



# Saviour Lutheran School

## Arrangements on the Use of Mobile Messaging Platform

(Circular No. E062/2020-2021)

Dear parents/guardians,

In order to inform you instantly about the COVID-19 epidemic development and respective arrangements, as well as to maintain a close contact between parents and the school during the epidemic, the school will be sending schoolwide arrangements and announcements to parents via WhatsApp using the school phone number 27293929.

### Procedures:

1. Class teachers will ask parents for a phone number in active use that can receive WhatsApp messages. Only one parent's contact number is needed for each student.
2. The school will send messages to parents via WhatsApp **starting from early February**.
3. Parents must add the number 27293929 to the phone's contact list.

### Remarks

- A. The school will be using the **WhatsApp Broadcast function** to send announcements and important arrangements **during the epidemic.***(Please do not reply to the WhatsApp messages).*
- B. If parents have not added the number 27293929 to your phone's contact list, WhatsApp messages from the school will not be received. In such cases, the school will not resend messages.
- C. Once the contact number provided is not in active use or service anymore, please inform the school your new contact as soon as possible.
- D. Latest school announcements and important arrangements are also uploaded to the school website (<http://www.sls.edu.hk>)
- E. The school will only be using WhatsApp as a one-way information broadcast and **will not ask parents for any personal information directly through WhatsApp. Please do not reply to WhatsApp messages sent by the school.**

For any enquiries, please contact class teachers at 27293929.



**Saviour Lutheran  
School Website**

Yours faithfully,

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Rev. Yeong Ling Wui

Principal

3<sup>rd</sup> February, 2021