



2nd November, 2021

Dear Parents / Guardians,

Visit to Hong Kong Institute of Vocational Education (Sha Tin Campus)

To enhance students' knowledge of tertiary institution and to provide them with more information on further studies, our school's Career Guidance Team has organised a visit to Hong Kong Institute of Vocational Education (Sha Tin Campus). Details of the activity are as follows:

- Date : 26th November, 2021 (Friday)
- Gathering Time : 2:00 p.m. (Students will be released from school early at the 9th lesson for lunch)
- Gathering Place : Classroom
- Dismissal Time : 4:15 p.m.
- Dismissal Place : Hong Kong Institute of Vocational Education (Sha Tin Campus)
- Dress Code : P.E. Uniform and sports shoes
- Teacher-in-charge : Ms. HUANG Shiao-ching and Mr. MAK Kwok-kin

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

✂.....

Reference No. : 049/21-22

To: Principal

Visit to Hong Kong Institute of Vocational Education (Sha Tin Campus)

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 "Visit to Hong Kong Institute of Vocational Education (Sha Tin Campus)".

Name of parent / guardian : _____

Signature of parent / guardian : _____

Date : _____