ST. CLARE'S GIRLS' SCHOOL

50 MOUNT DAVIS ROAD,
HONG KONG

Web Page : www.stclare.edu.hk
E-mail : info@stclare.hk

Tel : 2817 1764
Fax : 2855 8420

30 September 2021

Dear Parents,

Arrangements for e-Attendance

In order to create an integrated platform for parents to keep track of students' attendance and to manage eNotice, the school has started to use the 'eClass Parent App' to distribute eNotice since September 2021 and issued a Smart Student ID Card to each student in late September. Starting from October 2021, students are required to tap their Student ID cards on the card readers at the school entrance when they arrive at and leave the school. Parents will receive notification messages of their daughters' arrival and dismissal times instantly by pressing on the 'Push Notification' key in the 'eClass Parent App'. We count on your support to remind your daughter to keep safe of her Student ID card and use it properly. If your daughter loses her Student ID card, she should report to her class teachers immediately. A processing fee of HK$40 will be charged for issuing a replacement Smart Student ID card.

Thank you for your attention.

Yours sincerely,

Mrs. Cherry Chan
Principal

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敬啟者：

電子考勤紀錄安排

　　自 2021 年 9 月開始，學校已透過「eClass Parent App 應用程式」發放電子通告，為家長提供一個檢視學生考勤紀錄和簽收電子通告的綜合平台。學校亦已於九月下旬為每位學生派發學生證。由 10 月起，學生須於每天到校及離校時，在學校正門的讀卡器上以學生證拍卡簽到。家長可啟動「eClass Parent App 應用程式」內的「即時信息」鍵，瞭解子女抵校及離校的時間。請家長協助提醒學生善用及妥善保存學生證。如有遺失，須立即通知班主任。如需補發新證，每張港幣 40 元。敬希垂注。

　　此致
貴家長

校長陳黃碧瑜謹啟

二零二一年九月三十日