



3rd September, 2018

Dear Parents / Guardians,

Application for Student Locker

Our school provides the students in need to apply for lockers in which they can keep the things they do not have to bring back home to alleviate the weight issue of their school bags. It also provides students with self-management training opportunities on using lockers properly. They can make their own decisions to bring textbooks and exercise books back home for doing homework or studying according to their needs. The ability of their self-management can be developed. Students should abide by 'The Code of Practice on Using Student Lockers'. We hope you can regulate your child to use the locker properly. Reply slip has to be returned to the class teacher by September 14th. No application will be accepted after the deadline.

Thank you for your attention.

Yours faithfully,

Principal of Lock Tao Secondary School

【The Code of Practice on Using Student Lockers】

1. The deadline of using locker is 31st May 2019.
2. The usage of the locker is restricted to store textbooks, exercise books and learning materials for class. No cellphones, money, food or drinks or other materials not for use in class are allowed.
3. The borrower of the locker must take full responsibility of the safety of the materials in the locker.
4. The right of using the locker is confined to specific students only. No lending to others, sharing or exchange without permission from our School are allowed.
5. The borrower of the locker must clear the things in the locker within specific period, otherwise our School reserves the right to confiscate the things inside the locker.
6. The locker must be locked at all time. Only using a key to unlock/lock is allowed (any combination locks are not allowed). Once any lockers being found unlocked, our School reserves the right to disqualify the right to use the locker of the student concerned.
7. The key of the locker must be kept carefully. It should not be given to other students. If a student loses his/her key, he/she must inform the class teacher. He/she must not handle the situation by himself/herself.
8. Students are only allowed to use the lockers during the 1st recess (9:30-9:45 a.m.), the 2nd recess (11:10-11:20 a.m.), lunch time (12:45-13:50 p.m.) or after school so that it will not disturb other students in class.
9. Our School will check the locker in front of the student when necessary. The student concerned must co-operate with our School.
10. Students must keep lockers clean and neat. It is not allowed to smear it or put any stickers onto the lockers. If any lockers are found damaged, students must inform the class teacher to follow-up.
11. Students should learn to take care of and protect the property of our School. If any students are found damaging the lockers with intention or due to improper usage, they will be severely punished, and have to make compensation.
12. If a student withdraws from our School, he/she has to clear the locker and inform the staff of our school office within 7 days after the withdrawal. Otherwise our School will take it as an overdue case.
13. One day before test week/examinations/long holidays (Christmas, Chinese New Year and Easter holidays), students concerned must bring all textbooks and exercise books back home to study. They can use the lockers soon after examinations.
14. Students concerned must follow the Code of Practice listed as above. Anyone who violates them may be penalized and deprived of the right to use the locker.

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Commitment and Statement of the Applicant

I (Class) _____ (Student Name) _____, locker number: _____) understood the 'Code of Practice on Using Student Lockers'. I promise that I will follow the rules strictly and agree over the right of our School to check the materials inside my locker or deprive me of the right to continue using the locker.

Signature of Applicant: _____

Date: _____

Remarks:
