronic payment system, the school will arrange a briefing session for non-Chinese speaking parents. Further details will be disseminated in due course. For enquiries, please contact Mr. Masood at 2602 1000.

Yours faithfully,

Principal of Lock Tao Secondary School