

**PAOC Ka Chi Secondary School**

加拿大神召會嘉智中學

**School Circular No.29 (2016-2017)**

家長通告第 29 號 (2016 至 2017 年度)

**Mobile App for School-Parent Communication**

使用手機應用程式處理家校溝通事宜

23 January 2017

Dear Parents,

According to School Circular No.16 "Getting School Circular via Mobile Phone" issued in November 2016, the School has encouraged parents to download the eClass Parent App in the mobile phones. To strengthen school-parent communication, we would like to remind parents who have yet to download the mobile app to do so as soon as possible. 7 February 2017 onwards, the School will launch the eClass Parent App in full operation with the following functions:

1. Parents can use eClass Parent App to check all the issued school circulars and sign the reply-slips online.
2. Parents can check daily homework log. (Available only for parents of S.1-S.3 students)
3. Parents can receive instant notice and school announcements on mobile phones.
4. Parents can apply sick leave for your child via eClass Parent App. Please be reminded:
  - i. Application for other types of leave is not supported by this mobile app.
  - ii. Sick leave application via the mobile app must be submitted on the same day before 8:05AM.
  - iii. Parents must state clearly the reason(s) for sick leave. (If needed, please call in the school's General Office to provide reason(s) for sick leave.)
  - iv. A sick leave letter or doctor's note must be submitted to the school on the first day the student returns back to school.
  - v. If the sick leave lasts for 2 days or more, an official doctor's note must be provided along the sick leave application.

An e-circular of this school notice will also be issued. Parents please login eClass Parent App to read this circular again and sign both the online reply slip and the printed reply slip.

Yours faithfully,



Principal Wong Wai Keung

敬啟者：

本校於 2016 年 11 月曾發放第 16 號通告 – 「使用手提電話接收學校通告事宜」，誠邀家長安裝 eClass Parent App。為加強家長與本校的溝通，若家長仍未安裝有關 App，請盡快安裝。由 2017 年 2 月 7 日起，本校將全面使用 eClass Parent App，屆時該 App 將提供以下功能：

1. 家長可使用該 App 檢閱所有由本校所發放的學校通告並簽回有關通告；
2. 家長可檢視每日家課表(僅供中一至中三學生家長)；
3. 發放即時學校訊息；
4. 家長可透過手機 App 為 貴子弟申請病假，惟請注意以下事項：
  - i. 不接受事假申請；
  - ii. 家長須於請假當天，早上八時零五分前為 貴子弟請假；
  - iii. 必須填寫申請病假原因 (若未能在手機上填寫申請病假原因，須直接打電話回校請假)
  - iv. 學生回校後，仍須補交請假信或醫生紙；
  - v. 若病假日數為兩日或以上，仍須附上醫生紙以示證明。

此通告同樣會以電子通告形式發放，家長可登入 eClass Parent App 內查閱此通告，請家長同時簽回此通告及電子通告。

此致  
貴家長

校長



謹啟

二零一七年一月二十三日

**【Reply Slip 回條】**

Dear principal,

I received the school circular and understand the details regarding **【Mobile App for School-Parent Communication】**.

敬覆者：本人已知悉有關「使用手機應用程式處理家校溝通事宜」。

此覆

加拿大神召會嘉智中學校長

學生姓名	Name of Student:	_____
班 別	Class:	_____
學 號	Class Number:	_____
家長姓名	Name of Parent:	_____
家長簽名	Signature of Parent:	_____
日 期	Date:	_____