

嘉諾撒培德書院
中一自行分配學位申請須知
(於 2023 年 9 月入讀)

申請日期：由 2023 年 1 月 3 日(星期二) 至 2023 年 1 月 17 日(星期二)接受是項申請。

分配學額：本校中一自行分配學位名額為 30 個。

申請程序：1. 有意申請者可由 2022 年 12 月 5 日起從以下途徑索取申請表：

- 親臨本校校務處索取
(本校辦公時間：
星期一至五：上午 8 時 30 分至下午 5 時
星期六：上午 8 時 30 分至 11 時 45 分) 或
- 從本校網頁下載 (<http://www.ptcc.edu.hk/>)

2. 於 **2023 年 1 月 17 日**或以前親臨本校或郵寄遞交申請表及下列文件：

- 教育局派發的《中一自行分配學位申請表》
- 本校中一自行分配學位報名表
- 學生身份證副本
- 小五及小六成績表影印本
- 小四至小六曾參與的課外活動、服務及獎狀的影印本 (如有)
- 申請學生的領洗紙影印本 (只適用於天主教徒)
- 近照兩張 (一張貼在申請表；另一張照片背面寫上姓名，隨表格遞交)
- 貼上郵票 (\$2.20) 的回郵信封兩個

收生準則：

1. 學業成績 (40%)
2. 課外活動 (30%)
3. 面試表現 (30%)
4. 操行等第 B 級或以上

面試詳情：1. 形式

- 以個人形式進行，語言為粵語及英語，面談時間約為十五分鐘； 或
- 因應題目要求遞交個人短片。
- 如因疫情未能進行面試，將會以呈交短片形式取代面談。

2. 內容

- 自我介紹
- 學校生活
- 處境題目

3. 評分準則

- 理解能力
- 創意及思維能力
- 表達及溝通能力
- 價值取向
- 儀表、禮貌及自信

- 注意事項：**
1. 按教育局規定，申請人只可向不多於兩間中學遞交申請，否則其申請資格會被取消。
 2. 面試日期為**2023年3月11日(星期六)**。本校會於**2月底前**以書面形式，**通知所有申請者的面試時間**。
 3. 本校將於**2023年3月31日(星期五)**以電話及郵件通知每位正取的學生。
 4. 所有申請結果將於**2023年7月11日(星期二)**與統一派位結果一併公佈。
 5. 申請者無需遞交小學推薦信。

郵寄遞交或透過電子平台申請表須知：

如申請人透過郵寄遞交，須檢查清楚相關文件及附上兩個 \$2.20 的郵票，逾時遞交或文件不齊，將不受理。申請人必須自行承擔郵寄的風險。

- 日期：**2023年1月3至17日**(截止日期以郵戳日期為準)
 - 郵寄/電子平台遞交報名表格所需文件(每項以一檔案呈交)：
 - 本校中一自行分配學位報名表(附上相片)
 - 學生身份證副本
 - 小五及小六成績表影印本
 - 小四至小六曾參與的課外活動、服務及獎狀的影印本 (如有)
 - 申請學生的領洗紙影印本 (只適用於天主教徒)
- 以下文件只適用於郵寄遞交：
- 教育局派發的《中一自行分配學位申請表》
 - 貼上郵票 (\$2.20) 的回郵信封**兩個**
- 如教育局印製的中一自行分配學位申請表(紅藍綠表格)有以下情況，將不獲受理。
 - 派位年度、學生編號及申請編號的預印資料經塗改的申請表。
 - 學生姓名、性別及出生日期的預印資料經塗改而未附有小學校印/或教育局印章的申請表。
 - 影印、損毀或欠完整的申請表。

收集申請人／學生個人資料聲明

- 收集目的：
1. 本校將使用報名表上的個人資料進行學位甄選工作，並在有需要時與申請人聯絡。
 2. 在報名表上填報個人資料純屬自願性質。不過，如提供的資料不足，可能會影響本校與申請人的聯絡。
- 資料傳交：
3. 為作上文第(1)段所述的用途，報名表所載的資料除供本校內部之用外，部份資料將會上傳與教育局學位分配組使用。
- 查閱個人資料：
4. 根據《個人資料(私隱)條例》(香港法例第486章)規定，填報這份報名表的人士有權查閱和更正提供的個人資料，包括索取報名表內有關個人資料的副本。申請人提供資料將保密處理並將於學期末銷毀。
- 查詢：
5. 如對在這份報名表內填報的個人資料有任何查詢，包括查閱及更正資料，請與本校聯絡。
- 地 址：香港仔貝璐道 200 號
電話號碼：25540780
傳真號碼：25521802
電 郵：ptcc@ptcc.edu.hk

Pui Tak Canossian College
Application Guidelines for S.1 Discretionary Places
(Admission in September 2023)

Application Period: **From 3 January 2023 (Tuesday) to 17 January 2023 (Tuesday)**

Number of Discretionary Places of our school: 30

Procedures of Application

1. All interested applicants may obtain the application form starts from 5 December 2022 by one the following ways:
 - Obtain in person from our School Office:
(Office hours – Monday – Friday : 8:30 am – 5:00pm
Saturday : 8:30 am – 11:45am) or
 - Download from our school website (<https://www.ptcc.edu.hk/en/admission>).
2. The following documents should be submitted to the School Office **in person or by post by 17 January 2023**, the latest:
 - “Application Form for S.1 Discretionary Place” issued by EDB
 - Completed application form issued by our school
 - Photocopy of student’s HKID card.
 - Photocopies of P5 and P6 School Report cards
 - Photocopies of certificates or achievements of extra-curricular activities, services, and achievements in Primary 4 to 6 (if any)
 - Photocopy of the Catholic Certificate of Baptism of the applicant (applicable to Catholics)
 - Two recent photos (one to be glued onto the application form and the other one with student’s name written on the back)
 - Two stamped (\$2.20) return envelopes

Admission Criteria & Weightings

- | | |
|--------------------------------|-------|
| 1. Academic Performance | (40%) |
| 2. Extra-curricular activities | (30%) |
| 3. Interview performance | (30%) |
| 4. Conduct grade B or above | |

Details of interview

1. Format
 - Individual interview, to be conducted in both Cantonese and English, length of interview is 15 minutes approximately or,
 - Profile video according to provided guidelines
 - In case of severe pandemic situation, face-to-face interview will be replaced by video submission.
2. Contents
 - Self-introduction
 - School life
 - Situational questions
3. Selection Criteria
 - Comprehension
 - Creative thinking
 - Expressiveness and communication skills
 - Values
 - Appearance, manners and self-confidence

Remarks

1. Each student may apply to **at most two** secondary schools. Otherwise, her chance of acquiring

a discretionary place will be forfeited.

2. The date of the interview will be **11 March 2023 (Saturday)**. All applicants will be notified by post in February 2022 regarding the time of the interview.
3. Parents or guardians of successful applicants will be notified by phone and mail of their child's inclusion in the Successful List for Secondary One Discretionary Places on **31 March 2023 (Friday)**.
4. All the results of allocation will be released on **11 July 2023 (Tuesday)**, together with the Central Allocation results.
5. There is **no need** to submit recommendation letters from their primary schools.

Notes for submitting the application by post:

- Applicants should check all related documents carefully and attach two stamps (\$2.20) before submission. Applications submitted after the deadline or with missing documents cannot be entertained. Please note that if applicants choose to submit by post, the school cannot take responsibility for any delivery issues.
- Date: **3 to 17 January 2023** (the postmark date should not be later than the prescribed deadline)
- Documents to be submitted (Use separate files for each item):
 - Completed application form with photo issued by our school
 - Photocopy of student's HKID card
 - Photocopies of P5 and P6 School Report cards
 - Photocopies of certificates or achievements of extra-curricular activities, services and achievements in Primary 4 to 6 (if any)
 - Photocopy of the Catholic Certificate of Baptism of the applicant (applicable to Catholics)Additional documents to be submitted for application by post:
 - "Application Form for S.1 Discretionary Place" issued by EDB
 - Two stamped (\$2.20) return envelopes
- In the event of the following anomalies on the "Application Form for S.1 Discretionary Place" issued by EDB, the application will not be entertained:
 - The year of allocation, STRN of student and/or the application number pre-printed in the "Application Form" has been modified.
 - The student's name, sex, and/or date of birth pre-printed in the "Application Form" has been modified, without school chop or EDB official chop.
 - Photocopied, damaged or incomplete application forms.

Applicant's/Student's Personal Data Collection Statement

- | | |
|-------------------------|---|
| Purpose of Collection | 1. The school will use the personal data provided in the application form to process school place application and will contact the applicant when necessary. |
| | 2. The personal data in the application form is provided on a voluntary basis. However, if the data provided is insufficient, this may hinder the communication between the school and the applicant. |
| Transfer of Data | 3. Apart from the purpose stated in (1) above, part of the personal data provided in the application form will also be sent to the School Places Allocation Section of the Education Bureau. |
| Access to Personal Data | 4. According to the Personal Data (Privacy) Ordinance Cap. 486, a data subject has the right to request access and correction to the personal data provided in the application form, including obtaining a copy of it. The data provided by an applicant will be kept confidential and destroyed at the end of a school year. |
| Enquiry | 5. Please contact the school should there be any enquiries regarding the personal data provided in the application form, including data access request or correction of data. |

Address: 200 Peel Rise, Aberdeen
Telephone: 25540780
Fax: 25521802
Email: ptcc@ptcc.edu.hk