

聖士提反書院附屬小學
ST STEPHEN'S COLLEGE PREPARATORY SCHOOL
NOTICE NO.5

To: All parents
From: Dr Agnes Wai, Principal
Date: June, 2017

Arrangements for this School Year

Please note that there are some arrangements for this School year.

1. Information on the web

The following information will be put on the School's website: topics and dictation syllabus of English class, topics and G1 dictation syllabus of the Chinese class, extra-curricular activities arrangements and updated information.

2. e-Notice programme

To enable parents to receive notices in a fast and environmental friendly way, the School is launching an e-Notice programme. Details are as follows:

(a) All notices will be given out in 2 ways:

(i) paper form

(ii) placed on the School's website

(b) Most of the notices will not be given out in paper form. They will only be placed on the School's apps (except notices concerned with payment).

(c) Parents can receive notices and make reply by accessing the School's apps with your username and personal password.

(d) Please fill in your personal email address on the reply slip (**Annex 1**) so that the School can inform you your personal password through email.

(e) Parents can directly contact Mr Lam Wai Hung at the Staff Room (2813-8410) or send email to sammylam@sscps.edu.hk, if you forget your username or password. The School will send the required information to your email box.

(f) The procedure of using the School's apps to receive and reply E-Notices will be demonstrated and explained during the Parents meeting in September. It is hoped that parents can attend the meeting.

3. English name

To make it easier for the Native English Speaking Teachers to get to know the students, the School recommends that every student should have an English name. If your child does not have an English name, please give him/her one. You can approach the English teacher if assistance is needed. Students' English name will be put on the name lists and the report cards. Please write student's full name on the reply slip (**Annex 1**) e.g. (1B) Chan Tai Ping, Peter and return it to the class teacher.

通告第五號

開課安排

各家長請留意下列安排：

1. 網上資訊

下列資料將於學校網址發放，請家長留意為要。資料包括：

英文科教學單元、默書範圍、各級中文科教學單元、一年級中文科默書範圍、課外活動安排及最新資料。

2. 電子通告

為了讓家長更快捷、穩妥接收通告，並更符合環保原則，校方已推行電子通告計劃。詳情如下：

(a)所有校方通告採用兩種形式發出：

(i)紙張文件

(ii)放於學校網頁

(b)校方大部份通告將不再以紙張文件發出，只透過學校流動應用程式發放。
(需繳費之通告除外)

(c)家長可透過使用者名稱及個人密碼進入學校流動應用程式接收通告，並作回覆。

(d)由於校方需提供家長個人密碼，請家長於(附表一)之回條填上個人常用電郵地址，以便通知。

(e)如家長忘記或遺失使用者名稱或密碼，請直接聯絡教員室(2813-8410)或發送電郵sammylam@sscps.edu.hk給林偉雄主任，說出學生姓名及班別，校方將透過電郵補發。

(f)如何使用學校流動應用程式接收通告及回覆程序，將於九月份各班家長會上作示範及講解，務請家長出席為要。

3. 英文名字

為使外籍老師易於認識及辨認學生，故校方希望每位同學都有一個英文名字。凡未有英文名字之同學，謹請家長為其選取一個；如有需要，可找英文科老師協助。各班學生名單及學生成績表均會加上學生英文名字。請家長將學生英文全名，於(附表一)之回條中填上，例如：(1B) CHAN Tai Ping, Peter，於註冊日交為盼。

以上通告

一至六年級家長

校長

衛燕華博士

二〇一七年六月