



中華人民共和國香港特別行政區政府總部教育局

Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region

The People's Republic of China

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17 February 2015

Miss Polly YEUNG
Clerk to Panel
Legislative Council Panel on Education
Legislative Council Complex
1 Legislative Council Road
Central
Hong Kong

Dear Miss YEUNG,

**Panel on Education
Subcommittee to Study the Implementation of
Free Kindergarten Education**

Supplementary Information

I refer to the confirmed minutes of the second meeting held on Tuesday, 16 December 2014. The supplementary information as requested in paragraph 3 is appended at the **Annex** for Members' reference.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Y W KWONG'.

(Y W KWONG)
for Secretary for Education

Supplementary Information

Part I

Information on long whole-day (LWD) kindergartens (KGs)¹ as compared to whole-day (WD) and half-day (HD) KGs

1. In the 2013/14 school year, 95 587 students attended HD classes whereas 44 121 students attended WD classes (including 21 451 students in LWD KGs) in local non-profit-making (NPM) KGs. Among the students attending HD classes, 14% received fee remission. Among those students attending WD classes, 50% of those in LWD KGs received fee remission, while 55% of those in non-LWD KGs received fee remission.
2. The weighted average school fees (WAF) for WD and HD classes of LWD KGs as compared to those in other local NPM KGs in the 2013/14 school year are tabulated below:

	WAF of LWD KGs	WAF of other local NPM KGs
HD classes	\$20,776	\$22,430
WD classes	\$34,863	\$35,598

¹ LWD KGs are former aided child care centres (FACs) under the Social Welfare Department (SWD) operating longer service hours as compared to other WD KGs.

Part II

Consultancy briefs of the three consultancy studies on issues relating to free KG education

1. Three consultancy studies have been commissioned to examine the following issues with a view to collecting more comprehensive information and making recommendations for consideration of the Committee on Free KG Education ('Committee'):
 - (i) rental and related issues on KG premises,
 - (ii) accommodation requirements for KGs, and
 - (iii) human resources requirements and salary structure in KGs.
2. Extracts from the consultancy briefs regarding the objectives, scope and general description of services required of the consultancy studies are attached at **Appendix**.

Part III

Review of Operation Manual for Pre-primary Institutions (the Manual)

1. The Manual was compiled upon harmonisation of pre-primary services by a focus group comprising representatives from the Social Welfare Department (SWD) and the EDB as well as experienced professionals from the pre-primary sector with inputs from the Buildings Department, Fire Services Department, Electrical and Mechanical Services Department and Department of Health, to replace the Code of Practice of Child Care Centres and the Manual of KG Practice. The Manual covers the statutory requirements as well as the respective requirements of the SWD and the EDB in regulating child care centres and KGs. The areas the Manual covers include Premises Design, Furniture and Equipment, Safety Measures, Health, Sanitation, etc. The Manual, completed in 2006, is revised on a need basis, with reference to updates/changes in legislation, rules and regulations upon advice/notification by the respective departments.
2. As mentioned in Part II above, a consultancy study has been commissioned to study the accommodation requirements for KGs, and make recommendations for consideration of the Committee. Upon receipt of the consultancy report, the Committee will further deliberate on the related issues. The stipulated requirements in the Manual with regard to the accommodation would be reviewed and revised to dovetail the recommendations as appropriate.

[Note:

The support for NCS students and students with special educational needs has been included on the list of subjects to be studied under the Subcommittee. The EDB will provide a paper on the subject in due course.]

Consultancy Briefs (Extracts)

I. Study on Rental and Related Issues on Kindergarten Premises

1. Objectives

The objectives of the Consultancy are to:

- (a) examine and analyze the present situation of kindergarten (KG) premises (such as those owned by their sponsoring bodies, rented from the Government, the Housing Authority, the Hong Kong Housing Society, non-governmental organizations or private owners), their related rental expenses, and the existing rent reimbursement scheme in Hong Kong;
- (b) gauge and analyze the views of major stakeholders on issues relating to KG rental expenses and rental subvention arrangements, through focus group/individual discussions with different KG-related stakeholders;
- (c) conduct literature research on rental expenses, subvention arrangements and related practices for KG premises in western as well as Asian countries/regions, including Mainland China; and
- (d) based on the information collected in (a) to (c) above, propose feasible options to tackle the KG rental and related problems in Hong Kong, which should include, among others, proposed rental subvention arrangements for KGs (e.g. a mechanism for deciding KGs' eligibility for the rental subsidy, factors to be considered, and the amounts of subsidy for different types of KGs in different premises/districts, etc.). The proposals and findings of the Consultancy will be provided for further consideration of the Committee on Free Kindergarten Education/ its Sub-Committees for making recommendations on free KG education.

2. Scope

- 2.1 The Consultancy should include, but not limited to KGs operating in different types of premises (such as those owned by their sponsoring bodies, rented from the Government, the Housing Authority, the Hong Kong Housing Society, non-governmental organizations or private owners), their rental expenses and related issues. Case studies or surveys should be conducted as appropriate.
- 2.2 The Consultancy should make reference to stakeholders' views to be collected through focus group/individual discussions with different KG-related stakeholders, including but not limited to operators/sponsoring bodies of KG with different operating modes and scales, KG principals and teachers.
- 2.3 The Consultancy should cover rental expenses, subvention arrangements and related practices for KG premises in western as well as Asian countries/regions, including Mainland China and some member countries of the Organisation for Economic Co-operation and Development (OECD), such as Australia, Canada, Korea, the United Kingdom and the United States, which are more advanced in early childhood education development.

3. General Description of the Services Required

The Consultant shall conduct the Consultancy and set out the details of the findings with regard to the objectives of the Consultancy. The Consultant's tasks shall include, but not limited to:

- (a) design and implement the Consultancy to achieve the objectives as provided in paragraph 1 above;
- (b) study the present situation of KG premises, their rental expenses and related issues in Hong Kong through various means, including through visits to KGs operating in different types of premises, review of the existing Government's rent reimbursement scheme, case studies, and conducting surveys as appropriate;

- (c) conduct focus group/individual discussions with stakeholders referred to in paragraph 2.2 to gauge their views;
- (d) conduct literature research on rental expenses, subvention arrangements and related practices for KG premises in western as well as Asian countries/regions referred to in paragraph 2.3;
- (e) present to the Committee/Sub-Committees/Government Representative on the findings and proposals as and when required by the Government Representative; and
- (f) compile reports for the Consultancy.

(The consultant will submit its report to the Committee by March 2015.)

II. Study on Accommodation Requirements for Kindergartens

1. Objectives

The objectives of the Consultancy are to:

- (a) examine the existing provisions and requirements of accommodation for KGs in Hong Kong;
- (b) gauge and analyze the views of major stakeholders on issues relating to KG accommodation requirements, through focus group/individual discussions with different KG-related stakeholders; and
- (c) based on the information collected in (a) and (b) above, propose feasible and practicable options for future accommodation requirements for KGs as well as related issues in the local context, with a view to providing a conducive environment for children's learning and development. The proposals and findings of the Consultancy will be provided for further consideration of the Committee/Sub-Committees for making recommendations on the future accommodation requirements for KGs.

2. Scope

- 2.1 The Consultancy should include, but not limited to the existing provisions of KG accommodation (including indoor and outdoor floor space), standards and requirements in relation to KG premises, facilities, location and planning standard of KGs of different operating modes and scales. Case studies of 20 KGs operating in different types of premises should be conducted to collect the required data.
- 2.2 The Consultancy should make reference to stakeholders' views to be collected through focus group/individual discussions with different KG-related stakeholders, including but not limited to operators/sponsoring bodies of KG with different operating modes and scales, KG principals and teachers.

3. General Description of the Services Required

The Consultant shall conduct the Consultancy and set out the details of the findings with regard to the objectives of the Consultancy. The Consultant's tasks shall include, but not limited to:

- (a) design and implement the Consultancy to achieve the objectives as provided in paragraph 1 above;
- (b) study the existing provisions and requirements of accommodation for KGs as well as related issues in Hong Kong through various means, including case studies of 20 KGs operating in different types of premises;
- (c) conduct focus group/individual discussions with stakeholders referred to in paragraph 2.2 to gauge their views;
- (d) present to the Committee/Sub-Committees/Government Representative on the findings and proposals as and when required by the Government Representative; and
- (e) compile reports for the Consultancy.

(The consultant will submit its report to the Committee by March 2015.)

III. Study on the Human Resources Requirements and Salary Structure in Kindergartens

1. Objectives

The objectives of the Consultancy are to:

- (a) conduct job evaluation and examine the present staffing situation (including staff-child ratio, job duties of different types of staff, staff qualifications, etc.) and their remuneration in KGs of different types, scales and operating modes in Hong Kong;
- (b) conduct a study on the job duties and remuneration of staff of comparable qualifications in other organisations such as government, quasi-government and commercial organisations;
- (c) gauge and analyze the views of major stakeholders on issues relating to the human resources requirements and the related salary structure in KGs;
- (d) conduct literature research on the human resources requirements as well as salary structure and subvention arrangements in KGs in western as well as Asian countries/regions, including Mainland China; and
- (e) based on the information collected in (a) to (d) above, propose feasible and practicable options for future human resources requirements, including manning scale, job duties, staff qualifications, career paths, as well as salary structure and the subvention arrangements in KGs in the local context. The proposals and findings of the Consultancy will be provided for further consideration of the Committee/Sub-Committees for making recommendations on the future free KG education.

2. Scope

- 2.1 The Consultancy should include, but not limited to the human resources requirements (including manning scale, job duties of different types of staff, qualifications, career paths, etc.), salary

structure and subvention arrangements in KGs of different types, scales and operating modes. Case studies or surveys should be conducted to collect the required data as appropriate.

- 2.2 The Consultancy should make reference to information on the job duties and remuneration of staff of comparable qualifications in other organisations such as government, quasi-government and commercial organisations.
- 2.3 The Consultancy should also make reference to stakeholders' views including but not limited to operators/sponsoring bodies of KG with different operating modes and scales, KG principals and teachers.
- 2.4 The Consultancy should cover the KG human resources requirements as well as related salary structure and subvention arrangements (including critical factors affecting the development of these practices) in western as well as Asian countries/regions, including Mainland China and some country members of Organisation for Economic Co-operation and Development (OECD), such as Australia, Canada, Korea, the United Kingdom and the United States, which are more advanced in early childhood education development.

3. General Description of the Services Required

The Consultant shall conduct the Consultancy and set out the details of the findings with regard to the objectives of the Consultancy. The Consultant's tasks shall include, but not limited to:

- (a) design and implement the Consultancy to achieve the objectives as provided in paragraph 1 above;
- (b) study the present staffing situation (including staff-child ratio, job duties of different types of staff, staff qualifications, etc.) and their remuneration in KGs of different types, scales and operating modes in Hong Kong through various means, including through visits to KGs of different operating modes and scales, case studies, and conducting surveys if necessary;

- (c) conduct a study on the job duties and remuneration of staff of comparable qualifications in other organisations such as government, quasi-government and commercial organisations;
- (d) analyse the views of stakeholders on the human resources requirements, salary structure and subvention arrangements in KGs;
- (e) conduct literature research on the human resources requirements as well as salary structure and subvention arrangements in KGs (including critical factors affecting the development of these practices) in western as well as Asian countries/regions referred to in paragraph 2.4;
- (f) present to the Committee/Sub-Committees/Government Representative on the findings and proposals as and when required by the Government Representative; and
- (g) compile reports for the Consultancy.

(The consultant will submit its report to the Committee by March 2015.)