

11th September, 2026

Dear Parents / Guardians,

Arrangement of Study Room at School for S.4 to S.6

In order to encourage S.4 to S.6 students to better prepare themselves for public examinations, our school will provide on-campus study rooms starting from 14th September. The arrangements are as follows :

(I) Study Room Usage Record

“Study Room Usage Record”	● Students are required to register in the “Study Room Usage Record” when using the study room. ● Registration format: sign in and sign out (register personal information and record entry time and exit time).
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(II) Study Room Information

School days:	
Opening Hours and Venue(s)	● Opening hours: 3:30 p.m. – 6:00 p.m. ● Venue(s) : Room 105 & 106
Registration Format	● Sign In: Use the “Study Room Usage Record” to register (located in the left drawer of the classroom teacher's desk). ● Sign Out: Use the “Study Room Usage Record” for the sign-out (located in the left drawer of the classroom teacher's desk).

(III) Student Reminders

Students must abide by the following rules and regulations	● Students can conduct a discussion but should keep their voice soft. They should not disturb other students. ● Students should not deface the blackboard. ● Students should not move the desks or chairs. ● Students should keep the classrooms clean. ● Students can use their mobile phones as a learning tool in the study rooms. ● The last student to leave the classroom should turn off all the power switches.
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Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School