



YAN OI TONG
Tin Ka Ping Secondary School

仁愛堂田家炳中學

Shan King Estate, Tuen Mun, N.T., Hong Kong.

新界屯門山景邨 Tel:2466 5270

No. 15-16/31

中四至中六級自修室(特別安排)

敬啟者：

香港中學文憑試將至，為了讓中六同學為公開試做好準備，本校特應同學要求，除了正常學校上課日（星期一至星期五）5時正至7時30分開設自修室外，更特別於聖誕假期、農曆新年假期及香港中學文憑試前加開自修室，讓同學有安靜環境自習或共同研討功課。自修室特別安排詳情如下：

日期：聖誕期間：21, 22, 23, 28, 29, 30 /12 /2015

農曆新年期間：4, 5, 11, 12 / 2 /2016

文憑試前：13, 20, 27/2/2016 及 5,19/3/2016(星期六)

時間：早上9時正至中午12時正；下午1時正至4時正

地點：105及106室

*備註：除以上特別安排，學校於正常上課日（星期一至星期五）課後皆開放105及106室作自修室，開放時間為5時正至7時30分。

自修室特別安排亦同時適用於中四級及中五級同學，同學可自行決定是否參與。有關使用課後自修室的守則，請參閱附件一。

如有垂詢，歡迎致電與本校崔慶華副校長聯絡。

此致
各家長

仁愛堂田家炳中學校長
吳潔容謹啟

二零一五年十二月十一日



回 條（請於 14/12 填妥交回班主任）

敬覆者：

本人知悉 貴校開放自修室的各項安排，並明白學生使用自修室時必須遵從相關守則。

此覆
仁愛堂田家炳中學校長

班 別：_____ 座號：_____

學生姓名：_____

家長簽署：_____

No. 15-16/31

二零一五年十二月 日



附件一： 自修室使用守則

日期：特別安排

聖誕期間：21, 22, 23, 28, 29, 30 /12 /2015

農曆新年期間：4, 5, 11, 12 / 2 /2016

文憑試前：13, 20, 27/2/2016 及 5, 19/3/2016(星期六)及

其他學校正常上課日

時間：特別安排日期

早上 9 時正至中午 12 時正；下午 1 時正至 4 時

正常上課日

下午 5 時正至 7 時 30 分

地點： 105 及 106 室

- 一． 同學必須通知家長留校時間。
- 二． 開放自修室目的為方便各同學溫習，室內各項設施必須小心愛護，不得擅自搬動。
- 三． 進入自修室前必須先簽名報到，清楚記錄姓名、班別及時間。
- 四． 自修完畢須簽名辦理離校手續，並清楚記錄離校時間。
- 五． 除指定課室外，不得在其他地方閒蕩。
- 六． 同學需為他人設想，在自修室必須保持安靜，並遵守課室守則。
- 七． 不可霸佔自修室座位。
- 八． 嚴禁在自修室從事有違校規的活動。
- 九． 需妥善保管私人物品，如有遺失責任自負。
- 十． 必須聽從老師、教學助理或工友之指示。如身體不適或遇到意外，應立刻向當值老師或教學助理報告。

違反上述守則者，校方將禁止其使用自修室，並會進行有關懲處。校方有權按情況，終止同學使用自修室之權利。



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11 December 2015

Study Rooms for S4 to S6 Students (Special Arrangements)

The Hong Kong Diploma of Secondary Education Examination (HKDSE) is approaching. In response to students' requests, study rooms will be opened during Christmas, Chinese New Year holidays and before HKDSE to facilitate S6 students' preparation for the exam. The study rooms will provide students with a quiet environment conducive to self-study or discussion of assignments. Details of this arrangement are as follows:

Opening date : Christmas: 21, 22, 23, 28, 29, 30 /12 /2015
Chinese New Year: 4, 5, 11, 12 / 2 /2016
Before HKDSE: 13, 20, 27/2/2016 and 5,19/3/2016(Sat)

Opening hours : 9 a.m. – 12 noon; 1 pm. – 4 p.m.

Venue : Rooms 105 & 106

* Remark: Apart from the special arrangements above, the study rooms are open on regular school day (Monday to Friday) from 5 p.m. to 7:30 p.m.

The special arrangements of the study rooms are also applicable to S4 and S5 students. Students can decide whether to use the rooms. Please refer to Appendix 1 for the regulations for the use of the study rooms.

For enquiries, please contact the Vice-principal, Mr. Chui Hing Wa.

Ng Kit Yung
Principal

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Reply Slip (To be submitted to form teacher on 21 September)

_____ September 2015

I am notified of the arrangements for the study rooms. I understand that students must comply with the relevant regulations when using the study rooms.

Class: _____ Class No.: _____

Name of student: _____

Parent signature: _____

No.15-16/31



Appendix 1: Regulations for the use of study rooms

Opening date	: <u>Special arrangements</u> Christmas: 21, 22, 23, 28, 29, 30 /12 /2015 Chinese New Year: 4, 5, 11, 12 / 2 /2016 Before HKDSE: 13, 20, 27/2/2016 and 5, 19/3/2016(Sat) Other <u>regular school days</u>
Opening hours	: <u>Dates of special arrangements</u> 9 a.m. – 12 noon; 1 pm. – 4 p.m. <u>Regular school days</u> 5 p.m. – 7:30 p.m.
Venue	: Rooms 105 & 106

1. Students must inform parents of their duration of stay after school.
2. Study rooms are opened for studying. Students should use all study room facilities with care. Moving or damaging of any facilities is not allowed.
3. Before entering the study rooms, students must sign in and clearly write their names, classes and time of entry on the designated register.
4. Students should sign out of the study rooms after use.
5. Students who use the study rooms should stay in the designated classrooms. Loitering in other areas is not allowed.
6. Students should be considerate and keep quiet in the study rooms. Compliance with classroom rules is required.
7. Students should not occupy seats in the study rooms when they are not using the seats.
8. All non-study activities are strictly forbidden in the study rooms.
9. Students should keep their personal belongings safe. They will be responsible for any loss of their personal belongings.
10. Students must follow the instructions given by teachers, teaching assistants or janitors. They should inform the teacher or the teaching assistant on duty immediately in case of sickness or accidents.

Students who violate the above rules will be forbidden from using the study rooms. In those cases, the school has the authority to revoke a student's right of using the study rooms and to impose relevant punishments based on the circumstances.