

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

Application for Secondary 1 Discretionary Places(2023 -2024)
中一自行分配學位 2023-2024 申請者須知

*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

Number of Discretionary places: **59**

學額：本校可供申請的【中一自行分配學位】名額為 **59** 名。

Admission criteria and proportion

收生準則及比重

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 小五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

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。

Application Form

索取申請表格

- ◆ Application Forms are available from December 5, 2022 (Mon) to January 17, 2023 (Tue)

索取表格日期：2022年12月5日(星期一)至2023年1月17日(星期二)


- ◆ Forms can be obtained at the school lobby in person during school office hours or by downloading from this [link](#).

領取辦法：可於本校網頁 [下載](#) 或親臨本校正門大堂領取

1.	Application Period	:	3 rd January, 2023 to 17 th January 2023
	申請日期	:	2023年1月3日至2023年1月17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

Sample Application Form

本校申請表格樣本

 <p>Po Leung Kuk Tong Nai Kan Junior Secondary College 保良局唐乃勤初中書院</p> <p>Application Form for the S1 Discretionary Places 中一自行收生報名表 (2023-2024)</p> <p>** The First Government-aided Junior Secondary College linking with PLK Viewood 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</p>		<p>Recent Photo 近照</p>																																																																																																																														
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The information provided in this form and in attached documents will be used for processing application for S1 Discretionary Place. 2. Applicants must ensure that all information provided in this form and all attached documents are accurate and true, and understand that if any incorrect or incomplete information is found, the school will not consider the application. 3. This form and the attached documents will be destroyed after the admission procedures have been finished in September and will not be returned.</p> <p>聲明: 1. 填寫之表格內容及附加文件只供申請中一自行收生之用。 2. 申請人必須確保以上所填資料及文件均完全準確及真實，並且明白校方如發現資料不確或有謬誤，將不會處理有關申請。 3. 本表格及有關附件將於九月完成收生程序後註銷，不會退回。</p> <p>Signature of applicant 申請人簽署 Signature of Parent/Guardian 家長或監護人簽署 Date 日期</p> <table border="1"> <tr> <td colspan="2"> <p>核對遞交資料:</p> <input type="checkbox"/> EDB 申請表 <input type="checkbox"/> 額外活動證明副本 <input type="checkbox"/> 申請表 EDB 部份 <input type="checkbox"/> 身份證證明副本 <input type="checkbox"/> 級上郵票的信封三個 <input type="checkbox"/> 約見面試通知書(寄出日期:) <input type="checkbox"/> 小六成績表副本 <input type="checkbox"/> 其他: _____ <input type="checkbox"/> 小四、小五、小六成績表副本 <input type="checkbox"/> 其他: _____ <input type="checkbox"/> 學業證明副本 <input type="checkbox"/> 其他: _____ </td> <td> <p>寄件紀錄</p> <p>遞交紀錄</p> <p>日期: _____ 日期: _____</p> </td> </tr> </table>	Subject 科目	Level 班級	Primary 5 小五		Primary 6 小六	Copies of Documents Submitted 提供文件	1 st Term 上學期 (Mark/Highest Mark or Grade/Highest Grade) (行數/最高分數 或 等第/最高等第)	2 nd Term 下學期 (Mark/Highest Mark or Grade/Highest Grade) (行數/最高分數 或 等第/最高等第)	1 st Term 上學期 (Mark/Highest Mark or Grade/Highest Grade) (行數/最高分數 或 等第/最高等第)	Chinese 中文		/	/	/	1. 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Application submission methods:**Method 1: electronic submission****Method 2: in person****Method 3: by mail****遞交申請的三個途徑：****途徑一：電子遞交****途徑二：親身遞交****途徑三：郵寄遞交**

	Method 1 途徑一	Method 2 途徑二	Method 3 途徑三
	Electronic submission 電子申請	In person 親身遞交	By mail 郵寄遞交
Details 詳情	<p>Submit via the SSPA e-Platform 透過「中一派位電子平台」遞交</p> <p>(Parents must register as a user of the "SSPA e-Platform" (eSSPA) and bind the account with "iAM Smart+") (家長須登記成為「中一派位電子平台」(eSSPA)用戶，並以「智方便+」綁定帳戶)</p> <p>For details, please refer to the website of EDB: 詳情請參閱教育局網頁：</p> <p>English： https://www.edb.gov.hk/attachment/en/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/SSPA2023-part1_clip2.mp4</p> <p>中文： https://www.edb.gov.hk/attachment/tc/edu-system/primary-secondary/spa-systems/secondary-spa/general-info/SSPA2023-part1_clip2-CANT.mp4</p>	<p>Office Hours of the School General Office: 9:00 am to 5:00 pm (Mon to Fri) 9:00 am to 12:00 noon (Sat)</p> <p>本校校務處辦公時間內： 上午 9:00 至 下午 5:00 (一至五) 上午 9:00 至 中午 12:00 (六)</p>	<p>School Address： 11 Mei Lai Road, Sham Shui Po, Kowloon</p> <p>學校地址： 九龍深水埗美荔道 11 號</p>
Documents required	<ol style="list-style-type: none"> The completed School Application Form. 本校自行收生報名表 Copy of Hong Kong Identity Card 申請人的身份證副本 	<ol style="list-style-type: none"> The completed School Application Form. 本校自行收生報名表 Application Form for the Secondary One Discretionary Places given by the Education Bureau 	<ol style="list-style-type: none"> The completed School Application Form. 本校自行收生報名表 Application Form for the Secondary One Discretionary Places given by the Education Bureau

遞交申請時候所需文件	<p>3. Copy of Primary 6 Identification Form 小六證明副本</p> <p>4. Copies of the School Reports for Primary 4, 5 and 6 最近三年校內考試成績表之副本(小四、小五及小六)</p> <p>5. Copy of certificates of awards 在本校申請表所列之獎狀</p> <p>6. Supporting documents on participation in extra-curricular activities 課外活動證明副本</p> <ul style="list-style-type: none"> • Please arrange the documents in the order listed on the Application Form and store them in one PDF file. 請按申請表所列的次序順序排列，並存放在一個 PDF 內 • Please note that the maximum file size uploaded by each applicant is 25MB.請注意每名申請者所上傳的檔案大小上限為 25MB. 	<p>教育局「中一自行分配學位申請表」</p> <p>3. Copy of Hong Kong Identity Card 申請人的身份證副本</p> <p>4. Copy of Primary 6 Identification Form 小六證明副本</p> <p>5. Copies of the School Reports for Primary 4, 5 and 6 最近三年校內考試成績表之副本(小四、小五及小六)</p> <p>6. Copy of certificates of awards 在本校申請表所列之獎狀</p> <p>7. Supporting documents on participation in extra-curricular activities 課外活動證明副本</p> <p>8. Two return envelopes with sufficient postage (\$2.2) 兩個貼上郵票的回郵信封</p>	<p>教育局「中一自行分配學位申請表」</p> <p>3. Copy of Hong Kong Identity Card 申請人的身份證副本</p> <p>4. Copy of Primary 6 Identification Form 小六證明副本</p> <p>5. Copies of the School Reports for Primary 4, 5 and 6 最近三年校內考試成績表之副本(小四、小五及小六)</p> <p>6. Copy of certificates of awards 在本校申請表所列之獎狀</p> <p>7. Supporting documents on participation in extra-curricular activities 課外活動證明副本</p> <p>8. Three return envelopes with sufficient postage (\$2.2) 三個貼上郵票的回郵信封</p>
Remarks 備註	<ul style="list-style-type: none"> • 每名學生只可以向不多於兩所列載於《申請中一自行分配學位手冊》內的中學申請(不論紙本還是電子申請)，否則其獲自行分配學位的機會將被取消。 • Each applicant can only apply to no more than two secondary schools listed in the "Handbook for Application for Secondary ONE Discretionary Places" (whether paper or electronic application), otherwise his/her chance of obtaining a Discretionary Place will be cancelled. 	<ul style="list-style-type: none"> • If the application is submitted via "SSPA e-Platform, please print out the completed School Application Form, attach two return envelopes with sufficient postage (\$2.2), and send it to our school before January 17, 2023 如透過「中一派位電子平台」遞交申請，請另行列印已填妥的本校自行收生報名表，並附上兩個已貼上足夠郵資(\$2.2)的回郵信封，於2023年1月17日前寄回本校 	<ul style="list-style-type: none"> • Parents are encouraged to post the required documents to our school by registered mail. 鼓勵家長考慮以掛號形式寄交向本校遞交申請所需文件 • After receiving the postal application from the parents, our school will send the "Parents' stub" of the "Application Form for Secondary One Discretionary Places" back to the parents for preservation. 本校在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。
Deadline 截止日期	<ul style="list-style-type: none"> • 17th January, 2023, 23:59 2023年1月17日 23:59 	<ul style="list-style-type: none"> • 17th January 2023, 5:00 p.m. 2023年1月17日(下午5時) 	<ul style="list-style-type: none"> • 17th January 2023 (the postmark date should not be later than the prescribed deadline) 2023年1月17日(以郵戳日期為準)

The school will notify applicants via **MAIL** at least one week before the date of interview.
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。

The date of interview	25 th March, 2023 (Saturday)
面試日期	2023 年 3 月 25 日(星期六)
Notification arrangements for successful Discretionary Places (DP) applicants 自行分配學位正取生的通知安排	<ul style="list-style-type: none">• 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, 2023 (Friday). 校方將於 2023 年 3 月 31 日(星期五)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。• Please ensure that all the contact information given in the Application Form is accurate. 請確保申請表上所有聯絡資料正確無誤。