

崇真小學暨幼稚園 Tsung Tsin Primary School and Kindergarten

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2017-2018 年度幼兒班報名須知

請仔細閱讀「申請入讀 2017-2018 年度幼兒班資訊及細則」及「學校與家長合作約章」之全部內容，並於網上遞交「入學申請表格」時選擇明白及接受各項內容，校方才會處理閣下之入學申請。



2017-2018 年度幼兒班入學申請程序



《步驟一》

報名參加其中一場「幼稚園部收生簡介會」

第一場簡介會：2016年7月5日（星期二）下午6:30開始

第二場簡介會：2016年8月26日（星期五）下午6:30開始

下載「幼稚園部收生簡介會」報名表格

查閱「幼稚園部收生簡介會」出席名單

（請於簡介會當天索取問卷一份，填妥後於面試日交回。）

《步驟二》

 **網上報名**  請點擊此處

1. 2016年8月29日（星期一）至2016年9月11日（星期日）內於網上報名的申請人，將安排**首輪面試**。
2. 2016年9月12日（星期一）或之後才完成網上報名的申請人，將稍後才安排面試，合乎本校入學標準的申請人將被視為**備取生**。

《步驟三》

本校將按申請人之《入學申請表格》上的資料篩選，合資格之申請人將以電郵接獲面試通知書，請按時出席「新生面試」

《步驟四》

申請者將於面試後 21 個工作天以電郵接獲「面試結果通知書」



一、本校收生宗旨

崇真小學暨幼稚園一向着重多元化的基督教全人教育，並致力吸引不同背景以及在學業表現與個人發展均具潛力之學生。本校期望學生能夠為學校帶來正面影響，同時亦能從本校的獨特學習環境中得益。本校收生宗旨是為適合本校之學生提供學習機會。審核學生申請時，「入學委員會」會考慮學生各方面的潛力及所獲得的支援等因素，而首要考慮之因素，是申請學生及其家庭是否支持本校的辦學使命及教育理念。

二、免費優質幼稚園教育計劃安排

※ 本校分為中英文幼稚園部(ACK)及英語普通話幼稚園部(EPK)，所設教育局資助計劃安排如下：

中英文幼稚園部			
入讀年份	中英文部幼兒班 ACK1	中英文部低班 ACK2	中英文部高班 ACK3
2015-2016	參與「免費優質幼稚園教育計劃」 *請留意教育局公布之詳情		
2016-2017			
2017-2018			
英語普通話幼稚園部			
入讀年份	英普部幼兒班 EPK1	英普部低班 EPK2	英普部高班 EPK3
2015-2016	不設學券津助 / 不會參與「免費優質幼稚園教育計劃」		
2016-2017			
2017-2018			

教育局於 2017/18 學年推行免費優質幼稚園教育政策，以取代現有的「學前教育學券計劃」。在新計劃下，教育局會以「幼稚園入學註冊證」作為 2017/18 學年的 K1 註冊文件。

家長須於 2016 年 9 月至 11 月期間為子女向教育局申請「2017/18 幼稚園入學註冊證」(下稱「2017/18 註冊證」)。「2017/18 註冊證」會於本年 9 月開始接受申請，屆時教育局會公布申請細則，並會在教育局網頁(加入教育局網頁結連)上載詳情。

如已於 2016/17 學年入讀幼稚園 K1 及使用學券，但希望於 2017/18 學年再次申請入讀 K1 (包括於原校重讀)；或因以受養人身分在港逗留期限的問題而未能及時獲發「2017/18 註冊證」的合資格學童，可於 2016 年 10 月向教育局申請「2017/18 註冊信」。

三、申請入讀 2017-2018 年度幼兒班須知

3.1 《步驟一》報名參加其中一場「幼稚園部收生簡介會」

- 有意為貴子女報讀 2017 年 9 月幼兒班之家長(或監護人)，請於報名前出席 2016 年 7 或 8 月其中一場「幼稚園部收生簡介會」，以瞭解本校之辦學宗旨、教學理念及如何輔助子女配合幼稚園、小學及中學「直通車」之升學安排。出席紀錄將納入本校評核「家校協作實踐」的其中一項準則。

- b) 「幼稚園部收生簡介會」報名方法：
於本校網頁下載「幼稚園部收生簡介會報名表格」，填妥後親身遞交報名表格至本園校務處，或以郵寄方式寄回「九龍大埔道 58 號崇真小學暨幼稚園」（信封面請註明「幼稚園部收生簡介會」）。
- c) 「幼稚園部收生簡介會」出席名單會於指定日期上載於本校網頁最新消息欄，請家長自行查閱。
- d) 簡介會當日，車輛不得駛進學校範圍內，本校亦**不設泊車位**，不便之處，敬請見諒！
- e) 凡出席「幼稚園部收生簡介會」之家長，將獲問卷乙份（以家庭計），問卷須於面試時一併交回面試老師，以作為「幼稚園部收生簡介會」出席記錄，並助本校了解家長意見及作為教學編排之參考。

3.2 《步驟二》於指定時段填妥網上入學申請表及上載相關資料

a) 入學申請階段：

- ☞ 2016 年 8 月 29 日（星期一）至 9 月 11 日（星期日），共 2 星期。

b) 網上遞交入學申請表：

- ☞ 請填妥網上入學申請表及上載相關資料，包括：個人證件相片 1 張及學童出生證明書或香港居留證明（不在港出生之學童適用）。
- ☞ 請仔細閱讀「申請入讀 2017-2018 年度幼兒班資訊及細則」及「學校與家長合作約章」之全部內容，並於網上遞交「入學申請表格」時選擇明白及接受各項內容，校方才會處理閣下之入學申請。
- ☞ 家長成功申請後，本校會即時以電郵發送相關的申請資訊到申請人提供之電郵地址。申請人若發現未能收取本校發送之電郵，請翻查「垃圾郵件匣/雜件箱」，查看郵件後將本校電郵地址加入通訊錄內，以便日後收取入學申請相關資訊。
- ☞ 為免系統未能讀取校方發出之電郵通知，本校建議家長使用 Gmail 或 Yahoo 電郵地址作網上報名登記。
- ☞ 如發現電郵只有上款而未能顯示完整內容，請按「轉寄」以查閱內文。

c) 本校會向家長發送以下通知：

☞ 第一個電郵	9 月下旬以電郵發出每年 10 月第 2 個星期六舉辦的「兒童嘉年華會暨週年校慶及校友會週年紀念開放日」資料（附有攤位遊戲券） ✓ 家長及學童可於面試前體驗學校環境、設施及參觀課程展覽
☞ 第二個電郵	9 月下旬至 10 月以電郵發出「面試通知書」 ✓ 確定面試日期、時間及分組地點，以便家長預留時間陪同子女出席面試
☞ 第三個電郵	面試後 21 個工作天以電郵發出「面試結果通知書」 ✓ 獲取錄的學生需於統一註冊日 2017 年 1 月 12 日(星期四)至 1 月 14 日(星期六)辦公時間到校辦理註冊手續
☞ 第四個信函	2 月下旬或 3 月上旬以信函寄出「辦理入學手續通告及回條」 ✓ 獲取錄的學生需於 3 月下旬指定日期及時間到校辦理入學手續
☞ 第五個電郵	8 月上旬以電郵發出「開學通知書」 ✓ 附有每年開學前（8 月最後 1 星期內）舉行的「新生家長會」資料，班主任會向家長核實適應日上課時段及詳細解釋開課時的重要事宜，讓家長明白日常課堂的運作模式及將來子女的學習情況，強化「家校協作」的理念

- d) 如任何人士於申請入學提供相關資料時作出虛假申報，即屬違法。

3.3 《步驟三》接獲面試通知書者出席「新生面試」

- a) 按教育局要求，本校於指定的收生日期內不設入學申請的限額。由於申請人數眾多，未能一一面試，故本校將按申請人遞交之「入學申請表格」上的資料及附件資料進行首輪遴選，獲安排面試之考生會於 9 月下旬至 10 月中接獲「面試通知書」。

- b) 獲安排面試之考生，需於指定日期前將教育局核准之報名費用港幣 50 元正透過自動櫃員機存入幼稚園部恒生戶口 287-003172-002（切記保留轉帳收據正本，並於面試日交回）。如經銀行櫃台入數，則需存入港幣 80 元正，其中港幣 30 元正為銀行收取之行政費。此報名費已經教育局核准，一經繳交，將不獲發還。
- c) 考生需於面試當日交回報名費的轉帳收據正本予面試老師，如未能出示收據，需即時以現金補交港幣 50 元（補交報名費只接受現金，不設找贖及退款）。
- d) 每位考生只獲一次面試安排，不能改期，請按「面試通知書」上指定之日期及時間攜帶通知書、學童出生證明書副本或香港居留證明副本（不在港出生之學童適用）、收生簡介會問卷（如適用）及報名費收據正本準時到校報到。
- e) 面試組別按「入學申請表」中申請入讀的第一意願安排。入學申請一經遞交，恕不能修改資料，敬請注意！

註 1：首輪遴選準則——

- a. 父／母全職在與本校同一校址的小學部／幼稚園部工作
- b. 兄／姊在與本校同一校址的小學部／幼稚園部就讀
- c. 父／母為本校校董
- d. 父／母或兄／姊為本校小學部／幼稚園部的畢業生
- e. 適齡的兒童（即翌年 9 月開課時年滿 2 歲 8 個月至 4 歲）
- f. 住所區域鄰近本校（申請者均可獲面試抽籤機會，惟路程及交通向來是選校的重要因素之一，本校願及學生往返學校需時，故將分配較多面試配額予住所區域鄰近本校之申請者）

*以上原則參考教育局自行分配學位辦法而定，且沒有違反《性別歧視條例》、《殘疾歧視條例》、《家庭崗位歧視條例》、《種族歧視條例》、《個人資料（私隱）條例》、《防止賄賂條例》等。

註 2：未能通過首輪遴選者，本校會保留有關申請人之資料，若有餘位，將按排序讓申請者替補。完成整個收生程序後仍未獲取錄者，本校將銷毀所有資料。所有已遞交之文件將不予退還。

3.4 《步驟四》接獲「面試結果通知書」

「面試結果通知書」將於面試後 21 個工作天以電郵發出。

四、註冊、後補學位及退學事宜

4.1 註冊事宜：

考生會於面試後 21 個工作天接獲「面試結果通知書」電郵。獲取錄者，請按「面試結果通知書」上的統一註冊日期（2017 年 1 月 12 日至 14 日）於辦公時間內，到校遞交以下註冊材料：

- 1) 教育局核准之註冊費港幣 970 元正（支票抬頭：崇真小學暨幼稚園）
- 2) 2017/18 年度註冊證 / 註冊信（須預先向教育局申請）

4.2 後補學位事宜：

- a) 如於註冊日後尚有學位，本校會致電聯絡備取生家長安排註冊入讀，或安排未曾獲面試機會之申請者面試。如欲接受後補學位，家長需於指定時間內辦理註冊手續。如申請人於「統一註冊日期」後獲取錄，仍須遞交「2017/18 註冊證」及港幣 970 元正辦理註冊手續。
- b) 若入學申請完結而考生獲本校取錄，所有資料將會保存於本校學生個人資料檔案內。若考生於完成整個收生程序後仍未獲取錄，本校將銷毀所有資料。所有已遞交之文件將不予退還。

4.3 退學事宜：

如需於註冊或辦理入學手續後辦理退學手續，需遞交書面退學信。家長亦可申請退回部分辦理入學手續時已繳之費用，詳情請見下表：

所繳交的費用或文件	可否申請退回	備註
a) 註冊費\$970	✗	
b) 購買校服之費用	✗	校服恕不退換
c) 祿姆車註冊費	於 31/7 前遞交書面退學信，方能退回費用，有關費用可於遞交書面退學信後 6 星期退款。	
d) 書簿雜費		
e) 9 月份學費餘額		

五、2017-2018 年度幼稚園部課程安排

5.1. 2017-2018 年度中英文幼稚園部課程及學費

校部	英語課時數	以普通話教授中文時數
ACK (AM)	每天 15 分鐘(每週 75 分鐘)	每週 30 分鐘(分 2 節進行)
ACK (PM)	每天 30 分鐘(每週 150 分鐘)	每天 15 分鐘(每週 75 分鐘)
以上語言學習時數均由操英語為母語或操普通話為母語之地道語言教師教授。		

- 參考 2016-2017 年度學費為每期\$3,485，全學年共 10 期。扣除學券津助\$2,323 後，家長每期只需繳付學費 **\$1,162**。
- 參考 2016-2017 年度，此部有 3 班上午幼兒班和 5 班下午幼兒班，教學人手比例是 1：15。
- 學費、學券津助額及班級編制每年均可能調整，以上為 2016-2017 年度數據，僅供參考。
- 學券津助詳情請留意政府公布之最新消息。

5.2. 2017-2018 年度英語普通話幼稚園部課程及學費

校部	英語課時數	以普通話教授中文時數
EPK1 – EPK3	每天 2 小時(每週 10 小時)	每天 1 小時(每週 5 小時)
以上語言學習時數均由操英語為母語或操普通話為母語之地道語言教師教授。		

- 參考 2016-2017 年度學費為每期\$4,725（以教育局核准之數額為準），全學年共 10 期。**此部不參與學券計劃。**
- 參考 2016-2017 年度，此部有 2 班上午幼兒班，每班人數上限為 30。
- 學費及班級編制每年均可能調整，以上為 2016-2017 年度數據，以僅供參考。

5.3. 2017-2018 年度上午班及下午班均設增潤課程「全方位英語教室（KEEP）」，供家長自由選擇報讀。

上午 時段常規課程 / 增潤課程	+	下午 時段常規課程 / 增潤課程
中英文幼稚園部 ACK2 及 ACK3 (上午班) * 此部 持續 設有學券計劃 K2 每期學費\$3,485，扣除學券資助後，只需繳付學費 \$1,126 K3 每期學費\$3,310，扣除學券資助後，只需繳付學費 \$1,059 (學費及學券津助額每年均會按生活指數調整，以上為 2016-2017 年度數據，僅供參考) 每天 15 分鐘英語課(每週 75 分鐘) 每週 30 分鐘以普通教授之中文話課	+	「K2 及 K3 全方位英語教室」KEEP 課程 (下午班) ☞ 每期學費\$3,418 ☞ 學費不包括茶點及膳食費，學生需每月額外繳付相關費用(按每月上課日數計算，一天\$35) (學費及膳食費每年均可能調整，以上為 2016-2017 年度數據，僅供參考。) ☞ 上午 KEEP 課程 + 下午常規課程 = 全日綜合課程 * 家長可自由選擇報讀

<p>「K2 及 K3 全方位英語教室」KEEP 課程 (上午班)</p> <p>☞ 每期學費\$3,418</p> <p>☞ 學費不包括茶點及膳食費，學生需每月額外繳付相關費用(按每月上課日數計算，一天\$35) (學費及膳食費每年均可能調整，以上為 2016-2017 年度數據，僅供參考。)</p> <p>☞ 上午 KEEP 課程 + 下午常規課程 = 全日綜合課程</p> <p>* 家長可自由選擇報讀</p>	<p>中英文幼稚園部 ACK2 及 ACK3 (下午班)</p> <p>* 此部持續設有學券計劃</p> <p>K2 每期學費\$3,485，扣除學券資助後，只需繳付學費 \$1,126</p> <p>K3 每期學費\$3,310，扣除學券資助後，只需繳付學費 \$1,059</p> <p>(學費及學券津助額每年均會按生活指數調整，以上為 2016-2017 年度數據，僅供參考)</p> <p>每天 30 分鐘英語課(每週 150 分鐘)</p> <p>每天 15 分鐘以普通話教授之中文課(每週 75 分鐘)</p>
<p>上午 時段常規課程 / 增潤課程</p>	<p>下午 時段常規課程 / 增潤課程</p>
<p>英語普通話幼稚園部 EPK2 及 EPK3 (上午班)</p> <p>☞ 此部不設學券津助</p> <p>☞ EPK2 每期學費\$4,725*</p> <p>☞ EPK3 每期學費\$4,410*</p> <p>(學費每年均會按生活指數調整，以上為 2016-2017 年度數據，僅供參考)</p> <p>每天 2 小時英語課 (每週 10 小時)</p> <p>每天 1 小時以普通話教授之中文課 (每週 5 小時)</p>	<p>「K2 及 K3 全方位英語教室」KEEP 課程 (下午班)</p> <p>☞ 每期學費\$3,418</p> <p>☞ 學費不包括茶點及膳食費，學生需每月額外繳付相關費用(按每月上課日數計算，一天\$35) (學費及膳食費每年均可能調整，以上為 2016-2017 年度數據，僅供參考。)</p> <p>☞ 上午 KEEP 課程 + 下午常規課程 = 全日綜合課程</p> <p>* 家長可自由選擇報讀</p>
<p>「K2 及 K3 全方位英語教室」KEEP 課程 (上午班)</p> <p>☞ 每期學費\$3,418</p> <p>☞ 學費不包括茶點及膳食費，學生需每月額外繳付相關費用(按每月上課日數計算，一天\$35) (學費及膳食費每年均可能調整，以上為 2016-2017 年度數據，僅供參考。)</p> <p>☞ 上午 KEEP 課程 + 下午常規課程 = 全日綜合課程</p> <p>* 家長可自由選擇報讀</p>	<p>英語普通話幼稚園部 EPK2 及 EPK3 (下午班)</p> <p>☞ 此部不設學券津助</p> <p>☞ EPK2 每期學費\$4,725*</p> <p>☞ EPK3 每期學費\$4,410*</p> <p>(學費每年均會按生活指數調整，以上為 2016-2017 年度數據，僅供參考)</p> <p>每天 2 小時英語課 (每週 10 小時)</p> <p>每天 1 小時以普通話教授之中文課 (每週 5 小時)</p>

- * 以上語文課均由地道語言教師教授。
*2016-2017 年度學費以教育局之數額為準。
*KEEP 學額設有上限，申請者需經有關評審委員會遴選。

六、本校私家褸姆車服務情況

現時承辦商為本校提供以下區域之私家褸姆車服務：

- 所有九龍東／西以內的區域
- 新界東：大圍、沙田、火炭、馬鞍山、將軍澳
- 新界西：葵涌、青衣、荃灣、汀九、深井、青龍頭、屯門、元朗
- ※ 褸姆車候車站及收費詳情可參考本校網站 > 申請入學 > 褸姆車服務

七、升讀小一人數保證

小學部將預留 70% 之小一學位予通過面試之本校畢業學生入讀。小學部會評核每位申請人之表現，如評核結果相同，校方會優先考慮取錄本園畢業生。

八、個人資料使用聲明

1. 本校會以申請人提供之通訊資料向申請人發出本須知內 3.3 所列之資料或其他與是次申請相關之資訊。

2. 申請人存放於本校的通訊資料將嚴格保密，亦不會在未獲申請人同意下，以任何形式出售、租借或轉讓予任何人士或組織。

九、有用資料

1. 教育局舉辦的家長講座網頁：<http://www.edb.gov.hk/parentstalks>

崇真小學暨幼稚園 Tsung Tsin Primary School and Kindergarten

註冊號碼 School Registration Number : 159

地址 Address : 九龍大埔道五十八號 58 Tai Po Road, Kowloon

電話 Tel : (852) 2777 3679

傳真 Fax : (852) 2777 7256

電郵 Email : admissionkg@tptskg.edu.hk

Important Points to Note on K1 Admission Application 2017-2018

Please read the contents of this 'K1 Admission Application Procedures 2017-2018' and 'Home-School Collaboration Agreement' thoroughly. When submitting the online 'Admission Application Form', please ensure you have selected the option that indicates you understand and accept all terms and conditions of the document in order for us to process your application.



K1 Admission Application Procedures 2017-2018



Step 1

Attend the Kindergarten Admission Briefing Session either on:

The 1st briefing session: Tuesday, 5th July 2016 (6:30a.m.) OR

The 2nd briefing session: Friday, 26th August 2016 (6:30a.m.)

Download the 'Kindergarten Admission Briefing Sessions' Registration Form

Check the 'Kindergarten Admission Briefing Sessions' Attendance List

(Please collect a parents' questionnaire during the briefing session and return the completed form to school on the interview day.)



Step 2

 **Online Application**  Click here

1. Applicants who submit their online application between Monday, 29th August 2016 and Sunday, 11th September 2016 will be invited to attend the **first round of interview**.
2. Applicants who submit their online application on or after Monday, 12th September 2016 will be invited for an interview later. Eligible applicants will be placed **on the waiting list**.



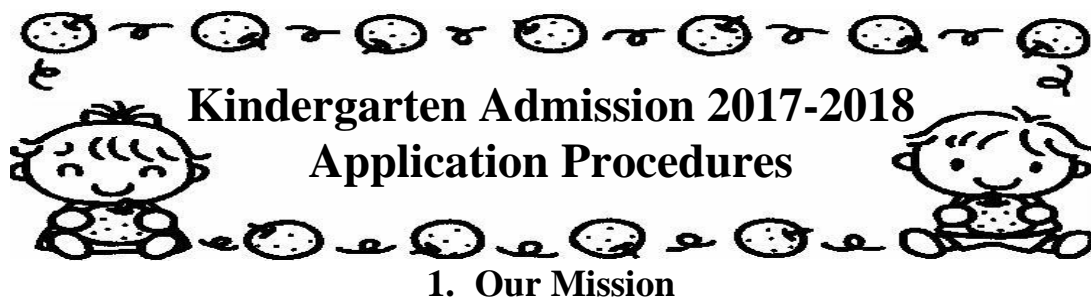
Step 3

The School would conduct the selection based on information provided on the 'Kindergarten Admission Application Form' and notify the eligible candidates to attend the admission interview via email. Interviewees please arrive on time.



Step 4

Parents/Guardians will receive the 'Interview Result Notification' via email 21 working days after the interview.



Tsung Tsin Primary School and Kindergarten always endeavours to bring together a diverse group of students who have demonstrated scholastic achievement and showed promise for future academic and personal accomplishments. We seek students who will contribute in a positive way to the life of the School and benefit significantly from the unique environment our School provides. Our primary goal for admission is to offer enrollment to students who will thrive at Tsung Tsin Primary School and Kindergarten. When considering an application, the School Admission Committee considers a variety of factors. Foremost is the ability and desire of the applicant and his or her family support for the mission and philosophy of the School. We also consider the mutual understanding of School and family with regards to the educational goals for the applicant. The School Admission Committee's focus is to find the right match between the applicant and the School.

2. Arrangements for the Free Quality KG Education Scheme

※ Our Kindergarten has two sections: Anglo-Chinese Speaking Stream Kindergarten Section (ACK) and English-Putonghua Speaking Stream Kindergarten Section (EPK). Below is the scope of application of the EDB subsidy scheme:

Anglo-Chinese Speaking Stream Kindergarten Section			
Admission year	ACK1	ACK2	ACK3
2015-2016	ACK1-3 has joined the Free Quality KG Education Scheme. Please refer to the announcement made by the Government for details.		
2016-2017			
2017-2018			
English-Putonghua Speaking Stream Kindergarten Section			
Admission year	EPK1	EPK2	EPK3
2015-2016	Voucher Scheme inapplicable / Free Quality Kindergarten Education Scheme inapplicable		
2016-2017			
2017-2018			

The Free Quality KG Education Scheme will be implemented to replace the Pre-primary Education Voucher Scheme from the 2017/18 school year. Under the new Scheme, the 'Registration Certificate for Kindergarten Admission' (hereafter referred to as the '2017/18 RC') will be used as the registration document for K1 in the 2017/18 school year.

If parents wish to enroll their children in K1 classes in the 2017/18 school year, they are required to submit an application for the '2017/18 RC' to EDB from September to November 2016. The application will be available in September 2016; details on application will be announced in or before September this year and uploaded to EDB's website (link).

The '2017/18 Registration Letter' is only applicable to those students who have already obtained the '2016/17 Voucher', having enrolled in K1 in the 2016/17 school year and redeemed their vouchers, but they wish to re-enroll in K1 classes in the 2017/18 school year (including those repeating in current KGs) or those children who cannot obtain the '2017/18 RC' timely because they are dependents with issues concerning limit of stay in Hong Kong. Details on application for the '2017/18 Registration Letter' will be announced in end-October 2016.


3. Kindergarten Admission 2017-2018 Application Advice and Conditions

3.1 [Step 1] Register for one of the ‘Kindergarten Briefing Sessions’

- a) Parents or guardians who wish to apply for KG nursery in September 2017, please attend one of the ‘Kindergarten Briefing Sessions’ to be held between July and August, 2016 before submitting an application. This session will help you to have a better understanding about the mission and teaching philosophy of our School. It will also assist you and your child with any further arrangements required for implementing the ‘Through-Train’ mode for kindergarten, primary and secondary education. Attendance of this briefing session will be taken into account as one of the School’s assessment criteria of the home-school collaboration.
- b) How to register for the ‘Kindergarten Briefing Session’:
The ‘Kindergarten Briefing Session’ registration form can be downloaded from the School's website. The completed form is to be submitted to the School Office either in person **OR** by post to Tsung Tsin Primary School and Kindergarten, 58 Tai Po Road, Kowloon. Please indicate ‘Kindergarten Briefing Session’ on the envelope.
- c) Parents may check the attendance list on our school website in the ‘Latest News’ section at specified dates.
- d) On the day of the briefing session, **parking spaces at the school will be unavailable.** Vehicles are not allowed to enter the school’s area. We apologize for any inconvenience caused.
- e) A questionnaire will be given to parents/guardians (one per household) who attend the ‘Kindergarten Briefing Session’. This questionnaire will assist the School in communicating more effectively with parents and in helping make suggestions with regards to teaching arrangements. Please submit the completed questionnaire to the interviewer on the interview day; the submission will be used as your attendance proof.

3.2 [Step 2] Submit the application form online and required documents within specified period

- a) **Application period:**
 - ☞ 29-AUG-2016 (MON) to 11-SEP-2016 (SUN), two weeks.
- b) **Submission of application form:**
 - ☞ Please complete the application form ONLINE and upload the required documents, including: the child’s personal passport photo, birth certificate **or proof of right of residence (applicable to children not born in Hong Kong).**
 - ☞ Please read the contents of this ‘Kindergarten Admission 2017-2018 Application Procedures’ and ‘Home-School Collaboration Agreement’ thoroughly. Only when you understand and agree to the terms and conditions stated in the online application form will the School proceed with your admission application.
 - ☞ Based on the email address provided in the online application form, the School will send an email containing information of application form to the successful applicants. If you do not receive an email from us, a possibility is that the email may have ended up in the spam email folder/junk box. You may want to **add the school email address to your contact list** to receive further emails concerning your application from us in the future.
 - ☞ Parents are advised to complete the online application with their Gmail or Yahoo email address to ensure the emails sent from the School pertaining to the admission application can be displayed properly.
 - ☞ Please also note that **if the email content is not fully shown, you may click the “forward” button to read the complete content.**
- c) **You will receive the following information via emails:**

 The 1 st notification (Email)	Information about our Annual Children’s Carnival cum School and Alumni Association Anniversary Open Day held on the 2 nd Saturday in October each year along with the game coupons will be sent via email in late September. ✓ Parents are invited to have a preview of the School environment, facilities and curriculum while the students can enjoy a range of fun activities/games.
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<p>📧 The 2nd notification (Email)</p>	<p>The ‘Interview Invitation Letter’ will be issued via email between late September and October. ✓ Date, time and grouping of interview will be confirmed. Parents are to attend the interview with your child according to the scheduled time.</p>
<p>📧 The 3rd notification (Email)</p>	<p>The ‘Interview Result Notification’ will be sent via email 21 working days after the interview. ✓ Admitted students shall visit the School and complete the registration during office hours between Thursday, 12th January 2017 and Saturday, 14th January 2017.</p>
<p>📧 The 4th notification (Letter)</p>	<p>The ‘ACK1 and EPK1 Admission Procedures’ circular and reply slips will be delivered to parents by post in late February or early March. ✓ Admitted students shall visit the School and complete the admission at a specific date and time in late March.</p>
<p>📧 The 5th notification (Email)</p>	<p>‘School Commencement Notification’ to be sent via email in early August ✓ Details about the ‘Orientation for New Students’ (within the last week of August) before school starts will be enclosed in the notification. On the day, class teachers will brief parents on things to note in relation to School commencement. This will help parents understand routine classroom operation so as to strengthen home-school collaboration.</p>

- d) **Any person making false declaration of information during the application process is liable to prosecution.**

3.3 [Step 3] Candidates invited to admission interview

- a) In accordance with the Education Bureau’s requirement, the School does not set an upper limit on the number of admission applications we accept within the admission period. Nevertheless, the School is not able to interview all applicants due to the overwhelming response. We would conduct the first round of selection based on information provided on the ‘Kindergarten Admission Application Form’ and the annex. The selected candidates will receive an ‘Interview Invitation Letter’ between late September and mid-October.
- b) Candidates invited to the interview are required to **transfer the \$50 registration fee** via **ATM** to the Kindergarten’s Hang Seng Bank account 287-003172-002. **(Please keep the original transfer receipt and return it to the School on the interview day.)** An extra \$30 (\$80 in total) of administrative fee will be charged by the bank if the fee is paid over the counter. The charge of the registration fee is approved by the Education Bureau and will not be refunded once paid.
- c) Candidates are required to **return the original transfer receipt to the interviewing teacher on the day of the interview**. If you are not able to produce the receipt, you will be asked to pay \$50 in cash instead. (Only cash will be accepted. No change or refund will be given.)
- d) Each candidate will be invited to the interview once only and no rescheduling will be allowed. Please attend the interview on time according to the date and time stated on the ‘Interview Invitation Letter’ and bring along the letter, a photocopy of your child’s birth certificate or **proof of right of residence (applicable to children not born in Hong Kong)**, Briefing Session Questionnaire (if applicable) and the **original** transfer receipt.
- e) The interview grouping will be assigned based on your preference. No changes can be made to the information once the application has been submitted.

Note 1: Criteria for first round selection:

- a. Father/ Mother currently employed at the Primary School Sections/ Kindergarten Sections of this School
- b. Brother/ Sister currently studying at the Primary School Sections/ Kindergarten Sections of this School
- c. Father/ Mother is the School Manager of this School
- d. Father/ Mother or Brother/ Sister is alumnus/ alumna of the Primary School Sections/ Kindergarten Sections of this School
- e. Candidates reaching school age (Turning 2 years and 8 months old to 4 years old by September next year)
- f. Place of residence is close to our School **(We value and consider the time students spend traveling to and from school. Therefore the student’s place of residence is one of the factors to consider in choosing an appropriate school. Applicants in all districts have**

the opportunity to participate in our school's admission interviews which are determined by ballot. Please be advised that the interview quota will be relatively higher for those who live in districts neighbouring our school for the reasons above.)

*The above criteria are formulated with reference to the Discretionary Places Allocation Method of the Education Bureau and are in compliance with the Sex Discrimination Ordinance, Disability Discrimination Ordinance, Family Status Discrimination Ordinance, Race Discrimination Ordinance, Personal Data (Privacy) Ordinance, and Prevention of Bribery Ordinance.

Note 2: The School will retain the information of candidates who do not pass the first round of selection. Candidates may be placed on our waiting list if there are unfilled places. The collected information will be destroyed by then if candidates are not accepted for admission. Please note that all submitted documents will not be returned to the applicants.

3.4 [Step 4] Receipt of 'Interview Result Notification'

The 'Interview Result Notification' will be issued via email 21 working days after the interview.

4. Registration, Waiting List, and Withdrawal

4.1 Registration:

The 'Interview Result Notification' will be issued to the candidates via email 21 working days after the interview. Successful candidates are required to complete the registration and submit the following documents during office hours between 12th January 2017 and 14th January 2017:

- 1) A cheque of \$970 registration fee which is approved by the Education Bureau (Please make the cheque payable to 'TSUNG TSIN PRIMARY SCHOOL AND KINDERGARTEN).
- 2) '2017/18 RC' (Application to EDB is required in advance)

4.2 Waiting List:

- a) If school places are available after the Registration Day, the School will contact the parents by phone to admit candidates on the waiting list to complete the registration process or candidates who are yet to be selected to attend the interview. Parents are required to complete the registration process within the specified period. Applicants who are admitted after the registration period are still required to submit their '2017/18 RC' and a cheque of \$970 to complete the registration.
- b) Information of candidates who have been admitted will be stored at the school's student archives. The collected information will be destroyed by then if candidates are not accepted for admission. Please note that all submitted documents will not be returned to the applicants.

4.3 Withdrawal:

Should you decide to forego the school place after the registration or admission, you are required to lodge a withdrawal letter. Refunds on some of the payment items will be available. Details are as follows:

Fees or documents paid and submitted	Refund available?	Remarks
a) Registration fee: \$970	✗	
b) School uniform fee	✗	School uniform not available for exchange
c) Private light bus service deposit	Refunds will be available only when the withdrawal letter is lodged on or before 31 st July. Refunds will be made 6 weeks after the withdrawal letter is received.	
d) Textbooks and exercise books fee		
e) Outstanding September tuition fee		

5. Kindergarten Curriculum Arrangement 2017-2018

5.1. Anglo-Chinese Speaking Stream Kindergarten Section Programme and Tuition 2017-2018

	Duration of English lessons	Duration of Chinese lessons taught in Putonghua
Anglo-Chinese Speaking Stream Kindergarten Section (A.M. Class)	15 minutes a day (75 minutes each week)	30 minutes a week (To be conducted in 2 lessons)
Anglo-Chinese Speaking Stream Kindergarten Section (P.M. Class)	30 minutes a day (150 minutes each week)	15 minutes a day (75 minutes each week)
The above mentioned lessons are to be conducted by English-speaking teachers or native Putonghua-speaking teachers.		

- The tuition of Anglo-Chinese Speaking Stream Kindergarten Section A.M. and P.M. classes in 2016-2017 was \$3,485 paid in 10 instalments in the whole school year. After deducting the voucher subsidy of \$2,323, parents only have to pay **\$1,162** each instalment.
- In school year 2016-2017, there were 3 K1 A.M. classes and 5 K1 P.M. classes. The ratio of teacher to students is 1:15.
- Tuition, voucher subsidy and class grouping subject to adjustment each year. The data above is from 2016-2017 and is for reference only.
- For more information about the Voucher Scheme, please refer to the latest announcement made by the Government.

5.2. English-Putonghua Speaking Stream Kindergarten Section Programme and Tuition 2017-2018

	Duration of English lessons	Duration of Chinese lessons taught in Putonghua
EPK	2 hours a day (10 hours each week)	1 hour a day (5 hours each week)
The above mentioned lessons are to be conducted by English-speaking teachers or native Putonghua-speaking teachers.		

- In 2016-2017, the tuition for each instalment were \$4,725 (subject to the decision of Education Bureau), with 10 instalments in total in the whole school year. **Voucher scheme is not applicable to this section.**
- In school year 2016-2017, there were 2 EPK1 A.M. classes, with a maximum intake of 30 students in each class.
- Tuition and class grouping subject to adjustment each year. The data above is from 2016-2017 and is for reference only.

5.3 Optional KEEP enhancement programmes are offered to A.M. and P.M. classes in 2017-2018:

Regular curriculum and KEEP in <u>A.M.</u> classes	Regular curriculum and KEEP in <u>P.M.</u> classes
<u>Anglo-Chinese Speaking Stream Kindergarten Section ACK2 & ACK3 (A.M.)</u> * Voucher scheme <u>continuously applicable</u> ACK2: \$3,485 per instalments in the whole school year. After deducting the voucher subsidy, parents only have to pay <u>\$1,126</u> each instalment. ACK3: \$3,310 per instalment in the whole school year. After deducting the voucher subsidy, parents only have to pay <u>\$1,059</u> each instalment. (With reference to 2016-2017 tuition; tuition and	<u>'K2 and K3 KEEP' (P.M.)</u> ☞ \$3,418/ instalment ☞ An extra fee for the snacks and meals will be charged monthly (\$35 x school days per month) (With reference to 2016-2017 tuition; tuition and meal fee subject to adjustment annually) ☞ A.M. KEEP + P.M. regular curriculum = Whole day integrated programme

<p>amount of voucher subsidy subject to adjustment annually with close adherence to the consumer price indices)</p> <p>15 minutes of English lesson a day (i.e. 75 minutes a week)</p> <p>30 minutes of Chinese lesson taught in Putonghua per week</p>		<p>* Optional</p>
<p><u>‘K2 and K3 KEEP’ (A.M.)</u></p> <p>☞ \$3,418/ instalment</p> <p>☞ An extra fee for the snacks and meals will be charged monthly (\$35 x school days per month) (With reference to 2016-2017 tuition; 2017-2018 tuition and meal fees subject to adjustment annually)</p> <p>☞ A.M. KEEP + P.M. regular curriculum = Whole day integrated programme</p> <p>* Optional</p>	<p>+</p>	<p><u>Anglo-Chinese Speaking Stream Kindergarten Section ACK2 & ACK3 (P.M.)</u></p> <p>* Voucher scheme <u>continuously applicable</u></p> <p>ACK2: \$3,485 per instalment in the whole school year. After deducting the voucher subsidy, parents only have to pay <u>\$1,126</u> each instalment.</p> <p>ACK3: \$3,310 per instalment in the whole school year. After deducting the voucher subsidy, parents only have to pay <u>\$1,059</u> each instalment.</p> <p>(With reference to 2016-2017 tuition; tuition and amount of voucher subsidy subject to adjustment annually)</p> <p>30 minutes of English lesson a day (i.e. 150 minutes a week)</p> <p>15 minutes of Chinese lesson taught in Putonghua a day (i.e. 75 minutes of English lesson a week)</p>
<p>Regular curriculum and KEEP in <u>A.M.</u> classes</p>		<p>Regular curriculum and KEEP in <u>P.M.</u> classes</p>
<p><u>English-Putonghua Speaking Stream Kindergarten Section EPK2 & EPK3 (A.M.)</u></p> <p>☞ Voucher scheme <u>inapplicable</u></p> <p>☞ EPK2 Tuition: \$4,725/ instalment*</p> <p>☞ EPK3 Tuition: \$4,410/ instalment*</p> <p>(With reference to 2016-2017 tuition; tuition subject to adjustment annually with close adherence to the consumer price indices)</p> <p>2 hours of English lesson per day (i.e. 10 hours per week)</p> <p>1 hour of Chinese lesson taught in Putonghua per day (i.e. 5 hours per week)</p>	<p>+</p>	<p><u>‘K2 and K3 KEEP’ (P.M.)</u></p> <p>☞ \$3,418/ instalment</p> <p>☞ An extra fee for the snacks and meals will be charged monthly (\$35 x school days per month) (With reference to 2016-2017 tuition; tuition and meal fee subject to adjustment annually)</p> <p>☞ A.M. KEEP+ P.M. regular curriculum = Whole day integrated programme</p> <p>* Optional</p>
<p><u>‘K2 and K3 KEEP (A.M.)</u></p> <p>☞ \$3,418/ instalment</p> <p>☞ An extra fee for the snacks and meals will be charged monthly (\$35 x school days per month) (With reference to 2016-2017 tuition; tuition and meal fee subject to adjustment annually)</p>	<p>+</p>	<p><u>English Putonghua Speaking Stream Kindergarten Section EPK2 & EPK3 (P.M.)</u></p> <p>☞ Voucher scheme <u>inapplicable</u></p> <p>☞ EPK2 Tuition: \$4,725/instalment*</p> <p>☞ EPK3 Tuition: \$4,410/instalment*</p> <p>(With reference to 2016-2017 tuition; tuition</p>

☞ A.M. KEEP+P.M. regular curriculum = Whole day integrated programme
* Optional

subject to adjustment annually with close adherence to the consumer price indices)

2 hours of English lesson a day (i.e. 10 hours a week)

1 hour of Chinese lesson taught in Putonghua a day (i.e. 5 hours a week)

- * All language lessons are taught by native speakers of the respective languages.
- * 2016-2017 tuition subject to adjustment with close adherence to EDB announcement.
- * Places at KEEP are limited. Applicants will be selected by a panel of adjudicators.

6. Private Light Bus Service

The current private light bus service covers the following areas:

- All areas within Kowloon East/ West
- New Territories East: Tai Wai, Sha Tin, Fo Tan, Ma On Shan, Tseung Kwan O
- New Territories West: Kwai Chung, Tsing Yi, Tsuen Wan, Ting Kau, Sham Tseng, Tsing Lung Tau, Tuen Mun, Yuen Long
- ※ For details of the bus stops and service charge, please visit the school webpage > Admission > ‘School Bus Service’.

7. Guaranteed JP.1 Places Reserved for ACK/EPK Students

About 70 per cent of the JP.1 places will be reserved for the K3 graduates of our kindergarten sections who pass the admission interview. The school will assess each candidate individually. If candidates yield similar results, Tsung Tsin graduates will be given priority of being admitted.

8. Use of Personal Data Statement

1. The School will send applicants the information listed on paragraph 3.3 and other information related to this application via the contact method provided by the applicant.
2. Please be assured that all your contact details stored in our school are treated in strict confidence. The data will not be sold, traded, or rented in any forms through any means to any other parties.

9. Useful Information

1. Parents' talks held by EDB <http://www.edb.gov.hk/parentstalks>