

DELIA MEMORIAL SCHOOL (BROADWAY)Notice to Parents / Guardians

Dear Parents / Guardians,

6th March 2023**Guidelines on using lockers 2022 – 2023**

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

- 1 Student lockers should be allocated by the class teachers. Disagreements are not expected.
- 2 Students are allowed to open their locker within the given time. Students who need to open the lockers outside the allocated time slots need to ask for teachers' permission.
- 3 Facial recognition system will be used on the school lockers. This system will not be used for other purposes on the campus.
- 4 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.
- 5 The lockers should be used to store books, stationery and their own Chromebook. Food, items with pungent smell, dangerous, and illegal items are strictly prohibited.
- 6 Students should not leave money and valuable belongings inside the lockers. The school will not be responsible for any losses.
- 7 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 parent or teacher complaints. It is probable that the students' rights of using lockers will be terminated.
- 8 As the lockers are public assets, students should take care of them. Graffiti, stickers and posters are prohibited. Anyone who deliberately damages the lockers has to compensate for the damages caused and his/her right of using them will be terminated.
- 9 At the end of the school year, students should clean up and vacate their lockers.
- 10 The school has the right to ask students to open their lockers for checking. Any student who disobeys the above rules will have their right of using lockers terminated and may be punished accordingly.
- 11 The school reserves the rights to amend the above rules. Students are required to follow them.

Yours faithfully,

K.C. Lo
Principal**Reply Slip (PN_2223_187)****Re: Guidelines on using lockers 2022 – 2023**

Date: _____

Dear Mr. Lo,

My child _____ of S ____ () have read the above rules and **accept / do not accept*** to use the locker. He / She is willing to obey all the rules.

Parent's Name: _____

Parent's Signature: _____