

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians20th September 2019

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> 12 Sep 19 onwards	➤ Issue new cards to S1, S4 and new students in other forms.	➤ Students should sign upon collection
<u>Transition</u> 23-27 Sep 19	➤ Students should tap 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 eClass System.	➤ Students who forget to bring the Student Cards will be recorded. ➤ Students who lose their Student Cards should pay \$20 for the replacement.
<u>Start using Student Card System</u> 02 Oct 19 onwards	➤ Students should tap 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 . ➤ Parents can check their children's record from the eClass Apps ➤ 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 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 **Monday, 23rd September 2019**. Thank you for your attention.

Yours faithfully,



K.C. Lo
Principal

Reply Slip (PN_1920_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: _____