

崇真小學暨幼稚園
2024/25 年度
中英文幼稚園部 (ACK)
幼兒班入學申請注意事項

(一) 報名方法

按教育局「幼稚園教育計劃」指引，家長亦可為非華語學童報讀本校中英文幼稚園部 (ACK)。本校英文秘書鍾女士可為非華語家長提供家校溝通支援，如有查詢，歡迎致電 2777 3679 與上述職員聯絡。

首輪面試 報名日期	<p>2023 年 7 月 11 日 (星期二) 至 2023 年 9 月 23 日 (星期六)</p> <p>※ 凡於 2023 年 9 月 24 日或之後報名的申請人，暫不獲安排參與 11 月之首輪面試，倘若日後有學位空缺，校方將以電話或電郵通知家長有關面試之安排。</p> <p>※ 在面見非華語學童時，本校會為有需要的申請人安排傳譯及/或翻譯支援；家長和學童也可選擇由能操中文的親友陪同會面，以協助溝通。如有任何查詢，歡迎致電 2777 3679 或電郵至 kg.admission@tptskg.edu.hk。</p>
報名程序	<p>只接受網上報名，2024/25 年度幼兒班入學申請表請按此。</p> <p>※ 報讀 2024/25 年度幼兒班之網上入學申請表將於 2023 年 7 月 11 日 (星期二) 開放</p> <ul style="list-style-type: none">✓ 請填妥「網上入學申請表」及上載相關資料，包括：<ol style="list-style-type: none">a. 個人證件相片 1 張b. 學童出生證明書 (不在港出生之學童須一併上載香港居留證明)c. 透過自動櫃員機將港幣 40 元報名費存入指定恆生帳戶 (287-003172-002)。收據正本需於面試日交回，請妥善保存。✓ 請仔細閱讀學校網頁「申請入學」欄目及申請表「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」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。✓ 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。✓ 家長成功申請後，本校會即時發送確認郵件到申請人提供之電郵地址。申請人若發現未能收取系統發送之電郵，請查看「垃圾郵件 / 垃圾桶」，並將系統電郵地址加入通訊錄內，以便日後收取入學申請之相關資訊。✓ 如發現電郵只有上款而未能顯示完整內容，請按「轉寄」以查閱全文。✓ 為免未能讀取校方發出之電郵通知，本校建議家長報名時登記 Gmail 或 Yahoo 電郵地址作通訊之用。
報名費	<p>*此報名費已獲教育局核准，一經繳交，將不獲發還。</p> <ul style="list-style-type: none">✓ 所有考生均需於遞交「網上入學申請表」前將報名費港幣 40 元透過自動櫃員機存入幼稚園部恆生銀行帳戶 287-003172-002，並上載收據到「網上入學申請表」內；家長亦須保留收據正本，於面試日當天將收據正本交予本校。✓ 收據正本上須註明：考生中文及英文姓名、家長聯絡電話、中英文幼稚園部 (ACK) 報名費✓ 恕不接受其他轉賬或繳費方式

(二) 收生準則

本校收生主要評核考生**面試表現**。

如考生表現相若，會一併考慮以下因素：

- 父/母現正全職在與本園同一校址的小學部/幼稚園部工作
- 兄/姊現正在與本園同一校址的小學部/幼稚園部就讀
- 父/母為本校校董
- 父/母或兄/姊為本校小學部/幼稚園部的畢業生
- 適齡的兒童（即翌年9月開課時年滿2歲8個月至4歲）
- 住所區域鄰近本校

*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》或《種族歧視條例》。

(三) 重要通告

本校會透過電郵或郵件，向家長發送以下重要通告：

第一項通告 (電郵)	成功遞交入學申請後，網上報名系統會即時以電郵發送確認郵件予家長。
第二項通告 (電郵)	2023年9月下旬至10月上旬，以電郵發出每年10月第2個星期六舉辦的「126週年校慶暨嘉年華及校友聯絡處週年紀念開放日」資料。 ✧ 內附攤位遊戲券，家長可自行列印使用。 ✧ 家長及學童可於面試前，體驗本校的環境及設施，並藉此了解本校的課程特色。
第三項通告 (電郵)	獲安排首輪面試者將於2023年10月中旬收到 面試通知書 。 ✧ 面試不設改期，請家長預留時間陪同 貴子弟出席面試（以小組形式進行）。 ✧ 於2023年9月23日（星期六）或之前完成報名的申請人，將獲安排參與2023年11月4日（星期六）之首輪面試。
第四項通告 (電郵)	面試後21個工作天發出 面試結果通知書 。 ✧ 獲取錄的考生需按指定日期及時間到校辦理註冊手續。
第五項通告 (郵寄信函)	2024年3月上旬至中旬寄出 ACKI 辦理入學手續通告及回條 。 ✧ 已註冊的考生需按指定日期及時間到校辦理入學手續。
第六項通告 (電郵)	2024年6月上旬發出 幼兒班上學期課本書目 。
第七項通告 (電郵)	2024年8月上旬發出 開學通知書 。 ✧ 附有開學前（8月下旬）舉行之新生家長會資料。 ✧ 班主任會與家長核實適應日上課時段，並詳細講解開課的重要事宜，讓家長明白日常課堂的運作模式，強化家校協作的理念。

(四) 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上列的資訊或其他與是次申請相關的資訊。
2. 申請人存放於本校的個人資料將嚴格保密，亦不會以任何形式出售、租借或轉讓予任何人士或組織。
3. 獲取錄之考生，所有資料將會保存於本校學生個人資料檔案內；若考生於整個收生程序完結後仍未獲取錄，本校將銷毀所有資料。所有已遞交之文件將不予退還。

(五) 註冊事宜

日期	2024 年 1 月 4 日 (星期四)	2024 年 1 月 5 日 (星期五)	2024 年 1 月 6 日 (星期六)
時間	9:00 a.m. – 1:00 p.m. 或 2:30 p.m. – 4:30 p.m.		9:00 a.m. – 12:00 n.n.
須遞交文件	1. 幼稚園入學註冊證 / 幼稚園入學許可書 (須於 2023 年 9 月至 11 月期間預先向教育局申請) 2. 註冊費港幣 970 元 (已獲教育局批核)		

(六) 退學事宜

1. 如於註冊或辦理入學手續後退學，需**親身遞交**書面退學信給校方。
2. 凡於 2024 年 7 月 31 日後申請退學，需於正式退學日一個月的首日或之前以書面形式通知校方，以辦理退學手續(例如：9 月 25 日為正式退學日，則需於 8 月 1 日或之前遞交書面通知書給校方)。否則，家長需繳付一個月學費作為代通知金。
3. 如家長於 2024 年 7 月 31 日或之前遞交書面退學信，退款詳情請見下表：

所繳交的費用	可申請退回	不可申請退回
a) 註冊費港幣 970 元		✓
b) 褫姆車留位費		✓
c) 書簿雜費	✓	

4. 如家長於 2024 年 8 月 1 日至 8 月 31 日期間遞交書面退學信，退款詳情請見下表：

所繳交的費用	可申請退回	不可申請退回
a) 註冊費港幣 970 元		✓
b) 褫姆車留位費		✓
c) 書簿雜費#	✓	

#部分費用或無法退回，視乎校方是否已向供應商訂購有關項目或校方/個人是否已使用有關項目。

5. 退還的費用將於 2024 年 11 月之後個別通知家長到校取回支票。

Tsung Tsin Primary School and Kindergarten Anglo-Chinese Speaking Stream Kindergarten Section (ACK) K1 Admission Information 2024/25

(1) Application Method

According to the Education Bureau's 'Kindergarten Education Scheme' guidelines, parents of non-Chinese speaking students can also enrol their children in our Anglo-Chinese Speaking Stream Kindergarten Section (ACK). Our English Secretary Ms. CHUNG can provide home-school communication support to non-Chinese speaking parents. Should you have any inquiries, please contact the above staff by phone on 2777 3679.

Application Period for the First Round of Interviews	<p>Tuesday, 11th July 2023 to Saturday, 23rd September 2023</p> <ul style="list-style-type: none">✘ <i>Applicants submitting their applications on or after 24th September 2023</i> will not be invited to attend the first round of interviews in November for the time being. <i>Parents will be notified of the interview arrangements by phone or email</i> if there are vacancies.✘ When interviewing non-Chinese speaking student, interpretation and/or translation support for applicants could be arranged where necessary. You may also choose to be accompanied by a Chinese-speaking relative/friend of yours during the interview to assist communication. Should you have any enquiries, please contact us by phone (2777 3679) or email (kg.admission@tptsg.edu.hk).
Application Procedure	<p><i>Only online applications are accepted. Please click here for the online application form for 2024/25 K1 admission.</i></p> <ul style="list-style-type: none">✘ The online application form for 2024/25 K1 admission will be available from Tuesday, 11th July 2023.✓ Please fill out the online application form and upload the following documents:<ul style="list-style-type: none">a. One passport photo of the applicantb. Birth certificate of the applicant (applicants not born in Hong Kong should also upload their proof of the right of abode in Hong Kong as well)c. Please transfer the application fee (HKD40) to the School's Hang Seng Bank account (287-003172-002) through ATM. Keep the original receipt and submit it to the School on the interview day.✓ Please read all the contents of the 'Admission' section on the school website and the 'Home-school Collaboration Agreement' on the application form thoroughly. When submitting the application form online, please make sure you have selected the option that indicates you <i>understand and accept all terms and conditions</i> in order for us to process your application.✓ It is an offence for any person to make false declaration of information during the application process.✓ The School <i>will immediately send a confirmation email to the email address you provided</i> if the submission of the application is successful. If you do not receive an automated email from us, please check the junk mail or trash folder and add the school email address to your contact list to receive further emails concerning your application in the future.✓ If the email content is not displayed completely, you may click the 'forward' button to read the complete content.✓ The School recommends that parents provide either a Gmail or Yahoo email address in their application for smooth email communication with the School.
Application Fee	<p>*The charging of the application fee is approved by the Education Bureau and the fee will not be refunded once paid.</p> <ul style="list-style-type: none">✓ Applicants are required to transfer the application fee of HKD40 to the Kindergarten's Hang Seng Bank account 287-003172-002 through ATM before making the online application. Please upload the receipt to the online application form and keep the original receipt for submission to the School on the interview day.✓ Please write the following details on the original receipt: Name of applicant in Chinese and English, parent's phone number, and 'Anglo-Chinese Speaking Stream Kindergarten Section (ACK) application fee'✓ Please note that we only accept ATM transfers.

(2) Admission Criteria

Candidates' interview performance is the major assessment indicator.

The following factors will be taken into account if two candidates are considered equal in all other aspects.

- Father / Mother currently employed at the primary sections (located at the same address as the Kindergarten) / kindergarten sections of the School on a full-time basis
- Brother / Sister currently studying at the primary sections (located at the same address as the Kindergarten) / kindergarten sections of the School
- Father / Mother is a school manager of the School
- Father / Mother or Brother / Sister is an alumnus of the primary sections / kindergarten sections of the School
- Candidates reaching school age (aged 2 years and 8 months to 4 years by September next year when school commences)
- Place of residence is close to the School

*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, and Race Discrimination Ordinance.

(3) Important Notice

You will receive the following important notification via email or post:

1st Notification (Email)	Upon successful submission of the application, parents will receive an automated confirmation email instantly.
2nd Notification (Email)	During late September to early October 2023 , information about 126 th School Anniversary cum Carnival & Alumni Relations Office Open Day held on the 2 nd Saturday in October every year will be sent via email. ✧ A ticket for the game booths will be attached for parents' printing and use. ✧ Parents and children can have a preview of the school environment, facilities and curriculum prior to the interview.
3rd Notification (Email)	An Interview Invitation Letter will be sent to shortlisted applicants in mid-October 2023 . ✧ No rescheduling of the interview is available. Please make time in your schedule to attend the interview with your child (conducted in small groups). ✧ Applicants submitting their applications on or before Saturday, 23 rd September 2023 will be invited to attend the first round of interviews on Saturday, 4 th November 2023.
4th Notification (Email)	An Interview Result Notification will be sent 21 working days after the interview. ✧ Admitted candidates shall complete the registration procedures at the School according to the date and time specified.
5th Notification (Letter)	The ACKI Admission Procedures circular and reply slips will be sent by post during early March to mid-March 2024 . ✧ Registered candidates shall complete the admission procedures at the School according to the date and time specified.
6th Notification (Email)	The 1st Term K1 Textbook List will be sent in early June 2024 .
7th Notification (Email)	A School Commencement Notification will be sent in early August 2024 . ✧ Details about the 'Parents' Meeting for New Students' held annually in late August before the school term starts are enclosed. ✧ Class teachers will verify the class schedule of the adaptation period with parents and elaborate on the important things to note in relation to the commencement of school. This will help parents understand the routine classroom operation so as to strengthen home-school collaboration.

(4) Use of Personal Data Statement

1. The School will send applicants the information listed above or other information relating to this application via the contact details provided by the applicants.
2. Please be assured that applicants' personal data stored in our School are treated in strict confidence. The data will not be sold, rented, or transferred in any forms through any means to any other parties.
3. All data of successful candidates will be kept as part of the School's records. For candidates not admitted after the whole student recruitment exercise has been completed, all their data will be destroyed. All documents submitted will not be returned.

(5) Registration

Date	Thursday, 4 th January 2024	Friday, 5 th January 2024	Saturday, 6 th January 2024
Time	9:00 a.m. – 1:00 p.m. / 2:30 p.m. – 4:30 p.m.		9:00 a.m. – 12:00 n.n.
Items to bring	1. <i>Registration Certificate for Kindergarten Admission / Kindergarten Admission Pass (Apply to the Education Bureau in advance during September to November 2023)</i> 2. HKD970 registration fee (approved by the Education Bureau)		

(6) Withdrawal

1. A written letter of withdrawal has to be **submitted in person** to the School in the case of applying for withdrawal after the registration or admission procedures have been completed.
2. Students wishing to discontinue their studies after 31st July 2024 have to notify the School in writing on or before the first day of the month before the official withdrawal date to proceed with the withdrawal process. (E.g. If 25th September is the official withdrawal date, parents have to submit a written letter of withdrawal to the School on or before 1st August.) **Otherwise, parents are liable to make the payment in lieu of notice amounting to one month of tuition.**
3. For parents who submit the letter of withdrawal on or before 31st July 2024, refund details are as follows:

Fee item	Refundable	Non-refundable
a) Registration fee (HKD970)		✓
b) Deposit for the private light bus service		✓
c) Fee for textbooks and miscellaneous items	✓	

4. For parents who submit the letter of withdrawal between 1st August and 31st August 2024, refund details are as follows:

Fee item	Refundable	Non-refundable
a) Registration fee (HKD970)		✓
b) Deposit for the private light bus service		✓
c) Fee for textbooks and miscellaneous items #	✓	

Part of the fee may not be subject to a refund. No refunds can be given when the School has already ordered the item(s) and/or when the item(s) has/have been used by the student or the School.

5. The refund will be given *after November 2024*. The parents concerned will be informed to pick up the cheque at school.