

Dear Parents,

Implementation of e-Notice Platform

To strengthen home-school communication as well as to help save the environment, an e-Notice platform developed by GRWTH will be implemented for the upcoming academic year. Parents/Guardians can read school circulars, receive school current news and sign electronic circulars through a mobile application from 1 September 2019. Please check electronic circulars regularly and sign them. It should also be understood that as soon as an electronic circular is signed, the signature is valid and school will take necessary action accordingly.

To ensure the smooth implementation of the e-Notice Platform, there will be 3 phases.

Phase 1 (14 May - 17 May) : Collection of parents' / guardians' mobile phone numbers

Your mobile phone numbers will be collected and associated with your child. Please provide the school with 1 to 2 mobile phone numbers **on or before 17 May** by the following reply slip. Submitted mobile numbers can receive and view the electronic circulars and messages from the school, but only the first associated parent can reply and sign the electronic circulars. If there is any change in the mobile phone numbers in the future, please inform the school.

Phase 2 (20 May – 28 June) : Setting up accounts for parents / guardians

Accounts will be set up once we have received the information requested in Phase 1.

Phase 3 (2 July – 12 July) : Installation of the mobile application and electronic circular trial

The login and password, together with the instructions of mobile application installation will be distributed through students. Please follow the instructions to install the application and change your password after the first login. Do NOT tell your child the password. Please reply to a trial electronic circular to notify the school of your successful installation.

To ensure all parents reply to the trial electronic circular successfully, **help desks will be set up on 9 July 2019 (School Report Distribution Day)**. Our prefects, teacher-in-charge and GRWTH technicians will answer your enquiries.

Yours sincerely,

Ng Miu Yee
Principal
Carmel Secondary School

Reply Slip

回條

(to be submitted to the Class Teacher on or before 17 May)

(請於5月17日或以前交回班主任)

To: Ms Ng, Principal
致: 伍校長

Date: 10 May 2019
日期: 二零一九年五月十日

I have read the circular (C1847) and been informed about the implementation of e-Notice Platform and its arrangement.

敬覆者: 頃接 貴校來函 (C1847), 得悉有關使用電子通告系統及其安排之事宜。

	Name of Parent 家長姓名	Mobile Phone No. 電話號碼	Relationship with Student 與學生關係
First associated parent 首位關聯家長			
Second associated parent 次位關聯家長			

Class: _____
班別

Class Number: _____
學號

Student's Name: _____
學生姓名

Parent's Signature: _____
家長簽署

學校通告C1847號
有關使用電子通告系統收發學生通告事宜

敬啟者：為加強家校溝通及支持環保，本校於下學年起使用由 GRWTH 開發的電子通告平台，家長 / 監護人可以於二零一九年九月一日開始，以電子通告方式透過個人手機接收學校訊息並簽署學校通告。敬希 貴家長 / 監護人定時透過有關係統，瀏覽學校消息，查閱及簽署電子通告，家長 / 監護人一旦於網上簽署，即作有效，校方會按家長 / 監護人在電子通告簽署的意願作適當的處理。

為確保家長 / 監護人能成功安裝及使用有關程式，本校將會分三個階段進行系統設置和試行：

第一階段〔5月14日至5月17日〕：收集家長 / 監護人手機號碼

請家長 / 監護人於**5月17日或以前**交回本通告，提供一至兩位家長或監護人的手機號碼。所提供號碼均可以接收通告和訊息，惟只有表格上註明的“首位關聯家長”可以回覆及簽署通告。家長/監護人日後若更改有關資料，請務必盡快通知校方。

第二階段〔5月20日至6月28日〕：家長 / 監護人戶口設置

收集手機號碼後，校方會為家長 / 監護人設置戶口。

第三階段〔7月2日至7月12日〕：安裝及接收電子通告測試

校方會透過學生發放有關戶口資料、密碼和安裝方法。請家長按照指示在手機安裝 GRWTH App，首次登入後請更改密碼，並小心保管，請勿將密碼告知學生。成功登入後家長需回覆一份試驗電子通告，讓校方確認程式已成功安裝，可以使用系統。

為協助各家長 / 監護人成功回覆試驗電子通告，學校將於**7月9日之家長日設支援站**，屆時將有風紀、負責老師和技術人員協助各家長安裝，並解答閣下疑問。

此致

各位家長

迦密中學校長
伍妙儀啟

主曆二零一九年五月十日