

**Caritas Wu Cheng-chung Secondary School**  
**2020/2021 Scholastic Year Parent Circular No. 13**  
**School-based e-Platform for Parent-School Communication**

1<sup>st</sup> September, 2020

Dear Parents/Guardians,

In order to enhance the communication between the school and parents and save paper for environmental protection, our school will start using G Suite for dissemination of school information. Parents can use this platform to read and sign electronic circulars and check the details of student homework. Parents will receive the circulars using a school-based Gmail account. However, for parents' circulars concerning payment and examinations must still be replied in paper-format. Please take note of the following:

**1. Parent and student school-based Gmail accounts**

Student account: e.g. 2020123@cwcc.edu.hk

Parent account: e.g. 2020123p@cwcc.edu.hk (add letter "p" after student number)

Parents should add both accounts to their mobile devices. Students should add only the student account.

**2. Parent circulars**

You will receive printed or electronic circulars on different occasions. The e-circulars which contain related Google Forms are sent to the parent Gmail account. Parents need to click the embedded link to read the PDF file of the circular, choose "Click here to sign" and click the submit button. A testing e-circular has been sent. Please try to read and sign this circular.

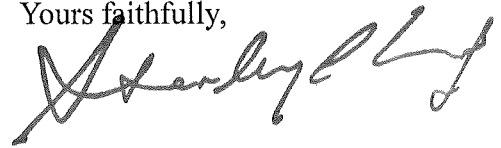
**3. Student homework**

You can install and log in Google Classroom using the student account to check the details of your child's homework.

Please find enclosed the "Guide to School-based e-Platform for Parent-School Communication" for your reference.

Thank you for your attention.

Yours faithfully,



Dr. Chung Chi Yuen, Stanley  
Principal

Biblical Quote: Declares the Lord Yahweh -- so repent and live! (Ezk 18:32)



**2020/2021 Scholastic Year Parent Circular No. 13 Reply Slip**

Dear Principal Chung,

I acknowledge receipt of the circular about School-based e-Platform for Parent-School Communication.

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_ Class No.: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix 1

## Guide to School-based e-Platform for Parent-School Communication

### 1. Download and install Google Classroom

Android	iOS
Search “Google Classroom” in Play Store	Search “Google Classroom” in App Store

### 2. Circular email

School-based email contains a Google Form:



School Suspension Arrangements

Title of the circular

2019/2020 Scholastic Year Parent Circular No.32E

Circular number

Your email address (2020007p@cwcc.edu.hk) will be recorded when you submit this form. Not you? [Switch account](#)

Parent's school-based Gmail address

\*Required

Please click the link below to read the circular:

[https://drive.google.com/file/d/1A2sA6v2n7cUNRkNkgJjR1E47dfcy\\_P/view?usp=sharing](https://drive.google.com/file/d/1A2sA6v2n7cUNRkNkgJjR1E47dfcy_P/view?usp=sharing)

Link to open PDF file of the circular

I have read and understand the circular. \*

Click here to sign.

Click to sign

Submit

Submit the form after you sign

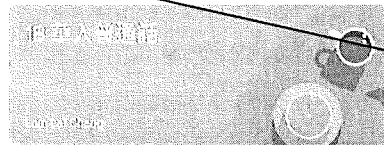
### 3. Google Classroom

To check the details of homework:

8:58 

Google Classroom 

Switch to another student account if you have more than one child studying in our school



Open the list of subjects



Click to enter a subject and choose “classwork”

