



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. 18-19/44

## 中四及中五級課後自修室

敬啟者：

為促進高中同學自主學習，為年終考試做好準備，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。課後自修室安排詳情如下：

日期：4月1日至6月3日（逢星期一、三及四的上學日）

時間：5時正至7時正

地點：學校圖書館

學生可自行決定是否。參與有關使用課後自修室的守則，請參閱附件。

如有垂詢，歡迎致電學校校務處。

此致

中四及中五級各家長

仁愛堂田家炳中學校長  
吳潔容謹啟

二零一九年三月二十二日

## 附件： 自修室使用守則

日期： 4月1日（一）至6月3日（一）[逢星期一、三及四的上學日]

時間： 5時正至7時正

地點： 學校圖書館

- 一． 同學必須通知家長留校時間。
- 二． 進入圖書館前必須先簽名報到，清楚記錄姓名、班別及時間。
- 三． 開放圖書館目的為方便各同學溫習，同學必須小心愛護室內各項設施，不得擅自搬動室內設施。
- 四． 進入圖書館時，
  - (a) 書包及手提袋須先放在圖書館外儲物櫃內。請隨身保管錢包及其他貴重物品，如有遺失責任自負。
  - (b) 館內可借用各科參考書本，取用補充練習（及答案），使用影印機、iPad及自學中心內設備。
  - (c) 同學需為他人設想，必須保持安靜。
  - (d) 不准攜帶食物、飲品（包括飲用水）及雨傘。
  - (e) 請勿進入圍封範圍。
  - (f) 離開前歸還借用參考書本及關掉設備（iPad及自學中心的電腦）。個人書籍、筆記及其他物品交與教學助理檢查，方可離開。
- 五． 除以上指定地點外，不得在其他樓層閒蕩。不可霸佔圖書館座位。
- 六． 溫習完畢須簽名辦理離校手續，並清楚記錄離校時間。出席記錄將於當晚上載於學校內聯網供家長知悉。
- 七． 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，應立刻向教學助理或當值老師報告。

違反上述守則者，校方有權按情況，終止同學使用課後溫習室之權利，情況嚴重者將被懲處。



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22 March 2019

### **After-School Study Room for S4 and S5 Students**

In response to students' requests, after-school study room will be opened to encourage senior secondary form students in autonomous learning for the preparation of the yearly examination. The study rooms will provide students with a quiet environment conducive to self-study. Details of this arrangement are as follows:

Opening date : 1 April to 3 June (Mondays, Wednesdays and Thursdays during school days)  
Opening hours : 5:00 p.m. – 7:00 p.m.  
Venue : School library

Students can decide whether to use the room. Please refer to the Appendix for the regulations for the use of the study room.

For enquiries, please contact the staff in the office.

Ng Kit Yung  
Principal

## Appendix: Regulations for the use of study room

Opening date : 1 April to 3 June  
(Mondays, Wednesdays and Thursdays during school days)  
Opening hours : 5:00 p.m. — 7:00 p.m.  
Venue : School library

1. Students must inform parents of their duration of stay after school.
2. Before entering the library, students must sign in and clearly write their names, classes and time of entry on the designated register.
3. Study room is opened for studying. Students should use all the facilities with care. Moving or damaging of any facilities is not allowed.
4. When students are in the library,
  - (a) Personal belongings should be placed in the lockers outside the library. Students should keep wallets and other valuable items with themselves. They will be responsible for any loss of their personal belongings.
  - (b) Students can borrow reference materials and supplementary exercises (with answers), can use the photocopier, iPads and facilities in the self-study centre.
  - (c) Students should be considerate and keep quiet.
  - (d) Students should not bring food, drinks (including drinking water) and umbrella into the library.
  - (e) Students should not enter the closed area in the library.
  - (f) Before leaving the library, students should return reference materials and switch off electronic devices (iPads and desktop computers); personal items, including books, notes and related materials, should be examined by the teaching assistant.
5. Students who use the study room should stay in the designated places. Loitering in other areas is not allowed. Students should not occupy seats in the when they are not using the seats.
6. Students should sign out at the counter in the library and clearly write time of leave before leaving school. Attendance record will be uploaded to school intranet at the same night for parents' information.
7. Students must follow the instructions given by teachers, teaching assistants or janitors. They should inform the teaching assistant or the teacher on duty immediately in case of sickness or accidents.

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