



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No. : 174/18-19

20th June, 2019

Dear Parents / Guardians,

Subject Selection for Secondary Four Students (2019-2020)

Your child will be promoted to Secondary Four in academic year 2019-2020. Our school has made a series of arrangements for subject selections for Secondary Four. Please refer to the following table for the schedule on subject selection, and kindly advise your child to go to school on time:

| Date / Time | Content | Dress code | Remarks |
|--|---|----------------|---|
| June 27 (Thursday) 8:05 am – 9:30 am | Announcement of S3 student's annual results and distribution of subject selection forms | School Uniform | Queue up at covered playground. |
| July 4 (Thursday) 11:30 am – 12:00 noon | Submission of the subject selection form to the class teacher (3A: Room 101) | School Uniform | If students are late or absent with no reason, special arrangements will be made. |
| July 9 (Tuesday) 8:05 am – 10:00 am | Announcement on the subject selection results after the end of school year ceremony | School Uniform | ----- |

Please note that if school suspension is announced by Education Bureau due to poor weather condition, all the above mentioned events will be postponed to the following day. Parents and students are advised to browse our school website at www.locktao.edu.hk, sms or e-notice for any updated announcement.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

To: Principal

“Subject Selection for Secondary Four Students (2019-2020)” and
“End of School Year 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 **“Subject Selection for Secondary Four Student (2019-2020) and “End of School Year Ceremony”**.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____



20th June, 2019

Dear Parents / Guardians,

End of School Year 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 9th (Tuesday). 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. (S.1 Students have to attend the drama audition. Dismissal time is at 11:00am)

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>, sms or electronic notice.

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

- a) Students must wear school uniforms and come back to school on August 15th (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 - 12:30pm |

- 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 16th to August 31st, 2019.

School Commencement Ceremony 2019-2020

September 2nd (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 2nd September will be regarded as voluntary withdrawal without prior notice.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School