

(本通告已發出 eClass 電子版通告，敬請 貴家長於閣下智能電話上細閱通告內容及簽署。)
*由 2018 年 1 月 22 日起，本學將停止使用紙本形式的家長通告，敬希垂注。

伊斯蘭鮑伯濤紀念小學通告

IC/SC/05C/17-18

敬啟者：

有關三至六年級學生使用儲物櫃事宜

為減輕學生書包重量，本校於本學年為三至六年級同學提供學生儲物櫃，以便同學將部分書本或物品存放於儲物櫃內。班主任將會指導學生如何使用儲物櫃及講解細則，現謹通知 貴家長有關事項。

請填妥下列回條，於 2017 年 9 月 8 日(星期五)交回班主任老師。如有任何查詢，敬請致電 23201300 與胡立峰副校長(廣東話，普通話)或 Mr Hussain(英語，烏爾都語)聯絡。

附件: 學生儲物櫃使用守則

此致
貴家長台鑒

伊斯蘭鮑伯濤紀念小學

校長 _____ 謹啟
(石志端)

二零一七年九月一日
(負責人：胡立峰副校長及 Mr Hussain)

✂

有關三至六年級學生使用儲物櫃事宜
回 條
(請於 08/09/2017 交回班主任)



IC/SC/05C/17-18

敬覆者：來函 IC/SC/05C/17-18，有關三至六年級學生使用儲物櫃事宜經已獲悉。

此覆
伊斯蘭鮑伯濤紀念小學校長

學生姓名	
班別	
家長姓名	
家長簽署	
聯絡電話	
日期	

(Please note that eClass Parent Notice is available. Please read the notice and sign it on your mobile device.)
*The school will **STOP** using **PAPER NOTICE** from 22/01/2018 onwards.

Islamic Dharwood Pau Memorial Primary School

IC/SC/05/17-18
1st September 2017

Dear Parents,

Notice of using student locker (P3 to P6 students)

In order to minimize the burden of student's school bag, lockers will be provided for P3 to P6 students to put books and other learning materials in school. "The Regulation on the Use of Student Locker" (Attachment) is given to student to arouse their awareness of the proper use of the lockers.

Kindly read the regulation carefully and return the reply slips to the class teacher on or before **8 September, 2017(Friday)**. Should you have any enquiries, please contact Mr Oh, Deputy Head (Cantonese) or Mr Hussain (English, Urdu) at 2320-1300 at your convenience.

Yours faithfully,



(Salim Sekena, Principal)

(Person-in-charge for this notice: Mr Oh, Deputy Head and Mr Hussain)



Notice of using student locker (P3 to P6 students)

IC/SC/05/17-18

Reply Slip

(Please reply on or before 8/9/2017)

Dear Principal,

I acknowledged receipt of your notice IC/SC/05/17-18 regarding the Notice of using student locker (P3 to P6 students).

Student's name	
Class	
Parent's name	
Parent's signature	
Contact number	
Date	

學生儲物櫃使用守則

責任

- a) 儲物櫃為學校資產，學生需要為不當使用或損毀儲物櫃負上責任。
- b) 儲物櫃的使用權不能轉讓他人。儲物櫃的使用權只限於獲分配的學生，故學生不應與他人(包括兄弟姊妹及親屬)共用儲物櫃。
- c) 學生應緊記所分派的儲物櫃之編號。

物品儲存

- d) 切勿存放任何食品、危險品，易腐爛性質或非法物品於儲物櫃內。
- e) 請勿存放任何物品於儲物櫃頂上，否則校方有權隨時沒收此等物品而毋須另行通知。

保養

- f) 請保持儲物櫃內外清潔。
- g) 請勿張貼任何物品，如貼紙或海報於儲物櫃。
- h) 如發現儲物櫃有任何損壞，使用者務必立即通知校方，否則，使用者可能需要負上全部責任。

保安

- i) 基於保安理由，學生應時常鎖上儲物櫃。
- j) 學生不應把貴重物件存放於儲物櫃內，若使用者因此而招致任何的財物損失，校方概不負責。
- k) 班主任將於早上及下午的班主任堂向學生派發儲物櫃鎖匙，學生存放物品後，應立即交回給班主任。

交還儲物櫃

- l) 學生必須於借用期限前，即每年 6 月 30 日前清理儲物櫃內所有物品，否則，校方將會將櫃內所有物品全部沒收而不作另行通知，學生若因未能如期清理儲物櫃而帶來財物損失，校方概不負責。
- m) 學生如退學，必須於離校日前自行清理儲物櫃內所有物品，否則，校方將會把櫃內所有物品全部沒收而不作另行通知，學生若因未能如期清理儲物櫃而帶來財物損失，校方概不負責。

承責

- n) 如學生遺失鎖匙或發現鎖匙有損壞情況，務必立即通知校方，校方將收取相關的維修費用。
- o) 非法佔用儲物櫃者，會受到紀律處分，而櫃內的所有物品亦將會被沒收，並不獲發還。
- p) 如使用者惡意毀壞儲物櫃，會受到紀律處分，校方有權立刻終止學生之使用權。

伊斯蘭鮑伯濤紀念小學保留更新學生儲物櫃使用守則之權力，而毋須事前通知。

學生訓輔組

2017 年 09 月

Regulation on the Use of Student Locker

Responsibility

- A. Student locker is the property of school; students are responsible for any improper use or damage of the lockers.
- B. The use of locker cannot be transferred. The use of locker is limited to designed student only. Students are not allowed to share lockers with others (including relatives).
- C. Student need to remember the assigned number of their lockers

Storage

- D. No food, dangerous, perishable and illegal articles allowed to put in the locker.
- E. No article is allowed to put on the top of the lockers. Irregular article will be confiscated without notification.

Maintenance

- F. Keep clean.
- G. No sticker or poster is allowed to put on the locker.

Security

- H. Students are required to lock their locker for the safety.
- I. Student is advised not to put valuable articles in the locker. School will not bear any loss in the locker
- J. Class teacher will distribute the locker's key during the morning's and afternoon's class teacher period. Students are required to return the key after putting their staff in the locker.

Return of the lockers

- K. Students are required to clear their locker before 30/6/2018, i.e. the last day of using the locker. Any articles still remaining will be confiscated by school without notification.
- L. In case students withdraw from studying in school, they are required to clear their locker before the last day in school. Any articles still remaining will be confiscated by school without notification. School will not be responsible for any loss.

Bearing responsibility

- M. If the key is lost or damaged, students are required to inform the school. School will charge the related fee to student.
- N. Students who occupy lockers illegally will suffer disciplinary punishment. Articles in the illegal occupied locker will also be confiscated.
- O. Malicious damage to the locker will suffer disciplinary punishment. School will terminate the right of using locker immediately.

Islamic Dharwood Pau Memorial Primary School reserved the right of change the regulation without further notification.

Student Guidance and Discipline Group
September, 2017