可立中學（聯會主辦）
通告第九號（二零一五至二零一六）
學校貯物櫃

敬啟者：

中學生應求取繁多的書本知識及處理大量的學習材料，故學校設置貯物櫃，方便同學攜帶。

同學應妥善使用貯物櫃，使學習效能得提升。常用的書本及學習材料應放在書包或筆袋內，以方便隨時取用。貯物櫃宜放置不常用或課堂使用的學習材料。每天放學後，同學須清理好個人書桌的櫃板，並將個人物品放置貯物櫃內。假期及考試前後，同學應攜帶課本及學習材料回家溫習。

同學切不可濫用貯物櫃，荒廢學業，辜負父母和師長的愛憐。

祈望學生、家長與學校共同努力，以創造理想的學習環境，營造更佳的學習氣氛。

有關申請詳情如下：

（一）申請資格
凡可立中學學生願意遵守使用規則及得到家長同意即可申請。
如有違反使用規則，則不接受申請。

（二）申請辦法
1. 學生須仔細閱讀附上之使用須知及使用規章。
2. 學生須填妥申請表，並於九月四日（星期五）或以前交回班主任，以便學校盡早編配
   並發放貯物櫃供學生使用。
   #逾期申請恕不辦理。

（三）發放貯物櫃
1. 一般情況，同學在九月中前可使用獲編配的貯物櫃。
2. 同學須準備門鎖及匙匙兩條，其中一條應放在家裏作後備。
   #學生須核實貯物櫃完好，方可在有效期限內合法使用。

此致

貴家長

可立中學校長

二零一五年九月一日
Ho Lap College (Sponsored by the Sik Sik Yuen)  
Circular No. 6 (2015-16)  
School Lockers  

1st September 2015

To facilitate studies in secondary education, students are provided with a lot of learning materials. Lockers are installed in our School to meet their needs. However, for the effectiveness of learning, students are advised to make good use of school lockers.

The contents of lockers shall include learning materials and other necessary personal belongings. Textbooks and materials that are frequently used shall be kept at home or put in bag. Learning materials upon use may be put into the locker. Textbooks and other learning materials shall be taken home for revision during holidays and examinations. Contents inside personal drawer in classroom shall be cleared up after school daily. It is not appropriate to leave personal belongings in classroom. A good habit shall be nurtured.

Students who are in need of using school lockers may apply now.

1. **Eligible Applicants**  
   Students of Ho Lap College who  
   a. agree to abide by the regulations of using lockers,  
   b. **have not** violated any regulations of using lockers and  
   c. have obtained consent from parents to the application.

2. **Application Procedures**  
   a. Students shall read the application documents and regulations carefully.  
   b. Students shall fill in the application form and return it to the Form Teacher before **September 4.**  
   c. Late application will **not** be considered.

3. **Distribution of Lockers**  
   a. Students will be informed of the assigned lockers by mid-September.  
   b. Students shall prepare a door lock with a key and a duplicate. It is advised that students shall keep one key at home.  
   c. Students shall make sure that the assigned lockers are in good condition before using them.

Thank you very much for your attention.

Yours sincerely,

[Signature]

Ms. Y.K. KEUNG, Agnes  
Principal
可立中學（侯色園主辦）

學校貯物櫃

申請書

致可立中學執事：

本人
1. 已仔細閱讀使用須知及使用規章；
2. 願意遵守使用規則；
3. 從未違反使用規則。

現向學校申請使用貯物櫃，以方便學習。

學生姓名： ________________

家長姓名： ________________

學生班別及學號： F. _____ ( )

與學生關係： ________________

簽署： ______________________

簽署日期： ____________________
Ho Lap College (Sponsored by the Sik Sik Yuen)

Student Locker Committee

Student Application Form

I hereby confirm that I

a. have read both the application documents and regulations carefully and
b. agree to abide by the regulations of using the locker and
c. have not violated any regulation regarding the use of lockers.

I write to apply for the use of the school locker.

Name of Student: ____________________________ Name of Parent: ____________________________

Class and Class No.: F. ______ ( ) Relationship: ____________________________

Signature: ____________________________ Signature: ____________________________

Date: ____________________________
可立中學（黃色圍主辦）
學校貯物櫃
申請須知

壹 申請資格
凡可立中學學生
1. 願意遵守使用規則及
2. 未曾有違反使用規則

即可申請。

貳 申請程序
學生須填妥申請表，並於截止期限前交回班主任。得負責老師批准後，方獲頒發使用執照。學生須保管貯物櫃完好，方可有效期間內合法使用。

叄 有效使用期限
一般為九月中至二月尾（中六級學生），或至六月初（其他級學生）。暑假期間貯物櫃不供使用。學生違反使用規則，使用期限提前終止。學校有權在任何情況下終止學生使用貯物櫃。

肆 貯物櫃編碼
貯物櫃有所屬四位數字編碼，第一位通常表示樓層。

伍 正常使用
貯物櫃只供學生正常使用，以方便學習，櫃內物品應包括一般學習材料及個人物品。常用的書本及學習材料應放在書包或家裏，以方便隨時取用。貯物櫃宜放置不常用的或課堂後的學習材料。每天放學後，課室座位書桌椅也應清潔好，並將個人物品放置貯物櫃內。假期及考試前後，同學應將書本及學習材料帶回家裏保管。貴重財物、危險物品、動植物等，都不得帶回學校。

陸 指定時間取用或放置物品
除上課、集會、集隊時間及學校非辦公時間以外，學生可自由取用或放置物品。

柒 遺失鎖匙
同學須準備門鎖及鎖匙兩條，其中一條放在家裏作備份。學校在星期五下午四時至五時提供剪鎖服務，學生需準備新門鎖，亦須在星期五中午前向負責老師申請。

捌 不正常使用狀況
貯物櫃在使用期間，使用者應有最先不可推卸的責任及義務。學生須妥善管理並有義務保持貯物櫃完好。若發覺貯物櫃出現有塗污、故障、損壞等不正常使用狀況，學生應立即通知學校。

玖 貯物櫃損壞
有關學生須修理已受損壞的貯物櫃。如果損壞情況嚴重，有關學生須賠償重新購置整件傢俱所需的費用。

拾 申請重新配發貯物櫃（包括新學年初期申請對調使用貯物櫃）
學生須申請原因。若理由合符情理，學校方接納申請。有關學生須親身向負責老師申請。

拾壹 檢查貯物櫃物品
學校有需要不定期檢查個別學生的貯物櫃，以確保學生遵守使用規則及學校和學生所有財物安全。

學生亦有義務給校方檢查貯物櫃內的物品。

拾貳 使用終止
學生須在期限終止前清理貯物檔物品，除去門鎖並關閉欄門，將貯物櫃完好歸還學校。學生未遵守規例完成清理，來年學校不會發配學生使用貯物櫃。學生的門鎖及欄內物品亦會被學校棄置。
Ho Lap College

Memo for the use of School Lockers

1. Eligible Applicants  Students of Ho Lap College who
   a. agree to abide by the regulations for using the locker and
   b. have not violated any regulation of using school lockers.

2. Application Procedures
   a. Fill in the application form and return it to the Form Teacher before due date.
   b. Application shall be approved by the teacher-in-charge.
   c. Students shall make sure that the assigned lockers are in good conditions before using them.

3. Period of Use
   a. The period starts from late Sept to late Feb for F.6 students and early June for other students.
   b. Violation of any rules and regulations shall result in termination of using lockers.
   c. It is the discretion of Principal to terminate the use under any circumstances.

4. Locker Numbers  Each locker bears a 4-digit number. The code belongs to the locker, not to be altered. The first digit refers to the floor location.

5. Contents of Lockers  The contents of lockers shall include learning materials and personal belongings. Textbooks or materials that are used frequently shall be kept at home or put into a bag. Learning materials upon use may be put into the locker. Textbooks and learning materials shall be taken home for revision during holidays and examinations. Contents inside personal drawer in classroom shall be cleared up after school daily. It is not appropriate to leave personal belongings in classroom. Students shall not bring explosives, erosives, valuables, animals etc to school.

6. Hours to Use  Students shall not get access to lockers during lessons, assemblies and non-school hours. Use at unauthorized hours shall result in warning, suspension in use or even termination.

7. Lost Key  Students shall prepare a door lock with a key and a duplicate. It is advised that students shall keep one key at home. In case of losing the key, service is provided to cut the lock by school authority on Friday from 4 to 5 pm. Students shall prepare a new lock, fill in the application form and return it to teacher-in-charge before Friday noon.

8. Irregularity  Students shall be responsible for keeping the locker in good conditions. Any irregularity like stains, malfunction and damage shall be reported to the school at once.

9. Damage to Locker  The student concerned should be responsible for repairing the damaged locker. If the damage is serious, a replacement of the whole furniture is required. The student concerned shall be responsible for the charge of the replacement.

10. Applying a New Locker or an Interchange
    Only on a reasonable request is the student granted a new locker. Application shall be made in person.

11. Checking  Lockers shall be checked individually and irregularly to ensure that regulations are enforced and properties are secured. Students are to unlock the lockers for checking whenever it is necessary.

12. End of Use  The user shall be responsible for clearing up the contents of the assigned locker and to remove the lock before the end of period. Students, not obliged to do so, shall be prohibited from using the locker in the coming years. The lock shall be removed and the contents shall be discarded by school authority after the period.
可立中學（藍色圍主辦）

使用學校貯物櫃規章

壹 學生須仔細閱讀使用須知及得到家長同意，方可申請使用學校貯物櫃。

貳 貯物櫃只供學生正常使用，以方便學習，櫃內物品應包括一般的學習材料及個人物品。

貴重財物，危險物品，動植物等等，都不得帶回學校。

參 學生不可更改貯物櫃上的編碼。

肆 學生須在有效限內指定時間使用獲編配的貯物櫃。以下情況作違反使用規則處理：

1. 非法佔用；
2. 在非有效期限內使用貯物櫃；
3. 在非指定時間內取用或放置物品；
4. 使用非編配的貯物櫃；
5. 與他人共用貯物櫃；
6. 私自互換貯物櫃使用。

伍 1. 學生有義務保護學校財物和設備，切不可破壞公物。貯物櫃在使用期間，使用者應有最先

不可推卸的責任及義務。

2. 學生須妥善管理並有義務保持貯物櫃完好。

3. 若發現貯物櫃出現有塗污、故障、損壞等不正常狀況，學生應立即通知學校。

陸 學生須負責個人的財物安全。

柒 如有遺失鎖匙，學生應立即通知學校。學生亦需要申請剪鎖服務，切不可自行剪去門鎖。

捌 學生須在期限終止前清理貯物櫃物品，除去門鎖並關閉好櫃門，將貯物櫃完好歸還學校。

玖 學生違反以上規則，酌情處分：

1. 暫停或終止使用貯物櫃；
2. 剝奪申請資格；
3. 扣減操行分；
4. 降低操行評級；
5. 訓導組處分；
6. 校長處分；
7. 警察處分。
Ho Lap College (Sponsored by the Sik Sik Yuen)

Regulations for Using School Lockers

1. Students shall obtain consent from parents and read the application documents carefully before applying for use of the school locker.

2. The contents of lockers shall include learning materials and personal belongings. Student shall not bring explosives, erosives, valuables, animals and etc to school.

3. Students shall not alter the code number of the locker.

4. Students shall be allowed to use the assigned locker at the specified hours within the period of use. The following shall be regarded as unauthorized uses, i.e. violations of regulation:
   a. use without the approval of the school;
   b. use but not within the period;
   c. take/put personal belongings but not at the hours specified;
   d. use but not the assigned locker;
   e. share the use of locker with someone else without the approval of the school;
   f. exchange the use of lockers without the approval of the school.

5. a. Students shall bear the obligations to protect school locker during the period.
    b. Students shall upkeep the locker in good condition.
    c. Students shall report to school immediately in case of irregularity like stain, malfunction and damage.

6. Students shall be responsible for protecting their personal belongings.

7. a. Students shall inform teacher in charge immediately in case of loss of key.
    b. Students shall apply for the service to cut the lock by school authority.
    c. Students shall not cut the lock by his/her own under any circumstances.

8. Students shall be responsible for clearing up the contents of the assigned locker, remove the lock and close the door properly before the end of period.

9. Student who violates any regulation(s) shall result in
   a. suspension/termination in use; and/or
   b. prohibited to use in the coming years; and/or
   c. deduction of conduct mark; and/or
   d. downgrading in conduct grade; and/or
   e. referral to Disciplinary Board/Principal; and/or
   f. referral to Police.