

CODE OF AID FOR SECONDARY 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 Secondary 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.

CODE OF AID FOR SECONDARY SCHOOLS

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Purpose of the Code

I. INTRODUCTION

Interpretation

1. (a) This Code of Aid prescribes the rules and conditions in accordance with which the Government of Hong Kong promotes education by means of grants to such secondary 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, normally the standard fees, 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:

[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;](#)

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

[CM123/2002 Capacity Enhancement Grant;](#) &

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

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
 - (iv) Rent and Rates Grant
 - (v) Passages 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 33.

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 grant.
- (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.

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.](#))

11. (a) The Director may permit a school to charge Subscriptions for expenditure on school and educational needs. The amount of such Subscriptions in each school shall be subject to the approval of the Director after consideration of the level of subscriptions pertaining in aided schools generally and the particular circumstances of the school.
- (b) No Subscriptions should be charged in Secondary 1 - 3 as a result of the implementation of free junior secondary education. However, in special cases with the approval of the Director, a school may be allowed to collect charges for a specific purpose.
- (c) A school may not transfer income arising from subscriptions to any other body, or to a fund separately kept by the sponsoring body for educational development or any other purpose, unless such transfer has been approved by the Director and his approval notified in writing.

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.](#))

12. 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.](#))

13.
 - (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

14. 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's accounts in such proportion as the Director may determine.

Recurrent Grants

(I) Salaries Grant

Salaries Grant to cover approved salaries less tuition fees

15. (a) The approved Salaries Grant will be paid monthly and will consist of the approved salaries for all teaching staff, laboratory technicians, and workshop teachers employed in accordance with the terms of this Code of Aid less the income from approved tuition fees. To reconcile the grants already paid out with the actual approved expenditure, adjustment of over or under payment may be made from time to time, but the final adjustment for the accounting year, or the financial year as the case may be, will be made after the submission of audited annual accounts.
- (b) The payment of Salaries Grants in respect of staff provided for a particular purpose will be dependent on the effective carrying-out of that purpose.

Director to approve fees

16. The tuition fees charged in a school which is in receipt of aid under the terms of this Code of Aid, shall be subject to approval by the Director. Standard fees at all types of aided secondary schools are stated in Appendix 2.

Method of payment of fees

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

Principal may approve fee remission

18. The Principal may approve the remission of fees in respect of pupils in need, and shall maintain a register of such remissions. The permitted level of fee remission is set out in Appendix 2. However, approval may be sought to vary the level of fee remission in special cases.

Approved Establishment

19. Approved establishments for teachers and other staff are shown in Appendix 3.

Approved salary scales

20. Expenditure on account of salaries will be allowed for grant purposes at the rates laid down in Appendix 4 or as otherwise approved by the Director.

Date of commencement and of cessation of salaries of teaching staff

21. Salaries of all staff shall normally commence from the date of assumption of full duties, and shall normally cease immediately after the last day of performance of full duties, except as provided for in Appendices 5 and 10.

Increments may be granted or withheld

22. (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

23. 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 1996, or
- (iv) a private school on or after 1 September 1971.

Service in assisted private schools prior to 1 January 1996 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 and increments may also be awarded for approved training.

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.;](#) &
[AD18/2002 Leave Records for Non-teaching Staff 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, workshop teachers and laboratory technicians employed in the school. The rules governing such leave are as shown in Appendix 6.
- (b) The Management Committee of a school may, subject to the approval of the Director, grant maternity leave to women teachers and laboratory technicians employed in the school. The rules governing such leave are as shown in Appendix 7.

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. Such no-pay leave shall not count for 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 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 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

(Please read in conjunction with:

[AD39/00 Revised Leave Entitlement for New Recruits of Non-teaching Staff to Aided Schools; & AD18/2002 Leave Records for Non-teaching staff in Aided Schools.](#))

- 27. (a) Normally special leave with pay will not be granted to teachers on account of personal affairs during the term. However, in exceptional cases, the Supervisor may grant special leave with pay for a maximum of 2 days per academic year to teachers on grounds of urgent private affairs of grave importance.
- (b) Laboratory technicians, who do not enjoy school holidays, may be granted full pay leave on an annual basis. Such leave shall be taken during the long holidays. The rule governing such leave is shown in Appendix 21.

Director may approve the grant of paid leave to Principal

- 28. The Director may approve the grant of paid study leave or leave for other specially approved purposes to the Principal of an aided 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 Arrangement 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 non-graduate may be engaged to replace an unqualified teacher. A supply teacher is normally paid on fixed daily rates as stated in Appendix 4.

- (c) For the purpose of this section, teaching staff shall include laboratory technicians. Supply laboratory technicians shall be paid the daily rate of a non-graduate teacher, if they hold an approved Laboratory Technician Certificate or equivalent, otherwise the daily rate of an unqualified teacher shall be paid.

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 Principals, teaching staff and laboratory technicians who have been granted maternity leave, paid sick leave, paid study leave or no-pay leave for a period not less than 90 days.
- (b) A temporary replacement on monthly terms may also be approved to fill a 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.

(II) Administration Grant

Calculation of Administration Grant

31. (a) An Administration Grant to enable schools to employ administrative and janitor staff to meet their specific needs shall be paid monthly in advance. The amount of grant shall normally be assessed on a per class basis at the rate as announced in the relevant circular issued by the Director. The basis of calculation is stated in Appendix 8. The Administration Grant may also be used for the cleaning of the school premises by contract.

Appointment of administrative and janitor staff

32. (a) The Management Committee of a school granted aid under the terms of this Code of Aid shall be responsible for the appointment, dismissal, salaries and terms of service of administrative and janitor staff, and the salaries of these non-teaching staff shall be paid out of the Administration Grant.
- (b) The Management Committee of a school shall notify the Director promptly of the change of administrative 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](#); &
[CM 240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year](#).)

33. (a) A School and Class Grant shall be paid half-yearly in advance. The amount of grant shall normally be assessed on a per class basis at the rates as announced in the relevant circular issued by the Director and the approved enrolment per class is as follows :
- | | |
|-----------------|----------------|
| Secondary 1-5 | : 40 per class |
| Secondary 6 & 7 | : 30 per class |
- (b) Items of expenditure which may be charged to the School and Class Grant account are shown

in Appendix 9. 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 34.

Surpluses/Deficits

Surplus/deficit to be carried forward

(Please read in conjunction with:

[AD 27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools; &](#)

[CM 240/2002 Operating Expenses Block Grant for Aided Schools for 2002/03 School Year.](#))

34. (a) If in any year there is a surplus in the Administration Grant/School and Class Grant, it shall be carried forward in the account. However, if there is a net deficit after taking into account any surplus brought forward from the preceding year, it shall forthwith be transferred to the Subscriptions account at the end of the accounting year, or the financial year as the case may be.
- (b) A school will not be permitted to retain in the Administration Grant account a surplus in excess of three months' provision and in the School and Class Grant account a surplus in excess of six 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.

(IV) Rent and Rates Grants

Director may approve reimbursement of rent and rates

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

(V) Passage Grants

Passages for teachers on overseas terms and under the Expatriate English Language Teacher scheme

(Please read in conjunction with:

[AD11/2000 Streamlined Procedure for Payment of Fringe benefits for Teachers Employed under the Enhanced Native-speaking English Teacher Scheme; &](#)

[AD19/2002 Enhanced Native-speaking English Teacher Scheme Letter of Appointment.](#))

36. Grants for passages for teachers employed on overseas terms and under the Expatriate English Language Teacher Scheme shall be paid in accordance with the provisions of Appendix 10 and Appendix 28 respectively.

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.](#))

37. (a) The Director may approve grants in respect of items such as major repairs and additional or replacement major items of furniture and equipment for existing schools where such an item costs not less than the amount specified in Appendix 9. 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.
- (b) the Director may approve, for purposes of grant, items comprising a number of parts, such as equipment for a laboratory or replacement of furniture.

Director may approve capital grant in respect of a new school

38. 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.
39. Procedures in respect of Sections 37 and 38 of this Code of Aid are shown in Appendices 12, 13 and 14.

Insurance

40. (a) the Government shall carry the risk of damage or loss to the school premises of an aided school including furniture and equipment caused by fire, natural disasters such as typhoons, earthquakes, flooding, etc. and other perils such as an aircraft crash, explosion, impact by any road vehicle, sprinkler leakage or bursting or overflowing of water tanks, apparatus and pipes, riots or malicious acts of any person, and damage caused by construction or excavation work by a third party adjacent to the school or in its vicinity; loss of standard items by theft and burglary; and loss of cash (government funds only) in transit. Details concerning the procedures for assessment and settlement of claims for damage, destruction or loss of standard items in the cases mentioned above and related security measures are set out in Appendix 34. However, schools should themselves decide whether to take out insurance for non-school portions and above-standard or non-standard items of furniture, equipment and buildings and the premiums shall be met from schools' own funds.
- (b) The Government shall take out insurance for Public Liabilities and Employees' Compensation as required by the Employees' Compensation Ordinance on behalf of all aided schools under a Block Insurance Policy. However, 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 whilst 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.

III. ADMINISTRATION OF AIDED SCHOOLS

Admission, suspension and expulsion of pupils

Director to regulate admission of pupils

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

Director to regulate suspension and expulsion of pupils

42. 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

43. 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

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

Use of School Premises

Use of school premises

45. (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 will fully consult the school authorities concerned. In this connection, appropriate remuneration will be given in respect of 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

46. (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 as 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

47. The approval of the Director is required for the appointment of a Principal of an aided

school. Such appointments shall be made in accordance with the conditions shown in Appendix 15.

Teachers and other staff to be medically examined

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

- 48.
- (a) All teachers (other than supply teachers), workshop teachers, and laboratory technicians 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 16.

Application for approval for salaries

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

- 49.
- (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.

Principal to verify qualifications, experience and date of birth

- 50
- (a) The Principal of an aided school shall inquire into, examine and verify the certificates and testimonials of an applicant for appointment as a teacher, and shall verify any previous experience claimed by such applicant, making reference for this purpose to the Principal of the school at which such applicant may last have been employed.
 - (b) The Principal of an aided school shall verify the date of birth of any person employed as a teacher in such school, and shall require such person to produce for inspection the Hong Kong Identity Card, a birth certificate, or such other documents as may appear necessary for this purpose.

Qualifications of teachers, workshop teachers and laboratory technicians

(Please read in conjunction with [AD71/95 Appointment of Holders of a Post-Graduate Certificate in Education \(PGCE\) obtained from Local Universities as Graduate teachers in Secondary Schools.](#))

- 51.
- Qualifications required for eligibility for employment in an aided school as a teacher, workshop teacher or laboratory technician, are shown in Appendix 15.

Preference to be given to persons possessing professional qualifications

- 52.
- The Management Committee of an aided school shall, in considering the appointment of teaching staff, seek to give preference to persons who, in addition to the minimum qualification for employment, possess a professional qualification in education.

Temporary employment of unqualified persons as teachers

53. (a) 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 shown in Appendix 4.
- (b) Notwithstanding (a), no person shall be employed to teach in a workshop unless qualified to teach technical subjects.

Contract of service; letter of appointment

(Please read in conjunction with [AD19/2002 Enhanced Native-speaking English Teacher Scheme Letter of Appointment.](#))

54. (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 56;
 - (viii) the conditions relating to payment of salary on the resignation or dismissal of such teacher as specified under Section 56 and in the case of a teacher recruited overseas, conditions relating to recovery of cost of passage;
 - (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 \(for Teachers in Aided Schools\).](#))

55. 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

56. (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 53 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 or letter of appointment relating to his employment, shall be liable to pay one month's salary in lieu of notice to be credited to the school's Salaries Grant Account. Nevertheless, the 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 a 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 teacher's serious misconduct is under investigation and it would be against the interest of the school for him to continue to teach in the classroom.
- In case of (i), where the criminal proceedings are not concluded within 14 days, the period of suspension on half pay may be extended till the end of such proceedings.
- (g) The Management Committee of a school shall only dismiss a teacher for good and sufficient reasons (see Appendices 17 and 18). 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 Education Ordinance, Cap. 279;](#)

[AD25/2000 Extension of Service of Teachers Employed under the Enhanced Native-speaking English Teacher Scheme; &](#)

[AD23/2002 Letter of Appointment \(for Teachers in Aided Schools\).\)](#)

57. (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.

[Promotion](#)

[Promotion](#)

(Please read in conjunction with:

[AD49/99 Promotion of Laboratory Technicians; &](#)

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

58. The conditions under which teaching and other staff may become eligible for promotion to a higher rank of appointment are set out at Appendix 19. A teacher in service who becomes eligible for appointment to a higher grade by reason of the acquisition of further qualifications will be considered for appointment to the higher grade. However, a school may not exceed the overall entitlement in respect of grades and ranks of appointment as shown at Appendix 3.

[Acting Appointments](#)

[Acting Appointments](#)

(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; &](#)

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

59. Full-time graduate teachers may be recommended for appointment to vacant promotion-grade posts in the rank of Senior Graduate Master/Mistress on an acting basis and the rules that apply to such acting appointment are set out in Appendix 19. Such acting allowances will be treated as salary for Provident Fund purposes.

- 59A. Full-time 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 secondary schools cover posts in the rank of Principal I, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress and Principal Assistant Master/Mistress. Arrangements for acting appointments and allowances are set out in Appendix 4. Such acting allowances will be treated as salary for provident Fund purposes.

[Outside Duties](#)

[Teaching or lecturing](#)

60. (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.

Duties other than teaching or lecturing

60. (b) A teacher employed full-time in a school administered under the terms of this Code of Aid shall not engage in duties other than teaching or lecturing, under the provisions of sub-section (a), 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 Fund of Retirement Benefits Upon Introduction of the Mandatory Provident Fund Scheme;](#)
&
[AD50/2000 Enhanced Native-speaking English Teacher Scheme Exemption from the Provisions of the Mandatory Provident Fund Schemes Ordinance \(MPFSO\) CAP 485.\)](#)

61. (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 20.
- (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 funds, 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.
62. 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

63. (a) The Supervisor of an aided school shall be responsible for keeping proper books of accounts, which shall comprise : -
- (i) cash book for government grants and cash book for school funds;
 - (ii) petty cash book for government funds and school funds;
 - (iii) attendance register and register of fees / subscriptions / other charges showing inter alia receipt number and amount of tuition fee and subscriptions and other charges, if any, against the name of each pupil;
 - (iv) revenue receipt counterfoil and Daily Collection Summary in respect of tuition fees, subscriptions, other charges and any other income;
 - (v) payment vouchers in respect of all expenditure;
 - (vi) a register of capital assets;
 - (vii) a register of non-recurrent grants - building; and a register of non-recurrent grants - furniture and equipment;
 - (viii) a general ledger and subsidiary ledgers showing accounts in respect of all items of recurrent income and expenditure;
 - (ix) provident fund records for individual staff;

- (x) register of hire of school accommodation;
 - (xi) register showing receipts and expenditure of Textbooks 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), Paysheets (duplicates),
Fees receipts / school attendance registers,
Register of hire of school accommodation.

Accounts for reprovisioning schools

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

Accounts not to include provision for depreciation

64. 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

- 65.
- (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 Principal and the Deputy Principal of the school, duly authorized by the Management Committee.

School funds to be kept separate

66. Tuition fees or subscriptions or other sums received by a school from the Government or other sources shall not, in any circumstances, be paid into a bank account kept in the name of the Supervisor or other person or persons, whether or not such person or persons are

members of the Management Committee or teaching staff, but shall be paid into the bank account maintained in the name of the school.

Submission of accounts

- 67.
- (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

68. 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 used for development to be separately accounted for

- 69.
- (a) If the Director has permitted an aided school under the terms of paragraph (c) of Section 11 of this Code of Aid, to transfer Subscriptions to a fund separately kept by the sponsoring body for educational development or other purpose, an audited annual statement of accounts in respect of such fund shall be prepared. The accounting year, to which such accounts shall refer, shall be from the first day of September of one year to the thirty-first day of August of the next, except for financial year basis as approved by the Director.
 - (b) The Supervisor of such school, when submitting annual accounts of the school as required by the terms of Section 67 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

- 70.
- (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

71. 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 the Government any unexpended portion of recurrent grants made to the school, and submit a full set of duly audited accounts for the period up to and including the last day of operation of that school as an aided school.

Outgoing Supervisor to hand over accounts

72. (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 out-going 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 should also contain materials for giving immediate treatment to burns, scalds, acid/alkali burns, shocks and other injuries. Pupils should not be allowed to perform dangerous practical experiments and all reasonable precautions should be taken to guard against accidents. Dangerous poisons should be kept in a locked cupboard.
2. At least two members of the staff of every school shall be trained in giving first-aid treatment.

Fire Precautions

3. All schools, as required by the Director of Fire Services, shall be equipped with fire extinguishers kept in easily accessible places and 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.
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 or naked light is allowed on the school premises, except in specifically designed and constructed kitchens approved by the Director of Fire Services.

Correspondence with the Education 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 Principal of the school.

Admission of Pupils

12. (a) Allocation of places in Secondary 1, Secondary 4 and Secondary 6 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 secondary 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 school Principal.
- (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 secondary school in the junior secondary course (Secondary 1 - 3) and the senior secondary course (Secondary 4 - 7) should normally be allowed to complete that course. No junior secondary pupil (Secondary 1 - 3) aged under 15 years should be expelled without proper warning and notice to parents and without the approval of the Director. No senior secondary pupil (Secondary 4 - 7) should be expelled without proper warning and notice to parents. However the Director should be kept informed of all such cases at the warning stage.
- (b) Pupils must not be expelled solely on the ground that they are academically weak.
- (c) In appropriate cases, pupils with persistent lack of academic progress or behaviour problems may be referred to the Special Education Section 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 after reasonable measures to enlist the co-operation of parents have proved unsuccessful.
- (b) Where approved school tuition fees and/or subscriptions are charged, the non-payment of such fees is an accepted ground for expulsion. Supervisors and Principals of schools will be expected to investigate the circumstances and, if they are convinced that the non-payment is genuinely deliberate, to inform the Director accordingly before expelling the pupil. This applies to all pupils, whether they are subject to compulsory education or not.
- (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 Principal is contemplating the expulsion of a pupil, every effort must be made to interview the parents. A warning letter shall be sent to the parents or guardians and a full report shall be submitted to the 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.

Junior Secondary Education Assessment/Hong Kong Certificate of Education Examination

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

Attendance, Terms and Holidays

- 17. An attendance register shall be kept for each class and shall be made up within one hour of the commencement of each school session.
- 18. The Principal of an aided school shall keep a daily summary showing the attendance of each class.
- 19. Schools shall normally meet twice a day for morning and afternoon sessions.
- 20. The school hours shall be as approved by the Director. If the time devoted to religious knowledge and other religious observances exceeds 1.5 hours per week, such excess time shall be additional to the normal school hours.
- 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 15 August each year notice of all holidays intended to give in the coming school year, including any special holidays given in honour of any particular event, and of all dates on which the usual work of the school will be suspended.
- 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 a 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 principal 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 the first of September each year. The Director may withhold his approval of the whole course or any portion thereof, and the Principal shall thereupon modify it accordingly.

26. In every school, there shall be a time-table showing :
- (a) the time at which each daily session begins and ends; and
 - (b) the time of the instruction given for each subject of the curriculum.

Copies of the class and teachers' time-tables and time allocation table shall be forwarded to the 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 School. 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 any one time except in the event of the implementation of a new syllabus. Any proposal to replace a book on the Recommended List by a book which is not on the Recommended List must be supported by good educational reasons. The school should be prepared to supply such reasons if requested to do so.
- 27A. Each school should have a homework policy for which the Principal of the school carries responsibility in order to exercise proper control over the homework being set. Such a policy should be worked out in consultation with teaching staff and, wherever possible, explained carefully to parents. The guiding principle in setting homework is that it should be planned and chosen to complement and reinforce the work being done in the classroom and that due recognition should be given at all times to the age and abilities of pupils.

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

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 Principal may close the school and notify the respective District Education Officer as soon as possible afterwards.
- (d) Principals are advised to draw up a contingency plan to deal with the closing of schools or suspension of classes due to deteriorating weather and parents should be informed of the arrangements through a circular letter, which should also remind parents of the use of their discretion in deciding whether or not to send their children back to school in the event of heavy persistent rain or deteriorating weather, having regard, in particular, to local weather, road, slope or transport conditions.

Inventories and Stock-books

29. School Principals shall keep Inventories of all permanent furniture and equipment giving date

of acquisition and date and reason of any writing off. Separate Inventories shall be kept for Furniture, Gymnastic Equipment, etc. The Library Catalogue shall be kept in such form as to serve as an Inventory for Books.

Communication between Management Committee 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 'Tuck Shop' 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 Principal 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.

Standard School Tuition Fees and Level of Fee Remission

All types of schools (including grammar, technical and prevocational)

<u>Level</u>	<u>Fees p.a.</u>	<u>Fee Remission</u>
Secondary 1 - 3	Free	-
Secondary 4 - 5) As announced in	45% of total fee income
) Schools Finance and	
Secondary 6 - 7) Accounts Circular	50% of total fee income
	in force	

Note : Total fee income means the maximum fee payable times the approved enrolment.

Staff Establishment of Aided Secondary Schools

(Please read in conjunction with:

[AD53/95 Expansion of Graduate Posts in Secondary Schools](#)

[AD71/95 Appointment of Holders of a Post-Graduate Certificate in Education \(PGEC\) obtained from Local Universities as Graduate Teachers in Secondary Schools](#)

[AD22/98 Provision of an Additional Graduate Teacher of English to Government/ Aided/ Caput and Bought-place Schools Adopting Chinese as the Medium of Instruction at Secondary 4 and 5; &](#)

[AD24/98 Provision of an Additional Clerical Assistant Post in Secondary Schools.\)](#)

1. Teaching Establishment

(a) Overall Establishment

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

Principal	1	
Secondary 6-7	2	teachers for each class
Secondary 1-5	1.3	teachers for each class
Teachers for split classes for :		
(i) practical instruction	X	}
and specialist teaching		}
in S1-S5		}
(ii) Advanced and Advanced	Y	}
Supplementary Level		}
subjects in S6-S7		}
	-----	(If the total includes a
Total :	Z	fraction, it will be rounded up to the next whole
	-----	number.)

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

(b) Graded Posts within the Establishment

The number of posts in each grade shall be determined by making reference to the following attachments :
-

Attachment A -	Teaching Establishment in Aided Secondary Grammar & Technical Schools
Attachment B -	Teaching Establishment in Prevocational Schools

(c) Teachers for Split Classes

At the request of the Principal, the Director may approve the appointment of additional teaching staff under the terms of the Salaries Grant to cover staffing needs in respect of approved additional class periods for split classes for practical instruction, specialist teaching and sixth form subjects in secondary schools. Split class teachers will only be approved for the teaching of :

- (i) one additional second language (if the number of pupils at any level is 20 or above); or

- (ii) Home Economics subjects; or
- (iii) subjects such as Woodwork and Metalwork to Secondary 5 where proper facilities have been provided and where workshops are designed to accommodate fewer than 40 pupils; or
- (iv) Computer Studies, Art & Design and Music at senior secondary level provided that the school offers these subjects in public examinations; or
- (v) Computer Literacy courses in junior secondary classes; or
- (vi) Advanced and Advanced Supplementary Level subjects in Secondary 6 and 7.

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

(d) (i) Teachers on Overseas Terms

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

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

(ii) Expatriate English Language Teachers

Subject to the provisions of Appendix 28, the Director may approve the employment of graduate teachers of English under the Expatriate English Language Teacher Scheme.

(e) Part-time Teachers

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

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

(f) School Librarian

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

(g) Additional Teachers

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

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

- (ii) Additional teachers of English will be provided to individual schools which adopt Chinese as the medium of instruction for subjects other than English (excluding Chinese, Chinese History, Computer Literacy, practical and technical subjects). The eligibility for additional teachers of English will be determined in accordance with the amount of Chinese language instruction offered. Details concerning the calculation of additional teachers of English are in Attachment D.
- (iii) Additional graduate and non-graduate teachers are also provided in accordance with the table shown below to enable schools to strengthen the following services : -

remedial teaching in Chinese, English and other subjects in Secondary 1-3;

pupil counselling and guidance, including careers advice; and

community involvement and extra-curricular activities which complement and reinforce the formal curriculum.

No. of Secondary 1-5 Classes	No. of Graduate Teachers entitled	No. of Non-graduate Teachers entitled	Total No. of Teachers entitled
3-9	1	-	1
10-14	2	-	2
15-19	2	1	3
20-24	3	1	4
25-28	3	2	5
29-35	4	2	6
36-38	5	2	7
39-42	5	3	8
43-48	6	3	9
49-50	6	4	10

- (iv) One additional non-graduate teacher is provided in an aided secondary school with effect from 1 September 1994 for higher teaching standard and additional services such as the whole-school approach to guidance and school-based induction programmes.

(h) Expansion of Graduate Posts in Secondary Schools

For higher teaching standard, a secondary school may upgrade a maximum of two non-graduate posts to graduate posts with effect from 1 September 1994 provided that no serving teacher's service may be terminated for the purpose of taking advantage of this provision.

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

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

2. Flexibility in Staff Structure

In view of the variety of curricula and of class organisations within the aided sector, the Management Committee

and the Principal of a school may propose for the approval of the Director a staff-structure for the school with a higher number of non-graduate posts than the standard manning scale subject to the following conditions : -

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

3. Workshop Teachers

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

4. Laboratory Technician

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

5. Guides to Appointment

The requisite qualifications for appointment to teaching and non-teaching grades are shown in Appendix 15.

TEACHING ESTABLISHMENT IN
AIDED SECONDARY GRAMMAR AND TECHNICAL SCHOOLS
Effective from 1st September, 1974

(This table excludes additional teachers and school librarian)

No. of posts in each rank

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

40	1	11	16	27	3	3	6	12
41	1	12	16	28	3	3	6	12
42	1	12	17	29	3	3	6	12
43	1	12	17	29	3	3	7	13
44	1	12	18	30	3	3	7	13
45	1	13	18	31	3	3	7	13
46	1	13	18	31	3	4	7	14
47	1	13	19	32	3	4	7	14
48	1	14	19	33	3	4	7	14
49	1	14	20	34	3	4	7	14
50	1	14	20	34	3	4	8	15
51	1	15	20	35	3	4	8	15
52	1	15	21	36	3	4	8	15
53	1	15	21	36	4	4	8	16
54	1	15	22	37	4	4	8	16
55	1	16	22	38	4	4	8	16
56	1	16	22	38	4	4	9	17
57	1	16	23	39	4	4	9	17
58	1	17	23	40	4	4	9	17
59	1	17	24	41	4	4	9	17
60	1	17	24	41	4	5	9	18
61	1	17	25	42	4	5	9	18
62	1	18	25	43	4	5	9	18
63	1	18	25	43	4	5	10	19
64	1	18	26	44	4	5	10	19
65	1	19	26	45	4	5	10	19
66	1	19	26	45	5	5	10	20
67	1	19	27	46	5	5	10	20
68	1	20	27	47	5	5	10	20
69	1	20	28	48	5	5	10	20
70	1	20	28	48	5	5	11	21

Note :

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

TEACHING ESTABLISHMENT IN PREVOCATIONAL SCHOOLS

Effective from 1st September, 1989

(Please read in conjunction with: [AD13/98 Implementation of the Recommendation of Review of Prevocational and Secondary Technical Education Improvement of the Graduate to Non-Graduate Teacher Ratio](#))

(This table excludes additional teachers and school librarian)

No. of posts in each rank

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

41	1	8	12	20	5	5	10	20
42	1	8	12	20	5	5	11	21
43	1	9	12	21	5	5	11	21
44	1	9	12	21	5	6	11	22
45	1	9	13	22	5	6	11	22
46	1	9	13	22	5	6	12	23
47	1	10	13	23	5	6	12	23
48	1	10	13	23	6	6	12	24
49	1	10	14	24	6	6	12	24
50	1	10	14	24	6	6	13	25
51	1	10	15	25	6	6	13	25
52	1	10	15	25	6	7	13	26
53	1	11	15	26	6	7	13	26
54	1	11	15	26	6	7	14	27
55	1	11	16	27	6	7	14	27
56	1	11	16	27	7	7	14	28
57	1	12	16	28	7	7	14	28
58	1	12	16	28	7	7	15	29
59	1	12	17	29	7	7	15	29
60	1	12	17	29	7	8	15	30
61	1	12	18	30	7	8	15	30
62	1	12	18	30	7	8	16	31

Note :

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

Manning Scale of Laboratory Technicians

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

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

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

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

Level	S1	S2	S3	S4	S5	S6 ASL	S6 AL	S7 ASL	S7 AL
Subject									
Integrated Science	4	4	4	-	-	-	-	-	-
General Science	2	2	-	-	-	-	-	-	-
Human Biology	-	-	-	3	3	-	-	-	-
Biology	1	1	2	3	3	3	6	3	6
Chemistry	1	1	2	3	3	3	6	3	6
Physics	1	1	2	3	3	3	6	3	6

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

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

Language Improvement Measures

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

(A) Additional Teachers of English

- (i) As from September 1988, secondary schools in which full use is made of Chinese as the medium of instruction in Secondary 1 to 3 will be provided with additional teachers of English to enable English lessons in junior secondary forms to be conducted in smaller classes for more effective teaching. (Any alternative proposals for the deployment of the additional teachers would be subject to the approval of the Director.) This is one of the compensatory measures to counteract any consequential drop in the standard of English due to reduced exposure. The allocation of additional teachers of English to individual schools will be based on the following scale : -

Total No. of Secondary 1-3 classes -----	No. of additional teachers of English in Sept. 1988 (or subsequent years) -----
14 or below	1 (1 graduate)
15-23	2 (1 non-graduate, 1 graduate)*
24-29	3 (1 non-graduate, 2 graduates)
30-35	4 (2 non-graduates, 2 graduates)

*See Attachment D1 for principles of calculation.

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

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

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

(1) Secondary Schools with a total of 3-14

Secondary 1 to 3 classes

- (a) If C is less than 50% of T, no additional teacher of English will be given.
- (b) If C is 50 % of more of T, one additional graduate teacher of English will be given.

(2) Secondary Schools with a total of 15-23

Secondary 1 to 3 classes

- (a) If C is less than 25% of T, no additional teacher of English will be given.
- (b) If C is between 25% and 74% of T, one additional non-graduate teacher of English will be given.
- (c) If C is 75% or more of T, two additional teachers of English (a graduate and a non-graduate) will be given.

(3) Secondary Schools with a total of 24-29

Secondary 1 to 3 classes

- (a) If C is less than 25% of T, no additional teacher of English will be given.
- (b) If C is between 25% and 74% of T, two additional teachers of English (a graduate and a non-graduate) will be given.
- (c) If C is 75% or more of T, three additional teachers of English (2 graduates and a non-graduate) will be given.

(4) Secondary Schools with a total of 30-35

Secondary 1 to 3 classes

- (a) If C is less than 25% of T, no additional teacher of English will be given.
- (b) If C is between 25% and 74% of T, three additional teachers of English (2 graduates and a non-graduate) will be given.
- (c) If C is 75% or more of T, four additional teachers of English (2 graduates and 2 non-graduates) will be given.

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

(B) Additional Teaching Spaces

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

Director to carry out the work as a major repairs project.

(C) Additional Teaching Aids

To further support the teaching of English, schools which are eligible for one or more additional teachers of English will be provided with the following aids :

- (a) a second wirefree induction loop system; and
- (b) a one-off library grant for the purchase of additional reading materials in English as well as other teaching/learning aids.

Principles of Calculation of Additional Teachers of English

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

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

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

Salary Scales and Allowances of
Teaching Staff in Secondary Schools

(Please read in conjunction with:

[AD 43/97 Lowering of Salary Bar for Newly Appointed Graduate Teachers in Secondary Schools;](#)

[AD 9/2000 Acting Appointment and Granting of Acting Allowance;](#)

[AD 31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools;](#)

[AD 38/2000 Salary of Non-teaching Staff on Transfer within the Aided School Sector;&](#)

[AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools.\)](#)

(This appendix should be read in conjunction with Appendix 15)

Salary Scales of Teaching Staff

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

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

(A GM appointed on or after 5 December 1980 will not be allowed to proceed beyond Point 27 without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director.)

(f) Principal Assistant Master/Mistress (PAM)	34 - 36
(g) Senior Assistant Master/Mistress (SAM)	30 - 33
(h) Assistant Master/Mistress (AM)	25 - 29
(i) Certificated Master/Mistress * (CM)	14 - 24

(* Holders of non-standard qualifications may enter at sub-points of 12 - 13. There is a salary bar at Point 19 beyond which untrained teachers appointed on or after 1 January 1991 will not be allowed to proceed.)

(j) Assistant Master/Mistress (Workshop Teacher) (AM (WT))	25 - 29
(k) Certificated Master/Mistress# (Workshop Teacher) (CM(WT))	14 - 24

(# There is a salary bar at Point 19 beyond which untrained teachers will not be allowed to proceed.)

- | | |
|------------------------------------|---------|
| (l) Workshop Instructor I (WI I) | 24 - 28 |
| (m) Workshop Instructor II (WI II) | 14 - 23 |

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

- | <u>Grade/Rank</u> | <u>Salary Scale</u>
<u>Points on the Master Pay Scale</u> |
|--------------------------------------|--|
| (n) Unqualified Teacher (UQT) | 4 |
| (o) Laboratory Technician I (LT I) | 22 - 28 |
| (p) Laboratory Technician II (LT II) | 10 - 21
(with an efficiency bar at Point 17) |

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

- | | <u>Salary Scale</u>
<u>Points on the Master Pay Scale</u> |
|---------------------------------|--|
| (r) Senior Laboratory Assistant | 24 - 27 |
| (s) Laboratory Assistant | 1 - 4 and 12 - 23
(with a promotion bar at Point 4 and an efficiency bar at Point 17) |

(Note : The Laboratory Assistant scales apply to persons appointed before 1 September 1972 and both Senior Laboratory Assistants and Laboratory Assistants are remunerated on a personal basis; and the Laboratory Technician scales apply to persons appointed thereafter.)

- (t) Supply Teacher

<u>Appointment</u>	<u>Salary per working day</u>
Graduate Teacher	Refer to the relevant Schools Finance and Accounts Circular on the Revised Daily Rates of Pay for Supply Teachers currently in force.
Non-graduate Teacher	
Unqualified Teacher	

<u>Salary Scale</u> <u>Points on the Master Pay Scale</u>
--

(A qualification bar is at point 31. In order to pass this bar, a teacher must have an approved degree and/or more than two years' teacher training.)

(Note : The Overseas Qualified Masters/Mistresses were teachers appointed before the implementation of the Code of Aid for Secondary Schools on 1 April 1973.)

Acting Allowances

2. A full-time PGM or SGM or GM or SAM who has been recommended and approved to take up the functional duties of a higher office in the rank of Pr. I / Pr. II or PGM or SGM or PAM as appropriate on an acting basis for a qualifying period of not less than 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; or at a rate equivalent to the increment next on the rank-scale of the acting post above the level of the teacher's substantive salary if it is the same or more than the minimum salary of the acting post.
 - (b) In the case of doubling-up without replacement provided (this involves acting in a headship post which carries a higher maximum salary point than that of the teacher's substantive rank in addition to undertaking his own duties) - 25% of the minimum salary of the higher rank or the rate for acting-up (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. 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.
3. Acting 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; &
AD18/2002 Leave Records for Non-teaching Staff in Aided Schools.](#))

1. Sick Leave

- (a) The Director may approve paid sick leave for every teacher, workshop teacher and laboratory technician 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, workshop teacher and laboratory technician. 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 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 Principals 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, Principals 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 Code of Aid for Aided Schools Grant of Maternity Leave to Female Staff.](#))

1. The Director may grant maternity leave to teachers/workshop teachers/ laboratory technicians 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 of 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/workshop teacher/laboratory technician 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/workshop teachers/laboratory technicians 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/workshop teachers/laboratory technicians 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 / workshop teachers / laboratory technicians 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 / workshop teachers / laboratory technicians 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 / workshop teachers / laboratory technicians 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 / workshop teachers / laboratory technicians 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 / workshop teacher / laboratory technician 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 / workshop teacher / laboratory technician is pregnant, and specifying the expected date of confinement and the date on which the maternity leave is to commence.

Administration Grant / School and Class Grant

(Please read in conjunction with [AD 27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools.](#))

1. The Administration Grant and the School and Class Grant shall be paid monthly and half-yearly respectively in advance at the rates as announced in Schools Finance and Accounts Circulars in force. The rates of grants will be subject to periodic review.
2. Calculation of administrative staff grant element and janitor staff grant element in the Administration Grant per class is based on the 'notional posts' in a standard secondary grammar/technical school with 29 classes as follows :

(a) Administrative Staff

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

	4

(b) Janitor Staff

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

	13

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

3. The School and Class Grant comprises two components : School Grant and Class Grant. Items of expenditure which may be charged to the School and Class Grant are shown in Appendix 9. The School Grant payable to schools on a per school basis covers expenditure which is similar in schools of the same type, irrespective of their size. The Class Grant which enables schools to meet the running cost of items varying with the size and type of schools is calculated on a per class basis.

Items Chargeable to the School and Class Grant

(Please read in conjunction with:

[AD27/2000 Operating Expenses Block Grant \(OEBG\) for Aided Schools; & 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. Newspaper and magazines
3. Telephone
4. 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.)
5. Audit fee
6. Wreaths, flower-baskets and similar tributes on behalf of the school
7. Professional fees for essential professional advice of a legal, architectural, or similar nature [see Note (1)]
8. Travelling allowances, meals or light refreshments for occasional guest speakers
9. Expenditure on supplementary teaching staff [see Note (2)]
10. Expenditure on staff training [see Note (3)]

II. Class-based items

1. Repairs costing less than \$8000 [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 nor \$5 x (maximum school enrolment) annually in total.
4. Teachers' textbooks, maps, 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. Furniture and equipment costing less than \$8000 [see Note (4)]
11. Water
12. First-aid facilities
13. Sports
14. Extra-curricular activities
15. Printing and stationery
16. Library books for students

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. Schools with existing commitments entered into before 1 September 1979 may continue to use School and Class grant or Subscriptions for such purposes, subject to annual review.
- (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.

**Conditions For Employment of Teachers on Overseas Terms
and Passages Entitlement**

Approval of the Director

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

Medical Examination

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

Contract

3. In addition to the particulars laid down in Section 54, the contract for teachers employed on overseas terms should include provisions for payment of the cost of passage on appointment, resignation, or termination of appointment, and for the payment of travelling and baggage allowance on first appointment. (see paragraph 12)

Contract Period and Leave

4.
 - (a) A contract shall be for a period of two years commencing on 1st September and terminating on 31st August. The Director may approve a contract for a period other than two years.
 - (b) If the date of commencement of a contract is later than 1st September, but falls within the first terms of the academic year, the date of termination shall be as if the contract had commenced on 1st September in that year.
 - (c) If the date of commencement of a contract is later than 1st January of the academic year, the teacher's service for the remainder of the academic year will not earn leave or passage benefits and the teachers will be required to serve a period of two years from 1st September in the year in which his employment commenced.
 - (d) A teacher shall be entitled to spend the school summer vacation which falls towards the end of his two years contract, in his country of origin or other approved destination. In such a case, the Principal of an aided secondary school may, if he is satisfied that the staffing situation permits, recommend to the Director for his approval that the teacher be granted additional leave to be spent outside Hong Kong, up to a maximum of 14 days prior to the date of commencement of the summer vacation.
 - (e) The Director may in special cases approve that a teacher be employed for a further

contract of two years. In such a case the Principal will have the option of recommending that the teacher shall proceed on leave after two years service as per para. 4(d) or that he shall serve two contracts or employment consecutively and then proceed on leave as per para. 4(f).

- (f) Where a teacher has served two contracts of employment consecutively, each such contract being for a period not less than two years, he shall be entitled to six months paid vacation leave, inclusive of travelling time, on completion of the second such contract. In such a case, the Principal of an aided secondary school may recommend to the Director for his approval that the teacher be permitted to spend the school summer vacation which falls towards the end of the period of his second contract in his country of origin or other approved destination.
- (g) Paragraphs 6(b) and 6(c) below show passage entitlements for the teacher and his family on expiry of a contract when it is being renewed or when it is not being renewed.

Resignation or Termination of Contract

5. If a teacher on overseas terms resigns within the first twelve months of his first contract, the school will be required to refund to Government -

- (a) the cost of the allowance for travelling and baggage expenses paid under paragraph 12; and
- (b) the cost of the outward passage to Hong Kong provided for himself and his family.

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

Passages entitlement

- 6. (a) A teacher whose employment on overseas terms has been approved by the Director will be provided by Government grant with an economy class single air passage by a direct route (with or without stop-over en route) from his country of origin to Hong Kong. Such a passage is referred to as a STANDARD passage. Similar passages will also be provided, if applicable, for the teacher's spouse, sons and daughters who are unmarried and under the age of twenty-one, up to a maximum of five passages including the teacher. In the case of sons and daughters aged 19 or 20, they must also be in full time education or in full time vocational training, or dependent on the teachers as a result of physical or mental infirmity.
- (b) At the expiry of a contract if the teacher is returning to Hong Kong for renewal of contract, he will be provided by Government grant with a STANDARD economy class return air passage between his country of origin and Hong Kong. Similar return passages will also be provided, if applicable, for the teacher's family as specified in (a) above.
- (c) A teacher whose contract upon satisfactory completion is not being renewed will be provided by Government grant with a STANDARD economy class single air passage to his country of origin. Similar passages will also be provided, if applicable, for the teacher's family as specified in (a) above.

Procedure for booking passages

7. A. On first appointment

- (a) A school for which passages grant has been approved in the Estimates to recruit a teacher of English on overseas terms and which requires passages for the teacher, and for his family if applicable, should inform the Education Department of the particulars of the teacher (which should include his name, names of his spouse and accompanying dependent children with age, if applicable). This should be followed by his appointment form, as soon as offer of appointment is made, to facilitate the checking of the approved estimates and staffing establishment of the school.
- (b) If the teacher wants to travel by an indirect route, he may be provided with such passages at the actual cost of the passages arranged or up to the cost to Government of the STANDARD economy class single air passages, whichever is the less. Any cost in excess of this will be met by the teacher.
- (c) Details of air passages rates may be obtained from the Finance Division, Education Department.
- (d) Passages should be booked and paid for either by the teacher himself or the school on his behalf. It is important that the teacher of the school should choose a reliable travel agent. The restriction of using travel agents belonging to the International Air Transport Association for booking of air tickets except when booking is made outside Hong Kong has been removed as from 1 July 1993.
- (e) The passage costs will be reimbursed by the Education Department after the arrival of the teacher and his dependants, if any, upon application by the school and on production of receipted bills and used air tickets. A sample of the Reimbursement Application Form is given in Appendix 29.

B. At the expiry of a contract

- (a) At the expiry of a contract, if the teacher is returning to Hong Kong for renewal of another contract, he will be provided by Government, subject to an estimate having been made, with a grant for a STANDARD economy class return air passage between his country of origin and Hong Kong. Similar return passages will also be provided, if applicable, for the teacher's family as specified in paragraph 6 (a) above.
- (b) A teacher whose contract upon satisfactory completion is not being renewed will be provided by Government grant with a STANDARD economy class single air passage to his country of origin. Similar passages will also be provided, if applicable, for the teacher's family as specified in paragraph 6 (a) above.
- (c) Requests for passages at the expiry of a teacher's contract should be submitted one month before the intended date of travel to the Education Department, using the Passage Application Form as given in the sample in Appendix 29.

Payment of Passage Allowance

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

Travelling and Baggage Allowance

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

Passage Estimates

13. Requests for grants of passages for inclusion in the annual estimates should be submitted by the school Supervisor to the Education Department on the form shown in Appendix 11 not later than the date prescribed by the Director each year.

To be completed in TRIPLICATE

(One copy will be returned to school)

AIDED SECONDARY SCHOOLS

Estimates 19 /

Passages and Salaries for teachers on Overseas Terms

Name of School _____

[illegible]

FOR OFFICIAL USE ONLY

Provision for the above passage has been included and approved in the 19__ / __ estimates

Signed : _____
_____ for Director of Education

Date : _____

Signature of
Supervisor : _____

Date : _____

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 \$8000 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 \$8000 or more for secondary schools must be submitted to the Education Department on the form shown at Appendix 31 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 \$10,000. Schools should seek separate tenders 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 22, and the tender form at Appendices 23 and 24. 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 27. 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 \$10,000, 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 27(i). A single purchase in this context is taken as a bill of purchase of relevant items from a single company on any one occasion. Principals 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 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) School should follow the Notes for Preparation of invitation to tender (Appendix 25) 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 are sent to selected suppliers by registered mail, should be recorded on the Tender Summary Sheet shown at Appendix 27 (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 items 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 \$8,000 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 \$8,000 or above must be submitted to the Education Department on the appropriate form (Appendix 32) 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 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 applications of works, schools will have to specify the location and details of works to be done without giving the estimated costs and state the reasons why the repairs are needed. Professional staff of Housing Department will prepare to act as consultant to each school as to whether major repairs works will be required. Schools may contact their respective Housing 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 switch gears) as shown in Attachment A (ii).
3. Professional officers of Housing Department will then decide if the schools' applications are technically justified and advise the Education Department on the estimated costs accordingly.
4. Requests for subsidy in respect of major internal repairs which have not been included in the Estimates will not normally be considered unless they are of an emergency or unforeseen nature.
5. 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 schools to arrange for the works programme.
6. All repairs works will be carried out by Housing Authority's term contractors supervised by the Housing Department.
7. The Housing Department will not be responsible for any works on non-school portion which is separately identifiable from the school portion. However, the Housing Department will undertake building services items of work on non-school portion which are inseparable from the school portion. The Housing Department will inform the school direct of the cost of the inseparable work items (plus 20% on cost). If the school has no objection to the cost involved, the Housing Department will carry out the work upon receiving the necessary deposit from the school. Schools should note that all correspondence in relation to such work should be copied to Education 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/alterations to buildings, redecorations etc. costing \$8,000 or above must be submitted to the Education Department on the appropriate form (Appendix 32) 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 location and details of works to be done without giving the estimated costs and state the reasons why the repairs/alterations are needed. Schools should note the guide to the services provided by the Architectural Services Department 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 works which have not been included in the Estimates will not normally be considered unless they are of an emergency or unforeseen nature.
5. Subject to the availability of funds, the Education Department will inform schools of the approved projects in due course. The professional officers of the Architectural Services Department will then approach individual schools to arrange for the works programme.
6. Works will normally be carried out by government term contractors supervised by the Architectural Services Department.
7. The Architectural Services Department will take up works in a non-school portion if it is inseparable from the school portion at which 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 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 Secondary Schools.
- (c) That if the sponsor should at any time desire to be released from the foregoing obligations, or if for any reason the school ceases to be accepted by the Director as an aided school, the sponsor may be required to repay the whole amount of grant to the Government or an equitable proportion of such grant as assessed by the Government.
- (d) That in the event of any breach or non-performance of any of the terms, covenants and conditions contained in the Deed of covenant, it shall be lawful for the Government to re-enter upon the lot and the school without the payment of any compensation whatsoever.

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 defect 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.

Repairs by Landlord

- 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 Schools**

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 fan		
9. Exhaust fan		
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. The 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/alteration 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 Education Department'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 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 13, 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 a 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 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 the Education Department) 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 Grant

Procedure concerning Application for the 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 30 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 detail 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 out-goings 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 the 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 Secondary Schools.
 - (c) That if the sponsor should at any time desire to be released from the foregoing obligations, or if for any reason the school ceases to be accepted by the 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 the Government.
 - (d) That in the event of any breach or non-performance of any of the terms, covenants and conditions contained in the Deed of Covenant, it shall be lawful for the Government to re-enter upon the lot and the school without the payment of any compensation whatsoever.

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, 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 Secondary Schools**

(Please read in conjunction with:

[AD71/95 Appointment of Holders of a Post-Graduate Certificate in Education \(PGCE\) obtained from Local Universities as Graduate teachers in Secondary Schools](#)

[AD43/97 Lowering of Salary Bar for Newly Appointed Graduate Teachers in Secondary Schools;](#)

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

[AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools.\)](#)

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

The guides to appointment in respect of the grades Principal I, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress, Graduate Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress and Certificated Maser/Mistress are shown in Attachments A to I.

2. Workshop Teachers

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

3. Laboratory Technician III

To be eligible for appointment to the grade of Laboratory Technician III a candidate should preferably be under 35 years of age and must have either five subjects, including English (Syllabus B) and two subjects relevant to the duties of the post, such as Physics, Chemistry or Biology, at Grade E or above in the Hong Kong Certificate of Education or an equivalent qualification.

4. Laboratory Technician II

This is a promotion post for Laboratory Technician III. The conditions for promotion are set out in Appendix 19.

5. Laboratory Technician I

This is a promotion post for Laboratory Technician II. Such posts will only be established, however, in large schools with five or more laboratories. The conditions for promotion are set out in Appendix 19.

Guides to Appointment
Aided Secondary Schools
Principal I

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); &
[AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools.](#))

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

- | | |
|---|---|
| 1. <u>Qualifications and Experience for Appointment :</u> | <p>A. <u>Normally - Promotion</u></p> <p>Promotion rank for Principals II or Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.</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 promotion/appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.</p> |
| 2. <u>Duties :</u> | Principal of a secondary school with more than 23 classes. |
| 3. <u>Salary Scale :</u> | M.P.S. Point 45 - Point 49. |
| 4. <u>Promotion Prospects :</u> | Nil. |
| 5. <u>Any other Remarks :</u> | Nil. |

Guides to Appointment
Aided Secondary Schools
Principal II

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#) .)

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

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|---|--|
| 1. <u>Qualifications and Experience for Appointment :</u> | <p>A. <u>Normally - Promotion</u></p> <p>Promotion rank for Principal Graduate Masters/Mistresses or Senior Graduate Masters/Mistresses.</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 promotion/appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.</p> |
| 2. <u>Duties :</u> | Principal of a secondary school with more than 14 and less than 24 classes. |
| 3. <u>Salary Scale :</u> | M.P.S. Point 40 - Point 44. |
| 4. <u>Promotion Prospects :</u> | Principal I. |
| 5. <u>Any Other Remarks :</u> | Nil. |

Guides to Appointment
Aided Secondary Schools
Principal Graduate Master/Mistress

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion
Promotion rank for Senior Graduate Masters/Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Director may require the Management Committee of a school to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) Head of a secondary school with 14 or fewer classes; OR
 - (b) Deputy head of a secondary school with 15 or more classes in addition to class teaching up to Secondary 7.
3. Salary Scale :
M.P.S. Point 38 - Point 41.
4. Promotion Prospects :
Principal I/II. Principal Graduate Masters/Mistresses will be eligible for consideration for promotion to Principal I/II provided that they have undertaken training in secondary school administration/management specified by or acceptable to the Director.
5. Any Other Remarks :
In the case of promotion to Principal II, as the salary scale of a Principal Graduate Master/Mistress overlaps that of a Principal II (M.P.S. Pt 40 - 44), the promotees' salary scale and incremental date will be determined as follows :
 - (a) if their pay before promotion is less than the minimum of the pay scale of the new

higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;

- (b) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
- (c) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and
- (d) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

Guides to Appointment
Aided Secondary Schools
Senior Graduate Master/Mistress

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

1. Qualifications and Experience for Appointment :
 - A. Normally - Promotion
Promotion rank for Graduate Masters/ Mistresses.
 - B. Exceptionally - Direct Entry
Candidates should have fulfilled all requirements for normal promotion to this rank. The Director may require the Management Committee of a school to submit justifications for the exceptional nature of the proposed promotion/appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.
2. Duties :
 - (a) In charge of an academic/cultural/ practical subject up to HKCE Examination or HKASL/HKAL Examination level; OR
 - (b) Performing duties of special responsibility; OR
 - (c) Other related duties as may be considered appropriate

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

undertaken training course(s), including training in secondary school administration / management, specified by or acceptable to the Director.

5. Any Other Remarks :

In the case of promotion to Principal Graduate Master/Mistress, as the salary scale of a Senior Graduate Master/Mistress overlaps that of a Principal Graduate Master/Mistress (M.P.S. Pt 38 - 41), the promotees' salary scale and incremental date will be determined as follows :

- (a) if their pay before promotion is less than the minimum of the pay scale of the new higher office by more than one point, they will enter at the minimum and their new incremental date will be determined by the date of their promotion;
- (b) if their pay before promotion is less than the minimum of the pay scale of the new higher office by not more than one point, they will enter at the minimum and retain their existing incremental date;
- (c) if their pay before promotion is not less than the minimum of the pay scale of the new higher office and subject to the maximum point of the new scale not being exceeded, they will enter the new scale at the point which is next above their pay and retain their existing incremental date; and
- (d) if the promotees are already receiving the maximum pay of their former office at the date of promotion, they will enter the new scale at the point next above their pay and their new incremental date will be determined by the date of promotion.

Guides to Appointment
Aided Secondary Schools
Graduate Master/Mistress

(Please read in conjunction with:

[AD71/95 Appointment of Holders of a Post-Graduate Certificate in Education \(PGCE\)](#)

[obtained from Local Universities as Graduate teachers in Secondary Schools;](#)

[AD43/97 Lowering of Salary Bar for Newly Appointed Graduate Teachers in Secondary Schools; &](#)

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

[AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools .\)](#)

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

1. Qualifications and Experience
for
Appointment :

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

NOTE : Preference will be given to candidates with a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director.

2. Duties :

- (a) Class teacher in a secondary school, and
- (b) Other related duties as may be considered appropriate.

3. Salary Scale :

M.P.S. Point 17 - Point 33.

NOTE : Graduate Masters/Mistresses appointed on or after 5 December 1980 will not be allowed to proceed beyond M.P.S. Point 27 without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director.

4. Period of Probation :

Two years.

5. Promotion Prospects :

Senior Graduate Master/Mistress. Graduate Masters/Mistresses will be eligible for consideration for promotion to Senior Graduate Master/Mistress provided they have obtained a Post-Graduate Certificate in Education, or an equivalent qualification acceptable to the Director, and have had five years of acceptable secondary school experience in a graduate post in a government or aided or assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, and have clearly shown ability to take charge of an academic/cultural/practical subject or to perform other duties of special responsibility in a

secondary school and have undertaken training course(s) specified by or acceptable to the Director.

6. Any Other Remarks :

- (a) Direct entrants with a Degree, but no Post-Graduate Certificate in Education or Teacher's Certificate or equivalent qualification acceptable to the Director, will enter at the minimum of the salary scale;
- (b) Direct entrants with a Degree plus a Post-Graduate Certificate in Education or Teacher's Certificate or an equivalent qualification acceptable to the Director will enter at the third point in the salary scale;
- (c) Entrants having acceptable teaching experience will be awarded increments in the salary scale at the discretion of the Director;
- (d) Serving Graduate Masters/Mistresses who acquire a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director 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) Graduate Masters/Mistresses, not possessing a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director but appointed prior to 1 September 1978, will be eligible for consideration for promotion to Senior Graduate Master/Mistress provided that they have completed training as specified by or acceptable to the Director.

Guides to Appointment
Aided Secondary Schools
Principal Assistant Master/Mistress

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#) .)

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

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

Guides to Appointment
Aided Secondary Schools
Senior Assistant Master/Mistress

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

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

Guides to Appointment
Aided Secondary Schools
Assistant Master/Mistress

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

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

Guides to Appointment
Aided Secondary Schools
Certificate Master/Mistress

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

1. Qualifications and Experience for Appointment:

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

* Obtained from : Hong Kong Polytechnic, Hong Kong City Polytechnic, Hong Kong Technical College, or a Hong Kong Technical Institute.

3. **Salary Scale** : Basic scale
M.P.S. Point 14 - Point 24.
- Note : A salary bar is at M.P.S. Point 19 beyond which untrained teachers appointed on or after 1 January 1991 will not be allowed to proceed.
4. **Period of Probation** : Two years.
5. **Promotion Prospects** : Assistant Master/Mistress. Certificated Masters/Mistresses possessing teacher training will be eligible for consideration for promotion to Assistant Masters/Mistress if they have :
- (a) five years satisfactory and acceptable experience as a teacher in a government or aided secondary school or, since 1 January, 1966, in an assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, OR
 - (b) five years satisfactory and acceptable experience as a teacher or headmaster/headmistress in a government or aided secondary or primary school, or since 1 January, 1966, in an assisted private secondary school or, since 1 September 1990, in a caput or bought-place school bound by contract, of which the last two years must be in the nominating aided secondary school,
- and undertaken training course(s) specified by or acceptable to the Director.
6. **Any other Remarks** :
- (a) Direct entrants who have completed two years of continuous full-time teacher training (acquired prior to 1982) at a College of Education/ Hong Kong Technical Teachers' College will enter the scale at the sub-point.
 - (b) Direct entrants with the qualifications at 1(d) (i) will enter the scale at the second point.
 - (c) Direct entrants with acceptable qualifications under 1(f) will be appointed to the point, or sub-point, of the scale considered appropriate by the Director.
 - (d) Direct entrants having approved teaching/ relevant practical experience in excess of that required for appointment may be awarded increments in the basic scale at the discretion of the Director.

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

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

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

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

* Obtained from : Hong Kong Polytechnic, Hong Kong City Polytechnic, Hong Kong Technical College, or a Hong Kong Technical Institute.
2. Duties :
 - (a) Workshop instruction and workshop management which include ensuring of safety in the workshop, maintenance of tools and equipment, preparation of materials, submission of annual estimates and keeping record of inventory and consumables,

- (b) Class teaching in a secondary school, and
- (c) Where necessary, other related duties as considered appropriate.

3. **Salary Scale :**

Basic scale

M.P.S. Point 14 - Point 24

NOTE : A salary bar is at M.P.S. Point 19 beyond which untrained workshop teachers will not be allowed to proceed.

4. **Period of Probation :**

Two years

5. **Promotion Prospects :**

Assistant Master/Mistress (Workshop Teacher)

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

6. **Any other Remarks :**

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

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

(Please read in conjunction with [AD31/2000 Implementation of Revised Starting Salaries for Staff in Aided Schools](#); & [AD 1/2002 Arrangements for Salary Matters for Teachers in Aided Schools](#).)

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

- | | |
|---|---|
| 1. <u>Qualifications and Experience for Appointment :</u> | <p>A. <u>Normally - Promotion</u>
Promotion rank for Certificated Masters/ Mistresses (Workshop Teacher)</p> <p>B. <u>Exceptionally - Direct Entry</u>
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 promotion/appointment for which the Director will have discretion either to approve or reject having regard to the special circumstances.</p> |
| 2. <u>Duties :</u> | <p>(a) Workshop instruction and workshop management which include ensuring of safety in the workshops, maintenance of tools and equipment, preparation of materials, submission of annual estimates and keeping record of inventory and consumables,</p> <p>(b) Class teaching in a secondary school, and</p> <p>(c) Where necessary, other related duties as considered appropriate.</p> |
| 3. <u>Salary Scale :</u> | M.P.S. Point 25 - Point 29 |
| 4. <u>Promotion Prospects :</u> | Nil |

X-ray Survey of Teachers
Workshop Teachers and Laboratory Technicians

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

1. In this Appendix, "teacher" is to be understood as including workshop teacher and laboratory technician.

Application

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

Exemption

3. 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.
4. 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, or 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 or 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/Principal.

**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 56.

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 renewal.

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

The procedures relating to Dismissal or Termination of Appointment of a teacher as spelt out in Appendix 17 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 17 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 17. |
| or | (b) A verbal warning can be given to the teacher by the Principal. The content of the warning should be noted down in the school record for future reference. The teacher, to whom the warning is given, may note down the content of the warning for his own reference and improvement. |
| or | (c) After informing verbally the teacher of his shortcomings, the Principal may serve the teacher a written letter, listing the weaknesses mentioned in their discussion, and may ask the teacher to sign in acknowledgement of the letter. |

For the 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 purposes. The Director may investigate at the request of the teacher concerned; and

- (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 and Acting Appointments
in Aided Secondary Schools**

(Please read in conjunction with:

[AD49/99 Promotion of Laboratory Technician;](#)

[AD30/2000 Promotion; Acting Appointment; Regrading of Teachers/Specialists and](#)

[Passage over Efficiency Bar of Specialist Staff in Aided Schools; &](#)

[AD37/2001 English Language Proficiency Requirement for Filling English Panel Chair Posts in Aided Secondary Schools.\)](#)

General

1. All promotions are subject to the approval of the Director and following common conditions as appropriate : -
 - (a) With the exception of the ranks of Laboratory Technician III and II which have a combined establishment, a vacancy must exist in the higher rank to which a candidate is recommended for promotion.
 - (b) The candidate must be recommended by the Principal with the agreement of the School Management Committee.
 - (c) The candidate must be satisfactorily reported upon or assessed by relevant sections of the Education Department.
 - (d) The candidate must have undertaken training(s) specified by or acceptable to the Director.
 - (e) Nominations for promotion must be submitted six months before proposed effective dates to ensure sufficient time to arrange for inspections of the nominated teachers. Late submissions will not be considered unless there are very special reasons and in no case will any nominations be approved retrospectively for salaries grant purpose.

Conditions for Promotion of Teaching Staff

2. The conditions for promotions of teachers to the next higher rank are contained in the guides to appointments in Attachments C, D, E, G, H and I of Appendix 15.

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

3. The conditions for promotion of a Certificated Master/Mistresses (Workshop Teacher) to Assistant Master/Mistresses (Workshop Teacher) are contained in Attachment J of Appendix 15. It should be noted, however, that posts of Assistant Master/Mistress (Workshop Teacher) will only be established in secondary schools with four or more workshops each designed to accommodate 40 pupils.

Laboratory Technician III to Laboratory Technician II

4. Laboratory Technicians III will be eligible for consideration for promotion to Laboratory Technician II on having :
 - (i) completed three years' continuous and satisfactory service in a laboratory

technician post in a government or aided secondary school or, since 1 September 1990, in a caput or assisted private school or a bought-place school bound by contract, of which the last six months must be in the nominating aided secondary school;

- (ii) served for one year on the third point of the salary scale;
- (iii) obtained an approved Laboratory Technician Certificate or an equivalent qualification; and
- (iv) obtained a valid and approved First Aid Certificate, if the Certificate in (iii) above does not contain first aid training as one of its course components.

Laboratory Technician II to Laboratory I

5. Laboratory Technicians II will be eligible for consideration for promotion to Laboratory Technician I provided that they have at least five years of satisfactory service as Laboratory Technician II. It should be noted, however, that posts of Laboratory Technician I will only be established in secondary schools with four or more laboratories.

Acting Appointments

6. In conjunction with paragraph 2 of Appendix 4, full-time Graduate Masters/Mistresses may be recommended for appointment to vacant promotion grade posts in the rank of Senior Graduate Master/Mistress on an acting basis and the following rules will apply to all acting appointments :
 - (a) The periods of acting will normally be for one year, or until the teacher becomes fully qualified, whichever is the longer;
 - (b) Before the end of an acting period, the teacher should normally be recommended either for substantive promotion to the higher post or for reversion to his former post;
 - (c) Shorter periods of acting (not less than six months) and longer periods of acting (not more than two years) may be recommended, where there are good reasons for doing so, and will be considered. However, extensions of acting beyond two years will not normally be approved unless there are very special circumstances to warrant such an extension (for example, that the teacher is still not fully qualified).

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 :

Benefits on Withdrawal

<u>Length of Continuous Contributory service</u>	<u>Contributor's own contribution plus dividends declared thereon</u>	<u>Government's donation plus dividends declared thereon</u>
Less than 5 years	100%	Nil
Not less than 5 years) but less than 6 years)	100%	50%
Not less than 6 years)	100%	60%

but less than 7 years)		
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%

**Terms of Employment for Laboratory Technicians
in Aided Schools**

(Please read in conjunction with:

[AD39/00 Revised Leave Entitlement for New Recruits of Non-teaching Staff to Aided Schools; & AD18/2002 Leave Records for Non-teaching Staff in Aided Schools.](#))

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

2. School's entering into a contract with a laboratory technician immediately after probation
The Management Committee of a school should enter into a contract with a laboratory technician immediately after his two years of probationary period, which shall not be subject to annual renewal.

3. Terms of employment to be mentioned in the contract of service for the laboratory technician
 - (a) Probationary period
The duration of probation for a laboratory technician shall be two years or on completion of an approved Laboratory Technician Certificate Course, whichever is the longer.

 - (b) Termination of appointment during and after probationary period
 - (i) During probationary period
The appointment of a laboratory technician who is serving a period of probation shall be terminable by the giving of one month's notice in writing by the School Management Committee or by the laboratory technician.

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

 - (c) Duties
The duty lists of the Laboratory Technician I and II/III are laid down in Attachments A and B respectively.

 - (d) Annual Leave
A laboratory technician, not being entitled to school holidays, may be granted not less than 22 days of paid leave on an annual basis during the major school holidays subject to mutual agreement between the school and the laboratory technician. The school should keep a record of such leave for every laboratory technician, showing such leave earned and taken. No replacement will be granted for the laboratory technician on such leave.

 - (e) Sick/Maternity Leave
A laboratory technician shall enjoy the same benefit as a teacher in an aided school with regard to sick leave and maternity leave and a supply laboratory technician shall be

employed to substitute for the laboratory technician absent on account of sick leave or maternity leave for three days or more whether such leave be paid or unpaid.

4. Working experience counted for incremental purpose

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

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

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

6. Direct appointment of Laboratory Technician II

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

Job Description for Laboratory Technician I

1. To prepare, construct, operate and maintain laboratory apparatus and equipment.
2. To assist in class demonstration in a laboratory or in a demonstration room.
3. To assist teachers to supervise the pupils in performing experiments.
4. To conduct routine laboratory tests.
5. To keep stores and inventory in laboratories.
6. To be responsible for all the normal safeguards in a laboratory.
7. To carry out annual stocktaking of all stores and equipment in laboratories.
8. To purchase laboratory apparatus, equipment and other items necessary for laboratories.
9. To prepare annual estimates of consumables, stores and additional items for laboratories.
10. To assist teachers in planning and trying out experiments.
11. To supervise and co-ordinate the work of the Laboratory Technicians II/III.
12. To instruct and supervise laboratory attendants in the maintenance of the laboratories and preparation rooms.
13. To undertake any other duties as required by the Principal.

Job Description for Laboratory Technician II/III

1. To prepare, construct, operate and maintain laboratory apparatus and equipment.
2. To assist in class demonstration in a laboratory or in a demonstration room.
3. To assist teachers to supervise the pupils in performing experiments.
4. To conduct routine laboratory tests.
5. To keep stores and inventory in laboratories.
6. To be responsible for all the normal safeguards in a laboratory.
7. To carry out annual stocktaking of all stores and equipment in laboratories.
8. To purchase laboratory apparatus, equipment and other items necessary for laboratories.
9. To prepare annual estimates of consumables, stores and additional items for laboratories.
10. To assist teachers in planning and trying out experiments.
11. To instruct and supervise laboratory attendants in the maintenance of the laboratories and preparation rooms.
12. To undertake any other duties as required by the Principal.

(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

School Ref. No. :
Firm name and
address

Date :
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 12:00 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 forms to the above address at your earliest convenience.

Yours faithfully,

(

)

(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 _____

School Ref. No. _____ (To be entered by school) _____

Tender Closing Date _____ (To be entered by schools) _____

PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with the delivery terms 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 schools. 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.

Date 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 _____

_____Hong Kong.

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

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 _____

_____ Hong Kong.

Telephone No. : _____ .

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

NOTES FOR PREPARATION OF INVITATION TO TENDER

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 service of 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.

The 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

Same application as above except with 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. |
| Suppliers' Names | — | Please also insert a firm code in a bracket. The firms' names 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 five 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 TRIPLICATE)

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

[illegible]

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

_____ School/ College

Serial No. _____

QUOTATION RECORD

Date	Detailed Specification	Qty Appvd in Est. 19__ - 19__	Qty now reqd.	Name of Supplier	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/Principal

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

Date of Issue: _____

Tender No.

Sheet No.: _____

Date of Opening: _____

Tender for the supply of _____

For School
Use only

Suppliers	Category				Remarks
	1	2	3	4	
	OFFER	NO OFFER	NO REPLY	RECVD LATE	
I certify that I	Totals				

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

Chairman of
Tender
Opening
Committee

Signature: _____
Name: _____

Conditions for Employment of Graduate Teachers of English
under Expatriate English Language Teacher Scheme
and Passage Entitlement

(Please read in conjunction with:

[AD11/2000 Streamlined Procedure for Payment of Fringe benefits for Teachers Employed under the Enhanced Native-speaking English Teacher Scheme;](#)
[AD25/2000 Extension of Service of Teachers Employed under the Enhanced Native-speaking English Teacher Scheme;](#) &
[AD19/2002 Enhanced Native-speaking English Teacher Scheme Letter of Appointment.](#))

Approval of the Director

1. The Director may approve an aided secondary school to participate in the Expatriate English Language Teacher Scheme by employing a maximum of two graduate teachers of English in the rank of Graduate Master/Mistress, subject to an overall quota for such teachers provided under the scheme for aided secondary schools. The total number of expatriate teachers of English employed by the eligible school under this scheme and on overseas terms should not exceed the quota for teachers employed on overseas terms provided in paragraph 1(d) (i) of Appendix 3.

Conditions of Appointment

2. The conditions of service and qualifications of expatriate teachers of English appointed under this scheme are given in Attachments A and B, subject to modification by the Director. As regards appointment, contract, leave and passage entitlement, the conditions for employment in respect of teachers on overseas terms provided in Appendix 10 are generally applicable to expatriate teachers of English employed under this scheme.

Conditions of Service for Expatriate Teachers of English
under the Expatriate English Language Teacher Scheme
in Aided Secondary Schools

(Please read in conjunction with:

[AD11/2000 Streamlined Procedure for Payment of Fringe benefits for Teachers Employed under the Enhanced Native-speaking English Teacher Scheme; &](#)

[AD19/2002 Enhanced Native-speaking English Teacher Scheme Letter of Appointment.\)](#)

1. The appointment will be on a two-year contract between the Management Committee of the aided school and the teacher. In addition to the particulars laid down in Section 54, the contract will provide for :
 - (a) Salaries : Pay scale of Graduate Master/Mistress rank
 - (b) Increments : Award of increments on the basis of qualifications and experience as for local teachers
 - (c) Contract gratuity : 25% of total basic salary during the period of agreement
 - (d) Passages : Details in paragraphs 6-11 of Appendix 10
 - (e) Travelling and baggage allowances : Details in paragraph 12 of Appendix 10
 - (f) Housing : An eligible teacher may apply and receive the following assistance under the Accommodation Allowance Scheme (the details of which will be provided to the school approved to employ an expatriate teacher of English under the scheme) :
 - (i) a monthly Accommodation Allowance payable during his service with the school (information on the up-to-date rate of such allowance is obtainable from the Finance Division, Education Department) for renting accommodation in Hong Kong; and
 - (ii) a non-accountable one-off settlement grant, equivalent to one month's Accommodation Allowance, for meeting the initial expenses of settling down.
 - (g) Medical : The teacher may join a non-contributory medical scheme. Information on the up-to-date rate of allowance for the teacher and each dependent is obtainable from the Finance Division, Education Department.
 - (h) Leave entitlement : Details of terminal leave, casual leave, sick and maternity leave are given in Appendix 10 and sections 24 and 27 of this Code of Aid.
 - (i) Promotion prospects : Nil

Qualifications for Appointment of Expatriate Teacher of English
under the Expatriate English Language Teacher Scheme

(Please read in conjunction with:

[AD11/2000 Streamlined Procedure for Payment of Fringe benefits for Teachers Employed under the Enhanced Native-speaking English Teacher Scheme; &](#)
[AD19/2002 Enhanced Native-speaking English Teacher Scheme Letter of Appointment.\)](#)

1. The qualifications for appointment of expatriate English Language teachers are categorized in the following order or priority : -
 - (a) **Category 1**
 - (i) a Bachelor of Arts degree in English Language or English Literature or English Studies or a Modern Language; and
 - (ii) a Certificate in Education or equivalent; and
 - (iii) a Teaching of English as a Foreign Language or a Second Language (TEFL/TESL) qualification at least at the diploma level in the teaching of English as a second language; and
 - (iv) at least two years relevant post-graduate experience of teaching English as a second or foreign language in a recognized institution at secondary level or above.
 - (b) **Category 2**
 - (i) a Bachelor in Education degree (major in English or a Modern Language, but not primary education specialist) obtained after 3 years' full-time study; and
 - (ii) as in (iii) of Category 1; and
 - (iii) as in (iv) of Category 1.
 - (c) **Category 3 -** as in Category 1 except (iii) thereof
 - (d) **Category 4 -** as in Category 2 except (ii) thereof
2. In the event that suitable candidates cannot be recruited, the qualifications in paragraph 1 above may be relaxed as follows, subject to the general maxim that the qualifications of recruits must in no circumstances be lower than those required for appointment as a Graduate Master/Mistress in an aided secondary school :
 - (a) **Category 1**

a degree in any academic subject (but not in non-academic subjects such as Physical Education, Home Economics) would be acceptable, provided that the candidate also has -

 - (i) a Certificate in Education or equivalent; and
 - (ii) a TEFL/TESL qualification at least at the diploma level in the teaching of

English as a second language; and

- (iii) at least 3 years' relevant post-graduate experience of teaching English as a second language in a recognized institution at a secondary level or above.

(b) Category 2

a Bachelor in Education degree in any academic subject (but not in non-academic subjects such as Physical Education, Home Economics) obtained after at least one year's full-time study (or at least 3 year's part-time study) would be acceptable, provided that the candidate also has -

- (i) a recognized teaching qualification obtained after at least 2 years' full-time study prior to the commencement of the Bachelor in Education degree course; and
- (ii) a TEFL/TESL qualification at least at the diploma level in the teaching of English as a second language; and
- (iii) at least 3 years' relevant post-graduate experience of teaching English as a second or foreign language in a recognized institution at secondary level or above.

Aided Secondary Schools

Application for #Passage/Reimbursement of Passage Allowance

(Please read in conjunction with:

[AD11/2000 Streamlined Procedure for Payment of Fringe benefits for Teachers Employed under the Enhanced Native-speaking English Teacher Scheme; &](#)[AD19/2002 Enhanced Native-speaking English Teacher Scheme Letter of Appointment.\)](#)**Part I** (for completion by applicant)

To : Director of Education (Attn : District Education Officer (_____))

Through (Principal of School)

I hereby apply for #passage/payment of passage allowance in respect of : -

1. Name of teacher

2. Rank

3. My declared country of origin for passage purpose is

4. Passages for -

	<u>Name in full</u>	<u>Date of commencement of journey</u>	<u>Date of completion of journey</u>
(a) myself
(b) spouse
(c) child(ren) as detailed below (for children over the age of 19, certificate of full-time education or vocational training should be attached).			

Name in fullDate of Birth

.....

.....

.....

.....

.....

.....

(d) Destination declared for this application -

Country

Place of residence

#5. Submitted herewith are receipts and used air tickets for reimbursement to me of air fares at a total of HK\$ I confirm that the following amounts are actual expense incurred in connection with my travel.

<u>Item</u>	<u>Amount</u> (<u>Foreign Currency</u>)	<u>Exchange</u> <u>Rate</u>	<u>Amount</u> (<u>HK\$</u>)
-------------	--	--------------------------------	----------------------------------

6. I declare that I am eligible for the #passage/passage allowance claimed and that I and my family are not

receiving any double passage benefit arising from my employment with the school and my spouse's employment. I undertake to notify Education Department at once should there be any subsequent change to this information.

.....
Signature of teacher

.....
Date

.....
Tel.No.

Part II (for completion by Principal of the applicant's school)

1. I confirm that the applicant is eligible for the #passage/passage allowance claimed.

#2. The application, relevant receipt/bill(s) and used air ticket(s) are forwarded.

Signature of Principal
Name of Principal
Name of School
Date

Part III (for completion by the District Education Officer ())

The application for #passage/reimbursement of passage allowance is approved.

Name..... Signature

Designation Date

Tel. No.

Part IV (for completion by Finance Division, Education Subventions Section)

Amount actually reimbursed : HK\$

Designation Signature

Date

delete if not applicable

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.
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.

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

AIDED SECONDARY SCHOOLS

Estimates 19 ____/____

Furniture/Equipment

(Subject: _____)

Separate forms should be completed
in TRIPLICATE for: Biology,
Chemistry, Physics, Home Economics,
Geography, P.E., 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 SECONDARY 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"/>
		Secondary <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				

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 SECONDARY SCHOOLS

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

Size of Classes	<p>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 :</p> <p style="padding-left: 40px;">(i) special classes for partially hearing children : 10 per class</p> <p style="padding-left: 40px;">(ii) special classes for partially sighted children : 15 per class</p> <p style="padding-left: 40px;">(iii) resource classes for children with learning difficulties : 15 per class</p> <p>(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.</p>
Ratio of Teachers per class	<p>2. The approved ratio of teachers in special education classes in ordinary secondary schools shall be 1.4 teachers per class. The number and grade of teachers in such classes are shown in Attachment A.</p>
Special Education Allowance	<p>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 B.</p>
Capital Grant	<p>4. The Director may approve a capital grant in respect of new special education classes to cover the expenditure incurred for the purchase of furniture/equipment to start the class. Schools will be informed of the amount of grant when new or additional special education classes are approved.</p>
Class Grant	<p>5. (a) A Class Grant shall be made in respect of such classes and shall be paid half-yearly in advance. The amount of grant shall normally be assessed according to the type of classes.</p>

- (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.

**Administration
Grant**

- 6. An Administration Grant shall be paid for each special education class operated in an ordinary secondary school. The amount of the grant shall be equivalent to that for an ordinary class, irrespective of the class size.

Staff Establishment for Special Education Classes in Secondary Schools

(See paragraph 2 of Appendix 33)

No. of Non-graduate Teachers for Special Classes for Partially
Hearing/Partially Sighted Children in Secondary Schools

<u>No. of classes</u>	<u>SAM</u>	<u>AM</u>	<u>CM</u>	<u>Total</u>
1	-	-	2	2
2	-	1	2	3
3	1	1	3	5
4	1	1	4	6
5	1	2	4	7
6	2	2	5	9

Special Education Allowance

1. For teachers undergoing training in special education

Certificated Masters/Mistresses, Assistant Masters/Mistresses and Senior 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, Assistant Masters/Mistresses and Senior 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 DISASTER OR PERILS**

When there is a fire or natural disaster or an occurrence of the perils as described in Section 40(a) in an aided school, the Supervisor/Principal of the school, apart from reporting the incident immediately to the relevant government departments such as the 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 40(a) will be paid to the school on the basis of the approved tendered cost or the actual cost, whichever is lower.
4. Once the amount of subsidy is determined and approved, the school Supervisor will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures stipulated in Appendix 12. As regards the damage to school buildings, all repairs will be treated as emergency repairs and the standard procedures as stipulated in Appendix 13 should be followed.

(B) PROCEDURES FOR ASSESSMENT AND SETTLEMENT OF CLAIMS FOR LOSSES OF STANDARD FURNITURE AND EQUIPMENT CAUSED BY THEFT AND BURGLARY

5. When there is a loss of standard items in an aided school, the Supervisor/Principal of the school must report the loss immediately to the nearest police station of the 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/Principal 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 : -

- (a) details of the occurrence, including date, time, detailed description and cost (original/replacement) of furniture/equipment found lost;
 - (b) progress of internal investigation; and
 - (c) recommendations for clearing the loss and any action considered necessary to prevent a similar occurrence.
7. The Supervisor/Principal of an aided 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 school on the basis of the approved tendered cost or the actual cost, whichever is lower.
10. However, once the amount of subsidy is determined and approved, the school Supervisor will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures stipulated in Appendix 12.

Security Measures

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

hired.

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 EMB homepage at
<http://www.emb.gov.hk/circular/english/home.htm>

Part I Introduction

Part Grant of Aid

II

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
AS 40/93 Procedure for Passage Arrangements in respect of Teachers of English on overseas terms or on the Expatriate English Language Teacher Terms
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
AD 5/2000 Subsidies for Air-conditioning Facilities in the Preparation Rooms of Laboratories
CM 258/2002 Block Insurance Policy for Public Liability, Employee's 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 Administration of Aided Schools

III

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	1/98	Control of chemical wastes in secondary schools
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	3/2000	Safety Precautions in the Teaching of Home Economics in Secondary Schools
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
MC	3/2002	Safety in School Laboratories

Part Appendix IV

AD	15/94	Duties of Principal Assistant Master/Mistress
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 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	11/2000	Streamlined Procedure for Payment of Fringe Benefits for Teachers Employed under the Enhanced Native-Speaking English Teacher Scheme
AD	25/2000	Extension of Service of Teachers Employed under the Enhanced Native-Speaking English Teacher Scheme
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	19/2002	Enhanced Native-Speaking English Teacher Scheme Letter of Appointment
AS	35/93	Grant/Subsidized Schools Provident Fund
CM	178/2001	Sale of Textbook 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 Internet

CU	5/2000	Guidelines on Homework and Tests in Schools
EMBC	13/2003	Fundamental Principles for Conducting Trading Operations in Schools in Receipt of Public Funds
EMBC	18/2003	Notes on Selection of Textbooks and Learning Materials for Use in Schools
MC	1/2001	Code of Practice Relating to Sale of Textbooks, Exercise Books, School Uniforms , Other School Accessories and Provision of Paid Services

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Note: S - Section
 A - Appendix