



## CCC Heep Woh College

### Application Guidelines for S1 School Transfer 2023-2024

1. CCC Heep Woh College is a government subsidized Christian school. All S1 places are subject to the EDB Secondary School Places Allocation System. Only a few S1 places are open for application.
2. Our College is an English Medium Secondary School. Applicants should consider with great deliberation if they can manage their learning with English as the medium of instruction.
3. Criteria for transfer :
  - a) Students who have attained grade A in English, Chinese and Mathematics and grade B or above in conduct will be given priority to attend the written test.
  - b) Good performance in written test and interview.
4. Eligible students may obtain the application forms from CCC Heep Woh College. The forms can also be downloaded from our school website : <http://www.ccchwc.edu.hk> .

#### **Application deadline: 13 July 2023 (Thursday), 1:00 pm**

5. Means of application: You are required to submit your application at the school main entrance.
6. Documents to be submitted for application :
  - (a) The completed application form
  - (b) Copy of Birth Certificate or Hong Kong Identity Card
  - (c) Copy of EDB Secondary School Places Allocation Primary Six Allocation Form
  - (d) Copies of Primary 5 and 6 academic reports
  - (e) Copies of Extra-curricular activity records, certificates of awards and achievements, etc.
  - (f) Recommendations from the principal of primary school (if any)

### Procedure of Application For School Transfer

Date	Time	Events
19-6-2023 (Monday)		Download of application forms and notice from our school homepage <a href="http://www.ccchwc.edu.hk">http://www.ccchwc.edu.hk</a>
11-7-2023 (Tuesday)	9:00 am – 5:00 pm	<b>Distribution</b> of application forms and notice. <b>Collection</b> of completed application forms with relevant documents. Venue : School main entrance
12-7-2023 (Wednesday)	9:00 am – 5:00 pm	
13-7-2023 (Thursday)	9:00 am – 1:00 pm	
<b>13-7-2023 (Thursday)</b>	<b>1:00 pm</b>	<b>Application deadline</b>
12-7-2023 (Wednesday) to 14-7-2023 (Friday)		Interview #
14-7-2023 (Friday)	9:20 am – 10:40 am	Written tests for Chinese, English and Mathematics #
18-7-2023 (Tuesday)	8:30 am – 1:00 pm	Successful candidates will attend the Pre-S1 Hong Kong Attainment Test *

# Shortlisted applicants will be informed to attend the interview and written tests by phone. Unsuccessful applicants will not be notified.

\* In the event of extremely poor weather condition, the Pre-S1 Hong Kong Attainment Test will be postponed to 19-7-2023 (Wednesday). Details of the re-scheduling will be announced on the school webpage and a notice will be posted up at the school entrance.



## 中華基督教會協和書院

### 有關 2023-2024 年度中一轉校學位申請事宜

- (一) 本校為一所政府津貼的基督教中學，中一學位均由教育局統一派位，只能考慮個別轉校申請。
- (二) 本校為英文中學，申請同學應考慮能否適應英語教學環境。
- (三) 轉校條件：
- 小六中、英、數三科成績均為A級，操行B級或以上獲優先考慮安排筆試；
  - 筆試及面試表現優良
- (四) 合資格者可到協和書院索取轉校申請表，  
或自行瀏覽本校網址 <http://www.ccchwc.edu.hk> 下載；  
**截止申請日期及時間：7月13日(星期四)下午一時正**
- (五) 交表地點：本校正門詢問處
- (六) 交表時所需文件：
- 已填妥的申請表
  - 出生證明書或身份證副本
  - 教育局中學學位分配派位證副本
  - 小五及小六成績表副本
  - 參與課外活動紀錄、獎項及成就等資料副本
  - 校長推薦信(必須註明全級名次等第)(如有)

#### 申請轉校流程表

日期	時間	程序
19-6-2023 (星期一) 起		於本校網址下載轉校申請表格及通告
11-7-2023 (星期二)	上午九時正 至 下午五時正	派發轉校申請表格及通告
12-7-2023 (星期三)	上午九時正 至 下午五時正	收集已填妥的申請表及相關之文件
13-7-2023 (星期四)	上午九時正 至 下午一時正	地點：本校正門詢問處
<b>13-7-2023 (星期四)</b>	<b>下午一時正</b>	<b>截止申請</b>
12-7-2023 (星期三)至 14-7-2023 (星期五)		面試 #
14-7-2023 (星期五)	上午九時二十分 至 十時四十分	中、英、數筆試 #
18-7-2023 (星期二)	上午八時半 至 下午一時正	獲取錄者到本校參加中一入學前香港學科測驗 *

# 成功申請者獲通知參加面試及筆試，而未接獲通知者，則不獲取錄。

不用來電查詢，以免延誤辦理申請之進度。

\* 如測驗日天氣惡劣，學科測驗將順延至 2023 年 7 月 19 日(星期三)進行。詳情請瀏覽本校網頁。



**Application Form of S1 School Transfer 2023-2024**  
**2023-2024 中一轉校學位申請表**



Photo  
近  
照

**I) Student Information 學生資料:**

Name: (in Chinese) \_\_\_\_\_ (in English) \_\_\_\_\_  
姓名: (中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_ Sex \_\_\_\_\_  
出生日期: \_\_\_\_/\_\_\_\_/\_\_\_\_ 出生地點: \_\_\_\_\_ 性別: \_\_\_\_\_  
Day 日 Month 月 Year 年  
Age \_\_\_\_\_ ID card No. \_\_\_\_\_  
年齡: \_\_\_\_\_ 身份證號碼: \_\_\_\_\_  
Address \_\_\_\_\_ Tel. No. \_\_\_\_\_  
住址: \_\_\_\_\_ 電話: \_\_\_\_\_  
Primary school attended \_\_\_\_\_ Student Reference No. (STRN) \_\_\_\_\_  
就讀小學: \_\_\_\_\_ 學生編號: \_\_\_\_\_  
District of primary school attended 就讀小學所屬區域:  
 Wong Tai Sin 黃大仙區  Kwan Tong 觀塘區  Kowloon City 九龍城區  Others 其他  
No.: \_\_\_\_\_ (Same as the No. of the "Application Form of S1 Discretionary Places") (If there is none, leave it blank.)  
協和編號: \_\_\_\_\_ [與遞交「自行分配中一學位申請表」編號相同][如沒有,則不用填寫。]

	P5 五年級		P6 六年級	
	3 <sup>rd</sup> Term / 2 <sup>nd</sup> Term 第三學期 / 下學期	1 <sup>st</sup> Term 第一學期	2 <sup>nd</sup> Term 第二學期	3 <sup>rd</sup> Term / 2 <sup>nd</sup> Term 第三學期 / 下學期
Chinese 中國語文				
English 英國語文				
Mathematics 數學				
General Studies 常識				
Conduct 操行				
Position in Form 全級排名				

**II) Parent / Guardian Information 家長 / 監護人資料:**

Name of Parent / Guardian (in Chinese) \_\_\_\_\_ (in English) \_\_\_\_\_  
家長姓名: (中文) \_\_\_\_\_ (英文) \_\_\_\_\_  
Relationship with applicant \_\_\_\_\_ Phone No. (Mobile) \_\_\_\_\_  
與申請人關係: \_\_\_\_\_ 聯絡電話:(手提) \_\_\_\_\_

Note: Submit the completed application form with the following documents to the school main entrance before **13<sup>th</sup> July, 2023 (Thursday) 1:00 p.m.**

附註: 填妥表格後連同以下文件, 於 2023 年 7 月 13 日(星期四)下午一時正前交回本校正門詢問處。

- 出生證明書或身份證副本  小五及小六成績表副本  
Copy of Birth Certificate or Hong Kong Identity Card  Copies of primary five and six academic reports
- 參與課外活動紀錄、獎項及成就等資料副本  教育局中學學位分配派位證副本  
Copies of Extra-curricular activity records, certificates of awards  Copy of EDB Secondary School Places Allocation Primary Six Allocation Form  
and achievements, etc.
- 校長推薦信  
Recommendation from the principal of primary school

**Personal Data (Privacy) Notice- Use of Personal Data**

- > The school's use of personal data strictly complies with the Personal Data (Privacy) Ordinance.
- > You must provide the data required by the application form. The school will use the information provided for the following purposes:
  - a) for processing your application for admission, registration arrangement and other purposes that are relevant to the application;
  - b) for transferring to our student record upon your registration. The data will be used by the school for all academic and administrative purposes.
- \* If you do not provide the data requested, the school may not be able to process your application. (All personal data of unsuccessful applicants will be destroyed.)

**個人資料(私隱)須知 - 使用個人資料**

- > 本校使用個人資料的程序均遵守《個人資料(私隱)條例》的規定。
- > 你必須提供申請表所需的資料。本校將使用你在申請表格上填寫的資料作以下用途:
  - a) 處理你的入學申請、安排註冊入學及其他有關之事宜之用;
  - b) 如註冊成為學生, 你的資料將成為學生記錄。本校可利用該記錄作一切學業及行政用途。
- \*若未能提供所需資料, 本校可能無法處理你的申請。(未獲錄取的申請人的個人資料會銷毀。)

Signature of applicant's Parent / Guardian 申請人家長/監護人簽署: \_\_\_\_\_ Date 日期: \_\_\_\_\_

**Official Use Only <<此欄由本校填寫>>**

- 出生證明書或身份證副本  小五及小六成績表副本
- 參與課外活動紀錄、獎項及成就等資料副本  教育局中學學位分配派位證副本
- 校長推薦信

收表職員姓名: \_\_\_\_\_ 日期: \_\_\_\_\_