

仁愛堂劉皇發夫人小學
Yan Oi Tong Madam Lau Wong Fat Primary School
插班入學申請須知
Notes on Application for Interim Admission

申請表格 Application Form	網上下載或到本校領取 Download it online or obtain from the school office
辦公時間 Office Hours	星期一至五：上午 9 時至正午 12 時 及 下午 2 時至 4 時 星期六：上午 9 時至下午 1 時 Monday to Friday: 9:00 a.m. - 12:00 noon & 2:00 p.m. - 4:00 p.m. Saturday: 9:00 a.m. - 1:00 p.m.
辦理地點 Location	本校地下傳達處 (校務處職員將到場協助) Reception Counter, G/F (the general office staff will render assistance)

交回申請表時，家長須攜帶下列文件：

Please bring along:

- 已填妥之「插班入學申請表」(請貼上學生照片)
The completed application form with student' s photo affixed
- 學生出生證明正、副本
The original & photocopy of student' s Birth Certificate
- 家長 / 監護人的身份證、護照或其他身份證明文件正、副本 (如家長 / 監護人委託他人前來，則來人須出示家長 / 監護人身份證明文件的影印本及授權書)
The parent / guardian' s Identity Card, Passport or other identity documents (If the parent / guardian cannot come in person, his / her photocopy of the parent / guardian' s identity documents and the letter of authorization must be provided)
- 學生最近學校成績表或評估表副本
The photocopy of student' s latest school report card
- 學生個人履歷 (例如：獎項及證書)
Student Portfolio (e.g., including awards and certificates)
- 授權書 (如由他人遞交申請)
Letter of Authorization (if the application is not submitted in person)

備註 Remarks:

校方將以電話通知家長學生的筆試及面試日期和時間，如有任何查詢，請致電 2451 0372 與校務處職員聯絡。

Applicants who are invited to attend the written test and the interview will be notified by phone.
For enquiries, please contact the general office staff at 2451 0372.