

EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 37/2015

From : Permanent Secretary for Education
To : Supervisors of all aided secondary schools,
excluding special schools
Ref. : EDB(SA)/ADM/145/04/1(14)
Date : 16 March 2015

Estimates for 2015/16
Application for Grants : Aided Secondary Schools

SUMMARY

The purpose of this circular memorandum is to invite applications from aided secondary schools for recurrent and non-recurrent grants for operating classes and appointment of teaching staff in the 2015/16 school year.

DETAILS

2. Supervisors of aided secondary schools who wish to apply for recurrent and non-recurrent grants for operating classes and appointment of teaching staff for inclusion in the estimates for the 2015/16 school year should complete and return the enclosed **Form** to the respective Senior School Development Officers **on or before 2 April 2015**.

3. When completing the Form, schools should make reference to Section 1A of the Compendium to Code of Aid for Aided Schools/Appendix 2 of the Code of Aid for Secondary Schools on the provision of the overall staff establishment, EDB Circular Memorandum No. 46/2012 on “Arrangement of the Provision of Laboratory Technicians during the period from the 2012/13 school year to the 2015/16 school year” and EDB Circular Memorandum No. 19/2014 on “Arrangements for Workshop Teachers”.

4. Schools should also read the notes on the Form carefully and refer to the related frequently asked questions and answers posted on the EDB Homepage in respect of this application (<http://www.edb.gov.hk> > School Administration and Management > Administration > About School Staff > Staff Entitlement Matters of Aided Secondary Schools under New Senior Secondary Academic Structure).

5. This Bureau attaches great importance to the provision of a stable working environment for teachers so as to raise their professional standards and morale, and promote quality education. The employment of regular teachers with Defined Contract Period must be based on the development needs of the school with cogent

reasons. Schools should refrain from using that form of employment as a management tool. We will continue to monitor the situation and follow up with individual schools as and when necessary.

ENQUIRY

6. For enquiries, please contact your Senior School Development Officer.

Ms Teresa CHAN
for Permanent Secretary for Education

c.c. Heads of government secondary schools and heads of sections – for information

Application for Grants: Aided Secondary Schools

Class Organisation and Staff Establishment for Period from 1 September 2015 to 31 August 2016

Name of School : _____

Class Level	No. of Classes		Teaching Establishment			
	Approved 2014/15 School Year	Proposed 2015/16 School Year	Approved 2014/15 School Year	Proposed 2015/16 School Year #1		
Secondary 1						
Secondary 2						
Secondary 3						
Secondary 4						
Secondary 5						
Secondary 6						
Sub-total (retaining one decimal place)						
Additional Teachers Provided to Individual Schools / under Specific Improvement Programmes			Grad	Non-Grad	Grad	Non-Grad
1. Additional teacher(s) of English for adopting more Chinese as the medium of instruction #2						
2. Additional graduate teacher for support services in the initial two years for a new school				---		---
3. Additional graduate teacher(s) to support Academic Low Achievers (ALA) #3				---		---
4. Additional Native-speaking English teacher(s) (NETs) under the Enhanced NET Scheme				---		---
5. Additional non-graduate teacher for Whole School Approach to Integrated Education			---		---	
Sub-total of Additional Teachers (excluding Principal and retaining one decimal place)						
Principal (Rank)						
Grand Total (including Principal and retaining one decimal place) #4						

Please indicate school's option on the fractional post by putting a tick in the appropriate box below : #5

☐ Retain as a fractional GM post ☐ Encash the fractional post and claim Fractional Post Cash Grant

Schools having a substantive PAM in the 2014/15 school year and with 24 or more classes planned for the 2015/16 school year should complete this part by putting a tick in the appropriate box below. #6

In the 2015/16 school year, my school :

- ☐ **will still have** a substantive PAM holding against an SGM post accordingly.
☐ **will not have** any substantive PAM.

Laboratory Technician and Workshop Teacher Establishment		
Rank	Approved 2014/15 School Year	Proposed 2015/16 School Year
Laboratory Technician I		#7
Laboratory Technician II/III		#7
Workshop Teacher (AM)		#8
Workshop Teacher (CM)		#8

Signature : _____
Supervisor

Name : _____
Supervisor

Date : _____

IMPORTANT: Please see the notes on page 4 when completing the Form.

Notes:

- #1 In the 2015/16 school year, the teacher-to-class ratios for aided secondary schools are:
 - (a) 1.7 teachers per junior secondary class (i.e. S1 – S3)
 - (b) 2.0 teachers per senior secondary class (i.e. S4 – S6)
- #2 For estimation purposes, schools may assume the entitlement of additional teachers of English in the 2015/16 school year the same as that in the 2014/15 school year.
- #3 Additional teaching post(s) will be provided for schools with academic low achievers (ALA). The method of calculation of the provision is posted on the EDB Homepage (<http://www.edb.gov.hk> > School Administration and Management > Administration > About Teaching > Measures to Relieve Teachers' Workload > Providing additional teachers to schools with Band 3 and Bottom 10% students at S1 to S3). The actual entitlement of additional teachers of individual schools is subject to the projected number of ALA enrolled in the 2015/16 school year. For estimation purposes, schools may assume the entitlement of additional teaching posts in the 2015/16 school year the same as that in the 2014/15 school year.
- #4 As for schools having joined the Voluntary Optimisation of Class Structure Scheme (VOCSS), teaching post quota to be provided under the scheme should be excluded from this form. According to EDB Circular Memorandum No. 190/2010 on Further Measures for Facilitating Sustainable Development of Secondary Schools, the schools concerned will be given teaching post quota in the relevant school years. The enhanced teaching staff establishment shall not exceed the approved teaching staff establishment in the Reference Year. For enquiries, please contact your Senior School Development Officer.
- #5 Schools may keep the decimal entitlement in the teaching staff establishment in the form of a fractional Graduate Master (GM) post which will not be counted towards the calculation of other posts (i.e. promotion posts and graduate teacher ratio). Alternatively, schools may opt for a cash grant to encash the fractional post.

Schools opting for encashing the fractional post must follow the arrangements for Fractional Post Cash Grant posted on the EDB Homepage (<http://www.edb.gov.hk> > School Administration and Management > Administration > About School Staff > Staff Entitlement Matters of Aided Secondary Schools under New Senior Secondary Academic Structure).

Schools are advised to indicate their option even if the proposed grand total of the teaching staff establishment contains no fraction in the meantime.

For schools joining the VOCSS, in general, the fractional GM post would be based on the decimal entitlement in the enhanced teaching staff establishment after the provision of teaching post quota.

If schools want to make subsequent change to their option on the fractional post, they should notify their respective Senior School Development Officers in writing not later than 30 June 2015.

If schools have surplus teachers being covered by the “Voluntary Optimisation of Class Structure Scheme” (please refer to EDB Circular Memorandum No. 190/2010) or the “Extended Retention Period for Surplus Teachers Scheme” (please refer to EDB Circular No. 3/2013), the fractional post will be offset. The schools concerned should indicate their option in the **Form** but they will not be provided with the fractional post or allowed to encash the post to obtain the Fractional Post Cash Grant as long as there are surplus teachers covered by the said schemes.

- #6 According to EDB Circular No. 4/2008 on Enhancement of Graduate Teacher Ratio in Aided Secondary Schools, serving Principal Assistant Masters/Mistresses (PAMs) with relevant qualifications may apply for regrading to Senior Graduate Masters/Mistresses (SGMs) to fill the new SGM posts created under the enhanced graduate teacher ratio. If the serving PAM does not apply for regrading to SGM, he/she can continue to be accommodated in his/her existing rank of PAM to hold against an SGM post accordingly until he/she regrades to SGM or leaves through natural wastage. Under normal circumstances, the effective date of promotion and regrading carries no retrospective effect. For detailed arrangement, please refer to the said circular.
- #7 According to EDB Circular Memorandum No. 46/2012 on “Arrangement of the Provision of Laboratory

Technicians during the period from the 2012/13 school year to the 2015/16 school year”, the provision of laboratory technicians (LTs) continues to be frozen at the level of the 2008/09 school year until 31 August 2016. As for schools with reduction in the number of classes due to under-enrolment during the frozen period from the 2009/10 to 2015/16 school years, the territory-wide average of LT establishment per operating class in the 2008/09 school year would be used as the basis to calculate the establishment of LT to be reduced. In any case, at least one LT will be provided for phasing-out schools to handle the relevant work for the school’s remaining year(s) of operation.

- #8 According to EDB Circular Memorandum No. 19/2014 on “Arrangements for Workshop Teachers”, starting from the 2016/17 school year, workshop teacher post(s) in staff establishment will no longer be provided for schools concerned upon the end of the implementation of New Technical Curriculum. The current toleration period for workshop teachers (WTs) will be extended to the end of 2015/16 school year provided that the school will continue to offer the related technological subjects (excluding the New Senior Secondary Design and Applied Technology) which need to be conducted in the designated workshop designed to accommodate 40 pupils with the entitled WT. In the interim, schools should start to redeploy the existing WTs as far as possible, and there would be no replacement once the teacher leaves the schools. Schools already provided with WTs and wish to continue the provision in the 2015/16 school year are required to complete the Annex. For the detailed arrangement about WTs, please refer to the above-mentioned circular memorandum and the related frequently asked questions and answers posted on the EDB Homepage (<http://www.edb.gov.hk> > Curriculum Development > Key Learning Areas > Technology Education > Questions and Answers > Arrangements for the Provision of Workshop Teachers).

(To be completed by schools with provision of Workshop Teachers)

Proposal on Entitlement of Workshop Teachers

(2015/16 School Year)

[Please refer to EDB Circular Memorandum No. 19/2014 on “Arrangements for Workshop Teachers”]

Name of School : _____

* ☐ operate

* ☐ week

(i) The school will _____ in the 2015/16 school year on a ____ - day - _____ basis.
 * ☐ continue to operate * ☐ cycle

(ii) Provision of Workshop Teachers (WT)

	Approved No. of WTs in 2014/15 s.y.	Proposed No. of WTs for 2015/16 s.y. (excluding WTs to be redeployed or who will leave school)
Number of WTs	AM(WT) : CM(WT) :	AM(WT) : CM(WT) :
Please provide remarks for the difference between approved and proposed no. of WTs and list out the name(s) and rank(s) of WT(s) to be redeployed or who will leave school		
Names and ranks of WTs and/or teachers responsible for the designated workshops were updated in September 2014. If there are any changes in the 2015/16 school year, please provide the details below:		

(iii) Details of the operating workshops in the 2015/16 school year

Information of technological subject(s) to be taught in designated workshop in school (The first row is an example for reference.)			
Level	Technological subject to be taught #	Total no. of periods per week/cycle	Location of designated school workshop (Room No.)
S3	Technology Fundamentals	6= 1 level x 3 classes x 2 periods	Room GF08

Only the following S1-3 technological subjects could be conducted in designated workshops eligible for WT entitlement: Business Fundamentals (with Business Equipment &/ Office Automation), Catering Services, Design & Technology (Alt Syllabus), Desktop Publishing, Electronics & Electricity, Fashion Design, Technology Fundamentals, Maritime Studies and Hair Styling.

* Please tick the appropriate box.