



景嶺書院
King Ling College
二零一四至二零一五年度家長通告第九號
School Notice 9

(本通告已上載於本校網頁 <http://www.kingling.edu.hk>)

敬啟者：

中學文憑試臨近，為方便學生於課後有合適地方作溫習之用，本校現決定於學校正常上課日的黃昏至晚間時段，開放課室供中五及中六學生作自修之用，詳情如下：

開放時間：下午五時三十分至晚上八時

開放日期：2014年11月3日至2015年2月13日期間的學校上課日（特別活動日子除外）

課室位置：105室

使用自修室服務之程序：

1. 有興趣使用自修室的學生需獲家長同意，並簽署以下回條交回班主任。
2. 學生需於使用自修室當日的午膳完結前，於校務處的登記表上填寫姓名及班別。
3. 若登記使用自修室的人數少於五人，當日的自修室服務將會暫停。
4. 已登記的學生需於五時四十五分前到達自修室，向當值導師報到，否則當放棄論。
5. 學生到達及離開自修室時，必須於簽到簿上填寫時間，離開學校時，亦須於更亭紀錄簿上填寫相關資料。

保安安排：

1. 本校有晚間保安人員駐守，並會作定時巡邏。
2. 本校將額外聘請導師於自修室值勤。
3. 參與晚間留校自修的學生，只可使用校方指定的課室作自修之用，以方便校方管理。
4. 若學生有需要致電回家，可使用學校的收費電話或借用更亭內的學校電話。
5. 基於安全考慮，學生於使用自修室期間離開校園，將作離校回家處理，其當晚使用自修室的資格將被取消。
6. 若家長想瞭解子女使用自修室的情況，例如晚上離校時間等，可於辦公時間致電學校，與校務處職員胡小姐聯絡。
7. 學生可於自修室內進食自攜的乾糧，如餅乾等，惟學生必須保持課室整潔。另外，學校亦已安裝冷熱水機供學生使用。

請留意：此措施乃為方便學生自習之用，參加與否純屬自願性質。學生獲家長同意並報名後，必須遵守相關規定，否則將有可能被取消使用資格，嚴重違規者，將會被校方記過處分。另外，家長簽署以下回條，只表示同意子女按需要時留校使用服務，並非代表學生需每天留校使用服務。因自修室座位有限，故將以登記先後次序決定使用的優先權，額滿即止。

校長

謹啟

二零一四年十月三十日

回 條

敬覆者：本人清楚明白以上所述有關自修室服務計劃之內容，並 同意 / 不同意 敝子女參與此項計劃。

此覆

家長簽署：_____

家長姓名：_____

學生姓名：_____

班別：_____ 學號：_____

緊急聯絡電話：_____

二零一四年 月 日

30 October 2014

Dear Parents,

In order to let students have a quiet place to study after school, a Self-study Room Scheme is now launched. The details are as follows:

Time: 5:30 pm to 8:00 pm

Period: The school days from 3 November 2014 to 13 February 2015 (excluding the special function days)

Venue: Room 105

Procedures for using the Self-study Room:

1. Parent who agrees his/her child to join the scheme has to sign the reply slip attached.
2. Student has to sign up (at the General Office) before the end of lunch time if he/she intends to use the service on a certain day.
3. The service will not be provided if there are fewer than five students signed up.
4. For those registered, they must arrive at the Room before 5:45 pm; otherwise, their places will be substituted.
5. All users must sign up upon their arrival and before departure at the Self-study Room and also at the security room located at the main entrance of the School (departure time only).

Security Concerns:

1. A security guard is stationed at school during the night time and he will be patrolling from time to time.
2. The school has hired a tutor to manage the Self-study Room.
3. Except the Self-study Room and the 1/F toilets, all other places are out of bound.
4. Students can use the pay phone outside the General Office or the telephone inside the security room when in need.
5. For the sake of safety, students are forbidden to leave and re-enter the school when they are using the service.
6. Parents can contact Ms Wu, the clerk of the General Office, during the office hour if they want to know how their children use the service.
7. Students can have snacks such as biscuits inside the Self-study Room; however, they have to keep the Room clean and tidy. Besides, two drinking fountains with warm and cold water supply are available.

Please note that the aim of the service is to facilitate students' learning. The participation is on a voluntary basis. Students who get permission from their parents to join the service must follow the rules strictly; otherwise, they will be forbidden to use the service or even reprimanded and punished by the School. Parents who sign the reply slip should understand that their children have to register for the use of the service on a daily basis; the seats for the Room are limited. The priority will be set according to the order of the registration.

Thank you for your attention.

Sincerely,



Anson Yang, Ph.D.
Principal