

中華人民共和國香港特別行政區政府總部教育統籌局
Education and Manpower Bureau, Government Secretariat,
Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : CDI_PE/ADM/60/1/2)

電話 Telephone : 2624 6514

來函檔號 Your Ref. :

傳真 Fax Line : 2761 4291

Date : 17th March 2005

THE SCHOOL HEAD,

[SPFAS Code:]

[Sch_Name]

[Session] [Sch_id]

Fax No.: []

Dear Sir/Madam,

School Physical Fitness Award Scheme 2004-2005

As the end of the school year approaches, I would like to seek your assistance in the collection of the actual participation figures for the above-mentioned scheme. I would also like to remind you to apply for certificates for your pupils.

Enclosed please find TWO appendices provided by the Hong Kong Childhealth Foundation (HKCHF). You are kindly requested to complete Appendix I, Part A (school particulars) and Part B (if your school applies for certificates). The requirements for collecting certificate(s) are stated in Part B. Schools are advised to read it in detail, choose the method of collection (by hand or by mail) and take necessary action. If schools are intended to apply for the HKCHF Sports Grant, they are required to complete Appendix II.

Then, schools please send the completed form(s) and the self-addressed envelop(s) size not less than 30cm x 38cm with adequate value of stamps to **the HKCHF, Box 9922, General Post Office, Central, Hong Kong** by post **on or before 15 July 2005**. [The envelop(s) serve the purpose of collecting the certificate(s) by mail. The number of self-addressed and stamped envelop(s) to be enclosed should be according to the number of certificate(s). Details are stated under Part B, Appendix I]

In connection with the use of the Physical Fitness Recording System (PFRS), school heads are recommended to give full support to the teacher in-charge of the Physical Fitness Award Scheme in extracting relevant students' data from the SAMS (School Administration Management System) or the school data bank. It is a crucial step to minimize teachers' workload in administering the scheme. The new version of PFRS was uploaded on the web-site of the Education and Manpower Bureau(EMB) PE Key Learning Area and HKCHF. Schools may visit the web-site and download it for use, if necessary. Web-sites:

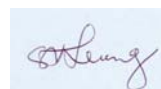
EMB - <http://www.emb.gov.hk/index.aspx?langno=1&nodeID=3243>

HKCHF - <http://www.childhealthhongkong.com/2003/chi/05spfas/05c07.php> or

- http://www.useit.us/modules.php?name=Downloads&d_op=viewdownload&cid=2

Thank you for your co-operation and support towards the School Physical Fitness Award Scheme. For enquiries, please contact Hong Kong Childhealth Foundation on 8208 0727 or the Physical Education Section on 2624 4278.

Yours sincerely,



(LEUNG Shui-ho)

for Secretary for Education and Manpower

Primary/Secondary School Physical Fitness Award Scheme (SPFAS) 2004/2005
(Participation Figures, Application for Award Certificates Application Form)

- ☐ *School must return this form to the Hong Kong Childhealth Foundation by post in the period between 1st April and 15 July: HKCHF, P.O. Box 9922, General Post Office, Central, Hong Kong.*
- ☐ *Schools should keep a copy of the completed form for future reference.*

Part A

School Code Number : _____ (Please refer to the EMB 6 digital Registration No.)

School Name (In English) _____

學校名稱(中文) : _____

Address (In English) : _____

Teacher i/c : Mr. / Ms _____ (先生/女士)

Tel. No. :* _____ Fax No. :* _____ E-mail :* _____

*MUST be filled in for HKCHF to contact school

Participation

Total number of students enrolled in your school in the above academic year _____

Actual number of students participated in the PFAS in the above academic year _____

Names of teachers who are involved in implementing the PFAS

(The HKCHF will present certificates of appreciation to these teachers)

- | | |
|-----------------|-----------------|
| 1. Mr./Ms _____ | 2. Mr./Ms _____ |
| 3. Mr./Ms _____ | 4. Mr./Ms _____ |

Part B Application for Certificates

(Please complete this part if your school has not yet applied for certificates in this academic year.)

1. The HKCHF strongly recommend schools to send representative to collect the certificate(s), especially if schools apply for 147 certificates or more.
2. Please put a "✓" in the ☐ to indicate the preference of your school on the method of collecting the certificate(s).
 - ☐ Our school representative will collect the certificate(s) at the address given by the HKCHF. (Please refer to item 3 below: Collecting by School Representative)
 - ☐ Please send the certificate(s) to our school by using the enclosed self-addressed envelope(s) with adequate value of stamps. (Please refer to item 4 below: Collecting by Post)
3. Collecting by School Representative:
 - 3.1. Schools prefer to collect the certificate(s) by their representative at the designated address please complete this application form and mail to the HKCHF, P.O. Box 9922, General Post Office, Central, Hong Kong. In this case, no self-addressed envelope with stamps is required. However, schools must allow HKCHF adequate time to process applications and pack the certificates [about six weeks].
 - 3.2. Schools should contact the HKCHF by e-mail or fax five weeks after sending out this application form to agree on the date and address for collecting the certificate(s) [Not less than three working days prior to the intended date of collection].
 - 3.3. Schools have to wait for confirmation from the HKCHF by e-mail or by fax on the date and address for collection before sending representative to collect the certificate(s).
 - 3.4. **Date and time for Collection:** In the period between 15th May to 31st August, Monday to Friday (public holidays excluded) between 2:30 and 4:30pm.
 - 3.5. **Address for Collection:** As advised by the HKCHF in their confirmation mentioned in item 3.3 above.

4. Certificate(s) to be Sent by Post:

- 4.1. Please send HKCHF padded (to prevent creasing of the certificates) and self-addressed envelope(s) with adequate value of stamps. [If schools apply for 147 certificates or more and prefer to have the certificate(s) be sent by post, please refer to item # under the table of postal fee required]
- 4.2. The certificates are printed on A4 size (21cm x 29.5cm) 100g/m² quality paper, each weighing 6.5g. 100 certificates is about 15mm thick.
- 4.3. **Size of the padded envelope(s):** It should not be less than 30cm x 38cm. Each envelope can carry a maximum of 146 certificates.
- 4.4. HKCHF needs around 6 weeks to process applications and pack the certificates.
- 4.5. **Postal fee required:** weight of **the padded envelope** plus the **total weight of certificate(s)** applied for. Please refer to the table below:

Weight	51-100g	101-150g	151-200g	201-250g	251-500g	501-1000g	Remarks
A bubble-padded envelope + certificate(s)	Less than 8	9-15	16-23	24-30	31-70	71-146	147 certificates or above
Value of Stamps	\$3.00	\$3.70	\$4.00	\$4.40	\$8.20	\$16.40	Please send representative to collect or refer to #

If schools apply for 147 or more certificates, they should send more than one self-addressed and padded envelopes. The first envelope should be stuck with \$16.40 worth of stamps. Since each envelope can carry a maximum of 146 certificates, the following envelope(s) that carry 146 certificates should also be stuck with \$16.40 worth of stamps. Please check out the postal fee required for the last envelope by referring to the table above.

Example: A school applies for 503 certificates. A total of 4 padded and self-addressed envelopes are required. Three envelopes should be stuck with stamps valued at \$16.40 and the last envelope should be stuck with stamps valued at \$8.20. [146x3+65=503]

5. To contact the HKCHF, please send e-mail to spfas@childhealthhongkong.com or fax to 2886 3166 or call 8208 0727.

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Our school wishes to apply for certificates for students who have met the requirements for respective awards of the PFAS. Details are as follows:

|                 | <u>Age</u>       | <u>Gold Level</u> | <u>Silver Level</u> | <u>Bronze Level</u> |
|-----------------|------------------|-------------------|---------------------|---------------------|
| <b>*Primary</b> | <b>Secondary</b> |                   |                     |                     |
| * Delete        | *6 / 12          | _____             | _____               | _____               |
| wherever NOT    | *7 / 13          | _____             | _____               | _____               |
| applicable      | *8 / 14          | _____             | _____               | _____               |
|                 | *9 / 15          | _____             | _____               | _____               |
|                 | *10 / 16         | _____             | _____               | _____               |
|                 | *11 / 17         | _____             | _____               | _____               |
|                 | *12 / 18         | _____             | _____               | _____               |
|                 | Sub-total No.:   | =====             | =====               | =====               |

Total No. of Gold, Silver and Bronze level certificates: \_\_\_\_\_

Signature of School Head :

Name of School Head :

\_\_\_\_\_  
School Chop

Date :

**Primary/Secondary School Physical Fitness Award Scheme (SPFAS) 2004/2005**

(Application for the Hong Kong Childhealth Foundation Sports Grant)

*(If your school has participated in the above Scheme for more than one year, you can apply for the Sports Grant up to HK\$5,000).*

Hong Kong Childhealth Foundation reserves the right to choose which schools to award such Grant and how much to award.

School Code Number : \_\_\_\_\_ (Please refer to the EMB 6 digital Registration No.)  
 School Name (In English) : \_\_\_\_\_  
 學校名稱(中文) : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Teacher i/c : Mr. / Ms. \_\_\_\_\_ (先生/女士)  
 Tel. No. :\* \_\_\_\_\_ Fax No. :\* \_\_\_\_\_ E-mail :\* \_\_\_\_\_

1. Please '✓' in the appropriate box

☐ Our School has not applied for the Sports Grant before

☐ Our school has applied for the Sports Grant unsuccessfully in the following year(s)

Year \_\_\_\_\_ Year \_\_\_\_\_

☐ Our School has applied for the Sports Grant successfully in the following year(s)

| <u>Year</u> | <u>Description</u> | <u>Amount(\$)</u> |
|-------------|--------------------|-------------------|
| _____       | _____              | _____             |
| _____       | _____              | _____             |
| _____       | _____              | _____             |

2. The Sports Grant would be used to purchase the following physical fitness equipment:

| <u>Description</u> | <u>Amount(\$)</u> |
|--------------------|-------------------|
| _____              | _____             |
| _____              | _____             |
| _____              | _____             |

3. No. of participants and badges/certificates granted in the past years:

| <u>Year</u> | <u>Total No. of</u> | <u>Participants</u> | <u>Gold Level</u> | <u>Silver Level</u> | <u>Bronze Level</u> |
|-------------|---------------------|---------------------|-------------------|---------------------|---------------------|
| 2000 / 2001 | _____               | _____               | _____             | _____               | _____               |
| 2001 / 2002 | _____               | _____               | _____             | _____               | _____               |
| 2002 / 2003 | _____               | _____               | _____             | _____               | _____               |
| 2003 / 2004 | _____               | _____               | _____             | _____               | _____               |
| 2004 / 2005 | _____               | _____               | _____             | _____               | _____               |

Signature of School Head :

Name of School Head :

\_\_\_\_\_  
School Chop

Date :