

SHUN LEE CATHOLIC SECONDARY SCHOOL (2024-2025)

Dear Parents,

2nd September 2024

Circular No.12
Study Room Arrangement for S4 to S6 Students

In order to provide a good learning environment for S4 to S6 students who have special needs, study rooms in our school will be open until 9:45 p.m. on normal school days starting from 16th September 2024 (Monday). On Saturdays, study rooms will be open from 9:00 a.m. to 4:30 p.m.

Students have to fill in the reply slip and give reasons for using the study room after 7:00 p.m. on normal school days. Students using the study rooms must sign in and sign out IN Room 101. The opening hours of the study rooms will be adjusted according to the special announcement of the EDB. Please pay attention to future notices of the school.

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

Thank you for your attention.

Yours faithfully,

Lee Yuen Ping
Principal

Reply Slip
Circular No. 12 (2024-2025)
Study Room Arrangement for S4 to S6 Students

Name: _____ Class: _____ () Date: _____

Dear Ms. Lee,

Thank you for notifying me of the study room arrangement.

* I would like to help my son / daughter apply for using the study rooms after 7:00 p.m. on normal school days. The reasons are as follows:

I shall remind my son / daughter to follow the regulations attached.

* I do not need to help my son / daughter apply for using the study rooms.

Yours sincerely,

Signature of Parent

* Please tick in the box as appropriate.

順利天主教中學
學校通告 12 (2024-2025)
中四至中六自修室安排

敬啟者：

為了讓中四至中六學生課後在良好環境中自習，本校將由九月十六日（星期一）開始開放校內自修室。上課日期間，校內自修室將開放至下午 9:45，星期六開放時間為上午 9:00 至下午 4:30。

學生如有需要於上課日下午 7:00-9:45 使用自修室，須簽妥下列回條，陳明原因讓校方批核。而使用自修室前，學生必須於 101 室簽名登記，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，定期調整自修室開放時間，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
李婉萍謹啟

二零二四年九月二日

回條
學校通告 12 (2024-2025)
中四至中六自修室安排

姓名: _____

班別: _____ ()

敬覆者：本人 知悉自修室開放安排，並

* 希望為敝子弟申請於上課日下午 7:00-9:45 留校使用自修室，申請原因如下：

本人會督促敝子弟遵守有關守則。

* 不需要為敝子弟申請留校使用自修室。

此覆
順利天主教中學李校長

家長／監護人 _____ 簽署

二零二四年九月 日

* 請別選適當方格

自修室課後及非上課日開放 (2024-2025)

日期: 二零二四年九月十六日至二零二五年六月十九日

時間:	上課日 下午 3:30 至 9:45 (學生需於 9:30-9:45 收拾物品 離開學校)	星期六、日及假期 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. 同學必須保持自修室及小賣部環境清潔，進食後需自行清洗杯碟。
3. 如同學打算留守自修室至晚上 9:45，同學請於晚上 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 9:45 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，到校時須於地下接待處簽到，離開時亦必須簽名。
5. 同學在自修室內不可使用手提電話，如需要與家人聯絡，請到地下校務處借用電話。
6. 請參閱校網(首頁 > 最新消息 > 校內手提電話、iPAD 及自修室守則修訂，<https://www.slcss.edu.hk/en/Coderevision>) 以了解學校關於手提電話、平板電腦及自修室的政策及使用守則。
7. 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 (2024-2025)

Date: 16th September 2024 to 19th June 2025

	Normal School Days	Saturdays, Sundays and Holidays
Time:	3:30 p.m. – 9:45 p.m. (Students need to pack up their belongings at 9:30-9:45 p.m. and leave the school.)	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. Absolute silence should be maintained in study rooms. 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 their meals in the tuckshop.
3. If students want to stay in study rooms until 9:45 p.m., they 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 9:45 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 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. Refer to the School Website (Home > What's New > 校內手提電話、iPAD 及自修室守則修訂, <https://www.slcss.edu.hk/en/Coderevision>) for the latest update of school policy and guidelines on the use of cell phones, iPad, and study rooms.
7. Students must follow the instructions of the tutors and the janitors. In case of any emergency, students should approach them immediately.