

August 23rd, 2019

Subject The receiving of grade report of midterm, semester 1 of academic year 2019 and invitation to the meeting concerning the school's checker system

Dear Parents

Attachment Users' manual

Cooperation between the school and families is essential in fully developing students in terms of both academics and good characteristics. However, nowadays chances of miscommunication frequently arise and this makes parents miss important updates. Hence, the school is implementing a Checker System to minimize the aforementioned problem.

The Checker System is an application used to scan student identification cards through a QR Code. The information obtained from scanning will be saved and used for optimization of different requirements of the school such as students attendance record, school's NEWS and furthermore any information or updates can also be quickly communicated to parents via Line Application.

With this in mind, parents are invited to a meeting to obtain further information about the Checker System on Saturday 31st 2019 at the school's Auditorium in the Primary Department Campus, 4th Floor, Building 6, at Sathupradit 20 Alley. Listed below is the program of the meeting.

1. Year 7-9 Students

- | | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 08.30 - 9.00 | Registration with class teachers and receiving QR Code (to be used for the Checker System activation) |
| 09.00-10.00 | Short training about the Checker System |
| 10.00-12.00 | Receiving grade report from class teachers and register the Checker System (A payment to activate the Checker System is 100 Baht) |

2. Year 10-12 Students

- | | |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 12.30-13.00 | Registration with class teachers and receiving QR Code (to be used for the Checker System activation) |
| 13.00-14.00 | Short training about the Checker System |
| 14.00-16.00 | Receiving grade report from class teachers and register the Checker System (A payment to activate the Checker System is 100 Baht) |

Car parking is available for parents in the school's Primary Department campus at Sathupradit 20 Alley and in our Secondary campus at Sathupradit 26 Alley.

We really hope that all parents can attend this meeting and your continuous cooperation is much appreciated.

Kind regards,

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(Ms. Bussararat Kirdpimpul)

Vice Director



Student Affairs

Students entering and leaving the campus

- Data will be sent to all relevant parties (parents, class teachers, and administrators) when students enter and leave the campus. Data is also saved for review.

Discipline

- Students' discipline scores can be added or deducted. Discipline scores will be used together with photos as evidence. The discipline score and photos can be used as evidence when determining character scores.

Academic Affairs

Attendance Checking

- Subject teachers are instantly informed if students are absent or intentionally skipping class (being truant).
 - The system automatically alarms parents if students are absent from school (being truant) and their rights to attend examination are suspended.



Line for School

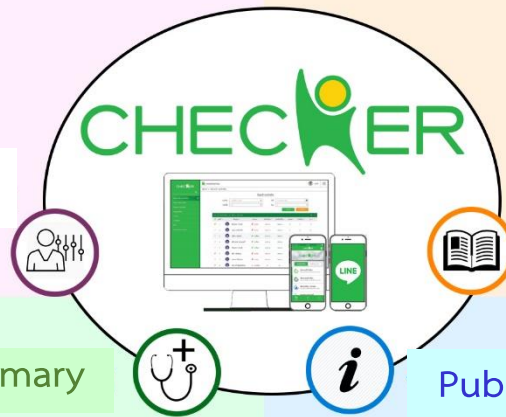
- Questionnaires or survey forms can be created and sent to parents. For example, open morning attendance intention survey. The survey form consists of a response icon, which parents can instantly choose to accept / decline the invitation.

Discipline

Academic Affairs

Infirmary

Public Relations



Infirmary

In case of accidents / illness

- In case students get engaged into accidents, issues can be reported directly by teachers who witness the incident/accident through the system. Infirmary teachers will be instantly informed.
 - In cases where students become sick, issues can be reported directly by teachers through the system. Infirmary teachers will be instantly informed together with important information such as if the student concerned has any drug allergies. (Class teachers / Infirmary teachers)



Class teachers / Infirmary teachers



Public Relations

Line for School System

- Important updates will be sent to parents such as; due dates for tuition fee payments and extra tutorials, which parents can hit the icon to receive the updates.
 - Being a channel for the school to send letters to parents such as various newsletters and invitation letters, to minimize miscommunication.