

Ho Lap College (Sponsored by Sik Sik Yuen)
Regulations of Using Personal Lockers

1. Students should read this document carefully and obtain consent from parents before applying for the use of the personal lockers.
2. The lockers are the property of the school. The loan period lasts for one academic year (For S.1-S.5: Early of September to May; S.6: Mid of September to February). All lockers should be cleared and returned before the specified date.
3. Only learning materials and personal belongings should be kept in the lockers. Student should not keep valuables, dangerous goods, animals or plants in the lockers.
4. Students are only allowed to use the assigned lockers and must not alter the code number of the lockers. Swapping of lockers is prohibited.
5. Students should use the lockers at the specified time. They should not use the lockers during lessons' time or assemblies.
6. Students should properly use the lockers and keep them in good condition. They have to compensate for the lockers if they are found to be maliciously damaged. Students should report to the school immediately in case of irregularities like stain, malfunction and damage.
7. In case of loss of keys, students should report to the school immediately. Students are to apply for the service of cutting off locks instead of handling it themselves.
8. Books and learning materials should be taken home before examinations and holidays.
9. To make sure students comply with the regulations, the school will carry out checks irregularly.
10. If students fail to comply with the regulations, the school has the right to terminate such usage and impose a penalty based on the seriousness of the offences.