

**Staff Establishment of Aided Secondary Schools under  
New Academic Structure  
Frequently Asked Questions and Answers**

- 1. Q. Should schools round up the result of teaching staff entitlement calculated from the T/C ratios to the next whole number?**

A. No. Since the 2009/10 school year, the fractional part of teaching staff entitlement calculated from the revised T/C ratios has not been rounded up to the next whole number. Schools may keep the fractional teaching staff entitlement in the form of a fractional GM post or opt for a cash grant, i.e. Fractional Post Cash Grant (FPCG), calculated on the basis of the mid-point salary of GM teachers (please also refer to Question 4 below). For detailed arrangements of FPCG, please refer to the information 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).
- 2. Q. From the 2009/10 school year, additional teachers for split-class teaching, school librarian, additional Chinese language teachers, additional teachers for remedial teaching, counseling and extra-curricular activities and additional non-graduate teachers under ECR5 are not provided separately. Does it mean that schools are not encouraged to deploy teachers for the relevant duties?**

A. No. The above additional teaching posts provided to all schools are subsumed in the revised T/C ratios to allow more flexibility for schools to implement the New Academic Structure. Schools should deploy teachers according to their operational needs.
- 3. Q. Is there any change in the calculation of additional teachers to support Academic Low Achievers (ALA)?**

A. There has been no change in the method of calculating the number of additional graduate teachers to support ALA, i.e. EDB will provide 0.7 additional teacher for each class of bottom 10% S1-S3 students enrolled in a school and 0.3 additional teacher for each class of other Band 3 S1-S3 students enrolled. Notwithstanding, as from the 2009/10 school year, if the calculated provision contains a fraction, it will no longer be rounded to the nearest whole number (4/5 rounding). Instead, the fractional part of the calculated provision will be retained at 1 decimal place. For details of the calculation of the additional teachers for ALA, please refer to the information 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).

Schools are encouraged to deploy the additional teachers flexibly to implement the Whole School Approach to cater for students with low academic achievement.

- 4. Q. If both the teaching staff entitlement calculated from the T/C ratios and the provision of additional teachers to support ALA contain fractional parts, how will they be treated?**

- A. We will add up the fractional parts of the staff entitlement calculated from the T/C ratios and the provision of additional teachers deduced from the projected number of ALA enrolled in the school. Any whole number of the sum will be given to the school as GM post which will not count towards the calculation of promotion posts or graduate teacher ratio. Please see the following examples:

Case	Fractional parts from		No. of GM post	Resultant fractional post
	T/C ratios	ALA		
1	0.3	0.5	0	0.8
2	0.7	0.8	+1	0.5
3	0.4	0.6	+1	0.0

- 5. Q. Concerning cases no. 2 and 3 in the answer to Question 4 above, can schools opt for FPCG to encash the whole number entitlement?**

- A. Only the resultant fractional post of the overall teaching staff establishment can be encashed. The whole number entitlement will be given in the form of GM post and be included in the schools' teaching staff establishment. Schools with Incorporated Management Committee (IMC) and without IMC may follow the prevailing arrangements for freezing part of their teaching staff establishment and apply for Teacher Relief Grant and Substitute Teacher Grant respectively.

- 6. Q. Can schools opt for FPCG for a portion of the fractional post and retain the remaining part as fractional GM post at the same time?**

- A. No. Schools must choose EITHER to encash the fractional post OR to retain it as fractional GM post.

- 7. Q. After schools have indicated their option on the fractional post, can the option be changed during the school year?**

- A. The relevant decision could not be changed during the school year. Schools can only change their option on the fractional post for the next school year. In other words, in case a school wants to change the option after it has made the choice in the Form on Application for Grants for the 2015/16 school year this March, it must inform its Senior School Development Officer in writing to indicate its new option as soon as possible, and in any case not later than 30 June 2015.

- 8. Q. What is the arrangement for Workshop Teachers in the 2015/16 school year?**

- A. Regarding the details of the provision of Workshop Teachers in the 2015/16 school year, please refer to EDB Circular Memorandum No. 19/2014 on "Arrangements for Workshop Teachers" issued on 20 February 2014 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).

**9. Q. The number of classes of a school has been reduced after 2008/09 school year. Will the number of Laboratory Technicians (LT) be reduced too?**

- A. According to the EDB Circular Memorandum No. 46/2012, the provision of laboratory technicians (LTs) for the period from the 2012/13 to 2015/16 school years will be continuously frozen at the level of the 2008/09 school year. If the number of classes of a school is reduced 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 (0.09 LT per class) would be used to calculate the LT establishment 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. However, if the reduction in the number of classes is resulted from a decrease before the 2009/10 school year which extends to other levels progressively year by year or due to class restructuring for the reasons such as having joined the Voluntary Optimisation of Class Structure Scheme (VOCSS), the LT establishment will not be affected. Please note that classes operated under "per capita" subvention mode are excluded from the calculation of the LT establishment.

Education Bureau  
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