

Caritas Wu Cheng-chung Secondary School
2021/2022 Scholastic Year Parent Circular No. 13
School-based e-Platform for Parent-School Communication

3rd September, 2021

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 Google Workspace for dissemination of school information. Parents can use this platform to read and sign electronic circulars and check the details of students' homework. Parents will receive the circulars using a school-based Gmail account. However, parents' circulars concerning payment and examinations must still be replied in paper form. Please take note of the following:

1. Parent and student school-based Gmail accounts

Student's account: e.g. 20211123@cwcc.edu.hk

Parent's account: e.g. 2021123p@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. Students' homework

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

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

Thank you for your attention.

Yours faithfully,



Mr. AU Hoi Kin
Principal

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

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2021/2022 Scholastic Year Parent Circular No. 13 Reply Slip



Dear Principal Au,

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

Please click the link below to read the circular: https://drive.google.com/file/d/1A7sA6w2n7gJLNKNKNK6g3jB1E47dfody_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:



☰ Google Classroom  ————— Switch to another student’s account if you have more than one child studying in our school

1B 華人普通話
Lam Lai Cheng ————— Open the list of subjects

1B 綜合科學
Ka Ngai Ting ————— Click to enter a subject and choose “classwork”

1B PE
Ka Sing Ng

S1 Visual Arts
Lai Chun Cheung