



Sha Tin Methodist College

Guidelines for Application of 2024-2025 S1 Discretionary Places

Application procedure

Event	Date	Time	Reminders to Applicants
Distribution of Application Forms			Applicants may take the hardcopy of the application form in person (no identity proof is needed) or download the softcopy from the school website (https://www.stmc.edu.hk).
Submission of Application Forms	2/1/2024 to 16/1/2024	<u>Monday to Friday</u> 9 a.m. to 12 noon, 2 p.m. to 4 p.m <u>Saturday</u> 9 a.m. to 12 noon	<p>1. Please submit the stapled documents according to the following sequence.</p> <ul style="list-style-type: none"> (i) EDB application form with our school name filled in the box "Name of School Applied" (ii) Application form for our school (iii) Photocopy of report cards of P.5 and P.6 (iv) Photocopy of awards and proof of participation in activities (v) Photocopy of identity document (vi) 2 returning envelopes (with \$2.2 postage stamps, the Chinese and English name of the applicant and the correspondence address) <p>2. Please use A4 paper for all photocopies and there is no need to use folders. Our school has a large stapler available for stapling, but please arrange the documents in order beforehand. According to EDB regulations, applicants are not required to submit the recommendation letter issued by their primary school.</p> <p>3. If the application is submitted in-person, please bring the original copy of identity document of the applicant for verification. For applications submitted via iAM Smart+, a copy of the student's identity document(s) must be uploaded as well. Late applications or applications lacking information will not be accepted.</p> <p>4. Application can be submitted in hard copy in person or submitted in soft copy through "iAM Smart+". According to the guidelines of EDB, school will no longer process applications sent by mail this year.</p>
	2/3/2024	Each applicant will be informed by letter.	<p>1. All applicants will be granted an interview.</p> <p>2. The interview will be conducted in groups, in both Cantonese and English. The assessment criteria will be based on politeness, self-confidence, personal qualities, logical thinking abilities and oral English abilities.</p> <p>3. The interview questions are usually related to daily life / family life / school life, extra-curricular activities, social issues and expectations toward secondary school life. Besides, questions with different imaginative scenarios may arise during the interview.</p> <p>4. All applicants should reserve the time from 09:00 to 13:00 on 2nd March 2024 for the interview. The exact time will be informed by letter.</p> <p>5. In case of bad weather that the EDB announces any school suspension, the interview will be rescheduled to the same time slot on 9th March 2024.</p> <p>6. To ensure the applicants can receive the up-to-date information about his/her application, the applicants should inform our school immediately if there are any changes in the correspondence address and/or the contact number.</p> <p>7. All applicants should receive a letter about the details of the interview on or before 22nd February 2024. If not, applicants should contact our school by phone (Tel: 26021300) during office hours between 23rd February 2024 and 24th February 2024.</p>
Notification of Successful Applicants	27/3/2024	Each applicant will be informed by letter and by phone.	According to EDB regulations, our school can only contact the parents of successful applicants. The notification is not the official allocation result of S1 places. The parents concerned do not need to reply to the notifications. All participating students will receive the SSPA allocation results (including results at the Discretionary Places and Central Allocation Stages) in mid-July as usual.
Announcement of Results	9/7/2024		All successful applicants should go to our school for registration according to the procedures announced by the EDB.

1. There will be 4 classes in Form One for the 2024-2025 school year, with 31 new students in each class. The medium of instruction in all classes will be English.

2. The number of discretionary places for the 2024-2025 school year is 40.

3. Admission Criteria

Applicants should support the educational mission of our school. The admission criteria are listed as follows.

(i) Rank order from EDB and academic results in primary school	50%
(ii) Conduct, activities, services and awards	25%
(iii) Interview	25%

If there are any special circumstances requiring the cancellation of the interview, the admission criteria will be changed as follows.

(i) Rank order from EDB and academic results in primary school	65%
(ii) Conduct, activities, services and awards	35%

4. Applicants may add pages listing their participation in extra-curricular activities if necessary.

5. According to EDB regulations, applications cannot be withdrawn or cancelled after submission.

6. Elementary school recommendation letters are not required.

7. The personal information provided by applicants will be used in the selection process for S1 discretionary places. If necessary, it may be shared with relevant government departments for S1 place allocation.

8. All submitted documents will not be returned to the applicants and will be destroyed after the announcement of S1 place allocation.

9. Under the Personal Data (Privacy) Ordinance, applicants have the right to request amendments or inquire about the personal information they have submitted. If necessary, applicants should submit a letter of request.

10. Please keep this page for future reference.

11. Our school website is <http://www.stmc.edu.hk> and the telephone number is 26021300.



沙田循道衛理中學
申請 2024-2025 年度中一自行分配學位指引

申請辦法

事項	日期	時間	申請人須知
派發本校申請表			到本校索取申請表。（無需帶任何證明文件）；或在本校網頁 www.stmc.edu.hk 下載申請表。
交回本校申請表及教育局派發之「中一自行分配學位申請表」	2/1/2024 至 16/1/2024	星期一至星期五： 上午 9 時至 12 時 下午 2 時至 4 時 星期六： 上午 9 時至 12 時	<ol style="list-style-type: none">各項文件請按下列次序釘妥：<ol style="list-style-type: none">已填寫本校名稱之教育局「中一自行分配學位申請表」本校申請表小五、小六成績表副本獎狀及其他活動證明文件之副本身份證明文件副本長形回郵信封 2個（貼上\$2.2 本地郵票，並寫上學生之中、英文姓名及地址。）所有影印本請用 A4 紙及無需使用文件夾。本校有大型釘書機可代為釘妥，但請先將文件按次序排列。按教育局指引，申請人不需要提交小學推薦信。親身交表時請帶同學生身份證明文件正本，以供覆核。透過「智方便+」遞交申請者，需要上載身份證明文件副本。逾期交表或資料不齊者不作考慮。申請人可親身遞交紙本申請或以「智方便+」遞交軟本申請。按教育局指引，本年度學校不再處理郵寄申請。
面試	2/3/2024	個別通知（書面）	<ol style="list-style-type: none">所有申請人均獲面試機會。面試以小組形式進行，語言為廣東話及英語。面試主要評核學生之應對、自信、品格、思維、應變能力及英語表達能力。面試的問題將環繞個人及家庭生活、學校生活、課外活動、社會時事和對中學生活的期望。此外，亦會有處境題目及思考題讓學生表達意見。請預留 2/3/2024 上午 9:00 至下午 1:00 參加面試。本校會發信通知申請人確實面試時間。如面試當日因天氣惡劣而教育局宣佈停課，則面試改於 9/3/2024 同時間舉行。為防郵遞失誤，申請人地址及電話如有更改，請盡快聯絡本校。所有申請人應於 22/2/2024 或之前收到面試通知。如 22/2/2024 仍未收到相關信件，請於 23/2/2024 至 24/2/2024 辦公時間內致電校務處(26021300)查詢。
公佈本校「自行分配學位正取學生名單」	27/3/2024	個別通知（書面及電話）	根據教育局指引， 本校只可聯絡「正取學生」家長 。有關通知並非正式的派位結果，家長無需就有關通知作任何回應。所有參加派位學生均會如於七月中獲通知中學學位分配辦法下的派位結果（包括自行分配學位及統一派位的結果）。
公佈派位結果	9/7/2024		中央派位結果公佈。獲取錄者須按教育局公佈之程序到本校辦理註冊手續。

1. 2024-2025 年度本校共 4 班中一，每班新生 31 人。所有班別之授課語言均為英語。
2. 2024-2025 年度本校中一自行分配學位名額為 40 名。

3. 收生準則

申請人需認同本校之辦學信念與理念。本校將依下列準則取錄學生：

(i)	教育局提供之成績次第及校內成績	50%
(ii)	操行、活動、服務及曾獲得之獎項	25%
(iii)	面試表現	25%

如因特殊情況須取消面試，本校將依下列準則取錄學生：

(i)	教育局提供之成績次第及校內成績	65%
(ii)	操行、活動、服務及曾獲得之獎項	35%

4. 填寫課外活動及獎項時，如有需要，可另加附頁繼續書寫。
5. 學生無需提交小學推薦信。
6. 按教育局規定，申請表一經遞交，不可撤回或取消。
7. 本表格所收集之個人資料，用以辦理申請學位事宜，亦會呈交給政府部門，以便處理學位分配。
8. 申請人已繳交之文件將不獲發還，並會於派位結果公佈後銷毀。
9. 根據《個人資料(私隱)條例》，申請人有權修訂或查詢所提供之個人資料。如有需要，應以書面向本校提出。
10. 請保留此頁以作日後參考用。
11. 本校網頁為<http://www.stmc.edu.hk>，電話為 26021300。



Sha Tin Methodist College

沙田循道衛理中學

2024-2025 Secondary1 Discretionary Places 中一自行分配學位

Application Form 申請表

For office use only

Ref. No: _____

This form may be filled in English or Chinese. 本表格可用英文或中文填寫。

I. Student's Particulars 學生資料				Affix recent photo here 貼上近照
Name of Student (English) 學生姓名 (英文)				
Name of Student (Chinese) 學生姓名 (中文)	Sex 性別			
STRN (EDB) 教育局學生編號	Date of Birth 出生日期			
H.K.ID Card No. 香港身份證號碼	Religion 宗教			
Parent's Email Address 家長電郵地址	Tel. No. (Home) 電話 (住宅)			
Primary School 就讀小學				Area 地區 ()
Address 通訊地址				
Father 父親	Name in English 英文姓名	Mobile Tel. No. 流動電話號碼		
	Name in Chinese 中文姓名			
Mother 母親	Name in English 英文姓名	Mobile Tel. No. 流動電話號碼		
	Name in Chinese 中文姓名			
Family members studying or graduated from our school 現時在本校就讀或已畢業之家人	Name in English 英文姓名	Relation 關係	Class / Year of graduation 班別 / 畢業年份	
	Name in Chinese 中文姓名			

II. Academic Results and Conduct 學業成績及操行						
<p>Notes: 1. Please write the grades according to the applicant's primary school report cards. Marks are not required. 請依據小學成績表填寫等級，<u>不需</u>填寫分數。</p> <p>2. If the primary school does not provide a conversion table, please use the following scale (100% base). 若小學成績表並沒有提供分數轉換機制，請用以下公式轉換（以100分為滿分）。</p> <p style="text-align: center;">85-100 marks 分 = A 75-84 marks 分 = B 60-74 marks 分 = C</p> <p>3. If the primary school report card provides grades of conduct in different areas, please put the grade of "discipline / self-discipline" in the box of "Conduct" below. 若小學成績表提供學生多方面的操行評級，請於操行欄填上「紀律/自律」一項的評級。</p>						
Academic results and Conduct 學業成績及操行	Chinese 中文	English 英文	Mathematics 數學	General Studies 常識	Conduct 操行	Rank in form 級名次 (if any 如有)
P.5 Second Term 小五下學期						
P.6 First Term 小六上學期						

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此為空白頁，請繼續填寫第三頁。

III. Extra-curricular Activities and Awards 課外活動及獎項

Please list not more than 4 activities and/or services from Primary 5 to 6, with the most significant at the top.
請列舉不多於4項由小五至小六參與的學術及/或服務(最重要的排在最前)

	P.5 Second Term 小五下學期	P.6 First Term 小六上學期
Academic 學術	1.	1.
	2.	2.
	3.	3.
	4.	4.
Service 服務	1.	1.
	2.	2.
	3.	3.
	4.	4.
Activities (Please state the most outstanding 10 items and the year of participation.) 活動 (請列出最具代表性的10項及參與年份)	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	

Reasons for choosing Sha Tin Methodist College (Not more than 100 words) :

選擇沙田循道衛理中學的原因 (不多於 100 字)

I confirm that the information provided in this form is accurate and correct.

本人確認填報資料正確無誤。

Name and Signature of Parent / Guardian :

家長 / 監護人姓名及簽署： _____

Date :

日期： _____