



2<sup>nd</sup> January, 2024

Dear Parents / Guardians,

**Parents' Day of S.1-S.5 Students**

In order to facilitate effective partnerships between teachers and parents, our school will organise a Parents' Day on 13<sup>th</sup> January, 2024 (Saturday). You are sincerely invited to come to our school to receive the first term examination report card of your child and discuss with the class teacher about your child's performance and behaviours in school, with the hope to work out an effective teaching and parenting method to bring your child to a better development in the future. Please refer to the appointment notice for the appointment time and place. The appointment notice, in paper form, has been distributed to your child. Your child is required to wear neat school uniform when going to school with you to receive the report card.

Yours faithfully,

Principal  
Lock Tao Secondary School

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**Reference No. : 098/23-24**

To: Principal

**Parents' Day of S.1-S.5 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 "Parents' Day of S.1-S.5 Students".

Name of parent / guardian : \_\_\_\_\_

Signature of parent / guardian : \_\_\_\_\_

Date : \_\_\_\_\_