



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 22-23/034

13th July, 2023

Dear S.1 Parents / Guardians,

Academic Year 2023-2024

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"
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 Room 104. As the cheque will be deposited on 2nd August, please write "1st August, 2023" 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 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
1 st September (Friday) and 4 th September (Monday)	9:00 a.m. to 11:45 a.m. (No class in the afternoon) Remarks: 1. Students should wear their summer school uniform to school. 2. Bring paper and a pencil. There is no need to bring textbooks.
5 th September (Tuesday) and 6 th September (Wednesday)	8:10 a.m. to 12:15 p.m. (No class in the afternoon)
Commencing 7 th September (Thursday)	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)

The attainment test will be held in our classrooms from 9:00 am to 12:30 pm on 18th July (Tuesday). Students should report back to school at 8:45 am. The new Secondary one students are required to attend and they should bring their Allocation Slips and stationery back to school for the test. They are also required to submit photocopies of their Primary 5 and 6 report cards on the same day. The results of the placement test will be announced and displayed in the school hall at 10:00 am on 21st July (Friday), and the book list will be distributed at that time.

(8) The Education Bureau English Language Research Paper

The test will be held from 10:00 am to 10:50 am in the classrooms on July 20th (Thursday). Students need to arrive school at 9:45 am. All new secondary one students must attend and bring their allocation slips and stationery back to school for the test.

(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:



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Activity	Date	Fee	Remark
Pre-Secondary One Hong Kong Attainment Test (Placement test)	18/7 (Tuesday)	----	Students should arrive school at 8:45 am, and the test ends at 12:30 pm. At that time, the Chinese, English, and Mathematics tests will be conducted. Students need to bring their Allocation Slips, stationery, photocopies of their Primary 5 and 6 report cards and form of Allocation Preference of S1 Classes.
The Education Bureau English Language Research Paper	20/7 (Thursday)	----	Students should arrive school at 9:45 am and the test will finish at 10:50 am. Students must bring their allocation slips and stationery.
Announcement of class allocation & Distribution of book list	21/7 (Friday)	----	The announcement will be made from 10:00 am to 12:00 noon in the school hall while book lists will be distributed.
Deadline of new book ordering	31/7 (Monday)	----	Book ordering form should be placed in the collection box at the school gate before 1:00 p.m.
Payment of tuition fee for September	1/8 (Tuesday)	\$ 300	Parents may pay cash or cheque in person at Room 104. 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)	13/8 (Sunday)	Cheque / Cash	10:00 am - 1:00 pm



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S.1 Adventure Camp	13/8 – 14/8 (Sunday & Monday)	\$ 150	Parent reply slips need to be submitted.
S.1 Bridging Courses	16/8 – 18/8 (Wednesday -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, M.H.

Principal

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