

香港管理專業協會羅桂祥中學
The Hong Kong Management Association K S Lo College

2021/2023 中一自行分配學位申請須知

Notes on Application for Secondary One Discretionary Places (2021/2023)

(一) 申請日期 Application Period

2023 年 1 月 3 日至 2023 年 1 月 17 日
3rd January, 2023 – 17th January, 2023

(二) 本校辦公時間 School Office Hours

星期一至五：上午 9 時至下午 5 時	Monday to Friday: 9:00 am – 5:00 pm
星期六：上午 9 時至正午 12 時	Saturday: 9:00 am – 12:00 noon
星期日及公眾假期：休息	Sunday and Public Holidays: Closed

(三) 可供申請的自行分配中一學額 Number of Discretionary Places Available

40

(四) 申請程序 Application Procedures

1. 透過本校網頁下載申請表格或在辦公時間內親臨本校索取申請表。
Download the application form from our school website (<http://www.hkmakslo.edu.hk>) or collect it from our General Office during office hours.
2. 請於申請日期的辦公時間內親臨至本校，提交以下文件：
Submit the following documents to our school by hand within the application period.
 - 填妥之香港管理專業協會羅桂祥中學「中一自行分配學位入學申請表」
The completed HKMA K S Lo College “S1 Discretionary Places Application Form”
 - 教育局印製的「中一自行分配學位申請表」(內附有「教育局存根」、「學校存根」及「家長存根」)
The completed “Application Form for Secondary One Discretionary Place” issued by the EDB (comprising the parts ‘EDB’s Copy’, ‘School’s Copy’, and ‘Parent’s Copy’)
 - 申請學生之小五及小六上學期學校成績表副本
A copy of the applicant’s Primary 5 and Primary 6 first-term school report cards
 - 申請學生之其他獲獎證書或資料副本
A copy of the applicant’s award certificates and related information
 - 回郵長信封兩個，信封面須清楚寫上學生姓名、地址及貼上足夠郵資(\$2.2)的香港郵票
Two stamped (\$2.2) self-addressed, long envelopes with the student’s name and address
 - 申請學生之身分證副本
A copy of the applicant’s HKID card
3. 請將所有文件連同申請表用釘書機釘在一起，毋須另行用膠套式文件夾存放。
All the documents and the application form should be stapled together for submission. There is no need for a plastic file.
4. 申請表一經遞交，不可撤回或取消。
Withdrawal or cancellation is not allowed once the application is submitted.
5. 申請者不需遞交小學校長推薦信。
Recommendation letters from primary schools are **not** required.

(五) 收生準則及比重 Admission Criteria and Weighting

1. 學業成績 (按教育局成績調整)	1. Academic Performance (adjusted according to the EDB)	40%
2. 行為品行	2. Conduct	15%
3. 課外活動及服務	3. Extra-curricular Activities / Service	10%
4. 獎項	4. Awards	5%
5. 面試表現	5. Interview Performance	30%

(六) 面試安排 Interview Arrangements

本校會按上述「收生準則」的一至四項約見部分申請人參加面試，面試日期為 2023 年 3 月 12 日(星期日)，校方將於 2023 年 3 月 4 日前以專函通知合乎資格的申請人，面試名單也會上載於本校網頁。

There will be an interview for **selected applicants** on Sunday, 12 March 2023 according to Admission Criteria 1 to 4 stated above. Selected applicants will be notified by post before 4 March 2023. The list of interviewees will also be announced on our school website.

(七) 中一自行分配學位簡報會 Briefing for Secondary One Discretionary Places Allocation

本校將於 2023 年 1 月 8 日(星期日)下午二時至四時舉行「中一自行分配學位簡報會」，以便家長進一步瞭解本校的收生準則詳情、面試內容及其他事宜。詳情將於 2022 年 12 月底在本校網頁公布。

To help parents better understand our admission criteria, interview content, and other related matters, a “Secondary One Discretionary Places Allocation” briefing session will be held from 2pm to 4pm on Sunday, 8 January 2023. Details will be announced on our school website in late December 2022.

(八) 個人資料處理 Handling Personal Information

申請表格提供之資料，只供作申請本校中一學位之用途，並會向教育局呈交。在完成中一收生程序後，此等資料將予銷毀。

All personal information collected will solely be used for our school's S1 admission purposes and submitted to the EDB. Once the application process is over, the information will be destroyed.

(九) 公布結果 Release of results

按教育局規定，校方會於 2023 年 3 月 31 日以專函及電話通知所有正取學生家長，其子女已獲本校納入自行分配學位正取學生名單。

According to EDB instructions, parents of all successful applicants will be notified by both post and phone on 31 March 2023.

教育局將於 2023 年 7 月公布派位結果。

The allocation results will be released by the EDB in July 2023.

(十) 查詢 Enquiries

家長如有進一步查詢，可以聯絡

Parents may contact the following parties for further information.

教育統籌局中學學位分配組
School Places Allocation Section, EDB

電話 Phone No.: 2832 7740 / 2832 7700

香港管理專業協會羅桂祥中學
The Hong Kong Management Association K S Lo College

電話 Phone No.: 2470 3363

香港管理專業協會羅桂祥中學
The Hong Kong Management Association K S Lo College

2021/2023 中一自行分配學位入學申請表
S1 Discretionary Places Application Form (2021/2023)

申請表編號
Application no.

2021/2023 - _____
(由校方填寫)
(To be filled in by the school)

學生資料 Student Information

英文姓名 Full Name in English				(學生近照) (Recent Photo of Student)	
中文姓名 Full Name in Chinese					
香港身分證號碼 HKID Number					
出生日期 Date of Birth	_____	出生地點 Place of Birth	_____	性別 Gender	_____
	(日 dd / 月 mm / 年 yyyy)				
住址 Address					
住宅電話 Home Phone Number			香港聯絡電話 Contact Number in Hong Kong		
現就讀小學 Current Primary School					
家長/監護人姓名 Name of Parent / Guardian			與學生關係 Relationship with Student		

茲證明：本校已收到閣下遞交二零二一/二零二三年度中一自行分配學位申請表。

This is to certify that our school has received your application form for 2021-2023 Secondary One Discretionary Places.

申請表編號
Application no.

2021/2023 - _____
(由校方填寫)
(To be filled in by the school)

校印

School Chop _____

交表日期

Submission Date _____

本校將約見部分申請人參加面試，面試日期為 2023 年 3 月 12 日(星期日)，校方將於 2023 年 3 月 4 日前以專函通知合乎資格的申請人，面試名單也會上載於本校網頁(<https://www.hkmakslo.edu.hk>)。There will be an interview for selected applicants on Sunday, 12 March 2023. Selected applicants will be notified by post before 4 March 2023. The list of interviewees will also be announced on our school website (<https://www.hkmakslo.edu.hk>).

課外活動 Extra-curricular Activities / Service

	小五 Primary Five	小六 Primary Six
服務紀錄 Service Record	1.	1.
	2.	2.
	3.	3.
	4.	4.
	5.	5.
	6.	6.
學業獎項 Academic Awards 校隊 School Teams 體育獎項 Sports Awards 藝術、音樂獎項 Arts & Musical Awards	1.	
	2.	
	3.	
	4.	
	5.	
	6.	

就讀本校的親屬資料 Information of relatives currently studying at our school

	姓名 Name	關係 Relationship	班別 Class
1			
2			

本人確認填報資料正確無誤。

I confirm that the information provided is all correct.

家長或監護人簽署
Parent's / Guardian's signature _____

日期
Date _____