



惠僑英文中學

WAI KIU COLLEGE

九龍石硤尾偉智街十七號

17 Wai Chi Street, Shek Klip Mei, Kowloon, Hong Kong.

電郵地址(E-mail): wkc@wkc.edu.hk

電話: 852-2777 6289 傳真: 852-27767727

Tel: 852-2777 6289 Fax: 852-27767727

網址(Website): <http://www.wkc.edu.hk>

Ref. No. : LT\_ST 23-24/033

9<sup>th</sup> July, 2024

Dear S.1 Parents / Guardians,

### Academic Year 2024-2025

#### Registration procedure for S1 students

Welcome your child to Wai Kiu College. Please read the following guidelines for a smooth completion of registration.

#### (I) Guidelines for registration

##### (1) Registration

|   |  |
|---|--|
| A | Complete the "Student Record Form" distributed by the school |
| B | Submit the admission slip                                    |
| C | Collect school notices                                       |

##### (2) The first tuition fee

The first instalment of tuition fee must be paid on or before 1<sup>st</sup> August at 4:00 p.m. Parents may pay in cash or by post-dated cheque in person at the school office. As the cheque will be deposited on 2<sup>nd</sup> August, please date the cheque "1<sup>st</sup> August, 2024". If parents do not pay the first instalment of tuition on or before 1<sup>st</sup> August, the school place for the new academic year may not be retained. The tuition fee for September is as follows:

| Secondary 1<br>Tuition fee for September | Tuition fee for the entire year                   |
|--|---|
| \$300-                                   | \$3000- (Pay in 10 instalments, \$300- per month) |

##### (3) Purchase of textbooks

Textbooks may be purchased from any bookstore and please pay attention to the medium of instruction of the subject when you make the purchase. For students who order textbooks through the school, the bookstore will make arrangements according to the class allocation.

##### (4) School uniforms

Students can order the school uniforms from the designated companies. Should parents purchase the school uniforms on their own, please ensure the school uniforms fulfil the requirements of our school.

##### (5) Lesson arrangements

Our school is a full-time grammar school adopting a "weekday" timetable. The official school hours are: Monday to Friday from 8:10 a.m. to 3:30 p.m. S.1 to S.3 students are required to stay at school for lunch. S.4 to S.6 students are allowed to go out for lunch.



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The class schedule for the new school year is as follows:

| Date   | Arrival and Dismissal Time  |
|--|---|
| 2 <sup>nd</sup> September (Monday)<br>and<br>3 <sup>rd</sup> September (Tuesday)     | 9:00 a.m. to 11:45 a.m.<br>(No class in the afternoon)<br><br>Remarks:<br>1. Students should wear their summer school uniform to school.<br>2. Bring paper and a pencil. There is no need to bring textbooks. |
| 4 <sup>th</sup> September (Wednesday)<br>and<br>5 <sup>th</sup> September (Thursday) | 8:10 a.m. to 12:15 p.m.<br>(No class in the afternoon)  |
| Commencing 6 <sup>th</sup> September<br>(Friday)                                     | 8:10 a.m. to 3:30 p.m.  |

**(6) Exercise books, Chinese manuscript papers, single-line papers**

Students can purchase these items at the General Office after the new school year begins.

**(7) Pre-Secondary One Hong Kong Attainment Test (Placement Test) and Class Allocation**

The attainment test will be held in our school from 8:30 am to 12:45 pm on 16<sup>th</sup> July (Tuesday). Students should arrive school at 8:30 am. All new Secondary one students are required to attend and they should bring their Allocation Slips, identification documents and stationery back to school for the test. They are also required to submit photocopies of their Primary 6 report cards on the same day. In case of sick leave, parents should submit written documents explaining the reasons for the leave on or before 18<sup>th</sup> July, 2024 (Thursday).

If the Education Bureau announces suspension of school due to bad weather on the day of the test, the test will be held on the following day and the test time and other arrangements remain unchanged. Parents should pay attention to the public announcements made on the radio/the television or the government official webpage ([www.gov.hk](http://www.gov.hk)).

The results of class allocation will be announced and displayed in room 105 and 106 at 10:00 am on 19<sup>th</sup> July (Friday), and the book list will be distributed at that time.



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### (II) Orientation Activities

Every year, the school prepares a series of activities for new students to help them adapt to secondary school life and learning style, as well as to enhance the understanding between teachers and students. The details are as follows:

| Activity   | Date                | Fee                 | Remark  |
|--|---------------------|---------------------|---|
| Pre-Secondary One Hong Kong Attainment Test (Placement test)           | 16/7<br>(Tuesday)   | ----                | Students should arrive school at 8:30 am, and the test ends at 12:45 pm. At that time, the Chinese, English, and Mathematics tests will be conducted. Students need to bring their Allocation Slips, their identification documents, stationery, photocopies of their Primary 6 report cards and form of Allocation Preference of S1 Classes. |
| Announcement of class allocation & Distribution of book list           | 19/7<br>(Friday)    | ----                | The announcement will be made from 10:00 am to 12:00 noon in room 105/106 while book lists will be distributed.   |
| Deadline of new book ordering  | 24/7<br>(Wednesday) | ----                | Textbook ordering form should be placed in the collection box outside the school office before 4:00 p.m.  |
| Payment of tuition fee for September                                   | 1/8<br>(Thursday)   | \$ 300              | Parents may pay cash or post-dated cheque in person at the school office. Office hours for the Accounting Department: 9:30 a.m. to 12:30 p.m. and 2:30 p.m. to 4:00 p.m.  |
| Collection of textbooks (Students who have submitted their order form) | 11/8<br>(Sunday)    | Cheque<br>/<br>Cash | 10:00 am - 1:00 pm  |



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|                      |  |        |  |
|----------------------|--|--------|--|
| S.1 Adventure Camp   | 11/8 – 12/8<br>(Sunday<br>&<br>Monday) | \$ 150 | Parent reply slips need to be submitted.                         |
| S.1 Bridging Courses | 14/8 – 16/8<br>(Wednesday<br>- Friday) | ----   | Chinese, English, Math, I.T. and introduction of uniform groups. |

Parents are advised to follow the timetable to complete the procedure accordingly. For enquiries, please contact the Associate Principal Mr HO To at 2777-6289.

Yours faithfully,

CHENG Che-yin, MH

Principal

【Note : This letter must be stamped with the school chop to be deemed valid.】