



Founded 1979

寶安商會王少清中學  
Po On Commercial Association  
Wong Siu Ching Secondary School

Address: 2 Tai Pa Street, Tsuen Wan, N. T., Hong Kong

Tel. 電話: 2414 0157

地址: 香港新界荃灣大壩街 2 號

website 網址: (http:// www.pocawsc.edu.hk)

中一自行分配學位章程 (2024 年 9 月入學)

本校參加中學學位分配(2024 年 9 月入學)，名額共 41 個(升中選校編號: 341)。除中國語文、公民與社會發展、生活與社會、中國歷史、中國文學、普通話、視覺藝術、音樂、設計與科技及體育外，其他科目皆以英語授課。

中一自行分配學位章程 (2024 年 9 月入學)									
申請程序	相關資料及說明								
索取申請表	<ol style="list-style-type: none"> <li>索取申請表日期: 2023 年 11 月 25 日(本校升中講座完畢) 至 2024 年 1 月 16 日(遞交申請表最後一日)。</li> <li>索取申請表方法: 請親臨本校，或於本校網頁下載申請表。</li> <li>校務處辦公時間: 星期一至星期六: 上午 8:00 至下午 5:00 ; 星期日及公眾假期休息。</li> </ol>								
甄選準則	<p>甄選準則:</p> <table border="0"> <tr> <td>a. 學生成績(小五、小六校內成績及教育局成績次第)</td> <td>40%</td> </tr> <tr> <td>b. 操行</td> <td>20%</td> </tr> <tr> <td>c. 校外獎項、課外活動表現及社區服務</td> <td>20%</td> </tr> <tr> <td>d. 面試</td> <td>20%</td> </tr> </table>	a. 學生成績(小五、小六校內成績及教育局成績次第)	40%	b. 操行	20%	c. 校外獎項、課外活動表現及社區服務	20%	d. 面試	20%
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遞交申請表 方式及詳情	<p>A. 直接遞交本校</p> <p>申請日期: 2024 年 1 月 2 日至 2024 年 1 月 16 日(包括首尾兩日)。 時間: (星期一至五)上午 9:00 至下午 12:30 及下午 1:30 至 4:00 ; (星期六) 上午 9:00 至中午 12:00 ; (星期日及公眾假期休息)。</p> <p>請按下列次序排列各項文件, 然後親自遞交或以掛號形式郵遞到校務處:</p> <ol style="list-style-type: none"> <li>已填妥之教育局《中一自行分配學位申請表》;</li> <li>已填妥之本校《中一自行分配學位申請表》，申請表可用中文或英文填寫;</li> <li>小五所有學期成績表副本及小六上學期成績表副本;</li> <li>貼足\$2.2 郵票的回郵信封 2 個 (4" x 9", 信封面寫上學生姓名及聯絡地址);</li> <li>於申請表內所填寫之獎項、課外活動及服務證書副本。</li> </ol> <p>所有副本必須為 A4 紙張尺寸, 宜用雙面影印。成績表上已載有之活動或獎項, 毋需於申請表上再作填報或夾附影印本。</p>								

	<p>B. 透過教育局「中一派位電子平台」遞交：</p> <p>請先下載並填妥本校《中一自行分配學位申請表》，連同小五所有學期成績表及小六上學期成績表掃描成 PDF 檔，上載至教育局電子平台。詳情請參閱教育局「中學學位分配辦法內容」網頁。</p> <p>注意事項：</p> <ul style="list-style-type: none"> <li>● 申請表一經遞交，不可撤回或取消；</li> <li>● <u>無須</u>呈交任何推薦信；</li> <li>● 如親自到本校遞交申請表，申請時請帶同所有證明文件正本(包括成績表及身份証)，以供核對之用；</li> <li>● 請家長提供有效電郵、流動電話號碼及正確的聯絡地址；</li> <li>● 如有需要，本校將聯絡掛號郵遞或經教育局電子平台遞交申請表之申請人到校補交文件或作相關處理；</li> <li>● 按教育局通告，每名學生只可以向<u>不多於兩所</u>列載於《申請中一自行分配學位手冊》內的中學申請自行分配學位；</li> <li>● 教育局《中一自行分配學位申請表》包括「教育局存根」、「學校存根」、「家長存根」三個相聯部分，請確保所有存根載有同一申請編號；</li> <li>● 後補文件最遲於 2024 年 2 月 16 日或之前於辦公時間交回校務處。</li> </ul>
面試	<p>日期：2024 年 2 月 24 日(星期六下午, 分批進行)</p> <p>地點：寶安商會王少清中學</p> <p>面試時間：15 至 20 分鐘</p> <p>面試形式：個人環節(以英語進行)及小組討論(以中文進行)</p> <p>面談內容：評核學生中英語文能力及學術水平</p> <p>面試須知：</p> <ol style="list-style-type: none"> <li>a. 申請人會大約於面試前一星期獲發信及電郵通知當日安排；如在 2024 年 2 月 21 日仍未收到信件或電郵，請致電本校查詢；</li> <li>b. 所有符合申請資格的學生均獲邀參加面試；</li> <li>c. <u>面試不設補考</u>，但申請人可以書面向本校解釋缺席原因；本校或會因應申請人的情況而豁免面試環節；</li> <li>d. 面試當日如遇有熱帶氣旋(8 號或以上)或暴雨警告(紅色/黑色)，而天文台於當日上午 6:00 前仍未取消惡劣天氣警告信號，或教育局宣佈停課，當日面試會順延至後備日 [2024 年 3 月 2 日(星期六)下午] 按原定時間舉行；</li> <li>e. 由於疫情變化不定，請家長留意本校網頁之最終公佈。</li> </ol>
備註	<ol style="list-style-type: none"> <li>a. 本校評審委員會將綜合申請人各方面的表現進行處理。根據個人資料(私隱)條例指引，申請人所提供的資料，只供處理申請時參考之用，遴選完成後將會被銷毀；</li> <li>b. 成功獲本校納入為自行分配學位正取名單者，本校將於 2024 年 3 月 27 日透過書面、電話及電郵(下午 5:00 前)通知(不包括後備及落選學生，亦非正式的派位結果)。家長無須致電本校查詢；</li> <li>c. 結果將隨統一派位一併公佈(2024 年 7 月 9 日)。</li> </ol>



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**Information on Application for Secondary 1 (S1) Discretionary Places (DP) (2024)**

Our school has participated in the Secondary School Place Allocation (SSPA) of 2024. There are **41** Discretionary Places and our school code is **341**. All subjects are taught in English except Chinese Language, Citizenship and Social Development, Life and Society, Chinese History, Chinese Literature, Putonghua, Visual Arts, Music, Design and Technology and Physical Education.

**Admission Procedures for S1 Discretionary Places**

**A. Distribution of Application Forms**

1. Date: from **25<sup>th</sup> November, 2023** (after our Form One Admission Talk) to **16<sup>th</sup> January, 2024** (the last day of Application for S1 Discretionary Places)
2. Applicants may obtain Application Forms and relevant information at school office or by downloading the Application Form on our school website
3. Opening hours of School Office: Monday to Saturday: 8:00 am - 5:00 pm  
Sunday & public holidays: Closed

**B. Criteria & Weighting**

a. Academic Performance (P.5 & P.6 school reports & ranking by EDB)	40%
b. Conduct	20%
c. Awards, Extra-curricular Activities & Community Services	20%
d. Interview	20%

**C. Details on Submission of the Application Form for Secondary One Discretionary Place**

**A. Direct Submission to School**

The completed application form should be submitted with the following documents (in the correct order below) **in person or by registered mail** according to the date and time below:

Date: **2<sup>nd</sup> to 16<sup>th</sup> January, 2024 (both days inclusive)**

Time: **(Mon-Fri) 9:00 am - 12:30 pm / 1:30 pm - 4:00 pm and (Sat) 9:00 am - 12:00 nm (Sunday & public holidays) Closed**

1. The completed Application Form for S1 Discretionary Place issued by the Education Bureau.
2. The completed School Application Form in either Chinese or English.
3. Photocopies of P.5 & P.6 school report cards (P.5 – both school terms; P.6 – only 1<sup>st</sup> term).
4. **TWO** stamped (\$2.2) self-addressed envelopes (4” x 9”, with student name & address on cover).
5. Photo copies of certificates of awards or services stated in the application form.

All photocopies should be **in A4 size**. Double-sided printing are encouraged. If the records of awards and activities are already listed in report cards, it is **NOT NECESSARY** to write on the Application Form again or to provide the photocopies of certificates.

## B. Online Submission via SSPA e-platform

After completing the Application Form downloaded from our school website, scan the report cards (P.5 – both school terms; P.6 – only 1st term) into PDF format and upload them onto the e-platform. For details, please visit the SSPA website.

### Important notes:

- Application documents will not be returned and cannot be withdrawn after submission.
- Recommendation letters are **NOT NECESSARY**.
- The original copy of all application documents (including report cards and HKID card) should be provided for verification by our school.
- Valid email address, mobile number and correspondence address should be provided in the Application Form.
- If necessary, applicants who have submitted application via registered mail or SSPA e-platform may be invited to come to our school to settle any problems or submit any supplementary documents in person.
- Each student may apply to **not more than two** participating secondary schools according to the Handbook for Application for S1 Discretionary Places from EDB.
- Applications Forms for S1 Discretionary Places of EDB should consist of EDB's Copy, School's Copy and Parent's Copy. Make sure the application number on all the copies are the **SAME**.
- Any late documents should be submitted in person within working hours on or before **16<sup>th</sup> February, 2024**.

## D. Details of the interview

Date: 24<sup>th</sup> February 2024 (Saturday afternoon) (The interview will be conducted in different time slots.)

Venue: Po On Commercial Association Wong Siu Ching Secondary School

Duration: 15 to 20 minutes

Mode of the interview: Individual session (conducted in English) and group discussion (conducted in Cantonese)

Content of the interview: Assessment of English and Chinese proficiency and academic standard

### Important notes

- a. Applicants will be notified of the arrangement about one week in advance of the interview day by post and email. Please call our school if no mails or emails are received by 21<sup>st</sup> February, 2024.
- b. ALL the eligible applicants will be invited to attend the interview.
- c. **No make-up interviews will be arranged**. However, applicants may submit their reasons of absence in written form and their interview scores may be exempted after careful consideration.
- d. If tropical cyclone signal (signal 8 or above) or rain storm signal (Red or above) is still hoisted later than 6 am on the day of the interview, or school suspension is announced by EDB, the school interview will be postponed to 2<sup>nd</sup> March 2024 (Saturday afternoon) (with the original time and venue remain unchanged).
- e. Please pay attention to any updates on our school websites especially in view of the unstable pandemic situation.

### Remarks

- a. Our School Admission Board will take students' performances in different aspects into consideration. All the information collected will only be used for the processing of application for S1 discretionary places and they will be destroyed after the admission process.
- b. Successful applicants for DP will be informed **by post, phone and email by 5pm on 27<sup>th</sup> March, 2024**. (not applicable to unsuccessful applications or applicants on waiting list and not equal to official results) Parents DO NOT need to call the school for enquiry.
- c. The official results of allocation will be released on **9<sup>th</sup> July, 2024** by Education Bureau.