

Caritas Wu Cheng-chung Secondary School
2021/2022 Scholastic Year Parent Circular No. 10
Guidelines On the Use of Student Lockers

2nd September, 2021

Dear Parents/Guardians,

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


Principles

1. All lockers are for storing 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 and should not leave them in lockers after school.
3. Students should maintain good sanitary conditions of the lockers. No food or drinks may be stored inside the lockers.

General

1. Each student may be allocated one of 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 for the padlock should be kept by the class teacher for their use in case the key is lost.
2. Lockers are school property. A replacement or maintenance fee is required in case a locker is damaged.
3. Students should not keep valuable items such as calculators, electronic devices or cash in the lockers. The school is not responsible for any loss of personal property.
4. There should only be personal items for learning inside the lockers. There should not be personal items belonging to another person inside the lockers.
5. The school reserves the right to search any lockers at any time in case teachers suspect that there are forbidden items.
6. Students who have violated the above terms will terminate their right to use until further notice.

Yours faithfully,



Mr. AU Hoi Kin
Principal

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



2021/2022 Scholastic Year Parent Circular No. 10 Reply Slip

Dear Principal Mr. Au,

I acknowledge the receipt of 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: _____