

# 聖公會偉倫小學

## 新生入學註冊及 WEBSAMS 資料表 (表格甲)

### 填表須知

所有新生均須填寫新生入學註冊及 WEBSAMS 資料表 (表格甲)，以便校方將資料輸入學校電腦系統內。請家長根據 貴子弟的身份證明文件，小心填寫貴子弟資料。校方將稍後編印學生個人資料表及家長/監護人資料表予家長核對。

備注：

(一) 學生中文姓名及英文姓名應以「學生身份證明文件」為準。如學生在香港出生，應以「香港出生證明書」上之寫法作準；如學生非在本港出生而擁有「香港身份證」，應以「香港身份證」之寫法作準；如學生並無香港出生證明書及香港身份證，請以護照、身份證明書等證明文件之寫法作準。

(二) 「香港出生證明書」、「香港身份證」及「其他身份證明文件」皆屬於「學生身份證明文件」，填報人只須填報以上其中一項，其優先次序如下：

- a 香港出生證明書號碼；
- b 香港身份證號碼；
- c 其他身份證明文件號碼，例如：護照、身份證明書等

(三) 為了方便校方聯絡家長/監護人，「第一位家長/監護人」的資料應填報比較容易聯絡的家長/監護人資料。

(四) 種族代碼 —附件一

(五) 家中常用語代碼 —附件二

**New Student Admission Registration & Information Sheet (Form A) for WEBSAMS**

**Guidance Notes for completing the form**

All new students have to complete the New Student Admission Registration & Information Sheet (Form A) for WEBSAMS for the school information system. Parents must state the information exactly as it appears in the recognized documents. The information sheet will be printed for parents/guardians' verification.

- (I) Student's Chinese name and English name must be the same as in the Student Identity Document. If the student was born in Hong Kong, the name must be the same as in the Hong Kong Birth Certificate. If he/she was not born in Hong Kong, the name must be the same as in Hong Kong Identity Card. If he/she does not bear the HK Birth Certificate or the HK Identity Card, the name must be the same as in the passport or identity document etc.
- (II) HK Birth Certificate, HK Identity Card or other identity documents are all Student Identity Documents. Parents should choose only ONE of them to complete the form. The priority is as follows:
  - a. HK Birth Certificate No.
  - b. HK Identity Card No.
  - c. Other Identity Document No. e.g. Passport, Identity Document.
- (III) The "first parent/guardian" should be reached more conveniently by the school.
- (IV) Ethnicity – Please refer to Appendix 1
- (V) Spoken Language at Home – Please refer to Appendix 2

## 種族代碼表

### Code Table on Ethnicity

#### 家長/監護人/學生須知

#### Points to note for parent/guardian/student

1. 收集所得的學生種族資料將會轉交予教育局作為教育規劃、研究或其他與教育有關的用途，但所得的統計數字或研究成果不會以識別各有關的資料當事人或其中任何人的身份的形式發表，收集所得的資料亦可能會轉交予其他政府部門或學術機構作為上述用途。The ethnicity of the student collected will be transferred to and used by the Education Bureau for educational planning, research and other education-related purposes, on the condition that the resulting statistics or results of research will not be released in a form which will identify the data subjects or any of them. The data collected may also be disclosed to other Government Departments and academic institutes for the above-mentioned purposes.
2. 若有關學生的種族資料不詳或不能提供，請填上“INA”的代碼。“INA” may be used for reporting the case where the information on the Ethnicity of a student is not available or cannot be provided.
3. 每名學生只須填報一個種族代碼。混血兒學生的種族可以代碼“999”表示或以有關家長/監護人/學生認為最合適的種族代碼表示。Only one Ethnicity code is needed to be reported for each student. The Ethnicity code for a mix-race student may be reported as “999” or any one code the parent/guardian/student concerned considers most appropriate.
4. 資料當事人(即學生本人)有權向學校要求查閱及改正他/她交予學校的種族資料。The data subject (i.e. the student) has the right to make a request to his/her school for the access to and the correction of his/her Ethnicity he/she has provided to the school.

代碼 Code Value	代碼說明	Code Description
CHI	華人 (包括：漢、滿、蒙、回、藏及中國其他少數民族)	Chinese (Including: Hanzu, Manzu, Mengguzu, Huizu, Zangzu and other Chinese minorities)
PHL	菲律賓人	Filipino
IDN	印尼人	Indonesian
JPN	日本人	Japanese
KOR	韓國人	Korean
THA	泰國人	Thai
IND	印度人	Indian
PAK	巴基斯坦人	Pakistani
BNG	孟加拉人	Bangladeshi
SLK	斯里蘭卡人	Sri-Lankan
VNM	越南人	Vietnamese
NPL	尼泊爾人	Nepalese
ZAS	其他亞洲人 (例如：馬來西亞人)	Other Asian (e.g. Malaysian)
ZWH	白人 (例如：英國人、澳洲人、德國人、葡萄牙人)	White (e.g. English, Australian, German, Portuguese)
ZBK	黑人 (例如：索馬利亞人、海地人、牙買加人)	Black (e.g. Somali, Haitian, Jamaican)
999	其他以上沒有分類的種族 (例如：拉丁美洲人、埃及人、摩洛哥人)或混血兒	Other ethnicities not classified above (e.g. Latin American, Egyptian, Moroccan) or mixed ethnicity
INA	沒有資料	Information Not Available

家中使用語言代碼表  
Code Table on Spoken Language at Home

家長/監護人/學生須知

Points to note for parent/guardian/student

1. 收集所得的學生家中使用語言資料將會轉交予教育局作為教育規劃、研究或其他與教育有關的用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式發表。收集所得的資料亦可能會轉交予其他政府部門或學術機構作為上述用途。The Spoken Language at Home of the student collected will be transferred to and used by the Education Bureau for educational planning, research and other education-related purposes, on the condition that the resulting statistics or results of research will not be released in a form which will identify the data subjects or any of them. The data collected may also be disclosed to other Government Departments and academic institutes for the above-mentioned purposes.
2. 若有關學生的家中使用語言資料不詳、不能提供或該名學生為一名聾啞人士，請填上“INA”的代碼。“INA” may be used for reporting the case where the information on the Spoken Language at Home of a student is not available, cannot be provided or the student concerned is a deaf/mute person.
3. 每名學生只須填報一個家中使用語言代碼。來自雙/多語家庭學生的家中使用語言可以代碼“999”表示或以有關家長/監護人/學生認為最合適的家中使用語言代碼表示。Only one Spoken Language at Home code is needed to be reported for each student. The Spoken Language at Home code for a student from a bi/multi-lingual family may be reported as “999” or any one code the parent/guardian/student concerned considers most appropriate.
4. 資料當事人(即學生本人)有權向學校要求查閱及改正他/她交予學校的家中使用語言資料。The data subject (i.e. the student) has the right to make a request to his/her school for the access to and the correction of his/her Spoken Language at Home he/she has provided to the school.

代碼 Code Value	代碼說明	Code Description
CHI	華語 (包括：廣州話、潮州話、四邑話、客家話、普通話、福建話、上海話及其他中國方言)	Chinese (Including: Cantonese, Chiu Chau, Sze Yap, Hakka, Putonghua, Fukien, Shanghainese and other Chinese dialects)
PHL	菲律賓語	Filipino
IDN	印尼語	Indonesian
JPN	日本語	Japanese
KOR	韓國語	Korean
THA	泰語(泰國)	Thai
HND	印地語(印度)	Hindi
URD	烏爾都語	Urdu
BNG	孟加拉語	Bengali
SNH	斯里蘭卡語	Sinhalese
VNM	越南語	Vietnamese
NPL	尼泊爾語	Nepali
ZAS	其他亞洲及大洋洲語	Other Asian and Oceanian languages
ENG	英語	English
IRI	愛爾蘭語	Irish
FRE	法語	French
GER	德語	German
ITA	意大利語	Italian
PRT	葡萄牙語	Portuguese
SPA	西班牙語	Spanish
DUT	荷蘭語	Dutch
RUS	俄語(俄國)	Russian
ZEU	其他歐洲語言	Other European languages
999	其他以上沒有分類的語言	Other languages not classified above
INA	沒有資料	Information Not Available