

# CODE OF AID FOR PRIMARY SCHOOLS

With the implementation of various new education initiatives in recent years, the Education Department has issued a number of circulars to schools. These circulars have a direct bearing on the Code of Aid for Primary Schools.

The Education Department will launch a comprehensive review of the Code. At the present stage, a web-based version of the Code with hyperlinks to relevant circulars has been prepared for reference by schools. The main features of this web-based version are:

- Circulars that contain revisions to the Code have their titles listed under respective sections, with cross-referencing between the Code and circular contents built through hyperlinks.
- A comprehensive list of circulars relating to school administration is included under a new "Reference Materials" section. Schools may view the contents of the circulars via the ED Homepage at [http://www.emb.gov.hk/ednewhp/html\\_circulars.htm](http://www.emb.gov.hk/ednewhp/html_circulars.htm).

# CODE OF AID FOR PRIMARY 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 Hong Kong promotes education by means of grants of such primary schools as may be approved for this purpose by the Director of Education.
- (b) In this Code of Aid, "Government" means the Government of Hong Kong; "Director" means the Director of Education.

#### Director may delegate powers

2. (a) A Deputy Director of Education may exercise any function of the Director under this Code of Aid.
- (b) The Director may authorize any officer of the Education Department to exercise any function of the Director 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 Director may from time to time issue. An administrative guide for aided schools is in Appendix 1.

#### Director may appoint additional managers

- 3A. If it appears to the Director -
  - (i) that a school is not being managed satisfactorily or that the education of the pupils is not being promoted in a proper manner; or
  - (ii) that the composition of the Management Committee of a school 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
  - (iii) 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

- 3B. The Management Committee of a school 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 Director.

#### Director of Audit to have right of access to records and accounts

4. As a condition of grant, the Director of Audit or any officer duly authorized by him may, if he considers 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 or to his authorized 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

5. 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, in those schools where fees are chargeable, should in general be sufficient to enable an aided school to provide education of a standard acceptable to the Director, subject to the provisions of this Code of Aid.

### Aid to consist of grants of specified kinds

(Please read in conjunction with:

[AD5/99 Revised Administration Grant;](#)

[AD52/99 Supplementary Grant for School-based Management;](#)

[AD60/99 Substitute Teacher Grant and Funding Flexibility;](#)

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools;](#)

[CM240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year;](#)

[AD2/2001 Composite Furniture and Equipment Grant and Transition Furniture and Equipment Grant for Aided Schools; &](#)

[CM123/2002 Capacity Enhancement Grant.\)](#)

6. Aid to schools may consist of one or more of the following grants : -
- (a) Recurrent Grants :
    - (i) Salaries Grant
    - (ii) Administration Grant
    - (iii) School and Class Grant for non-fee charging schools
    - (iv) School and Class Grant for fee charging schools
    - (v) Rent and Rates Grant
  - (b) Non-recurrent and Capital Grants
  - (c) Recurrent and Non-recurrent Grants for curriculum development
  - (d) Special Grants to schools operating special education classes. The kind and amount of grant made to such schools are shown in Appendix 29.

### Director to determine grants

7. (a) The Director 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 Director 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 Director to reduce or withdraw grants

8. (a) The Director may, if it appears to him that the 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 organized in such a manner as may be determined by the Director from time to time in accordance with Section 10(b) below, reduce or withdraw any grant made to such school. The Director shall cause a notice in writing to be served on the Management Committee of such school, 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 organized in accordance with Section 10(b) below; and giving formal warning that

consideration is being given to reduction or withdrawal of grants.

- (b) If, after a period of three months from the date of the notice specified in (a), the Director is satisfied that the 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 organized in accordance with Section 10(b) below, he shall cause a notice in writing to be served on the Management Committee of the school, 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 Director may, in cases where he is satisfied that there has been serious financial irregularity, reduce or withdraw any grant as he deems fit. The Director may require the Management Committee of such school 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

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

### Director to approve expansion

- 10. (a) No additional aid shall be granted in respect of the expansion of aided school, unless such expansion has received the approval of the Director in writing.
- (b) The class structure of the school shall be such as may be determined by the Director 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 Management Committee.

### Director to approve fees

- 11. Unless otherwise permitted in writing by the Director, no fees shall be charged in a school in receipt of aid under the terms of this Code of Aid.

### Subscriptions

#### Director may allow Subscriptions to be charged

(Please read in conjunction with:

[AD46/99 Collection of Fines, Charges and Fees for Specific Purposes, and Use of the Subscription \(Tong Fai\) / General Funds Account; &](#)

[AD12/2002 Collection of Registration Fees, Entrance Examination Fees and Other Charges.](#))

- 12. (a) Where a school, administered under the terms of this Code of Aid, is permitted by the Director to charge Subscription to meet expenditure on school and educational needs (i.e. fee charging), the amount of Subscriptions in the school shall be subject to the approval of the Director.
- (b) 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 Director and his approval notified in writing.

- (c) A school may, in special cases with the approval of the Director, be allowed to collect charges for a specific purpose.

### Method of payment of subscriptions

13. Unless otherwise permitted in writing by the Director, the amount of Subscriptions shall be collected in ten equal instalments payable on or after the first school day of each of the months of September to June inclusive; provided that Supervisors may if they wish require payment of the September instalment not earlier than 1st August.

### Income to be used for provision of facilities in the school

(Please read in conjunction with :

[AD46/99 Collection of Fines, Charges and Fees for Specific Purposes, and Use of the Subscription \(Tong Fai\) / General Funds Account; &](#)

[AD12/2002 Collection of Registration Fees, Entrance Examination Fees and Other Charges.](#))

14. The income of a school managed and conducted under the terms of this Code of Aid, whether derived from grants, fees, Subscriptions or any other source other than donations, shall be expended only on the provision of approved educational facilities and activities to the benefit of pupils and approved existing commitments in such school, and shall not be used for any other purpose unless with the approval of the Director, notified in writing. Where the justification for expenditure rests on existing obligations and commitments, written covering approval must be sought from the Director.

### Acceptance of donations

(Please read in conjunction with [EMBC2/2003 The Choice of Bank Counterparties in the Investment of Public Assets.](#))

15. (a) The Management Committee of a school should seek prior approval before accepting donations which may involve annual recurrent expenditure either from government or school funds. The Director should be advised that a donation has been made even if his prior approval is not required. All such income must be properly reflected in the Subscriptions account and reported quarterly.
- (b) The Management Committee of a school 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 with the written permission of the Director lets any part or all of its premises for any purposes, the rental or profit so received shall be credited to the school accounts in such proportion as determined by the Director.





## Recurrent Grants

### **(I) Salaries Grant**

#### **Salaries Grant**

17. (a) The approved Salaries Grant will be paid monthly and will consist of the approved salaries for all teaching, clerical and janitor staff employed in accordance with the terms of this Code of Aid. To reconcile the advance of 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.

#### **Powers of the Director to reduce or withdraw Salaries Grant**

- (b) 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.

#### **Schools receiving Administration Grant**

(Please read in conjunction with [AD5/99 Revised Administration Grant.](#))

- (c) For schools that have elected to receive the Administration Grant, the salaries for the clerical and janitor staff will be paid out of the Administration Grant. Sections 31 - 34 and 59(c) below will not be applicable.

#### **Approved establishment**

18. Approved establishments for teachers are shown in Appendix 2.

#### **Approved salary scales**

19. Expenditure on account of salaries will be allowed for grant purposes at the rates laid down in Appendix 3 or as otherwise approved by the Director.

#### **Date of commencement and of cessation of salaries**

20. 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 Appendix 4.

#### **Increments may be granted or withheld**

21. (a) Increments in salary for staff will normally be given by the Management Committee of a school 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 Management Committee of a school 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 Management Committee may, subject to approval by the Director, withhold an annual increment. In such case, the Management Committee shall notify the Director 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 Director and to the member of staff shall normally be given three months before the incremental date.

#### **Director may approve increments for experience on appointment**

22. 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 :
- (i) a government school
  - (ii) an aided school
  - (iii) an assisted private school on or after 1 January, 1966; or
  - (iv) a private school on or after 1 September 1971.

Service in assisted private schools prior to 1 January 1966 and in private schools 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 Director 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 Director.

### Inducement Allowance

23. Subject to the approval of the Director, an Inducement Allowance may be granted to qualified teachers, unqualified teachers or supply teachers on a monthly basis who are appointed to aided primary schools in remote areas in the New Territories. The allowance will be in accordance with the approved rate and eligible teachers appointed on part-time basis will be paid at a pro-rata rate.

### Paid sick leave and maternity leave

(Please read in conjunction with:

[AD71/97 Amendments to the Codes of Aid for Aided Schools Grant of Maternity Leave to Female Staff; & AD37/2000 Granting of Leave in Aided Schools.](#))

24. (a) The Management Committee of a school may, subject to the approval of the Director, grant paid sick leave or special tuberculosis leave to teachers employed in the school. The rules governing such leave are as shown in Appendix 5.
- (b) The Management Committee of a school may, subject to the approval of the Director, grant maternity leave to women teachers employed in the school. The rules governing such leave are as shown in Appendix 6.

### Director may approve paid study leave

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

### Director may approve no-pay leave

26. (a) The Director may approve the grant of no-pay leave to a teacher recommended for such leave by the Management Committee of a school. Such no-pay leave shall not count for the purposes of increments.
- (b) When the last day of such no-pay leave is followed by a Sunday or gazetted public holiday, such Sunday or gazetted public holiday will be regarded as an extension of the period of no-pay leave.

- (c) When the last day of such no-pay leave is followed by a school holiday, other than the major school holidays, i.e., Christmas, Chinese New Year, Easter and the Summer Vacation, 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.
- (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 the 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) 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.

#### Director may approve the grant of paid leave to staff

27. Normally special leave with pay will not be granted to teachers on account of personal affairs during the term. However, in exceptional cases, the Supervisor may grant a maximum of 2 days special leave with pay per academic year to teachers on grounds of urgent private affairs of grave importance.

#### Director may approve the grant of paid leave to Heads

28. The Director may approve the grant of paid study leave or leave for other specially approved purposes to the Head of an aided primary school.

#### Director may approve employment of supply teachers

(Please read in conjunction with:

[AD50/99 Employment of Daily-Rated Supply Teachers in Aided Schools;](#)

[AD60/99 Substitute Teacher Grant and Funding Flexibility; &](#)

[EMBC3/2003 Payment and Accounting Arrangements for Subsidy for Employer's Contributions to Mandatory Provident Fund Schemes.\)](#)

29. (a) The Director may approve the employment of supply teachers during school days, if it appears to him that their employment is necessary to substitute for teaching staff absent on account of sick leave, maternity leave, special tuberculosis leave or any other approved leave for more than two days whether such leave be paid or unpaid.
- (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 Certificated Master/Mistress may be engaged to replace an unqualified teacher. A supply teacher is paid on fixed daily rates as stated in Appendix 3.
- (c) For the purpose of this section and sections 60 and 60A below, teaching staff shall include Student Guidance Teachers.

#### Director may approve employment of temporary replacements

(Please read in conjunction with:

[AD60/99 Substitute Teacher Grant and Funding Flexibility; &](#)

[AD32/2000 Appointment of Staff in Aided Schools.\)](#)

30. (a) The Director may approve the employment of temporary replacements on monthly terms of the appropriate grade for teaching staff 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 vacancy on the teaching staff of an aided school in circumstances where it appears to the Director that the appointment of a supply teacher under the terms of Section 29 of this Code of Aid would be inappropriate.

### Appointment of clerical staff

31. (a) An aided school may, with the approval of the Director, appoint clerical staff on the scale shown in Appendix 14.
- (b) Conditions of appointment for clerical staff are as shown in Appendix 14.

### Appointment of janitor staff

(Please read in conjunction with [AD5/99 Revised Administration Grant.](#))

32. One janitor staff may be allowed for every four or fraction of four classes and special purpose rooms in use for the AM or whole-day session and one janitor staff may be allowed for every eight or fraction of eight classes and special purpose rooms in use for the PM session. If the total includes a fraction of 0.5 or above, it will be rounded up to next whole number. The salaries paid to janitor staff shall not be higher than the salaries of similar staff in government schools.

### Non-teaching staff may be given paid leave

(Please read in conjunction with:

[AD39/2000 Revised Leave Entitlement for New Recruits of Non-teaching staff to Aided Schools;](#) &  
[AD18/2002 Leave Records for Non-teaching Staff in Aided Schools.](#))

33. (a) The Management Committee of an aided school may grant paid leave up to 14 days per annum to members of janitor staff and clerical staff with less than 10 years' service and 22 days per annum to those with more than 10 years' service. Paid leave shall be taken during the long holiday.
- (b) Salaries for temporary replacement of persons enjoying paid leave will not be approved for subsidy purpose.

### Director may approve paid sick leave and maternity leave to non-teaching staff

(Please read in conjunction with:

[AD71/97 Amendments to the Codes of Aid for Aided Schools Grant of Maternity Leave to Female Staff;](#)  
[AD37/2000 Granting of Leave in Aided Schools;](#)  
[AD18/2002 Leave Records for Non-teaching Staff in Aided Schools;](#) &  
[EMBC3/2003 Payment and Accounting Arrangements for Subsidy for Employer's Contributions to Mandatory Provident Fund Schemes.](#))

34. (a) The Management Committee of an aided primary school may, subject to the approval of the Director, grant paid sick leave to members of non-teaching staff, and paid maternity leave to woman non-teaching staff, employed in the school.
- (b) Subject to the provisions of the Employment Ordinance, the Management Committee of an aided primary school shall grant paid sick leave to non-teaching staff at the rate of two paid sickness days for each completed month of employment during the first twelve months of employment and 4 paid sickness days for each month of service thereafter. Sick leave may be accumulated up to a maximum of 120 days. All non-teaching staff on approved paid sick leave are entitled to receive full salary. An accurate record of any sick leave granted with or without pay shall be kept by the school.
- (c) Subject to the provisions of the Employment Ordinance, the Management Committee of an aided primary school shall grant paid maternity leave to non-teaching staff who have completed

40 weeks of continuous service in the school prior to the commencement of maternity leave and who have no more than two surviving children at the time when they give notice of their intention to take leave. The entitlement to pay is, however, limited to the period of four weeks taken immediately prior to and including the expected date of confinement (or up to and including the date of confinement if the confinement takes place before the end of that period of four weeks) and six weeks taken immediately after confinement. An accurate record of any maternity leave granted shall be kept by the school.

- (d) In case that a school has only one clerk, the Director may approve the employment of a temporary replacement when the clerk is on approved sick leave or maternity leave for not less than 14 days. Such temporary clerk is paid on a fixed daily rate as announced in the relevant circular in force. A replacement staff substituting for a period not less than 90 days will be paid on a monthly basis.
- (e) In case that a school has only one janitor staff, the Director may approve the employment of a temporary replacement when the minor/janitor staff is on approved sick leave or maternity leave for not less than 4 consecutive days. Such temporary janitor staff is paid on a fixed daily rate as announced in the relevant circular in force. A replacement staff substituting for a period not less than 90 days will be paid on a monthly basis.

## **(II) Administration Grant**

### **Calculation of Administration Grant**

(Please read in conjunction with [AD5/99 Revised Administration Grant.](#))

- 34A. (a) An Administration Grant to enable schools to employ clerical and janitor staff to meet their specific needs shall be paid monthly in advance to those schools which have elected to receive the grant. The amount of grant shall be calculated in accordance with the formula as shown in Appendix 7. The Administration Grant may also be used for the cleaning of the school premises by contract.
- (b) Any surplus in the Administration Grant shall be carried forward and accumulated from year to year to be treated as a reserve subject to Section 37.

### **Appointment of clerical and janitor staff in schools elected to receive Administration Grant**

- 34B. (a) The Management Committee of a school elected to receive Administration Grant under the terms of this Code of Aid shall be responsible for the appointment, dismissal, salaries and terms of service of clerical and janitor staff, and the salaries of these non-teaching staff shall be paid out of the Administration Grant.
- (b) The Management Committee of the school shall notify the Director promptly of the change of clerical or janitor staff and specify the effective date.

## **(III) School and Class Grant**

### Calculation of School and Class Grant

(Please read in conjunction with:

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools;](#)

[CM240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year: &](#)

[EMBC17/2003 Projected Enrolment in Primary 2 to 6 in September 2003 and Appointment Arrangements of Teachers from February 2003.\)](#)

- 35. (a) School and Class Grant shall be paid to schools monthly. The amount of grant shall

normally be assessed in accordance with the approved class organization at the rates as announced in the relevant circular in force. The approved enrolment per class shall be reduced from 40 to 35 by phases, commencing from Primary 1 in the 1993/94 school year and extending upwards by one class level each year, while the class size of the schools adopting the activity approach shall be similarly reduced from 35 to 30.

- (b) Items of expenditure which may be charged to School and Class Grant account for non-fee-charging and fee-charging schools are shown at Appendices 8 and 9 respectively. Any surplus in the School and Class Grant account shall be carried forward and accumulated in that account, to be treated as a reserve subject to Section 36.
- (c) An enhanced class grant of appropriate rates shall be made for whole-day primary schools to pay for additional expenditure incurred on such items as water, electricity, fuel, consumable stores, minor repairs and furniture and equipment, and cleaning material in these schools.

### Surpluses/Deficits

#### Surplus/deficit to be carried forward

(Please read in conjunction with:

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools; &](#)

[CM240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year.](#))

- 36.
- (a) If in any year there is a surplus in the School and Class Grant account, it shall be carried forward in that account, to be used as the school's contribution to such non-recurrent expenditure as may from time to time be required.
  - (b) A school will not be permitted to retain in the School and Class Grant account a surplus in excess of six month's provision calculated at standard current rates. The surpluses in excess of the permitted level will be set off against grants payable to the school on an annual basis. Any deficit should be transferred to the school's General Funds account at the end of each accounting year, or the financial year as the case may be.

#### Surplus/deficit in Administration Grant account to be carried forward

(Please read in conjunction with:

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools; &](#)

[CM240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year.](#))

37. A school which has elected to receive the Administration Grant will not be permitted to retain the Administration Grant account a surplus in excess of three months' provision calculated at standard current rates. The surpluses in excess of the permitted level will be set off against grants payable to the school on an annual basis. Any deficit should be transferred to the school's General Funds account at the end of the accounting year, or financial year as the case may be.

### Insurance

#### Insurance

- 38.
- (a) The Government shall carry the risk of damage or loss to the school premises of aided schools including furniture and equipment caused by fire, natural disasters such as typhoons, earthquakes, flooding, 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 30. However, schools should themselves decide whether to take out insurance for non-school portions and

above-standard items of furniture, equipment and buildings and the premiums shall be met from schools' own funds.

- (b) The Government shall take out the 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, schools should note that staff who are not on government subvented payroll, i.e. paid through Salaries Grant or Administration Grant, are not covered by the Block Insurance Policy. Schools should arrange their own insurance to cover this type of staff, if any, and the premiums shall be met from schools' own funds.
- (c) Schools may, on behalf of parents, arrange with any insurance company a separate insurance policy to cover personal accidents of pupils during school time or while the pupils are participating in any school activities other than what may have been covered by the Block Insurance Policy in (b) above. Parents may be requested to pay the premium and should have the full discretion in accepting or not accepting such an arrangement.

#### **(IV) Rent and Rates Grants**

##### **Director may approve reimbursement of rent and rates**

- 39. The Director may approve full reimbursement of rent, crown rent and rates actually paid for school purposes.



## Non-Recurrent and Capital Grants

### Director may approve non-recurrent and capital grants

(Please read in conjunction with [AD2/2001 Composite Furniture and Equipment Grant and Transition Furniture and Equipment Grant for Aided Schools.](#))

40. The Director may approve grants in respect of items such as major repairs and additional or replacement of major items of furniture and equipment for existing schools. These items will normally attract 100% capital subsidy and the grant shall be based on the approved tendered cost or actual cost, whichever is the less. However, a fee-charging aided primary school shall be eligible for capital subsidy not exceeding 50% of the approved cost, unless the Director shall otherwise determine.

### Director may approve capital grant in respect of new school

41. The Director 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 10, 11, and 12.

### III. ADMINISTRATION OF AIDED SCHOOLS

#### Admission, suspension and expulsion of pupils

##### Director to regulate admission of pupils

43. Admission and allocation of places to primary schools shall be regulated as the Director may determine, and as shown in Appendix 1.

##### Promotion of pupils

44. Except with the approval of the Director, no pupil shall be allowed to take more than seven years to complete the six-year course. Provisions relating to promotion and repetition are shown in Appendix 1.

##### Director to regulate suspension and expulsion of pupils

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

##### Director to prescribe the rate of repetition

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

#### Teaching Practice Arrangements

##### 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 undergoing training from the Colleges of Education and the Universities. Consultation among the institutions concerned should be arranged prior to the placement of students.

#### Use of School Premises

##### 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 Director.
- (b) Classrooms and ancillary facilities should be made available at the request of the Director for the operation of part-time and evening courses run by the Education Department. In making his requests, the Director will take into consideration any special difficulties and existing commitments and fully consult the school authorities concerned. In this connection, appropriate remuneration will be made regarding hire charges, electricity charges, expenses on consumable goods and overtime payment for the relevant staff.

#### Appointment and Dismissal of Staff

##### Director 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 1971, in conformity with this Code of Aid and in accordance with such instructions and the Director may from time to time issue.
- (b) All appointments, resignations and dismissal shall be promptly notified to the Director. Such notification shall be in writing, stating the effective dates and indicating, where applicable, the period of notice given.

##### Director to approve appointment of Principal (Head)

50. The approval of the Director is required for the appointment of a Principal (Head) of an aided school. Such appointments shall be made in accordance with the conditions shown in Appendix 13.

### Teachers and other staff to be medically examined

(Please read in conjunction with [AD32/2000 Appointment of Staff in Aided Schools.](#))

51. (a) All teachers (other than supply teachers) shall, before appointment, undergo a medical examination by a registered medical practitioner and a chest X-ray examination at a Government institution or by a registered medical practitioner.
- (b) Serving registered teachers 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 Director may exempt teachers and other staff from pre-employment X-ray examination for cases mentioned in Appendix 15.

### Application for approval of salaries

(Please read in conjunction with [AD32/2000 Appointment of Staff in Aided Schools.](#))

52. (a) For each appointment, an application for approval of salary for grant purposes shall be made to the Director in the prescribed form and shall be accompanied by such documents as the Director may require.
- (b) If such appointment is to fill a vacancy caused by resignation, the application shall be accompanied by a notification of the name of the person resigning. If such appointment is an increase in the total number of staff employed, the application shall be accompanied by a notification of the authority for such an increase.

### Head of school to verify qualifications, experience and date of birth

53. (a) The Head 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 Head of the school at which such applicant may last have been employed.
- (b) The Head 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, or such other documents as may appear necessary for this purpose.

### Qualifications of teachers

54. Qualifications required for eligibility for employment in an aided school as a teacher are shown in Appendix 13.

### Temporary employment of unqualified persons as teachers

55. Subject to the approval of the Director, the Management Committee of an aided school may, if a qualified person is not available to fill a vacancy in the teaching staff, temporarily employ an unqualified person as a teacher. The salary for such an unqualified teacher shall be as stated in Appendix 3.

### 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 or other member of the

Management Committee authorized to sign on its behalf, 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, but may specify a period of time to which its terms and conditions shall refer.
- (c) Such contract of service or letter of appointment shall specify :-
  - (i) The name of the school and of the employer, this being the 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 salary to be paid on commencement of the appointment, and any salary scale relating to the post, including the annual incremental date;
  - (v) whether such teacher is to contribute to a provident fund; and if so, what such contribution shall be;
  - (vi) the entitlement of such teacher to paid sick leave or maternity leave;
  - (vii) 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;
  - (viii) the conditions relating to payment of salary on the resignation or dismissal of such teacher as specified under Section 58;
  - (ix) 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 Director may from time to time issue regarding the conduct of aided schools.

#### **Appointment to be initially on probation**

(Please read in conjunction with [AD23/2002 Letter of Appointment for Teachers in Aided Schools.](#))

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 Management Committee of the school 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 Management Committee of the school 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 Management Committee of the school 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 Management Committee of the school whether or not he wishes to seek a renewal of the contract of service. The Management Committee of an aided school 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 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 Management Committee may waive the said payment if the teacher's explanation is justified and inform the Director of such a waiver and the reasons thereof.
- (f) The Management Committee of an aided school may, subject to the approval of the Director, suspend a teacher from his normal duties on half pay 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 teachers' 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.
- (g) The Management Committee of an aided school shall only dismiss a teacher for good and sufficient reasons (see Appendices 16 and 17). A teacher shall be liable to summary dismissal if it appears to the Management Committee that he has been convicted of a criminal offence or has committed a grave breach of duty.

## Retirement

## Retirement

(Please read in conjunction with:

[AD21/2000 Amendments to the Education Ordinance, Cap.279.](#))

- 59. (a) A teacher shall retire at the end of the school year in which he reaches the age of sixty.
- (b) Notwithstanding (a), the Director may, on the recommendation of the Management Committee of a school and subject to the submission of a satisfactory medical certificate as to fitness, permit a 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.
- (c) All clerical and janitor staff of a school employed from the Salaries Grant in accordance

with the approved establishment and pay scales for these staff shall normally retire at the age of 60 except in special cases with the approval of the Director.

### Promotion

#### Promotion

(Please read in conjunction with [AD30/2000 Promotion, Acting Appointment, Regrading of Teachers/Specialists and Passage over Efficiency Bar of Specialist Staff in Aided Schools.](#))

60. The conditions under which teaching staff may become eligible for promotion to a higher rank of appointment are set out in Appendix 18.

### Acting Appointments

(Please read in conjunction with:

[AD9/2000 Acting Appointment and Granting of Acting Allowance; &](#)

[AD30/2000 Promotion, Acting Appointment, Regrading of Teachers/Specialists and Passage over Efficiency Bar of Specialist Staff in Aided Schools.](#))

- 60A. Full-time regular teachers may be recommended for acting appointments to approved functional posts when such posts are left vacant arising from approved leave or wastage for a continuous period of not less than fourteen calendar days. The approved functional posts in aided primary schools are Principal Assistant Master/Mistress, Senior Assistant Master/Mistress and Assistant Master/Mistress (including Student Guidance Teacher). 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

#### Teaching or lecturing

61. (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 subsection (a), 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

(Please read in conjunction with [AD48/2000 Funding of Retirement Benefits Upon Introduction of the Mandatory Provident Fund Scheme.](#))

62. (a) A teacher who contributes to the Grant Schools Provident Fund or to the Subsidized Schools Provident Fund is subject to the provisions of the Grant Schools Provident Fund Rules or the Subsidized 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 Subsidized Schools Provident Fund, and who contributes to another provident or superannuation fund approved by the Director may on submission of original receipts in respect of his contributions to such fund, receive from Government a donation in respect of 50% of his contribution to such fund or 5% of his basic salary in Hong Kong, whichever is the less.

63. Non-teaching staff may participate in the non-statutory provident fund schemes as may be approved by the Director and receive benefits in accordance with the approved Provident Fund Scheme.

### School Accounts

#### Supervisors to keep accounts

64. (a) The Supervisor of an aided school shall be responsible for keeping proper books of account, 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 showing inter alia receipt number and amount of Tong Fai against the name of each pupil;
  - (iv) revenue receipt counterfoil and Daily Collection Summary in respect of Tong Fai 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 showing receipts and expenditure of Textbook Assistance Scheme, if necessary;
  - (xii) stock and sales records for exercise books, stationery, etc., if necessary; and
- (b) All books of accounts, receipts, counterfoils and vouchers shall at all reasonable times be available for inspection by the Director or officer authorized 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 Director. 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), Pay-sheets (duplicates), Fees receipts/school attendance registers, Register of hire of school accommodation.

### Accounts not to include provision for depreciation

65. 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

66. (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 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 Director from time to time to meet small payments. Alternatively, a further account could be opened for this purpose with cheques signed by the Head and the Deputy Head of the school, duly authorized by the Management Committee.

### School funds to be kept separate

67. Subscriptions or other sums received by a school from 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 Management Committee or teaching staff, but shall be paid into the bank account maintained in the name of the school.

### Submission of accounts

68. (a) The Director 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 Director 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 Director 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.

### Director may withhold grant if accounts not submitted

69. The Director 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 (Tong Fai) used for development to be separately accounted for

70. (a) If the Director has permitted an aided school under the terms of paragraph (b) of Section



12 of this Code of Aid, to transfer Tong Fai 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 Director.

- (b) The Supervisor of such school, when submitting annual accounts of the school as required by the terms of Section 68 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

- 71. (a) Where the Management Committee of an aided school operates a private section or boarding section of such school, 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 Department. 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 Director.
- (b) The Supervisor of an aided school shall, when submitting accounts, 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

- 72. The Management Committee of a school 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 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

- 73. (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 Director may approve as Supervisor, or, pending the Director's approval of such other person as Supervisor, to the Management Committee of the school.
- (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 Director may approve as Supervisor, or pending the Director'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 Management Committee of the school to the Director.
- (c) The Director may require the Management Committee of such school 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 Director having required such accounts to be submitted, and the Management Committee having failed to submit them, the Director may require the outgoing Supervisor and the members of the Management Committee, or such of them as he shall determine, severally or jointly to refund to Government such proportion of grants made to the school during the period in which the outgoing supervisor acted as Supervisor as he shall assess.

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Administrative Guide

(Please read in conjunction with [AD48/99 Staff Development Days & AD13/2001 Amendments to the Education Ordinance and Education Regulations.](#))

First 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, sterilized dressings and bandages. In schools where there are science laboratories and workshops, first-aid boxes shall contain materials for giving immediate treatment to burns, scalds, acid/alkali burns, shocks and other injuries. 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 minor staff shall be trained in the use of the extinguishers which should be properly maintained and recharged annually. Laboratories shall in addition be supplied with buckets of sand and water. If there is no laboratory in the school, experiments involving the use of candles and spirit lamps should only be demonstrated by teachers in classrooms provided with fire extinguishers, fire blankets and first-aid boxes. The candles or spirit lamps so used should be placed in a metal tray away from any combustibles.
4. Fire drills, when all pupils must leave the school building and the roll be called, shall be held once a month, 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 is allowed on the school premises, except in specifically designed and constructed kitchens approved by the Director of Fire Services.

Correspondence with the Education Department

9. All correspondence should be addressed to the Director but may be sub-directed to the particular officer primarily concerned.
10. Interviews with the Director or other officers of the Education Department should,

wherever possible, be arranged by appointment.

11. Members of the staff of an aided school should normally correspond with the Education Department through the Head of the school.

### **Admission of Pupils**

12. (a) Allocation of places in Primary 1 of aided schools shall be made according to such arrangements as the Director may from time to time determine.
  - (aa) Notwithstanding the provision in paragraph 12(a) above, the Director may direct an aided school to admit to that school as a pupil a child who is referred by the Director to fill an available vacant place.
  - (b) Places becoming available from time to time, other than those filled by the arrangements as specified in paragraphs 12(a) and 12(aa) above, may be filled at the discretion of the Head of the school.
  - (c) All schools shall maintain a system of records giving details of each pupil in a form approved by the Director. Such record cards shall give particulars of pupils entering and leaving the school.

### **Suspension and Expulsion of Pupils**

13. (a) Pupils admitted into an aided primary school shall be allowed to complete the six-year course. No primary pupil should be expelled without proper warning and notice to parents and without the approval of the Director.
  - (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 Special Education Section, Education Department, for assessment and advice.
14. (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 if after reasonable measures to enlist the co-operation of parents have proved unsuccessful.
- (b) Where approved school fees and/or Subscriptions are charged, the non-payment of such fees is an accepted ground for expulsion. Supervisors and Heads of schools will be expected to investigate the circumstances and, if they are convinced that the non-payment is genuinely deliberate, to inform the Director accordingly before expelling the pupil.
- (c) Exceptionally, if it is considered that there are other grounds of sufficient gravity to merit expulsion, the Director shall be consulted at an early stage before any formal action is taken.
- (d) If a Head 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 a full report shall be submitted to the Director for his consideration at the same time.

15. (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 Director 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 Director, if applicable.

### **Promotion of Pupils**

16. (a) Pupils should normally be promoted at the end of the academic year and retention in a particular class in order to allow a pupil to repeat a whole year's work should be the exception rather than the rule. It is especially important that repetition should not be associated with failure to obtain a fixed mark in any test or examination and it should not be made automatic in such cases.
  - (b) Exceptions to the general rule of promotion from one class to another may however be allowed at the discretion of Heads of schools where it is clear that it is in the best interests of a pupil that he should be allowed to repeat an academic year for educational reasons.
17. All Primary 6 pupils shall be presented for the allocation of secondary school places through the Secondary School Places Allocation System except as otherwise the Director may approve.

### **Attendance, Terms and Holidays**

18. An attendance register shall be kept for each class and shall be made up within one hour of the commencement of each school session.
19. The Head of an aided school shall keep a daily summary showing the attendance of each class.
20. The school hours shall be as approved by the Director. If the time devoted to religious knowledge and other religious observances exceeds 1 1/2 hours per week, such excess time shall be additional to the normal school hours.
21. 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.
22. The number of school holidays, which should include public holidays, shall be 90 days a year, with three additional discretionary holidays.
23. The Supervisor shall, in accordance with regulation 79 of the Education Regulations, send to the Director before the 15th August in each year notice of all holidays it is

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.

24. The Director may, in accordance with regulation 82 of the Education Regulations, by notice in writing to the Supervisor of any school require that holiday shall be given on any day specified in such notice and the Supervisor shall ensure that such holiday is given accordingly.
- 24A. Schools may set aside not more than two 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 Head of an aided school shall forward to the Director a notification of any changes in the course of study for the coming school year, not later than 1st September each year. The Director may withhold his approval of the whole course or any portion thereof, and the Head 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 Director on the date specified in relevant curriculum circulars issued each year.

27. In selecting textbooks for use by pupils, schools should observe the Guidelines, Concerning Textbook Selection Procedures and Acceptance of Publishers' Donations by Schools. 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 levels throughout the school at once 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 selected from the Recommended List must be supported by good educational reasons. The school should be prepared to supply such reasons if required to do so.
- 27A. Each school should have a homework policy for which the Head 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 in the Event of Storms and Heavy Persistent Rain**

28. (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 GREEN-AMBER-RED-BLACK colour coded rainstorm warning system or as otherwise instructed by the Director.
- (b) In exceptional circumstances, the Director 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 Director to close schools generally, the Head of the school may close the school and notify the respective District Education Officer as soon as possible afterwards.
- (d) Heads of schools 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.

### **Inventories and Stock-books**

- 29. Heads of schools 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. The Library Catalogue shall be kept in such form as to serve as an Inventory for Books.

### **Communication between Management Committees and Teaching Staff**

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

### **Sale of School Textbooks, Exercise Books, School Uniforms and Miscellaneous Items including 'Tuckshop' items**

- 31. No trading operation of any kind is allowed in the school except with the prior approval in writing of the Director. Any profits so derived should be reflected in the school's account.
- 32. The Head of an aided school shall be responsible for ensuring that the provisions in the Code of Practice relating to Sale of Textbooks, Exercise Books and School Uniforms and other School Accessories are fully complied with.
- 33. Comprehensive price lists of all commodities for sale to pupils must be displayed prominently in the school.

## Staff Establishment of Aided Primary Schools

(Please read in conjunction with:

[AD31/99 Grade Structure of Graduate / Non-graduate Teachers and Appointment of Graduate Teachers in Aided Primary Schools;](#)

[AD30/2001 Provision of Teacher-Librarians in Aided Primary Schools;&](#)

[AD36/2001 Provision of One Additional Senior Teacher Post in Aided Primary Schools.'\)](#)

### **1. Teaching Establishment**

- (a) The teaching establishment of an aided bi-sessional or whole-day primary school will be calculated respectively on the basis of 1.3 or 1.4 teachers per class. In order to avoid the use of fractions of a teacher, the number of teachers resulting from the application of the 1.3:1 or 1.4:1 formula will be rounded up to the nearest whole number. The only exception to the general rule is that schools operating only one class will be staffed with 1.5 teachers.
- (b) In schools with 6 or more classes, the calculation is exclusive of the post of the Head of the school.

### **2. Ranking of Staff**

#### **(a) Head of School**

- (i) In schools with 1-11 classes, the grade of Head will be Assistant Master/Mistress (AM).
- (ii) In schools with 12-23 classes, the grade of Head will be Senior Assistant Master/Mistress (SAM).
- (iii) In schools with 24 classes or more, the grade of Head will be Principal Assistant Master/Mistress (PAM).

#### **(b) (i) Senior Teachers**

The provision of Senior Teachers and Class Teachers is included in the manning scale in Attachment A (i) for primary schools operating bi-sessional classes and Attachment A (ii) for whole-day primary schools. The rank of a Senior Teacher will be Assistant Master/Mistress (AM) and that of the Class Teacher Certificated Master/Mistress (CM). Senior Teachers will be required to undertake specific duties in addition to class teaching. In a standard-sized 24-class school these duties should be allocated as shown in Attachment B (i) or Attachment B (ii). These same duties will have to be covered in non-standard-sized schools, but their allocation will have to be adjusted to match the number of senior teachers available. In a primary school with 12 or more classes, one of the Senior Teachers in the rank of AM will serve as the Deputy Head.

#### **(ii) Student Guidance Teacher**

An additional post of the Assistant Master/Mistress rank for Student Guidance Teacher is to be shared by 2 or more schools under the same sponsoring body.

**(c) Class Teachers**

The rank of Class Teachers will be Certificated Master/Mistress (CM).

**Teaching Staff Establishment**  
**in Aided Primary Schools Operating Bi-sessional Classes**  
**under the revised 1.3:1 teacher-to-class ratio**

<u>No. of Classes *</u>	<u>Grade of Head</u>	<u>No. of Senior Teachers (AM) +</u>	<u>No. of Class Teachers (CM)</u>	<u>Total No. of Staff (including Head)</u>
1	1 AM	-	0.5	1.5
2	1 AM	-	2	3
3	1 AM	-	3	4
4	1 AM	1	4	6
5	1 AM	1	5	7
6	1 AM	1	7	9
7	1 AM	1	9	11
8	1 AM	2	9	12
9	1 AM	2	10	13
10	1 AM	2	11	14
11	1 AM	2	13	16
12	1 SAM	3	13	17
13	1 SAM	3	14	18
14	1 SAM	3	16	20
15	1 SAM	3	17	21
16	1 SAM	4	17	22
17	1 SAM	4	19	24
18	1 SAM	4	20	25
19	1 SAM	4	21	26
20	1 SAM	5	21	27
21	1 SAM	5	23	29
22	1 SAM	5	24	30
23	1 SAM	5	25	31
24	1 PAM	6	26	33
25	1 PAM	6	27	34
26	1 PAM	6	28	35
27	1 PAM	6	30	37
28	1 PAM	7	30	38
29	1 PAM	7	31	39
30	1 PAM	7	32	40
31	1 PAM	7	34	42
32	1 PAM	8	34	43
33	1 PAM	8	35	44
34	1 PAM	8	37	46
35	1 PAM	8	38	47
36	1 PAM	9	38	48

- \* In a bi-sessional school with 25 classes or more, each session will be considered as a separate school in the calculation of the teaching staff establishment
- + One of the Senior Teachers in the rank of AM of a primary school with 12 or more classes will serve as the Deputy Head.

Note: The revised teacher-to-class ratio of 1.3:1 was introduced by phases in aided primary schools operating bi-sessional classes as from 1 September 1993, providing the schools, if entitled, with one (or 0.5 in the case of a school operating only two classes) additional teaching post in the CM rank each year starting in the 1993/94 school year until they reach their full entitlement.

**Teaching Staff Establishment**  
**in Whole-day Aided Primary Schools**  
**under the revised 1.4:1 teacher-to-class ratio**

<u>No. of Classes</u>	<u>Grade of Head</u>	<u>No. of Senior Teachers (AM) +</u>	<u>No. of Class Teachers (CM)</u>	<u>Total No. of Staff (including Head)</u>
1	1 AM	-	0.5	1.5
2	1 AM	-	2	3
3	1 AM	1	3	5
4	1 AM	1	4	6
5	1 AM	1	5	7
6	1 AM	2	7	10
7	1 AM	2	8	11
8	1 AM	2	10	13
9	1 AM	3	10	14
10	1 AM	3	11	15
11	1 AM	3	13	17
12	1 SAM	4	13	18
13	1 SAM	4	15	20
14	1 SAM	4	16	21
15	1 SAM	5	16	22
16	1 SAM	5	18	24
17	1 SAM	5	19	25
18	1 SAM	6	20	27
19	1 SAM	6	21	28
20	1 SAM	6	22	29
21	1 SAM	7	23	31
22	1 SAM	7	24	32
23	1 SAM	7	26	34
24	1 PAM	8	26	35
25	1 PAM	8	27	36
26	1 PAM	8	29	38
27	1 PAM	9	29	39
28	1 PAM	9	31	41
29	1 PAM	9	32	42
30	1 PAM	10	32	43

+ One of the Senior Teachers in the rank of AM of a primary school with 12 or more classes will serve as the Deputy Head.

Note: The revised teacher-to-class ratio of 1.4:1 and improved ratio of one Senior Teacher of AM rank for every three classes in whole-day primary schools was

introduced by phases as from 1 September 1992. Aided primary schools upon conversion into, or commencement of, whole-day operation will be provided with one (nil or 0.5 in the case of a school operating only one or two classes) additional teaching post each year starting from the first school year until they reach their full entitlement. The additional teaching post(s) should start with Senior Teacher(s) of AM rank, if entitled, in the phasing-in of these posts.

Duties of Senior Teachers in Primary Schools

1. The duties of Senior Teachers in a standard-sized aided primary school which is provided with six Senior Teachers are generally as follows -
  - (a) Deputy Head - general administrative duties, time-tabling, distributing teaching loads, control of office/janitor/minor staff, school functions (open day, speech day, etc.), parent-teacher association, induction of new teachers, in-service training and staff development, serving as a link between the Head of the school and the teaching staff;
  - (b) In-charge of Academic Studies - organising remedial teaching, co-ordinating the work of teachers in charge of the various subjects or special education classes and in the implementation of civic education, liaison with Special Education Section, monitoring activity approach and producing the textbook list;
  - (c) In-charge of Counselling and Guidance - discipline matters, tracing and reporting drop-outs, co-ordinating the whole-school approach in school counselling and guidance, moral education, liaison with parents, liaison with Student Guidance Teacher, liaison with Police;
  - (d) In-charge of General Affairs - sick/maternity leave arrangements, acquisition of supply teachers, arrangements for teaching practice for College of Education students, admission of new pupils, school internal examinations, matters relating to Secondary School Places Allocation and Primary One Admission, textbook and stationery grant, student travel assistance scheme, student records;
  - (e) In-charge of Extra-curricular and Other Activities - cultural and physical, games day, inter-school sports and dance activities organized by the H.K. & N.T. Schools Sports Associations, inter-school music and speech activities organized by the H.K. Schools Music and Speech Association, organizing educational visits, involvement in community functions relating to civic education, fire drills, safety patrol, Community Youth Club and Junior Police Call activities;
  - (f) In-charge of Teaching Aids, Furniture and Equipment - ETV, teaching aids, school furniture and equipment, wirefree induction loop system, notice boards, minor repairs, first aid and School Medical Service Scheme, School Dental Care Service etc., school/class libraries.
2. The Management Committee or Head of a school may exercise discretion in the allocation of duties of Senior Teachers as well as the re-distribution of their duties in the light of the school's entitlement of Senior Teachers.



**Duties of Senior Teachers in Primary Schools**

1. The duties of Senior Teachers in a standard-sized aided primary school which is provided with eight Senior Teachers are generally as follows -
  - (a) Deputy Head - general administrative duties, time-tabling, distributing teaching loads, sick/maternity leave arrangements, hiring of supply teachers, arrangement for teaching practice for College of Education students, control of office staff/workmen, school functions (open day, speech day, etc.), parent-teacher association, induction of new teachers, in-service training and staff development, serving as a link between the Head of the school and the teaching staff.
  - (b) In-charge of Academic Studies - co-ordinating the work of teachers in charge of the various subjects other than Chinese, English and Mathematics, and special education classes (if any) and in the implementation of moral and civic education, liaison with Special Education Section, monitoring activity approach and producing the textbook list, school/class libraries, ETV, wirefree induction loop system.
  - (c) In-charge of Discipline, Counselling and Guidance - discipline matters, tracing and reporting drop-outs, co-ordinating the whole-school approach in school counselling and guidance, liaison with parents, liaison with Student Guidance Teacher, liaison with Student Guidance Section, liaison with Police.
  - (d) In-charge of General and School Affairs - admission of new pupils, school internal examinations, matters relating to Secondary School Places Allocation and Primary One Admission, textbook and stationery grant, student travel assistance scheme, student records, teaching aids and school furniture and equipment, notice boards, minor repairs, first aid, School Medical Service Scheme, School Dental Care Service.
  - (e) In-charge of Extra-curricular and Other Activities - cultural and physical, games day, inter-school sports, speech and dance activities organized by the HK & NT Schools Sports Associations and the HK Schools Music and Speech Association, organizing educational visits, involvement in community functions relating to civic education, fire drills, safety patrol, Community Youth Club and Junior Police Call activities.
  - (f) } 3 Panel Chairs, one for each of the three major subjects of Chinese, English
  - (g) } and Mathematics - in charge of the overall organization and teaching of the
  - and } respective subject in school and its related matters, such as planning the
  - (h) } school-based syllabus, preparing the scheme of work, choosing textbooks and
  - resources, implementing and monitoring remedial teaching, planning teaching
  - } programmes based on the framework of target-oriented curriculum.
2. The Management Committee or Head of a school may exercise discretion in the allocation of duties of Senior Teachers as well as the re-distribution of their duties in the light of the school's entitlement of Senior Teachers.

**Salary Scales and Allowances of Teachers  
in Primary Schools**

(Please read in conjunction with:

[AD9/2000 Acting Appointment and Granting of Acting Allowance;](#)

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools;](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools; &](#)

[AS14/93 Provision of Responsibility Allowance for Heads In Charge Of Aided Primary Schools with 1 to 3 Classes.\)](#)

(This appendix should be read in conjunction with Appendix 13)

(A) Salary Scales

The salary scales of teaching staff in each grade and rank are as follows:

<u>Grade/Rank</u>	<u>Salary Scale</u> (Points on the Master Pay Scale)
1. Headmaster/Headmistress (HM I)	38-41
2. Headmaster/Headmistress II (HM II)	34-39
3. Primary School Master/Mistress (PSM)	30-33
4. Assistant Primary School Master/Mistress (APSM)	17-29
5. Principal Assistant Master/Mistress (PAM)	34-39 (*Bar at 36)
6. Senior Assistant Master/Mistress (SAM)	30-33C (*Bar at 33)
	(* Passage requires acquiring a Bachelor of Arts Degree in Primary Education, or equivalent.)
7. Assistant Master/Mistress (AM)	25-29
8. Certificated Master/Mistress (CM)	14-24
	(with sub-points of 10-13 and a salary bar at point 19 beyond which an untrained teacher cannot proceed)
9. Unqualified Teacher (UQT)	__4

(B) Supply Teachers

<u>Appointment</u>	<u>Salary per working day</u>
Qualified Teacher	Refer to Revised Daily Rates of Pay for Supply Teachers as announced in Schools Finance and Accounts Circular currently in force.
Unqualified Teacher	

(C) Responsibility Allowance

(a) An Assistant Master/Mistress who is appointed as Head of a primary school with 4-11 classes will be awarded a responsibility allowance at a rate equivalent to one increment on the Master Pay Scale above the level of his substantive salary while serving in this capacity.

(b) A Senior Assistant Master/Mistress who is appointed as Head of a primary school with 12-23 classes will be awarded a responsibility allowance at a rate equivalent to one increment on the Master Pay Scale above the level of his substantive salary while serving in this capacity.

- (c) A Principal Assistant Master/Mistress who is appointed as Head of a primary school with 24 or more classes will be awarded a responsibility allowance at a rate equivalent to one increment on the Master Pay Scale above the level of his substantive salary while serving in this capacity.
- (d) An Assistant Master/Mistress who is appointed as Deputy Head of a primary school with 12 or more classes in addition to undertaking special duties as a Senior Teacher will be awarded a responsibility allowance at a rate equivalent to three-quarters of one increment on the Master Pay Scale above the level of his substantive salary while serving in this capacity.

Note :

Heads on personal scales will not be eligible for the Responsibility Allowance.

(D) Inducement Allowance

An inducement allowance may, subject to the approval of the Director, be granted to qualified teachers, unqualified teachers or supply teachers on a monthly basis who are appointed to schools in remote areas in the New Territories. The allowance will be in accordance with the approved rate and eligible teachers appointed on part-time basis will be paid at a pro-rata rate.

(E) Acting Allowance

A full-time SAM/AM or CM who has been recommended and approved to take up the functional duties of PAM/SAM/AM as appropriate on an acting basis for a qualifying period of not less than 14 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) - 100% of the difference between the teacher's substantive salary and the minimum salary of the higher rank in which he is acting.
- (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) - 25% of the minimum salary of the higher rank or the rate for acting-up in (a) above, whichever is the more.

- Note:
1. Sundays and school holidays immediately preceding and following the period of absence of the substantive post holder form part of the qualifying period but not included in the calculation for acting allowance. Acting appointments which fall solely within the summer vacation will not attract acting allowance.
  2. If the head or the deputy head is of the same rank as the teacher appointed to act as the head or the deputy head, the acting head or acting deputy head will then draw the responsibility allowance for an AM head or deputy head, necessitating the head or deputy head on leave to forfeit such allowance during the whole period of leave.
  3. In the case of a teacher appointed to act in a headship post higher than his substantive rank, he will receive the appropriate acting allowance and not the responsibility allowance. Under no circumstances would an acting head be allowed to draw both the acting and responsibility allowances.

4. Leave exceeding three consecutive working days or leave necessitating the grant of an acting allowance to another teacher for the whole or part of his leave involves the forfeiture of the acting allowance for the whole period of leave.
5. Leave exceeding 30 days or leave necessitating the grant of another teacher to act as the head or deputy head for the whole or part of his leave involves the forfeiture of the responsibility allowance for the whole period of leave.
6. All allowances will be treated as salary for Provident Fund purposes.

**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 in another aided school or in a government school, without break in teaching service, other than such break as the Director may approve, 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 Director 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.

**Grant of Sick Leave and Special Tuberculosis Leave  
to Teaching Staff**

(Please read in conjunction with [AD37/2000 Granting of Leave in Aided Schools.](#))

**1. Sick Leave**

- (a) The Director may approve paid sick leave for every teacher in an aided school.
- (b) Each member of staff so entitled may be given on appointment up to 28 days sick leave, and on completion of each succeeding year of service a further 48 days. The maximum balance which may be accumulated shall be 168 days.
- (c) A school shall keep sick leave records for every teacher. As sick leave is taken, this will be noted in the records and deducted from the staff member's balance.
- (d) The Director may, once the balance of sick leave has been exhausted by a staff member, approve additional sick leave without pay.

**2. Special Tuberculosis Leave**

- (a) Members of staff entitled to sick leave under the terms of paragraph 1 who are suffering from tuberculosis may be granted special paid sick leave 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 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 a maximum of twelve months leave on full pay.

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

- (b) The Director shall have the power to extend these periods of sick leave in cases which have his special approval.

**Note :**

- (a) Sick leave not exceeding two days may be approved for members of staff by school Heads without the production of a medical certificate. The grant of such sick leave should be reported to the Education Department.

- (b) In seeking approval for the grant of sick leave in excess of two days or for the grant of special tuberculosis leave for members of staff, Heads must forward an acceptable medical certificate to the Director.
- (c) Part-time teachers and monthly-paid temporary teachers are entitled to sick leave.

**Grant of Maternity Leave to Female Teaching Staff**

(Please read in conjunction with [AD71/97 Amendments to the Codes of Aid for Aided Schools Grant of Maternity Leave to Female Staff.](#))

1. The Director may grant maternity leave to teachers before and after giving birth to a child. Maternity leave shall be the aggregate of:
  - (a) a period of 4 weeks immediately before the expected date of confinement;
  - (b) a further period, if any, from the expected date of confinement to the actual date of confinement;
  - (c) a period of 6 weeks immediately after the actual date of confinement; and
  - (d) a further period, not exceeding 4 weeks, on grounds of illness or disability arising out of the pregnancy or confinement.

The actual amount of leave granted before the expected date of confinement and after confinement should be based on the recommendation of a registered medical practitioner, but in no case is a teacher permitted to resume duty before the expiration of 6 weeks following confinement. Not more than 6 weeks paid leave should be granted following confinement.

2. Female teachers who have completed 40 weeks of resident service prior to the commencement of maternity leave may be granted full-pay maternity leave up to a maximum of 10 weeks. Such maternity leave benefits are, however, limited to 3 surviving children only.
3. Teachers with less than 40 weeks of resident service may be granted maternity leave without pay for up to 10 weeks.
4. When more than 10 weeks' absence is recommended by a registered medical practitioner, additional maternity leave may be granted by the Director as no-pay leave to bring the total absence up to 6 months. Further leave without pay on the same terms may be granted at the discretion of the Director.
5. The following categories of 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) Teachers whose ante-natal leave exceeds 4 weeks or post-natal leave exceeds 6 weeks and the excess portion of maternity leave falls wholly or partly within a major school holiday.
  - (b) Teachers who have already had 3 surviving children and whose maternity leave for the fourth one falls wholly or partly within a major school holiday; and



(c) Teachers who have less than 40 weeks' resident service to qualify for full pay maternity leave and whose maternity leave (for the first to third child) falls wholly or partly within a major school holiday.

6. Maternity leave is not counted as sick leave.
7. A teacher is not entitled to maternity leave whilst absent from duty for other reasons.
8. Applications for maternity leave may be forwarded after the pregnancy has been certified and shall be supported by a certificate from a registered medical practitioner, stating that the teacher is pregnant, and specifying the expected date of confinement and the date on which the maternity leave is to commence.

Administration Grant

(Please read in conjunction with [AD5/99 Revised Administration Grant](#).)

1. The Administration Grant for aided primary schools is calculated on the basis of the following formula:-

Administration Grant per annum =

(No. of clerical staff per approved establishment x annual mid-point salary)

plus

(No. of janitor staff per approved establishment x annual maximum point salary)

2. The approved establishment for clerical and minor/janitor staff is based on the scale of provision as given respectively in Appendix 14 and Section 32 of this Code of Aid. It will be reviewed annually to take account of any change in the number of classes to be operated.
3. The Administration Grant shall be paid monthly. Schools which have elected to receive the Administration Grant shall keep a separate account named "Administration Grant Account" to reflect all income and expenditure chargeable to this account.

**Items chargeable to the School and Class Grant**  
**in non-fee-charging aided primary schools**

(Please read in conjunction with:

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools;](#)

[CM240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year;](#)

&

[AD2/2001 Composite Furniture and Equipment Grant and Transition Furniture and Equipment Grant for Aided Schools.\)](#)

**I. School-based items**

1. Postage and stamp duty
2. Newspapers and magazines
3. Celebrations and entertainment  
(The expenses for the provision of lunches/dinners for staff cannot be charged to this account or to any school funds account.)
4. Audit fee
5. Wreaths, flower-baskets and similar tributes on behalf of the school
6. Professional fees for essential professional advice [see Note (1)]
7. Expenditure on supplementary teaching staff [see Note (2)]
8. Expenditure on staff training [see Note (3)]
9. Telephone

**II. Class-based items**

1. Repairs costing less than \$3,000 [see Note (4)]
2. Transport and travelling expenses wholly incurred on school business, excluding travel between home and school.
3. Other minor items specifically accepted by the school Management Committee as essential or of educational value, not exceeding \$500 for any one item or \$5 x (maximum school enrolment) annually in total.
4. Teachers' textbooks, maps and sets of books for supplementary reading, etc.
5. Consumable stores [see Note (5)]
6. Fuel, light and power
7. Cleaning materials
8. Prizes
9. Retirement or death benefits for staff not eligible for any other scheme, provided that such benefits do not exceed those available to similar staff eligible for another scheme, such as provident fund.
10. Library books for pupils
11. Furniture and equipment costing less than \$3,000 [see Note (4)]
12. Water
13. First-aid facilities
14. Sports
15. Extra-curricular activities, including educational visits
16. Printing and stationery

Notes :

- (1) Professional fees include a reasonable charge for preliminary sketch plans of a proposed project which may not be subsequently approved, provided that such payments are taken into account finally, if the project proceeds.
- (2) Expenditure on supplementary teaching staff on standard academic subjects is not normally allowed. The intention is to facilitate supplementary teaching in such areas as art, music, physical education, practical subjects and a third language.
- (3) Expenditure on staff training would normally be limited to short courses taken in Hong Kong, and similar training overseas not involving additional travelling expenses. The training would have to be directly related to the work of the staff and the annual gross expenditure on this item should normally not exceed \$7 x maximum school enrolment.
- (4) Heads of schools should ensure that a reasonable amount of the School and Class Grant to be used for replacement of minor items of furniture and equipment.
- (5) Many of the items chargeable to the School and Class Grant account involve the purchases of stores and equipment which are made at discretion of schools. In order to protect the interest of schools as well as the Government, schools are advised to review their control on the placing of orders for purchases. It is suggested that as far as possible competitive prices should be obtained and that before the orders are placed, they should be approved and countersigned by a senior member of the staff, preferably at the deputy head level or above.
- (6) Deposits in respect of electricity, gas and water meters should not be charged to any income and expenditure accounts but should be shown as asset items in the balance sheet.

**Items chargeable to the School and Class Grant**  
**in fee-charging aided primary schools**

(Please read in conjunction with:

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools;](#)

[CM240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year; &](#)

[AD2/2001 Composite Furniture and Equipment Grant and Transition Furniture and Equipment Grant for Aided Schools.](#))

**I. School-based items**

1. Postage and stamp duty
2. Newspapers and magazines
3. Telephone
4. Audit fee
5. Wreaths, flower-baskets and similar tributes on behalf of the school
6. 50% of professional fees for essential professional advice of a legal, architectural, or similar nature [see Note (1)]
7. Expenditure on staff training [see Note (2)]

**II. Class-based items**

1. Repairs costing less than \$3,000 [see Note (3)]
2. Travelling expenses for staff on official duty
3. Teachers' textbooks, maps and sets of books for supplementary reading, etc.
4. Consumable stores [see Note (4)]
5. Fuel, light and power
6. Cleaning materials
7. Library books for pupils
8. Furniture and equipment costing less than \$3,000 in primary schools [see Note (3)]
9. Water
10. Printing and stationery

**Notes :**

- (1) Professional fees include a reasonable charge for preliminary sketch plans of a proposed project which may not be subsequently approved, provided that such payments are taken into account finally, if the project proceeds.
- (2) Expenditure on staff training would normally be limited to short course taken in Hong Kong, and similar training overseas not involving additional travelling expenses. The training would have to be directly related to the work of the staff and the annual gross expenditure on this item should normally not exceed \$7 x maximum school enrolment.
- (3) Heads of schools should ensure that a reasonable amount of the School and Class Grant to be used for replacement of minor items of furniture and equipment.

- (4) Many of the items chargeable to the School and Class Grant account involve the purchases of stores and equipment which are made at discretion of schools. In order to protect the interest of schools as well as the Government, schools are advised to review their control on the placing of orders for purchases. It is suggested that as far as possible competitive prices should be obtained and that before the orders are placed, they should be approved and countersigned by a senior member of the staff, preferably at the deputy head level or above.
- (5) Deposits in respect of electricity, gas and water meters should not be charged to any income and expenditure accounts but should be shown as asset items in the balance sheet.

**Non-Recurrent Grants (Furniture/Equipment)**

(Please read in conjunction with:

[AD30/99 Tendering and Purchasing Procedures in Aided Schools;](#)

[AD2/2001 Composite Furniture and Equipment Grant and Transition Furniture and Equipment Grant for Aided Schools; &](#)

[EMBC8/2003 Payment of Non-recurrent Furniture and Equipment Grants to Aided Schools.\)](#)

**Furniture and Equipment Grants for items costing \$3,000 or above**

**Application for inclusion in Annual Draft Estimates**

1. Request for grants towards the cost of new furniture and equipment or for repairs and replacements of existing items of furniture and equipment costing \$3,000 or more for primary schools must be submitted to the Education Department on the form shown at Appendix 27 not later than the date prescribed by the Director each year, so that the requests may be considered by the Education Department for inclusion in the following year's Draft Estimates.
2. Requests for grants in respect of new items of furniture and equipment, which have not been included in the Estimates, will not normally be considered unless they are of an emergency or unforeseen nature.

**Tendering Procedure**

3. Schools will be advised normally at the beginning of each financial year of the items in respect of which grants have been approved and tenders should then be called for as soon as possible for single purchases exceeding \$5,000. Schools should seek separate tender from not less than five different suppliers normally selected from the standard list of suppliers issued by the Education Department. Tenders should be sought by using the standard letter shown at Appendix 20, and the tender form at Appendix 21 and 22. Two copies of the tender form should be prepared and provided to each supplier invited to tender. The suppliers invited to tender should be given full specifications of the required furniture/equipment and, whenever possible, samples should be provided or shown to the suppliers so that they may be certain of the type and finish of the item required, particularly where furniture is concerned. The closing date for submission of tenders must also be clearly specified in the invitation of tenders. (See Notes)
4. The original of each tender received should be forwarded to the Education Department together with three copies of a tender price comparison table in the form shown at Appendix 25. If it has not been possible to obtain five tenders, the circumstances should be explained and the names of the firms which declined or failed to tender should be supplied when forwarding tenders received to the Education department. Tenders or tendered prices will be approved only if Education Department is satisfied that items included in tenders are the same as those approved in Estimates.
5. Schools will be advised which tenders or tendered prices are approved for

grant purposes. No order should be placed with the suppliers until such advice is given by the Education Department.

6. For single purchases not exceeding \$5,000, purchases may be arranged by obtaining two or more quotations with the lowest offer being accepted. All quotations (verbal/written) will need to be recorded in the prescribed form as shown at Appendix 25 (i). Single purchase in this context is taken as a bill of purchase of relevant items from a single company on any one occasion. Heads should conduct random checks on the quotation records from time and time.
7. No tenders for furniture and equipment will normally be accepted by the Education Department after 1st January of each year. In cases, however, where such a tender is accepted after 1st January, it will be only on the understanding that the articles will be supplied and bills for payment submitted to the Education Department before 1st March.
8. Grants may be claimed after the submission of receipted bills which must be personally certified by the Supervisor/Head of the school to the effect that all items included in the bill have been received in good condition and in accordance with the specifications and drawings, and that all items are for aided school purposes only. In this connection, if any items received from a supplier do not conform to the specifications or sample provided to the supplier when invited to tender, the school should refuse payment until such time as the correct item is supplied. If the supplier is unable or refuses to supply the correct item the Director should be advised.

#### **Application for a Revote of Non-Recurrent Grants Approved**

9. Grants approved during the current financial year but not claimed in accordance with the procedure described in the 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.

#### **Notes**

- (i) Schools should follow the Notes for Preparation of invitation to tender (Appendix 23) so that all documents could be properly completed before submission to the Education Department.
- (ii) Schools are advised to group items of furniture and equipment of the same category in the same tender schedule before inviting suppliers to tender.
- (iii) Schools must ensure that invitations to tender should clearly indicate the closing date and time for receipt of tenders.
- (iv) All tenders, before they would be sent to selected suppliers by registered mail, should be recorded on the Tender Summary Sheet shown at Appendix 25 (ii).



- (v) All tenders received should be lodged in a locked tender box situated in a convenient location in schools.
- (vi) On opening tenders, all tenders should be initialled, dated and checked to see if both the original and duplicate copy of the tenders are identical by a committee consisting of at least two authorized persons of the schools. It is important to note that no tenders should be opened before the date and time specified for receiving tenders.
- (vii) All tenders received should be entered in the Tender Summary Sheet to show the number of offers, non-offers and the like.
- (viii) Late tenders should not be opened and their covers should be clearly marked "LATE TENDER, RECEIVED BY TENDERING OPENING COMMITTEE ON \_\_\_\_\_" and initialled by all members of the Committee. However, late tenders may be handed to the Supervisors/Heads for consideration when and only when no offers for specific item have been received.
- (ix) All communications regarding tenders must be classified as RESTRICTED DOCUMENTS till the award of the successful tender.

Non-recurrent Grants (Major Repairs)

Major Repairs Grants for items costing \$3,000 or above

**I. For estate schools**

1. Requests for subsidy towards the cost of items such as major internal repairs to buildings, internal redecorations etc. costing \$3,000 or above must be submitted to the Education Department on the appropriate form (Appendix 28) attached to the call circular issued annually to schools to apply for non-recurrent grants for major repairs/alterations not later than the date prescribed by the Director of Education each year so that requests may be considered by the Education Department for inclusion in the following year's draft Estimates.
2. In making their application of works, schools will have to specify the scope 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 Manager for assistance. Schools should also note the guide to the services provided by the Housing Department as detailed in Attachment A (i) and the demarcation of maintenance responsibilities for fixed/permanent building services installations (in addition to electrical wiring and switchgears) as shown in Attachment A (ii).
3. The Education Department will carry out a preliminary vetting of all applications from schools. Professional officers of Housing Department will then decide if the schools' applications are technically justified and advise the Education Department of 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. Subject to the availability of funds, the Education Department will inform schools of the approved projects in due course. Professional officers of Housing Department will then approach individual school to arrange for the works programme.
6. All repairs works will be carried out by government 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 Department 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 acting in their roles as works agents would be responsible only for the sufficiency of the actual repair work projects undertaken by them. However, it would be prepared to provide consultant advisory services, on request, to any tenants who might require advice on the condition of their buildings, or part thereof, 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 to buildings, redecorations etc. costing \$3,000 or above must be submitted to the Education Department on the appropriate form (Appendix 28) attached to the call circular issued annually to schools to apply for non-recurrent grants for major repairs/alterations not later than the date prescribed by the Director of Education each year so that requests may be considered by the Education Department for inclusion in the following year's draft Estimates.
- 2. In making their application of works, schools will have to specify the scope of works to be done without giving the estimated costs and state the reasons why the repairs are needed. Schools should note the guide to the services provided by the Architectural Services Department as detailed in Attachment B.
- 3. Professional officers of the Architectural Services Department will categorize the works as per the "work type" as detailed on the "major Repairs/Alterations" application form and advise the Education Department on the estimated costs and provide comments as necessary on the technical aspects of the work.
- 4. Requests for subsidy in respect of major repairs 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 Department will inform schools of the approved projects in due course. The professional officers of the Architectural Services Department will then approach individual school to arrange for the works programme.
- 6. Repair works will normally be carried out by government term contractors supervised by the Architectural Services Department.
- 7. The Architectural Services Department will take up repairs works in a non-school portion if it is inseparable from the school portion at which repair works are to be carried out. However, a 20% overhead cost for any works undertaken on non-school portion will be charged. The Architectural Services Department

may not take up any works in a non-school portion which is separately identifiable from the school portion.

### 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 sponsors must execute under seal and register by Memorial in the Lands Department a Deed of Covenant which shall contain such provisions as the Director 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 Director.
  - (b) That the school will be managed in accordance with the Education Ordinance and its subsidiary legislation and the Code of Aid for Primary 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 Director 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 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.

## MAINTENANCE OF ESTATE AIDED SCHOOLS

### A GUIDE TO THE SERVICES PROVIDED

### BY HOUSING DEPARTMENT AS FROM 15 JUNE 1989

#### Generally

1. Apart from acting as the landlord for the Government in maintaining the external and structural elements of the estate aided schools, the Housing Department is responsible for providing internal maintenance services to these estate aided schools as from 15 June 1989. The Maintenance Division of the Construction Branch of the Housing Department is involved in the provision of maintenance services to estate aided schools.
2. Once the estate aided schools have identified the internal major repair works which they require in their annual application for funding in response to the Education Department's call-circular, the Housing Department will undertake all the subsequent detailed work of processing the application and, once approved for funding by the Education Department, will arrange for the work to be undertaken on-site at the earliest possible time convenient to the schools.

#### Services to School Supervisors' New Applications for Major Repairs

3. As briefly touched upon earlier, the Housing Department's service in respect of applications for funding of internal works for inclusion in the following year's Draft Estimates of the Education Department will be as follows:
  - (a) In preparing the major repairs estimates application, the school Supervisors should consider to re-include those rejected items of works in the last year's return, should the situation warrant.
  - (b) The Education Department will exercise an initial screening of the applications and will request the Maintenance Division of the Housing Department to provide professional and technical advice together with estimated costs on the proposed major repairs items. The Maintenance Division's staff will contact each school to arrange for site inspections and discussions with the school Supervisor/Principal/Head to establish the full details of the work requested. In the meeting(s), the Maintenance Division's staff will advise the school which items are considered to be "essential", "desirable but not essential" or "not necessary" in the context of keeping the school premises in a state of repair as well as items of improvement.
  - (c) Upon reaching agreement with the school, the Maintenance Division of the Housing Department will provide the Education Department with the Estimation Sheet for each estate aided school for budgetary and funding purposes.

#### Approved Major Repairs Works

4. For those works which the Education Department has approved to be funded in a certain financial year, the Housing Department will contact the relevant estate aided schools during the month of April/May of that financial year to proceed with the following:
- (a) Upon receipt of information from the Education Department on the approved items of major repairs for individual estate aided school, the Maintenance Division's staff of the Housing Department will arrange meetings with the school supervisor to agree on the time-tables for implementation of the works.
  - (b) As clients, the schools' opinions in relation to colour schemes, choice of materials and design details will be taken into consideration by the Maintenance Division in preparing the works order to the contractor. Generally, the schools' requirements must be fallen within the Housing Department's standard and particular specifications of materials and workmanship.
  - (c) During the progress of works, the Maintenance Division's staff will pay regular visits to supervise the contractor and to ensure that works are being undertaken correctly and to programme. The schools are requested not to give instructions directly to the contractor. Should the schools have any opinions, comments or suggestions in relation to the work in progress, they should contact the Maintenance Division's project staff, whose contacting telephone numbers can be obtained during the initial meeting as stated above or from the relevant District Education Officer.
  - (d) When the works for individual schools are considered by the Maintenance Division of the Housing Department to be satisfactorily completed, a joint "hand-over" meeting will be arranged with the school Supervisor. If there are outstanding items discovered during the meeting but will not affect the intended use of the completed project, the Maintenance Division's staff will instruct the contractor to complete them within the "maintenance period", which is 6 or 12 months, depending on the contract, counting from the certified completion date of the works.
  - (e) All defects as the result of the contractor's poor materials and workmanship will be rectified under the instruction of the project staff of the Maintenance Division. At about one week before the expiry of the maintenance period, a joint site meeting between the school Supervisor, the project maintenance staff and the contractor will be conducted to finalize the list of the defects. However, during the maintenance period, should the school discover any defect that would affect the safety, the project maintenance staff should be informed for immediate attention.
  - (f) The Housing Department will be responsible for valuing the contractor's work for the purpose of payments in accordance with the Housing Department's accounting procedures, and the school Supervisor will have no need to be involved in this respect.

5. The school Supervisor should note that the Housing Department, acting as the landlord for the Government, is responsible for upkeeping the external and structural elements of the school premises such as roofing, building fabrics, plumbing and drainage systems and slopes with funds obtained directly from the Government. Should defects have occurred in these areas, immediate report should be made to the Estate Office of the estate in which the estate aided school is situated. As regards external redecoration of the school premises, they will normally be arranged at the same time when the estate in which the school is situated is doing the external redecoration.

#### **Advisory/Consultant Service**

6. At any time, should the school Supervisor have any concern in relation to the safety and the structural soundness of the school building, the Estate Office of the estate in which the school is situated can be contacted for assistance or referral to the Maintenance Division of the Housing Department for professional and technical advice and remedial actions if necessary.

**Building Services items of works  
in the Maintenance of Estate Aided School**

A. Fixed/Permanent Installations	Handled and Maintained By	Remarks
1. Fume cupboard fan	Building Services Maintenance	B.S. Maintenance will supervise and direct Electrical or Fire Services contractors/Ventilation contractors as appropriate.
2. Air intake louvre covered with fire damper (at laboratory)		
3. Facilities wiring for ELVS at laboratory		
4. Stage Light & dimmers control board		
5. Stage Lighting engineering equipment and associated barrel mechanism		
6. Class changing bell system		
7. Call bell		
8. Wall mounted & ceiling fans		
9. Exhaust fans		
10. Incinerator		
11. Electric water heater		
12. Electric clock (Battery operated)		
13. Fire Services Installation		Maintenance/Inspection & Testing to the minimum Fire Services Statutory requirements e.g. annual testing
14. Water Pump Installation		

B. Appliances Items	Handled and Maintained by	Remarks
1. Gas sink water heater	Education Department	LP or Town Gas appliances to be dealt with by school direct to authorized gas dealer/ companies concerned. *
2. Gas cooker		
3. Public Address System		



4.	CABD/ETV installation		Other appliances to be arranged and operated by school direct.
5.	Other remaining Furniture & Equipment items such as ELVS, TV, cooker, portable electric heater, etc.		
6.	Room Air Cooler (RAC)		RAC minor repair or general routine service e.g. air filter cleaning etc to be dealt with by the school direct. *

\* Area engineers and inspectors shall give technical advice/support, upon Education Department's request, on major upgrading, repositioning, addition and planned maintenance.

## MAINTENANCE OF NON-ESTATE AIDED SCHOOLS

### A GUIDE TO THE SERVICES PROVIDED BY ARCHITECTURAL SERVICES DEPARTMENT (ASD) AS FROM 1ST APRIL 1990

#### Generally

1. Architectural Services Department (Property Services Branch) is responsible for providing a maintenance service to non-estate aided schools as from 1st April 1990.
2. Once the schools have identified the major repair/alterations works which they require in their annual application for funding in response to Education Department's call-circular, ASD will undertake all the subsequent detailed work of processing the application and, once approved for funding by Education Department, will arrange for the work to be undertaken on-site at the earliest possible time convenient to the schools.

#### Services to School Supervisors' New Applications for Major Repairs/Alterations

3. As briefly touched upon earlier, the ASD service in respect of applications for funding of works for inclusion in the following year's ED Draft Estimates will be as follows:
  - (a) On receipt of Education Department's consolidated list of requested works from all schools, ASD's district staff will contact each school to arrange site inspections and discussions with school Supervisors / Heads / Principals to establish the full details of the work requested.
  - (b) During the joint inspections and discussions, the ASD staff will give any professional or technical advice on the work requested and ensure that the best course of action is adopted to meet the school's particular needs. The advice will identify any requested work which ASD considers to be "essential", "desirable, but not essential" or "not necessary" in the context of keeping the premises in a good state of repair for its intended purposes as well as items of improvement. The discussions with the school will provide the opportunity for requests which fall into "not necessary" category to be reconsidered and modified by the school in the light of ASD's advice on other more essential work at the school which may be identified as a result of the inspection.
  - (c) Having agreed with the school the extent and details of the requested or "modified" requested work, ASD will prepare the necessary estimated costing of the school's work for ED's information for budgetary and funding purposes.
  - (d) When requested works include work which will involve non-school portions, this should be clearly identified on the application form and ASD will endeavour to undertake this in the estimates and will endeavour to undertake such work, when the main repair works are approved, if clearly it

is best dealt with within the main major repairs project. (As indicated in Appendix 11, a 20% overhead cost will require to be charged in respect of such non-school portions if undertaken by ASD). However, if ASD considers that the non-school portion works are not necessarily related to the major repairs as requested and are capable of implementation by the school's own arrangement, the school will be so notified as soon as possible after the initial inspection, to avoid any delay to the school's private arrangement.

#### **Approved Major Repairs Works**

4. For those works which Education Department has approved to be funded in certain financial year, ASD will contact the relevant schools during the month of April/May of that financial year to proceed with the following:
  - (a) ASD will establish the extent of the approved works and arrange with the appropriate school Supervisors for the most convenient time for the works to be undertaken.
  - (b) For straight forward repair works, it would be ASD's aim to undertake the work as soon as possible, consistent with the need not to interfere with or disrupt the school's teaching programme. However, for some projects, it will clearly be necessary for works to be undertaken during school holidays and also for some works, e.g. re-roofing, renewal of windows, etc., to be undertaken in the dry season when the risk of typhoons, rainstorms, etc. is lower. The school Supervisors will be fully consulted on the works programme.
  - (c) When the works programme has been agreed, ASD will place orders with the appropriate term contractors and arrange for the works to be undertaken. Generally, works shall be carried out to ASD's standards and specifications but the schools are the CLIENTS and colour schemes, choice of materials and design details (where relevant) will be matters for the school Supervisors to decide, and advise ASD.
  - (d) ASD staff will pay regular visits to schools during the course of the works to supervise the contractors and ensure and the works are being undertaken correctly and to programme, and to the satisfaction of the school Supervisors.
  - (e) As clients, the schools are requested to contact ASD staff on all aspects of the work being undertaken on their premises and NOT to give instructions direct to the contractors. The contractors will not respond to requests for extra work or alterations to the approved work unless instructed by ASD staff. Equally, any complaints on the contractors' performance or criticism of workmanship etc. should be made to ASD to obtain correction.
  - (f) When the works for individual schools are considered to be satisfactorily completed by ASD, a 'hand-over' meeting will be arranged (if warranted by the nature of the work) and a completion date agreed with the school Supervisor. The date will be the basis of the 6-month "maintenance period" for the works during which time the ASD contractors will be responsible

for making good defects arising from bad workmanship or materials.

- (g) ASD will be responsible for valuing the contractors' works for the purposes of stage payments and final accounts, all in accordance with the ASD's computerised accounting procedures and school Supervisors will have no need to be involved in this aspect (except to be satisfied with work undertaken to non-school portions).

#### Advisory/Consultant Service

- 5. ASD can be contacted by any individual school - irrespective of the fact that major repair works may or may not be due in the school - to seek advice on any matter of concern to the school in relation to the condition of its buildings or services. The advice will be free of charge subject to no costs being incurred by ASD in undertaking extensive testing or investigative work operations to provide the advisory service.

When the request for advice relates to serious defects or dangerous conditions arising in the buildings, the matter will be dealt with as emergency repairs. ASD will decide on the most appropriate action by

- (i) (in consultation with ED) arranging for the necessary corrective work to be undertaken by the contractors as a temporary or permanent repair,
- or (ii) advising the school Supervisor to appoint a consultant to investigate and arrange the necessary works.

The latter advice will generally apply to very specialist types of problems only, e.g. in respect of geotechnical works requiring extensive and detailed investigations beyond the staff resource of ASD, or requiring civil engineering work expertise beyond the capability of the ASD term contractors.

Building Grants

Procedure concerning Application for and payment of non-recurrent grants for Building

1. An application for non-recurrent grant towards the cost of any new building, extension or reprovisioning of existing premises may be made at any time, but work on the project must not be started until the sponsor has been notified that the grant has been approved.
2. The application should give full justification for the project, an indication of the estimated cost, and the amount the sponsor is prepared to contribute. In addition the sponsor must state whether a grant of site is required from the Government, or whether it is intended to build on land already available.
3. If the application is supported by the Education Department, the applicant will be required to confirm that he is prepared to agree to certain conditions governing the utilization of any grant which may be made, and the operation of the proposed school.
4. On receipt of notification from the Director that the request for non-recurrent grant has been approved in principle, the following should be submitted to the Director for approval (Appendix 26 may also be read for reference in the case of a small-scale project):-

**(a) Sketch plans (site formation and/or building)**

- (i) Sketch plans should not be prepared before grant of site has been approved and full details of the site are known, e.g. site boundaries and engineering conditions. The sponsor however may at his own risk submit sketch plans after the site has been granted or approved, but before the land lease has been signed. Sketch plans must be submitted in quadruplicate, one copy of which should be forwarded direct to the Director of Architectural Services at the same time when they are sent to the Education Department.
- (ii) "Non-school" portions if required by the sponsor may be permitted to be included in the project subject to the approval of the Director, even where the sponsor is bearing the whole cost of construction and even if land premium is being paid. Where "non-school" portions are required, full details must be submitted as if they were subsidized portions and where included in construction of an aided school project, apportionment of the costs will be as recommended by the Director of Architectural Services.
- (iii) All references throughout should be metricated.

**(b) Title Deeds**

Where the project is to be carried out on private land, a statement regarding the land title, signed by the trustees or other legal representatives of the sponsor should be forwarded with the sketch plans. This statement should show the

location, area, lot number (or reference) of the land to be used.

**(c) Appointment of Architect and Quantity Surveyor**

- (i) A private quantity surveyor must be employed on all projects estimated to cost more than \$500,000.
- (ii) Fees paid to consultants must be at the professional scales paid by the Government to its own consultant and for which receipts will be required as for all other expenses and outgoings before subsidy can be released.
- (iii) The names of consultant architects and other firms that the sponsor proposes to employ must be submitted for the approval of the Director of Architectural Services.

**(d) Drawings, Specifications, Tender Documents, List of tenderers, etc.**

After the sketch plans have been approved, working drawings, specifications, bills of quantities, tender documents and list of tenderers for building and for electrical installation and other sub-contracts should be submitted for approval.

The standard of workmanship and materials must be in accordance with the latest edition of the General Specification for Buildings published by the Architectural Services Department.

**(e) Tenders**

- (i) After approval of tender documents including drawings, specifications, bills of quantities and list of tenderers (including those for specialist works), the school architect should invite tenders and forward a copy of the letter of invitation to the Director of Education, the Director of Architectural Services and to the relevant tender board.
- (ii) Tenderers should be instructed to deposit their tenders on a given date, normally on a Friday before 12 noon in the tender box of the Public Works Tender Board at Queensway Government Offices 66 Queensway, Hong Kong. Schools and their authorized persons are advised to check with Director of Architectural Services on the date to be set for receipt of tenders.
- (iii) After receipt, opening and listing by the relevant Tender Board, tenders will be collected by the Subvented Project Division of Architectural Services Department from the Tender Board and handed to the consultant authorized architect for the project. Within 7 days, the authorized architect will provide a recommendation, report and comparative analysis and apportionment of costs for the 'non-school' and 'above standard' provisions with the assistance of the other consultants for the project to the school sponsor, copied at the same time to the Director of Education and the Director of Architectural Services. All tenders must be returned at the same time to the Director of Architectural Services who will then forward his recommendations on tenders to the Director of Education, copied to

the Tender Board.

- (iv) The Director of Education will advise the sponsor as to which tender they may accept for subsidy purposes, subject to funds being available.

### **Signing of Contracts**

- 5. Any financial commitment accepted without the prior approval of the Director of Education shall be the sole responsibility of the sponsor. Contracts should not be signed until approval of tender has been received and authority to sign the contract has been given by the Director. A copy of the contract must be submitted to the Director of Education after it has been signed.

### **Inspection of Works**

- 6. During the course of the works, the Director of Architectural Services or his representative may carry out inspection of works on site to ascertain that government standards of construction are being maintained.

### **Deed of Covenant**

- 7. 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 Director of Education 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 Director.
  - (b) That the school will be managed in accordance with the Education Ordinance and its subsidiary legislation and the Code of Aid for Primary 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 Director 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 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.

### **Payment or Building Grant**

- 8. 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 sponsor 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.

9. On practical completion of projects, the Director of Architectural Services or his representative, must be notified to carry out an inspection accompanied by a representative of the Director of Education, of the premises before formal acceptance can be given that the premises have been satisfactorily completed. Release of subsidy to meet one moiety of the retention money may then be made. At the expiration of the maintenance period, subject to another satisfactory inspection by the Director of Architectural Services or his representative, subsidy for the balance of the retention money may now be made.
10. Within six months of completion of the project the school must forward a detailed final account to the Director of Architectural Services showing the completion cost, including cost of all variations. The cost of any variations not approved by the Director of Education will not be subsidized.



Qualifications Required for Grades of Appointment  
in Aided Primary Schools

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools;](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools;](#) &

[AD32/2002 Graduate Teacher Posts in Aided Primary Schools.](#))

The guides to appointment in respect of the **grades/ranks** Headmaster/Mistress I, Headmaster/Mistress II, Primary School Master/Mistress, Assistant Primary School Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress and Certificated Master/Mistress are shown in Attachments A to H.

## GUIDE TO APPOINTMENT

### Aided Primary Schools

#### Headmaster/Headmistress I

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#);  
[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#); &  
[AD32/2002 Graduate Teacher Posts in Aided Primary Schools](#).)

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

#### 1. Appointment requirements

##### **(A) Normally - Promotion/Regrading**

- (a) Promotion - promotion rank for Headmaster/Headmistress II.
- (b) Regrading - Principal Assistant Master/Mistress serving in the nominating primary school with -
  - (i) a Hong Kong degree in Primary Education, or equivalent; or
  - (ii) a Hong Kong degree in Special Education, or equivalent; or
  - (iii) a Hong Kong degree in a subject relevant to the primary school curriculum, or equivalent.

is eligible for consideration for reggrading as Headmaster/Headmistress I.

##### **(B) Exceptionally - Direct Entry**

Candidates should have fulfilled all requirements for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.

#### 2. Type of work

Head of a primary school with 24 classes or more.

#### 3. Pay scale

MPS 38-41

#### 4. Period of probation

2 years for direct entrants.

#### 5. Promotion prospects

Nil

#### 6. Any other remarks

The salary scale and incremental date of Headmaster/Headmistress Is reggraded from the rank of Principal Assistant Master/Mistress will be determined as follows:

- (i) If immediately before reggrading, their pay plus the responsibility

allowance is less than the minimum of the new office, they will receive the minimum; but if they qualify for an increment in their former office and have already earned sufficient increment to bring their pay plus the responsibility allowance up to the minimum of the scale of the new office, any balance of the increment in the former scale will be taken into account in fixing the date of the first increment in the new scale;

- (ii) If their pay plus the responsibility allowance is the same or more than the minimum and not more than the maximum of the new office, they will receive the salary point which is equivalent to their existing substantive salary plus the responsibility allowance until by length of service at the new incremental rate they have earned sufficient increment to bring them to the next point in the new scale; but if they qualify for an increment in their former office, the date of increment in the new scale will be advanced proportionately, notwithstanding immediate grant of one increment and that the advancement of the normal date for a further increment may result;
- (iii) If the maximum pay of their former office is the same or more than the minimum of their new office and they have, at the date of regrading, served at the maximum for more than one year, one-half of the excess period will count towards an increment in the new scale, subject to a maximum grant of one increment on this account;
- (iv) If they are regraded on their incremental date, for the purpose of these rules, their pay plus the responsibility allowance before regrading will be taken to be the pay they would have received on that date had they not been regraded; and
- (v) If the effective date of pay progression resulting from regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

## GUIDE TO APPOINTMENT

### Aided Primary Schools

#### Headmaster/Headmistress II

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools;](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools;](#) &

[AD32/2002 Graduate Teacher Posts in Aided Primary Schools.](#))

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

#### **1. Appointment requirements**

##### **(A) Normally - Promotion/Regrading**

- (a) Promotion - promotion rank for Primary School Master/Mistress.
- (b) Regrading - Senior Assistant Master/Mistress serving in the nominating primary school with -
  - (i) a Hong Kong degree in Primary Education, or equivalent; or
  - (ii) a Hong Kong degree in Special Education, or equivalent; or
  - (iii) a Hong Kong degree in a subject relevant to the primary school curriculum, or equivalent.

is eligible for consideration for reggrading as Headmaster/Headmistress II.

##### **(B) Exceptionally - Direct Entry**

Candidates should have fulfilled all requirements for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.

#### **2. Type of work**

Head of a primary school with 12 to 23 classes.

#### **3. Pay scale**

MPS 34-39

#### **4. Period of probation**

2 years for direct entrants.

#### **5. Promotion prospects**

Headmaster/Headmistress I.

A Headmaster/Headmistress II will be eligible for consideration for promotion to Headmaster/Headmistress I after he/she has served successfully as follows in a primary school for at least 3 years, of which one year should be in the capacity as Head of a primary school with more than 23 classes, and undertaken training course(s) specified

by or acceptable to the Director:

Either

- (i) as a Headmaster/Headmistress II;

Or

- (ii) as a Senior Assistant Master/Mistress and then as a Headmaster/Headmistress II.

**6. Any other  
remarks**

The salary scale and incremental date of Headmaster/ Headmistress IIs regraded from the rank of Senior Assistant Master/Mistress will be determined as follows:

- (i) If immediately before regrading, their pay plus the responsibility allowance is less than the minimum of the new office, they will receive the minimum; but if they qualify for an increment in their former office and have already earned sufficient increment to bring their pay plus the responsibility allowance up to the minimum of the scale of the new office, any balance of the increment in the former scale will be taken into account in fixing the date of the first increment in the new scale;
- (ii) If their pay plus the responsibility allowance is the same or more than the minimum and not more than the maximum of the new office, they will receive the salary point which is equivalent to their existing substantive salary plus the responsibility allowance until by length of service at the new incremental rate they have earned sufficient increment to bring them to the next point in the new scale; but if they qualify for an increment in their former office, the date of increment in the new scale will be advanced proportionately, notwithstanding immediate grant of one increment and that the advancement of the normal date for a further increment may result;
- (iii) If the maximum pay of their former office is the same or more than the minimum of their new office and they have, at the date of regrading, served at the maximum for more than one year, one-half of the excess period will count towards an increment in the new scale, subject to a maximum grant of one increment on this account;
- (iv) If they are regraded on their incremental date, for the purpose of these rules, their pay plus the responsibility allowance before regrading will be taken to be the pay they would have received on that date had they not been regraded; and
- (v) If the effective date of pay progression resulting from regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following month.

**GUIDE TO APPOINTMENT**

**Aided Primary Schools**

**Primary School Master/Mistress**

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools;](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools; &](#)

[AD32/2002 Graduate Teacher Posts in Aided Primary Schools.\)](#)

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

**1. Appointment  
requirements**

**(A) Normally - Promotion/Regrading**

(a) Promotion - promotion rank for Assistant Primary School Master/Mistress

(b) Regrading - Assistant Master/Mistress serving in the nominating primary school with -

(i) a Hong Kong degree in Primary Education, or equivalent; or

(ii) a Hong Kong degree in Special Education, or equivalent; or

(iii) a Hong Kong degree in a subject relevant to the primary school curriculum, or equivalent.

is eligible for consideration for regrading as Primary School Master/Mistress.

**(B) Exceptionally - Direct Entry**

Candidates should have fulfilled all requirements for normal promotion to this rank. The School Management Committee must submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.

**2. Type of work**

Either as the head of a primary school with 11 or less classes, or as the deputy head of a primary school with 12 or more classes, or as senior teacher.

**3. Pay scale**

MPS 30-33

**4. Period of probation**

2 years for direct entrants.

**5. Promotion prospects** Headmaster/Headmistress II.

A Primary School Master/Mistress will be eligible for consideration for promotion to Headmaster/Headmistress II after he/she has served successfully as follows in a primary school for at least 5 years, of which one year should be in the capacity as Head of a primary school with more than 11 classes, and undertaken training course(s) specified by or acceptable to the Director:

Either

(i) as a Primary School Master/Mistress;

Or

(ii) as an Assistant Master/Mistress and then as a Primary School Master/Mistress.

**6. Any other remarks**

Primary School Masters/Mistresses regraded from the rank of Assistant Master/Mistress will enter at the minimum of the Primary School Master/Mistress pay scale with their new incremental date determined by the date of their regrading.

## GUIDE TO APPOINTMENT

### Aided Primary Schools

#### Assistant Primary School Master/Mistress

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools;](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools;](#) &

[AD32/2002 Graduate Teacher Posts in Aided Primary Schools.](#))

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

**1. Appointment  
requirements**

Direct entry

Candidates should have -

- (a) a Hong Kong degree in Primary Education, or equivalent; or
- (b) a Hong Kong degree in Special Education, or equivalent; or
- (c) a Hong Kong degree in a subject relevant to the primary school curriculum, or equivalent.

Regrading

Certificated Master/Mistress serving in the nominating primary school with a relevant degree is eligible for consideration for regrading as Assistant Primary School Master/Mistress.

**2. Type of work**

Mainly deployed as teacher of senior primary classes.

**3. Pay scale**

MPS 17-29

**4. Period of  
probation**

2 years for direct entrants.

**5. Promotion  
prospects**

Primary School Master/Mistress.

An Assistant Primary School Master/Mistress possessing a Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a Hong Kong College of Education, or equivalent will be eligible for consideration for promotion to Primary School Master/Mistress after he/she has served



successfully as follows in a primary school for at least 5 years and undertaken training courses(s) specified by or acceptable to the Director:

Either

- (i) as an Assistant Primary School Master / Mistress;

Or

- (ii) as a Certificated Master/Mistress and then as an Assistant Primary School Mater/Mistress.

**6. Any other remarks**

- (a) Candidates without a Post-graduate Diploma/ Certificate in Education, or a Teacher's Certificate from a Hong Kong College of Education, or equivalent will enter at the minimum of the pay scale on appointment.
- (b) Candidates who also possess a Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a Hong Kong College of Education, or equivalent will enter at MPS 19 on appointment.
- (c) A salary bar is at MPS 27, beyond which Assistant Primary School Masters/Mistresses without a Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a Hong Kong College of Education, or equivalent will not be allowed to proceed. However, untrained Assistant Primary School Masters/Mistresses regraded from the rank of Certificated Master/Mistress but appointed to the non-graduate rank prior to 1 January 1991 without break of service will not be subject to the salary bar.
- (d) Serving Assistant Primary School Masters/Mistresses who acquire a Post-graduate Diploma/Certificate in Education, or a Teacher's Certificate from a Hong Kong College of Education, or equivalent 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.
- (e) Assistant Primary School Masters/Mistresses regraded from the rank of Certificated Master/Mistress and not possessing a Post-graduate Diploma/ Certificate in Education, or a Teacher's Certificate from a Hong Kong College of Education, or equivalent but appointed to the non-graduate rank prior to 1 January 1991 without break of service will still be eligible for consideration for

promotion to Primary School Master/Mistress, provided that they have undertaken training course(s) as specified by or acceptable to the Director.

- (f) The salary scale and incremental date of Assistant Primary School Masters/Mistresses regraded from the rank of Certificated Master/Mistress will be determined as follows:
  - (i) If immediately before regrading, their pay is less than the minimum of the new office, they will receive the minimum; but if they qualify for an increment in their former office and have already earned sufficient increment to bring their pay up to the minimum of the scale of the new office, any balance of the increment in the former scale will be taken into account in fixing the date of first increment in the new scale;
  - (ii) If their pay is the same or more than the minimum and not more than the maximum of the new office, they will continue to receive their existing pay until by length of service at the new incremental rate they have earned sufficient increment to bring them to the next point in the new scale; but if they qualify for an increment in their former office, the date of increment in the new scale will be advanced proportionately, notwithstanding immediate grant of one increment and that the advancement of the normal date for a further increment may result;
  - (iii) If the maximum pay of their former officer is the same or more than the minimum of their new office and they have, at the date of regrading, served at the maximum for more than one year, one-half of the excess period will count towards an increment in the new scale, subject to a maximum grant of one increment on this account;
  - (iv) If they are regraded on their incremental date, for the purpose of these rules, their pay before regrading will be taken to be the pay they would have received on that date had they not been regraded; and
  - (v) If the effective date of pay progression resulting from regrading falls on or between the 1st and the 15th day of the month, the incremental date will be taken to be the first day of that month. If the resultant date falls on or between the 16th day and the end of the month, the incremental date will be taken to be the first day of the following

month.

GUIDE TO APPOINTMENT

Aided Primary Schools

Principal Assistant Master/Mistress

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); &

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

- |                             |  |
|-----------------------------|--|
| 1. Appointment requirements | <p>(a) <u>Normally - Promotion</u></p> <p>Promotion rank for Senior Assistant Master/Mistress in aided primary schools.</p> <p>(b) <u>Exceptionally - Direct entry</u></p> <p>Candidates should have fulfilled all requirements for normal promotion to this rank. The Director may require the Management Committee of a school to submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.</p> |
| 2. Type of work             | Head of a primary school with 24 classes or more.  |
| 3. Pay scale                | MPS 34-39<br>(Bar at 36, the passage of which requires acquiring a Bachelor of Arts Degree in Primary Education, or equivalent)  |
| 4. Period of probation      | 2 years for direct entrants.   |
| 5. Promotion prospects      | Nil  |
| 6. Any other remarks        | Nil  |

**GUIDE TO APPOINTMENT**

**Aided Primary Schools**

**Senior Assistant Master/Mistress**

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools; & AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools.](#))

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

- |                             |   |
|-----------------------------|---|
| 1. Appointment requirements | <p>(a) <b><u>Normally - Promotion</u></b><br/>Promotion rank for Assistant Master/Mistress in aided primary schools.</p> <p>(b) <b><u>Exceptionally - Direct Entry</u></b><br/>Candidates should have fulfilled all requirements for normal promotion to this rank. The Director may require the Management Committee of a school to submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.</p> |
| 2. Type of work             | Head of a primary school with 12-23 classes.  |
| 3. Pay scale                | MPS 30-33C<br>(Bar at 33, the passage of which requires acquiring a Bachelor of Arts Degree in Primary Education, or equivalent)  |
| 4. Period of probation      | Two years for direct entrants.  |
| 5. Promotion prospects      | Principal Assistant Master/Mistress (see Appendix 18 for conditions of promotion)   |
| 6. Any other remarks        | Nil   |

GUIDE TO APPOINTMENT

Aided Primary Schools

Assistant Master/Mistress

I. Head and Senior Teacher

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools; &](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools.](#))

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

- |                             |  |
|-----------------------------|--|
| 1. Appointment requirements | <p>(a) <u>Normally - Promotion</u><br/>Promotion rank for Certificated Master/Mistress in schools.</p> <p>(b) <u>Exceptionally - Direct Entry</u><br/>Candidates should have fulfilled all requirements for normal promotion to this rank. The Director may require the Management Committee of a school to submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.</p> |
| 2. Type of work             | <p>A. Head of a primary school with 12-23 classes.</p> <p>B. Deputy Head of a primary school with 12 or more classes and/or Senior Teacher in a primary school with duties in addition to class teaching.</p>  |
| 3. Pay scale                | MPS 25-29  |
| 4. Period of probation      | Two years for direct entrants.   |
| 5. Promotion prospects      | Principal Assistant Master/Mistress (see Appendix 18 for conditions of promotion)  |
| 6. Any other remarks        | Nil  |

GUIDE TO APPOINTMENT

Aided Primary Schools

Assistant Master/Mistress

II. Student Guidance Teacher

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools; &](#)

[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools.](#))

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

- |                             |   |
|-----------------------------|---|
| 1. Appointment requirements | The candidate should be an experienced teacher who has received the necessary training. Normally, the Student Guidance Teacher should be chosen from the teachers of the schools under the same sponsoring body. Exceptionally, a sponsoring body may appoint a Student Guidance Teacher with relevant training and experience by direct entry as Assistant Master/Mistress (Student Guidance Teacher). The sponsoring body must submit justifications for the exceptional nature of the proposed appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances. |
| 2. Type of work             | Attending to guidance matters of pupils.  |
| 3. Pay scale                | MPS 25-29   |
| 4. Period of probation      | Two years for direct entrants.  |

## GUIDE TO APPOINTMENT

### Aided Primary Schools Certificated Master/Mistress

(Please read in conjunction with:

[AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); &  
[AD1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

- |                             |  |
|-----------------------------|--|
| 1. Appointment requirements | (a) Teacher's Certificate from a College of education in Hong Kong obtained after a 3-year full-time training course or an equivalent qualification; or<br><br>(b) A non-standard qualification acceptable to the Director. (See Note) |
| 2. Type of work             | (a) Class teacher in an aided primary school; and<br><br>(b) Other duties as the Head of the school may require.   |
| 3. Pay scale                | MPS 14-24<br>(with sub-points of 10-13 and a salary bar at point 19 beyond which an untrained teacher cannot proceed)  |
| 4. Period of probation      | Two years.   |
| 5. Promotion prospects      | Assistant Master/Mistress<br>(See Appendix 18 for conditions of promotion)   |
| 6. Any other remarks        | <u>Note</u>  |

1. Direct entrants with non-standard qualifications will be appointed to a point, or sub-point, of the salary scale considered appropriate by the Director.

A salary bar is at Master Pay Scale (MPS) Point 19 beyond which untrained teachers appointed on or after 1 January 1991 will not be allowed to proceed. Other than those holders of qualifications acquired through the Non-Graduate Teacher Qualifications Assessment (NGTQA) mentioned in Note 2 below, serving Certificated Masters/Mistresses who are appointed at a sub-point of the scale without teacher training and who successfully undertake a part-time In-Service Course of Teacher Training may be awarded an additional increment if they are not already at the top of the basic scale.



2. (A) For appointment as Certificated Master /Mistress in aided primary schools, a holder of the following qualifications acquired through the NGTQA is regarded as having a non-standard qualification acceptable to the Director:
- (i) An Assessment Certificate (Primary Level) issued by the Education Department certifying the holder having passed Part I and Part II of the NGTQA; or
  - (ii) An Assessment Certificate (Primary Level) issued by the Education Department certifying the holder having passed Part I, Part II and Part III of the NGTQA.
- (B) Holders of the above non-standard qualification acquired through the NGTQA in (i) or (ii) above will enter at MPS Point 12 upon appointment in an aided primary school. Teachers holding the qualification specified in (i) above shall be allowed to proceed beyond MPS Point 19 of the CM pay scale upon successful completion of the In-service Course of Training for Teachers in Primary School (ICTT (P)) in a College of Education. No additional increment will be awarded for the successful completion of the ICTT(P). Teachers holding the qualification specified in (ii) above shall be allowed to proceed beyond MPS Point 19 of the CM pay scale after having successfully completed a period of supervised teaching for at least one year in a primary school or the primary section of a special school. An additional salary increment will be awarded to such teachers after successfully completing the supervised teaching period. No additional increment will be awarded to such teachers for subsequent completion of an ICTT(P).

### Conditions of Appointment for Clerical Staff

(Note : For aided primary schools whose clerical staff are paid out of the approved Salaries Grant.)

(Please read in conjunction with [AD14/98 Improvement on Provision of Clerical Staff in Government and Aided Primary Schools.](#))

1. An aided school may, with the approval of the Director, appoint clerical staff on the following scale:

<u>No. of classes</u>	<u>No. of Clerks or Clerical Assistants</u>
1 to 5	Nil
6 to 11	1 Clerical Assistant
12 to 35	1 Clerk Class II
36 or more	2 Clerk Class IIs

2. Conditions of appointment for the post of Clerk Class II are :

- (a) Either 5 subjects, including English Language (Syllabus B) at Grade E or above in the Hong Kong Certificate of Education OR 4 subjects, including English Language (Syllabus B), one of which must be at Grade E or above and the others at Grade C or above; OR
- (b) a Grade C or above in English Language (Syllabus A) in the Hong Kong Certificate of Education, together with EITHER 4 other subjects at Grade E or above OR 3 other subjects at Grade C or above or equivalent; OR
- (c) 5 subjects, including English, at Grade E or above in the Hong Kong Certificate of Education (English) OR 4 subjects, including English, one of which must be at Grade E or above and the other at Grade C or above (awarded before 1974); OR
- (d) a Grade C or above in English in the Hong Kong Certificate of Education (Chinese) together with EITHER 4 other subjects at Grade E or above OR 3 other subjects at Grade C or above (awarded before 1974); OR
- (e) a Hong Kong English School Certificate (awarded before 1968) with a pass in English; OR
- (f) a Hong Kong Chinese School Certificate (awarded before 1968) with a credit in English.

3. Conditions of Appointment for the post of Clerical Assistant are:

- (a) Education : Secondary 4 (all subjects ) in a registered school; and
- (b) Good working knowledge of English.

X-ray Survey of Teachers

(Please read in conjunction with [AD32/2000 Appointment of Staff in Aided Schools.](#))

Application

1. Application for X-ray examination before appointment should be made on E.D. Form 223.

Exemption

2. Supply teachers are exempt from pre-employment X-ray examination. However, they may be required to undergo a chest X-ray in connection with registration as a teacher or the issue of a permit with regard to their employment as teachers.
3. The Director may exempt from pre-employment X-ray examination:
  - (a) Teachers who can show that they have undergone a satisfactory chest X-ray at a government medical institution, H.M. Forces medical institution or by a registered medical practitioner, or, in the case of teachers appointed from overseas, other approved medical institution, not more than twelve months before their dates of appointment;
  - (b) Teachers in possession of a WHITE Government Chest Clinic Registration Card (MD 708) showing attendance at a Government Chest clinic twelve months or less before their dates of appointment;
  - (c) Teachers in possession of a certificate from a registered medical practitioner, confirming that they are pregnant. Exemption granted to teachers 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, using E.D. Form 223, and to forward the result of the X-ray to the Director through their Supervisor/Head.

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

The procedure to be followed by the Management Committee of a school 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 Director for information. This should be recorded in the school files.
- (c) On receipt of this letter the Director 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 Management Committee intends to dismiss him or not to renew his contract after the date of expiry, the Supervisor shall so inform the Director.
- (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.

### Teaching Staff's Contracts in Aided Schools

**1. School's entering into a contract with a teacher immediately after probation.**

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

**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 16 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 16 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 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 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 16.  |
| or     | (b) A verbal warning can be given to the teacher by the school Head. 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 school Head 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 Management Committee opting for (b) or (c), the following points should be observed:

- |      |  |
|------|--|
| (i)  | It is unnecessary for the Management Committee to notify the Director of such verbal warning(s). However, the record(s) should be made available for inspection by the officers of the Education Department, if and when required. |
| (ii) | The written letter should be copied to the Education Department for record purpose. The Director may investigate at the request of the   |

teacher concerned.

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

Conditions for Promotion in Aided Primary Schools

(Please read in conjunction with:

[AD36/2001 Provision of One Additional Senior Teacher Post in Aided Primary Schools.](#))

General

The conditions for promotion to the ranks of Assistant Master/Mistress, Senior Assistant Master/ Mistress and Principal Assistant Master/Mistress are as follows : -

(a) Certificated Master/Mistress to Assistant Master/Mistress

(I) Head and Senior Teacher

A Certificated Master/Mistress with

- (i) a Teacher's Certificate; or
- (ii) the status of qualified teacher awarded after passing the Non-Graduate Teacher Qualifications Assessment (NGTQA) and the successful completion of an In-service Course of Training for Teachers or a period of supervised teaching for at least one year; or
- (iii) equivalent qualifications

will be eligible for consideration for promotion to Assistant Master/Mistress after he/she has served successfully as a Certificated Master/Mistress in a primary school for at least 5 years and undertaken training course(s) specified by or acceptable to the Director. Certificated Masters/Mistresses not possessing teacher training or an equivalent qualification but appointed prior to 1 January 1991 will be eligible for consideration for promotion to Assistant Master/ Mistress.

(II) Student Guidance Teacher

A Certificated Master/Mistress will be eligible for consideration for promotion to Assistant Master/Mistress (Student Guidance Teacher) after he/she has completed the required training and has gained no less than five years' experience in a primary school, at least two of which as a Student Guidance Teacher.

(b) Assistant Master/Mistress to Senior Assistant Master/Mistress

An Assistant Master/Mistress will be eligible for consideration for promotion to Senior Assistant Master/Mistress after he/she has served successfully for at least 5 years as an Assistant Master/Mistress in a primary school of which one year should be in the capacity as Head of a primary school with more than 11 classes and undertaken training course(s) specified by or acceptable to the Director.

(c) Senior Assistant Master/Mistress to Principal Assistant Master/Mistress

A Senior Assistant Master/Mistress will be eligible for consideration for promotion to Principal Assistant Master/Mistress after he/she has served successfully for at least 3 years as a Senior Assistant Master/Mistress in a primary school of which one year should be in the capacity as Head of a primary school



with more than 23 classes and undertaken training course(s) specified by or acceptable to the Director.

(d) Principal Assistant Master/Mistress

Promotion prospects : Nil.

### Grant/Subsidized Schools Provident Fund

Teachers joining the Grant/Subsidized 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/Subsidized 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.
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:

<u>Length of continuous Contributory service</u>	<u>Benefits on Withdrawal</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%

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

To be used as a DRAFT only  
and modified as necessary

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----

School Ref. No. :

Date :

Firm name and  
address

By Registered Mail

Dear Sirs,

INVITATION TO TENDER  
TENDER FOR THE SUPPLY/SERVICE of  
(Specify the category of stores)

You are invited to tender for the supply and/or undertaking services of the items as specified in the enclosed tender schedule. If you are not prepared to accept a partial order, please state this clearly on the tender schedule.

2. Your Sealed tender, in duplicate, should be clearly marked on the outside envelope: "Tender for \_\_\_\_\_" The envelope should be addressed to \_\_\_\_\_ and forwarded to arrive not later than noon on (Date) \_\_\_\_\_. Late tenders will not be accepted. Your tender will remain open for 90 days from the above closing date, and you may consider your tender to be unsuccessful if no order is placed with you within these 90 days. You are requested to note that unless Part II of the tender form is completed, the tender will not be considered.

3. If you are unable or do not wish to tender, it would be appreciated if you would return this letter and the tender and the tender forms to the above address at your earliest convenience.

Yours sincerely,

( )

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

TENDER FORM FOR THE SUPPLY OF \_\_\_\_\_

Name and Address of \_\_\_\_\_

School Ref. No. \_\_\_\_\_ (to be entered by school) \_\_\_\_\_

Tender Closing Date \_\_\_\_\_ (to be entered by school) \_\_\_\_\_

-----  
-----

## PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with delivery term quoted against the date of a firm order at the price or the prices quoted free of all other charges and in accordance with any drawings and/or specifications provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be in accordance with British Standard specifications where such exist; tenders shall REMAIN OPEN FOR 90 DAYS after the closing date stated above; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the items which his Company offers to supply do not to his knowledge infringe any patents.

## PART II

### RECONFIRMATION OF TENDER VALIDITY

With reference to Part I of this tender document, it is reconfirmed that the validity of tender offered by this company remains open for 90 days.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_.

(State official position, e.g. Director, Manager,  
Secretary, etc.)

Duly authorized to sign tenders for and on behalf of : -

\_\_\_\_\_

whose registered office is situated at \_\_\_\_\_

\_\_\_\_\_

Telephone No. : \_\_\_\_\_ .

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

TENDER FORM FOR THE SERVICE OF.....  
 Name and Address of School.....  
 School Ref. No. : .....(to be entered by school).....  
 Tender Closing Date : .....(to be entered by school).....

## PART I

The undersigned hereby offers to undertake the service of repairing the items described in the tender schedule within the period of time as specified therein from date of a firm order at the price or prices quoted including labour, materials, all other charges and in accordance with the details provided by the school. In so doing, the undersigned acknowledges that all items not otherwise specified shall be repaired in accordance with such details; tenders shall REMAIN OPEN FOR 90 DAYS after the closing date stated above; and the school is not bound to accept the lowest or any tender and reserves the right to accept all or any part of any tender within the period during which the tenders remain open. The undersigned also warrants that his Company's Business Registration and Employees' Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage to the school's premises.

## PART II

With reference to Part I of this tender document, it is reconfirmed that the validity of tender \_ offered by this company remains open for 90 days.

The undersigned also agrees to accept the fact that once the validity of tender is reconfirmed, the pre-printed clause specified in the Company's tender forms in regard to this nature shall NOT apply.

Dated this ..... day of ..... 19.....

Signature .....in the capacity of.....

Duly authorized to sign tenders for and on behalf of : -

.....  
 whose registered office is situated at .....

Telephone No. : .....

NOTES FOR PREPARATION OF INVITATION TO TENDER

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

Firm Name and Address — As indicated in Approved Supplier List, the firm code should be quoted with a bracket.

School Ref. No. — According to the school's filing series.

Date — The date of mailing of invitation despatched by Registered Mail.

Para. 2 — Indicate the category of Stores to be supplied or the Services to be undertaken.

- e.g. (i) Tender for the supply of scientific equipment.  
(ii) Tender for the repair of school furniture.

DO NOT USE ONE INVITATION FOR TWO CATEGORIES OF STORES INVOLVED.

addressed to the Principal/ Headmaster, and full postal address of the school

noon on (date) - refers to the tender closing date which has been set. Capital letters be printed, e.g. 17 AUGUST, 1993.

Closing date is preferable to be set on Monday because there will be 4 1/2 consecutive working days for completion of price comparison table. Schools should give about one month's notice to the tenderer.

NOTES FOR PREPARATION OF TENDER FORM FOR SUPPLY

The heading — Tender form for the Supply of .....

Insert the category of Stores required.

School Ref. No.) Tender closing date) Identical to those as specified in the invitation to tender.



## PART II

To be examined by the school and to ensure that this part is completed by the tenderer.

### NOTES FOR PREPARATION OF TENDER FORM FOR SERVICE

The same should apply as above except that the category of stores to be repaired should be inserted in the heading.

e.g. .... FOR THE SERVICE OF REPAIRING FURNITURE .....

### NOTES FOR PREPARATION OF TENDER SCHEDULE

The school may use large sheets or use continuation sheets with page number inserted at the right hand corner on the top but the format should be the same as illustrated.

Wider spacing should be provided between the items.

### NOTES FOR PREPARATION OF PRICE COMPARISON TABLE

- |                              |   |
|------------------------------|---|
| All sub-headings             | — These should be completed for easy reference. The completion of such serves the purpose of a counter check on the process of tenders.   |
| Supplier's Name              | — Please also insert a firm code in a bracket. The firm's name should be shown in the 'box' provided. Do not use firm 'A' 'B' 'C' etc. and with keys to be shown at the bottom of the table. The total cost of each item should be quoted.  |
| School's nominated Suppliers | — Under normal tendering procedure, these Suppliers are not required. However, if schools have established a source of supply with favourable prices, the nominated suppliers may also be invited to tender in addition to other 5 (or more) registered suppliers with a view to saving government subsidy and/or school's own funds. |

The table MUST be prepared in the same format as illustrated for ease of reference.

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

**TENDER SCHEDULE (TO BE COMPLETED IN DUPLICATE)**

(1)	(2)	(3)	(4)	(5)	(6)
Item No.	Description/Specification	Quantity required	Unit Rate	Total Amount (\$)	Delivery offered

Columns 4,5,& 6 to be completed by Tenderer

Company Chop

Name of Tenderer : .....

Signature of Person  
authorized to  
sign Tender : .....

Date : .....

School Tender Reference: \_\_\_\_\_

Name of School/College : \_\_\_\_\_

Date of Issue of Tender : \_\_\_\_\_

---

Closing Date of Tender : \_\_\_\_\_

Validity of Tender: up to\_\_\_\_\_

PRICE COMPARISON TABLE (TO BE COMPLETED IN TRIPLICATE)[illegible]

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

\_\_\_\_\_ School

Serial No. \_\_\_\_\_

QUOTATION RECORD

Date	Detailed Specification	Qty Appvd in Est. 19__ - 19__	Qty now reqd.	Name of Sup- plier	Unit Cost	Amount	Offer Acptd "/"	Reasons for re- jecting lower offer

Quotation obtained by : \_\_\_\_\_

Signature : \_\_\_\_\_

Rank/Post : \_\_\_\_\_

Date : \_\_\_\_\_

I certify that the price(s) for the purchase is/are considered reasonable and that the purchase is not part of a large consignment and/or delivered at intervals.

Authorized by : \_\_\_\_\_

Supervisor/Headteacher

(Please read in conjunction with [AD30/99 Tendering and Purchasing Procedures in Aided Schools.](#))

## Tender Summary Sheet

Date of Issue: \_\_\_\_\_

Sheet No.:\_\_\_\_\_

Date of Opening:\_\_\_\_\_

Tender for the supply of \_\_\_\_\_

Tender  
No.

For School Use  
only

[illegible]

I certify that I have checked this sheet to ensure there is a "tick" against every firm.

Chairman of  
Tender  
Opening  
Committee

Totals				
--------	--	--	--	--

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_

Notes for Guidance on  
Aided School Building Works

1. These notes have been prepared for use by Aided Schools for new school building projects and extensions.
2. A sample set of tender documents containing Specifications and Form of Tender (which must be submitted by Tenderers in duplicate) should be followed by schools and their authorized persons. Schools and their architects are advised that they should particularly ensure that tenderers understand that they must include with their tenders a schedule of works containing descriptions of works, quantities and unit rates, as prepared and provided by each tenderer. 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 Services Department.
3. Where an Authorized Person has been appointed he should forward copies of tender documents and any drawings prepared by him direct to the Director of Architectural Services for approval before inviting tenders.
4. A list of firms who are interested in tendering for repair works, or who have shown interest in tendering in previous years for such work and also firms in Group 'A' of the Architectural Services Department List of Approved Building Contractors has been issued through school circular.
5. The school should select and invite tenders from normally at least ten contractors from the list and forward a copy of the letter of invitation to the Director of Architectural Services, and also to relevant Tender Board. For works estimated to cost less than \$100,000 and greater than \$30,000, however, tenders may be invited from at least five firms. Tenderers should be instructed to deposit their tenders on a given date normally on a Friday before 12:00 noon, in the tender box of the Public Works Tender Board at Queensway Government Offices, 66 Queensway, Hong Kong. Schools and their Authorized Persons are advised to check with Architectural Services Department on the date to be set for receipt of tenders, or the relevant District Office Tender Board for works estimated to cost not more than \$50,000 in the New Territories (a specimen letter to the District Officer for the use of the District Office Tender Box is given in Appendix 31).
6. After tenders have been opened and listed by the relevant tender board, they will be collected by a representative of Architectural Services Department who will arrange for the Authorized Person where appointed to collect same in order for the Authorized Person to examine and make a recommendation to Architectural Services Department for approval. Where no Authorized Person has been appointed, the Director of Architectural Services's representative will examine and advise on tenders. After receipt of tenders by the Director of Architectural Services, he will notify the lowest three tenderers that their tenders are under consideration and also the other tenders that their tenders were unsuccessful.
7. Where an Authorized Person has been appointed he should examine and recommend on tenders, supervise the execution of the work and certify interim payments to the

contractor for the work subject to not more than one payment per month. He should also certify satisfactory completion of work and final payment for the work. The Director of Architectural Services or his representative may also inspect works in progress.

8. Where no Authorized Person has been appointed, the Director of Architectural Services or his representative may inspect works in progress. Applications for interim payment should be forwarded direct to the Director of Architectural Services for certification of such interim payment due to the Contractor subject to the conditions of minimum amount and frequency as stated in the previous paragraph.
9. In all cases retention money of 10% of the certified payments should be retained, subject to a limit of 5% or \$5000, whichever is the less for the defects liability of period of six months.
10. After completion of the works the school, or their Authorized Person where appointed, should notify the Director of Architectural Services for his inspection and acceptance of the completed works after which the final payment for the works may be certified and recommended by the Director of Architectural Services to the Education Department for release of the final amount of subsidy.



## Estimates 19 /

Separate forms should be returned  
in TRIPLICATE for Physical  
Education, Office, etc,  
requirements

Name of School : \_\_\_\_\_

Address of School : \_\_\_\_\_

---

Telephone No. : \_\_\_\_\_

No.of Classrooms	:	_____
No.of Special Rms.	:	_____
No. of Classes	:	_____

Item No.	Brief Description of Items Required  If furniture, please state intended location	Quantity Required	Estimated Unit Price (\$)	Estimated Cost (\$)	Quantity Now Held  *	Reasons for Replacement or Addition. If replacement, give age and condition of item to be replaced

Total :						

\* Please include any quantity  
 approved under Estimates  
 19\_\_ / 19\_\_ .

Signature of Supervisor : \_\_\_\_\_

Date:\_\_\_\_\_

FOR OFFICIAL USE ONLY

Approved Grant/subsidy : \_\_\_\_\_

Signed : \_\_\_\_\_

for Director of Education

Date : \_\_\_\_\_

(Note : An application form for non-recurrent grants for major repairs/ alterations will be attached to the relevant circular issued annually by the Education Department to aided schools when such estimates for the following year are called for. The application is modified from time to time to suit the requirements.)

AIDED PRIMARY SCHOOLS  
MAJOR REPAIRS / ALTERATIONS  
ESTIMATES 19\_\_ - 19\_\_

SECTION A (To be completed in triplicate by school)			
Name of School		(English)	
		(Chinese)	
Education District			
Address			
			Tel. No.
Type of School (please tick as appropriate)		Estate  <input type="checkbox"/>	Non-Estate  <input type="checkbox"/>
		Primary  <input type="checkbox"/>	
Details of Work required			
Item No.	Location	Details of Work (works to non-school portion to be underlined)	Reason for Request
Note : Please use continuation sheet(s) if the space above is insufficient			
Name of Supervisor _____ Signature _____ <div style="text-align: right;">Date _____</div> For appointment to visit school, please contact : Name _____ <div style="text-align: right;">Tel. No. _____</div>			

SECTION B (To be completed by Architectural Services Dept/Housing Dept)	

Contract Area/Estate				
Location Code/ School Key				
Contact Officer			Tel. No.	
Date of Estimate				
Est. prepared by				
Estimates/Remarks				
Work Type	Building Work	Building Services	Total	Remarks (if any)
Total for this page				
Note : Please use continuation sheet(s) if the space above is insufficient				
Grand total for all pages				

SECTION C (To be completed by the Education Department)	
Approved Subsidy \$ _____ Date _____ Signature _____ Name _____ _____ (for Director of Education)	

Work Type :      IM = Improvements                      RA = Repairs which are essential  
                       RB = Repairs which are desirable but not essential  
                       RC = Repairs which are not necessary  
                       (Note : Estimates are not required for works classified as RC)

## SPECIAL EDUCATION CLASSES IN AIDED PRIMARY SCHOOLS

(Please read in conjunction with:

[CM419/99 Special Education Allowance to Teachers of Special Education Settings](#) ; &  
[CM419/2000 Intensive Remedial Teaching Programmes in Primary Schools](#) .)

(With the exception of the following Sections, special education classes in ordinary aided primary schools shall be operated and conducted in accordance with the Code of Aid for Primary schools.)

### **Size of Classes**

1. (a) The number of pupils per class in a special education class shall not exceed the following maximum, except with the written permission of the Director ;
  - (i) special classes for partially hearing children :  
10 per class
  - (ii) special classes for partially sighted children :  
15 per class
  - (iii) resource classes for children with learning difficulties :  
15 per class
- (b) The Director may from time to time approve the ratio of pupils per class in respect of such other categories of pupils in need of special educational treatment, as may seem to him necessary.

### **Ratio of Teachers per class**

2. The approved ratio of teachers in special classes in an ordinary primary school shall be 1.2 teachers per class whereas in resource classes, the ratio shall be 1 teacher per class. These teachers will form part of the staff establishment of the school.

### **Special Education Allowance**

3. Teachers in special education classes who are undergoing or have successfully completed training in special education organized by the Hong Kong Institute of Education/Education Department shall be awarded a special education allowance. Details of this allowance are shown in Attachment A.

### **Capital Grant**

4. The Director may approve a capital grant to new special education classes to cover the expenditure incurred for the purchase of furniture and equipment. Schools will be informed of the amount of grant when new or additional special education classes are approved.

**Class Grant for Non-fee-charging School**

5. (a) A Class Grant shall be made in respect of such classes and shall be paid monthly in advance. The amount of grant shall normally be granted in accordance with the type of classes.
- (b) Items of expenditure which may be charged to the Class Grant account are identical to those class-based items chargeable to the School and Class Grant.

**Class Grant for Fee-charging School**

6. Subject to the approval of the Director, a Class Grant shall be made to a special education class operated in a fee-charging school.

**Special Education Allowance**

(Please read in conjunction with [CM419/99 Special Education Allowance to Teachers of Special Education Settings](#).)

**1. For teachers undergoing training in special education**

Certificated Masters/Mistresses, and Assistant Masters/Mistresses, who are undergoing special training in special education organized by the Hong Kong Institute of Education may be awarded a special education allowance at a rate equivalent to one increment on the Master Pay Scale above the level of their substantive salary while performing the duties as a teacher in a special education class.

**2. For teachers who have successfully completed training in special education**

Certificated Masters/Mistresses, and Assistant Masters/Mistresses, having received special training in special education and passed the examination, or its equivalent as approved by the Director, may be awarded a special education allowance at a rate equivalent to two increments on the Master Pay Scale above the level of their substantive salary while performing the duties as a teacher in a special education class.

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 DISASTERS OR PERILS**

1. When there is a fire or natural disaster or an occurrence of the perils as described in section 38(a) in an aided school, the Supervisor/Head of the school, apart from reporting the incident immediately to the relevant government departments such as the Royal Hong Kong Police Force and the Fire Services Department, must also report the matter immediately to the respective District Education Officer who will arrange a joint inspection with the Senior Supplies Officer of the Education Department 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 and the result of investigation by the officers concerned, the estimated cost of replacement of furniture and equipment and repairs to the 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 38(a) will be paid to schools 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 authority will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures stipulated in Appendix 10. As regards the damage to school buildings, all repairs will be treated as emergency repairs and the standard procedures as stipulated in Appendix 11 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/Head of the school must report the loss immediately to the nearest police station of the Royal Hong Kong Police Force and make a preliminary report to the respective District Education Officer who will arrange a joint inspection with the Senior Supplies Officer of the Education Department 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 Royal Hong Kong Police Force on the incident will also be necessary.

6. The Supervisor/Head of the aided school will then proceed to investigate the loss fully and as soon as practicable, forward his detailed report with the following information, together with copies of other relevant documents, e.g. police reports, to



the respective District Education Officer as appropriate: -

- (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. Supervisor/Head of school 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 subject inspector, 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 schools 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 authority will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures stipulated in Appendix 10.

### **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 Schools Finance and Accounts 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 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.

Letter to District Office for the use of a District Office Tender Box

SPECIMEN

Supervisor/head  
(Name of school)  
(Address)  
(Date)

District Officer  
(Address)

Dear Sir,

Tender for \_\_\_\_\_

I am writing to request and authorize you to open the tenders for the above-captioned works at 12:00 noon on \_\_\_\_\_, for which I have invited the tenderers (listed below) to deliver and deposit in your tender box before the specified date and time. Late tenders must not be accepted.

List of tenderers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

Yours sincerely,

## REFERENCE MATERIALS

### Legend

AD= Administration Circular  
AS= Aided Schools General Circular  
CM= Circular Memorandum  
CU= Schools Curriculum Circular  
EMBC= Education and Manpower Bureau Circular  
FA= Schools Finance & Accounts Circular  
GAD= General Administration Circular  
GMC= General Schools Miscellaneous Circular  
MC= Schools Miscellaneous Circular

Schools may view the contents of the circulars via the ED homepage at  
<http://www.emb.gov.hk/circular/english/home.htm>

### Part I Introduction

### Part II Grant of Aid

AD 43/99 Fund Raising Activities in Schools

#### Recurrent Grants

AD 9/97 Conditions for Granting Paid Study Leave to Principals and Teachers in aided schools  
AD 45/99 Severance Payment and Long Service Payment  
AD 31/2001 Staff Injured on Duty  
EMBC 4/2003 Refund of Rates and Government Rent  
EMBC 7/2003 Payment of Salaries Grant for Non-teaching Staff in Aided Schools

#### Non-Recurrent & Capital Grants

AD 57/99 Streamlined Arrangement on Processing Emergency Repairs  
CM 258/2002 Block Insurance Policy for Public Liability, Employees' Compensation and Group Personal Accident 2002/2003 School Year  
CM 261/2002 Block Insurance Policy for 2002/03 School Year Policy Specifications  
EMBC 8/2003 Payment of Non-recurrent Furniture and Equipment Grants to Aided Schools

### Part III Administration of Aided Schools

AD 11/94 Guidelines on Issues Relating to Human Immunodeficiency Virus (HIV) - Positive Pupils in Schools

AD	31/96	Government's Smoke-free Workplace Policy
AD	54/96	Applications for Registration of Teachers and Permission to Employ Unregistered Teachers
AD	48/97	Medical Examination and Health Condition of Staff
AD	56/97	Personal Data (Privacy) Ordinance, Cap. 486
AD	64/97	Searching Children and Their Belongings at School
AD	87/97	Expulsion and Suspension of Pupils
AD	8/98	Occupational Safety and Health Ordinance and Occupational Safety and Health Regulation
AD	25/98	Administrative Procedures for Safety of Schools in the Vicinity of Slopes
AD	18/99	Elimination of All Forms of Discrimination
AD	47/99	Resignation and Retirement of Staff on the Salaries Grant Payroll
AD	51/99	Change of Room Use Without Structural Alterations
AD	59/99	Admission of Newly Arrived Children from Mainland to Schools
AD	26/2000	Grant Schools Provident Fund(Amendment) Rules 2000, Subsidized Schools Provident Fund(Amendment) Rules 2000
AD	49/2000	Implementation of School-based Management in Schools
AD	1/2001	Fire Safety Talks/Seminars
AD	14/2001	Commencement of the Code of Practice on Education
AD	25/2001	Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong
AD	3/2002	Safety Measures in Demolition Works at School Premises
AD	16/2002	Control of Licensed Food Factories Supplying Lunch Boxes
AD	17/2002	Meal Arrangements in Schools
AD	23/2002	Letter of Appointment (for teachers in aided schools)
AD	36/2002	Revised Procedures for Teacher Registration
AD	39/2002	Enforcement of Universal Basic Education
AS	10/92	Maximum Holding of Petty Cash
AS	35/93	Grant/Subsidized Schools Provident Fund
CM	226/2002	School Outings in Rural Areas: Safety Precautions
CM	308/2002	Guidelines for Photocopying of Printed Works by Not-for-profit Educational Establishments
CM	325/2002	Licence Scheme for Photocopies and Facsimiles of Hong Kong Newspapers by the Hong Kong Copyright Licensing Association Limited
CU	2/2002	Guidelines on Reducing the Weight of School Bags
EMBC	1/2003	Employment of Children Regulations
EMBC	2/2003	The Choice of Bank Counterparties in the Investment of Public Assets
EMBC	5/2003	Hire of Accommodation in Aided Schools
EMBC	6/2003	Use of Autopay Services for Payments and Collections
EMBC	14/2003	Acceptance of Advantages and Donations by Schools and Their Staff

EMBC	15/2003	Tropical Cyclones and Heavy Persistent Rain Arrangements for Kindergartens and Day Schools
GAD	48/92	Basic Facts about AIDS and Precautions in Schools
MC	101/95	Inspection and Maintenance of Buried Drainage and Water Services Affecting Slopes
MC	67/96	Health Problems of Pupils
MC	165/96	Commencement of the Sex Discrimination Ordinance
MC	174/96	Measures to be Taken in Case of Incidents Involving Odours of Gas Including those from Unknown Sources
MC	58/97	Infectious Diseases
MC	82/97	Tuberculosis in Schools
MC	93/97	Eyecare
MC	3/98	Air Pollution Index
MC	1/99	Flag Days
MC	5/99	Guidelines on Safety for Art and Design and Art and Craft
MC	1/2000	Safety Precautions in School Swimming Galas, Lessons and Training
MC	4/2000	Safety Precautions in School Athletic Meets, Lessons & Training
MC	5/2000	Protecting Hong Kong Countryside from Fire and Litter Damages
MC	2/2001	Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong
MC	4/2001	Safety Precautions in School Games Day
MC	2/2002	Guidelines for Ensuring Safety of Pupils on School Transport Vehicles

## Appendix

AD	88/94	Employment of Graduates of Hong Kong Academy for Performing Arts as Aided School Teachers
AD	3/97	Appointment of Non-Local Equivalent Degree Holders with Local Post-Graduate Certificate in Education (PGCE) as Certificated Master/Mistresses(CM)
AD	48/97	Medical Examination and Health Condition of Staff
AD	41/98	Acceptance of Non-Local Qualifications for Appointment to Graduate Teaching Posts
AD	26/2000	Grant Schools Provident Fund(Amendment) Rules 2000, Subsidized Schools Provident Fund(Amendment) Rules 2000
AD	32/2001	Fire Service Installation and Equipment
AD	8/2002	Native-speaking English Teacher (NET) and English Language Teaching Assistant (ELTA) Scheme in Primary Schools
AD	22/2002	Native-speaking English Teacher (NET) and English Language Teaching Assistant (ELTA) Scheme in Primary Schools-Flexible Arrangement
AD	30/2002	Native-speaking English Teacher (NET) and English Language Teaching Assistant (ELTA) Scheme in Primary Schools-Letter of Appointment

AD	34/2002	Native-speaking English Teacher (NET) and English Language Teaching Assistant (ELTA) Scheme in Primary Schools-Payment of Fringe Benefits
AS	35/93	Grant/Subsidized Schools Provident Fund
CM	384/2000	Qualification Leading to the Award of Special Education Allowance for Teachers of Special Education Settings
CM	178/2001	Sale of Textbooks in Schools
CM	176/2002	(1)Schools to select textbooks as soon as possible (2) Points to note in printing school textbook lists (3) Publication information of textbooks for the new school year on the Internet
CU	5/2000	Guidelines on Homework and Tests in Schools
CU	18/2003	Notes on Selection of Textbooks and Learning Materials for Use in Schools
EMBC	13/2003	Fundamental Principles for Conducting Trading Operations in Schools in Receipt of Public Funds
MC	1/2001	Code of Practice relating to Sales of Textbooks, Exercise Books, School Uniforms, Other School Accessories and Provision of Paid Services

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Note:        S - Section  
                   A - Appendix