

Caritas Wu Cheng-chung Secondary School
2020/2021 Scholastic Year Parent Circular No. 10
On the Use of Student Lockers Guidelines

2nd September, 2020

Dear Parents/Guardians,

For students' convenience, we are going to provide lockers for students. The details are as follows:

Preamble

1. All lockers are made available for storing school supplies and personal items necessary for use at school such as reference books, stationery and dictionaries.
2. Students should bring textbooks, notebooks and workbooks home every day for revision.
3. Students should maintain good sanitary conditions of the lockers. No food or perishable goods may be stored inside the lockers.

General

1. Each student may be allocated the following types of lockers:
 - A. Lockers with a built-in lock – Every student is assigned a locker key (except for those who do not apply for a locker). \$25 will be charged for replacing the lock if the key is lost. Students shall not transfer the key to any other students. At the end of the academic year, students should return their locker keys to their respective class teachers.
 - B. Padlock lockers – Students need to supply a padlock for their assigned locker. A backup key to the padlock should be kept by the class teacher for use in case of key loss.
2. Lockers are school property on loan to students. A replacement or maintenance fee is required in case a locker is damaged.
3. Students should not keep valuable items in the lockers (for example: calculators, electronic devices or cash). The school is not responsible for any personal property lost.
4. Students may not leave their possessions in another student's locker.
5. The school reserves the right to search any lockers at any time. Items forbidden by the school rules include:
 - i. Drugs, cigarettes and flammable materials.
 - ii. Communication devices and any other materials which are not necessary for use in school.
 - iii. Obscene and indecent articles.
6. Students who have violated the above terms will have their locker privilege revoked.

Thank you for your attention to the above.

Yours faithfully,



Dr. CHUNG Chi Yuen, Stanley
Principal

Biblical Quote : Let us love in deed and in truth and not merely talk about it. (1 John 3:18)

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2020/2021 Scholastic Year Parent Circular No. 10 Reply Slip

Dear Principal. Dr. Chung,

I acknowledge the circular about the Use of Student Lockers Guildlines, and my child

- will use the service and shall comply with the above regulations.
- will not use the service.

Student's Name: _____ Class: _____ Class no.: _____

Parent's Name: _____ Parent's Signature: _____

Parent's Contact no.: _____ Date: _____