



15th August, 2020

Dear Parents / Guardians,

Registration Arrangements for Continuing Students

In order to reduce the risk of transmission during the third wave of Covid-19, our school has cancelled the registration day for continuing students on August 17, 2020. The payment of the registration fee (Tong Fai which is \$340) can be paid by the following ways:

1. Electronic payment channels (such as Tap & Go); or
2. Crossed cheque:

The cheque should be properly crossed and made payable to “Lock Tao Secondary School”. Please write the name and class of the student as well as the contact number at the back of the cheque. The cheque can be submitted in person or can be posted to Lock Tao Secondary School, 30 Mei Tin Road, Mei Lam Estate, Tai Wai, Shatin; or

3. Cash payment in person at school.

Please make the payment before August 31, 2020 and stay safe and healthy during this pandemic.

Thank you for your attention.

Principal
Lock Tao Secondary School

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To: Principal

Reference No. : 137/19-20

Registration Arrangements for Continuing Students

I am the parent/guardian of (Class) _____ (Student Name) _____ ().
I have acknowledged that I have read and understood the contents of the issue regarding the notice of “Registration Arrangements for Continuing Students”.

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____