



23<sup>rd</sup> June, 2017

Dear Parents / Guardians,

**Dates to be reminded: Graduation Ceremony, Registration & Commencement Ceremony**

As our school year will end soon, may you please pay attention to the following arrangements:

**The Graduation Ceremony**

The graduation ceremony will be held on July 10<sup>th</sup> (Monday). The school academic report card, book list and summer exercises (if ordered) will be delivered on that day. Please regulate your child to be punctual, come back before 8:05am with formal school uniform. The ceremony will be ended at around 10:00 a.m.

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

- a) Students must wear school uniforms and be back on August 18<sup>th</sup> (Friday).

Forms	Time
S.6	10:30am - 11:00am
S.5 / S.5 repeaters	11:00am - 11:30am
S.4 / S.4 repeaters	11:30am - 12:00pm

- 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 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 by the Education Bureau is announced due to typhoon signal or heavy rainstorm hailed, the registration date will be postponed to the following day.

**Summer Holidays are from July 17<sup>th</sup> to August 31<sup>st</sup>, 2017.**

**School Commencement Ceremony 2017-18**

- a) September 1<sup>st</sup> (Friday), 9:00a.m. – 11:00 a.m. All students must wear school uniforms and be punctual. For those who have registered but do not turn up with advance notices to our school on that day, will be regarded as voluntary withdrawal.
- b) If a school suspension by the Education Bureau is announced due to typhoon signal or heavy rainstorm hailed, the registration 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> and e-class.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

To: Principal

**Post Examination School Days For Junior Form Students and  
Dates to be reminded – Graduation Ceremony, Registration & Commencement Ceremony**

I am the parent/guardian of \_\_\_\_\_(Name) \_\_\_\_\_ (Class). I acknowledged that I have read and understood the contents of the matter regarding the notice of **“Post Examination School Days For Junior Form Students”** and **“Dates to be reminded - Graduation Ceremony, Registration & Commencement Ceremony”**.

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

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

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