

Dear Parents,

School Lockers

We have installed compact lockers inside the classrooms for students to use, so as to reduce the weight of schoolbags. Students need to pay a deposit of \$50 (which will be fully refunded if there is no violation of regulations or damage to lockers) to use the lockers and abide by the following regulations:

1. Do not damage the lockers or violate the following regulations.
(Any violation will result in the confiscation of the \$50 deposit and indemnification for repair or replacement of lockers.)
2. Use combination locks to avoid any inconvenience caused by loss of keys.
3. Do not post slogans inside or outside the lockers, and keep the lockers clean.
4. Do not share or swap lockers.
5. Do not store food or any object which poses danger, gives off odor and affects hygiene.
6. Complete the procedures for refund of deposit two weeks in advance for students leaving school during term time. Failure to do so constitutes forfeiture of the deposit.
7. If shearing of locks is necessary, go to the General Office to make applications and put down information.
(Immediate action from the General Office may not be possible due to manpower concern. The school also reserves the right to limit the frequency of shearing.)
8. Keep all lockers properly locked.
9. The school has the right to spot-check lockers and request students to open their lockers for inspection for disciplinary reasons.
10. The school has the right to take back the lockers should there be violations of the above regulations.

If you consent to the use of a school locker by your child, kindly fill in the reply slip which your child is to **submit to the class teacher on 4 September** together with \$50 (if applicable). Thank you for your attention.

Yours sincerely,

Ng Miu Yee
Principal
Carmel Secondary School

Reply Slip**回條**

(to be submitted to the Class Teacher on or before 4 September)

(請於9月4日或以前交回班主任)

To: Ms Ng, Principal
致：伍校長

Date: 4 September 2018
日期：二零一八年九月四日

*Please put a tick '✓' in an appropriate box '□'.

請在適當的□上加上「✓」號

I have read the circular (C1805) and been informed about the use of school lockers.

敬覆者：頃接 貴校來函 (C1805)，得悉有關儲物櫃事宜。

I * consent / do not consent to my child using a school locker and abiding by the usage regulations.

本人 同意 / 不同意敝子弟使用 貴校上述之儲物櫃及遵守有關使用守則。

Arrangement of the deposit:

按金安排

- My child did not use the locker last year. We now pay a deposit of \$50.
去年未有使用儲物櫃，現繳付按金港幣五十元正
- I already paid a deposit of \$50 last year, which is to be this year's deposit.
去年已繳付按金港幣五十元正，現保留作本年的按金
- I request a refund of last year's deposit as my child will not use a locker this year.
本年不使用儲物櫃，請 貴校退回去年按金
- No arrangements are needed as my child did not use a locker last year and will not use any this year.
去年及本年均不使用儲物櫃，無需作任何安排

Class: _____
班別

Class Number: _____
學號

Student's Name: _____
學生姓名

Parent's Signature: _____
家長簽署

學校通告C1805號
有關儲物櫃事宜

敬啟者：為減輕同學書包重量，本校在課室內設置小型儲物櫃，分配給同學使用。使用儲物櫃的同學需繳付按金港幣五十元正（如沒有違反守則及儲物櫃沒有損壞，可獲全數發還按金），並需承諾遵守以下規定：

1. 不可損毀儲物櫃或違反本守則。
（如有違反，除沒收已繳交之五十元保證金外，得同時賠償維修或替換之費用。）
2. 為防止遺失鎖匙構成的不便，必需使用密碼鎖。
3. 櫃內外均禁止標貼，並須保持清潔。
4. 不得與其他同學共用或互換儲物櫃。
5. 不可存放食物或任何會構成危險、發出氣味及影響衛生的物品。
6. 中途退學者，須在離校前兩週辦理退回按金手續，逾期按金作廢。
7. 如需剪鎖，必須到校務處申請，並登記有關資料。
（因人手安排，學校未必能即時為同學剪鎖，學校保留限制剪鎖次數的權利。）
8. 必須鎖好儲物櫃。
9. 基於訓導事由，校方有權作不定時抽查，及在必要時要求同學開啟儲物櫃以供檢查。
10. 若違反使用規則，校方有權收回儲物櫃。

家長如同意 貴子弟使用儲物櫃，請填妥回條，由 貴子弟連同按金港幣五十元正(如適用)，於**九月四日交回班主任**，以便辦理。

此致

各位家長

迦密中學校長
伍妙儀啟

主曆二零一八年九月三日