

St. Joan of Arc Secondary School

Arrangements for attendance record of online lessons from 6th May onwards

4th May 2020

Dear parents,

In accordance with the announcement made by the Education Bureau, class suspension of all schools has taken place for more than 3 months. Online lessons have been conducted since March. From 6th May onwards, attendance record of online lessons will carry 20% of the subject total mark which is crucial to students' academic performance in the Second term. Please note the following arrangements.

- Parents should inform the school at 25785984 from 8:30 to 9:00 in the morning if students are absent from online lessons.
- Subject teachers will update the attendance record every school day. Students will be marked absent if they are late for 20 minutes or above.
- Parents will be informed in the afternoon if their children are absent.
- Marks will not be deducted for sick leave only if parents' letters and medical certificates are submitted when school resumes.

Thank you for your attention and cooperation!

Yours sincerely,

Yuen Cheung Oi

Principal