



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 21-22/035

Dear S.1 Parents / Guardians,

Academic Year 2022-2023

Registration procedure for S1 students

Welcome your child to our school. Please read the following guidelines for a smooth completion of registration.

(I) Guidelines for registration

(1) Registration

A.	Complete the "Student Record Form"
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 cheque in person at the school office on 1st August, 2022. As the cheque will be deposited on 2nd August, please write "1st August, 2022" on the cheque. 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 pay attention to the language 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 4:00 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.

*Parents are advised to pay attention to the "Latest News" on our school website in case there



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are special arrangements made in response to measures by the Education Bureau due to the pandemic.

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

Date	Arrival and Dismissal Time
1 st September (Thursday) and 2 nd September (Friday)	9:00 a.m. to 11:45 a.m. (No class in the afternoon) Remarks: 1. Students should wear their summer uniform to school. 2. Bring paper and a pencil. No need to bring textbooks.
5 th September (Monday) and 6 th September (Tuesday)	8:10 a.m. to 12:15 p.m. (No class in the afternoon)
7 th September (Wednesday)	8:10 a.m. to 4:00 p.m. (Whole-day school) or 8:10 a.m. to 1:30 p.m. (Half-day school) *The exact school hours will follow the announcement made by the Education Bureau

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

Students can purchase exercise books at the General Office after the new school year begins.

(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. However, as the pandemic has not yet stabilized this year, some of the activities will be cancelled. The details are as follows:

Activity	Date	Fee	Remark
Payment of tuition fee for September	1/8 (Monday)	\$ 300	Parents may pay cash or cheque in person at the school office. Office hours for the Accounting Department: 9:30 a.m. to 12:30 p.m. and 2:00 p.m. to 4:00 p.m.
S.1 class allocation	3/8 (Wednesday) 4 p.m.	----	Submit a copy of P.5 and P.6 report card, parents' letter of



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			allocation preference and record of Covid-19 Vaccination
Announcement of class allocation and distribution of book list	8/8 (Monday)	----	The announcement will be made in Room 105 from 10:00 a.m. to 12:00 noon, and the book list will be distributed simultaneously.
Deadline for ordering textbooks	11/8 (Thursday) 4 p.m.	----	Place the ordering form in the collection box outside the school office
Collection of textbooks (Students who order via the school)	21/8 (Sunday)	Cheque/Cash	10 a.m. – 1 p.m.
S.1 Adventure Camp	----	----	Cancelled due to the pandemic
S.1 Bridging Courses	----	----	Cancelled due to the pandemic. The reading and writing test and uniform team orientation will be held after the school year begins.

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

Yours faithfully,

CHENG Che-yin, M.H.

Principal

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

