

Cheung Chuk Shan College
Notice on Application for S1 Discretionary Places for 2023/24

Revised
25 Nov 2022

Application Procedures & Points to Note (No. of Places Open for Application: 50)

I 3 – 17 Jan 2023

Submission of application forms (in person, by post or via the SSPA e-Platform):

1. In person ([Opening hours of the School Office: Mon – Fri (9:00 am – 5:30 pm) & Sat (9:00 am – 4:00 pm)] or by post:[#]
 - a. The documents below, stapled **in the following sequence**, should be submitted:
 - i. the photocopy of the HKID card of the pupil (**Only his/her original HKID card should be presented for verification if the documents are handed in in person**);
 - ii. the completed application form for S1 DP issued by the EDB;
 - iii. the completed S1 DP application form of our School;
 - iv. 1 self-addressed stamped envelope (**2 will be needed if the documents are submitted by post**);
 - v. the photocopies of P4 & P5 Annual School Reports & P6 First Term School Report (the latter in subsequent submission **on or before 28 Feb 2023** if necessary); and
 - vi. the photocopies or proofs of achievements listed in the application form (**between 1 Sept 2020 and 31 Dec 2022**) and proof is not necessary if the achievements have been recorded in the school reports.
 - [#] *Parents / pupils should mail the application documents to our school only if they have genuine difficulties in submitting them in person or appointing authorized representatives to do so. They are advised to send the documents by registered mail to minimize the risk of unsuccessful delivery.*
 - b. Photocopies should be in A4 size, preferably double-sided and printed in 2 in 1 reduced mode.
 - c. All copies of the application form for S1 DP will be acknowledged with our school code, school name and chop. The parent should keep the Parent's Copy for future reference.
2. Via the SSPA e-Platform
 - a. Soft copies of the documents to be uploaded:
 - i. the HKID card of the applicant;
 - ii. the completed S1 DP application form of our School;
 - iii. the P4 & P5 Annual School Reports & P6 First Term School Report (the latter in subsequent submission in person **on or before 28 Feb 2023** if necessary); and
 - iv. the achievements listed in the application form (**between 1 Sept 2020 and 31 Dec 2022**) and proof is not necessary if the achievements have been recorded in the school reports.
 - b. The maximum file size for each applicant is 25MB and the system supports PDF format and common image formats (GIF, BMP, PNG and JPEG)

Remarks:

- a. No recommendation letter is required.
- b. Documents submitted late will not be assessed (except the P6 First Term School Report, which can be submitted in person on or before 28 Feb 2023 if necessary).

	<p>c. The EDB's regulation states that each student may apply to not more than 2 secondary schools listed in the Handbook for Application for S1 DP disregarding whether the applications are submitted in paper form or via the SSPA e-Platform.</p> <p>d. No application submitted can be withdrawn or cancelled.</p>
II	<p>10 Dec 2022 (Sat) - Knowing our School Better (I) *</p> <p>9:00 am – 12:00 nn: Campus visit, subject booths, experiential activities & sharing with PTA ExCo Members</p> <p>9:15 am – 11:00 am: Admission talk on the application for S1 DP</p>
III	<p>25 Feb 2023 (Sat) - Knowing our School Better (II) *</p> <p>10:00 am – 12:00 nn: Opening of Campus</p>
IV	<p>4 Mar 2023 (Sat) PM [5 Mar 2023 (Sun) PM: fallback date] - Admission interview*</p> <ol style="list-style-type: none"> <u>At most 90% of the applicants</u> will be shortlisted for the interview according to the rank order provided by the EDB. The participation in extra-curricular activities and services of the applicants concerned will also be considered for marginal cases. Those failing to turn up will not be considered for admission. The applicants shortlisted for the interview and the relevant arrangements will be announced in the website of the School <u>on 1 Mar 2023 (Wed)</u>. <u>No written notification will be sent to the applicants.</u> Assessment areas: language abilities, logical thinking, communication skills and attitude Language medium: English and Cantonese Admission criteria for S1 DP: <ol style="list-style-type: none"> rank order provided by the EDB (40%); participation in extra-curricular activities & services (10%); prizes won through participation in extra-curricular activities (20%); interview performance: (30%); and at least B conduct grade in the most recently issued school report. <u>At most 5 DP</u> will be reserved for applicants with impressive performance in music or sports.
V	<p>31 Mar 2023 (Fri)</p> <p>Release of Results of DP:</p> <ol style="list-style-type: none"> Successful S1 DP applicants will be informed by phone and mail. Parents should not approach the school to inquire about the selection results. The notification arrangements are not applicable to reserve and unsuccessful applicants.
VI	<p>11 Jul 2023 (Tue)</p> <p>Release of SSPA Results:</p> <ol style="list-style-type: none"> The allocation results (including results at the DP and Central Allocation stages) will be announced by the EDB. Unsuccessful applicants for our school having attended the interview will be placed on the waiting list automatically.

* In view of the unstable epidemic situation, any change in the activity arrangements will be announced on the website of our school.

張祝珊英文中學
2023/24 學年中一自行分配學位招生章程

修訂
25 Nov 2022

申請程序及注意事項（可供申請學位數目：50）

I 二零二三年一月三至十七日

遞交申請表（親自交回、透過郵寄或透過「中一派位電子平台」）：

1. 親自交回[校務處辦公時間：星期一至五(上午九時至下午五時半)及星期六(上午九時至下午四時)]或透過郵寄方式[#]

a. 遞交的文件須按下列次序排列及用釘書機釘妥：

- i. 有關學生之香港身份證副本（若親身遞交申請表只需提供該學生之香港身份證正本以供核對之用）；
- ii. 已填妥之教育局「中一自行分配學位申請表」；
- iii. 已填妥之本校「中一自行分配學位申請表」；
- iv. 已填妥地址及貼上足夠郵資的回郵信封（若透過郵寄方式遞交需附上兩個已填妥地址及貼上足夠郵資的回郵信封）；
- v. 小四及小五全學年、小六上學期成績表副本（後者最遲可於二零二三年二月二十八日或之前補交）；及
- vi. 於申請表內列舉之成就證明副本（副本上之日期須為二零二零年九月一日至二零二二年十二月三十一日；如該項目已登錄在成績表內，則無須附上有關副本）。

[#] 只有家長/學生在親自交回或授權代表交回申請文件遇到實際困難時，才應以郵寄方式遞交。本校建議有關家長/學生以掛號形式寄交申請，以減低郵遞的風險。

b. 所有副本必須為A4紙張尺寸，宜將兩張A4縮印成一張及用雙面影印。

c. 教育局「中一自行分配學位申請表」上必須載有本校的學校編號、名稱及蓋章，申請方為有效。家長應妥善保存其「家長存根」，以作為日後之憑證。

2. 透過「中一派位電子平台」張祝珊英文中學

a. 需要上傳的文件：

- i. 有關學生之香港身份證；
- ii. 已填妥之本校「中一自行分配學位申請表」；
- iii. 小四及小五全學年、小六上學期成績表副本（後者最遲可於二零二三年二月二十八日或之前親自交回）；及
- iv. 於申請表內列舉之成就（副本上之日期須為二零二零年九月一日至二零二二年十二月三十一日；如該項目已登錄在成績表內，則無須附上有關副本）。

b. 每位申請人所上傳的檔案大小上限為 25MB，系統支援 PDF 格式及常用圖片檔案格式（GIF、BMP、PNG 及 JPEG）。

備註：

a. 無需呈交任何推薦信。

	<p>b. 所有遲交文件將不獲處理(最遲可於二零二三年二月二十八日或之前親自交回的小六上學期成績表副本除外)。</p> <p>c. 按教育局通告,不論親自交回或透過「中一派位電子平台」遞交,每名學生只可向不多於兩所參加中學學位分配辦法之中學申請。</p> <p>d. 申請表一經遞交,不可撤回或取消。</p>
II	<p>二零二二年十二月十日(星期六) - 進一步認識本校(I)*</p> <p>上午九時至正午十二時:校園遊、攤位、體驗活動及與家長教師會執行委員分享</p> <p>上午九時十五分至十一時:中一自行分配學位申請簡介會</p>
III	<p>二零二三年二月二十五日(星期六) - 進一步認識本校(II)*</p> <p>上午十時至正午十二時:校園開放</p>
IV	<p>二零二三年三月四日(星期六)下午 - 入學面試*</p> <p>[後備日(若面試未能如期舉行):三月五日(星期日)下午]</p> <ol style="list-style-type: none"> 本校將按申請人的教育局成績次第邀請最多百分之九十的申請人參與面試。對於次要個案,本校亦考慮有關申請人的課外活動和服務的表現。缺席者的入學申請將不獲考慮。 面試的名單及安排將於<u>二零二三年三月一日(星期三)</u>在本校網頁公佈。申請人將不獲書面通知。 考核範疇:語文能力、邏輯思維、溝通技巧及態度 面試語言:英語及粵語 申請學生的取錄準則: <ol style="list-style-type: none"> 教育局成績次第(40%) 參與的課外活動及服務(10%) 參與課外活動所取得的獎項(20%) 面試表現(30%) 於最近的成績表中獲取乙級操行或以上 最多五個自行分配學位將預留給在音樂或體育方面有傑出成就之申請學生。
V	<p>二零二三年三月三十一日(星期五)</p> <p>自行分配學位申請結果:</p> <ol style="list-style-type: none"> 成功的申請人將收到電話和郵件通知。家長無須向學校查詢申請結果。 有關的通知安排不適用於備取及落選的申請人。
VI	<p>二零二三年七月十一日(星期二)</p> <p>公佈派位結果:</p> <ol style="list-style-type: none"> 中一自行分配學位的申請結果將與統一派位結果由教育局一併公佈。 凡未能獲得取錄而又曾出席面試之申請人,將會自動被列入本校之候補名單內。

* 鑑於疫情不穩,活動安排的變化將在本校網站公佈。