



弘立幼稚園
THE ISF PRE-SCHOOL

PROSPECTUS 入學簡章 2017-18



| INDEPENDENT | CHINESE | GLOBAL |



FOREWORD

前言



This prospectus provides an overview of the school, including information on our mission and philosophy as well as our admissions policy and procedures.

本入學簡章提供本校的概觀資料，包括目標與宗旨、辦學理念，以及招生政策和報名程序。

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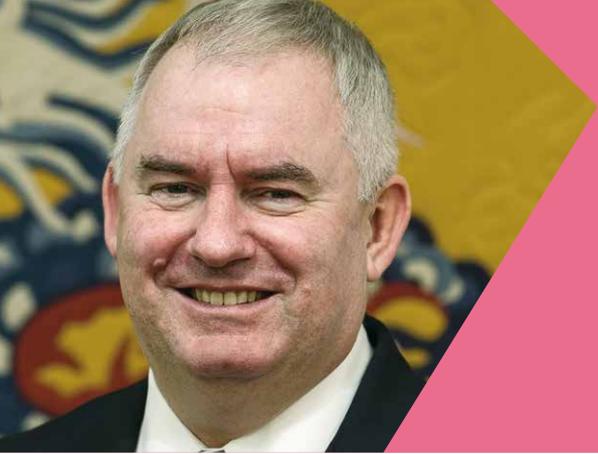
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EXECUTIVE DIRECTOR'S MESSAGE

執行總監的話

The Independent Schools Foundation Pre-School (The ISF Pre-School) is a unique, bilingual and bicultural learning institution for pre-school aged children in Hong Kong. Proudly independent, The ISF Pre-School offers a Chinese and English immersion education with a global perspective. Striking a balance between tradition and innovation, between China and the West, The ISF Pre-School hosts a vibrant, rich, and caring learning environment, where the power of experience to shape the future in these critically important formative years of childhood is well understood.

At The ISF Pre-School, we believe that excellent learning reaches both the heart and the head. Ideally, it is both challenging and inspiring, balancing experiential challenges with the security of a rich, stimulating learning environment. Great learning charts the journey between aspiration and achievement; it instills values and virtues, inspires courage and commitment, and draws wisdom from experience. An ISF education values, nurtures, and celebrates the intellectual, emotional, and spiritual dimensions of the human experience.

The ISF Pre-School students are immersed in a learning environment that reflects those essential human values that form the philosophical foundation of our school: respect, compassion, balance, harmony, benevolence, commitment, courtesy, and integrity: these are the *Eight Virtues + One*. We hold ourselves accountable to practice these values daily, from small acts to big decisions. Our school culture, personal interactions, decisions, and ideas are all founded on these core values.

The ISF Pre-School community works together in a close-knit, cooperative partnership. Our young learners are engaged and inquisitive. They explore and experience the world around them, as they understand about themselves and others. Our parents are supportive of their children and are active, engaged participants in the learning process. Under the care of our highly experienced and qualified teachers, learning takes shape through play and guided activities. Together, we share these first steps in the child's learning journey with its trials and challenges, and to lay a solid foundation for future learning and success.

Choosing a school is one of the most important decisions you will make on behalf of your child. We are honored by the interest you have shown in The ISF Pre-School. Your decision to choose our school as the first for your child will always be treated with due respect, as we look forward to welcome you into The ISF 'family'.



Dr. Malcolm Pritchard
Executive Director

弘立幼稚園是一所具有國際視野的中、英文私立獨立學校。弘立幼稚園為香港幼稚園學齡兒童創編一套獨特的雙語沉浸式教學課程，努力在傳統與創新、中國與西方之間取得文化的平衡。眾所周知，童年是性格形成的關鍵時期，童年的成長經歷對孩子的未來有著極其重要的影響。弘立幼稚園為孩子提供了一個充滿活力與關愛及資源豐富的學習環境。

優質教育不僅促進智力的發展，還能陶冶情操；既充滿挑戰，又啟發靈感，讓學生在安全措施完善、趣味盎然的學習環境中學習，同時又能得到真實世界豐富的體驗。優質教育可以把遠大的抱負轉化為成就，逐漸培育學生的正確價值觀與美德，激發他們的勇氣和責任，從經驗中擷取智慧。弘立幼稚園教育孩子珍惜、培養和讚美人類經驗中蘊含的智慧、情感和精神。

弘立幼稚園的學生學習、接納和體現人類重要的價值觀，這也正是學校的辦學理念「八德一智」，即：忠、孝、仁、愛、禮、義、和、平、智。弘立社群每天都認真、負責地從日常行動到重大抉擇實踐這些價值觀：塑造學校的文化、與他人的互動、分享決定和想法都是建基在這些核心價值上。

弘立幼稚園社群共同努力、緊密合作；學生對周圍的世界滿懷好奇，喜歡尋根問底，探索和體驗身邊的世界，學習認識自身與他人；弘立家長全力支持並積極參與孩子的學習進程；在經驗豐富、素質優良的老師關懷下，通過遊戲和系統的教學活動達到學習的作用。讓我們一起分享孩子學習歷程中這充滿考驗和挑戰的啟蒙階段，並為他們未來的學習和成功打下堅實基礎。

選擇學校是家長為孩子所做的重要決定之一。你們把孩子託付給本校，使我們與有榮焉。我們非常重視你們選擇弘立幼稚園作為孩子的第一所學校這一決定，並期待、歡迎你們加入弘立大家庭。



查永茂博士
執行總監

PRINCIPAL'S WELCOME

校長的歡迎辭



The Independent Schools Foundation (ISF) was established in 2000 as a registered charitable organization to provide diversity in choice of education for local students. In 2003, the Foundation established The ISF Academy, which caters for students from Foundation Year to Grade 12.

The establishment of The ISF Pre-School in 2015 marks an important milestone for the ISF, extending its excellent educational services to the early years. The same vision and mission are shared throughout the Pre-School and the Academy, where the schools focus on the holistic development of young learners through experiential learning.

Using the Early Years Program of the International Primary Curriculum (IPC) as a framework and the Foundation Year program requirement as an end goal, the Pre-School designs its unique bilingual, inquiry-based, balanced, integrated curriculum that captures young learners' interest while challenging them at their own level. Values are taught and lived through incorporating the *Eight Virtues + One* and the IPC's personal goals into our units of work and everyday school life, with a long-term goal to nurture global learners with a lifelong love of learning.

Authentic, developmentally appropriate learning experiences are carefully planned for each and every unit by our early years trained and experienced teaching team, to ensure our learners gain knowledge, skills and understanding in all key learning areas, including language, mathematics, science and technology, the arts, physical fitness and health, self and society.

Collaborative learning is also deeply valued at the Pre-School and we believe the diverse experiences and knowledge of our students, parents and staff will create a rich community of learners. We also believe in the importance of parental participation in the child's early education as a means of enhancing the learning environment, and seek parents who are committed in their child's learning. The Pre-School offers various opportunities for parent involvement and encourages parents to take part regularly.

We look forward to welcoming you and your family to The ISF Pre-School.

Ms. Tammy Tam
Principal

智立教育基金 (ISF) 成立於 2000 年，並註冊為慈善機構，為本地學生提供多元化的教育。2003 年，基金成立弘立書院，提供小一預備班至十二年級的課程。

2015 年，弘立幼稚園正式成立，標誌著基金提供的優質教育項目拓展至幼兒教育範疇。弘立幼稚園和弘立書院懷著相同的願景和使命，著重讓年幼的學習者通過體驗式學習獲得全面發展。

幼稚園以國際小學課程 (IPC) 的幼兒項目為框架，預備班的課程要求為最終目標，設計了一套獨特而具備雙語、探究性、均衡性、綜合性的課程。課程一方面提升年幼學習者的興趣，同時提供機會讓他們挑戰自己。透過單元學習及學校生活與「八德一智」及 IPC 個人目標的結合，學生能學習並實踐正確價值觀；以培養熱愛終身學習且具備國際視野的學習者為長期目標。

我們的教師團隊受過專業的幼兒教育訓練，並具備豐富教學經驗。教師仔細設計每個學習單元，提供真實而適

合幼兒發展階段的學習經驗，確保學生理解所有重要學習領域 (包括語言、數學、科學與科技、藝術、體能和健康、個人與社會)，並學習所涵蓋的知識和技能。

我們高度重視協作學習，並深信學生、家長及教師的多元化經驗和知識可以創造一個豐富的學習社群。我們亦相信家長的參與能強化孩子的學習興趣，對孩子的早期學習非常重要。我們會尋找積極參與孩子學習的家長，亦鼓勵家長定期參與幼稚園不同的項目。

我們期待你和你的家庭加入弘立幼稚園。

譚沛怡女士
校長



THE ISF PRE-SCHOOL COMMUNITY 弘立幼稚園社群

Board of Governors and Executive Directors 弘立幼稚園董事會及執行總監

Chairman & School Supervisor 主席及校監

Mr. John YAN, S.C 甄孟義先生

Governors 董事

Mr. TANG Yin-Man 鄧燕敏先生

Ms. Frances WONG 黃惠君女士

Mr. Peter WONG Hong-Yuen 黃匡源太平紳士

Executive Directors 執行總監

Dr. Malcolm PRITCHARD 查永茂博士

Dr. Norman NGAI 倪偉耀博士

The ISF Pre-School Governance and Management Structure 弘立幼稚園管理架構



VISION, MISSION AND VALUES 願景、使命及價值觀



Introduction to The ISF Pre-School

The ISF Pre-School is a non-profit, private early years educational institute established by The Independent Schools Foundation. It is a unique, Chinese-English bilingual and bicultural pre-school where there is a strong emphasis on the core values of the *Eight Virtues + One*. The Pre-School believes in establishing a community of young learners, dedicated educators and parents, where effective teaching and learning takes place in a supportive, nurturing environment based on mutual trust and respect. It is a place where young learners actively engage in first-hand experiences to construct knowledge and develop skills for a better understanding of the world in which they live.

關於弘立幼稚園

弘立幼稚園是由智立教育基金所創辦的私立、非牟利早期教育機構。我們以弘立書院的「八德一智」為核心價值，並以獨特的中英雙語、雙文化課程作為教學基礎。校方的信念是締造一個由年幼學習者、熱心教育工作者和家長組成的學習社群，在互相信任和尊重的基礎上提供一個支持和培育孩子、能夠有效地進行教學的環境。弘立幼稚園讓孩子以親身的經驗建構知識和發展技能，讓他們對所生活的世界有更深入的理解。

Our Vision

The ISF Pre-School is a community of learners, independent in thought and action, deeply rooted in Chinese culture, global in understanding and experience, and excellent in all endeavors.

Our Mission

The ISF Pre-School:

- ❖ Educates learners in a Chinese-English bilingual environment;
- ❖ Anchors its values on the *Eight Virtues + One*;
- ❖ Nurtures curiosity, critical thinking, and a lifelong love of learning; and
- ❖ Builds life skills through experiential learning.

我們的願景

弘立幼稚園是一個由學習者組成的社群，思想、行動具有獨立性，根植於中國文化，擁有對世界的理解和體驗，永遠追求卓越。

我們的使命

弘立幼稚園教育孩子們：

- ❖ 在中、英文雙語環境中學習；
- ❖ 堅守「八德一智」的價值觀；
- ❖ 培養對學習的好奇心，批判性思維和終身愛學習；及
- ❖ 通過體驗學習建立生活技能。



Our Core Values 核心價值

THE EIGHT VIRTUES + ONE 「八德一智」

Grounded in Chinese culture and with a global perspective, The ISF community lives and learns under core values that draw from the school's Chinese heritage and which are updated to be relevant to today's world. *The Eight Virtues + One* give members of our school community a strong foundation from which to think, decide, and act. It prepares our students to meet all future challenges as active and ethical members of society.

根植中國文化，具備全球視野；秉承傳統價值，立足當代社會。基於這樣的願景，弘立社群確立了「八德一智」的核心價值觀。「八德一智」為弘立社群提供了堅實的德行基礎，為我們思考、決策及行動的準則。憑藉「八德一智」的核心價值觀，我們期望弘立的學生成為積極、有操守的社會成員，能夠迎接未來的種種挑戰。

Zhi 智 (WISDOM)

智 (zhi) means making the right choices in life. Wise choices require more than high academic achievement or exemplary behavior. Wisdom stems from knowledge, experience, judgment and a clear set of values to know what is right. *The Eight Virtues* guide us in our reflections and behavior to make the right choices in our interactions within and outside the school community. *The Eight Virtues* culminate in the achievement of 智.

「智」，是指我們能在人生的道路上做出正確的選擇。要做到這一點，僅有優良的學習成績或中規中矩的行為是不夠的。智慧，來自於個人的知識、經驗、判斷，以及一整套清晰的，能夠幫助我們辨別是非的價值觀。在校園內外的生活中，「八德」提供我們在自省和行為上的價值準則，指引我們在各種人事互動中做出正確的選擇。「智」是建立在「八德」之上的最高境界。

Zhong 忠 (LOYALTY AND COMMITMENT)

The character 忠 (zhong) embodies the concept of loyalty and commitment to others and to ourselves. Through 忠, we show our devotion to people around us and to our own being. We are loyal to The ISF Pre-School, each other, our families and our community. In the community, we strive to be exemplary citizens of Hong Kong and the world. Among our peers, we stand by each other, help each other, and overcome all difficulties together. On a personal level, we are committed to our own values and principles, and we devote ourselves in the pursuit of our ideals, dreams, and passions, always striving for excellence.

「忠」所體現的精神是忠於他人，並且忠於自己。我們對身邊的人盡責、忠誠，同時也對自己盡責、忠誠。我們表達「忠」的對象，包括我們的學校 - 弘立幼稚園、學校的老師、同學、同事、我們的家人，以及我們所屬的社群。在社會上，「忠」表現在盡力成為香港和世界的模範公民；在同儕中，「忠」表現在彼此扶持、互相幫助，共同克服困難；在個人層面上，「忠」表現在堅守自己的價值觀和原則，忠於自己的理想、夢想和愛好，傾力探尋，全情投入，並且不斷追求卓越。

Xiao 孝 (RESPECT AND OBLIGATION)

孝 (xiao) recognizes that we have an obligation toward our parents in our role as children, we respect our teachers in our role as students, and we respect and cherish our histories and traditions that define who we are. 孝 calls for an attitude of respect for not only those around us, but also for ourselves. Through 孝, we are connected to our past and our traditions; we are the inheritors and guardians of our culture, bridging the gap between the old and the new, building on the strengths of the past to create the future.

我們對「孝」最基本的認識便是孝順父母，尊敬師長，以及尊重我們自身的歷史和傳統。「孝」的引申意義，在於尊重我們身邊的人和事物，以及尊重我們自己。「孝」讓我們能夠心繫傳統，成為文化的傳承者和守護者；「孝」也代表了在新與舊之間搭建橋樑，善用過去優越的傳承，創造美好的未來。

Ren 仁 (COMPASSION AND KINDNESS)

We show kindness and care to all through 仁 (ren). We care for the natural world by being kind to all creatures and protecting the environment. We are kind and compassionate to those who are less fortunate than we are. We choose forgiveness over revenge, generosity of word and action over meanness. The character for 仁 depicts two people together, showing that 仁 is expressed outwardly, towards others. By treating each other with kindness and empathy, we move beyond difference and indifference, to create common ground and become one with those around you.

「仁」的精神在於「仁慈」和「關懷」。「仁」的對象包括世間萬物以及我們賴以生存的環境，也包括比我們不幸的人們。在待人處世上，我們選擇寬恕而非報復，選擇寬宏大度而非斤斤計較。「仁」字由「人」和「二」組成，本意便是人與人之間的相處之道。當我們彼此以善意相待，處處為他人着想，我們就能超越彼此之間的差異和隔閡，建立共通之點，用善意和仁心將我們與周遭的人融合在一起。

Ai 愛 (LOVE AND PASSION)

愛 (ai), or love, is an expression of our passion in life. We give our best in all of our endeavors; nothing is 'half-hearted'. We show a love of learning and intellectual curiosity that goes beyond the classroom. We immerse ourselves in our hobbies and interests and appreciate the achievements of others. 愛 means that we find happiness in our friendships, with our families and our loved ones.

Li 禮 (ETIQUETTE AND CEREMONY)

The spirit of 禮 (li) is found in the exemplary, cultured behavior of the true gentleman or lady. In 禮, we find the rules and precepts that constrain our actions, and mold our routines and interactions. 禮 also shapes our school discipline and ceremonies, providing signposts and rules to guide us through life. A person with 禮 treats others with courtesy and respect. We control our impulses and act after careful consideration. Our ceremonies and formal actions express 禮, showing our deep understanding and respect for our core values.

Yi 義 (PRINCIPLES AND JUSTICE)

義 (yi) embodies the quality of being principled, committed to justice, and standing up for our beliefs. We believe in fairness, that right will prevail, and that we are all held accountable for our own actions. We show personal integrity in all that we do; we strive for higher standards that go beyond what is expedient, convenient, or arbitrary. We believe in justice in society and support it with our actions. We are trustworthy and always ready to help those around us.

He 和 (HARMONY AND TOLERANCE)

We live in moderation, tolerance, good humor and joy through the virtue of 和 (he). We control our tempers and promote peace. We seek to include and embrace others, replacing confrontation with understanding. We are peacemakers, avoiding words and actions that might cause unnecessary misunderstanding or conflicts. We seek to live with nature. We recognize that to achieve harmony, we need to give generously and receive graciously. We promote international and cross-cultural understanding.

Ping 平 (BALANCE AND EQUALITY)

平 (ping) means balance and equality. We know that in all dimensions of life there is a time for work, a time for rest, and a time for play. Through 平 we learn to find the balance between external demands and internal desires. Equality in our community is both the right and the responsibility of each member. We share common aspirations and goals that consider all genders, ethnicities, faiths, beliefs, socio-economic backgrounds, and physical abilities to be equal. 平 is closely tied to the concept of 和 (he): when we place these two characters together, they form the word 'peace' (和平). The ISF Pre-School strives to be a place of balance and peace.

「愛」體現於我們對生命和生活的熱愛。「愛」促使我們在做每一件事時都盡心盡力，以高度的熱情做到最好；「愛」讓我們在課室內外都能保持對學習的熱忱，孜孜不倦，求知若渴；「愛」也讓我們沉浸於自己的愛好和興趣，並且能讚賞他人的成就；「愛」同時也教我們關愛自己的家人和朋友，珍視親情友情，並從中獲得幸福快樂。

「禮」的精神，體現在「君子淑女」們所表現出的教養和儀態。「禮」也代表了規矩和紀律；它約束着我們的行為，規範着我們日常生活中彼此相處的禮節。「禮」也塑造了學校的校規和典禮；校規制定了學校生活的約章，典禮則標示着學生成長過程中的重要里程碑。一位有「禮」的人，是有教養、有禮貌的，不但懂得尊重他人，也懂得約束自己，凡事三思而後行。在校園中，我們的典禮和行為都是「禮」的外在表現，反映我們對核心價值觀的深刻理解和尊重。

「義」，體現在講求原則，堅持公義，以及勇於捍衛自己的信念。我們相信公平公正，相信正義必能得到伸張，相信每個人都應為自己的行為負責。在待人處世上，我們秉持正直誠實的原則，用更高的標準要求自己，不以權宜、方便或缺乏原則的態度去處理事情。我們相信社會公義，並以實際的行動予以支持。我們注重信義，做一個值得他人信賴的人，並隨時準備幫助我們身邊的人。

「和」的意義涵蓋了「溫和」、「包容」及「和悅」。在與人相處上，我們避免意氣用事，以和為貴；我們學會包容及接納他人，以理解代替對立。我們致力於調解糾紛，留心自己的言辭與行為，避免不必要的誤會或衝突。我們盡力與大自然和諧共存。我們認識到：為達致和諧，我們必須慷慨地施予，也必須謙卑地接受。我們致力於促進跨國界及跨文化的相互理解。

「平」的意義包含了「平衡」與「平等」。在生活中，我們學習如何平衡工作、休息和娛樂，也學習如何平衡外界的需求和內心的欲望。在社群中，我們堅信人生而平等，我們懷抱着共同的願望和目標，以期達致不分性別、族裔、宗教、信念、社經背景、體能，人人平等。「平」與「和」兩個概念密切相關，將兩個字放在一起，便是「和平」。弘立幼稚園致力於讓我們的校園成為一方平衡及和平的樂土。



SCHOOL FACILITIES AND PROGRAM 校園設施及課程

Our Facilities

The modern and elegantly simple design of the school allows the focus to remain on the children's work. The facilities are spread on three different levels, with five classrooms and a common activity room on the mezzanine and first floors, and an indoor play area on the ground floor of the building.

Each classroom is equipped with an interactive whiteboard and set up with areas for both whole class and small group learning. The common activity room is designed for multi-purposes where children enjoy music, drama, cooking and other activities. The indoor play area is equipped with movable climbers and other sports equipment.

本校設施

本校採取現代化及優雅的簡約式設計，把焦點放在孩子的學習上。設施分佈在三個樓層，包括在閣樓及一樓的五間教室和共用活動室，以及在大樓地面的室內遊戲區。

每一間教室均設有互動式白板，並經精心佈置以配合全班及小組學習。共用活動室為多種用途而設計，孩子可以在此進行音樂、戲劇、烹飪及其他活動。室內遊戲區備有可移動的攀爬架及其他運動器材。

Our Program 本校課程

Class Structure

Our program caters to young learners from two years and eight months to five years of age. Half-day sessions are offered in two year levels, Year One and Year Two. Our professional teaching team is highly experienced and qualified in early childhood education. Our favorable teacher-child ratio also helps ensure children's learning needs are appropriately met.

School Hours

Year One: 9 a.m. to 12 noon

Year Two: 1 p.m. to 4 p.m.

班級架構

弘立幼稚園的課程是為 2 歲 8 個月至 5 歲的孩子而設計。我們提供幼稚園一年級和幼稚園二年級的課程，皆為半日制。我們的專業教師團隊經驗豐富並擁有所需的幼兒教學資格。我們的師生比例有助滿足孩子的學習需要。

上課時間

幼稚園一年級：上午九時至中午十二時

幼稚園二年級：下午一時至四時

Curriculum

The ISF Pre-School program is developed on the basis of the Early Years Program of the International Primary Curriculum (IPC) and The ISF Academy Foundation Years Curriculum, drawing together the essence of Chinese and Western thinking. The program is delivered through two languages of instruction, with 70% in Putonghua and 30% in English. It provides a rich bank of experiences from which young children can learn to make sense of their own world and the world around them.

The ISF Pre-School curriculum's fully integrated, balanced, inquiry approach to teaching and learning capitalizes on young children's interest and their desire to explore, ask questions and find answers. Each unit is designed to focus on issues relevant to young children and lasts several weeks to allow in-depth and authentic learning. The curriculum fully integrates the six key learning areas:

- ❖ Language and Early Literacy Skills
- ❖ Early Mathematics
- ❖ Science and Technology
- ❖ The Arts
- ❖ Physical Fitness and Health
- ❖ Self and Society

The program is designed to be sufficiently flexible to accommodate for individual children's patterns of learning and development. The program provides opportunities for new learning to be fostered and enables children to reflect on different ways of doing things, make connections across time and place, establish different kinds of relationships and encounter different points of view.

Co-Curricular Activities

In addition to our curricular program, children have the opportunity to participate in a variety of co-curricular activities after school. The following are the activities on offer in the 2016-17 Academic Year:

- ❖ Shirley's Art
- ❖ TinyTots Soccer
- ❖ MusikGarten
- ❖ Jr. Mechanic Adventure
- ❖ Cooking @ Spring
- ❖ Gym-Fit
- ❖ Kids' Theatre
- ❖ Arts and Crafts - by Colourful Kids
- ❖ Science Adventures
- ❖ Wu Shu
- ❖ The Chess Academy

課程

弘立幼稚園的課程以國際小學課程(IPC)幼兒項目及弘立書院小一預備班的課程為基礎，結合了中、西方思想的精髓。我們的雙語課程以70%普通話及30%英語教授。學生可從豐富的學習經驗中認識自己及周圍的環境。

弘立幼稚園課程的綜合、均衡和重視發問的教學模式充分利用孩子的好奇心和他們尋根問底的天性。每個學習單元的教授時間為數星期，讓孩子能集中和深入地學習與他們相關的課題。幼稚園的課程綜合了以下六個主要學習範疇：

- ❖ 語言與幼兒讀寫能力
- ❖ 幼兒數學
- ❖ 科學與技術
- ❖ 藝術
- ❖ 體能與健康
- ❖ 個人與社會

我們的課程設計能靈活地配合每個兒童的學習和發展模式，並啟發學生建構新知識、對不同的做事方法進行思考、尋找關聯和理解不同的觀點。

聯課活動

除了學術課程外，孩子也有機會在放學後參與各種聯課活動。以下為2016-17學年開辦的活動班。

- ❖ 童藝園
- ❖ 小腳丫足球
- ❖ 小小音樂家
- ❖ 機械工作坊
- ❖ 小廚神
- ❖ 體操小健將
- ❖ 兒童劇場
- ❖ 小小工藝家
- ❖ 科學探險
- ❖ 功夫小子
- ❖ 趣味棋藝





TUITION AND FEES

學費及雜費

The ISF Pre-School is a private, independent, non-profit school that receives no Government subsidies for its daily operations. School fees mainly support the low student-teacher ratio and provide what The ISF Pre-School deems as the best education for its students. Tuition fees, however, only cover part of the cost of educating a student at The ISF Pre-School. The difference is made up through donations from parents and friends of The ISF.

弘立幼稚園是一所非牟利私立獨立學校，學校的日常運作並沒有政府的任何資助，所收取的學費主要用來維持低師生比例的小班教學，致力為學生提供優質教育。弘立學生所繳付的學費只能抵銷部份的教學支出，其他的開支有賴家長及弘立之友每年的捐獻。

Admissions Deposit

An Admissions Deposit must be paid to secure a child's placement prior to the specified deadline. The deposit is equivalent to one month's tuition fee (which will be credited towards the total tuition). The Admissions Deposit is not refundable if the student decides at a later date not to attend the school.

Annual Tuition Fees

For the 2016-17 Academic Year, the Annual Tuition, payable in eleven equal installments via bank autopay, is as shown below:

Year One 幼稚園一年級	HK\$112,750 * 港幣 112,750 元 *
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* The 2016-17 annual tuition fees are pending for approval from the Education Bureau.

The first installment for new students is made as part of the Admissions Deposit. Subsequent installments, for those paying by bank autopay, will be paid on the first bank working day of each month from September to June of the following year.

Financial Aid Program

The Board of Governors of The Independent Schools Foundation is committed to creating a diverse student population at The ISF Pre-School. The Pre-School does not receive any financial support from the Government for its operating expenses. Thus, all funds supporting our Financial Aid Program come from donations and The Independent Schools Foundation Limited.

The Independent Schools Foundation funds a small number of students who need financial assistance. Interested families may contact the School Office for more information.

註冊按金

家長必須於限期前繳交註冊按金以保留學額。註冊按金相等於一個月學費（會從全年學費中扣除）。如果學生最終決定不入學，已繳交的按金恕不退還。

年度學費

以下提供 2016 - 17 學年的年度學費作參考，學費分十一期以銀行自動轉賬形式繳付：

Year Two 幼稚園二年級	HK\$112,750 * 港幣 112,750 元 *
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* 2016 - 17 學年的年度學費有待教育局批核。

家長繳付的註冊按金會作為新生的第一期學費，隨後的分期學費須在該學年之 9 月至翌年 6 月，每月第一個銀行工作日以自動轉帳形式繳付。

助學金計劃

智立教育基金會竭力營造弘立幼稚園的多元化學生群體。弘立幼稚園並沒有從香港政府得到任何財政支持以供日常運作之用，因此所有助學金計劃費用均來自捐款和智立教育基金。

智立教育基金會為小部份有經濟需要的學生提供助學金資助，有興趣的家庭可以聯絡校務處了解詳情。

Capital Contribution Scheme for 2016–17 Academic Year

The Capital Contribution Scheme was established by The Independent Schools Foundation Limited to allow the Foundation to access funds for capital improvements, such as new buildings and equipment, as well as enhancements to the school environment, the establishment of learning programs and support of the financial aid program. Each new student is required to join the Scheme and pay a capital contribution prior to the deadline stipulated in the Acceptance Letter in one of the two ways described below.

I) The Annual Capital Levy

The Annual Capital Levy for 2016–17 is HK\$10,000. It is non-interest bearing, non-transferable, non-refundable and subject to annual adjustment at the discretion of the Foundation.

II) The Capital Note

The Capital Note is non-interest bearing, non-refundable and fully transferable one year after the date of issuance of the Capital Note Certificate or three months after the date on which the Nominee ceases to be a student of The ISF Pre-School or The ISF Academy, whichever is later.

The transfer price of the Capital Note will be determined by the Noteholder and the transferee of the Capital Note, subject to approval of The Independent Schools Foundation Limited and upon payment of a transfer fee to the Foundation. In addition, any profit derived from the transfer of the Capital Note will be shared between the Noteholder and the Foundation on an equal basis.

The number of Capital Notes is limited. Requests for Capital Notes are processed on a first-come-first-served basis. Interested parents may purchase a Capital Note from current holders or submit an "Indication of Interest Form" to The Finance Department of The ISF Academy by fax: 2235 4485; or by email: capcontribution@isf.edu.hk; or by post to The Finance Department, The ISF Academy, No.1 Kong Sin Wan Road, Pokfulam, Hong Kong. Indications of Interest will be placed on our waiting list for Capital Notes.

Voluntary Withdrawal

Voluntary withdrawal of a child before or during the academic year requires at least three months' notice in writing to the school or three installments of tuition in lieu of notice. Please note that returning students must inform the school before April 1, failing which the requisite tuition installment amount will be charged on a pro-rata basis.

If you have any enquiries, please contact the School Office at psadmissions@isf.edu.hk.

Additional Costs

- ❖ Non-refundable application fee of HK\$1,000.*
- ❖ Co-Curricular Activities Course Fees for selected courses. Enrollments in these courses are optional.

2016 - 17 學年建校計劃

建校計劃是智立教育基金有限公司為確保有足夠的資金改善資本狀況而設立。通過此計劃學校得以持續發展，例如興建新大樓、配置新設備、優化學校環境、編制學習課程及支持助學金計劃。每名新生均需要參與此建校計劃，獲錄取的新生需要在錄取函上規定的限期前用以下其中一種方式支付建校費：

I) 年付建校費

2016 - 17 學年的年付建校費為港幣 10,000 元。此建校費不獲發放任何利息，不可轉讓，亦不獲退還。智立教育基金有權在每個新學年調整年付建校費。

II) 本金券

本金券不獲利息亦不予退還，在持有年限期屆滿後（持有最少年限為一年）或提名學生退學三個月後可將此本金券轉讓給第三者，以較長時間者為準。

本金券轉讓價值將由本金券持有人及承購人雙方決定，但需獲智立教育基金有限公司同意及需繳付轉售手續費。因轉讓本金券而獲得之利潤，將由持有人及智立教育基金均分。

由於本金券發行的數量有限，所以會以先到先得的形式發售。如欲從持有人手上購入或加入本金券的輪候名單，可填妥「本金券申請意向書」，然後傳真至 2235 4485 弘立書院財務部收、電郵至 capcontribution@isf.edu.hk，或郵寄至「香港薄扶林鋼綫灣道一號弘立書院財務部」收。收到申請意向書後，我們會記錄在購買本金券候補人名單上。

自願退學

在學年開始前或學年中退學，學生必須於退學前最少三個月以書面遞交自願退學通知書。否則須繳付相等於三個月學費的代通知金。請注意，所有舊生的退學申請必須於 4 月 1 日前通知學校，否則便需繳付按學費比例計算的代通知金。

如有任何查詢，請電郵至 psadmissions@isf.edu.hk 聯絡校務處。

其他費用

- ❖ 不獲退還的報名費港幣 1,000 元 *
- ❖ 自願參加的聯課活動費用。

* The application fee includes the administrative fee for processing the application and the student assessment. The tuition fees and application fees are non-refundable and subject to change for each new academic year.

* 報名費包括處理入學申請之行政費用及學生評估之費用。已繳付的學費及報名費恕不退還，而每個新學年的費用可能會作出調整。



ADMISSIONS POLICY AND PROCEDURES 招生政策及入學申請程序

Admissions Policy

The ISF Pre-School welcomes people of all nationalities and backgrounds. We seek a diverse student body and faculty to promote the robust exchange of ideas and experiences and enhance learning opportunities. It is important to note that admission to The ISF Pre-School does NOT grant automatic right of entry to The ISF Academy.

招生政策

弘立幼稚園歡迎不同國籍和背景的學生。多元化的學生和教職員組合更能激起充滿活力的思想交流、增進學習的機會。所有申請人／家長必須清楚，就讀弘立幼稚園並不代表他們能夠獲得資格入讀弘立書院。

Admissions Criteria

To be eligible for admission to The ISF Pre-School, the following criteria must be met:

Parents/Guardians

- ❖ agree with The ISF Pre-School's educational philosophy;
- ❖ are willing to collaborate with The ISF Pre-School and be part of our learning community to support their child's development; and
- ❖ agree to abide by the school's rules and regulations.

Students

- ❖ possess Hong Kong residency OR a non-Hong Kong passport with a legal guardian who is employed and resides in Hong Kong with a valid work permit;
- ❖ demonstrate satisfactory social skills (e.g. willingness to communicate, curiosity to learn); and
- ❖ achieve satisfactory results in the admissions assessment.

招生標準

弘立幼稚園所訂定的入學資格如下：

父母/監護人

- ❖ 認同弘立幼稚園的教育理念；
- ❖ 願意與弘立幼稚園合作並成為學習社群的一員，支持孩子的發展；及
- ❖ 承諾遵守弘立幼稚園的條例及規則。

學生

- ❖ 須擁有香港居留權，或如學生持非本港護照則必須擁有一位在香港居住、持有有效香港工作許可證並受僱的法定監護人；
- ❖ 展現令人滿意的社交技巧（例如：願意與別人溝通，對學習充滿興趣等）；及
- ❖ 入學評估表現滿意。

Age Requirements

Please check below for the age requirements for students:

年齡要求

學生必須符合以下入學年齡要求：

Grade Level 年級	Minimum Age* (by August 31 of year of entry) 最低入學年齡* (以入讀學年的 8 月 31 日計算)	For 2017-18 admissions (Applicants are born between dates shown below) 2017 - 18 學年入學 (申請人應於以下日期間出生)
Year One 幼稚園一年級	2 years 8 months 2 歲 8 個月	September 1, 2013 and December 31, 2014 2013 年 9 月 1 日至 2014 年 12 月 31 日
Year Two 幼稚園二年級	3 years 8 months 3 歲 8 個月	September 1, 2012 and December 31, 2013 2012 年 9 月 1 日至 2013 年 12 月 31 日

* Applicants need to fulfill the minimum age requirement for the grade applied. The age range for students in each grade is typically 16 months, for example, students applying for Year One would be between 2 years 8 months and 4 years of age on August 31 of the year of entry. Parents of children who were born during the period between September 1 and December 31 have the options of applying for the higher grade, the lower grade, or both grades. For example, a child born on September 13, 2013 can submit applications for both Year 1 and Year 2 in the 2017-18 Academic Year. Please note that if a child is applying for both grades, then two application fees and two assessments are required—one assessment for the lower grade and the other for the higher grade. Based on the assessment results, the child will be placed in the grade deemed appropriate.

* 申請者需要符合入學年齡的最低要求，每個年級學生的年齡相距不多於 16 個月。例如：申請幼稚園一年班的學生，以入讀該學年的 8 月 31 日計算，年齡應介乎 2 歲 8 個月至 4 歲。學生若於 9 月 1 日至 12 月 31 日出生可申請高一級、低一級或同時申請兩個年級。例如 2013 年 9 月 13 日出生的學生，可同時申請 2017 - 18 學年的幼稚園一年級及二年級。請家長注意，若學生報讀兩個年級，需要繳交兩次申請費用及出席兩次面試—高一級的面試和低一級的面試。我們會根據評估結果安排學生到較適合的年級就讀。

Priorities in Admissions

To be eligible for consideration of enrollment, every applicant must pass the assessment and fulfill all the admissions requirements. The ISF Pre-School does not guarantee admission to siblings of students of The ISF Pre-School/Academy and Capital Note Nominees.

Should Capital Note Nominees or applicants with siblings currently studying at The ISF Pre-School/Academy pass the assessment, their applications will be looked upon favorably in the selection process. Nominees of Capital Note Holders and/or siblings will be given an opportunity for a re-assessment should they not pass the first admissions assessment. Please contact our School Office for details of admissions-related benefits for nominees of Capital Note Holders.

Admissions Procedure

Application Submission

Application can ONLY be submitted online. Please visit "Online Admissions Application" on our school website.

Any other forms of submission of admissions application, including by email, post, fax, or in person, will NOT be processed.

Before submitting an admissions application, you need to join the "Friends of The ISF".

As a Friend of The ISF, you can:

- ❖ Submit your child's/children's admissions application(s); and
 - ❖ Sign up for our Admissions Briefing Sessions and school tours.
- To become a Friend, please go to: <http://admissions.isf.edu.hk>.

優先入學

任何入學申請人都必須通過入學評估及達到所有的入學要求，方會被校方考慮錄取。本校並沒有任何入學保證，包括有兄弟姊妹在弘立幼稚園 / 弘立書院就讀的申請人及智立教育基金本金券持有人的提名人。

本金券持有人的提名人或有兄弟姊妹在弘立幼稚園 / 弘立書院就讀的申請人在通過入學面試後可獲優先考慮錄取。本金券持有人的提名人或有兄弟姊妹在弘立就讀的申請人，如未能通過首次入學評估考試，可再獲一次評估的機會。有關本金券持有人的提名人之優先入學詳情，請向校務處查詢。

申請程序

遞交申請

所有入學申請只可以於網上遞交，請點擊本校網頁內有關招生部的「網上入學申請」。

以其他形式申請，包括電郵、郵遞、傳真或親身遞交，均不獲受理。

在遞交入學申請前，須加入成為「弘立之友」。

成為「弘立之友」後，你可以：

- ❖ 遞交孩子的入學申請；及
- ❖ 登記參加入學簡介會及學校參觀

要成為「弘立之友」，請到：<http://admissions.isf.edu.hk>。



Application Package 申請資料清單

A complete application package consists of the following:

完整的入學申請資料須包括以下各項：

- 1 Completed the Online Application Form
已填妥的網上入學申請表
- 2 Recent (within the past three months) passport-size photo of the applicant[#]
申請人近照 (攝於三個月內；護照相片尺寸) 一張[#]
- 3 Copy of the applicant's Birth Certificate^{#*}
申請人出生證明書副本^{**}
- 4 Copy of the applicant's HKID or Passport data page and Hong Kong visa stamp^{#*}
香港身份證或護照資料頁及香港簽證副本^{**}
- 5 Copy of the applicant's current and prior year school reports (if applicable)^{#*}
現時就讀學校的成績表及以往的成績表副本 (如適用)^{**}
- 6 One recent (within the past three months) group family photo (with ALL family members including both parents and siblings)[#]
一張最近的家庭照片 (攝於三個月內；包含父母、兄弟姊妹等家庭成員)[#]
- 7 HK\$1,000 application fee payable through Paypal to "The Independent Schools Foundation Pre-School Limited"
港幣 1,000 元的報名費 (在網上入學申請的最後程序通過 Paypal 繳付給「弘立幼稚園有限公司」)

[#] Please scan the required items into jpg or pdf format and upload them through the Online Admissions Application program.

[#] 網上入學申請的程序中會要求以 jpg 或 pdf 格式上載這些附件，請在遞交網上入學申請前預先掃描好這些文件，並以適當格式儲存。

^{*} Parents will be required to bring the original documents for verification during the Parent Meeting.

^{*} 本校會要求申請人家長於面試時帶備以上資料正本供本校核對。

Applications will only be processed when ALL of the above items have been received.

所有申請只會在以上資料齊備後方獲處理。

Admissions Applications for Current and Next Academic Year

A) Applications for Current Academic Year: 2016-17

We adopt a rolling admissions process for grades with vacancies, generally accepting students from August to February of the same academic year. Parents can contact our School Office to check availability.

B) Applications for Next Academic Year: 2017-18

Regular Application Period

Applications for the 2017-18 Academic Year will commence on Thursday, September 1, 2016. The table below serves as a guide to our admissions process and The ISF Pre-School reserves the right to modify these dates and periods if necessary. For the most up-to-date information, please refer to our website or contact our School Office.

C) Application for the 2017-18 Academic Year

Second Round Application Period

The school may have available spaces after the Regular Application Process. The school will accept and review applications for 2017-18 on a rolling basis, i.e. Rolling Admissions. For more information, please contact the School Office at psadmissions@isf.edu.hk.

申請入讀現學年及下學年課程

A) 申請現學年入學：2016 - 17

從每個學年的 8 月至 2 月，任何年級只要有學位空缺，我們都會接受入學申請。家長請聯絡本校校務處查詢學位空缺情況。

B) 申請下學年入學：2017 - 18

第一輪入學申請日期

本校將於 2016 年 9 月 1 日（星期四）開始接受 2017 - 18 學年的入學申請。下表為本校的一般招生程序；如有需要，弘立幼稚園會作出更改。如欲取得最新的入學資料，請瀏覽本校網站或與校務處聯絡。

C) 申請入讀 2017 - 18 學年：

第二輪入學申請日期

整個第一輪入學申請過程結束後，學校預計部份年級或許仍有學位提供。學校將以循環制度（「循環招生」）的形式接受 2017 - 18 學年的第二輪入學申請，並進行入學評估。如欲查詢相關資訊，請發電郵至 psadmissions@isf.edu.hk 聯絡校務處。

Admissions Assessment Dates for Regular Application

第一輪入學評估日期

Grade Level 年級	Application Submission Period 入學申請遞交日期	Student Assessment 學生入學評估	Parent Meeting 家長會面	Release of Results 通知結果
Year One 幼稚園一年級	September 1 to September 30, 2016 2016年9月1日至9月30日	November 12 and November 26, 2016 2016年11月12日及11月26日	January to February 2017 2017年1月至2月	Before end of March 2017 約於2017年3月底前
Year Two 幼稚園二年級	September 1 to September 30, 2016 2016年9月1日至9月30日	November 12 and November 26, 2016 2016年11月12日及11月26日	January to February 2017 2017年1月至2月	Before end of March 2017 約於2017年3月底前

Note (especially for overseas applicants): Applicants must participate in an assessment held during the periods indicated above. While the School Office will make every attempt possible to reschedule an assessment for an applicant, the School Office will offer at most one alternative date during the assessment periods stated above. The School Office is under no obligation to conduct an interview outside the time periods stated above. The School Office is not able to assess applicants who are not in Hong Kong during the periods identified above. If an applicant is not able to attend the assessment, the application will be closed and will not be deferred to a subsequent academic year. The application fee will not be refunded.

請注意（特別是海外申請人）：所有申請者須出席上列相關時間之評估。本校校務處會盡力嘗試為未能出席第一次編排之評估時間的申請人，再安排另一個評估日期。但本校並無責任為申請人在上列期間以外安排入學評估，亦不能為不在香港的申請人在上列期間以其他方式進行評估。如申請人未能出席評估，該申請將會被終止，亦不會被保留至下一學年，已繳付的報名費亦不會退還。

Format of Admissions Assessment

The assessments for Year One and Year Two applicants are conducted as below:

- ❖ Parents and Students Group Activities (around one hour);
- ❖ Activities are conducted in English, Putonghua or Cantonese, as requested by the applicant; and
- ❖ Parent meeting with our Principal or Senior Staff.

入學評估模式

幼稚園一年級及幼稚園二年級入學評估模式：

- ❖ 家長及學生小組活動評估（約 1 小時）；
- ❖ 按申請者要求，活動會以英文、普通話或廣東話進行；及
- ❖ 家長與校長或高級職員面談。

Result of Application and Enrollment 申請結果及註冊

1. Parents/Guardian will normally be notified of the result of the application within one month after the completion of the admissions assessments.

家長/監護人會於考生完成整個入學評估程序後一個月內收到申請結果。

2. Parents/Guardian of the successful applicant are/is to confirm enrollment by signing and returning the “Enrollment Confirmation Form”, “Conditions of Entry” and “The ISF Community Code” before the deadline stipulated in the Letter of Acceptance. This deadline is typically one week from the issue date of the Letter of Acceptance.

獲錄取之申請人的家長/監護人需在「錄取函」上列明之指定限期前交回已簽署的「接受入學」回條、附帶的「入學條件」及「弘立社群守則」。該限期一般為「錄取函」發出日計起一個星期。

3. The Accounts Office will then issue an invoice for the Admissions Deposit. Parents/Guardian have/has to make the payment within seven business days from the date of the invoice in order to secure the place.

收到「接受入學」回條及「入學條件」後，學校會計部會發出入學註冊按金的繳費通知。所需費用必須於七個工作天內繳付，以保留學額。

4. Voluntary withdrawal of a child requires a written notice period of three months to the school or three installments of tuition in lieu of notice.

自願退學的學生，需於退學前三個月向學校遞交書面通知，或以三個月的學費代替通知期。

5. The School will not provide feedback on the admissions assessment or process.

本校將不會對申請人面試表現或整個招生過程作出任何評論/回饋。







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