

各位家長：

本校關注同學書包過重影響其脊骨發育及健康，每年均提供儲物櫃予同學使用，惟同學亦應遵守有關規則，以保障儲物櫃之妥善管理。家長若同意 貴子女申請使用儲物櫃，請簽妥申請表連同港幣二十元正(鎖匙費用)，着 貴子女於九月四日交校務處職員羅姚芳先生，以憑辦理。家長必須自行配備1-2套「後備匙」，並妥善保管，學生事務組將不再提供借用後備匙服務，日後學生如遺失鑰匙或損毀儲物櫃，一概取消儲物櫃使用權。

孔聖堂中學校長
楊永漢謹啟

二零一七年八月十八日

Please note that the school will provide lockers for all students at school. Students may use school locker for safe keeping of their personal belongings. Lockers are key operated and cost HKD\$20 as a one time payment. To pre-order your son / daughter's locker please complete and return the slip below, together with \$20 cash to Mr Law Yiu Fong by 4th September 2017. Parents should prepare a 'spare key' themselves. Student Affairs Office will no longer provide them. If students lose their keys or damage their lockers, they will be disqualified from using the locker service in the future.

Locker's Number :	SA 2017/001
(For Office Use Only)	

儲物櫃使用申請表

Using Locker Application Form

(填妥後於2017年9月4日交校務處職員羅姚芳先生辦理申請手續)

(Completed forms should be returned to the class master/mistress by 4th September 2017.)

*本人已閱讀並承諾遵守附頁之“儲物櫃使用守則”。

I have read, understood, and shall comply with “Regulations for Use of Student Lockers”.

申請人姓名 / 班別

家長簽名

日期

Applicant' s Signature / Class

Parent' s Signature

Date

孔聖堂中學
儲物櫃借用守則
(2014年9月1日修訂版)

1. 儲物櫃為校方之物品，學生必須得到校方批准才可使用。
2. 學生須保持儲物櫃整潔，在獲得分發儲物櫃後，請自行配備後備鑰匙並妥善保存，儲物櫃只能存放個人之物品，不得塗污或張貼任何標語，更不可借予他人使用。若校方發現上述的情況，會隨時取消該生之儲物櫃使用權，並依章懲處。
3. 不應在儲物櫃內存放貴重物品（例如：計算機、電子字典、手提電話或現金），若有任何損失，校方恕不負責。
4. 學生必須執拾每天所要課本及應繳交之功課，若有老師投訴學生經常欠帶上課應用物品或常欠功課，學生事務組會暫時終止該生之儲物櫃使用權。
5. 除非得到老師的特別許可外，學生只可在上課以外時間（例如：早上八時十分前、小息、午膳及放學後）使用儲物櫃，以免騷擾其他正在上課的學生。學生若在上課期間使用儲物櫃者，校方可以隨時終止該生之儲物櫃使用權。
6. 基於保安考慮，每個鎖膽屬一次性使用，借用者須負責繳付鎖膽費用，學生事務組恕不外借後備鑰匙，學生如遺失鑰匙或發現鎖膽損壞，所有更換鎖膽或維修費用一概由學生負責。學生切勿擅自開鑿門鎖，以免破壞儲物櫃，維修約於四個工作天內完成。
7. 學生不應在櫃頂放置物件，如需申請將儲物櫃搬離原放位置，必先得到學生事務組批准，並安排校務處派員協助。
8. 學生事務組老師有權在合理或特殊情況下，在見證人陪同下開啟儲物櫃檢查，並向當時人追究法律或紀律責任。
9. 若學生中途退學，必須立即歸還儲物櫃。
10. 中一至中五級學生可於9月1日至6月30日期間借用儲物櫃，惟學生須於6月30日前清理物件，中六級學生則須於3月1日前清理物件，否則一概當廢物處理。

學生事務組

Confucius Hall Secondary School
Regulations for the use of Student Lockers
(Revised on 1st September 2014)

1. Unauthorized use of unoccupied or other students' lockers is strictly forbidden. Students are not allowed to exchange lockers without permission.
2. Students must keep their lockers clean, tidy and in good condition. Students should not alter the look of their locker in any way, including: posting or sticking material or pictures, graffiti, drawings, markings, etc. Any users who are found to have violated locker regulations may result in termination of locker use.
3. Students are advised not to store any valuables in their lockers. The school will not be responsible for any loss or damage to any personal belongings in the lockers.
4. Students will not be allowed to use their lockers if they are frequently found to forget their homework or items for classes in them.
5. Students shall only be permitted to access their lockers in the morning before the first lesson, during recess, lunch time and after school.
6. Students should prepare a 'spare key' themselves. Student Affairs Office will no longer provide a spare key. If students lose their keys or damage their lockers, they will be disqualified from using the locker service. In case of any damage to lockers, students must report it to the School immediately. Students may be responsible for the repair charges of lockers if they have caused the damage.
7. Locker tops are not proper storage space. Objects placed on top of the lockers will be confiscated.
8. The Student Affairs Unit reserves the right to open any lockers in the presence of a third party and reserves the right to be fully indemnified by the users against any liability resulting from the storage of illegal items.
9. Early return of a locker is required in case of withdrawal of study.
10. Students have the responsibility to take note of the locker clearance date. Students should vacate and unlock the lockers according to the stipulated date, failing that, our staff reserves the right to force open any locker(s) and dispose of any items which are found inside lockers after the deadline.

All enquiries concerning the use of lockers should be directed to the officer of the Student Affairs Unit.