



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 Kip 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 24-25/033

9th July, 2025

Dear S.1 Parents / Guardians,

Academic Year 2025-2026

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 1st 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 2nd August, please date the cheque "1st August, 2025". If parents do not pay the first instalment of tuition on or before 1st August, the school place for the new academic year may not be retained. The tuition fee for September is as follows:

Secondary 1 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 ensure the edition is correct when you make the purchase.

(4) School uniforms

Students can order the school uniforms and PE 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



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hours are: Monday to Friday from 8:10 a.m. to 3:30 p.m. S.1 students are required to stay at school for lunch.

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

Date	Arrival and Dismissal Time
1 st September (Monday) and 2 nd September (Tuesday)	9:00 a.m. to 11:45 a.m. (No class in the afternoon) Remarks: 1. Students must wear their summer school uniform to school. 2. Bring paper and pens. There is no need to bring textbooks.
3 rd September (Wednesday) and 4 th September (Thursday)	8:10 a.m. to 12:15 p.m. (No class in the afternoon)
Commencing 5 th September (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 and Class Allocation

The attainment test will be held in our school from 9:00 am to 12:45 pm on 15th 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. If students cannot attend the test due to personal reasons, parents must provide a written explanation with prior submission. In case of sick leave on the date of the test, parents should submit written documents explaining the reasons for the leave on or before 17th July, 2025 (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).

The results of class allocation will be announced and displayed in room 105 and 106 from 10:00 am to 12 noon on 18th July (Friday), and the book list will be distributed at that time.



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(II) Timetable for Orientation Activities

Activity	Date	Fee	Remark
Pre-Secondary One Hong Kong Attainment Test (Placement test)	15/7 (Tuesday)	----	-Students should arrive at the school hall 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 and form of Allocation Preference of S1 Classes.
Announcement of class allocation & Distribution of book list	18/7 (Friday)	----	-10:00 am to 12:00 noon -Venue: room 105 and 106
Deadline of new book ordering	20/7 (Sunday)	----	-Parents can purchase the textbooks according to the booklist at any bookstores. -Should parents choose to order textbooks via "The Commercial Press", please submit the textbook ordering form online. (https://tb.supretail.com.hk/web/index.html)
Payment of tuition fee for September	1/8 (Friday)	\$ 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 (For students who have submitted their order form. No books are available for sale on spot if order has not been placed)	10/8 (Sunday)	According to order amount	-Collect the textbooks at the school hall from 9 a.m. to 1 p.m. -If parents are unable to collect the textbooks, the order will be cancelled automatically. Parents have to purchase the textbooks on their own.



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S.1 Adventure Camp	10/8 – 11/8 (Sunday & Monday)	----	Parent reply slips need to be submitted.
S.1 Bridging Courses	13/8 – 15/8 (Wednesday - Friday)	----	Please refer to notice on S1 Bridging Course for details.
S1 Orientation Day for Parents	17/8 (Sunday)		10 a.m. to 11.45 a.m.

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,



TSO Tat-ming

Principal

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