



Po Leung Kuk Tong Nai Kan Junior Secondary College 保良局唐乃勤初中書院

**** The First Government – aided Junior Secondary College linking with PLK Vicwood K.T. Chong Sixth Form College in a “Through-train” mode**
**** 本校與保良局莊啟程預科書院實施初中、高中「一條龍」安排，為本港首間政府資助的初中書院**

中一自行分配學位申請須知 Application Information for S1 Discretionary Places Allocation

In this academic year, our school offers **59** places for S1 Discretionary Places (DP) Allocation. The details are as follows:

本學年本校將撥出 **59** 學位作中一自行分配學位之用(2021 至 2022 入學)。申請詳情如下：

(一) 收生資料 Admission Information

1. Admission Criteria : Assessment for applicants is based on academic achievements, conduct, awards, performance in extra-curricular activities and the interview. The weightings are adopted as follows:

收生準則 : 根據申請人學業成績、操行、獎項、課外活動及面試表現評估，各項目評分比重如下：

1	Academic achievements 學業表現	
	a. EDB rank order of student academic results 教育局之學生成績次第	25%
	b. Student academic results of P4, P5 and P6 小四至小六學生校內成績	25%
2	Performance in extra-curricular activities, services, awards and conduct 活動、服務、獎項及操行表現	20%
3	Interview 面試	30%
4	Conduct 操行 Remarks : Your application will not be considered if your conduct grade is B- or below. 註：操行 B- 或以下，恕不收表。	B or above 乙級或以上

2. Medium of Instruction : Linking with PLK Vicwood K.T. Chong Sixth Form College in a ‘through-train’ mode, the Junior Secondary College focuses on the enhancement of the students’ English language ability. All subjects except Chinese, Putonghua, Chinese History and Social & Cultural Studies are taught in **ENGLISH**. English is considered to be the medium of instruction according to students’ ability in order to provide increased use of the English language and consequently enhancement in the English level of the students. At the Sixth Form College, all subjects except Chinese related ones are taught in **ENGLISH**.

教學語言 : 本校與莊啟程預科書院實施初中、高中「一條龍」安排，

初中書院致力提升學生英語水平。學校主要以英語授課，即除中文科、普通話科、中國歷史科及社會及文化科外，所有科目均以英語授課。而高中書院除個別中文科目外，其他課程均以英語授課。

(二) 申請資料 Application Information

1. Application Period : 4th January, 2021 to 18th January 2021
申請日期 : 2021年1月4日至2021年1月18日
2. Office Hours : Monday to Friday 9:00 a.m. to 5:00 p.m.
Saturday 9:00 a.m. to 12:00 noon
辦公時間 : 星期一至星期五 上午9:00至下午5:00
星期六 上午9:00至中午12:00
3. Application Procedures : The School Application Form for the S1 Discretionary Places (DP) can be obtained from the Information Counter in our school lobby from 1st December, 2020. Please submit the completed form **IN PERSON** to our school, **TOGETHER WITH** the Application Form for the Secondary One Discretionary Places given by the Education Bureau, supporting documents, photos and a self-stamped envelope with return address. (The Application Form for the S1 Discretionary Places can also be downloaded from our school's website <http://www.plktnkjsc.edu.hk>.)

In view of the COVID-19 epidemic, should Primary 6 students/parents have genuine difficulties in submitting the Application Form to the school they intend to apply to in person by themselves or by their authorized representatives, the EDB has specially allowed submission of DP applications **by post** for this Secondary School Places Allocation (SSPA) cycle. Parents could submit the Application Form and other documents required by the school **by post between 4 January and 18 January 2021, both dates inclusive (the postmark date should not be later than the prescribed deadline).** After receiving parents' applications by post, the Parent's Copy of the Application Form will be returned to parents by post for retention.

- 申請方法 : 申請人可於2020年12月1日起於本校大堂詢問處索取保良局唐乃勤初中書院「中一自行收生報名表」，填妥後，**必須**連同教育局所發「中一自行分配學位申請表」，以及有關文件、相片、回郵信封一併**親往**本校遞交。(「中一自行收生報名表」同時亦可於本校網頁下載<http://www.plktnkjsc.edu.hk>。)

鑑於2019冠狀病毒病疫情，倘若小六學生/家長有實際困難而未能現身或授權代表前往中學遞交申請表，教育局特別容許本年度的自行分配學位可透過**郵遞**申請。**家長可安排於2021年1月4日至1月18日(包括首尾兩日)期間透過郵寄方式向中學遞交申請表及申請中學所要求的其他文件(截止日期以郵戳日期為準)**。收到家長的郵遞申請後，會把《中一自行分配學位申請表》的「家長存根」寄回給家長以作保存。

4. Terms of application : (1) P6 students **MUST NOT** apply for Secondary One Discretionary Places in more than **TWO** schools. Otherwise, the applications will become invalid. Applicants should produce a proof of identity for checking when handing in the Application Form to us.
(2) Under the following circumstances, the Application Forms would not be handled by the secondary school :
- Application Forms submitted after the deadline.
 - Application Forms with amendments on the Allocation Cycle, the Student Reference Number and the Application Number
 - Application Forms with amendments on the Name of Student, Gender and Date of Birth without stamp chop of the primary school.
 - Duplicate copy, destroyed or incomplete Application Form.
 - It is not necessary to submit the Primary School Recommendation Letter.
- 申請條款 : (1) 小六學生不可向多於兩所中學申請中一自行分配學位，否則申請作廢。申請者必須於遞交申請表格時帶備身份證明文件以作核實之用。
(2) 遇以下情況，「中一自行分配學位申請表」將不獲學校處理：
- 逾期遞交的申請表
 - 派位年度、學生編號及申請編號經塗改的申請表
 - 學生姓名、性別及出生日期經塗改而未附有小學校印的申請表
 - 影印、損毀或欠完整的申請表
 - 不需要提交小學推薦信
5. How to fill in the form : The School Application Form should be completed in **BLOCK** letters (Chinese or English). Please use a separate sheet for additional information if necessary.
- 填表方法 : 請以**正楷**中文或英文填寫報名表，並可用附加紙張遞交額外申請資料。
6. Documents required : Please submit the completed School Application Form together with the following documents to us:
- Application Form for the Secondary One Discretionary Places given by the Education Bureau
 - Copy of Hong Kong Identity Card
 - Copy of Primary 6 Identification Form:
 - Primary 6 Student Record Form; or
 - Student handbook (Student Information Page with School Chop)
 - Copies of the School Reports for Primary 4, 5 and 6
 - Copy of certificates of awards
 - Supporting documents on participation in extra-curricular activities
 - Two self-stamped envelopes with return address (**Three** self-stamped envelopes with return address are needed for the application **by post**)
- 遞交文件 : 請將本校報名表連同下列文件一併遞交本校：
- 教育局「中一自行分配學位申請表」
 - 身份證明副本
 - 小六證明副本：
 - 小六學生資料表；或
 - 學生手冊（已蓋上校印之學生資料內頁）

- 小四、小五及小六成績表副本
- 獎項證明副本
- 課外活動證明副本
- 兩個貼上郵票的回郵信封 (如以郵遞申請，需遞交三個貼上郵票的回郵信封)

7. The school will notify applicants via **MAIL** at least one week before the date of interview if an interview is required.
如獲面試，本校會於面試日一星期或之前以書面通知申請人有關面試之安排。

8. The date of interview : 20th March, 2021 (Saturday)
面試日期 : 2021 年 3 月 20 日(星期六)

9. Notification arrangements for successful Discretionary Places (DP) applicants
自行分配學位正取生的通知安排

Parents of all successful DP applicants will receive notification of their children's inclusion in the schools' Successful Lists for Discretionary Places by letter and phone on 31st March, 2021 (Wednesday).
Please ensure that all the contact information given in the application form is accurate.
校方將於 2021 年 3 月 31 日(星期三)透過書面及電話通知所有正取學生的家長其子女已獲學校納入其自行分配學位正取學生名單。
請確保申請表上所有聯絡資料正確無誤。

(三) 面試篩選 Screening for Interview

Screening Criteria : Assessment for applicants is based on academic achievements, conduct, awards, and the performance in extra-curricular activities. The weightings are adopted as follows:
篩選準則 : 根據申請人學業成績、操行、獎項及課外活動表現評估，各項目評分比重如下：

1	Academic achievements 學業表現	
	a. EDB rank order of student academic results 教育局之學生成績次第	35%
	b. Student academic results of P4, P5 and P6 小四、小五及小六學生校內成績	35%
2	Performance in extra-curricular activities, services, awards and conduct 活動、服務、獎項及操行表現	30%
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