

1 September 2017

Dear Parents,

RE: Application of the Students' Work (2017-2018)

To strengthen the communication within the school internally and to the social community externally, we will make use of different media to promote the positive image of the school, such as books, posters and websites. The content may include the personal data of the students, such as name, class, personal achievement (awards and excellent exam results).

We would like to seek approval from all parents and guardians to allow the school to utilize the personal information of your children (during the school years) for the above usage. We will use the work and image of the students under careful consideration. If you do not agree the school to make use of your children's work, please inform the school by written notice.

Yours sincerely,

Mr. Ka Ming Tong
School Principal