



香港佛教聯合會主辦 佛教葉紀南紀念中學

BUDDHIST YIP KEI NAM MEMORIAL COLLEGE

Sponsored by The Hong Kong Buddhist Association

香港新界青衣長青邨 CHEUNG CHING ESTATE, TSING YI ISLAND, NEW TERRITORIES

TEL: 2495 3363

FAX: 2433 9009

E-mail: info@ykn.edu.hk

WEB: http://www.ykn.edu.hk

拍咭位置更改通知

敬啟者：

為提升校園出入管理效率及保障學生安全，本校將更新學生拍咭位置安排，詳情如下：

- 一. 原設置於正門閘口之拍咭門柱因位置貼近車輛通道，為顧及學生安全，校方於前場有蓋操場位置增設兩部新 Grwth 拍咭機，供學生上學使用。
- 二. 有關新拍咭位置之使用流程及路線指引，請參閱附件一。
- 三. 為協助學生適應新安排，校方將於 2025 年 12 月 17 日(三)至 12 月 18 日(四)設為過渡期，期間正門閘口及有蓋操場兩處拍咭機均屬有效，學長會從旁協助維持秩序。
- 四. 由 2026 年 1 月 5 日(一)起，全校學生必須統一於有蓋操場位置拍咭，正門閘口之拍咭機將停止使用。
- 五. 請家長提醒子女提早出門，並請叮囑 貴子弟於返校和離校時均需拍咭。
- 六. 如有查詢，請致電校務處（電話：24953363）聯絡。

此 致
貴 家 長

佛教葉紀南紀念中學

校 長



謹 啟

二零二五年十二月十五日



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【附件一】

新拍咭位置之使用流程及路線指引



同學經正門進入學校後，可沿前籃球場行人路步行有蓋操場新 Grwth 拍咭機位置拍咭（見橙色箭咀和拍咭機標示），完成後會有「成功點名」提示。



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15th December, 2025

Dear Parents / Guardians,

Notification of Location Change for the attendance-taking machines

To enhance the efficiency of campus management and to ensure student safety, our school will update the arrangement for the location of attendance-taking machines. The details are as follows:

- I. The attendance-taking machines at the main gate will be relocated due to safety concerns with nearby vehicle traffic. We will install two new Grwth card readers at the covered playground for student use.
- II. For information regarding the operation and route guidance for the new attendance-taking machines location, please refer to Appendix (1).
- III. To help students adapt, there will be a transition period from December 17 to 18, 2025, during which both the main gate and covered playground card readers will be in use. Prefects will assist in maintaining order.
- IV. Starting from January 5, 2026, all students must use the card readers at the covered playground. The card reader at the main gate will no longer be in service.
- V. Parents are kindly reminded to encourage their children to leave home early and to ensure that they remember to tap their cards when arriving at and departing from school.

Should you have any enquiries, please feel free to contact the General Office.

Thank you for your kind cooperation.

Yours sincerely,

Mr. Lam Chi Wai, Jimmy
Principal



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【Appendix (1)】

Route Guidance for the New Attendance-taking Machines Location



Students can enter through the main gate and walk to the new Grwth card readers at the covered playground (marked by orange arrows/signs). A 'Successful Check-in' notification will appear after tapping.