

Dear Parents/Guardians,

Re: Form 1 Admission (2024-2025)

If your child has been allocated to our school by the Education Bureau under the SSPA system, you are required to register with our school at 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m. on 11 July (Thursday) or 12 July (Friday) according to the EDB. If students and their parents/guardians are unable to register with the allocated school during the registration period, they should have advised via the primary schools to authorize a representative to complete the Letter of Authorization of Secondary 1 Students and the registration procedures on their behalf. Please note that the Letter of authorization is valid only after it has been endorsed by the school head of the respective primary school.

Please take note of the information in **Parts 1 - 5**.

Part 1 - Registration

Please ensure that your daughter brings along the following for registration:

- Allocation and Admission Slip issued by the SSPA Section;
- the original of her Birth Certificate (or other documentary evidence showing her date of birth);
- the original and a copy of her Hong Kong Identity Card or other documentary evidence showing the resident status in Hong Kong and date of birth (If her Hong Kong Identity Card bears the symbol “C” (for conditional stay) at the line below the date of birth, she should also bring along other valid travel documents);
- two recent passport-sized photographs with her name (as it appears on her HKID card) written on the back;
- a copy of her latest school reports; and
- a copy of her Baptismal and Confirmation Certificate, if any.

Part 2 - Parents' meeting

You are required to attend a parents' meeting held **on 11 July (Thursday) at 9:00 a.m.** in the school hall.

On that day, parents will attend the parents' meeting in the hall, while your daughter will proceed to the classroom for registration. There will also be counters available for ordering school uniforms and purchasing the Mathematics textbook bundled with a workbook for the summer holiday assignment. The amount for the Mathematics materials is \$253.70 (discounts included). Please note that **only cash** payments will be accepted.

Part 3 - Other important dates

You and/or your daughter have/has to participate in the following events:

	Event	Date	Time	Reminders
1	Physical Fitness Test Day	15 Jul (Mon)	8:30 – 11:30	<ul style="list-style-type: none"> a. Wear primary school PE uniform and sports shoes. b. Students will take turns taking the physical fitness test(s). Those who only take part in the first fitness test will be dismissed at around 9:30. c. Documents to be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> Reply slip for the Physical Fitness Test (1.2) (included in the envelope received on the registration day) <input type="checkbox"/> e-Notice for the BYOD scheme via e-Campus
2	Pre-Secondary One Hong Kong Attainment Test [Subjects: Chinese Language, English Language & Mathematics]	16 Jul (Tue)	8:15 – 12:55	<ul style="list-style-type: none"> a. Bring SSPA Allocation Slip & stationery. b. The Pre-S1 HK Attainment Test is compulsory for our F.1 students. If a student cannot attend the above test, her parents should call the school office (2336-2378) before the reporting time and submit a letter of excuse with supporting documents (e.g. medical certificate, if any) on the following day. c. Fees (total: \$47) and document to be collected: <ul style="list-style-type: none"> <input type="checkbox"/> \$11 (two school badges in total) <input type="checkbox"/> \$36 (lunch fee for Orientation Day) <input type="checkbox"/> Cheque for the PTA membership application (optional)
3	Orientation Day for all F.1 students and parents	22 Aug (Thu)	<p>8:45 – 15:00 (Students)</p> <p>8:45 – 11:45 (Parents will be dismissed at 11:45)</p>	<ul style="list-style-type: none"> a. Wear comfortable casual clothing (a simple T-shirt, a pair of slacks / jeans and sports shoes). b. Bring a bottle of water, a pen and a notebook. c. Parents are requested to leave the school campus after the programme at 11:45. d. Pick-up time and spot: 15:00, Ho Tung Road gate e. Documents and equipment to be submitted: <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable Use Policy (AUP) of the BYOD scheme <input type="checkbox"/> iPad for installing the Mobile Device Management (MDM) App (iPad will be returned to students with MDM installed during 1-8 September) <p>*Device Specifications</p> <ul style="list-style-type: none"> ● Any model of iPads which can run the current iOS version (iOS 16), for example: <ul style="list-style-type: none"> ❖ iPad 6th generation (2018) or above ❖ iPad Air 3rd generation (2019) or above ● Due to its small screen size, iPad Mini is not recommended. ● Apple Pencil (with a compatible generation) or equivalent (e.g. Momax One Link iPad Active Capacitive Stylus) ● Keyboard (optional)
4	Opening of School	2 Sept (Mon)	7:55 - 10:30	<ul style="list-style-type: none"> a. Wear summer school uniform. b. Student photos will be taken on that day and orders be placed afterwards. c. Bring a notebook, a pen, and a school bag to take stationery home; do not bring textbooks or workbooks.

Part 4 - In cases of adverse weather

In the event of a public announcement by the Education Bureau that all schools are to be closed as a result of adverse weather conditions (e.g. tropical cyclone or rainstorm), the event(s) will be postponed as follows:

	Event	Original date	Contingency
1	Parents' meeting	11 Jul (Thu)	12 Jul (Fri)
2	Pre-S1 HK Attainment Test (students ONLY)	16 Jul (Tue)	17 Jul (Wed)
3	Orientation Day for all F.1 students and parents	22 Aug (Thu)	23 Aug (Fri)

Part 5 - Other information

School uniforms and other items

	Item	Provider	Date	Time
1	School uniforms, school vests, pullovers, cardigans & school socks with our school logo	Kam Lun Tailors Ltd. (金綸校服商)		
2		Tailor Law (羅莎校服商)	11 Jul (Thu)	10:00 - 16:00
3	House shirts, house shorts and tracksuits (PE Uniform)	Charry Garment Company (卓麗成衣公司)		
4	Souvenirs	MCSPTA (家長教師會) counter	22 Aug (Thu)	11:00 - 12:00

In addition to the above items, all new students require the following, which are available at school after the school term begins:

- a. School Diary
- b. Hymnal
- c. School stationery

Legion Day

Legion Day is a programme for F.1 Catholic students and those non-Catholics who are interested in joining Legion of Mary. The programme will take place in R31 & R32 from 11:00 a.m. to 1:00 p.m. on 2 September. Those who are interested can sign up on Orientation Day.

Subscription Fee

- a. The Subscription Fee for Form 1 is HK\$3,000 per school year. It will be collected on 2 September. If the Subscription Fee is paid through the Local Education Allowance Scheme (applicable to children of civil servants), parents should apply as soon as possible through their Head of Department and also inform the homeroom teachers concerned on 2 September.
- b. Parents can choose to pay the annual subscription fee by installments. Please check out the details with the office staff concerned.

For enquiries, please contact our school office at 2336-2378 during office hours* on school days.

Yours sincerely,

Admissions Team
Maryknoll Convent School (Secondary Section)

*Office Hours: Monday to Friday: 9:00 a.m. - 4:00 p.m. & Saturday: 9:00 a.m. - 12:00 p.m.