

CODE OF AID
FOR
SECONDARY SCHOOLS

(SEPTEMBER 1994)

CODE OF AID FOR SECONDARY SCHOOLS

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Purpose of the Code

I. INTRODUCTION

Interpretation

1. (a) This Code of Aid prescribes the rules and conditions in accordance with which the Government of the Hong Kong Special Administrative Region promotes education by means of grants to such secondary schools as may be approved for this purpose by the Permanent Secretary for Education and Manpower.
- (b) In this Code of Aid, "Government" means the Government of the Hong Kong Special Administrative Region; "Permanent Secretary" means the Permanent Secretary for Education and Manpower.

Permanent Secretary may delegate powers

2. (a) A Deputy Secretary for Education and Manpower may exercise any function of the Permanent Secretary under this Code of Aid.
- (b) The Permanent Secretary may authorise any officer of the Education and Manpower Bureau to exercise any function of the Permanent Secretary under any provision of this Code of Aid.

Management of aided schools

3. A school in receipt of aid under the terms of this Code of Aid shall be managed and conducted in accordance with the provisions of the Education Ordinance and of subsidiary legislation made under that Ordinance, and in compliance with the provisions of this Code of Aid and such instructions concerning aided schools as the Permanent Secretary may from time to time issue. An administrative guide for aided schools is in Appendix 1.

Permanent Secretary may appoint additional managers

4. If it appears to the Permanent Secretary -
 - (a) that a school is not being managed satisfactorily or that the education of the pupils is not being promoted in a proper manner; or
 - (b) that the composition of the School Management Committee is such that the school is not likely to be managed satisfactorily, or is such that the education of the pupils is not likely to be promoted in a proper manner; or
 - (c) that for any reason a school has no manager,

he may appoint one or more persons to be additional managers of the school for such period as he thinks fit.

Minimum number of managers

5. The School Management Committee in receipt of aid under the terms of this Code of Aid shall consist of no less than five managers except in cases as approved by the Permanent Secretary.

Director of Audit and Commissioner Against Corruption to have right of access to records and accounts

6. As a condition of grant, the Director of Audit and Commissioner Against Corruption or any officer duly authorised by them may, if they consider it necessary in the public interest, have access to the records and accounts of a school in receipt of aid under the terms of this Code of Aid and to the records and accounts of any controlling or any other agencies to which money from the school is diverted which is directly or indirectly involved with the expenditure of public money, or special funds established for educational development out of income of such a school derived otherwise than from Government grants. In this connection, the staff of a school or of any controlling or any other agencies to which money from the school is diverted will be obliged to explain to the Director of Audit and Commissioner Against Corruption or to their authorised representatives, any matter relating to the receipt, expenditure or custody of money for which the school or any controlling or any other agencies to which money from the school is diverted or both are accountable in the public interest.

II. GRANT OF AID

Government aid and fees to be calculated so as to enable schools to provide education of an acceptable standard

7. The kinds of grant necessary to cover the normal expenditure of a school shall be calculated in such a way that such grants together with the income from tuition fees, normally the standard fees, should in general be sufficient to enable an aided school to provide education of a standard acceptable to the Permanent Secretary, subject to the provisions of this Code of Aid.

Grants of specified kinds

8. Aid to schools may consist of one or more of the following grants -

- (a) Recurrent Grants :
 - (i) Salaries Grant
 - (ii) Operating Expenses Block Grant
 - (iii) Composite Furniture and Equipment Grant
 - (iv) Rent and Rates Grant
 - (v) Passages Grant
- (b) Non-recurrent and Capital Grants
- (c) Non-recurrent Grants for curriculum development

Permanent Secretary to determine grants

9. (a) The Permanent Secretary shall, after making such inquiries as he considers necessary, determine to which schools grants are to be made, and shall determine the kind and amount of grant to be made to each such school.
- (b) The Permanent Secretary may withdraw a grant wholly or in part if he is satisfied that the school to which the grant was made is no longer in need of such grant or part of such grant.

Powers of the Permanent Secretary to reduce or withdraw grants

10. (a) The Permanent Secretary may, if it appears to him that the School Management Committee is not managing the school satisfactorily, or that the education of the pupils is not being promoted in a proper manner, or that the class structure is not being organised in such a

manner as may be determined by the Permanent Secretary from time to time in accordance with Section 12(b) below, reduce or withdraw any grant made to such school, the Permanent Secretary shall cause a notice in writing to be served on the School Management Committee, setting out the grounds on which it appears to him that the school is not being managed satisfactorily, or that the education of the pupils is not being promoted in a proper manner or that the class structure is not being organised in accordance with Section 12(b) below; and giving formal warning that consideration is being given to reduction or withdrawal of grant.

- (b) If, after a period of three months from the date of the notice specified in (a), the Permanent Secretary is satisfied that the School Management Committee is not managing the school satisfactorily, or that the education of the pupils is not being promoted in a proper manner, or that the class structure is not being organised in accordance with section 12(b) below, he shall cause a notice in writing to be served on the School Management Committee, stating his intention to reduce or withdraw the grant at the termination of a period of three months from the date of such notice.
- (c) Notwithstanding (a) and (b) above, the Permanent Secretary may, in cases where he is satisfied that there has been serious financial irregularity, reduce or withdraw any grant as he deems fit. The Permanent Secretary may require the School Management Committee to refund to the Government all building, special expenditure or recurrent grants received, or an equitable proportion of such grants as assessed by the Government.

Grants to be refunded in certain circumstances

- 11. (a) If The School Management Committee wishes to cease to manage and conduct the school under the terms of this Code of Aid, it shall give to the Permanent Secretary three months' notice in writing of such intention, and may be required on the termination of such three months' notice, to refund to Government all Recurrent and Non-recurrent Grants or an equitable proportion of such grants as assessed by the Government.
- (b) The Permanent Secretary may, if for any reason a school ceases to be granted aid under the terms of this Code of Aid, require the School Management Committee to refund to the Government all Recurrent and Non-recurrent Grants received, or an equitable proportion of such grants as assessed by the Government.

Permanent Secretary to approve expansion

- 12. (a) No additional aid shall be granted in respect of the expansion of an aided school, unless such expansion has received the approval of the Permanent Secretary in writing.
- (b) The class structure of the school shall be such as may be determined by the Permanent Secretary from time to time in the light of public interest and with due regard to the accommodation and facilities available in the school and after full consultation with the School Management Committee.

Permanent Secretary may allow subscriptions to be charged

- 13. (a) The Permanent Secretary may permit a school to charge subscriptions for expenditure on school and educational needs. The amount of such subscriptions in each school shall be subject to the approval of the Permanent Secretary after consideration of the level of

subscriptions pertaining in aided schools generally and the particular circumstances of the school.

- (b) No subscriptions should be charged in Secondary 1 - 3 as a result of the implementation of free junior secondary education.
- (c) A school may not transfer income arising from subscriptions to any other body, or to a fund separately kept by the sponsoring body for educational development or any other purpose, unless such transfer has been approved by the Permanent Secretary and his approval notified in writing.
- (d) Schools are given the discretion to collect fines, charges and fees for specific purposes as may be determined by the Permanent Secretary from time to time. Any other collections will still require separate approval of the Permanent Secretary.

Income to be used for provision of facilities in the school

- 14. Schools are given the discretion to use the subscriptions (Tong Fai) account to meet educational and school needs. The School Management Committee should consider requiring the school to draw up a list of items to be charged to the subscriptions (Tong Fai) account and providing procedural guides for their school to use the funds.

Acceptance of donations

- 15. (a) The acceptance of donations by schools should be approved by the School Management Committee. Prior approval from the Permanent Secretary is required only when the donations may incur additional recurrent government expenditure or school funds. All such income must be properly reflected in the subscriptions account.
- (b) The School Management Committee should note that before donations are accepted, it must be fully satisfied that there is no connection between the donation and any pupil's standing or possible future standing in the school and that offers of donations from commercial concerns cannot be interpreted in any way as inducements.

Other income to be taken into account

- 16. Where an aided school lets any part or all of its premises for any purposes, the rental or profit so received shall be credited to the school's accounts in such proportion as the Permanent Secretary may determine.

Recurrent Grants

Salaries Grant to cover approved salaries less tuition fees

- 17. (a) The approved Salaries Grant will be paid monthly and will consist of the approved salaries for all teaching staff, laboratory technicians, and workshop teachers employed in accordance with the terms of this Code of Aid less the income from approved tuition fees. To reconcile the grants already paid out with the actual approved expenditure, adjustment of over or under payment may be made from time to time, but the final adjustment for the accounting year, or the financial year as the case may be, will be made after the submission of audited annual accounts.
- (b) The School Management Committee shall be responsible for the arrangement of rectifying any overpayment or underpayment of salaries with the teachers concerned.

- (c) The payment of Salaries Grant in respect of staff provided for a particular purpose will be dependent on the effective carrying-out of that purpose.

Permanent Secretary to approve fees

18. The tuition fees charged in a school which is in receipt of aid under the terms of this Code of Aid, shall be subject to approval by the Permanent Secretary. Standard fees to be charged by all types of aided secondary schools will be announced by circular.

Method of payment of fees

19. Unless otherwise permitted in writing by the Permanent Secretary, the tuition fees shall be collected in ten equal instalments payable on or after the first school day of each of the months from September to June inclusive. However, Supervisors may, if they wish, require payment of the September instalment not earlier than 1 August.

Fee remission

20. If senior secondary students submit eligibility certificates issued by the Student Financial Assistance Agency and apply for fee remission, the Principal is advised to effect their entitlement in accordance with the level of assistance as indicated in their respective eligibility certificates and maintain a register of such remissions.

Approved Establishment

21. Approved establishments for teachers and other staff are shown in Appendix 2.

Approved salary scales and allowances

22. Grant for salaries and allowances will be allowed at the rates laid down in Appendix 3 or as otherwise approved by the Permanent Secretary.

Date of commencement and of cessation of salaries of teaching staff

23. Salaries of all staff shall normally commence from the date of assumption of full duties, and shall normally cease immediately after the last day of performance of full duties, except as provided for in Appendices 8 and 10.

Increments may be granted or withheld

24. (a) Increments in salary for staff will normally be given by the School Management Committee when they fall due. Increments for part-time teachers will be based on the due proportion of the full-time scale, and will be given on an annual basis when they fall due.
- (b) When it appears to the School Management Committee in receipt of aid under the terms of this Code of Aid, that the service of a member of the staff has been unsatisfactory, the School Management Committee may, subject to approval by the Permanent Secretary, withhold an annual increment. In such case the School Management Committee shall notify the Permanent Secretary in writing of its intention to withhold the increment and its reasons for so doing and shall notify the member of staff in writing of its intention to withhold the increment. Such notification to the Permanent Secretary and to the member of staff shall normally be given three months before the incremental date.

Permanent Secretary may specify recognised experience for incremental credit on appointment

25. On appointment to an aided school, a teacher shall receive incremental credit for full-time or part-time previous teaching experience on the basis of one increment for each year of full-time service or the equivalent in aggregated part-time service in -
- (a) a government school,
 - (b) an aided school,
 - (c) an assisted private school on or after 1 January 1966, or
 - (d) a private school offering formal curriculum on or after 1 September 1971.

Service in assisted private schools prior to 1 January 1966 and in private schools offering formal curriculum prior to 1 September 1971 shall be credited on the basis of one increment for two years full time service or the equivalent in an aggregated part-time service. Only post-qualification experience which is supported by documentary evidence and acceptable to the Permanent Secretary shall be counted for the purpose of increments. Service in schools outside Hong Kong shall be assessed for the purpose of increments at the discretion of the Permanent Secretary.

Sick/maternity/special tuberculosis leave and paid leave as jurors or when required to appear in court as witnesses

26. In respect of teachers and laboratory technicians, the School Management Committee may grant -
- (a) in accordance with the conditions specified in Appendices 11 and 12, the following types of leave-
 - (i) sick leave (paid and no-pay);
 - (ii) maternity leave (paid and no-pay); and
 - (iii) special tuberculosis leave (paid and no-pay);and
 - (b) paid leave to those selected to serve as jurors and those required to appear in court as witnesses.

Permanent Secretary may approve paid study leave to teachers

27. (a) A teacher in an aided school who is selected by the Permanent Secretary for a course of training may continue to receive full salary for the approved period of study leave.
- (b) A teacher in an aided school attending such other course as the Permanent Secretary may have approved may receive, for the approved period of study leave, full salary or such proportion of full salary as the Permanent Secretary may determine. No application for paid study leave will be considered unless the prior approval of the Permanent Secretary has been obtained for the teacher to attend the course.

Leave that requires prior approval of Permanent Secretary

28. (a) Prior approval of the Permanent Secretary is required in respect of the following types of leave to teachers -
- (i) no-pay leave other than no-pay sick/maternity/special tuberculosis leave;
 - (ii) study leave other than that provided under Section 27, or which has not been endorsed by the Permanent Secretary in advance; and

- (iii) any other kinds of leave not specified in this Code of Aid.
- (b) The Permanent Secretary may approve the grant of no-pay leave under (a)(i) above to a teacher recommended for such leave by the School Management Committee. Such no-pay leave shall not be counted for the purpose of increments.
- (c) When the last day of such no-pay leave is followed by a Sunday or a gazetted public holiday, such Sunday or gazetted public holiday will be regarded as an extension of the period of no-pay leave.
- (d) When the last day of such no-pay leave is followed by the major school holidays, i.e. Christmas, Chinese New Year, Easter and Summer Vacation, payment of salary will resume on the day the teacher reports to school for duty, provided that it is neither a Sunday nor a gazetted public holiday.
- (e) When the last day of such no-pay leave is followed by a school holiday, other than the major school holidays, payment of salary will resume on the day following the last day of such no-pay leave provided that it is neither a Sunday nor a gazetted public holiday.
- (f) Where, however, no-pay leave has been granted as no-pay maternity, sick, or special tuberculosis leave, payment of salary will resume on the day following the last day of such no-pay leave, notwithstanding that the day following the last day of such no-pay leave may be a Sunday or a gazetted public holiday.

Special leave

29. (a) Normally special leave with pay will not be granted to teachers on account of personal affairs during the term. However, in exceptional cases, the School Management Committee may, grant special leave with pay for a maximum of 2 days per academic year to teachers on grounds of urgent private affairs of grave importance.
- (b) The School Management Committee may also grant paid leave of not more than 14 days to any teacher for each academic year to represent Hong Kong in national or international events such as the Asian Games and the Olympic Games. Such paid leave may also be granted to teachers invited to attend conference or seminars in connection with education or participate in training and camping exercises of Civil Aid Service, Auxiliary Medical Service or Auxiliary Police Force. Sufficient grounds and justifications should be produced to support the grant of paid leave.

Permanent Secretary may approve the grant of paid leave to Principal

30. The Permanent Secretary may approve the grant of paid study leave or leave for other specially approved purposes to the Principal of an aided school.

Full pay annual leave for laboratory technicians

31. Laboratory technicians will be granted full pay leave on an annual basis as provided for in Appendix 13. Such leave shall be taken during the major school holidays, subject to mutual agreement between the school and the laboratory technician. No replacement will be granted for the laboratory technician on such leave.

Endorsement of records of leave granted and inspection of leave records

32. (a) Records of leave that the School Management Committee may grant to teachers shall be submitted by batches in February and August each year to the Permanent Secretary, who will signify his approval to the leave by endorsing the relevant leave records, provided that he is satisfied that the School Management Committee has considered each leave application with supporting documents in accordance with the conditions provided in this Code, the Employment Ordinance and the instruction he may from time to time issue.
- (b) Records of leave granted to non-teaching staff should be endorsed by the Supervisor on a half-yearly basis.
- (c) Schools should keep the leave records of their teaching and non-teaching staff up-to-date. These records shall be available for inspection by officers authorised by the Permanent Secretary as and when required.

Employment of supply teachers

33. (a) The Principal may, on behalf of the School Management Committee, employ supply teachers on a daily basis to substitute for teachers who are absent on approved leave for three consecutive calendar days or more and claim reimbursement of salaries. Application for reimbursement of the salaries of supply teachers shall be made in a prescribed form.
- (b) Such a supply teacher shall be of the same grade as, or of a lower grade than, the teacher for whom he is substituting; except that a non-graduate may be engaged to replace an unqualified teacher. A supply teacher is normally paid on fixed daily rates as the Permanent Secretary may determine.
- (c) For the purpose of this section, teaching staff shall include laboratory technicians. Supply laboratory technicians shall be paid the daily rate of a non-graduate teacher, if they hold an approved Laboratory Technician Certificate or equivalent, otherwise the daily rate of an unqualified teacher shall be paid.
- (d) Service as supply teaching or non-teaching staff on a daily basis shall not be counted for the purpose of increments or regarded as service for any other purposes.

Employment of temporary replacements

34. (a) The School Management Committee may approve the employment of temporary replacements on monthly terms of the appropriate grade for Principals, teaching staff and laboratory technicians who have been granted maternity leave, paid sick leave, paid study leave or no-pay leave for a period not less than 90 days.
- (b) A temporary replacement on monthly terms may also be approved to fill a vacant teaching post in circumstances where it appears to the Permanent Secretary that the appointment of a supply teacher under the terms of Section 33 of this Code of Aid would be inappropriate.

Appointment of administrative and janitor staff

35. (a) The School Management Committee shall be responsible for the appointment, dismissal, salaries and terms of service of administrative and janitor staff, and the salaries of these non-teaching staff shall be paid out of the Administration Grant. The basis of calculation of the Grant is stated in Appendix 14 Attachment A.

- (b) The School Management Committee shall notify the Permanent Secretary promptly of the change of administrative or janitor staff and specify the effective date.

Recurrent block grant to cover operating expenses

36. (a) Schools will be provided with the Operating Expenses Block Grant to meet their operating expenses. The Grant consists of various non-salary recurrent grants except those items of expenditure which are disbursed on an actual claim or reimbursement basis. It comprises a General Domain and a Special Domain. Schools are free to set flexibly the allocations for each constituent grant under the General Domain, but funds in the Special Domain can only be used for the specified purposes. Surplus of the General Domain can be used to top up expenditure on Special Domain items and items chargeable to other government subsidies outside the Grant. The rates of the Grant will be adjusted annually in accordance with the movement of the Composite Consumer Price Index. Schools are allowed to retain unspent funds up to 12 months' provision of the Grant. Given the funding flexibility provided under the Grant, schools are required to put in place formal procedures for financial planning, monitoring and evaluation of results. Details of the Grant are set out in Appendix 14.

Recurrent block grant to cover furniture and equipment items

37. (a) The Composite Furniture and Equipment Grant is a recurrent grant for purchasing furniture and equipment items to meet the needs of schools and students. The Grant also covers maintenance/repairs fees for furniture and equipment items and insurance premium for non-standard furniture and equipment items for school portions. It will be disbursed to schools in a single payment annually before the commencement of each school year on a per-class-per-annum basis and will be adjusted annually in accordance with the movement of the Composite Consumer Price Index. A new school will be paid the Grant in full three years after the commencement of its operation and when the Education and Manpower Bureau has approved the closure of its Set-up Fund (New Grant) Account.
- (b) A school can retain surplus up to five times of the provision of the prevailing level of the Grant. Details of the Grant are set out at Appendix 15.

Permanent Secretary may approve reimbursement of rent and rates

38. The Permanent Secretary may approve reimbursement of rent, government rent and rates actually paid for school purposes except for government rent and rates for the area of the school tuckshop.

Passages for teachers on overseas terms

39. Grants for passages for teachers employed on overseas terms shall be paid in accordance with the provisions of Appendix 10.

Non-Recurrent & Capital Grants

Permanent Secretary may approve non-recurrent and capital grants

40. The Permanent Secretary may approve grants in respect of items such as major repairs and furniture and equipment requirements not covered by Composite Furniture and Equipment Grant. The grant shall be based on the approved tendered cost or actual cost, whichever is the less.

Permanent Secretary may approve capital grant in respect of a new school

41. The Permanent Secretary may approve capital grant for buildings, furniture and equipment in respect of a new school, or of extension to or reprovisioning of an existing school, administered under the terms of this Code of Aid.

42. Procedures in respect of Sections 40 and 41 of this Code of Aid are shown in Appendices 16, 17 and 18.

Insurance

43. (a) The Government shall carry the risk of damage or loss to the school premises of an aided school including furniture and equipment caused by fire, natural disasters such as typhoons, earthquakes, flooding, etc. and other perils such as an aircraft crash, explosion, impact by any road vehicle, sprinkler leakage or bursting or overflowing of water tanks, apparatus and pipes, riots or malicious acts of any person, and damage caused by construction or excavation work by a third party adjacent to the school or in its vicinity; loss of standard items by theft and burglary; and loss of cash (government funds only) in transit. Details concerning the procedures for assessment and settlement of claims for damage, destruction or loss of standard items in the cases mentioned above and related security measures are set out in Appendix 20. However, schools should themselves decide whether to take out insurance for non-school portions and buildings and above-standard or non-standard items of furniture and equipment purchased out of their own funds, and the premiums shall be met from schools' own funds. For above-standard or non-standard items of furniture and equipment for school portions acquired out of the Composite Furniture and Equipment Grant, the premiums for the insurance can be charged to the Grant.
- (b) The Government shall take out insurance for public liabilities and employees' compensation as required by the Employees' Compensation Ordinance on behalf of all aided schools under a Block Insurance Policy. However, staff members whose salaries are not subvented by the Education and Manpower Bureau are not covered by the employees' compensation insurance of the Block Insurance Policy. Schools should arrange their own insurance to cover this type of staff, if any.
- (c) In addition to (b) above, the Block Insurance Policy includes a section on group personal accident insurance for students, which provides a nominal benefit to students who suffer from Accidental Death or Permanent Disablement whilst participating in any school activities.
- (d) Schools may, on behalf of parents, arrange a separate additional cover for group personal accidents of students with any insurance company, if necessary. However, parents should be given full discretion in accepting the arrangement, if any. In addition, the group personal accident insurance under the Block Insurance Policy should not be seen as a comprehensive personal insurance coverage for students. If parents wish to have a comprehensive personal insurance coverage for their children, they may acquire it separately at their own costs from any insurance company.

III. ADMINISTRATION OF AIDED SCHOOLS

Permanent Secretary to regulate admission of pupils

44. Admission and allocation of place to aided secondary schools shall be regulated as the Permanent Secretary may determine, and as shown in Appendix 1.

Permanent Secretary to regulate suspension and expulsion of pupils

45. Suspension and expulsion of pupils from an aided school shall be regulated as the Permanent Secretary may determine, and as shown in Appendix 1.

Permanent Secretary to prescribe the rate of repetition

46. The Permanent Secretary may after consultation with the schools councils from time to time prescribe a maximum rate of repetition either generally or at particular education levels.

Schools to accept teaching practice arrangements

47. Schools should co-operate, whenever possible, in the training of teachers by accepting for teaching practice student teachers under-going training in the Hong Kong Institute of Education and the local universities. Consultation with the institutions concerned should be arranged prior to the placement of student teachers.

Use of school premises

48. (a) The premises of an aided school shall be used only for the approved activities of such school, except as may be permitted in writing by the Permanent Secretary.
- (b) Classrooms and ancillary facilities should be made available at the request of the Permanent Secretary for the operation of evening courses run by non-profit-making school operators commissioned by the Education and Manpower Bureau. In making his requests, the Permanent Secretary will take into consideration any special difficulties and existing commitments, and will fully consult the school authorities concerned. In this connection, schools concerned may charge appropriate remuneration in respect of hire charges and electricity charges.

Permanent Secretary to be notified of appointment and dismissal of staff

49. (a) Appointment and dismissal of staff shall be in accordance with regulations 76, 77 and 78 of the Education Regulations, in conformity with this Code of Aid and in accordance with such instructions as the Permanent Secretary may from time to time issue.
- (b) All appointments, resignations and dismissal shall be promptly notified to the Permanent Secretary. Such notification shall be in writing, stating the effective dates and indicating, where applicable, the period of notice given. Schools should issue to staff leaving the employment a document certifying the particulars of his/her employment including, wherever applicable, the monthly salary, salary point, incremental date and leave balance.
- (c) For the purpose of processing applications from teachers for withdrawal of provident fund, the School Management Committee shall also inform the Permanent Secretary when a teacher -
- (i) is compulsorily retired, or dismissed or the contract is terminated (on completion or otherwise); or
- (ii) retires voluntarily, resigns, or terminates the contract (on completion or otherwise), in order to avoid compulsory retirement, dismissal, or contract termination, on account of professional misconduct or being convicted of an offence.

Appointment of teaching staff

50. (a) The School Management Committee may approve the appointment of staff paid out of the Salaries Grant in accordance with the provisions of this Code of Aid and any requirements the Permanent Secretary may determine, except for the following staff whose appointment shall be subject to the approval of the Permanent Secretary -

- (i) Principal;
 - (ii) direct appointment of teachers to promotion ranks;
 - (iii) teachers on overseas terms;
 - (iv) unqualified teachers;
 - (v) teachers above the age of sixty; and
 - (vi) temporary Native-speaking English Teachers.
- (b) The Principal shall check the eligibility of a person for appointment as a teacher in accordance with the requirements of this Code of Aid and any instructions the Permanent Secretary may from time to time issue. Schools shall be responsible for assessing the salaries of staff. The Principal shall verify the salary assessment and inform the Permanent Secretary of the salary particulars of staff paid out of the Salaries Grant in a prescribed form for grant purposes.

Teachers and other staff to be medically examined

51. (a) All teachers (other than supply teachers), workshop teachers, and laboratory technicians shall, before appointment, undergo a medical examination including a chest X-ray examination by a registered medical practitioner.
- (b) Serving registered teacher on transfer from one aided school to another without break of service will not be required to attend an X-ray examination or present a medical certificate on appointment.
- (c) The School Management Committee may exempt the following employees from pre-employment X-ray examination -
- (i) Staff members who can show that they have undergone a chest X-ray examination not more than twelve months before their dates of appointment. The X-ray should not show signs of active tuberculosis.
 - (ii) Staff members in possession of a certificate from a registered medical practitioner, confirming that they are pregnant. Exemption granted to staff in this category will continue until the end of their subsequent maternity leave, at which time they should be instructed to make their own arrangements for X-ray examination.
- (d) The purpose of the above examinations is not to discriminate against any employee or job applicant with a disability. Employers are advised to note the relevant provisions of the Code of Practice on Employment issued by the Equal Opportunities Commission.

Principal to verify qualifications, experience and date of birth

52. (a) The Principal of an aided school shall inquire into, examine and verify the certificates and testimonials of an applicant for appointment as a teacher, and shall verify any previous experience claimed by such applicant, making reference for this purpose to the Principal of the school at which such applicant may last have been employed.
- (b) The Principal of an aided school shall verify the date of birth of any person employed as a teacher in such school, and shall require such person to produce for inspection the Hong Kong Identity Card, a birth certificate, statutory declaration or such other documents as may appear necessary for this purpose.

- (c) Schools shall keep all copies of certificates and testimonials, appointment forms and any other relevant documents in respect of all staff employed for inspection as and when required.

Qualifications of teachers, workshop teachers and laboratory technicians

53. Qualifications required for eligibility for employment in an aided school as a teacher, workshop teacher or laboratory technician, are shown in Appendices 4 and 5.

Preference to be given to persons possessing professional qualifications

54. The School Management Committee shall, in considering the appointment of teaching staff, seek to give preference to persons who, in addition to the minimum qualification for employment, possess a professional qualification in education.

Temporary employment of unqualified persons as teachers

55. (a) Subject to the approval of the Permanent Secretary, the Management Committee of an aided school may, if a qualified person is not available to fill a vacant teaching post, temporarily employ an unqualified person as a teacher. The salary for such an unqualified teacher shall be as shown in Appendix 3.
- (b) Notwithstanding (a), no person shall be employed to teach in a workshop unless qualified to teach technical subjects.

Contract of service; letter of appointment

56. (a) A teacher shall, on appointment to an aided school, be furnished with a contract of service and, in addition, or alternatively, a letter of appointment. Such contract of service or letter of appointment shall be signed by the Supervisor of the school and shall be countersigned by the teacher on appointment.
- (b) Such contract of service or letter of appointment shall not be subject to annual renewal. Schools may make it clear in the contract that, subject to the agreement between the teacher concerned and the School Management Committee, the contract may be renewed at regular intervals.
- (c) Such contract of service or letter of appointment shall specify : -
- (i) the name of the school and of the employer, this being the School Management Committee or, if any school has only one manager, that manager;
 - (ii) the date from which the appointment is to have effect;
 - (iii) requirements, if any, relating to probation;
 - (iv) the conditions of service and, if applicable, any specific language proficiency requirements;
 - (v) the salary to be paid on commencement of the appointment, and any salary scale relating to the post including the annual incremental date;
 - (vi) whether such teacher is to contribute to a provident fund; and if so, what such contribution shall be;

- (vii) the entitlement of such teacher to paid sick leave or maternity leave;
- (viii) conditions of termination of appointment and the minimum period of notice of termination of the contract to be given by either party wishing to terminate such contract as specified under Section 58;
- (ix) the conditions relating to payment of salary on the resignation or dismissal of such teacher as specified under Section 58 and in the case of a teacher recruited overseas, conditions relating to recovery of cost of passage;
- (x) that such teacher shall act in accordance with the terms of the Education Ordinance and of subsidiary legislation made under that Ordinance, of this Code of Aid and of such instructions as the Permanent Secretary may from time to time issue regarding the conduct of aided schools.

Appointment to be initially on probation

57. A teacher on first appointment to an aided school shall serve a probationary period of two years, after which the employment of such teacher shall be permanent, subject to such provisions regarding termination of employment as may be contained in such teacher's contract of service or letter of appointment.

Termination of employment

58. (a) The employment of a teacher who is serving a period of probation shall be terminable by the giving of one month's notice either by the School Management Committee at which such teacher is employed, or by the teacher.
- (b) The employment of an unqualified teacher under the terms of Section 55 of this Code of Aid shall be terminable by the giving of one month's notice either by the School Management Committee or by the teacher, subject to such provisions regarding termination of employment as may be contained in such teacher's contract of service or letter of appointment.
- (c) The employment of a teacher who has satisfactorily completed a probationary period, shall be terminable by the giving of three months' notice in writing by the School Management Committee or by the teacher.
- (d) A teacher employed for a period of not less than two years as specified in a contract of service or letter of appointment shall, at least three months before the expiry of such specified period, inform the School Management Committee whether or not he wishes to seek a renewal of the contract of service. The School Management Committee shall similarly, at least three months before the expiry of such specified period, inform the teacher whether or not it intends to propose renewal of the contract of service relating to his employment.
- (e) A teacher who terminates his employment without having given such notice of intention so to terminate as may be required by the terms of this Code of Aid or of the contract of service or letter of appointment relating to his employment, shall be liable to pay one month's salary in lieu of notice to be credited to the school's Salaries Grant Account. Nevertheless, the School Management Committee may waive the said payment if the teacher's explanation is justified and inform the Permanent Secretary of such a waiver and the reasons thereof.

- (f) The School Management Committee may, subject to the provisions of the Employment Ordinance, suspend a teacher from his normal duties for a period of not exceeding 14 days under the following circumstances : -
- (i) in cases where criminal proceedings of a serious nature have been, or are likely to be instituted;
 - (ii) in cases where the teacher's serious misconduct is under investigation and it would be against the interest of the school for him to continue to teach in the classroom.

In case of (i), where the criminal proceedings are not concluded within 14 days, the period of suspension on half pay may be extended till the end of such proceedings. The School Management Committee may decide whether or not to suspend the teacher on half pay and such payment of salaries shall be subject to the approval of the Permanent Secretary.

- (g) The School Management Committee shall only dismiss a teacher for good and sufficient reasons (see Appendices 6 and 7). A teacher shall be liable to summary dismissal if it appears to the School Management Committee that he has been convicted of a criminal offence or has committed a grave breach of duty.

Retirement

59. (a) The Principal and any teacher shall retire at the end of the school year in which they reach the age of sixty.
- (b) Under exceptional circumstances, the Permanent Secretary may, on the recommendation of The School Management Committee and subject to the submission of a satisfactory medical certificate as to fitness, permit the Principal and any teacher to continue in service for a period of one school year after the end of that in which he reaches the age of sixty, and for further periods each of one school year, up to the end of the school year in which he reaches the age of sixty five.

Promotion and regrading

60. (a) Except for promotion to the post of the Principal and direct entry to a promotion post which shall be subject to the approval of the Permanent Secretary, the School Management Committee may approve promotion of all staff members and regrading of non-graduate teachers to take up a post of the graduate grade in accordance with the provisions in this Code of Aid.
- (b) The School Management Committee is required to put in place fair and open procedures in processing all cases of promotion and regrading in compliance with any such instructions as the Permanent Secretary may from time to time issue. The Supervisor shall inform the Education and Manpower Bureau in a prescribed form of all cases of promotion and regrading.
61. The conditions under which teaching and other staff may become eligible for promotion to a higher rank of appointment are set out at Appendix 9. A teacher in service who becomes eligible for appointment to a higher grade by reason of the acquisition of further qualifications will be considered for appointment to the higher grade. However, a school may not exceed the overall entitlement in respect of grades and ranks of appointment as shown at Appendix 2.

Acting Appointments

62. The School Management Committee may, in accordance with the rules set out in Appendix 9, approve the appointment of full-time graduate teachers to fill vacant posts in the rank of senior Graduate Master/Mistress on an acting basis. Allowance for such acting appointment will be treated as salary for provident fund purposes.
63. The School Management Committee may also approve full-time regular teachers for acting appointments to approved functional posts when such posts are left vacant arising from approved leave or wastage. Acting allowance will only be granted if a teacher has taken up an acting appointment for 30 consecutive calendar days or more. The approved functional posts in aided secondary schools cover posts in the rank of Principal I, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress and Principal Assistant Master/Mistress. Arrangements for acting appointments and allowances are set out in Appendix 3. Such acting allowances will be treated as salary for provident fund purposes.

Outside Duties

64. (a) A teacher employed full-time in a school administered under the terms of this Code of Aid shall not engage in teaching or lecturing outside the school in which he is so employed, except with the prior approval of the Supervisor. Records of such approval should be kept by the school.
- (b) A teacher employed full-time in a school administered under the terms of this Code of Aid shall not engage in duties other than teaching or lecturing, under the provisions of sub-section (a) above, except with the prior approval of the Supervisor, who must be satisfied that such duties contribute to the public good and are not such as to interfere with the efficient performance of the teacher's normal duties.

Provident Fund

65. (a) A teacher who contributes to the Grant Schools Provident Fund or to the Subsidised Schools provident Fund is subject to the provisions of the Grant Schools Provident Fund Rules or the Subsidised Schools Provident Fund Rules made under the Education Ordinance. The benefits which a teacher-contributor may receive from the funds are briefly reproduced from the Rules in Appendix 19.
- (b) A teacher who does not contribute to the Grant Schools Provident Fund or to the Subsidised Schools Provident Fund, and who contributes to another provident or superannuation fund approved by the Permanent Secretary may on submission of original receipts in respect of his contributions to such funds, receive from the Government a donation in respect of 50% of his contributions to such funds or 5% of his basic salary in Hong Kong, whichever is the less.
- (c) Temporary teachers appointed for 60 days or more and new teachers over the age of 55 on first appointment are required to join the Mandatory Provident Fund scheme.
66. Unless specifically exempted under the Mandatory Provident Fund Scheme Ordinance or employed for less than 60 days, all non-teaching staff are required to contribute to a registered Mandatory Provident Fund scheme or a scheme registered under the Occupational Retirement Scheme Ordinance.

Supervisors to keep accounts

67. (a) The Supervisor of an aided school shall be responsible for keeping proper books of accounts, which shall comprise : -
- (i) cash book for government grants and cash book for school funds;
 - (ii) petty cash book for government funds and school funds;
 - (iii) attendance register and register of fees / subscriptions / other charges showing inter alia receipt number and amount of tuition fees and subscriptions and other charges, if any, against the name of each pupil;
 - (iv) revenue receipt counterfoil and Daily Collection Summary in respect of tuition fees, subscriptions, other charges and any other income;
 - (v) payment vouchers in respect of all expenditure;
 - (vi) a register of capital assets;
 - (vii) a register of non-recurrent grants - building; and a register of non-recurrent grants - furniture and equipment;
 - (viii) a general ledger and subsidiary ledgers showing accounts in respect of all items of recurrent income and expenditure;
 - (ix) provident fund records for individual staff;
 - (x) register of hire of school accommodation;
 - (xi) register of donations; and
 - (xii) stock and sales records for exercise books, stationery, etc., if necessary
- (b) All books of accounts, receipts, counterfoils, and vouchers shall at all reasonable times be available for inspection by the Permanent Secretary or officer authorised by him in that behalf. Records of a permanent nature, e.g., annual accounts, inventories, records of capital expenditure and Government non-recurrent subsidies, records in connection with school building funds/donations, etc., shall not be destroyed without the prior approval of the Permanent Secretary. However, the following records may be destroyed after a certain period of retention, as specified below : -
- (A) Minimum period of retention - 7 years :
Books of accounts, i.e., cash books, Ledgers, etc.
All types of vouchers, bank statements.
 - (B) Minimum period of retention - 2 years :
Quarterly returns (duplicates), Paysheets (duplicates),
Fees receipts / school attendance registers,
Register of hire of school accommodation.

Accounts for reprovisioning schools

- (c) Separate books of accounts should be kept for the phasing-out and the phasing-in schools under the reprovisioning programme.

Accounts not to include provision for depreciation

68. An aided school shall not make any provision in its accounts for depreciation. Expenditure in respect of a capital asset shall be debited to the relevant capital asset account and shall not be debited to an income and expenditure account.

Supervisor to be responsible for bank account

69. (a) The Supervisor of an aided school shall keep bank accounts in the name of the school, one of which accounts shall be kept solely in respect of moneys received from the Government.
- (b) All disbursements shall, as far as possible, be made by cheque, which shall be signed by the Supervisor and, where there are two or more registered managers, by one other registered manager in addition to the Supervisor.
- (c) The Supervisor may keep a reasonable cash balance as specified by the Permanent Secretary from time to time to meet small payments. Alternatively, a further account could be opened for this purpose with cheques signed by the Principal and the Deputy Principal of the school, duly authorised by the School Management Committee.

School funds to be kept separate

70. Tuition fees or subscriptions or other sums received by a school from the Government or other sources shall not, in any circumstances, be paid into a bank account kept in the name of the Supervisor or other person or persons, whether or not such person or persons are members of the School Management Committee or teaching staff, but shall be paid into the bank account maintained in the name of the school.

Submission of accounts

71. (a) The Permanent Secretary may require the Supervisor of an aided school to submit accounts at such times and in such manner as he may determine.
- (b) The accounts of an aided school shall, unless the Permanent Secretary in writing otherwise permits, be audited by certified public accountants/public accountants registered under the Professional Accountants Ordinance; and the audit fee shall be charged against the school's School and Class Grant Account.
- (c) The accounting year covered by the audited accounts shall be from the first day of September of one year to the thirty-first day of August of the next. Schools which are unable to prepare their annual accounts on this basis may apply in writing to the Permanent Secretary for following the traditional financial year basis.
- (d) For the purposes of this Code of Aid, the financial year shall be from the first day of April of one year to the thirty-first day of March of the next.

Permanent Secretary may withhold grant if accounts not submitted

72. The Permanent Secretary may, if a school fails to submit annual accounts or delays the submission of such accounts without reasonable cause, temporarily withhold payment of such proportion of grant made monthly to the school as he shall determine.

Subscriptions used for development to be separately accounted for

73. (a) If the Permanent Secretary has permitted an aided school under the terms of paragraph (c) of Section 13 of this Code of Aid, to transfer subscriptions to a fund separately kept by the sponsoring body for educational development or other purpose, an audited annual statement of accounts in respect of such fund shall be prepared. The accounting year, to which such accounts shall refer, shall be from the first day of September of one year to the thirty-first day of August of the next, except for financial year basis as approved by the Permanent Secretary.
- (b) The Supervisor of such school, when submitting annual accounts of the school as required by the terms of Section 71 of this Code of Aid, shall attach thereto the audited accounts in respect of such fund; and these accounts shall refer to the same period of time as those of the school, to which they are attached.

Accounts relating to private section of a school to be kept separately

74. (a) Where the School Management Committee operates a private section or boarding section, which does not receive financial assistance under this Code of Aid, the accounts of such private section or boarding section shall be kept separately from those of the aided section and audited; and shall specify any subvention received from departments of the Government other than the Education and Manpower Bureau. The accounting year, to which such accounts shall refer, shall be from the first day of September of one year to the thirty-first day of August of the next, except for financial year basis as approved by the Permanent Secretary.
- (b) The Supervisor of an aided school shall, when submitting account, also submit accounts relating to any private section or boarding section of such school; and these accounts shall refer to the same period of time as those of the aided school.

Recurrent grants to be refunded and accounts submitted, if school ceases to be aided

75. The School Management Committee shall, in the event of that school's ceasing to be an aided school under the terms of this Code of Aid, forthwith repay to the Government any unexpended portion of recurrent grants made to the school, and submit a full set of duly audited accounts for the period up to and including the last day of operation of that school as an aided school.

Outgoing Supervisor to hand over accounts

76. (a) If at any time for any cause the Supervisor of an aided school ceases to act as such, he shall hand over all accounts and records relating to the school, together with any cash belonging to the school which may be in his charge, to such other person as the Permanent Secretary may approve as Supervisor, or, pending the Permanent Secretary's approval of such other person as Supervisor, to the School Management Committee.
- (b) The Supervisor of an aided school, on ceasing to act as such, shall prepare a certificate listing all accounts and records relating to the school and any cash belonging to the school which may have been in his charge. This certificate shall be signed by the outgoing Supervisor and by either such other person as the Permanent Secretary may approve as Supervisor, or pending the Permanent Secretary's approval of such other person as Supervisor, by a majority of the members of the School Management Committee. A copy of this certificate together with a

certificate prepared by the bank at which the school's accounts are kept, and showing the state of such accounts on the date at which the outgoing Supervisor ceased to act as Supervisor, shall be submitted by the School Management Committee to the Permanent Secretary.

- (c) The Permanent Secretary may require the School Management Committee to submit, in such form and within such period of time as he shall prescribe, full accounts in respect of the period up to and including the day on which the outgoing Supervisor ceased to act as Supervisor.
- (d) In the event of the Permanent Secretary having required such accounts to be submitted, and the School Management Committee having failed to submit them, the Permanent Secretary may require the outgoing Supervisor and the members of the School Management Committee, or such of them as he shall determine, severally or jointly to refund to the Government such proportion of grants made to the school during the period in which the outgoing Supervisor acted as Supervisor as he shall assess.

Appendices to Code of Aid for Secondary Schools

Appendix

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 - Attachment A - Teaching establishment in aided secondary schools
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 - Attachment B1 - Principles of calculation of additional teachers of English
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Administrative GuideFirst Aid

1. In every school there shall be a first-aid box the contents of which shall be periodically checked, and replaced when necessary. The first-aid box should contain treatment materials including antiseptics, disposable plastic/vinyl gloves, forceps, sterilised dressings and bandages. In schools where there are science laboratories and workshops, first-aid boxes should also contain materials for giving immediate treatment to burns, scalds, acid/alkali burns, shocks and other injuries. Pupils should not be allowed to perform dangerous practical experiments and all reasonable precautions should be taken to guard against accidents. Dangerous poisons should be kept in a locked cupboard.
2. At least two members of the staff of every school shall be trained in giving first-aid treatment.

Fire Precautions

3. All schools, as required by the Director of Fire Services, shall be equipped with fire extinguishers kept in easily accessible places and janitor staff shall be trained in the use of the extinguishers. The Principal shall ensure that all fire service installation or equipment in the school premises is kept in good condition at all times. Laboratories shall in addition be supplied with buckets of sand and water.
4. Fire drills, when all pupils must leave the school building and the roll be called, shall be held at least once every six months, or otherwise as advised by the Director of Fire Services and shall be noted in the school log book or in the appropriate school record book.
5. The responsibility for sounding a fire alarm in a school should not be delegated to one individual. It should be the duty of any person discovering or suspecting an outbreak of fire to give the alarm.
6. Where a school has more than one fire alarm bell, arrangements should be made to ensure that when an alarm is sounded on one, it is immediately relayed to all other alarm bells.
7. Fire alarms and drills shall always include clerical, kitchen and maintenance staff, as well as teachers and pupils.
8. No cooking or naked light is allowed on the school premises, except in specifically designed and constructed kitchens approved by the Director of Fire Services.

Correspondence with the Education and Manpower Bureau

9. All correspondence should be address to the Permanent Secretary but may be sub-directed to the particular officer primarily concerned.
10. Members of the staff of an aided school should normally correspond with the Education and Manpower Bureau through the Principal/Supervisor of the school.

Admission of Pupils

11. (a) Allocation of places in Secondary 1, Secondary 4 and Secondary 6 of aided schools shall be made according to such arrangements as the Permanent Secretary may from time to time determine.
- (b) Notwithstanding the provision in paragraph 11(a) above, the Permanent Secretary may direct an aided secondary school to admit a child to fill an available vacant place.
- (c) Places becoming available from time to time, other than those filled by the arrangements as specified in paragraphs 11(a) and 11(b) above, may be filled at the discretion of the school Principal.
- (d) All schools shall maintain a system of records giving details of each pupil in a form approved by the Permanent Secretary. Such record cards shall give particulars of pupils entering and leaving the school.

Suspension and Expulsion of Pupils

12. (a) Pupils admitted into an aided secondary school in the junior secondary course (Secondary 1 - 3) and the senior secondary course (Secondary 4 - 7) should normally be allowed to complete that course. No junior secondary pupil (Secondary 1 - 3) aged under 15 years should be expelled without proper warning and notice to parents and without the approval of the Permanent Secretary. No senior secondary pupil (Secondary 4 - 7) should be expelled without proper warning and notice to parents. However the Permanent Secretary should be kept informed of all such cases at the warning stage.
- (b) Pupils must not be expelled solely on the ground that they are academically weak.
- (c) In appropriate cases, pupils with persistent lack of academic progress or behaviour problems may be referred to the Education and Manpower Bureau for assessment and advice.
13. (a) No pupil should be considered for expulsion except on grounds of :
- (i) non-payment of gazetted fees; or
- (ii) a grave breach of school discipline after reasonable measures to enlist the co-operation of parents have proved unsuccessful.
- (b) Where approved school tuition fees and/or subscriptions are charged, the non-payment of such fees is an accepted ground for expulsion. Supervisors and Principals of schools will be expected to investigate the circumstances and, if they are convinced that the non-payment is genuinely deliberate, to inform the Permanent Secretary accordingly before expelling the pupil. This applies to all pupils, whether they are subject to universal basic education or not.
- (c) Exceptionally, if it is considered that there are other grounds of sufficient gravity to merit expulsion, the Permanent Secretary shall be consulted at an early stage before any formal action is taken.
- (d) If a Principal is contemplating the expulsion of a pupil, every effort must be made to interview the parents. A warning letter shall be sent to the parents or guardians and a full report shall be submitted to the Permanent Secretary for his consideration at the same time.

14. (a) Suspension from school is not an appropriate way to treat a misbehaved pupil. Under most circumstances, the pupil in question should be allowed to continue normal schooling, pending the outcome of any investigation into the cause of his misbehaviour by the school and, if necessary, he should be referred for professional advice
- (b) The suspension of a pupil for a short period of time may be ordered on grounds of unsatisfactory conduct after the parents or guardians have been duly warned and notified. The Permanent Secretary shall be informed of all cases of suspension from school for more than three school days.
- (c) All schools shall keep a record of all suspensions and expulsions showing the reasons in each case and the approval of the Permanent Secretary, if applicable.

Junior Secondary Education Assessment/Hong Kong Certificate of Education Examination

15. All pupils in Secondary 3 shall be presented for the Junior Secondary Education Assessment and all pupils in Secondary 5 shall be presented for the Hong Kong Certificate of Education Examination except as the Permanent Secretary may otherwise determine.

Attendance, Terms and Holidays

16. An attendance register shall be kept for each class and shall be made up within one hour of the commencement of each school session.
17. The Principal of an aided school shall keep a daily summary showing the attendance of each class.
18. Schools shall normally meet twice a day for morning and afternoon sessions.
19. The school hours shall be as approved by the Permanent Secretary. If the time devoted to religious knowledge and other religious observances exceeds 1.5 hours per week, such excess time shall be additional to the normal school hours.
20. No pupil shall be compelled to attend religious instruction or to participate in any religious observances and separate provision shall be made for all pupils not wishing to attend such activities. All pupils shall be informed of this requirement at the commencement of each school year.
21. The number of school holidays, which should include public holidays, shall be 90 days a year, with three additional discretionary holidays. The 90 days school holidays should primarily be holidays for the pupils. Teachers may also enjoy these holidays but they may be required to carry out extra-curricular duties or assist in performing school administrative duties during these holidays at the school's discretion.
22. The Supervisor shall, in accordance with regulation 79 of the Education Regulations, send to the Permanent Secretary before 15 August each year notice of all holidays intended to give in the coming school year, including any special holidays given in honour of any particular event, and of all dates on which the usual work of the school will be suspended.

23. The Permanent Secretary may, in accordance with regulation 82 of the Education Regulations, by notice in writing to the Supervisor of any school require that a holiday shall be given on any day specified in such notice and the Supervisor shall ensure that such holiday is given accordingly.
24. Schools may set aside not more than three days per school year for teachers to take part in school-based staff development and school planning work, during which pupils do not need to attend school.

Curriculum and Time-Table

25. The principal of an aided school shall forward to the Permanent Secretary a notification of any changes in the course of study for the coming school year, not later than the first of September each year. The Permanent Secretary may withhold his approval of the whole course or any portion thereof, and the Principal shall thereupon modify it accordingly.
26. In every school, there shall be a time-table showing :
 - (a) the time at which each daily session begins and ends; and
 - (b) the time of the instruction given for each subject of the curriculum.

Copies of the class and teachers' time-tables and time allocation table shall be forwarded to the Permanent Secretary on the date specified in relevant circulars issued each year.

27. In selecting textbooks for use by pupils, schools should observe the guidelines on the selection of textbooks and learning materials contained in the relevant circular issued by the Education and Manpower Bureau. Textbooks should not be changed unnecessarily as this may impose an undue financial burden upon parents. Changes should be made only if textbooks currently in use are found to be unsuitable. Where a series of graded books is to be replaced, the new series should be introduced gradually, beginning at the lowest level and not at all level throughout the school at any one time except in the event of the implementation of a new syllabus. Any proposal to replace a book on the Recommended List by a book which is not on the Recommended List must be supported by good educational reasons. The school should be prepared to supply such reasons if requested to do so.
28. Each school should have a homework policy for which the Principal of the school carries responsibility in order to exercise proper control over the homework being set. Such a policy should be worked out in consultation with teaching staff and, wherever possible, explained carefully to parents. The guiding principle in setting homework is that it should be planned and chosen to complement and reinforce the work being done in the classroom and that due recognition should be given at all times to the age and abilities of pupils.

Closing of Schools or Suspension of Classes in the Event of Storms and Heavy Persistent Rain.

29. (a) Schools shall be closed in the event of the hoisting of any typhoon signal higher than No. 3 or in the event of the issue of the 'RED' warning of the AMBER-RED-BLACK colour coded rainstorm warning system or as otherwise instructed by the Permanent Secretary.

- (b) In exceptional circumstances, the Permanent Secretary may announce the closing of schools or the suspension of classes in one or more districts. Pupils living in such districts need not go to school even if their schools are located elsewhere.
- (c) If local weather, road, slope or transport conditions warrant the closing of a particular school, and announcement has not been made by the Permanent Secretary to close schools generally, the Principal may close the school and notify the respective Senior School Development Officer as soon as possible afterwards.
- (d) Principals are advised to draw up a contingency plan to deal with the closing of schools or suspension of classes due to deteriorating weather and parents should be informed of the arrangements through a circular letter, which should also remind parents of the use of their discretion in deciding whether or not to send their children back to school in the event of heavy persistent rain or deteriorating weather, having regard, in particular, to local weather, road, slope or transport conditions.
- (e) Principals of schools are advised to take appropriate measures to ensure the safety of pupils in school.

Inventories and Stock-books

- 30. Schools need to keep registers for fixed assets and books. School Principals shall keep Inventories of all permanent furniture and equipment giving date of acquisition and date and reason of any writing off. Separate Inventories shall be kept for furniture, Gymnastic Equipment, etc.

Communication between School Management Committee and Teaching Staff

- 31. The Supervisor of an aided school shall be responsible for making arrangements satisfactory to the Permanent Secretary for consultation between the School Management Committee and the teaching staff.

Sale of School Textbooks, Exercise Books, School Uniforms and Miscellaneous Items including 'Tuck Shop' items

- 32. No trading operation of any kind is allowed in the school except with the prior approval in writing of the Permanent Secretary. Any profits so derived should be reflected in the school's account
- 33. The Principal of an aided school shall be responsible for ensuring that the provisions in the guidelines on conducting trading operations which the Permanent Secretary may from time to time issue are fully complied with.
- 34. Comprehensive price lists of all commodities for sale to pupils must be displayed prominently in the school.

Staff Establishment of Aided Secondary Schools1. Teaching Establishment(a) Overall Establishment

The staffing ratios will be 1.3 teachers per class for Secondary 1 - 5 and 2 teachers per class for Secondary 6 - 7. The teaching staff entitlement of each school, according to its class organisation, shall be calculated as follows : -

Principal	1	
Secondary 6-7	2	teachers for each class
Secondary 1-5	1.3	teachers for each class
Teachers for split classes for :		
(i) subjects of practical instruction/equipment-based ¹ and specialised learning in S1-S5	X	} (Variables, to be calculated
(ii) Advanced and Advanced Supplementary Level subjects in S6-S7	Y	} to meet each school's requirements)
	-----	(If the total includes
Total :	Z	a fraction, it will be
	-----	rounded up to the next whole number.)

The overall teaching staff entitlement of a school shall include the additional teachers of appropriate grades as provided and specified in sub-paragraphs (f) and (g) below for the school library, language teaching and other services.

(b) Graded Posts within the Establishment

The number of posts in each grade shall be determined by making reference to Attachment A.

(c) Teachers for Split Classes

At the request of the Principal, the Permanent Secretary may approve the provision for additional teaching staff under the terms of the Salaries Grant to cover staffing needs in respect of approved additional class periods for split classes for practical/equipment-based instruction,

¹ (Note: Subjects involving equipment-based learning and teaching are those entailing the use of a venue as well as a variety of tools and equipment for the design and processing of materials for students to master the relevant knowledge and skills.)

specialist teaching and sixth form subjects in secondary schools. Split class teachers will only be approved for the teaching of :

- (i) one additional second language (if the number of pupils at any level is 20 or above); or
- (ii) Technology Education subjects in S1-3, such as Home Economics, Design and Technology, Computer Literacy and Business Fundamentals where proper facilities have been provided and where workshops are designed to accommodate fewer than 40 pupils; or
- (iii) an integrated study of two or more practical/equipment-based subjects in junior secondary classes; or
- (iv) Computer and Information Technology (or Information Technology/Computer Studies which will be phased out in 2004-05 school year), Visual Arts (formerly known as Art & Design) and Music at senior secondary level provided that the school offers these subjects in public examinations; or
- (v) Advanced and Advanced Supplementary Level subjects in Secondary 6 and 7.

Split class teachers will not be approved for the teaching of technical subjects where workshops are designed to accommodate 40 pupils and where workshop teachers are provided under the provisions of paragraph 3 of this Appendix.

- (d) Teachers on Overseas Terms (*applicable only to schools with serving teachers on overseas terms*)

Subject to the provisions of Appendix 10, teachers of English may be employed on overseas terms according to the following quotas : -

- (i) for all secondary schools of 12-23 classes, 2 teachers may be employed on overseas terms;
- (ii) for all secondary schools of 24 or more classes, 3 teachers may be employed on overseas terms.

- (e) Part-time Teachers

To determine the appropriate fraction for a part-time teacher the following formula shall be used : -

$$1.3 \times \frac{\text{Number of periods taught by teacher per week/cycle}}{\text{Total number of periods taught per week/cycle}}$$

(f) School Librarian

A school having 18 classes or more is provided with a non-graduate teacher to be in charge of the school library on a full-time basis. For a school with less than 18 operating classes, a 0.5 school librarian may be appointed. The non-graduate school librarian should have a minimum of two years' post-qualification teaching experience, and service as a school librarian will count as teaching experience for promotion purpose. All these school librarians are required to attend a two-year part-time day release training course on first appointment. However, subject to the availability of a graduate post within the approved establishment, a school may employ a suitable qualified teacher librarian for appointment to the graduate post.

(g) Additional Teachers

- (i) For schools with less than 18 classes, an additional 0.5 non-graduate teacher of Chinese is provided to strengthen the teaching of Chinese. Such provision when combined with the 0.5 school librarian post in these schools will result in the provision of one additional non-graduate teaching post in the schools.

For schools with 18 classes or more, one additional graduate teacher of Chinese is provided to improve the quality of Chinese Language teaching.

- (ii) Additional teachers of English are provided to individual schools which adopt Chinese as the medium of instruction for subjects other than language subjects, practical and technical subjects, Chinese History, Chinese Literature and English Literature. The purpose of the additional resources is to help schools that adopt Chinese as the medium of instruction to strengthen the teaching of English. The eligibility for additional teachers of English is determined in accordance with the amount of Chinese language instruction offered. Details concerning the calculation of additional teachers of English are in Attachment B.
- (iii) Additional graduate and non-graduate teachers are also provided to enable schools to strengthen the following services -
- remedial teaching in Chinese, English and other subjects in Secondary 1-3;
 - pupil counselling and guidance, including careers advice; and
 - community involvement and extra-curricular activities which complement and reinforce the formal curriculum.

The additional teachers are provided in accordance with the following scale-

<u>No. of Secondary 1-5 Classes</u>	<u>No. of Graduate Teachers entitled</u>	<u>No. of Non-graduate Teachers entitled</u>	<u>Total No. of Teachers entitled</u>
3-9	1	-	1
10-14	2	-	2
15-19	2	1	3
20-24	3	1	4

25-28	3	2	5
29-35	4	2	6
36-38	5	2	7
39-42	5	3	8
43-48	6	3	9
49-50	6	4	10

(iv) One additional non-graduate teaching post is provided to a school with 30 classes or less and two non-graduate teaching posts to a school with more than 30 classes for higher teaching standard and additional services such as the whole-school approach to guidance and school-based induction programmes.

(v) Enhanced Native-speaking English Teacher (NET) Scheme

NETs will be provided as additional English teachers regardless of the choice of medium of instructions (MOI), in the following scale –

<u>Total no. of Operating Classes</u>	<u>No. of additional NET</u>
Below 40	1
40 or above	2

Schools adopting Chinese as the MOI may employ one more NET to fill one of the additional English teacher posts at GM rank allocated to them in accordance with Attachment B.

(h) Expansion of Graduate Posts in Secondary Schools

For higher teaching standard, a secondary school may upgrade a maximum of four non-graduate teaching posts to graduate teaching posts provided that no serving teacher's service may be terminated for the purpose of taking advantage of this provision. Schools should create the graduate post by offsetting a non-graduate post arising from natural wastage or new vacancy in the school.

(i) Graduate Posts for Practical, Technical or Cultural Subjects

Subject to the provision of graduate posts by phases for teachers in charge of practical, technical or cultural subjects at the senior secondary level, a school may be allowed to appoint a teacher who has obtained a recognised relevant degree as a Graduate Master/Mistress for the post. The graduate posts so approved will be offset by the deletion of an equivalent number of existing non-graduate posts in the school.

2. Flexibility in Staff Structure

In view of the variety of curricula and of class organisations within the aided sector, the School Management Committee and the Principal of a school may propose for the approval of the Permanent Secretary a staff-structure for the school with a higher number of non-graduate posts than the standard manning scale subject to the following conditions -

- (a) (i) Among the graduate teaching posts, the proportion of Senior Graduate Master/Mistress (SGM) and Principal Graduate Master/Mistress (PGM) posts shall not exceed five-twelfths. This proportion excludes one Graduate Master/Mistress (GM) post upgraded to SGM in a secondary school with 15 or more classes with effect from 1 September 1994.
- (ii) Among the non-graduate teaching posts, the proportion of Senior Assistant Master/Mistress (SAM) posts shall not exceed one-quarter; and the combined proportion of SAM and Assistant Master/Mistress (AM) posts shall not exceed one-half. For a secondary school with 24 or more classes, one of the posts in the rank of SAM is upgraded to the Principal Assistant Master/Mistress (PAM) as from 1 September 1991.
- (iii) The proportion of graduate teaching posts shall not exceed seven-tenths of the teaching staff entitlement, calculated according to the approved class-to-teacher ratios and the provision for split-class teaching, if any. This proportion excludes the additional graduate and non-graduate teaching posts provided in paragraph 1 (f)-(g) and the upgrading of non-graduate teaching posts to graduate teaching posts provided in paragraph 1 (h)-(i) above.
- (iv) In calculating the proportions of promotion posts, posts provided for the Principal and NETs shall be excluded, but posts provided for split-class teaching, the school librarian and additional teachers shall be included.
- (b) No serving teacher's service may be terminated for the purpose of taking advantage of this provision.
- (c) When a staff structure of a school has been approved and implemented which involves a greater proportion of non-graduate teachers and additional AM or SAM posts beyond those provided on the above basis, the proportion of graduates should be raised as and when AM and SAM posts fall vacant. The Permanent Secretary may, however, approve the school to replace a departing Certificated Master/Mistress with a Graduate Master/Mistress to meet a demand for graduate teachers on justifiable grounds, subjects to no overall increase in the number of promotion posts.

3. Workshop Teachers

In schools with workshops designed to accommodate 40 pupils, one workshop teacher may be appointed per workshop. In schools with workshops designed to accommodate fewer than 40 pupils, split class teachers may be appointed.

4. Laboratory Technician

The manning scale of Laboratory Technician is shown in Attachment C.

5. Guides to Appointment

The requisite qualifications for appointment to teaching and non-teaching grades are shown in Appendix 4.

Teaching Establishment in
Aided Secondary Schools

(The number of posts in the table below excludes the additional teachers and school librarian)

No. of posts in each rank

<u>Total Staff Entitlement</u>	<u>Graduates</u>				<u>Non-graduates</u>			<u>Total</u>
	<u>Principal</u>	<u>S.G.M.</u>	<u>G.M.</u>	<u>Total</u>	<u>S.A.M.</u>	<u>A.M.</u>	<u>C.M.</u>	
7	1	2	2	4	0	1	1	2
8	1	2	3	5	0	1	1	2
9	1	2	4	6	0	1	1	2
10	1	2	4	6	0	1	2	3
11	1	3	4	7	0	1	2	3
12	1	3	5	8	0	1	2	3
13	1	3	5	8	1	1	2	4
14	1	4	5	9	1	1	2	4
15	1	4	6	10	1	1	2	4
16	1	4	6	10	1	1	3	5
17	1	5	6	11	1	1	3	5
18	1	5	7	12	1	1	3	5
19	1	5	8	13	1	1	3	5
20	1	5	8	13	1	2	3	6
21	1	6	8	14	1	2	3	6
22	1	6	9	15	1	2	3	6
23	1	6	9	15	1	2	4	7
24	1	7	9	16	1	2	4	7
25	1	7	10	17	1	2	4	7
26	1	7	10	17	2	2	4	8
27	1	7	11	18	2	2	4	8
28	1	8	11	19	2	2	4	8
29	1	8	12	20	2	2	4	8
30	1	8	12	20	2	2	5	9
31	1	9	12	21	2	2	5	9
32	1	9	13	22	2	2	5	9
33	1	9	13	22	2	3	5	10
34	1	10	13	23	2	3	5	10
35	1	10	14	24	2	3	5	10
36	1	10	14	24	2	3	6	11
37	1	10	15	25	2	3	6	11
38	1	11	15	26	2	3	6	11
39	1	11	16	27	2	3	6	11
40	1	11	16	27	3	3	6	12
41	1	12	16	28	3	3	6	12
42	1	12	17	29	3	3	6	12
43	1	12	17	29	3	3	7	13
44	1	12	18	30	3	3	7	13
45	1	13	18	31	3	3	7	13

Teaching Establishment in
Aided Secondary Schools

No. of posts in each rank

<u>Total Staff Entitlement</u>	<u>Graduates</u>				<u>Non-graduates</u>			
	<u>Principal</u>	<u>S.G.M.</u>	<u>G.M.</u>	<u>Total</u>	<u>S.A.M.</u>	<u>A.M.</u>	<u>C.M.</u>	<u>Total</u>
46	1	13	18	31	3	4	7	14
47	1	13	19	32	3	4	7	14
48	1	14	19	33	3	4	7	14
49	1	14	20	34	3	4	7	14
50	1	14	20	34	3	4	8	15
51	1	15	20	35	3	4	8	15
52	1	15	21	36	3	4	8	15
53	1	15	21	36	4	4	8	16
54	1	15	22	37	4	4	8	16
55	1	16	22	38	4	4	8	16
56	1	16	22	38	4	4	9	17
57	1	16	23	39	4	4	9	17
58	1	17	23	40	4	4	9	17
59	1	17	24	41	4	4	9	17
60	1	17	24	41	4	5	9	18
61	1	17	25	42	4	5	9	18
62	1	18	25	43	4	5	9	18
63	1	18	25	43	4	5	10	19
64	1	18	26	44	4	5	10	19
65	1	19	26	45	4	5	10	19
66	1	19	26	45	5	5	10	20
67	1	19	27	46	5	5	10	20
68	1	20	27	47	5	5	10	20
69	1	20	28	48	5	5	10	20
70	1	20	28	48	5	5	11	21

Note :

- (a) With effect from 1 September 1991, 2 posts in the rank of Principal Graduate Master/Mistress (PGM) are provided in an aided secondary school with 15 or more operating classes to be offset by an equivalent number of Senior Graduate Master/Mistress (SGM) posts.
- (b) With effect from 1 September 1991, 1 post in the rank of Senior Assistant Master/Mistress (SAM) has been upgraded to Principal Assistant Master/Mistress (PAM) for an aided secondary school with 24 or more classes.
- (c) With effect from 1 September 1994, 1 post in the rank of Graduate Master/Mistress (GM) is upgraded to SGM for an aided secondary school with 15 or more operating classes.

Language Improvement Measures

Major items of the improvement measures, which are designed to discriminate positively in favour of the use of Chinese as the medium of instruction, and at the same time strengthen the teaching of English and Chinese, are as follows : -

(I) Additional Teachers of English(A) Secondary 1 to 3

- (i) Secondary schools in which full use is made of Chinese as the medium of instruction (MOI) in Secondary 1 to 3 are provided with additional teachers of English to enable English lessons in junior secondary forms to be conducted in smaller classes for more effective teaching. (Any alternative proposals for the deployment of the additional teachers would be subject to the approval of the Permanent Secretary.) The allocation of additional teachers of English to individual schools will be based on the following scale -

Total no. of Secondary <u>1-3 classes</u>	No. of additional teachers of English
14 or below	1 (1 graduate)
15-23	2 (1 non-graduate, 1 graduate)*
24-29	3 (1 non-graduate, 2 graduates)
30-35	4 (2 non-graduates, 2 graduates)

*See Attachment B1 for principles of calculation.

- (ii) With respect to schools using both English and Chinese as the medium of instruction for different subjects and in different classes, the following rules are applied to determine the number of additional teachers of English to be given -

Let T = Total number of teaching periods in subjects other than language subjects (i.e. English, Chinese, Putonghua, etc), practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Literacy, Physical Education and Music) and Chinese History in Secondary 1 to 3.

Let C = Total number of teaching periods in subjects other than language subjects (i.e. English, Chinese, Putonghua, etc), and practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Literacy, Physical Education and Music) and Chinese History in Secondary 1 to 3 in which Chinese is used as the medium of instruction.

- (1) Secondary Schools with a total of 3-14 Secondary 1 to 3 classes
 - (a) If C is less than 50% of T, no additional teacher of English will be given.
 - (b) If C is 50 % or more of T, one additional graduate teacher of English will be given.
 - (2) Secondary Schools with a total of 15-23 Secondary 1 to 3 classes
 - (a) If C is less than 25% of T, no additional teacher of English will be given.
 - (b) If C is between 25% and 74% of T, one additional non-graduate teacher of English will be given.
 - (c) If C is 75% or more of T, two additional teachers of English (a graduate and a non-graduate) will be given.
 - (3) Secondary School with a total of 24-29 Secondary 1 to 3 classes
 - (a) If C is less than 25% of T, no additional teacher of English will be given.
 - (b) If C is between 25% and 74% of T, two additional teachers of English (a graduate and a non-graduate) will be given.
 - (c) If C is 75% or more of T, three additional teachers of English (2 graduates and a non-graduate) will be given.
 - (4) Secondary Schools with a total of 30-35 Secondary 1 to 3 classes
 - (a) If C is less than 25% of T, no additional teacher of English will be given.
 - (b) If C is between 25% and 74% of T, three additional teachers of English (2 graduates and a non-graduate) will be given.
 - (c) If C is 75% or more of T, four additional teachers of English (2 graduates and 2 non-graduates) will be given.
- (B) Secondary 4 to 5
- (i) To strengthen the teaching of English in senior forms, schools under the following categories are provided with an additional graduate teacher of English -
 - (a) Schools with a total of four or more Secondary 4 to 5 classes and their C to T ratio is equal to or larger than 0.25; or
 - (b) Schools with less than four Secondary 4 and 5 classes and their C to T ratio is equal to or larger than 0.5,

where T = Total number of teaching periods in subjects other than language subjects (i.e. Chinese, English, French, Chinese Literature, English Literature, Putonghua, etc.), practical

and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Studies, Physical Education, Music, etc.) and Chinese History in Secondary 4 and 5.

C = Total number of teaching periods in subjects other than language subjects (i.e. Chinese, English, French, Chinese Literature, English Literature, Putonghua, etc.), practical and technical subjects (i.e. Visual Arts (formerly known as Art and Design), Home Economics, Design and Technology, Computer Studies, Physical Education, Music, etc.) and Chinese History in Secondary 4 and 5 in which Chinese is used as the MOI.)

- (ii) A subject or class will be considered as being taught in Chinese only if all related textbooks, school examinations and tests materials in that subject are also conducted in Chinese.
- (iii) Heads are reminded that additional teachers of English are provided in order to improve pupils' language ability. This provision must not be exploited to reduce the number of periods taught by any teacher in any subject.

(II) Additional Teaching Spaces

- (i) To enable split-class English Language teaching to be carried out in junior secondary forms, extra accommodation is provided. As the split classes are smaller in size, they can be accommodated in half-sized classrooms. Hence schools eligible for one or more additional teachers of English will be allowed to partition some of their existing classrooms to create the additional rooms required. Individual schools will be informed of the maximum number of classrooms to be partitioned and converted into smaller rooms for split classes in English in accordance with the maximum number of additional teachers of English provided for such classes.
- (ii) The partitioning can either be of a fixed or movable type, depending on the preference of schools. Individual eligible schools will be invited to make application to the Permanent Secretary to carry out the work as a major repairs project.

(III) Additional Teaching Aids

To further support the teaching of English, schools which are eligible for one or more additional teachers of English will be provided with a one-off library grant for the purchase of additional reading materials in English as well as other teaching/learning aids. They may also be provided with a second wirefree induction loop system.

Principles of Calculation of Additional Teachers of English

A standard-sized secondary school (6664422) in which full use is made of Chinese as the medium of instruction in Secondary 1 to 3 will be provided with two additional teachers of English to enable English classes in at least Secondary 1-2 to be split for more effective teaching. The requirement for two additional English teachers is calculated as follows: -

- (a) No. of Secondary 1-2 classes : $6 \times 2 = 12$.
- (b) No. of English periods per class per week (Curriculum Development Committee recommendation) : 7.
- (c) No. of additional English periods necessary for split classes in Secondary 1-2 : $12 \times 7 = 84$.
- (d) Normal 5-day weekly teaching load per English teacher : 30.
- (e) Total no. of additional English teachers required : $84 \div 30 = 3$ (rounded up).
- (f) No. of additional English teachers already approved in September 1982 for remedial teaching in English : 1.
- (g) Therefore no. of additional English teachers to be provided : $3 - 1 = 2$.

With a total of three additional teachers of English, a school should be able to split all the English classes in Secondary 1 and 2 for small-group teaching and have six periods of remedial teaching in Secondary 3.

Manning Scale of Laboratory Technicians

1. The manning scale of Laboratory Technicians is based on the number of practical periods in the whole school in accordance with the number of operating classes and the type of syllabuses adopted and calculated as follows: -

$$\text{No. of Laboratory Technicians} = \frac{\text{No. of practical periods per week for the whole school}^*}{54}$$

* For schools operating 6-day or 7-day cycles, the number of practical periods per cycle needs to be converted into number per week by multiplying it with 5/X, where X represents the number of days per cycle.

2. The following rules will also apply in the above manning scale : -
- any fraction of a post of Laboratory Technician of half or above will be considered as one post;
 - for a developing school where less than two Laboratory Technician posts are justified, any fraction derived will be considered as one post;
 - the maximum number of Laboratory Technicians should not, in any case, be greater than the number of laboratories in the school.
3. In the calculation of the number of practical periods per week, the following standard numbers of practical periods for different types of syllabuses in each class are to be used : -

Level	S1	S2	S3	S4	S5	S6 ASL	S6 AL	S7 ASL	S7 AL
Subject									
Integrated Science/ Science (S1-3)	4	4	4	-	-	-	-	-	-
Human Biology	-	-	-	3	3	-	-	-	-
Biology	1	1	2	3	3	3	6	3	6
Chemistry	1	1	2	3	3	3	6	3	6
Physics	1	1	2	3	3	3	6	3	6
Engineering Science	-	-	-	3	3	-	6	-	6
Science and Technology	-	-	-	3	3	-	-	-	-

Where schools are assigning less than the standard numbers of practical periods per week to any class, the actual number should be used in working out the entitlement.

4. (a) One of the Laboratory Technician posts provided will be ranked at Laboratory Technician I in a school where there are four or more laboratories and three or more Laboratory Technicians; and
- (b) One Laboratory Technician I post will be provided at the initial stage for a developing school planned to have four or more laboratories and three or more Laboratory Technicians by the third year of its operation.
5. Where a school is operating Secondary 6 and 7 and has one or more demonstration rooms, one demonstration room only shall count as a laboratory for staffing purposes.

Salary Scales and Allowances

(This appendix should be read in conjunction with Appendix 4)

1. Salary Scales

<u>Grade/Rank</u>	<u>Salary Scale</u> <u>Points on the Master Pay Scale</u>
(a) Principal I (Pr. I)	45 - 49
(b) Principal II (Pr. II)	40 - 44
(c) Principal Graduate Master/Mistress (PGM)	38 - 41
(d) Senior Graduate Master/Mistress (SGM)	34 - 39
(e) Graduate Master/Mistress (GM)	17 - 33 before 1.4.2000 12 - 33 on/after 1.4.2000

A GM will not be allowed to proceed beyond the salary bar specified below without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary:

<u>Date appointed</u>	<u>Salary Bar</u>
Between 5.12.1980 and 31.8.1997 (both dates inclusive)	Point 27
Between 1.9.1997 and 31.3.2000 (both dates inclusive)	Point 22
On or after 1.4.2000	Point 17
(f) Principal Assistant Master/Mistress (PAM)	34 - 36
(g) Senior Assistant Master/Mistress (SAM)	30 - 33
(h) Assistant Master/Mistress (AM)	25 - 29
(i) Certificated Master/Mistress (CM)	14 - 24 before 1.4.2000 12 - 24 on/after 1.4.2000

Untrained teachers will not be allowed to proceed beyond the salary bar as shown below:

<u>Date appointed</u>	<u>Salary Bar</u>
-----------------------	-------------------

Between 1.1.1991 and 31.3.2000 (both dates inclusive)	Point 19
On or after 1.4.2000	Point 17
(j) Assistant Master/Mistress (Workshop Teacher) (AM(WT))	25 - 29
(k) Certificated Master/Mistress (Workshop Teacher) (CM(WT))	14 - 24

Untrained teachers will not be allowed to proceed beyond the salary bar specified below:

<u>Date appointed</u>	<u>Salary Bar</u>
Between 1.1.1991 and 31.3.2000 (both dates inclusive)	Point 19
On or after 1.4.2000	Point 17
(l) Workshop Instructor I (WI I)	24 - 28
(m) Workshop Instructor II (WI II)	14 - 23

(Note : The Workshop Instructor scales apply to persons appointed before 1 September 1993; and the Workshop Teacher scales apply to persons appointed thereafter and to those Workshop Instructors I or II who were regraded to CM(WT) or AM(WT) on 1 September 1993 upon successful completion of the conversion course at the Hong Kong Technical Teachers' College. Workshop Instructor experience will not be counted for the purpose of increments for appointment as Certificated Master/Mistress of non-workshop stream.)

(n) Unqualified Teacher (UQT)	4
(o) Laboratory Technician I (LT I)	22 - 28
(p) Laboratory Technician II (LT II)	10 - 21 before 1.4.2000 6 - 21 on/after 1.4.2000

(Note: LT III appointed before 1.4.2000 will, upon promotion to LT II without a break of service, be paid the starting pay point at MPS Point 10 on the adjusted pay scale.)

	<u>Salary Scale</u>
	<u>Points on the Training Pay Scale</u>
(q) Laboratory Technician III (LT III)	4 - 6 before 1.4.2000 3 - 6 on/after 1.4.2000

2. Acting Allowances

A full-time PGM or SGM or GM or SAM who has been recommended and approved to take up the functional duties of a higher office in the rank of Pr. I / Pr. II or PGM or SGM or PAM as appropriate on an acting basis for a qualifying period of not less than 30 calendar days will be entitled to draw an acting allowance for the period concerned as follows :

- (a) In the case of acting-up with replacement (this involves acting in a functional post which carries a higher maximum salary point than that of the teacher's substantive rank) - 90% of the difference between the teachers' substantive salary and the minimum salary of the higher rank in which he is acting, the rate will be revised to 100% after the first 180 calendar days of acting (Note 8); or at a rate equivalent to the increment next on the rank-scale of the acting post above the level of the teacher's substantive salary if it is the same or more than the minimum salary of the acting post.
- (b) In the case of doubling-up without replacement provided (this involves acting in a headship post which carries a higher maximum salary point than that of the teacher's substantive rank in addition to undertaking his own duties) - 23% of the minimum salary of the higher rank or the rate for acting-up (a) above, whichever is the more (Note 8).

Note :

1. The minimum 30-calendar-day qualifying period shall include intervening Sundays and public holidays, and Sundays and public holidays immediately preceding and following the acting period. However, Sundays and public holidays immediately preceding and following the acting period will not be included in calculating the acting allowance.
 2. School holidays can be counted as qualifying period and attract acting allowances provided that the teachers concerned are required to perform duties of the acting posts during the holidays. Such qualifying period should be recognised and properly recorded by school.
 3. The qualifying period may include up to a maximum of 3 consecutive days' leave or absence in total (excluding sick leave and absences for authorised training and duty) taken during the acting period. Leave and absences in excess of 3 consecutive days will not be counted as part of the qualifying period.
 4. When a teacher acts in different ranks consecutively, each acting appointment should be counted individually and separately and cannot be aggregated for the purpose of meeting the minimum qualifying period for acting allowances.
 5. A teacher shall only draw one acting allowance at any one time and schools should not make concurrent multiple acting appointments.
 6. Acting appointments can be made on operational grounds even if no acting allowance is payable.
 7. Acting allowances will be treated as salary for provident fund purposes.
 8. The rate of acting allowance will take effect on 1 September 2004.
3. Special Education Allowances

Special Education Allowance (SEA) will be payable to resource teachers under the Integrated Education Programme in accordance with the provision in Attachment A. The Permanent Secretary may from time to time review the SEA when necessary.

Special Education Allowance1. Prior to 1 September 2003

A special education allowance (SEA) may be awarded to teachers of special education programmes who have successfully completed a recognised course of training in special education run by the Hong Kong Institute of Education, or a course recognised by the Permanent Secretary as an equivalent. The allowance will be at a rate equivalent to two increments next on the Master Pay Scale above the level of their substantive pay.

2. On or after 1 September 2003

The SEA will cease to be payable to new recruits and existing teachers who have not yet commenced their recognised special education training in the 2002/03 school year. As for the existing teachers of special education programmes, who are in receipt of the SEA or pursuing their studies in recognised special education courses, the following arrangements will apply:

- (a) Teachers of special education programmes who are in receipt of the SEA will retain an SEA of one salary point above their substantive salary, provided that the sum of their substantive salary and the SEA should not exceed their maximum pay point on their respective pay scale regardless of their existing pay point, except in the circumstances specified in sub-paragraph (b) below.
- (b) Teachers of special education programmes who have already reached the maximum pay point in the 2002/03 school year will be allowed to retain an SEA of one salary point above the maximum pay point.
- (c) Teachers of special education programmes who are pursuing their studies in recognised special education courses in the 2002/03 school year are, in principle, allowed to be paid an SEA of one salary point above their substantive salary with effect from September of the following school year on successful completion of the recognised special education courses, provided that they remain as teachers of special education programmes. However, the sum of their substantive salaries and the SEA should not exceed their maximum pay point on their respective pay scales.
- (d) Teachers of special education programmes who are in receipt of other responsibility allowance are not allowed to retain the SEA.
- (e) The above arrangements will also be applicable to the existing teachers of special education on transfer to another aided school performing the duties as a teacher in a special education programme without a break of service, provided that the teaching posts they fill
 - (i) have been created in the 2002/03 school year, or

- (ii) are created after the 2002/03 school year due to expansion of classes or with explicit permission of the Education and Manpower Bureau for the post-holders to retain their SEA.

Teaching staff of special education refers to teachers of special classes, intensive remedial teaching programmes, integrated education programmes, aided special schools, practical schools and skills opportunity schools.

Qualifications Required for Grades of Appointment
in Aided Secondary Schools

1. Pr.I/Pr.II/PGM/SGM/GM/PAM/SAM/AM/CM

The guides to appointment in respect of the grades Principal I, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress, Graduate Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress and Certificated Maser/Mistress are shown in Attachments A to K. With effect from 2004/05 school year, aspiring principals are required to attain certification for Principalship in addition to complying with the appointment conditions in force at the time before their appointment to principalship.

2. Workshop Teachers

The guides to appointment to the grade of Workshop Teacher in the rank of Certificated Master (Workshop Teacher) and Assistant Master/Mistress (Workshop Teacher) are shown in Attachments J and K. In schools with workshops each designed to accommodate 40 pupils, one Workshop Teacher may be appointed per workshop. Assistant Master/Mistress (Workshop Teacher) is normally a promotion post for Certificated Master/Mistress (Workshop Teacher) and one Assistant Master/Mistress (Workshop Teacher) post is provided for every four workshops each designed to accommodate 40 pupils.

3. Laboratory Technician III

To be eligible for appointment to the grade of Laboratory Technician III, a candidate must have either five subjects, including English (Syllabus B) and two subjects relevant to the duties of the post, such as Physics, Chemistry or Biology, at Grade E or above in the Hong Kong Certificate of Education Examination or an equivalent qualification.

4. Laboratory Technician II

This is a promotion post for Laboratory Technician III. The conditions for promotion are set out in Appendix 9.

5. Laboratory Technician I

This is a promotion post for Laboratory Technician II. The manning scale of Laboratory Technicians is set out in Appendix 2/Attachment C, the terms of employment in Appendix 5 and the conditions for promotion, in Appendix 9.

Guides to Appointment
Aided Secondary Schools
Principal I

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally – Promotion
Promotion rank for Principals II or Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
Principal of a secondary school with more than 23 classes.
3. Salary Scale :
M.P.S. Point 45 - Point 49.
4. Promotion Prospects :
Nil.
5. Any other Remarks :
With effect from the 2002/03 school year, a school head appointed by direct appointment to a head post in another aided school at the same substantive rank of his /her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

Guides to Appointment
Aided Secondary Schools
Principal II

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally – Promotion
Promotion rank for Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
Principal of a secondary school with more than 14 and less than 24 classes.
3. Salary Scale :
M.P.S. Point 40 - Point 44.
4. Promotion Prospects :
Principal I.
5. Any Other Remarks :
With effect from the 2002/03 school year, a school head appointed by direct appointment to a head post in another aided school at the same substantive rank of his /her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

Guides to Appointment
Aided Secondary Schools
Principal Graduate Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally – Promotion
Promotion rank for Senior Graduate Masters/ Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Head of a secondary school with 14 or fewer classes; OR
 - (b) Deputy head of a secondary school with 15 or more classes in addition to class teaching up to Secondary 7.
3. Salary Scale : M.P.S. Point 38 - Point 41.
4. Promotion Prospects : Principal I/II. Principal Graduate Masters/ Mistresses will be eligible for consideration for promotion to Principal I/II provided that they have undertaken training in secondary school administration/management specified by or acceptable to the Permanent Secretary.

5. Any other Remarks :

In the case of promotion to Principal II, as the salary scale of a Principal Graduate Master/Mistress overlaps that of a Principal II (M.P.S. Pt 40 - 44), the promotees' salary scale and incremental date will be determined as follows:

- (a) if their pay before promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
- (b) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
- (c) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and
- (d) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.
- (e) With effect from the 2002/03 school year, a school head appointed by direct appointment to a head post in another aided school at the same substantive rank of his /her former head post without a break in service is allowed to retain the salary pay point he/she received in the former post; if there is a break in service, he/she should be remunerated at the minimum point of the pay scale.

Guides to Appointment
Aided Secondary Schools
Senior Graduate Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion
Promotion rank for Graduate Masters/ Mistresses.
 - B. Exceptionally - Direct Entry

Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) In charge of an academic/cultural/ practical subject up to HKCE Examination or HKASL/HKAL Examination level;
OR
 - (b) Performing duties of special responsibility; OR
 - (c) Other related duties as may be considered appropriate

in addition to class teaching up to Secondary 7 level in a secondary school
3. Salary Scale : M.P.S. Point 34 - Point 39.
4. Promotion Prospects : Principal Graduate Master/Mistress/Principal II/Principal I. Senior Graduate Masters/Mistresses will be eligible for consideration for promotion to Principal Graduate Master/Mistress /Principal II/Principal I after they have had at least three years of acceptable secondary school experience in the post in a government or aided secondary school or, since 1 September 1990, a caput or assisted private school or a bought-place school bound by contract with proven ability to take charge of an academic/cultural/practical subject or to perform other duties of special responsibility and have undertaken training course(s), including training in secondary school administration / management, specified by or acceptable to the Permanent Secretary.

5. Any Other Remarks :
- In the case of promotion to Principal Graduate Master/Mistress, as the salary scale of a Senior Graduate Master/Mistress overlaps that of a Principal Graduate Master/Mistress (M.P.S. Pt 38 - 41), the promotees' salary scale and incremental date will be determined as follows :
- (a) if their pay before promotion is less than the minimum of the pay scale of the new higher officer by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
 - (b) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
 - (c) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and
 - (d) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

Guides to Appointment
Aided Secondary Schools
Graduate Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for appointment :

A degree from a local university, or equivalent (the degree means a Bachelor degree).

NOTE : Preference will be given to candidates with a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary.
2. Duties :
 - (a) Class teacher in a secondary school, and
 - (b) Other related duties as may be considered appropriate.
3. Salary Scale :
 - (a) M.P.S. Point 17 - Point 33 for those appointed before 1.4.2000.
 - (b) M.P.S. Point 12 - Point 33 for those appointed on or after 1.4.2000.

NOTE : Graduate Masters/Mistresses will not be allowed to proceed beyond the salary bar specified below without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary.

 - (a) bar at M.P.S. Point 27 for those appointed between 5 December 1980 and 31.8.1997 (both dates inclusive)
 - (b) bar at M.P.S. Point 22 for those appointed between 1.9.1997 and 31.3.2000 (both dates inclusive)
 - (c) bar at M.P.S. Point 17 for those appointed on or after 1.4.2000
4. Period of Probation : Two years.

5. Promotion Prospects : Senior Graduate Master/Mistress. Graduate Masters/mistresses will be eligible for consideration for promotion to Senior Graduate Master/Mistress provided they have obtained a Post-Graduate Certificate in Education, or an equivalent qualification acceptable to the Permanent Secretary, and have had five years of acceptable secondary school experience in a graduate post-in a government or aided or assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, and have clearly shown ability to take charge of an academic/cultural/practical subject or to perform other duties of special responsibility in a secondary school and have undertaken training course(s) specified by or acceptable to the Permanent Secretary.
6. Any Other Remarks :
- (a) Direct entrants with a Degree, but no Post- Graduate Certificate in Education or Teacher's Certificate or equivalent qualification acceptable to the Permanent Secretary, will enter at the minimum of the salary scale;
 - (b) Direct entrants with a Degree plus an appropriate Post-Graduate Certificate in Education or Teacher's Certificate or an equivalent qualification acceptable to the Permanent Secretary will enter at the third point in the salary scale;
 - (c) With effect from 1.9.1995, holders of a non-local degree with an appropriate Post-Graduate Certificate in Education obtained from a local university will enter at the third point in the salary scale, irrespective of whether the non-local degree is equivalent to a local degree;
 - (d) Entrants having teaching experience acceptable to the Permanent Secretary will be awarded increments in the salary scale;
 - (e) Serving Graduate Masters/Mistresses who acquire an appropriate Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary after pursuing a full-time or part-time course will be awarded two additional increments if they entered at the first point in accordance with paragraph 6(a) or have not been previously awarded additional increments on the strength of such, provided that the maximum of the salary scale is not exceeded;
 - (f) Graduate Masters/Mistresses, not possessing an appropriate Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Permanent Secretary but appointed prior to 1 September 1978, will be eligible for consideration for promotion to Senior Graduate

Master/Mistress provided that they have completed training as specified by or acceptable to the Permanent Secretary.

- (g) With effect from 1 September 2003, an untrained teacher regraded from a non-graduate rank to GM, who subsequently acquires acceptable teacher training qualification, will :
- (i) be eligible for the award of two additional increments if he/she entered at the minimum point of the GM pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or
 - (ii) be eligible for the award of one additional increment if he/she entered at one point above the minimum point of the GM pay scale prevailing at the time he/she was regraded, provided that the maximum of the pay scale is not exceeded; or
 - (iii) not be eligible for the award of any additional increment if he/she entered at two or more points above the minimum point of the GM pay scale prevailing at the time he/she was regraded.

Guides to Appointment
Aided Secondary Schools
Principal Assistant Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion
Promotion rank for Senior Assistant Masters/ Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Class teaching of academic subjects up to Secondary 5 level and/or of cultural/technical/practical subjects up to Secondary 7 level in a secondary school; AND
 - (b) Co-ordinating pastoral care and extra-curricular activities and attending to special needs of pupils in junior forms.
3. Salary Scale : M.P.S. Point 34 - Point 36.
4. Promotion Prospects : Nil.

Guides to Appointment
Aided Secondary Schools
Senior Assistant Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally – Promotion
Promotion rank for Assistant Masters/ Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Class teaching of academic subjects up to Secondary 5 level and/or of cultural/ technical/practical subjects up to Secondary 7 level in a secondary school; OR
 - (b) performing duties of special responsibility in addition to class teaching in a secondary school.
3. Salary Scale : M.P.S. Point 30 - Point 33.
4. Promotion Prospects : Principal Assistant Master/Mistress. Senior Assistant Master/Mistress will be eligible for consideration for promotion to Principal Assistant Masters/Mistresses after they have served for at least two years in the post in a government or aided secondary school or, since 1 September 1990, in a caput or assisted private school or bought-place school bound by contract, and undertaken training course(s) specified by or acceptable to the Permanent Secretary.

Guides to Appointment
Aided Secondary Schools
Assistant Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - A. Normally – Promotion
Promotion rank for Certificated Masters/ Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
Class teaching up to Secondary 4 level in a secondary school.
3. Salary Scale :
M.P.S. Point 25 - Point 29.
4. Promotion Prospects :
Senior Assistant Master/Mistress. Assistant Masters/Mistresses will be eligible for consideration for promotion to Senior Assistant Master/Mistress after they have demonstrated their ability to undertake more responsible duties by serving satisfactorily for :
 - (a) three years regularly teaching an academic subject at Secondary 5 level in a secondary school; OR
 - (b) two years performing duties of special responsibility in a secondary school,
and have undertaken training course(s) specified by or acceptable to the Permanent Secretary.

Guides to Appointment
Aided Secondary Schools
Certificate Master/Mistress

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Appointment :
 - (a) Certificate in Secondary Education from the Hong Kong Institute of Education/Teacher's Certificate from a College of Education in Hong Kong obtained after a three-year full-time training course or a two-year full-time training course (acquired in or after 1982), or an equivalent qualification; OR
 - (b) Technical Teacher's Certificate obtained after a three year full-time technical teacher training course, or an equivalent qualification; OR
 - (c) Higher Diploma/Certificate *, or equivalent qualification, PLUS one year's relevant post-qualification working experience; OR
 - (d) Diploma * or equivalent qualification, PLUS either;
 - (i) one year's relevant post-qualification working experience and one year of full-time (or two years of part-time) technical teacher training; OR
 - (ii) two years' relevant post-qualification working experience; OR
 - (e) Secretarial or commercial certificate*, or equivalent qualification, PLUS either :
 - (i) one year's relevant post-qualification working experience and one year of full-time (or two years of part-time) technical teacher training; OR
 - (ii) two years' relevant post-qualification working experience.
 - (f) A qualification other than (a) to (e) above, acceptable to the Permanent Secretary.

* Obtained from : Hong Kong Polytechnic University (former H.K. Poly.), Hong Kong City Polytechnic University (former H.K. City Polytechnic), Hong Kong Technical College, or a Hong Kong Technical Institute.
2. Duties :
 - (a) Class teaching in lower forms of a secondary school, and
 - (b) Where necessary, other related duties as considered appropriate.
3. Salary Scale : Basic scale

- (a) M.P.S. Point 14 - Point 24 for those appointed before 1.4.2000.
- (b) M.P.S. Point 12 - Point 24 for those appointed on or after 1.4.2000.

Note : Untrained teachers will not be allowed to proceed beyond the salary bar specified below:

- (a) Bar at M.P.S. Point 19 for those appointed between 1.1.1991 and 31.3.2000 (both dates inclusive).
- (b) Bar at M.P.S. Point 17 for those appointed on or after 1.4.2000.

4. Period of Probation : Two years.
5. Promotion Prospects : Assistant Master/Mistress. Certificated Masters/Mistresses possessing teacher training will be eligible for consideration for promotion to Assistant Masters/Mistress if they have :
- (a) five years satisfactory and acceptable experience as a teacher in a government or aided secondary school or, since 1 January, 1966, in an assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, OR
 - (b) five years satisfactory and acceptable experience as a teacher or headmaster/ headmistress in a government or aided secondary or primary school, or since 1 January, 1966, in an assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, of which the last two years must be in the nominating aided secondary school,
- and undertaken training course(s) specified by or acceptable to the Permanent Secretary.
6. Any other remarks :
- (a) Direct entrants who have completed two years of continuous full-time teacher training (acquired prior to 1982) at a College of Education/ Hong Kong Technical Teachers' College will enter the scale at the sub-point.
 - (b) Direct entrants with the qualifications at 1(d) (i) will enter the scale at the second point.
 - (c) Direct entrants with acceptable qualifications under 1(f) will be appointed to the point, or sub-point, of the scale considered appropriate by the Permanent Secretary.

- (d) Direct entrants having approved teaching/ relevant practical experience in excess of that required for appointment may be awarded increments in the basic scale at the discretion of the Permanent Secretary.
- (e) Serving Certificated Master/Mistresses who are appointed under 1(c), 1(d) (ii) or 1 (e) (ii) and who successfully undertake a two-year part-time technical teacher training course at the Hong Kong Technical Teachers' College or a Technical Institute may be awarded an additional increment if they are not already at the top of the basic scale.
- (f) Serving Certificated Masters/Mistresses who are appointed under para.1(f) above at a sub-point of the scale without teacher training and who have successfully undertaken an appropriate In-Service Course of Teacher Training or Post-Graduate Certificate in Education may be awarded an additional increment if they are not already at the top of the basic scale.
- (g) Certificated Masters/Mistresses not possessing teaching training or an equivalent qualification but appointed prior to 1 January 1991 will be eligible for consideration for promotion to Assistant Master/Mistress provided that they have undertaken training course(s) specified by or acceptable to the Permanent Secretary.

Guides to Appointment
Aided Secondary Schools
Certificated Master/Mistress (Workshop Teacher)

(For information : This document is not part of any agreement of service)

1. Qualifications and Experience for Appointment
 - (a) Teacher's Certificate obtained after a three year full-time technical teacher training course, or an equivalent; OR
 - (b) Higher Diploma/Certificate *, or equivalent qualification, PLUS one year's relevant practical post-qualification experience; OR
 - (c) Ordinary/Technician Diploma * or equivalent qualification, PLUS either :
 - (i) one year's relevant post-qualification practical experience and one year of full-time technical teacher training; OR
 - (ii) two years relevant post-qualification practical experience; OR
 - (d) Secretary or commercial certificate*, or equivalent qualification, PLUS either :
 - (i) one year's relevant post-qualification practical experience and one year of full-time technical teacher training; OR
 - (ii) two years' relevant post-qualification practical experience.
 - (e) A qualification other than (a) to (d) above, acceptable to the Permanent Secretary.

* Obtained from : Hong Kong Polytechnic / Hong Kong Polytechnic University, Hong Kong City Polytechnic / Hong Kong City Polytechnic University, Hong Kong Technical College, or a Hong Kong Technical Institute.
2. Duties :
 - (a) Workshop instruction and workshop management which include ensuring of safety in the workshop, maintenance of tools and equipment, preparation of materials, submission of annual estimates and keeping record of inventory and consumables,
 - (b) Class teaching in a secondary school, and
 - (c) Where necessary, other related duties as considered appropriate.
3. Salary Scale : Basic scale

- (a) M.P.S. Point 14 – Point 24 for those appointed before 1.4.2000.
- (b) M.P.S. Point 12 – Point 24 for those appointed on or after 1.4.2000.

NOTE : Untrained workshop teachers will not be allowed to proceed beyond the salary bar specified below:

- (a) Bar at M.P.S. Point 19 for those appointed between 1.1.1991 and 31.3.2000 (both dates inclusive).
- (b) Bar at M.P.S. Point 17 for those appointed on or after 1.4.2000.

- 4. Period of Probation : Two years
- 5. Promotion Prospects : Assistant Master/Mistress (Workshop Teacher)

There is provision of one Assistant Master/ Mistress (Workshop Teacher) post for every four workshops. Certificated Masters/ Mistress (Workshop Teacher) will be eligible for consideration for promotion to Assistant Masters/Mistresses (Workshop Teacher) if they have five years satisfactory and acceptable experience as a Certificated Masters/Mistresses (Workshop Teacher) or Workshop Instructor appointed before 1 September 1993 in an aided secondary school of which the last two years must be in the nominating aided secondary school and have undertaken training course(s) specified by or acceptable to the Permanent Secretary.

- 6. Any Other Remarks :
 - (a) Direct entrants who have completed two years of continuous full-time teacher training (acquired prior to 1982) at The Hong Kong Technical Teachers' College will enter the scale at the sub-point.
 - (b) Direct entrants with the qualifications at 1(c) (i) will enter the scale at the second point.
 - (c) Direct entrants with acceptable qualifications under 1(e) will be appointed to the point, or sub-point, of the scale considered appropriate by the Permanent Secretary.
 - (d) Direct entrants having approved relevant teaching/practical experience in excess of that required for appointment may be awarded increments in the basic scale at the discretion of the Permanent Secretary.

Guides to Appointment
Aided Secondary Schools
Assistant Master/Mistress (Workshop Teacher)

(For information : This document is not part of any agreement of service.)

1. Qualifications and Experience for Teacher Appointment :
 - A. Normally - Promotion
Promotion rank for Certificated Masters/ Mistresses (Workshop Teacher)
 - B. Exceptionally - Direct Entry

Candidates should have fulfilled all requirements for normal promotion to this rank. The Permanent Secretary may require the School Management Committee to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Permanent Secretary will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Workshop instruction and workshop management which include ensuring of safety in the workshops, maintenance of tools and equipment, preparation of materials, submission of annual estimates and keeping record of inventory and consumables,
 - (b) Class teaching in a secondary school, and
 - (c) Where necessary, other related duties as considered appropriate.
3. Salary Scale : M.P.S. Point 25 - Point 29
4. Promotion Prospects : Nil

Terms of Employment for Laboratory Technicians
in Aided Schools

1. School's entering into a contract with a laboratory technician on appointment

The School Management Committee, on the appointment of a laboratory technician, should enter into a contract of service with him.

2. School's entering into a contract with a laboratory technician immediately after probation

The School Management Committee should enter into a contract with a laboratory technician immediately after his two years of probationary period, which shall not be subject to annual re-newal.

3. Terms of employment to be mentioned in the contract of service for the laboratory technician

(a) Probationary period

The duration of probation for a laboratory technician shall be two years or on completion of an approved Laboratory Technician Certificate Course, whichever is the longer.

(b) Termination of appointment during and after probationary period

(i) During probationary period

The appointment of a laboratory technician who is serving a period of probation shall be terminable by the School Management Committee of the school or the laboratory technician giving one month's notice in writing.

(ii) After probationary period

The appointment of a laboratory technician who has satisfactorily completed a probationary period, shall be terminable by the School Management Committee or the laboratory technician giving three months' notice in writing.

(c) Duties

To take charge of the operation and maintenance of the laboratories and assist teachers in performing experiments in class.

4. Working experience counted for incremental purpose

Relevant laboratory technician experience in the universities and polytechnics, and in a caput or assisted private or bought-place school bound by contract since 1 September 1990, shall be accepted as recognised experience for incremental purpose in an aided secondary school.

5. Signing of an undertaking by the laboratory technician recommended to attend an approved Laboratory Technician Certificate Course

The laboratory technician who has been recommended to attend an approved Laboratory Technician Certificate Course shall sign an undertaking with the school by which he agrees to serve in the school for at least one year after completion of the course.

6. Direct appointment of Laboratory Technician II

Should there be a vacancy, it is permissible for the school to offer direct appointment of Laboratory Technician II to an appropriate applicant who is serving as Laboratory Technician II in another aided secondary school even under a different sponsoring body.

Teaching Staff's Contracts in Aided Schools1. School's entering into a contract with a teacher immediately after probation.

The School Management Committee should enter into a contract with a teacher immediately after his two years of probationary period. The contract shall not be subject to annual renewal.

2. Dismissal/Termination of appointment of a teacher after probation

The procedures relating to Dismissal or Termination of Appointment of a teacher as spelt out in Appendix 7 should be observed strictly.

3. Dismissal/Termination of Appointment of a teacher in the middle of the academic year during probationary period

The procedures relating to Dismissal or Termination of Appointment of a teacher as spelt out in Appendix 7 should be observed strictly.

4. Dismissal/Termination of Appointment of a teacher at the end of the first and second academic year during probationary period

If a teacher is still found by the School Management Committee to be performing his duties in an unsatisfactory manner (including personality, character and philosophy of education), and showing no improvement in his work after being advised, the School Management Committee can opt for any one of the following three measures :

either (a) To follow the procedures with regard to Dismissal or Termination of Appointment of a teacher as spelt out in Appendix 7.

or (b) A verbal warning can be given to the teacher by the Principal. The content of the warning should be noted down in the school record for future reference. The teacher, to whom the warning is given, may note down the content of the warning for his own reference and improvement.

or (c) After informing verbally the teacher of his shortcomings, the Principal may serve the teacher a written letter, listing the weaknesses mentioned in their discussion, and may ask the teacher to sign in acknowledgement of the letter.

For the School Management Committee opting for (b) or (c), the following points should be observed :

- (i) It is unnecessary for the School Management Committee to notify the Permanent Secretary of such verbal warning(s). However, the record(s) should be made available for inspection by the officers of the Education and Manpower Bureau, if and when required;

- (ii) The written letter should be copied to the Education and Manpower Bureau for record purposes. The Permanent Secretary may investigate at the request of the teacher concerned; and

- (iii) If the teacher concerned takes no notice of the verbal warning(s), the School Management Committee may terminate the appointment of the teacher by giving one month's notice at the end of the school year.

Procedure to be followed in case of Dismissal
or Termination of Appointment of a Teacher

The procedure to be followed by the School Management Committee should be as follows :

- (a) The teacher concerned should be given a warning, or warnings that his work is unsatisfactory. This should be recorded in the school files.
- (b) If no improvement in the teacher's work is noticeable after an appropriate period then a formal written warning embodying relevant criticisms should be given to the teacher, and a copy of this letter should be forwarded to the Permanent Secretary for information. This should be recorded in the school files.
- (c) On receipt of this letter the Permanent Secretary shall investigate the circumstances.
- (d) If the teacher after receiving the warning letter still shows no improvement after an appropriate period, normally not less than one month, and the School Management Committee intends to dismiss him or not to renew his contract after the date of expiry, the Supervisor shall so inform the Permanent Secretary.
- (e) In each case of dismissal of a teacher, a sufficient period of notice of termination of employment must be given in accordance with Section 58.

Payment of Salaries on Appointment, Resignation,
Retirement or Termination of Appointment

1. (a) A teacher with one academic year's service or more without break whose appointment terminates no earlier than the beginning of
 - (i) the major school holidays, i.e., Christmas, Chinese New year and Easter will be paid to the end of the school holidays;
 - (ii) the Summer Vacation will be paid to the end of August.
 - (b) a teacher with service of less than one academic year but more than 59 days whose appointment terminates no earlier than the beginning of
 - (i) the major school holidays, i.e., Christmas, Chinese new year and Easter will be paid to the end of the school holidays;
 - (ii) the Summer Vacation will be paid to the end of July.
 - (c) A teacher with service of 59 days or less shall be paid up to and including the last day of the performance of full duties.
 - (d) A teacher who resigns from one aided school to take up a new appointment on the commencement day of a new school year in another aided school and without break in teaching service, will be paid by the school he leaves for the period up to and including the last day of performance of full duties in that school, and by the school to which he is newly appointed from the day following his last day of performance of full duties in the former school.
2. In a newly-opened school the date of assumption of full duties shall normally be deemed to be the date of commencement of classes. The Permanent Secretary may approve, for purposes of grant, the appointment of staff who are required for essential preliminary planning of new schools in advance of the date of commencement of classes, and in the case of reprovisioned schools he may approve the continued payment of the salaries of staff of the original classes should the completion of the building be delayed beyond the scheduled date.

Conditions for Promotion and Acting Appointments
in Aided Secondary Schools

General

1. All promotions are subject to the following common conditions as appropriate: -
 - (a) With the exception of the ranks of Laboratory Technician III and II which have a combined establishment, a vacancy must exist in the higher rank to which a candidate is recommended for promotion.
 - (b) All eligible candidates must be assessed by a board the School Management Committee appointed for the selection exercise. The selection board shall recommend a suitable candidate, if available, for the consideration and approval of the School Management Committee. However, the approval of the Permanent Secretary is required for cases of promotion and acting appointment to the post of school head, and direct entry to promotion posts. For such cases, the application must be endorsed by the School Management Committee before submission to the Permanent Secretary for consideration.

Conditions for Promotion of Teaching Staff

2. The conditions for promotions of teachers to the next higher rank are contained in the guides to appointments in Attachments C, D, E, G, H and I of Appendix 4.
3. The candidate must have undertaken training(s) specified by or acceptable to the Permanent Secretary in order to be eligible for substantive promotion. Those who have met all other promotion requirements except the specified training may be allowed to act in the promotion posts. The teachers may be confirmed to the promotion ranks with retrospective effect from the date of the approved acting appointment provided that they complete/acquire the specified training in the same academic year. If a teacher acting in the promotion post fails to successfully complete/acquire the required training within the prescribed period and with no acceptable reasons, the School Management Committee should make an alternative appointment for the promotion post.

English Panel Chair (EPC)

4. For a teacher appointed as the English Panel Chair, he/she should have attained an average proficiency at Level 4 of the English Language Proficiency Requirement (LP4) which means that he/she has met both of the following criteria:
 - (a) attained at least Level 3 in all the five papers in the Language Proficiency Requirement for English teachers. Specifically, he/she has to attain '3' or above in Reading and Listening. For Writing, Speaking and Classroom Language Assessment (CLA), the teacher has to attain, in one sitting, '3' or above in all the scales of the respective papers; AND
 - (b) attained at Level 4 or above for three papers at least. For Writing, Speaking and CLA, Level 4 is deemed to have been attained if more than half of the scales of the respective papers are

scored, in one sitting, at '4' or above (i.e. having attained Level 4 in three or more scales in Writing and CLA and four or more scales in Speaking).

5. A teacher will not be affected by the LP4 requirement if:
 - (a) he/she had already taken up the post on or before 18.10.2001; or
 - (b) he/she had already taken up the post on or before 18.10.2001 and was deployed without break of service to take up the post in another school under the same sponsoring body within the aided secondary school sector; or
 - (c) he/she was given an offer of promotion/direct appointment on or before 18.10.2001 to the post which was to take effect in the 2001/2002 school year.
6. However, whenever an EPC post is vacated, the school should accord priority to LP4 qualified candidates in filling the post. Should a suitable LP4 qualified candidate is not available, the school may employ a teacher who has met the basic Language Proficiency Requirement. EPCs not affected by the LP4 requirement are encouraged to acquire the LP4 qualification through the Language Proficiency Assessment for Teacher or through training or through a combination of both.

Conditions for Promotion of Certificated Master/Mistress (Workshop Teacher) to Assistant Master/Mistress (Workshop Teacher)

7. The conditions for promotion of a Certificated Master/Mistresses (Workshop Teacher) to Assistant Master/Mistresses (Workshop Teacher) are contained in Attachment J of Appendix 4. It should be noted, however, that posts of Assistant Master/Mistress (Workshop Teacher) will only be established in secondary schools with four or more workshops each designed to accommodate 40 pupils.

Laboratory Technician III to Laboratory Technician II

8. Laboratory Technicians III will be eligible for consideration for promotion to Laboratory Technician II on having :
 - (a) completed three years' continuous and satisfactory service in a laboratory technician post in a government or aided secondary school or, since 1 September 1990, in a caput or assisted private school or a bought-place school bound by contract, of which the last six months must be in the nominating aided secondary school;
 - (b) served for one year on the third point of the salary scale;
 - (c) obtained an approved Laboratory Technician Certificate or an equivalent qualification; and
 - (d) obtained a valid and approved First Aid Certificate, if the Certificate in (c) above does not contain first aid training as one of its course components.

Laboratory Technician II to Laboratory I

9. Laboratory Technicians II will be eligible for consideration for promotion to Laboratory Technician I provided that they have at least five years of satisfactory service as Laboratory Technician II. The manning scale of laboratory technicians is shown in Appendix 2/Attachment C.

Acting Appointments

10. In conjunction with paragraph 2 of Appendix 3, full-time Graduate Masters/Mistresses may be recommended for appointment to vacant promotion grade posts in the rank of Senior Graduate Master/Mistress on an acting basis and the following rules will apply to all acting appointments :
 - (a) The periods of acting will normally be for one year, or until the teacher becomes fully qualified, whichever is the longer;
 - (b) Before the end of an acting period, the teacher should normally be recommended either for substantive promotion to the higher post or for reversion to his former post;
 - (c) Shorter periods of acting (not less than six months) and longer periods of acting (not more than two years) may be recommended, where there are good reasons for doing so, and will be considered. However, extensions of acting beyond two years will not normally be approved unless there are very special circumstances to warrant such an extension (for example, that the teacher is still not fully qualified).

Note:

1. Teaching experience in schools in the Direct Subsidy Scheme will be recognised for promotion purposes.

Conditions for Employment of Teachers on Overseas Terms
and Passage Entitlement
(Applicable to schools with serving teachers on overseas terms)

Approval of the Permanent Secretary

1. The Permanent Secretary may approve the employment on overseas terms of a teacher of English provided that the school has a vacancy in its quota for teachers employed on such terms and he is satisfied that the teacher -
 - (a) is not habitually resident in Hong Kong, Macau, China or Taiwan;
 - (b) has his principal family and social ties and general background in a country other than those named above; and
 - (c) would suffer a material degree of dislocation or uprooting from the environment to which he naturally belongs if he was engaged on terms which did not provide for his periodically visiting his country of habitual residence.

Medical Examination

2. All teachers to be employed on overseas terms must have a medical examination and chest X-ray and be certified as medically fit by a registered medical practitioner before they leave their country of origin.

Contract

3. In addition to the particulars laid down in Section 56, the contract for teachers employed on overseas terms should include provisions for payment of the cost of passage on appointment, resignation, or termination of appointment, and for the payment of travelling and baggage allowance on first appointment. (see paragraph 12)

Contract Period and Leave

4.
 - (a) A contract shall be for a period of two years commencing on 1st September and terminating on 31st August. The Permanent Secretary may approve a contract for a period other than two years.
 - (b) If the date of commencement of a contract is later than 1st September, but falls within the first terms of the academic year, the date of termination shall be as if the contract had commenced on 1st September in that year.
 - (c) If the date of commencement of a contract is later than 1st January of the academic year, the teacher's service for the remainder of the academic year will not earn leave or passage benefits and the teachers will be required to serve a period of two years from 1st September in the year in which his employment commenced.

- (d) A teacher shall be entitled to spend the school summer vacation which falls towards the end of his two years contract, in his country of origin or other approved destination. In such a case, the Principal of an aided secondary school may, if he is satisfied that the staffing situation permits, recommend to the Permanent Secretary for his approval that the teacher be granted additional leave to be spent outside Hong Kong, up to a maximum of 14 days prior to the date of commencement of the summer vacation.
- (e) The Permanent Secretary may in special cases approve that a teacher be employed for a further contract of two years. In such a case the Principal will have the option of recommending that the teacher shall proceed on leave after two years service as per para. 4(d) or that he shall serve two contracts or employment consecutively and then proceed on leave as per para. 4(f).
- (f) Where a teacher has served two contracts of employment consecutively, each such contract being for a period not less than two years, he shall be entitled to six months paid vacation leave, inclusive of travelling time, on completion of the second such contract. In such a case, the Principal of an aided secondary school may recommend to the Permanent Secretary for his approval that the teacher be permitted to spend the school summer vacation which falls towards the end of the period of his second contract in his country of origin or other approved destination.
- (g) Paragraphs 6(b) and 6(c) below show passage entitlements for the teacher and his family on expiry of a contract when it is being renewed or when it is not being renewed.

Resignation or Termination of Contract

5. If a teacher on overseas terms resigns within the first twelve months of his first contract, the school will be required to refund to Government -
- (a) the cost of the allowance for travelling and baggage expenses paid under paragraph 12; and
 - (b) the cost of the outward passage to Hong Kong provided for himself and his family.

If a teacher on overseas terms resigns or has his contract terminated within the first twelve months of any subsequent contract period the school will be required to refund to Government the cost of the outward passages provided for the teacher and his family. If the teacher resigns or has his contract terminated during the second year of the contract period, the school will not be required to make such refund, and the teacher will be eligible for homeward passages for himself and his family only if his resignation will not take effect until he has completed two academic years, thus fulfilling his contract.

Passages entitlement

6. (a) A teacher whose employment on overseas terms has been approved by the Permanent Secretary will be provided by Government grant with an economy class single air passage by a direct route (with or without stop-over en route) from his country of origin to Hong Kong. Such a passage is referred to as a STANDARD passage. Similar passages will also be provided, if applicable, for the teacher's spouse, sons and daughters who are unmarried and under the age of twenty-one, up to a maximum of five passages including the teacher. In the

case of sons and daughters aged 19 or 20, they must also be in full time education or in full time vocational training, or dependent on the teachers as a result of physical or mental infirmity.

- (b) At the expiry of a contract if the teacher is returning to Hong Kong for renewal of contract, he will be provided by Government grant with a STANDARD economy class return air passage between his country of origin and Hong Kong. Similar return passages will also be provided, if applicable, for the teacher's family as specified in (a) above.
- (c) A teacher whose contract upon satisfactory completion is not being renewed will be provided by Government grant with a STANDARD economy class single air passage to his country of origin. Similar passages will also be provided, if applicable, for the teacher's family as specified in (a) above.

Procedure for booking passages

7. A. On first appointment

- (a) A school for which passages grant has been approved in the Estimates to recruit a teacher of English on overseas terms and which requires passages for the teacher, and for his family if applicable, should inform the Education and Manpower Bureau of the particulars of the teacher (which should include his name, names of his spouse and accompanying dependent children with age, if applicable). This should be followed by his appointment form, as soon as offer of appointment is made, to facilitate the checking of the approved estimates and staffing establishment of the school.
- (b) If the teacher wants to travel by an indirect route, he may be provided with such passages at the actual cost of the passages arranged or up to the cost to Government of the STANDARD economy class single air passages, whichever is the less. Any cost in excess of this will be met by the teacher.
- (c) Details of air passages rates may be obtained from the Finance Division, Education and Manpower Bureau.
- (d) Passages should be booked and paid for either by the teacher himself or the school on his behalf. It is important that the teacher of the school should choose a reliable travel agent. The restriction of using travel agents belonging to the International Air Transport Association for booking of air tickets except when booking is made outside Hong Kong has been removed as from 1 July 1993.
- (e) The passage costs will be reimbursed by the Education and Manpower Bureau after the arrival of the teacher and his dependants, if any, upon application by the school and on production of receipted bills and used air tickets. Application for reimbursement may be made in the form prescribed by the Education and Manpower Bureau.

B. At the expiry of a contract

- (a) At the expiry of a contract, if the teacher is returning to Hong Kong for renewal of another contract, he will be provided by Government, subject to an estimate having been made, with a grant for a STANDARD economy class return air passage between his

country of origin and Hong Kong. Similar return passages will also be provided, if applicable, for the teacher's family as specified in paragraph 6 (a) above.

- (b) A teacher whose contract upon satisfactory completion is not being renewed will be provided by Government grant with a STANDARD economy class single air passage to his country of origin. Similar passages will also be provided, if applicable, for the teacher's family as specified in paragraph 6 (a) above.
- (c) Requests for passages at the expiry of a teacher's contract should be submitted one month before the intended date of travel in a prescribed form to the Education and Manpower Bureau.

Payment of Passage Allowance

- 8. In respect of each passage reimbursement request which has been approved, the Finance Division, Education and Manpower Bureau, will credit into the school's account a passage allowance equivalent to the STANDARD economy class air passage fare payable by Government. Information on the up-to-date air passage rates may be obtained from the Finance Division, Education and Manpower Bureau.
- 9. Apart from the air fare, the teacher may also use the balance of the passage allowance, if any, for the following travel-related fare available to the public : -
 - (i) car-hire charges
 - (ii) airport departure tax.
- 10. Any unspent passage allowance will be carried forward to the next eligibility period subject to rules set out in the relevant circular issued by the Education and Manpower Bureau concerning the approved annual estimates for aided secondary schools.
- 11. A school for which grant for passages for teachers employed on overseas terms is approved should keep a separate passage account in respect of each eligible overseas teacher and each eligible member of his family. Such accounts should be kept open until such time that the teacher's service is terminated.

Travelling and Baggage Allowance

- 12. On first appointment only, teachers who travel by air are eligible for the grant of an allowance to assist with travelling and baggage expenses and with the cost of initial outfit. Information on the up-to-date rate of such allowance is obtainable from the Finance Division, Education and Manpower Bureau.

Passage Estimates

- 13. Requests for grants of passages for inclusion in the annual estimates should be submitted by the school Supervisor to the Education and Manpower Bureau on the specified form contained in the annual circular.

Grant of Sick Leave and Special Tuberculosis Leave

(A) For Teachers

1. Sick Leave

- (a) Full-time monthly-paid teachers including temporary monthly-paid teachers may be granted up to 28 days paid sick leave in their first year of service in aided schools. On completion of each succeeding year of service in aided schools a further 48 days will be granted. Paid sick leave can be accumulated up to a maximum of 168 days. The calculation of leave entitlement for part-time monthly-paid teachers should be the same as the full-time monthly paid teachers. However, a teacher with a break of service of more than 45 days will forfeit his/her sick leave balance.
- (b) Daily-rated supply teachers who have worked under a continuous contract for not less than 4 weeks are eligible for sickness allowance at the rate of two paid sickness days for each completed month of employment in accordance with the Employment Ordinance.
- (c) Sick leave exceeding two days should be supported by a valid medical certificate issued by a registered medical practitioner.
- (d) No-pay sick leave may be granted if a teacher's leave balance/entitlement has been exhausted.

2. Special Tuberculosis Leave

- (a) Teachers who are suffering from tuberculosis may be granted special tuberculosis leave with full pay with the support of a valid medical certificate issued by a registered medical practitioner on the following terms : -
 - (i) those with more than one but less than four years service may be granted up to three months leave on full pay;
 - (ii) those with four or more but less than eight years service may be granted up to six months leave on full pay;
 - (iii) those with eight or more than eight years service may be granted up to six months leave on full pay plus two weeks additional sick leave in respect of each additional year of service over eight years up to maximum of twelve months leave on full pay.

Service under all these provisions means service deemed to be continuous by the Permanent Secretary.

- (b) Upon exhaustion of special tuberculosis leave balance and sick leave balance, the teacher may be granted no-pay special tuberculosis leave.

(B) For Laboratory Technicians

Laboratory technicians shall enjoy such benefits as teachers with regard to sick leave and special tuberculosis leave.

Grant of Maternity Leave

(A) For Teachers

1. Female teachers who have completed 40 weeks of resident service prior to the commencement of maternity leave may be granted 10 weeks full-pay maternity leave. There is no limitation on the number of surviving children that a female teacher may have in order to be qualified for maternity leave pay.
2. Female teachers employed under a continuous contract but with less than 40 weeks of resident service may be granted maternity leave without pay. The calculation of leave entitlement for part-time monthly-paid teachers should be the same as the full-time monthly-paid teachers.
3. Maternity leave shall be the aggregate of
 - (a) a continuous period of 10 weeks from and inclusive of –
 - (i) the date of commencement of maternity leave as determined under section 12AA of the Employment Ordinance (see below); or
 - (ii) the actual date of confinement, if confinement occurs before the date of commencement mentioned in subparagraph (i);
 - (b) a further period equal to the number of days, if any, beginning on the day after the expected date of confinement up to and including the actual date of confinement; such further period of leave is to be taken immediately following the period of leave under paragraph (a); and
 - (c) a further period, not exceeding 4 weeks, on grounds of illness or disability arising out of pregnancy or confinement.

Under section 12AA of the Employment Ordinance, a pregnant employee may, with the agreement of the employer, decide on the date of commencement of her 10 weeks maternity leave, provided that such date is within a period of not less than 2 weeks before, and not more than 4 weeks before, the expected date of confinement. If the employee does not exercise her option to decide on the date of commencement, or if she fails to secure her employer's agreement to her proposed leave schedule, the date of commencement of maternity leave shall be 4 weeks immediately before the expected date of confinement. The entitlement to pay is, however, limited to the period of 10 weeks. An accurate record of any maternity leave granted shall be kept by the school.

4. When more absence is recommended by a registered medical practitioner, additional maternity leave may be granted as no-pay leave to bring the total absence up to 6 months. Further leave without pay on the same terms may be granted.
5. The following categories of female teachers will also be eligible for full pay for any part of the maternity leave which falls within a major school holiday, i.e. Christmas, Chinese New Year, Easter and Summer Vacation –

- (a) Female teachers whose maternity leave exceeds 10 weeks as provided in paragraph 3(a) and the excess portion of maternity leave as provided in paragraph 3(b) and/or 3(c) falls wholly or partly within a major school holiday; and
 - (b) Female teachers who are employed under a continuous contract but have less than 40 weeks' resident service to qualify for full pay maternity leave and whose maternity leave as provided in paragraph 3 falls wholly or partly within a major school holiday.
 6. Maternity leave is not counted as sick leave.
 7. A female teacher is not entitled to maternity leave whilst absent from duty for other reasons.
 8. A female teacher has to serve notice of pregnancy and of her intention to take maternity leave to her employer after her pregnancy has been confirmed by a valid medical certificate issued by a registered medical practitioner. If required by the employer, the female teacher has to produce a medical certificate which specifies the expected date of confinement for the 10 weeks of maternity leave under subparagraph 3(a)(i) or a medical certificate which specifies the date of confinement for the 10 weeks of maternity leave under subparagraph 3(a)(ii). A female staff who may take any period of maternity leave under paragraph 3(b) shall, if so required by her employer, produce a medical certificate specifying the date of confinement.
 9. A pregnant female teacher may, on producing a medical certificate with an opinion as to her unfitness to handle heavy materials, work in places where gas injurious to pregnancy is generated, or do other work injurious to pregnancy as specified in the medical certificate, request her employer to refrain from giving her such work during her pregnancy period.
- (B) For Female Laboratory Technicians

Female laboratory technicians shall enjoy such benefits as female teachers with regard to maternity leave.

Paid Annual Leave Entitled by Laboratory Technicians

1. A laboratory technician appointed before 1 June 2000 may be granted not less than 22 days of paid leave on an annual basis during the major school holidays, subject to mutual agreement between the school and the laboratory technician.
2. For laboratory technicians offered appointments on or after 1 June 2000, their entitlement to annual leave with pay is as follows -

Salary point (Master Pay Scale)	<u>Less than 10 years of service</u>	<u>10 years of service and over</u>
0-13 or equivalent	14 days	18 days
14-28 or equivalent	18 days	22 days

3. The leave entitlement in paragraph 2 above does not apply to laboratory technicians offered appointments before 1 June 2000 so long as -
 - (a) they remain in their present rank or get promoted to a higher rank in the same grade in their school; or
 - (b) they are deployed to the same rank from one aided school to another under the same sponsoring body; or
 - (c) they transfer to the same rank without a break of service within the aided school sector. Transfer within a period of 45 days will not be taken as break of service.

Operating Expenses Block GrantStructure

1. The Operating Expenses Block Grant (OEBG) covers various non-salary recurrent grants with the exception of grants disbursed on an actual claim or reimbursement basis. The Grant comprises a General Domain and a Special Domain as follows-

- (a) General Domain

Schools are free to decide the amount to be spent on individual constituent grants under this domain. If surpluses are available, schools may use such funds to top up expenditure on items in the Special Domain. Surplus of the General Domain can also be used on items chargeable to other government subsidies outside the OEBG.

- (b) Special Domain

This covers grants which are allocated for achieving specific policy objectives. Each grant under the Special Domain is separate and no transfer will be allowed among the grants. Funds in this domain cannot be transferred out to ensure that schools will deploy the funds for the specified purposes, but they may be topped up with surpluses from the General Domain.

2. The Permanent Secretary may review the rates, the grouping of the constituent grants and virement arrangement when required. Schools are advised to refer to the relevant circular currently in force.

Principles and rules on usage

3. The OEBG provides schools with greater flexibility in the use of resources. In this regard, schools are allowed to set their own spending priorities and allocations, having regard to the objectives and policies laid down by their School Management Committees (SMC).
4. In exercising the flexibility, schools should always bear in mind that the interest of students comes first. They should also ensure that the expenditure incurred is reasonable and necessary for educational purposes. Thus, for instance, schools should keep expenditure on purchase of flower-baskets for ceremonial activities to a minimum. In addition, schools should ensure that any recurrent consequences arising from exercising funding flexibility will be absorbed within the OEBG or met by schools' own funds.
5. In incurring expenditure, schools should observe the ambit of the constituent grants of the OEBG, as set out in the Code of Aid and in circulars issued by the Education and Manpower Bureau from time to time. In addition, schools should ensure that the total spending should be kept within the amount of the OEBG, i.e. no topping up of the OEBG will be given.

6. Subsidy will continue to be provided for Provident Fund (PF) contributions in respect of clerical and janitor staff employed within the provision allocated for Administration Grant or the Revised Administration Grant. For staff employed with funds under other constituent grants of the OEBG, schools should meet the PF contributions with surplus funds under OEBG or their own funds.

7. On the basis of the principles and rules stated above, the following items of expenditure shall not be charged to the OEBG –
 - (a) fringe benefits for staff, including housing benefits, provision of food or food allowance, travelling allowance, medical expenses etc.;
 - (b) penalty charges, fines and interest payments;
 - (c) loans to staff or third parties;
 - (d) subscription to staff associations and professional bodies;
 - (e) write-offs, e.g. overpayments;
 - (f) administrative and management expenses of the headquarters or other service units of the sponsoring organisation.

The above list is not exhaustive. The Education and Manpower Bureau will revise the list and inform schools of the changes as and when appropriate.

Rates of the OEBG

8. When first introduced in the 2000/01 school year, the OEBG had the rates set on the basis of the rates approved for the 1999/2000 school year. The OEBG rates will be revised annually in accordance with the movement of the Composite Consumer Price Index. The Education and Manpower Bureau will also review the need to revise in real terms the rates of individual grants as and when required.

Surplus retention

9. To give schools greater flexibility, schools are allowed to retain surplus balance up to 12 months' provision of the OEBG. Applications for accumulation of surpluses in excess of 12 months' provision will only be considered in exceptional circumstances.

10. Schools should ascertain the surplus balances of grants under the General Domain and the Special Domain respectively. The surpluses should be totalled and if this total exceeds the 12 months' provision of the prevailing level of the OEBG, schools should return the excess to the Education and Manpower Bureau.

11. When the surplus exceeds the 12 months' provision, schools are free to decide from which constituent grant the excess may be clawed back by the Education and Manpower Bureau.

Expenditure Control and Accountability

12. To ensure that the OEBG funds are spent properly and cost-effectively, schools should obtain directives from their SMCs regarding the scope, criteria and rules for allocating funds. Schools should ensure that the approved budget is followed in incurring expenditure. To cope with urgent or unforeseeable needs, schools may consider seeking delegation of the authority from SMCs for making changes to the budget up to a certain financial limit.
13. Schools should ensure that the total expenditure is kept within the amount of the OEBG. Any deficit will have to be met by the schools' own funds. Also, if expenditure is found improperly incurred or charged to the OEBG funds, the school should make good such expenditure by charging it to its own funds.

Accounting and Reporting Requirements

14. Schools should continue to maintain separate ledger accounts for each constituent grant of the OEBG. In addition, schools should keep a General Domain Control Account and a Special Domain Control Account for the purpose of recording and monitoring the surpluses. Schools should also report periodically to their SMCs the expenditure position of the OEBG.
15. Schools should submit audited annual accounts and such other financial statements in accordance with the format as required by the Education and Manpower Bureau. The auditors should certify that the OEBG funds have been used in accordance with the ambit and rules as promulgated in the Code of Aid and in circulars issued by the Education and Manpower Bureau from time to time.

Administration Grant

The Administration Grant is provided for schools to employ administrative and janitor staff to meet their specific needs. Expenditure on cleaning services of the school premises by contract may also be chargeable to the Administration Grant. The amount of grant shall normally be assessed on a per class basis at the rate as announced in the relevant circular issued by the Permanent Secretary.

Calculation of administrative staff grant element and janitor staff grant element in the Administration Grant per class is based on the notional posts in a standard aided secondary school with 29 classes as follow :

(a) Administrative Staff

<u>Post</u>	<u>No.</u>
Secretary	1
Clerical Officer I	1
Clerical Officer II/Assistant Clerical Officer	1
Typist	1
Clerical Assistant	1
	5

(b) Janitor Staff

<u>Post</u>	<u>No.</u>
Office Assistant	1
Workshop/Laboratory Attendant	3
Workman II	9
	13

The janitor staff grant element payable to a secondary school may be calculated individually on an operating class basis or on a classroom equivalent basis according to the janitor staff requirement for the school in relation to the number of classrooms, special rooms, laboratories and workshops.

Composite Furniture and Equipment GrantAmbit

1. The Composite Furniture and Equipment Grant (CFEG) will cover -
 - (a) Furniture & Equipment (F&E) items to meet the needs of schools and students;
 - (b) maintenance/repairs fees for F&E items; and
 - (c) insurance premium for non-standard F&E items for school portions.

Schools may make reference to the F&E lists for standard design schools issued by the Education and Manpower Bureau.

Principles and Rules on Usage

2. The CFEG provides schools with greater flexibility in the use of resources. Schools should set their spending priorities and allocations in line with the objectives and policies laid down by their School Management Committees (SMCs). In exercising the flexibility, schools should always bear in mind that the interest of students should come first. They should ensure that the expenditure incurred is reasonable and necessary for educational purposes and that the procured F&E items are properly recorded, managed and protected from loss or damage. In addition, schools should ensure that the CFEG is able to cover all the expenditures.

Grant Rate

3. The rate will be adjusted annually in accordance with the movement of the Composite Consumer Price Index.

Procurement, Financial and Accounting Arrangements

4. Procurement and Financial Arrangements

Within the amount of CFEG available in school, there is no financial limit for F&E items to be purchased. Schools should adhere to the guidelines on tendering and purchasing procedures and any guidelines the Permanent Secretary may issue.

5. Accounting Arrangements

Schools should maintain a separate account named 'Composite Furniture and Equipment Grant Account' to record the income and expenditure of the CFEG. The cost of the procured furniture and equipment should be captured in the Balance Sheet under the headings of "Fixed Assets for Furniture and Equipment" and 'Composite Furniture and Equipment Grant Utilised'. In addition, schools are required to record the items procured in the Fixed Assets Register.

6. Expenditure Control

- (a) To ensure that the CFEG funds are spent properly and effectively, schools should obtain directives from their SMCs regarding the scope, criteria and rules of allocating funds. Schools should devise their own budget on how to use the CFEG funds and seek the approval of their SMCs of the budget and make the approved budget transparent to parents and teachers.
- (b) Schools should ensure that the total expenditure is kept within the amount of CFEG. Also, if any expenditure is found improperly incurred or charged to CFEG funds, the schools are required to make good such expenditure by non-government funds.

Accountability

7. Schools have to account for the proper utilization of the CFEG by
 - (a) ensuring that they have suitable F&E items for the delivery of educational services and that such F&E items are properly recorded, managed and protected from loss or damage;
 - (b) developing accountable school-based procedures for F&E acquisition/replacement, monitoring and evaluation;
 - (c) relating the school budget, including the budget for F&E, to the annual school plan;
 - (d) keeping a separate account named 'Composite Furniture and Equipment Grant Account' to record the income and expenditure of the CFEG; and
 - (e) making available the school report with a financial statement for parents and the Education and Manpower Bureau.

Separate F&E Subsidy outside the CFEG (Appendix 16 is relevant)

8. Separate F&E subsidy will continue to be provided to schools by the Education and Manpower Bureau for
 - (a) School Administration and Management System, education television and information technology in education projects;
 - (b) replacing standard F&E items lost in natural disaster, burglary, theft, fire etc.; and
 - (c) new initiatives. (However, expenditures on replacement of these F&E items have to be met by the CFEG.)

Non-Recurrent Grants (Furniture and Equipment)Provision for furniture and equipment items not covered by the Composite Furniture and Equipment Grant (CFEG)

1. Separate non-recurrent subsidy will be provided for furniture and equipment (F&E) items costing \$8,000 or above not covered by the CFEG for -
 - (a) School Administration and Management System, education television and information technology in education projects;
 - (b) replacing standard F&E items lost in natural disaster, burglary, theft, fire etc; and
 - (c) new initiatives
2. Schools will be advised normally at the beginning of each financial year of the items in respect of which grants have been approved and the amount of provision. Schools should then proceed with the procurement exercise as soon as possible.

Principles in Tendering (also applicable for procurement charged to the CFEG)

3. For single purchases exceeding \$50,000, tenders from at least 5 suppliers should be obtained.
4. For single purchases not exceeding \$50,000, purchases may be arranged by obtaining two or more quotations (i.e. below \$30,000, by oral quotations and between \$30,000 and \$50,000, by written quotations) with the lowest offer to specification being accepted. Where the total value of the purchase of any stores or where the value of a service does not exceed \$5,000, schools are not required to conduct any competitive bidding, subject to minor purchase of store being made to meet immediate needs and the school staff at the appropriate level being satisfied that such purchases are essential and his/her certifying that the prices are fair and reasonable and such records being properly kept by schools.

Tender Opening and Vetting Committee (TOVC)

5. The Principal should appoint a TOVC at least 3 working days before the tender opening date. The TOVC will be responsible for opening, vetting and referring tender documents to the appropriate subject teacher(s) and administrative staff for evaluation and recommendation before the tender documents are referred to the Tender Approving Committee for consideration.
6. A TOVC should comprise no less than two staff members, one of a rank not lower than a substantive Assistant Master/Mistress or equivalent and the other of a rank not lower than a Clerical Assistant or equivalent.

Tender Approving Authority

7. For single purchases not exceeding \$50,000, the quotations shall be vetted by the appropriate school staff and referred to the Principal for consideration and approval.
8. Tenders from \$50,001 up to \$120,000 shall be approved by a Tender Approving Committee comprising at least two staff members and headed by the School Principal.
9. Tenders over \$120,000 shall be approved by a Tender Approving Committee comprising the Supervisor/a school manager, the Principal, a teacher and a representative of the Parent-Teacher Association (if appropriate).
10. The School Management Committee should ensure that –
 - (a) the tendering and purchasing procedures laid down by the Education and Manpower Bureau are followed in the procurement of stores and services;
 - (b) the designated purpose(s) of each grant is/are met;
 - (c) proper records of the quotations and tenders are available for inspection by the Education and Manpower Bureau; and
 - (d) a separate section on the set-up fund for furniture and equipment should be included in new schools' audited annual account with details by items by subjects.

Application for a Revote of Non-Recurrent Grants Approved

11. Grants approved during the current financial year but not claimed in accordance with the procedure described in this Appendix, will lapse after the end of that financial year. If a school anticipates that it will be unable to use an approved grant during the current financial year, it should apply on or before 1 February of that year for a revote of the grant in the next financial year, giving grounds in support of the application.

Payment Arrangements

12. The arrangements for payment of non-recurrent F&E subsidy to aided schools are as follows –
 - (a) After the award of a tender or purchase by quotation has been approved under the tendering and purchasing procedures laid down by the Education and Manpower Bureau, the school should apply on a prescribed form for payment.
 - (b) Receipts and invoices in respect of the purchases should be kept in the school for audit inspection purposes. The income and expenditure should be recorded separately in the Non-recurrent Grants for F&E Account for the individual projects. The F&E items purchased should be recorded in the Fixed Assets Register.
13. Schools should note that the payment of non-recurrent F&E subsidy is made on the following conditions –
 - (a) where there is any subsequent reduction in tender price (e.g. through offer of discount for prompt payment) or the approved tender is for any reason cancelled, the school should inform the Bureau immediately in writing of the appropriate amount of subsidy to be refunded. The amount will be offset from other subsidies payable to the school;

- (b) where the award of the approved tender/quotation would result in the approved estimate being exceeded, the school should meet the difference between the cumulative expenditure and the approved estimate; and
- (c) payment will be subject to availability of funds. In the event that funds in the relevant vote are exhausted in the latter part of each financial year, e.g. from January to March, payment may be postponed until the next financial year.

Non-recurrent Grants (Major repairs and Projects of \$15 million and below)Major Repairs Grants for items costing \$8,000 or aboveI. For estate schools

1. Requests for subsidy towards the cost of items such as major internal repairs to buildings, internal redecorations etc. costing \$8,000 or above must be submitted to the Education and Manpower Bureau on the appropriate form attached to the call circular issued annually to schools. The completed forms should reach the Education and Manpower Bureau not later than the specified date.
2. In making their application of works, schools will have to specify the location and details of works to be done without giving the estimated costs and state the reasons why the repairs are needed. Professional staff of Housing Department will prepare to act as consultant to each school as to whether major repairs works will be required. Schools may contact their respective Housing Managers for assistance. Schools should also note the guide to the services provided by the Housing Department.
3. Professional officers of Housing Department will then decide if the schools' applications are technically justified and advise the Education and Manpower Bureau on the estimated costs accordingly.
4. Requests for subsidy in respect of major internal repairs which have not been included in the Estimates will not normally be considered unless they are of an emergency or unforeseen nature.
5. The Education and Manpower Bureau will inform schools of the approved projects in due course. Professional officers of Housing Department will then approach individual schools to arrange for the works programme.
6. All repairs works will be carried out by Housing Authority's term contractors supervised by the Housing Department.
7. The Housing Department will not be responsible for any works on non-school portion which is separately identifiable from the school portion. However, the Housing Department will undertake building services items of work on non-school portion which are inseparable from the school portion. The Housing Department will inform the school direct of the cost of the inseparable work items (plus 20% on cost). If the school has no objection to the cost involved, the Housing Department will carry out the work upon receiving the necessary deposit from the school. Schools should note that all correspondence in relation to such work should be copied to Education and Manpower Bureau for reference.

Note

- (i) All School Management Committees, as building tenants, should be responsible for the safety and soundness of their buildings. The Housing Department would be responsible only for the sufficiency of the actual repair work projects undertaken by them. However, the Housing

Department may provide consultant advisory services on request to tenants who might require advice on the condition of the buildings, which may be giving rise for concern.

- (ii) The external parts of all estate school buildings shall be maintained by the Housing Department.

II. For non-estate schools

1. Requests for subsidy towards the cost of items such as major repairs/alterations to buildings, redecorations etc. costing \$8,000 or above must be submitted to the Education and Manpower Bureau on the appropriate form attached to the call circular issued annually to schools. The completed forms should reach the Education and Manpower Bureau not later than the specified date.
2. In making their application of works, schools will have to specify the location and details of works to be done without giving the estimated costs and state the reasons why the repairs/alterations are needed. Schools should note the guide to the services provided by the Architectural Services Department.
3. Professional officers of the Architectural Services Department will categorise the works as per the "work type" as detailed on the "Major Repairs/Alterations" application form and advise the Education and Manpower Bureau on the estimated costs and provide comments on the technical aspects of the work.
4. Requests for subsidy in respect of works which have not been included in the Estimates will not normally be considered unless they are of an emergency or unforeseen nature.
5. Subject to the availability of funds, the Education and Manpower Bureau will inform schools of the approved projects. The professional officers of the Architectural Services Department will then approach individual schools to arrange for the works programme.
6. Works will normally be carried out by government term contractors supervised by the Architectural Services Department.
7. For items involving works in a non-school portion, the school should state clearly on their application form. Subject to availability of staff resources, the Architectural Services Department may undertake such works with a 20% overhead cost for works in the non-school portion. Normally, the Architectural Services Department will only undertake works in a non-school portion when it is inseparable from the school portion at which works are to be carried out. Prior to commencement of works in the non-school portion, the school is required to agree in writing the scope of work and the costs involved.

Deed of Covenant

8. Where capital works exceeding \$0.5 million is to be carried out in school buildings erected on private land, the trustees or legal representatives of the sponsor must execute under seal and register by Memorial in the Lands Department a Deed of Covenant which shall contain such provisions as the Permanent Secretary may require, and shall in particular provide the following -

- (a) That the premises will be used solely for approved educational purposes or other purposes approved by the Permanent Secretary.
- (b) That the school will be managed in accordance with the Education Ordinance and its subsidiary legislation and the Code of Aid for Secondary Schools.
- (c) That if the sponsor should at any time desire to be released from the foregoing obligations, or if for any reason the school ceases to be accepted by the Permanent Secretary as an aided school, the sponsor may be required to repay the whole amount of grant to the Government or an equitable proportion of such grant as assessed by the Government.
- (d) That in the event of any breach or non-performance of any of the terms, covenants and conditions contained in the Deed of covenant, it shall be lawful for the Government to re-enter upon the lot and the school without the payment of any compensation whatsoever.

Notes on Building Grant
(for Projects exceeding \$15 million)

Procedure concerning Application for the Payment of non-recurrent grants for Building

1. Subject to funding and policy, the Permanent Secretary may approve non-recurrent grant towards the cost of the extension or redevelopment of existing school premises.
2. The application for the building grant by the School Management Committee (the Applicant) should give full justification for the proposal, including the proposed scope, the estimated cost, and the amount the Applicant will contribute. In addition the Applicant must state in its application whether it intends to carry out the project by private contract under government subvention. The Applicant should state whether a grant of site is required from the Government or whether the proposed project is to be built on land already available. For a proposed project on private land, the Applicant should check with the relevant District Lands Office that the lease conditions of the land will permit the proposed development. A statement regarding the land title, signed by the trustee or the legal representative of the grantee should be forwarded with the proposal to Permanent Secretary for consideration. This statement should show the location, area lot number of the areas to be used. All expenditure prior to notification in writing by Permanent Secretary of the approval of the non-recurrent grant will be the sole liability of the Applicant.
3. Consideration and approval for non-recurrent grant is subject to the conditions set out by Permanent Secretary. Funding consideration is subject to resource allocation and the Finance Committee of the Legislative Council. The proposed project should be carried out in accordance with the requirements of the prevailing subvention policy and conditions set out by the Permanent Secretary.
4. Non-subsented portion if required by the Applicant may be included in the project subject to approval by the Permanent Secretary even when the full cost required, including consultancy and construction, etc., for the non-subsented portion is borne by the Applicant. Such non-subsented portion and the related cost will not be eligible for recurrent or non-recurrent subsidy from the Government.
5. Subject to justification for the proposal, the Permanent Secretary will issue a project definition statement to the Works Agent for feasibility study and follow up action. The Permanent Secretary will issue the project definition statement direct to the Applicant opted to carry out the project under private contract. Under this self-delivery mode, the Applicant will be responsible for preparing a Technical Feasibility Statement for submission to the Education and Manpower Bureau for comment and approval.
6. Upon written approval of the Technical Feasibility Statement and confirmation to proceed with the pre-tender works, the Applicant can obtain technical and fee proposals for architectural and associated consultancy services and quantity surveying consultancy services. Only registered consultants should be invited for tender and the invitation documents should be forwarded to Permanent Secretary for comment.

7. The Applicant should submit recommendations for appointment of consultants to the Permanent Secretary for approval on the recommendations of Arch SD. The technical proposal and fee proposal are to be kept distinctly separated. Any opening of fee proposals prior to Education & Manpower Bureau/ Architectural Services Department (ArchSD) examination of the technical marking will immediately invalidate the tender or disqualify the tender from subvention. The recommended technical and fee proposals should not be accepted until written approval is given by the Permanent Secretary. The Applicant should also submit tender documents for various pre-tender works like site investigation for approval before commissioning the contracts.
8. The Applicant should only proceed into the post-contract stage upon the written notification of the Finance Committee's funding approval. Prior to issue of tender for construction work, the Applicant should forward a list of proposed tenderers together with the draft tender documents for ArchSD's comment and Education and Manpower Bureau (Permanent Secretary) approval.
9. For post-contract works, a minimum of ten tenderers should be invited to tender. The Applicant should require the tenderers to deposit their tenders into the Public Works Tender Board's (PWTB) Tender Box. In this regard, the Applicant should give advance notice to the Secretary of the PWTB of the works and the tender closing date. The tender closing date and time must be set at noon on a Friday not being a public holiday. Upon receipt of tenders, the Applicant will be informed by PWTB for collection of tenders.
10. The Applicant should submit the tender recommendation to the Education & Manpower Bureau for approval. It should be noted that without exceptionally valid justifications, the Applicant are required to accept the lowest complying tenders. The Applicant must not accept any tender unless there is prior approval from Permanent Secretary. The school shall be liable for all the consequences of accepting tenders in excess of the approved project estimates without prior approval from the Education & Manpower Bureau.
11. Any financial commitment accepted without the prior approval of the Permanent Secretary shall be the sole responsibility of the sponsor. After the Permanent Secretary has given approval for the recommended tender, the Applicant may arrange for the signing of the contract and the commencement of construction work in accordance with the terms of the contract. A copy of the signed contract should be submitted to the Permanent Secretary for record.
12. When a project is not fully financed through the capital subvention, the school should use up its agreed contribution or any other payment arrangement as referred to in the Letter of Approval (excluding contribution to provide furniture and equipments, if applicable) before requesting payment of the subvention. If the total tender price is higher than the estimated construction cost of the school as referred to in the Letter of Approval, the school should also absorb the difference according to the payment arrangement as stated in the Letter of Approval.
13. Where the new building or extension is to be erected on private land, the trustees or legal representatives of the sponsor must execute under seal and register by Memorial in the Lands Department a Deed of Covenant which shall contain such provisions as the Permanent Secretary may require, and shall in particular provide the following : -
 - (a) That the premises will be used solely for approved educational purposes or other purposes approved by the Permanent Secretary.

- (b) That the school will be managed in accordance with the Education Ordinance and its subsidiary legislation and the Code of Aid for Secondary Schools.
 - (c) That if the sponsor should at any time desire to be released from the foregoing obligations, or if for any reason the school ceases to be accepted by the Permanent Secretary as an aided school, the sponsor may be required to repay the whole amount of grant to Government or an equitable proportion of such grant as assessed by the Government.
 - (d) That in the event of any breach or non-performance of any of the terms, covenants and conditions contained in the Deed of Covenant, it shall be lawful for the Government to re-enter upon the lot and the school without the payment of any compensation whatsoever.
14. Payment of capital subvention to a school is subject to the conditions stated in a Letter of Approval issued by the Permanent Secretary to the school receiving the subvention. Interim payment of building grant may be requested after the agreed contribution of the school towards the building cost has been fully expended. Requests for payment by the Applicant must be supported by properly receipted bills and where an architect is employed, by the architect's certificate to the effect that the work for which payment is claimed, has been satisfactorily completed. Where circumstances justify e.g. the original receipts, invoices or certificates submitted are found not acceptable, Permanent Secretary could cease to make payment of subvention to the school and the school shall repay partly or fully the subvention received if required by Permanent Secretary.
15. The final submission of original invoices and receipts for works should be made to Permanent Secretary within the Period of Final Measurement as stated in the building contract (usually 12 months from the date of practical completion of the project). Under normal circumstances, the account of the project should be closed as soon as possible and in any event within three years from the handover of the completed school building.
16. Current consultancy guidelines mandate Bills of Quantities. It should also be noted that all materials and workmanship for any works must be in accordance with the latest edition of the "General Specification for Buildings" published by the Architectural Service Department.
17. For projects of \$15 million and below, please refer to Appendix 17.

The above serves the purpose of a general guide which will be revised from time to time in accordance with the prevailing policy and practice.

Grant/Subsidised Schools Provident Fund

Teachers joining the Grant/Subsidised Schools Provident Fund are subject to the Rules of the Funds which are statutory rules made under the Education Ordinance. The following are extracts of certain main features for easy reference only.

1. With effect from 1 September 1980, Government's subsidies towards the employers' contribution in respect of the Grant/Subsidised Schools Provident Fund shall be made in accordance with the following scale :

<u>Length of continuous contributory service</u>	<u>Employers' contribution (percentage of employees' salary)</u>
Less than ten years	5%
Not less than 10 years) but less than 15 years)	10%
Not less than 15 years	15%

2. Employees' contribution shall remain at 5%.
3. Every teacher who is not over the age of 55 years upon his first appointment to a school on or after 24 June 1982 is required to contribute to the Fund. A part-time teacher employed on a regular basis may at his option contribute to the provident fund.
4. An annual dividend to each contributor of 5 per cent of his account is guaranteed and any shortfall in funds for the purpose of the guaranteed dividend is to be met by a loan (repayable without interest) made by the Government to the Funds. No supplementary dividend may be declared if there is an outstanding loan.
5. Benefits to contributors are increased on the following sliding scale according to length of continuous contributory service on withdrawal from the Funds in normal circumstances :

Benefits on Withdrawal

<u>Length of Continuous Contributory service</u>	<u>Contributor's own contribution plus dividends declared thereon</u>	<u>Government's donation plus dividends declared thereon</u>
Less than 5 years	100%	Nil
Not less than 5 years) but less than 6 years)	100%	50%

Not less than 6 years) but less than 7 years)	100%	60%
Not less than 7 years) but less than 8 years)	100%	70%
Not less than 8 years) but less than 9 years)	100%	80%
Not less than 9 years) but less than 10 years)	100%	90%
Not less than 10 years	100%	100%

School Assets and Settlement of Claims(A) Procedures for Assessment and Settlement of Claims for Damage or Destruction of Standard Items Caused by Fire, Natural Disaster or Perils

1. When there is a fire or natural disaster or an occurrence of the perils as described in Section 43(a) in an aided school, the Supervisor/Principal of the school, apart from reporting the incident immediately to the relevant government departments such as the Hong Kong Police Force and the Fire Services Department, must also report the matter immediately to the respective Senior School Development Officer who will arrange a joint inspection with the Senior Supplies Officer of the Education and Manpower Bureau and officers of other relevant government departments such as the Architectural Services Department, Water Supplies Department etc. to conduct a preliminary investigation at the earliest opportunity. The purpose of the visit is to identify the extent of damage caused. In the case of fire, a report from the Fire Services Department on the incident will also be necessary.
2. Based on the report of the school, the estimated cost of replacement of furniture and equipment and repairs to school premises will be assessed, which will form the basis for determining the amount of subsidy to be paid to the school by the Government.
3. The full cost of damage or loss caused by fire or natural disasters or resulting from the described perils in Section 43(a) will be paid to the school on the basis of the approved tendered cost or the actual cost, whichever is lower.
4. Once the amount of subsidy is determined and approved, the school Supervisor will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures. As regarded the damage to school buildings, all repairs will be treated as emergency repairs and the standard procedures as stipulated in Appendix 17 should be followed.

(B) Procedures for Assessment and Settlement of Claims for Losses of Standard Furniture and Equipment Caused by Theft and Burglary

5. When there is a loss of standard items in an aided school, the Supervisor/Principal of the school must report the loss immediately to the nearest police station of the Hong Kong Police Force and make a preliminary report to the respective Senior School Development Officer who will arrange a joint inspection with the Senior Supplies Officer of the Education and Manpower Bureau to conduct a preliminary investigation at the earliest opportunity. The purpose of the visit is to identify any security problems. An investigation report from the Hong Kong Police Force on the incident will be required.
6. The Supervisor/Principal of the aided school will then proceed to investigate the loss fully and forward his detailed report with the following information, together with copies of other

relevant documents, e.g. police reports, to the respective Senior School Development Officer : -

- (a) details of the occurrence, including date, time, detailed description and cost (original/replacement) of furniture/equipment found lost;
 - (b) progress of internal investigation; and
 - (c) recommendations for clearing the loss and any action considered necessary to prevent a similar occurrence.
7. The Supervisor/Principal is required to certify in each case that no fraud, suspected fraud, negligence or violation of an important point of principle is involved.
 8. Based on the reports of the school and the result of investigation by the Police and officers concerned, the estimated cost of replacement of furniture and equipment lost will be assessed, with the recommendation by the relevant officer, which will form the basis for determining the amount of subsidy to be paid to the school by the Government.
 9. The full cost of loss will be paid to the school on the basis of the approved tendered cost or the actual cost, whichever is lower.
 10. However, once the amount of subsidy is determined and approved, the school Supervisor will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures.

Security Measures

11. Supervisors of aided schools should take necessary security measures to protect the schools' assets against all perils mentioned above. Special attention should be paid to security measures against theft, burglary or robbery, particularly for movable assets such as cash and equipment.
12. Supervisors are reminded that petty cash (Government portion and school portion, if any) kept in schools should not exceed the limits prescribed in the relevant circular currently in force. In case there is a claim of loss in petty cash caused by the aforesaid perils the amount of claim should be the actual amount lost (Government portion) or the prescribed limit, whichever is lower. It is also advisable that collections and payments should be made through bank accounts as far as possible to minimize the risk of cash losses. Cash collections, if any, should be banked as soon as practicable to reduce the risk of keeping or transporting cash in large sums.
13. When it is necessary to transport cash, the following security measures are suggested :-
 - (a) If the amount exceeds \$5,000 but is less than \$10,000, two persons are required to escort the cash.
 - (b) If the amount exceeds \$10,000, commercial security guards should be hired.

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Note: S – Section(s)

A – Appendix/Appendices