

DELIA MEMORIAL SCHOOL (BROADWAY)

Notice to Parents / Guardians

7th September 2011

Dear Parents / Guardians,

Guidelines on using lockers 2011-2012

The school has installed lockers in every classroom for students to put their belongings inside. All students are required to obey the following rules when using the lockers.

- 1 Every student has his/her own locker arranged by the class teachers. Disagreements are not expected.
- 2 The lockers will only be lent to the students specified by the class teachers. Students are not allowed to lend it to others and they should not store others' belongings.
- 3 Students should bring their own lock and keys. In case of losing the keys, they should inform the school as quickly as possible for breaking the lock.
- 4 The lockers should be used to store books and stationery. Food, stinky as well as dangerous, illegal stuff are strictly prohibited.
- 5 Students should not leave money and valuable belongings inside the lockers. The school will not be responsible for any losses.
- 6 Students who intentionally leave their books and homework in the lockers to avoid revision and doing assignment will be warned if the school receives any parents' complaints. It is probable that the students' rights of using lockers will be terminated.
- 7 As the lockers are public assets, students should take care of them. Graffiti and posters are prohibited. Anyone who deliberately damages the lockers have to compensate for the damages caused and his/her right of using them will be terminated.
- 8 At the end of the school year, students should clean up the lockers before they return.
- 9 If necessary, the school can ask students to open their lockers for checking. Any students who disobey the above rules will have their right of using lockers terminated and will be punished accordingly.
- 10 The school reserves the rights to amend the above rules. Students are required to obey them.

Yours faithfully,



K.C. Lo

Principal

Reply Slip (PN_1112_011)

Date: _____

I _____ (Name) of S _____ (_____) have read the above rules and I am willing to obey them.

Student's signature: _____

Parent's signature: _____