

8th September, 2025

Dear Parents / Guardians,

Arrangement of Study Room at School for S.5 and S.6

In order to encourage S.5 and S.6 students to better prepare themselves for public examinations, our school will provide on-campus study rooms starting from 15th September. The arrangements are as follows :

(I) Study Room Usage Record

"Study Room Usage Record"	<ul style="list-style-type: none">● 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)	<ul style="list-style-type: none">● Opening hours: 5:00 p.m. – 7:00 p.m.● Venue(s) : Room 105 & 106
Registration Format	<ul style="list-style-type: none">● 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 first sign-out (located in the left drawer of the classroom teacher's desk).● Sign Out: Use the "Study Room Usage Record" for the second sign-out (located at the janitor's desk at the school entrance).

Saturdays and school holidays (excluding Sundays and public holidays):

Opening Hours and Venue	<ul style="list-style-type: none">● Opening hours: 9:00 a.m. – 1:00 p.m.● Venue(s) : Room 106
Registration Format	<ul style="list-style-type: none">● Sign In and Sign Out: Use the "Study Room Usage Record" to register (located at the janitor's desk at the school entrance)
Rules and regulations	<ul style="list-style-type: none">● Students must return to school in neat and tidy school uniform or sports uniform.● Students must tap their student ID at the entrance when arriving school and before leaving.

(III) Student Reminders

Students must abide by the following rules and regulations	<ul style="list-style-type: none">● 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 and should not eat in the classrooms.● 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