



“Success for Every Child”



Date: 8 Mar 2021

Dear Parents

The school has been receiving some feedback over the weekend about bookings for the 3 Way Learning Conference. After some investigation with ESF's IT team, it seems that some slots already booked did not have the meeting option of choosing face-2-face or online. This is because Gateway is not yet fully compatible with a mobile device.

To resolve this, we would like to ask **those who have made a booking without a meeting option indicated** to complete a very simple re-booking on Gateway. This procedure should only take less than a minute of your time, and it will record whether you prefer F2F or online and ensure your booked slot is unchanged. Please make sure you are doing this on a **desktop device** (ie a PC or laptop computer). Our IT support team has prepared the [attached guide](#) for your reference.

Please accept our apology for any inconvenience caused.

If you are having any trouble with bookings, please contact our office or the IT support team.

With regards

KJS School Office

Disclaimer

1. Kowloon Junior School, English Schools Foundation and its affiliates shall take no responsibility for any activities, events, and services that are organised by other organisations or individuals and are mentioned in our newsletters.
2. Our newsletters may contain direct marketing materials that are related to students' daily school activities and the KJS community. Parents who choose not to receive such materials should use their own discretion.
3. In accordance with our Personal Data Handling Policy, Kowloon Junior School and English Schools Foundation may place your child's photos, name, school work, activities and accomplishments in our newsletters or other publications (including but not limited to our websites and social media sites). If you would like to opt out, please email the school office at [office@kjs.edu.hk](mailto:office@kjs.edu.hk).

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