

**DELIA MEMORIAL SCHOOL (BROADWAY)**Notice to Parents / Guardians21<sup>st</sup> September 2018

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 every day 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</u> 21 Sep 18	➤ Issue <b>new cards</b> to S1, S4 and new students in other forms.	➤ Students should sign upon collection
<u>Transition</u> 24-28 Sep 18	➤ Students should <b>tap their Student cards on the card readers</b> in the school lobby for recording the time they <b>come to school</b> and the time they <b>leave school</b> . ➤ Teachers will confirm their presence by using the eClass System.	➤ 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 using Student Card System</u> 02 Oct 18 onwards	➤ Students should <b>tap their Student cards on the card readers</b> in the school lobby for recording the time they <b>come to school</b> and the time they <b>leave school</b> . ➤ Parents can check their children's record from the <b>eClass Apps</b> ➤ Students who forget to bring the Student Cards should report to the prefects in the General office for recording.	➤ Student who forgets to bring the Student Card for <b>two times</b> 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 **Monday, 24<sup>th</sup> September 2018**. Thank you for your attention.

Yours faithfully,



K.C. Lo  
Principal

**Reply Slip (PN\_1819\_034)**Re: Using Student Card to Take the Attendance

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

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: \_\_\_\_\_