



Saviour Lutheran School

Implementation of the eClass Parent App for Home-School Communication (for P.1 to S.5 students)

(Circular No.: E121/2025-2026)

Dear Parents,

To enhance the effectiveness of home-school communication and to make it more convenient for parents to have to access school information and notices, our school plans to launch the eClass Parent mobile application in the next (2026–2027) school year. Once implemented, the school will utilize this platform to distribute electronic notices and school-wide instant messages. The scope of this platform includes the following:

1. **Instant Messages:** Push notifications will be sent through the platform, allowing parents to receive urgent messages on their mobile phones (such as class suspension arrangement due to adverse weather conditions).
2. **Electronic Notices (Non-Fee-Based):** Through the “eClass Parent App” digital platform, parents can directly view and sign school notices from their mobile phones.
3. **School Information:** Parents can access and view the school calendar on the platform.

Procedures (For detailed installation and user guides, please refer to the attachment):

1. Parents need to install the “eClass Parent” app on their smartphones.
2. Log in to the platform using the username and password provided by the school.
3. Please ensure that the “Allow Notifications” function for eClass is enabled on your mobile phone to avoid missing important school instant messages.

Notes:

1. Parent account login details will be distributed on 25th August (Tuesday). For parents who are unable to attend, the relevant information will be placed in the pink student handbook on 1st September (Tuesday).
2. The parent account login details **will only be issued once, please keep them properly.**
3. At this stage, electronic notices only apply to non-fee-based announcements. Any notices involving fee items will continue to be distributed and signed in paper format until further notice.
4. To assist parents in adapting to the new arrangement, a one-semester transition period will be established from 1st September, 2026, to 29th January, 2027. During this period, paper notices will still be provided to parents who need them, maintaining a dual track of both paper and electronic notices. Full implementation of electronic notices (non-fee-based) will commence on 1st February, 2027.
5. Information regarding parent account login details, video tutorials for using the platform, and the “eClass Parent App” support hotline will be announced at a later date.

Technical Support:

1. To assist parents in adapting to the digital platform for managing their child's school affairs, a Parent Workshop will be held during the Parent Orientation Day for the new school year on 25th August, 2026. The workshop will familiarize parents with the app's operations, and staff will be available on site to answer questions. Your attendance is highly appreciated. Following the workshop, you may meet with your child's new class teacher.

eClass App Parent Workshop

Date: 25th August, 2026 (Tuesday)

Time: 9:30–9:45 a.m.

Location: School Playground

Please sign and return the reply slip on or before 3rd July, indicating your preference for receiving paper notices (non-fee-based) during the transition period and your attendance for the parent workshop, so that we can finalize the headcount. If you have any questions regarding this message or the notice content, please call 2729 3929 to contact the Assistant Principal Mr. Chan, or Ms. Tang at 2729 3929.



Yours faithfully,


Rev. Yeong Ling Wui
Principal
22nd June, 2026

Reply Slip

(Circular No. E121/2025-2026 Please return this slip to Ms. Yau at the General Office)
Regarding the implementation of the “eClass Parent App” for home-school communication

To: Saviour Lutheran School

I acknowledge the receipt of Circular No. E121/2025-2026 “Regarding the implementation of the eClass Parent App for home-school communication.” I **understand that the account login information will only be issued once and must be kept properly.**

Notice Distribution Arrangement during the Transition Period of the First Semester of 2026/27 (Please check "✓" the appropriate box):

- I ☐ **Do not require paper notices** and will read and sign electronic notices directly through the eClass App.
☐ Still require paper notices (non-fee-based) during the transition period to facilitate adaptation.

Attendance Statistics for the Parent Workshop on 25th August, 2026 (Please check "✓" the appropriate box):

- On that day, ☐ _____ family member(s) will attend the parent workshop on Tuesday, 25th August, 2026 on time.
☐ I am unable to attend due to other commitments.

Student's Name: _____ Class: _____

Parent's Signature: _____

Parent's Name: _____

Date: _____, 2026