



SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

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Parents' Letter No. 6

18 September 2020

Dear Parents/Guardians,

Attendance of Zoom Lessons

Ever since the start of the new school year on 1 September 2020, I am glad to see that most students can adapt well to the real-time Zoom lessons arrangement.

However, if students are unable to attend the real-time Zoom lessons, they should apply for a leave according to normal procedures:

- Parents concerned should call the general office in the morning stating the student's name, class, class number and reason for the leave of absence
- Any absence must be explained in writing and signed by the parent/guardian. On returning to school after an absence, the student must submit the letter together with documentary proof, such as medical certificate, to the class teacher within 7 school days. After this period, the case will be considered as absence without reason.

Starting from 21 September 2020 (Monday), if a student is absent from the real-time Zoom lessons, 1 (penalty) point will be given for each lesson. When 6 (penalty) points are accumulated, a black mark will be issued.

Please be reminded that real-time Zoom lessons are regular lessons. All the subject matters taught in Zoom lessons will be included in the test and exam syllabi. Roll calls will be taken by subject teachers in every lesson. Students should **be punctual and be present throughout each lesson** so that learning can be effective.

Let's work together to encourage our students, your children, to work to the best of their ability.

Yours faithfully,

YEUNG KWONG Mong-ha
Principal

官立嘉道理爵士中學（西九龍）

二零二零至二零二一年度 第六號家長信撮要（詳情請參閱英文版）

二零二零年九月十八日

出席網上課堂

自 9 月 1 日新學年起，學校一直使用實時 Zoom 網上課堂代替面授課堂。喜見大部份同學都能適應實時網上課堂的安排。

若同學未能上課，必須按照以下程序請假：

- 家長應在同日早上致電校務處，說明學生姓名、班別、學號及請假原因。
- 任何原因的缺席都需要在復課後七天之內遞交家長信。家長信應由家長/監護人簽署，並附上證明文件，例如醫生紙等。如未能如期遞交家長信則被視作無故缺席。

此外，從 9 月 21 日(星期一)起，若 貴子弟缺席實時 Zoom 網上課堂，每缺席一堂將會被記錄一個懲罰點，如此類推。累積六個懲罰點，將會被記缺點一個。

實時 Zoom 網上課堂是正規的課堂，課堂的內容將會納入測驗及考試的考核範圍，而科任老師亦會在每節課堂點名，同學必須準時上課，並全時參與課堂，以確保學習果效。

讓我們共同努力，鼓勵學生盡展所長！

此家長信可於學校網頁(<http://www.seksswk.edu.hk/>)及 eClass 家長應用程式內查閱。