

**SHUN LEE CATHOLIC SECONDARY SCHOOL (2017-2018)**

Dear Parents,

1<sup>st</sup> September 2017

**Circular No. 8**

**The Study Room Arrangement for S4 to S6 Students**

In order to provide a good learning place for S4 to S6 students to do revision, study rooms in our school will be opened until 10:00 p.m. on normal school days starting from 5 September 2017 (Tuesday). On Saturdays, Sundays and Holidays, study rooms will be opened from 9:00 a.m. to 5:00 p.m. Students using the study rooms have to sign in and sign out.

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

Thank you for your attention.

Yours faithfully,

Chim Yin Chu (Ms)  
Principal

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**順利天主教中學**  
**學校通告 8 (2017-2018)**  
**中四至中六自修室晚間及非上課日開放**

敬啟者：

有見中四至中六同學為找尋溫習的地方而奔波，本校特安排由九月五日(星期二)開始，在上課日開放校內自修室至晚上 10:00，非上課日開放時間為上午 9:00 至下午 5:00。學生使用自修室時必須簽名顯示其進入及離開時間。

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  
詹燕珠謹啟

二零一七年九月一日

## 自修室晚間及非上課日開放 (2017-2018)

日期: 二零一七年九月五日 至 二零一八年六月二十日

	<b>上課日</b>	<b>星期六、日及假期</b>
時間:	下午 5:30 至 10:00	上午 9:00 至下午 5:00
地點:	101 – 104 室 (中六) 105 – 106 室 (中四及中五)	105 – 106 室 (中四至中六) * 逢星期日 101 – 104 室已預留給 天神之后堂舉行宗教活動。

### 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. 同學必須保持課室及小賣部環境清潔，進食後需自行清洗杯碟。
3. 同學在上課日使用自修室請於晚上 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 10 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，到校時需於地下接待處簽到，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. 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 (2017-2018)**

Date: 5 September 2017 to 20 June 2018

	<b>Normal School Days</b>	<b>Saturdays, Sundays and Holidays</b>
Time:	5:30 p.m. – 10:00 p.m.	9:00 a.m. – 5:00 p.m.
Venue:	Rooms 101-104 (S6) Rooms 105-106 (S4 and S5)	Rooms 105-106 (S4-S6) * Rooms 101-104 are reserved for Our Lady Queen of Angel's Parish to hold religious activities on Sundays.

### **Regulations**

1. Students are allowed to do revision only in the study rooms, so absolute silence should be maintained. 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 the meals in the tuckshop.
3. On normal school days, students 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 10:00 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. Students must follow the instructions of the tutors and the janitors. In case of any emergency, students should approach them immediately.