



樂道中學

LOCK TAO SECONDARY SCHOOL

Reference No.:082/25-26

12th November, 2025

Dear Parents / Guardians:

Promotion and Retention

As to encourage students to work hard, establish good study habits and to enhance students' academic performance, I hereby reaffirm the criteria for retention to the students and parents: poor performance, often absent without any valid reason and poor conduct. The school will consider not to promote the students and the students will be retained.

I hope you will encourage your children to prepare for the examination so they can obtain good results.

Yours faithfully,

Principal of Lock Tao Secondary School

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To Principal:

Promotion and Retention

I am the parent/guardian of _____ (Name) of Class ____ (Class No.: ____).

I acknowledge reading the notice on the "Promotion and Retention".

Name of parent / guardian : _____

Signature of parent/ guardian : _____

Date : _____