



Po Leung Kuk
Lo Kit Sing (1983) College

保良局羅傑承(一九八三)中學

Cheung Hong Estate, Tsing Yi, N.T., Hong Kong

香港新界青衣長康邨

Tel: 2497 7110
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Dear Parents,
各位家長：

P18010

Application for Student Locker
申請學生儲物櫃

The application procedures and the details are as follows:

1. Only students with special needs can apply for a locker as there is not sufficient space to set up lockers for all students. If the number of applicants exceeds the number of student lockers available, lots will be drawn to decide the allotment of lockers.
2. Priority will be given to the following groups of students:
 - Students with health problems (supported with medical certificate)
 - School team members with the consent of the teachers-in-charge
 - Clubs and societies committee members with the consent of the teachers-in-charge
3. To apply for the lockers, students have to submit the application form to their Form Teacher on or before 4th September, 2018.
4. "Rules and Regulations" will be posted on the notice board in each classroom. Failure to comply with the rules and regulations will result in termination of the use of lockers.

現正開始接受學生申請借用學生儲物櫃，申請程序及相關細節如下：

- 一. 校內空間有限，未能為所有學生安排儲物櫃，故只有特殊需要的學生可申請借用學生儲物櫃。若合資格申請的學生人數較學校所擁有的學生儲物櫃的數量為多，則以抽籤方式決定之。
- 二. 以下學生申請學生儲物櫃，將獲優先權：
 - 基於健康理由(有醫生紙證明)
 - 為校內團隊成員，並獲負責老師簽名批准該生有使用儲物櫃
 - 為校內學會幹事，而該組織負責老師簽名批准該生有使用儲物櫃
- 三. 如欲申請，學生必需於 2018 年 9 月 4 日或以前把申請表交予班主任。
- 四. 學生儲物櫃使用守則將會貼於各班的報告板上，學生需依從守則使用儲物櫃，否則學生需歸還儲物櫃予校方。

Po Leung Kuk Lo Kit Sing (1983) College
保良局羅傑承(一九八三)中學

Law Wing Chung, Principal 羅穎忠校長
3rd September, 2018 二零一八年九月三日



Reply Slip 回條

P18010

I acknowledge the receipt of the circular dated 3rd September, 2018 about the Application of the Student Locker.

本人經已知悉 貴校於九月三日來函有關學生申請使用學生儲物櫃的事宜。

Name of Student 學生姓名： _____

Class 班別： _____ CSNO 班號： _____

Name of Guardian 監護人姓名： _____
(Block Letters 中文正楷)

Signature of Guardian 監護人簽署： _____

Date 日期： _____