



Background of St. Stephen's Girls' College Kindergarten

1. As a Kindergarten embodied with the Christian spirit, we aim to provide quality early childhood education. We strive to provide our students with an engaging learning environment. A wide variety of activities that enhance students' moral, intellectual, physical, social and spiritual development will prepare them for lifelong learning. We are also committed to helping our students to develop their individual potential; to become individuals who know how to appreciate themselves, and respect others and care about the society.
2. Under the "Free Quality Kindergarten Education Scheme", our Kindergarten will handle admissions in accordance with the "Admission Arrangements for Nursery (K1) Classes in Kindergarten for the 2024/2025 School Year". Please click the following link for the admission arrangements for K1 classes in Kindergartens: Admission Arrangements for Nursery (K1) Classes in Kindergartens (https://www.edb.gov.hk/k1-admission_e)
3. The maximum capacity of our Kindergarten is 180 students. In respect to the current school year, a total of 60 children will be admitted to the morning and afternoon classes for the Nursery Class (K1). A limited number of places may also be available for admission to Lower Kindergarten (K2) and Upper Kindergarten (K3).
4. School hours:
Morning class (K1): Monday to Friday from 09:00 to 12:00.
Morning class (K2): Monday to Friday from 09:00 to 12:10.
Afternoon class (K1): Monday to Friday from 13:00 to 16:00.
Afternoon class (K3): Monday to Friday from 13:00 to 16:10.
5. Our Kindergarten's medium of instruction is Cantonese.
6. Elementary English and Putonghua activities and games will be provided. The purpose is to provide students with the opportunity to familiarise themselves with additional languages at an early age.

To coordinate with the 2024/25 Admission Arrangements by the Education Bureau, the admission arrangements are as follows:

Please prepare a softcopy of the following documents BEFORE proceeding the online application:

1. **Certificate of Birth**
2. **The relevant sibling's identity document if you have declared the applicant's sibling(s) is/are studying in our Primary/Secondary section**
3. **The relevant graduate certificate or diploma if you have declared the applicant's mother or sibling(s) is/are a graduate of our Primary/Secondary section**
4. **Application fee deposit slip (Please keep the original receipt or a printed copy of the electronic payment for submission on the Interview Day)**
5. **A passport size photo**

Eligible Applicant's Date of Birth

Nursery Class (K1): from 1st January 2021 to 31st December 2021
Lower Kindergarten (K2): from 1st January 2020 to 31st December 2020
Upper Kindergarten (K3): from 1st January 2019 to 31st December 2019

Date of Application

Application is accepted from 1st October 2023 to 15th October 2023 (both days inclusive).

Application Fee

The application fee is HK\$40 and is non-refundable. The application fee must be paid into the HSBC bank account as listed below:

Bank: Hong Kong and Shanghai Banking Corporation (HSBC)
Account No.: 082 001256 006
Account Holder: St. Stephen's Girls' College Kindergarten

Application Procedures

1. We only accept online applications.
2. Please fill out the online application form, upload a passport size photo, Certificate of Birth, the application fee deposit slip, and other relevant documents (if any) through the online application system. (Please be reminded that the name of the applicant should be written on the deposit slip.)
3. Fill out all required fields in the application form.
4. Application is not subject to any quota.
5. **Please ensure that the email address "no-reply@ssgc.eclass.hk" has been added to your safe list in order to prevent our confirmation email to be filtered as junk mail. Applicants who have submitted the online application form successfully will be shortlisted and notified by email for an interview before 27th October 2023. If no notification is received by then, please contact us at 2548 6607.**

Interview Arrangement

The interview will be arranged for all candidates after submitting the online application successfully.

Details of the interview arrangement will be as follows:

Class	Date	Interview Arrangement
K1	9 th November 2023 (Thursday) or 10 th November 2023 (Friday) or 11 th November 2023 (Saturday)	<ul style="list-style-type: none">• Our school invites a family member (father or mother or guardian) to accompany your child to attend the small group interview.• The interview is conducted in Cantonese. Non-Chinese speaking applicants are welcome. Please contact our school if you would like to learn more about the translation arrangement. (Telephone Number: 2548 6607)
K2 & K3	Mid of November 2023	

		<ul style="list-style-type: none"> The date and time for the interview will be sent to parents by email.
<p>Remarks:</p> <ul style="list-style-type: none"> Due to a large number of applicants, another interview will not be arranged if the applicant is absent on the day of the interview (for any reasons, including illness or otherwise). All application fees paid are non-refundable. Please note the date and time of interview and bring along the requisite documents and a copy of the documents. Please submit the receipt of the application fee of \$40 upon interview. 		

Admission Criteria

1. Home-to-school distance taken into account when given admission to students.
2. Higher priority is given to applicants whose sisters have studied in our Primary School.
3. In order to maximise our students' opportunities to be admitted to our Primary School, we will also admit students with reference to Education Bureau's Primary One Admission System (POAS). The POAS is as follows:
 - (i) Parent(s) teaching or working full time in the kindergarten or secondary section if (20 points)
it is of the same address as the primary school
 - (ii) Sibling(s) studying in the secondary section if it is of the same address as the (20 points)
primary school
 - (iii) Parent(s) being a school manager of the primary school (20 points)
 - (iv) Parent(s) or sibling(s) being a graduate of the primary school (10 points)
 - (v) First-born child (the eldest child in the family irrespective of gender) (5 points)
[Applicant children may claim only one of the relationships from (i) to (v).]
 - (vi) Same religious affiliation as the sponsoring body which operates the primary (5 points)
school
 - (vii) Parent(s) being a member of the same organisation which sponsors the operation (5 points)
of the primary school
[Applicant children may claim only one of the relationships from (vi) to (vii).]
4. In principle, applicants will have a higher chance of admission if he/she has higher points under the POAS. However, admission is also subject to the performance of the applicant during the interview. Our Kindergarten reserves the right to admit applicants with lower points or no points under the POAS.
5. According to the POAS adopted by the Education Bureau, our school cannot guarantee admission of all our students to our Primary School.

Result of the Interview

Class	Date	Remarks
K1	Friday, 15 th December 2023	The result of the interview will be sent by email.
K2 & K3	Friday, 15 th December 2023	The result of the interview will be sent by email. Selected candidates will receive an offer via email should there be a seat available.

Registration Guide:

1. Successful applicants are required to visit our Kindergarten to complete the centralised registration during the “centralised registration dates” from 4th January 2024 to 6th January 2024.
2. Successful applicants are required to submit the “Registration Certificate for Kindergarten Admission” , a copy of your child’s birth certificate or copies of documents indicating the child is permitted to reside in Hong Kong and HK\$970 as the registration fee. Late submission will result in the placement allocated being forfeited. The waiting list will be kept until 31st September 2024.
3. If an applicant wishes to change schools after registration, he/she is required to notify the Kindergarten in writing to retrieve the “RC” / “AP”. Upon retrieving the “RC” / “AP” from the Kindergarten concerned, the Kindergarten will no longer reserve the placement for the applicant. Hence, the registration fee paid to the Kindergarten will not be refunded.

St. Stephen's Girls' College Kindergarten

13th September 2023