

SHUN LEE CATHOLIC SECONDARY SCHOOL (2021-2022)

Dear Parents,

1st September 2021

Circular No.11

Study Rooms Arrangement for S4 to S6 Students

In order to provide a good learning environment for S4 to S6 students to do revision, study rooms in our school will be open until 5:30 p.m. on normal school days starting from 13th September 2021 (Monday). On Saturdays, study rooms will be open from 9:00 a.m. to 4:30 p.m. Students using the study rooms have to sign in and sign out at the reception near the entrance.. The opening hours of the study rooms will be adjusted according to the announcement of the EDB. Please pay attention to future School notice.

Attached please find the regulations concerning the use of the study rooms for your reference.

Thank you for your attention.

Yours faithfully,

Chim Yin Chu
Principal

Reply Slip

Circular No. 11 (2021-2022)

The Study Room Arrangement for S4 to S6 Students

Name: _____

Date: _____

Class: _____ ()

Dear Ms. Chim,

Thank you for notifying me of the study room arrangement. I *approve / disapprove of my son / daughter using the study rooms. I shall remind my son / daughter to follow the regulations attached.

Yours sincerely,

Signature of Parent

** Please delete as appropriate.*

順利天主教中學
學校通告 11 (2021-2022)
中四至中六自修室安排

敬啟者：

為了讓中四至中六學生在良好環境中自習，本校特於課後時間開放校內自修室。由九月十三日(星期一)開始，於上課日期間校內自修室將開放至下午 5:30，星期六開放時間為上午 9:00 至下午 4:30。學生使用自修室時必須簽名，記錄進入及離開學校的時間。學校會因應教育局的最新指引，調整自修室的開放時間，敬請家長留意學校通知。

有關自修室使用守則，請參閱附件，敬希 貴子弟遵守。

此致
貴家長

順利天主教中學校長
詹燕珠謹啟

二零二一年九月一日

回條
學校通告 11 (2021-2022)
中四至中六自修室晚間及非上課日開放

姓名: _____ 班別: _____ ()

敬覆者：本人 * 同意 / 不同意 敝子弟使用校內自修室，並會督促敝子弟遵守有關守則。

此覆
順利天主教中學詹校長

家長／監護人 _____ 簽署

二零二一年九月 日

* 請刪去不適用者

自修室課後及非上課日開放 (2021-2022)

日期: 二零二一年九月十三日 至 二零二二年六月二十一日

	上課日	星期六、日及假期
時間:	下午 1:30 至 5:30	上午 9:00 至下午 4:30
地點:	101 – 104 室 (中六)	
	105 – 106 室 (中四及中五)	

* 逢星期日 101 – 104 室供天神之后堂進行宗教活動，所有中四至中六學生需使用 105-106 室。

使用守則

1. 同學在自修室內必須保持安靜，不可進食、聽音樂或進行與溫習無關的活動。如同學需要進行討論，請離開課室；如需進食，請到地下小賣部。
2. 同學必須保持課室及小賣部環境清潔，進食後需自行清洗杯碟。
3. 如日後自修室開放至晚上 10:00，同學在上課日使用自修室請於晚上 7 時前完成晚餐，並返回自修室簽到，離開時亦必須簽名。因保安理由，晚上 7 時至 10 時期間學校大門將會鎖上。此外，為了節省能源，少於 5 個同學使用的自修室房間將不會開放。
4. 同學在星期六、日及假期使用自修室可穿著簡樸便服，到校時需於地下接待處簽到，離開時亦必須簽名。
5. 同學在自修室內不可使用手提電話或智能手錶，如需要與家人聯絡，請到地下校務處借用電話。
6. 同學在使用自修室期間必須聽從當值導師或職工的指示，如有任何問題，請立即聯絡當值導師或職工，以便跟進。

Study Room Opening Hours (2021-2022)

Date: 13th September 2021 to 21st June 2022

	Normal School Days	Saturdays, Sundays and Holidays
Time:	2:00 p.m. – 5:30 p.m.	9:00 a.m. – 4:30 p.m.
Venue:	Rooms 101-104 (S6) Rooms 105-106 (S4 and S5)	

* On every Sunday, Rooms 101-104 are reserved for Our Lady Queen of Angel's Parish to hold religious activities. All S4-S6 students have to use Rooms 105 and 106.

Regulations

1. Students are allowed to do revision only in the study rooms, so absolute silence should be maintained. Do not have meals nor listen to music in the study rooms. Students should have discussion outside the study rooms and have their meals in the school tuckshop.
2. Students should keep the study rooms and the tuckshop clean and tidy. They should wash the used dishes and cups themselves after the meals in the tuckshop.
3. If study rooms are open until 10:00 p.m., students should finish their dinner, go back to the study rooms and sign in before 7:00 p.m. They have to sign out when they leave the school. For security reason, the gate at the school entrance will be locked from 7:00 p.m. to 10:00 p.m. For energy-saving reason, classrooms with less than 5 students will not be open.
4. On Saturdays, Sundays and Holidays, students do not need to wear school uniform, but they should dress properly when they come back to school. Students must sign in and sign out at the reception counter near the school entrance.
5. Students are not allowed to use their mobile phones and smart watches in the study rooms. In case they need to be in touch with their parents, they can use the telephone in the General Office.
6. Students must follow the instructions of the tutors and the janitors. In case of any emergency, students should approach them immediately.