

為鼓勵學生用功溫習，力求進取，本校特於九月四日起，放學後開放自修室供中三至中六學生使用。學校上學年把部份地下有蓋操場改建為自修室，並已安裝冷氣，以為學生提供一個更合適的溫習地方。由於自修室不設專人監管，故貴子弟使用自修室時，必須遵守以下規則，確保使用者能在安全及寧靜環境下溫習。

### 開放時間

	中三	中四至中六
上課日：休整時間表	下午 3:15 - 4:45	下午 3:15 - 8:00
常規時間表	下午 4:15 - 5:30	下午 4:15 - 8:00
平日星期六	/	上午 8:30 - 下午 6:00
長假期（除特殊情況外）	/	上午 9:00 - 下午 6:00

### 自修室學生守則

- 一． 必須通知家長留校時間。
- 二． 使用自修室前先在簽到板清楚記錄姓名、班別及時間。
- 三． 自修完畢必須辦理簽退手續。
- 四． 學生應留在自修室內，不得在學校其他地方閒蕩，以免騷擾其他同學。
- 五． 需為他人設想，在自修室必須保持安靜。
- 六． 不可霸佔自修室座位。
- 七． 請保持自修室清潔。
- 八． 學生可在自修室飲食（只限飲料及包裝零食）。
- 九． 需妥善保管私人物品，如有遺失，責任自負。
- 十． 必須聽從老師或工友之指示。如遇有身體不適或意外，應立刻向當值工友報告。
- 十一． 如有違反校規或上列守則，校方有權按情況終止學生使用自修室之權利。

自修室能否維持良好環境讓同學溫習，有賴同學的自律精神，如同學有任何意見或查詢，請聯絡孫綺蘅老師。

以上通告

中三至中六家長



沙田崇真中學校長

梁潔妍

二零一八年九月三日

From: Ms. LEUNG Kit Yin, Principal

Date: 3<sup>rd</sup> September, 2018

Re: Study Room

In order to encourage students to be positive in study, the school will, from 4<sup>th</sup> September 2018, open a study room for use by S.3 to S.6 students after school. In order to provide a better environment for students to study after school, our school refurbished part of the rear covered playground as the new study room and equipped it with air-conditioning last academic year. As no instructor will supervise the room, study room users should observe the following regulations to keep a quiet and safe environment for self-studying purpose.

#### Opening hours

	S.3	S.4 to S.6
School Days : Lightened timetable	3:15pm - 4:45pm	3:15pm - 8:00pm
Normal timetable	4:15pm - 5:30pm	4:15pm - 8:00pm
Saturdays	/	8:30am - 6:00pm
Long Holidays (excluding special conditions)	/	9:00am - 6:00pm

#### Regulations for use of study rooms

1. Students should notify parents about the time for staying at school.
2. Students should write down their names, classes and sign-in times on the sign-in board before using the study rooms.
3. When leaving the study rooms, students should sign out.
4. Students should stay inside the study room. Students should not hang around the school premises and disturb other students.
5. Students should be considerate and remain quiet when using the study room.
6. No student should occupy other seats in the study room.
7. Students should keep the study room clean.
8. Students can have drinks and packed snacks inside the study room.
9. Users are responsible for their own property and valuables.
10. Users should obey the instructions given by teachers and janitors. Reports should be made to the janitors when there are any accidents or bodily discomfort.
11. All users should observe the school regulations and regulations set for the study room. Offenders may forfeit the right to use the study rooms.



To have a pleasant atmosphere and environment for studying purpose, students who use this service should always be self-disciplined. If students have any enquiries, please contact Ms. Suen Yee Hang.