

報讀 2021-2022 年度小一須知

本校小學部為私立學校，接受有意報讀者申請，不受任何校網限制。

家長替 貴子弟申請報讀本校小學部時不會對 貴子弟其他「自行分配學位」小學之申請造成影響。

以下為有關報名程序及面試安排：

一、報名程序：

1. 家長可透過校本校網頁(<https://www.kauyan.edu.hk/primary/admissions/p1/>)登入報名系統。若你是初次使用，請先設置一個個人帳戶，以便申請時使用。
2. 填寫報名表步驟：
登入「小一入學申請系統」，並按步驟填寫表格及上載有關的文件及相片，最後需按「**確定申請**」才完成申請程序。
3. 申請入學時，請上載以下文件：(每個檔案不可大於 10MB)
 - a. 學生相片(屆時上載至指定位置)
 - b. 過去兩年(K1 下學期 及 K2 上學期)成績表或學生成長報告副本；
 - c. 其他學習經歷或生活情況記錄(最多 2 張紙，即為 4 頁，並請以雙面印製)；
 - d. 報名費為二百元正，請以下面其中一個途徑繳交：
 - i 轉數快
請將轉賬確認後畫面截圖，然後在圖上加上「申請編號」(如：「Pxxxxxxxx」)，再上載至系統報名表之內。
轉數快支付識別碼(FPS ID)：9326943
戶口名稱：Kau Yan School
 - ii 銀行入賬
入賬後列印收據，然後在收據加上「申請編號」(如：「Pxxxxxxxx」)，再上載照片至系統報名表之內。
銀行名稱：香港上海匯豐銀行
戶口名稱：Kau Yan School
戶口號碼：004-020-056461-001【如香港上海匯豐銀行戶口持有人，過數時不需輸入(004)】
4. 當家長完成網上申請後，需按「**確認提交**」。網上提交之內容一經確認，將不能修改。

二、重要日期：

1. 網上申請日期：

網上申請	日期	時間
開始網上申請	20/7/2020(一)	9:00a.m.
截止網上申請	21/8/2020(五)	5:00p.m.

2. 面試安排：

家長可於 2020 年 8 月 31 日(一)下午五時正開始，瀏覽本校網頁及查閱有關的日期及時間，由於面試人數眾多，獲編排的日期、時間，恕未能更改。

Guidelines on Application

1. Kau Yan School (Primary Division) operates as a private co-educational whole day school. Application is not restricted by district.
2. Your application for admission at Kau Yan School will not affect any other ‘discretionary places’ application for primary schools.

Application Procedures

1. Access to the ‘**Primary One Admission Application System**’ is through our official school webpage (<https://www.kauyan.edu.hk/primary/admissions/p1/>). If you are a first time user, set up a personal account that allows you to refer to your application in the future.
2. Log onto your personal account to fill in an ‘Admission Application Form’. Once the application form is completed and submitted, an ‘Application Number’ will be generated. It is important to note down this number for any future inquiry or fee submission.
3. Please upload the following documents (each document has a size limit of 10MB):
 - I. A photo of the applicant.
 - II. Photocopies of the applicant’s transcripts and/or report cards for K1 Second Term and K2 First Term (PDF format)
 - III. Documents that exhibit the applicant’s other learning experiences and/or daily life (Maximum Four A4 pages in PDF format)
 - IV. The registration fee is HKD 200, payment can be made in one of the two methods below:
 - i. FPS
Please take a screenshot of the confirmed transfer transaction and text in the "application number" (i.e. P xxxxxx) before uploading the screenshot to your relevant online application form.
FPS ID: 9326943
Account name: Kau Yan School
 - ii. Bank account
After the transfer transaction, print and take a photo of the receipt, text in the "application number" (i.e. P xxxxxx) before uploading the photo to your relevant online application form.
Bank Name: The Hongkong and Shanghai Banking Corporation
Account name: Kau Yan School
Account number: 004-020-056461-001 [for account holders of The Hongkong and Shanghai Banking Corporation, you may skip the leading numbers (004)]
4. Once you have completed the application process and uploaded all the required documents, be sure to click ‘**Confirm Submission**’. Application information once submitted cannot be amended.

Important Dates

1. Online application start : 9:00a.m. on July 20, 2020(Monday)
Deadline for online application : 5:00 p.m. on August 21, 2020 (Friday)
2. Notification of interview date and time : 5:00 p.m. on August 31, 2020 (Monday)
 - Please check by logging into your personal account.
 - We apologize that interview sessions once scheduled are not subject to change because most sessions are already full.