

STEWARDS MA KAM MING CHARITABLE FOUNDATION  
MA KO PAN MEMORIAL COLLEGE

香港神託會主辦 馬錦明慈善基金馬可賓紀念中學

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## SECONDARY 1 DISCRETIONARY PLACES 2024-2025 中一自行分配學位 2024-2025

**We expect the coming Secondary 1 students in 2024/2025  
can fulfill the followings :**

**本校對新一屆 2024/2025 年度的中一學生有以下期望：**

By offering the six year quality Christian Education, we aim at nuturing all our students to possess respectable character, strive for excellence, be ready to pursue university education, develop potential and make contribution to society.

我們要透過六年優質的基督教教育，用心培育每一位學生：

**高尚品格 追求卓越 進入大學  
發揮所長 貢獻社群**

Personality cultivation is an essential quality of a future university student. We will cultivate students' positive moral values and the sense of responsibility by means of holistic education, life education, service learning and uniform team training, etc...

品格訓練是準大學生重要的裝備，我們會藉着全人教育、生命教育、服務學習、團隊訓練.....等培養學生積極正面的人生觀及勇於承擔的精神。

At the same time, we will enhance the teaching effectiveness of English, Chinese, and Mathematics in order to further enhance students' performance in Senior Secondary elective courses.

同時我們會加強英、中及數的教學效能，進一步提升學生在高中選修科目的表現。

We need to enhance students' English proficiency so as to facilitate their learning in the university.

為銜接大學課程，我們要強化學生的英語應用能力。

We hereby invite students who are ambitious, conscientious and helpful as well as parents who share our mission to apply for our discretionary places. We are honoured to work with you to nurture our future pillars of the society.

我們歡迎有進取心、勤奮努力、樂於服務的學生及認同本校辦學宗旨的家長考慮申請本校，共同為教育社會未來的主人翁一同努力。

## SECONDARY 1 DISCRETIONARY PLACES POINTS TO NOTES

### 中一自行分配學位申請須知

- 1) Each applicant can apply for discretionary places to any two participating schools through the Secondary School Places Allocation (SSPA) scheme. In your application, indicate the ranking preference of the schools to the EDB. In other words, the applicant need NOT indicate their preferences to the school they are applying to.

貴子弟可以向全港任何 **兩所** 參加中學學位分配辦法的中學提出申請，並只須向教育局表明選校次序。換言之，學生毋須向申請的中學表明選校次序。

- 2) The maximum no. of students admitted to our school through S.1 Discretionary Places does not exceed 40.

本校取錄中一自行分配學位人數最多為 40 位。

- 3) Our school arranges interviews for all applicants.

本校為 **全部** 申請學生安排面試。

- 4) There is no need for applicants to submit testimonials from their primary schools. Photocopies of certificates of commendation and achievements are not required at this stage.

申請學生 **不須** 提交小學推薦信。現階段毋須提交任何獎狀／証書副本。

- 5) Please note the following application procedures:

申請辦法表列如下，希為垂察：

	Date 日期	Admission procedure 招收新生程序	Office hours 辦公時間	Notes for Applicants 申請人須知
Application Stage 交表期	2 / 01 / 2024   16 / 01 / 2024	Distribute school's application forms 派發本校報名表	Mon. to Sat.: 9:00am-5:00pm (週一至週六)	Obtain the application form at the general office or download from our school website. (For applicants with good performance in Chinese, English, Mathematics and conduct in P.6)  到校務處領取申請表格或透過本校網頁下載表格 (小六的中、英、數及操行須有優異表現)
	2 / 01 / 2024   16 / 01 / 2024	Complete and submit the forms 交回填妥之報名表	Mon. to Sat.: 9:00am-5:00pm (週一至週六)	Applicants should submit the following documents, together with the completed school's application form to the general office (Applicants may also choose to submit DP applications via the SSPA e-Platform).  申請人須將填妥本校之報名表連同下列文件交回校務處 或 透過教育局的「中一派位電子平台」遞交自行分配學位申請  (a) Birth certificate and HKID card 出世紙及身份證副本  (b) Copies of P.5 and P.6 school reports, if available 小五及小六成績表副本 (如有)  (c) A recent photo (to be pasted on the form) 近照一張 (貼在申請表上)

	Date 日期	Admission procedure 招收新生程序	Notes for Applicants 申請人須知
交表期 Application Stage			<p>(d) Three self-addressed envelopes (Please paste a \$2.2 stamp, write down the address and receiver's name on each envelope) 回郵信封三個 (請貼上\$2.2 郵票、寫上地址及收信人姓名)</p> <p>(e) EDB's S.1 Discretionary Place Application Form 教育局派發的自行分配學位申請表</p> <p>* Late submission of documents or insufficient info will not be processed 上述文件不齊或逾時提交，概不受理</p> <p>* Photocopies of certificates of commendation and achievements are not required at this stage. 現階段毋須提交任何獎狀／證書副本</p>
甄別期 Screening Stage	24 / 02 / 2024	Briefing session for parents 家長簡介會	<p>In January, applicants and their parents will be informed in writing of the details of the parents' briefing session on admission criteria and school culture. Parents will receive a "Multiple Intelligence" form. They should then submit it together with photocopies of certificates of commendation and achievements to our school on the interview day (9 Mar).</p> <p>本校將於一月下旬發信通知申請人之家長，出席本校收生準則及學校文化簡介會，並派發「多元智能表」給家長，並於面試當天（3月9日）連同獎狀／證書副本交回本校。</p>
	9 / 03 / 2024	Invite applicants to attend interviews 申請人參加面試	<p>In February, applicants will be invited to attend interviews. A selection committee (formed by approximately 25 teachers) will be responsible for the interviewing and screening procedures.</p> <p>本校將於二月下旬發信通知申請人參加面試。並由專責遴選小組（約由25位老師組成）負責面試及甄別之工作。</p>
	15 / 03 / 2024	Based on the admission criteria, the committee will have a final list of successful applicants (not more than 40). 由專責小組根據以下自行分配學位的收生準則及比重決定取錄名單，取錄人數最多為40位。	
	27 / 03 / 2024	Notice for parents of successful applicants. 通知正取學生家長	<p>Our school notify successful applicants of their inclusion in the Successful List for S1 Discretionary Places.</p> <p>本校將於三月二十七日以書面及電話通知正取學生的家長，其申請已獲本校納入《自行分配學位正取名單》。</p>
	Mid-July 2024 二零二四年七月中	Release of SSPA results by the EDB 教育局公佈遴選結果	<p>Admission results will be announced by the EDB.</p> <p>獲取錄者會由教育局於統一派位結果同時公佈。</p>

**SECONDARY 1 DISCRETIONARY PLACES  
ADMISSION PRINCIPLES, WEIGHTING & CRITERIA**  
中一自行分配學位收生原則、比重及準則

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**Principles 原則：**

- 1) Follow the principles of “School-based management”.  
依「校本管理」原則處理。
- 2) To be fair, righteous and open, as stated in the Bible.  
公平、公正、公開及合乎聖經原則。
- 3) Besides academic performance, we also consider multi-intelligence which includes personal interests, social skills, language proficiency (Chinese and English), interactive and communication skills, performance in extra-curricular activities and conduct.  
不單考慮學生的學業表現，還考慮學生多元智能發展，包括興趣、溝通能力、語言能力（中、英）、應對能力、課外活動表現及操行等。

**Criteria & Weighting 準則及比重：**

Admission criteria 收生準則	Weighting (%) 比重（百分比）
“Discretionary Places Rank Order List” offered by EDB 教育局提供之「申請學生成績次第名單」	25%
<p>Interview 面試</p> <p>Consider candidates’ personal interests, social skills, language proficiency (Chinese &amp; English) and interactive &amp; communication skills. 考慮學生的興趣、溝通能力、語言能力（包括中、英）及應對能力</p> <p>On the day of interview, candidates should bring along their school work in Chinese, English and Mathematics (including Chinese and English compositions). 學生面試當日須帶備校內之中、英、數家課（包括中、英文作文）以作評核之用</p>	25%
Conduct 操行	15%
Academic performance and conduct (School reports as reference) 學行表現（參考校內成績表）	15%
Multiple Intelligence 多元智能	10%
Extra-curricular activities and awards (including services, activities, reading and writing awards, if any) 課外活動及獎項（包括服務、活動、閱讀及寫作等獎狀）	10%