



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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Parents' Letter No. 4

16 October 2017

Dear Parent/Guardian,

First Term Test, First Term Pre-test After-school Tutorial Classes and eClass Parent App

Please be informed of the following matters:

1. First Term Test

From 24 October 2017 to 31 October 2017 inclusive, apart from normal lessons, students will also be having their first term test on academic subjects. A copy of the first term test timetable for S1-S6 students is attached for your reference. The marks obtained in all subjects will be taken into account as part of the Half-yearly Examination subject scores. **A report sheet will be issued to you at Parents' Night & AGM of PTA on 10 November 2017.**

Please note that students are not allowed to be absent from term tests without valid reasons. If a student has to be absent for some official appointments, he/she must submit a written explanation from the parent, together with a copy of the supporting document (e.g. appointment letter from the Immigration Department), to seek approval from the Principal prior to the test. If a student is absent due to sickness, a medical certificate issued by an approved medical practitioner must be submitted on the day of returning to school. The student will be given zero mark for the subject(s) if he/she fails to produce a legitimate medical certificate or the supporting document as required.

Good academic results come from hard work. Please supervise your child/ward to do his/her revision and be well-prepared for his/her tests.

2. First Term Pre-test After-school Tutorial Classes

To help students prepare for the tests, and in addition to the revision they do at home, students may also attend pre-test after-school tutorial classes organized by the school. These tutorial classes will be held on 17, 18 and 19 October from 3:30 p.m. to 4:30 p.m., and will be conducted by members of the teaching staff. Your child / ward is welcome to attend the classes of his / her choice. For details of the classes, please refer to the attachment.

Let's join hands to work together to encourage our students, your children, to work hard to realize their academic potential!

3. eClass Parent App

To facilitate better communication between parents and school, we are going to launch a phone app – eClass Parent App. The App allows parents to see calendar, their children’s attendance records, school instant messages, school notices, parents’ letters, etc. During the trial period, you should still reply to the printed school notices until further notice. Please follow the attached installation instructions and install the eClass Parent App immediately to enhance home-school communication effectiveness.

To enable parents to have a better understanding of the functions of eClass Parent App, please attend the **briefing at Parents’ Night & AGM of PTA on 10 November 2017.**

Thank you for your support to the school.

Yours faithfully,

YEUNG KWONG Mong-ha
Principal

官立嘉道理爵士中學（西九龍）
二零一七至二零一八年度第四號家長信撮要

(一) 上學期測驗

本校將於 2017 年 10 月 24 日至 10 月 31 日舉行上學期測驗。上學期的測驗成績會被計算在上學期考試成績之內，測驗時間表請參閱本通告的英文版。上學期測驗成績表將於 11 月 10 日舉行的家長晚會暨家長教師會周年大會派發。

所有學生必須依時應考，如因特別事故缺席，必須於測驗之前遞交家長信及證明文件向校長申請；學生如因病缺席，必須於回校上課首天提交醫生紙以茲證明，否則將被視為無故缺考，而無故缺考之科目將以「零分」計算。

(二) 「上學期測驗前課後研習班」(2017-2018)

為幫助同學於上學期測驗前打好基礎，本校將安排「測驗前課後研習班」。是次研習班旨在增強同學的學習能力及學科知識。

研習班將於 2017 年 10 月 17 日至 10 月 19 日下午 3 時 30 分至 4 時 30 分進行，研習班由本校老一師指導，歡迎 貴子女參加，以鼓勵他們努力溫習，準備統測。

(三) eClass Parent App

為配合學校行政電腦化，及加強家校溝通，本校今年將試用手機應用程式 eClass Parent App，以便家長查看校曆表、子女的出席紀錄、學校宣佈及回覆電子通告等。在試用期間，通告仍以紙本形式發出，並收回紙本回覆為準，直至另行通知為止。現附上安裝 eClass Parent App 各步驟摘要，敬希 閣下閱讀，並安裝使用。

為了讓家長更了解 eClass Parent App 的功能，本校將於 11 月 10 日舉行的家長晚會暨家長教師會周年大會作簡介，敬希出席。