

KWOON CHUNG MOTORS COMPANY LIMITED

Add: 3/F, 8 CHONG FU ROAD, CHAI WAN, HONG KONG | (Effective from mid-July 2026: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Rd, Kwai Chung)
Tel: (852) 3193 9380 Website: <https://school.kcm.com.hk/kellett/> Email: kellett@kcm.com.hk

KELLETT SCHOOL (POKFULAM CAMPUS) SCHOOL BUS SERVICE INFORMATION [2026-2027]



KWOON CHUNG MOTORS CO. LTD. of 3rd Floor, 8 Chong Fu Road, Chai Wan, Hong Kong [Effective from mid-July 2026 - Office Address change to: 22/F, Tower 2, Ever Gain Plaza, 88 Container Port Road, Kwai Chung] (Tel: 3193 9380 Email: kellett@kcm.com.hk Website: <https://school.kcm.com.hk/kellett/>) will provide school bus service for the **Kellett School (Pokfulam Campus)** students for the **2026-2027** school year.

BUS SCHEDULE

The school bus routes are timed to fit the school schedule. All bus schedule and time will be finalized before the opening of school year and fixed for one academic year.

BUS ESCORT

For reasons of safety it has been the practice to have a bus escort on the bus. The cost of bus escort is included in the bus fees.

SEAT BELT

For safety purposes, children are required to put on a seat belt when they are riding on the bus. We would be grateful if parents would remind their children regularly about the importance of wearing a seat belt.

INSURANCE

Parents are advised that all school buses of Kwoon Chung Motors Co. Ltd. have insurance coverage and in accordance with the law of Hong Kong Government's Transport Department.

PAYMENT

The fee is calculated on a **10.5-month basis** commencing from mid-August to June next year, from 1st day of each calendar month. No day/week/half month fee will be calculated. Failure to settle the bus fee may result in suspension of bus service.

The invoice for the School Bus Fee will be issued upon application submitted and should be settled by the invoice due date.

Instalment	Payment Period	Bus Fee		Payment to be made
		Round Trip	Single trip	
Whole Year	Mid Aug 2026 to Jun 2027 (10.5 months)	HK\$22,050	HK\$14,700	In Jun/Jul 2026
1 st Term	Mid Aug 2026 to Jan 2027 (5.5 months)	HK\$11,550	HK\$7,700	In Jun/Jul 2026
2 nd Term	Feb to Jun 2027 (5 months)	HK\$10,500	HK\$7,000	In Nov/Dec 2026

Individual bus card will be issued and mailed to the residential address submitted online. Any replacement of bus card will be incurred HK\$70/per card.

IMPORTANT NOTES

- Once student has signed up to the service, **it constitutes a continuous 10.5-month contract of the bus service for the entire academic year.** Subsequently, no selective month(s) of usage will be allowed.
- Joining the service** after the school year/term has been started for new joiner is possible, subject to seat/stop availability. Bus fees will be calculated on a monthly pro-rata basis from 1st of each calendar month, except for August.

e.g. Joining the service from the 9th of Oct, bus fee will be calculated from 1st Oct, with the remaining months of the term/whole year.



More IMPORTANT NOTES in the next page

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IMPORTANT NOTES (Con't)

3. Re-joining the service after the cancellation/refund of service within this academic year is possible, subject to seat/stop availability and the settlement of the period (month(s)) of the service being cancelled/refunded. Bus fees will be calculated on a monthly pro-rata basis, including the month of cancelled/refunded service till the remaining term(s)/month(s) of the school year, from 1st of each calendar month, except for August.

e.g. The service was cancelled/refunded from 1st of Nov and re-joining the service from 1st of Feb, bus fee will be calculated from 1st Dec, with the remaining months of the term/whole year.



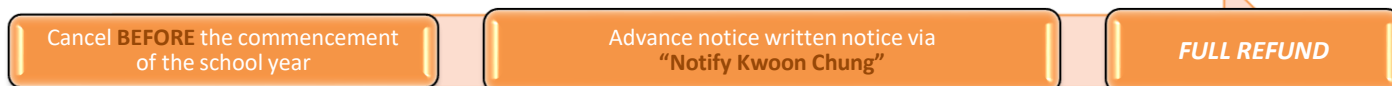
4. Bus fee will be levied as normal and/or no refund will be made if:-

- student/parent chose not to take the bus at any enrolled trip on any day(s)/date(s);
- any day(s) with Red/Black Rainstorm or Typhoon no. 3/8 or above is hoisted;
- no school for students according to school policy or HKSAR Education Bureau (EDB) announcement on school closure;
- any selective month(s) of the service throughout the academic year, unless complete cancellation of the service.

CANCELLATION/REFUND POLICY

CANCELLATION
POLICY

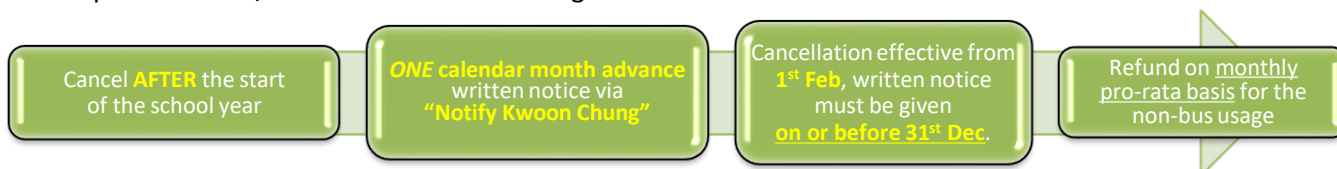
- ✧ For cancellation before the commencement of the school year, full refund will be provided if advance notice was made in “Notify Kwoon Chung” after login to the registration system



- ✧ For cancellation after the commencement of the school year, parents must input in “Notify Kwoon Chung” after login to the registration system with ONE calendar month in advance, starting from the 1st day of a calendar month, in advance of the effective date of termination of service.

e.g. For cancellation effective from 1st Feb, written notice must be given on or before 31st Dec.

- ✧ Refund, on a monthly pro-rata basis, is allowed for cancellation of the bus service. Refund can only be given for a complete month's/installment's non-bus usage.



- ✧ No refund is available as point # 4 stated under “Important Notes” above.

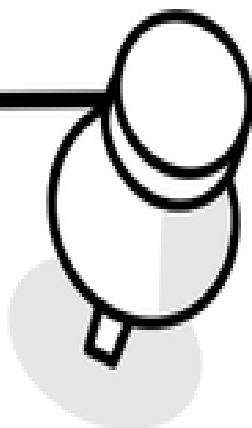
Refund timeline:

Clearance for the Whole Year/Term 1 will begin in February, with refunds completed by end of May.

Clearance for Term 2 will begin in July, with refunds completed by end of November.

Refund will be processed during the term period, except in cases where a large number of refunds are required (e.g. prolonged school closure announced by HKSAR EDB.)

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BUS POLICY

1. Bus schedules are tentative and subject to change according to applications. KCM reserves the right to cancel any route if applications are insufficient.
2. This transportation service will **NOT** be a door-to-door one, but safe and convenient stops would be assigned to parents.
3. All students/parents/helpers are required to be at the stop at least **FIVE minutes** prior to the schedule time. Out of respect for other students, bus will NOT wait for late arrival.
4. While bus registration is open for the whole academic year, all routings, no. or size of the buses to be used for each route will be fixed, therefore, KCM is unable to guarantee availability of seats and stops after the application deadline.
5. Bus company will send SMS to the registered phone number if more than 15 mins delay or for any ad-hoc/emergency notice requiring immediate attention.
6. A bus card will be issued for students who enrolled for the service. Any replacement of bus card will be incurred HK\$70/per card.

7. **SCHEDULE TIME & PROCEDURES for handling situations when NO ADULT is present at the drop-off point**

For morning pickups: Students are expected to be ready at the designated stop FIVE minutes prior to the schedule time. Out of respect for others, school bus will NOT wait for any late arrivals.

For afterschool dismissals: All RCP, P1 and P2 students **MUST** be picked up by an authorized adult at the designated drop-off point. Parents of students in P3-P6 may provide consent to the bus company for their child to self-release at the designated stop. Parents or guardians should arrive at the designated stop FIVE minutes prior to the schedule time.

In the event of a delay by parents or guardians, the bus will NOT wait or will continue its route after a maximum waiting of five minutes, depending on traffic conditions. In such cases, the bus company will contact parents and ISF regarding alternative arrangements, which may include parents picking up their child(ren) at the end of the route, or at Kellett School or at KCM's office.

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BUS NOTE & NON-SCHOOL BUS RIDERS

1. For daily changes (e.g. not be traveling on the bus home, playdate etc.), please send bus note to Kellett School's bus coordinator via <https://kellettschool.myschoolportal.co.uk/page/335>
 - a. Student should be picked up by parents or helper or any guardian when get off the bus, except permission was given for their child to walk home unaccompanied.
 - b. Non-school bus riders who wish to take the school bus for visiting friends or when parents are away etc., are allowed by paying HK\$70 per single journey, subject to seat availability.

To arrange, please:

- register one-time via <http://school.kcm.com.hk/kellett> for school year 2026/2027,
- send bus note to Kellett School's bus coordinator via the web address above and
- email to kellett@kcm.com.hk every time when the service is required
- with **at least THREE working days in advance**.
- No payment is required, until the arrangement is confirmed. The bus company reserves the right not to offer any non-school bus riders using this service.

BUS RULES

- For Student's Code of Conduct and other details, please refer and login to transportation section via <https://kellettschool.myschoolportal.co.uk/page/336>