

## Minutes of Staff Meeting on 3 January, 2018

Date : 3 Jan 2018

Time : 11:00-13:40

Venue : Room 4

Attendees: Bonnie Tang, Florence Cheung, Jonathan Ma, Mon Lam, Beatrice Li,  
Choco Chan (early leave at 12:00)

Absentees: Noel Yu, Samantha Tong

Next Meeting: 11:00, 2 Feb 2018, Room 4

Discussed Items:

### **1. Everyday duties of all staff include:**

- checking and signing the logbook placed in the Reception counter;
- doing follow-up with the incomplete cases;
- checking Backend and following up any make-up class requests and arrangements ;
- checking Frontend conversation history and replying inbox messages (while confirming make-up class arrangement with parents at Frontend, the name of the course should be stated clearly.);
- From 9 Jan 2018 onwards, messages (reminder of 電子簽署) should be sent to parents via Whatsapp daily.

### **2. Market position:**

Stepping into the third year of operation, we are establishing our image as an English school that developed its own curriculum, rather than a tutorial centre.

### **3. Procedures of handling new enrollment and enquiries:**

- Fill in an application form for any walk-in or phone-in students;
- Open a new account for both student and parent in Google Contact so the information syncs with Whatsapp contact;
- Scan the application form to the *Public* folder;
- Send messages to parents via Whatsapp and invite them to complete online registration and enrollment through TKE website;
- Arrange an assessment for students after receiving the online registration forms;

- After enrollment, help parents to download the *TKE HANDBOOK* app and show them how to use it;

Remind parents to do online signature on *TKE HANDBOOK* every day.

#### 4. Management of *TKE HANDBOOK*:

- (a) Students (S4- S6 only) can install *TKE HANDBOOK* if necessary. Students' login information can be sent via Whatsapp after receiving students' requests. (All student login accounts start with 's' instead of 'p'.)
- (b) Inform students to update their marks to *TKE HANDBOOK* after receiving exam papers otherwise GP will be deducted.
- (c) Ms. Tang suggested posting photos of students who have redeemed GP gifts on TKE Facebook page in order to let others know about the GP reward scheme.

#### 5. Tuition fee collection:

- Check the issue date (especially "the year") written on the cheque should be '2018' instead of '2017';
- Fill in the bank-in date and time at the *remarks* column of Backend upon every bank-in transaction;
- If the EPS machine does not work, make clearance by pressing the '*clearance*' button and inputting the password (0000);
- **Late Charge:** A \$50-dollar administration fee should be charged for payments settled after 26<sup>th</sup> each month. (Written receipts should be issued separately);
- **Mock Exam Fee:** There are 2 mock exams in each term. \$450 of Mock Exam fee should be charged in each term for non-All-in-One students. Payment should be made in September and February. The 2018 mock exams are scheduled on 18 March 2018 and 27 May 2018.  
Special attention should be made when collecting tuition fee in February: \$225 (at Pro rata basis) for S6 students or others who enroll after 18 March 2018.
- **Financial assistance to needy students:** Supporting documents should be shown during the application. A maximum of three students (in each course)

are entitled to a 50% reimbursement of tuition fee in each term.

**6. Arrangements of extra exam revision:**

- (a) \$250 per session for non All-in-One students;
- (b) Teachers should always encourage students (S1-S3) to complete supplementary exercises on Schoology for revision;
  - \* Ms. Tang will forward Schoology access codes to all staff by email.
  - \* (All information has been uploaded to the Teacher's site on TKE website.)

**7. Code of conduct (Teacher):**

- (a) Teachers should not take their mobile phones to classroom or browse irrelevant websites during office hours.
  
- (b) Teachers must be well-prepared for lessons. All homework, classwork and other teaching materials must be returned to students after checking .

**8. Administrative Information:**

All information of Paper ordering has been posted on TKE website (hotline: 28331111/ Customer no. 163384) ( Please refer to the Teacher's site on TKE website)

**9. Upcoming Events:**

- (a) The parent-teacher meetings for P1-S1 students and S2- S6 students will be held on 20 Jan 2018 and 27 Jan 2018 (from 16:15 to 17:45) respectively.
  - \* (Postponed till further notice)
  
- (b) Parents Day arrangement: We will contact Aunt May for leaflet distribution.
  
- (c) 19 Feb 2018 and 20 Feb 2018 are our school holidays. Office will be closed. All school holiday information has been posted on the Teacher's site.
  
- (d) Dinner gathering is scheduled on 13 Jan 2018.

-End-