



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. 18-19/10

中四至中六級課後自修室

敬啟者：

為促進高中同學自主學習及讓中六級同學為香港中學文憑試做好準備，本校特應同學需求開設課後自修室，讓同學有安靜環境自習或共同研討功課。課後自修室安排詳情如下：

日期：9月17日至12月19日（上學日）
時間：5時正至7時正（夏令時間：4時30分至7時正）
地點：105及106室

開放自修室為上學期安排，學生可自行決定是否參與，如效果良好，相關措施可在下學期繼續推行。有關使用課後自修室的守則，請參閱附件一。

如有垂詢，歡迎致電學校校務處。

此致
中四至中六級各家長

仁愛堂田家炳中學校長
吳潔容謹啟

二零一八年九月十四日

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回 條（請於 17/9 填妥交回班主任）

敬覆者：

本人已知悉 貴校開放課後自修室的各項安排，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. 18-19/10

二零一八年九月 日



附件一： 自修室使用守則

日期：2018年9月17日（一）至2018年12月19日（三）之上學日
時間：5:00 p.m. — 7:00 p.m. （夏令時間：4:30 p.m. — 7:00 p.m.）
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，不得擅自搬動室內設施。
- 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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14 September 2018

After-School Study Rooms for S4 to S6 Students

In response to students' requests, after-school study rooms will be opened to encourage senior secondary form students in autonomous learning and facilitate S6 students' preparation for the Hong Kong Diploma of Secondary Education Examination. 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 : 17 September to 19 December (school days)
Opening hours : 5:00 p.m. – 7:00 p.m. (Summer time: 4:30 p.m. – 7:00 p.m.)
Venue : Rooms 105 & 106

The study rooms are open in the first term. Students can decide whether to use the rooms. The school will consider opening the study rooms in the second term if such measure is effective and well-received. Please refer to Appendix 1 for the regulations for the use of the study rooms.

For enquiries, please contact the staff in the office.

Ng Kit Yung
Principal

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Reply Slip (To be submitted to form teacher on 17 September)

_____ September 2018

I am notified of the school's arrangement for the after-school study rooms. I understand that students must comply with the relevant regulations when using the study rooms.

Class: _____ No.: _____

Name of student: _____

Parent signature: _____

No. 18-19/10



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Appendix 1: Regulations for the use of study rooms

Opening date : School days from 17 September 2018 to 19 December 2018
Opening hours : 5:00 p.m. — 7:00 p.m. (Summer time: 4:30 p.m. — 7:00 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.