

DELIA MEMORIAL SCHOOL (BROADWAY)

Notice to Parents / Guardians12th September 2011

Dear Parents / Guardians,

Using Student Card to Take Attendance

Please be informed that the school will continue to use the **Student Card System** to take the attendance of your child / ward in this school year. Accordingly, he / she should bring his/her student card everyday for recording. In order to let your child / ward get used to the system, preparation & transitional periods will be arranged before the start of the system. Details are listed as follows:

Date	Description	Remarks
<u>Preparation Period</u> 2-16 Sep 11	<ul style="list-style-type: none"> ➤ Issue new student cards to all new students. ➤ Collect the old cards from current students for updating / renewal 	<ul style="list-style-type: none"> ➤ Students who lose their Student Cards should pay \$30 for the replacement.
<u>Transitional period</u> 19-30 Sep 11	<ul style="list-style-type: none"> ➤ Students should place their Student cards on the card readers in the school lobby for recording the time they come to school and the time they leave school. ➤ Teachers will confirm their presence by using the Student Card System. 	<ul style="list-style-type: none"> ➤ Students who forget to bring the Student Cards will be recorded. ➤ Students who lose their Student Cards should pay \$30 for the replacement.
<u>Start of using Student Card System</u> 3 Oct 11 onwards	<ul style="list-style-type: none"> ➤ Students should place their Student cards on the card readers in the school lobby for recording the time they come to school and the time they leave school. ➤ Students who forget to bring the Student Cards should report to the prefects in the General office for recording. 	<ul style="list-style-type: none"> ➤ Student who forgets to bring the Student Card for two times will be given a light demerit.

We believe that using the Student Card System will provide the school more accurate and useful information for taking the attendance of your child / ward.

Please sign in the acknowledgement slip below and instruct your child to have it returned to his / her class teachers on **Wednesday, 14th September 2011**. Thank you for your attention.

Yours faithfully,



K.C. Lo

Principal

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Reply Slip (PN_1112_016)

Dear Principal,

I have read the Notice to Parents / Guardians regarding "Using Student Card to Take the Attendance" and I will urge my child / ward to bring the Student Card everyday.

Name of Student: _____

Class: _____ ()

Parent's/Guardian's Name: _____

Signature: _____