

Education Bureau Circular Memorandum No. 33/2021

From: Secretary for Education	To: Supervisors / Heads / Teachers of
Ref.: EDB(SLPD)/COTAP/TRA/1(21/22)	Government, Aided, Caput and Direct
Date: 22 March 2021	Subsidy Scheme (DSS) Primary, Secondary Schools and Special Schools, and Kindergartens joining the Kindergarten education scheme

Sabbatical Leave Scheme for Professional Development of Teachers and Principals

Summary

This circular memorandum invites serving teachers and principals of kindergartens (KGs) joining the KG education scheme, public sector primary, secondary and special schools as well as DSS schools to apply for the “Sabbatical Leave Scheme for Professional Development of Teachers and Principals” (the Scheme).

Background

2. As announced in the Chief Executive’s 2017 Policy Address, the Government would provide a non-recurrent funding of \$500 million, with an annual disbursement of around \$50 million, to support suitable projects under the T-excel@hk strategic work plan of Committee on Professional Development of Teachers and Principals (COTAP) to enhance the professional development of teachers and principals. The Scheme commenced in the 2018/19 school year, aiming at creating space for serving teachers and principals to participate in continuing professional development (CPD) programmes/activities that support their professional learning and meet development needs of their students and schools.

Details

3. The Scheme features a “sabbatical leave” period between one and five months as appropriate for serving teachers and principals to take part in professional development programmes/activities. The Scheme aims to promote self-directed planning of local/non-local structured and/or individualised professional learning activities by participating teachers and principals, leading to enhanced teachers’ professional growth, students’ whole-person development and school development. Participating teachers and principals are required to apply their professional learning in completing planned educational research or school development projects during, and/or within three months upon completion of, the sabbatical

leave period.

4. The Scheme aims to –

- create space for serving teachers and principals to plan and undertake individualised CPD programmes/activities of different modes and types to meet their professional development needs, apply their learning in the education and school contexts and to enrich their professional exposure;
- support schools to nurture professional growth of teachers and principals, and promote a culture of educational research and self-improvement contributing to positive changes and impact on learning and teaching; and
- establish a vibrant professional learning communities and professional teams of teachers and principals to lead the teaching profession in striving for excellence.

5. Participating teachers and principals will be granted “sabbatical leave” from one month to five months as appropriate between 1 September 2021 and 31 August 2022 to pursue their planned CPD programmes/activities and implement educational research/ school development project(s). Funding for employment of supply teachers covering the whole sabbatical leave periods will be provided as support for schools. Participating teachers and principals shall undertake to teach (for teachers) or serve (for principals) full-time **for two years** immediately upon completion of the sabbatical leave. KG teachers/principals shall teach/serve in KGs joining the KG education scheme, whereas primary and secondary school teachers/principals shall teach/serve in public sector¹ or DSS schools in Hong Kong.

6. To facilitate the application submission of interested teachers and principals, there are two rounds of applications for the Scheme. For more details of and application for the Scheme, please refer to the Information Notes to Applicants at **Appendix I** and the Application Form at **Appendix II**. Applicants are most welcome to access the COTAP webpage (<https://www.cotap.hk/index.php/en/t-train/SabbaticalLeave>) for more details of the Scheme including how to write a scheme proposal and video clips on participants’ experience sharing, etc.

7. A briefing session will be organised in April 2021. Teachers and principals who are interested in the Scheme are encouraged to attend the briefing session. Please refer to the announcement of the Training Calendar System for details.

8. A vetting committee is set up to assess the applications based on various criteria

¹ Public sector schools include government, aided and caput schools.

including eligibility of applicants, their relevant academic qualifications and work experience, action plans on CPD programmes/activities and educational research /school development project(s) during sabbatical leave period, relevance and benefits of their action plans to the education sector and their schools, and recommendations by the school principals/supervisors, etc. Interviews may be arranged where appropriate.

Enquiries

9. For enquiries, please contact Ms Ruby LI (Tel: 2892 5774) or Ms Clara WONG (Tel: 3509 7581) of the School Leadership and Professional Development Section.

Ms Teresa CHAN
for Secretary for Education

c.c. Heads of Sections – for information

**Sabbatical Leave Scheme for
Professional Development of Teachers and Principals
Information Notes to Applicants**

Aim of the Scheme

1. The Scheme aims to
 - create space for serving teachers and principals to plan and undertake individualised continuing professional development (CPD) programmes/activities of different modes and types to meet their professional development needs, apply their learning in the education and school contexts, and to enrich their professional exposure;
 - support schools to nurture professional growth of teachers and principals, and promote a culture of educational research and self-improvement contributing to positive changes and impact on learning and teaching; and
 - establish a vibrant professional learning community and professional teams of teachers and principals to lead the teaching profession in striving for excellence.

Eligibility of Applicants

2. Applicants **must** be:
 - (i) permanent residents of Hong Kong;
 - (ii) registered teachers;
 - (iii) full-time regular teachers² or principals in government, aided (including special schools), caput or DSS primary and secondary schools, or teachers or principals in KGs joining the KG education scheme³, at the time of application; and
 - (iv) having no less than five years of full-time teaching experience in local kindergartens, primary and secondary schools⁴, at the time of application.
3. Preferences will be given to applicants who:
 - (i) possess relevant experience in
 - (a) whole-school/KLA-level/subject-level curriculum planning; or

² “Regular teachers” refers to 1) teachers on the staff establishment of government, aided and caput schools at the primary and the secondary levels, or 2) regular members of the teaching staff of DSS primary and secondary schools. Teachers employed under the Native-speaking English Teachers Scheme are not included.

³ While there is no approved staff establishment in KGs, all full-time teachers with remuneration fully paid by subsidy or school fees will be eligible.

⁴ Only experience in KGs will be counted for KG teachers, and only relevant experience in primary and secondary schools will be counted for primary or secondary school teachers.

- (b) coordinating and/or organising professional development activities at schools; or
 - (c) conducting educational research on learning and teaching/professional development of teachers; or
 - (d) offering community services in the education field.
- (ii) submit Scheme proposals with study plan and educational research / school development project(s) that are relevant to the following areas:
- (a) enhancing teachers' professional development at the school level; or
 - (b) mentorship/leadership development for teachers/middle leaders; or
 - (c) cross-curricular learning/collaboration/initiatives or integrated approach in learning and teaching at the KG level; or
 - (d) student support programmes.

Details of the Scheme

4. Participating teachers and principals will be granted “sabbatical leave” from one month to five months as appropriate between 1 September 2021 and 31 August 2022 to pursue their planned CPD programmes/activities relevant to achieving their learning objectives, which may include:
- (i) local/non-local structured study programmes;
 - (ii) other modes of professional learning activities such as
 - (a) serving as visiting scholars/researchers/tutors at the universities; or
 - (b) participating in attachment programmes/visits in schools/institutions/organisations, organising inter-school /community activities, sharing sessions, conducting literature reviews, etc.
5. During the sabbatical leave periods, participating teachers and principals shall:
- (i) report regularly to their school principals/supervisors on the progress of their planned CPD programmes/activities and submit learning progress reports in prescribed format to their school principals/supervisors and the Education Bureau;
 - (ii) attend meetings with educational experts for professional dialogues on planning and conducting educational research /school development project(s);
 - (iii) plan and/or implement educational research /school development project(s) in their schools;
 - (iv) establish and lead professional learning communities among participants and within schools through regular meet-up and sharing sessions; and

- (v) share their experiences regarding the sabbatical leaves, learning outcomes and outcomes of educational research /school development project(s) in briefings and sharing sessions to benefit the teaching profession and schools.
6. Participating teachers and principals shall submit final reports and planned deliverables of the Scheme to their school principals (for teacher applicants) or supervisors (for principal applicants) and the Education Bureau within three months upon completion of their sabbatical leave period.

Financial Support for Participating Teachers, Principals and Schools

7. Participating teachers, principals and their schools will be provided the following support in the Scheme:
- (i) Participating teachers and principals will be entitled to full-pay leave during the sabbatical leave period;
 - (ii) Primary, secondary and special schools of participating teachers and principals will be entitled to funding for employment of daily-rated supply teachers or monthly-paid temporary teachers during the sabbatical leave periods through full reimbursement on actual expenditure. Details are as follows:
 - (a) For sabbatical leave periods of less than 90 days, daily-rated supply teachers can be reimbursed in compliance with the current practices specified in Education Bureau Circular Memorandum No. 40/2020 or any subsequent revision thereof.
 - (b) Monthly-paid temporary teachers can be reimbursed for sabbatical leave periods of 90 days or more. Details are accessible at the Education Bureau website (<https://www.edb.gov.hk>: Home > School Administration and Management > Administration > About School Staff > Salary Assessment in Aided Schools).For the purpose of the Scheme, the reimbursement practice as stated above also applies to government, caput or DSS schools in addition to aided schools. For teachers/principals on acting appointment to a higher rank in relation to paid study leave, schools are advised to take note of the requirements stipulated in EDBC No. 8/2004; and
 - (iii) KGs of participating teachers and principals will be entitled to funding for employment of supply teachers during the sabbatical leave periods through full reimbursement on actual expenditure. Details are set out at [Annex to Appendix I](#).

Teaching Obligation and Undertaking

8. Participating teachers and principals shall undertake to teach full-time (for teachers) or serve full-time (for principals) **for two years** immediately upon completion of the sabbatical leave periods to sustain the positive impact on school development. KG teachers and principals shall serve in KGs joining the KG education scheme, and primary and secondary school teachers shall serve in public sector schools⁵ or DSS schools in Hong Kong.
9. Participating teachers and principals are required to sign an undertaking, which delineates the terms and conditions that they should comply with, upon their acceptance of a place in the Scheme. These include satisfactory completion of, but are not limited to, the following:
- (i) planned CPD programmes/activities and professional support sessions from education experts;
 - (ii) educational research /school development project(s);
 - (iii) learning progress reports and final reports of the Scheme;
 - (iv) briefings and sharing sessions of the Scheme experience; and
 - (v) fulfilment of two-year teaching and service obligation upon completion of the sabbatical leave periods.
10. At any point of time, if a breach of the undertaking occurs, the participating teachers and principals of the Scheme shall repay to the Government the expenditure, on an interest-free basis, incurred by the Government because of his/her participation in the Scheme. For special circumstances that the undertaking cannot be completely fulfilled is due to reasons not within the participants' control such as accidents, ill health, etc., they will be considered on a case-by-case basis.

Application and Selection

11. There are two rounds of applications for the Scheme with schedule as follows:

	Application Period	Release of Application Results	Sabbatical Leave Period
1st round application	From 22 March 2021 to 21 May 2021	By mid-July 2021	From 1 September 2021 to 31 August 2022
2nd round application	From 1 September 2021 to 29 October 2021	By the end of December 2021	From 1 February 2022 to 31 August 2022

⁵ Public sector schools include government, aided and caput primary, secondary and special schools.

12. Teachers and principals interested in applying for the Scheme are required to:
 - (i) fill in the Application Form (**Part I**) in fillable pdf form;
 - (ii) make arrangements for the Recommendation Form (**Part II**) to be completed by the principals (for teacher applicants) or by the school supervisors (for principal applicants);
 - (iii) email the scanned copies in PDF format of completed Application Form (**Part I**) and Recommendation Form (**Part II**) to aaslpd1@edb.gov.hk and copy to school principal/ supervisor during the application period; and
 - (iv) keep the hard copies for verification when required.

13. Each applicant shall submit ONE application only. If the applicant had successfully applied and participated in any paid study leave scheme in the past five years, his/her application will be given lower priority.

14. A vetting committee is set up to assess the application based on various criteria including eligibility of applicants, their relevant academic qualifications and work experience, action plans on CPD programmes/activities and educational research /school development project(s) during sabbatical leave periods, relevance and benefits of their action plans to the education sector and their schools, and recommendations by the school principals/supervisors, etc. Interviews may be arranged where appropriate.

15. Applicants and school principals /supervisors will be informed of the result via email.

Enquiries

16. Questions about the Scheme can be directed to Ms Ruby LI (Tel.: 2892 5774) or Ms Clara WONG (Tel: 3509 7581) of the School Leadership and Professional Development Section.

Education Bureau
March 2021

Arrangements of employing supply teachers for kindergartens joining the kindergarten education scheme

When a kindergarten (KG) teacher is taking approved sabbatical leave, the KG may need to employ a supply teacher to take up his/her duties. For smooth school operation, the Education Bureau encourages KGs to employ the same supply teacher throughout the period. If the employment period of a supply teacher lasts for 90 consecutive calendar days or more, the KG concerned should employ the supply teacher on a monthly-rated basis. In principle, KGs should employ persons possessing Certificate in Early Childhood Education [C(ECE)] or above qualifications and the salary range for basic rank teachers under the KG education scheme should be applied in determining the salary (in the 2020/21 school year, the monthly salary ranges from \$22,790 to \$ 40,530).

2. If a KG employs a supply teacher possessing other qualifications because of special circumstances (such as recruitment difficulties), the KG should provide adequate support to ensure the quality of the education service. KGs may make reference to the salary ranges for supporting staff when determining the salary of the supply teacher possessing other qualifications. In any cases, the salary of the supply teacher should not be higher than that of the teacher taking sabbatical leave or the ceiling of the above-mentioned salary ranges (whichever is the lower).

3. For supply teachers whose employment period is less than 90 calendar days, KGs should calculate their salary on a daily basis. In the 2020/21 school year, the daily rates for supply teachers possessing C(ECE) or above qualifications and other qualifications are \$991 and \$375 respectively. EDB will adjust the daily rates every school year. If the employment period of a daily-rated supply teacher is across two school years, his/her salary will be calculated on the basis of the daily rates of the respective school years.

**Sabbatical Leave Scheme for
Professional Development of Teachers and Principals
Application Form**

- Please read the Education Bureau (EDB) Circular Memorandum (CM) No. 33/2021 and the Information Notes to Applicants at **Appendix I** carefully before completing this form.
- Submission Procedure:

	Remarks	Submission Method and Deadline
Part I Application Form (To be completed by applicants)	Applicants should seek prior consent from their school principals/supervisors regarding their proposals for sabbatical leave periods and educational research /school development project(s), fill in this part in fillable pdf form and scan the completed application form in pdf format.	Applicants are required to send Part I and Part II in scanned pdf format by email to aaslpd1@edb.gov.hk and copy to school principal/ supervisor by 21 May 2021 (1 st round application) OR by 29 October 2021 (2 nd round application)
Part II Recommendation Form (To be completed by School Principals/ Supervisors)	Applicants should print a hard copy for their school principals/supervisors to fill in this part and scan the hard copy in pdf format.	Please mark “ Application for Sabbatical Leave Scheme for Professional Development of Teachers and Principals– (Name of Applicant) ” as the email subject.

- An acknowledgement email will be sent to the email address provided upon receipt of each application.
- Each applicant shall submit ONE application only.
- Please provide all relevant information in the application form as required. If there is missing information, the application may not be processed. Information provided will be used for processing the application under the Scheme administered by EDB. It may be transferred to relevant section(s) of EDB and participating institution(s) for matters related to the Scheme. You are required to notify the School Leadership and Professional Development (SLPD) Section if there are any subsequent changes to the information

provided e.g. the school you are serving, after submission of the application form⁶.

6. Results of all applications will be sent to applicants and school principals /supervisors via email. Successful applicants will be required to confirm their acceptance of the offer by signing and returning a confirmation before the specified deadline.
7. Enquiries about the Scheme can be directed to Ms Ruby LI (Tel: 2892 5774) or Ms Clara WONG (Tel: 3509 7581) of the School Leadership and Professional Development Section, Education Bureau.

⁶ You have the right to request access to or correction of personal data provided in this form in accordance with the provisions of the Personal Data (Privacy) Ordinance. For enquiries, please contact Ms Clara WONG at Tel: 3509 7581.

教師及校長帶薪進修計劃
Sabbatical Leave Scheme for
Professional Development of Teachers and Principals
甲部 申請表 Part I Application Form

甲部(由一位申請人填寫) Part I (to be completed by ONE applicant)

Section A 個人資料 Personal Particulars

姓名 Name	英文(English) 姓 (Surname)	名(Other Names)	
	中文(Chinese)		
香港永久居民 Permanent Resident of Hong Kong	<input type="checkbox"/> Yes 是 <input type="checkbox"/> No 否		
通訊地址 Correspondence Address			
日間聯絡電話 Daytime Contact No.		手提電話 Mobile Phone No.	
電郵地址 Email Address	(遴選結果將以電郵方式通知申請人，請確保電郵地址正確。) (Please ensure your email address is correct, as applicants will be notified of the results via email.)		

Section B 學校資料 School Information

學校英文名稱 School Name in English			
學校中文名稱 School Name in Chinese			
學校資助類別 Finance Type of School*	<input type="checkbox"/> 官立學校 Government <input type="checkbox"/> 資助(非特殊學校) Aided (Non-Special School) <input type="checkbox"/> 資助(特殊學校) Aided (Special School) <input type="checkbox"/> 按位津貼學校 Caput <input type="checkbox"/> 直接資助計劃學校 Direct Subsidy Scheme <input type="checkbox"/> 參與幼稚園教育計劃的幼稚園 Kindergartens joining the KG education scheme		
學校聯絡電話 School Telephone No.		學校傳真號碼 School Fax No.	
校長姓名 Name of Principal		校長聯絡電話 Principal's Contact Telephone No.	

* Please insert a "✓" in the appropriate box

Section C 學歷及認可教師資格 Academic Qualification and Recognised Teacher Qualification

請按日期順序列出獲取與教育專業有關的學歷詳情。Please provide details of your post-secondary academic qualification attained that is relevant to the teaching profession in chronological order.

Name of the Institution 學院名稱	Qualification Obtained or To be Obtained 已獲取 / 將獲取的學歷	Majors and Minors 主修及副修	Date 日期	
			From 由 (MM/YY)	To 至 (MM/YY)

Section D 相關教學及工作經驗 Relevant Teaching and Work Experience

請按任職日期順序列出相關教學及工作經驗。Please provide relevant teaching and work experience in chronological order.

School Name 學校名稱/ Organisation 機構	相關教學及工作經驗，例如： Relevant teaching and work experience, for example: <ul style="list-style-type: none">Served as a member/head of a (KLA/subject) committee 擔任(學習領域/科目)委員會成員/主任Conducted an action research on (topic) 進行(主題)行動研究Served as a member of (EDB/Government Committee) on (KLA/subject/domain) 擔任(教育局/政府)委員會成員	Date 日期	
		From 由 (MM/YY) 月/年	To 至 (MM/YY) 月/年
(i) 全職教學經驗 Full-time teacher experience			
(ii) 社會服務經驗 Experience in community services			

Section E 過往帶薪進修假期的經驗 (如有) Prior Experience of Paid Study Leave (if any)

請提供最近五年（按日期順序列出）成功申請一個月或以上帶薪進修假期的經驗。Please provide experience of successful application of paid study leave of/exceeding one month in the past five years (in chronological order).

Paid Study Leave 帶薪進修假期 (e.g. i-journey) (如在職中學教師 帶薪境外進修計劃)	Focus of Study 學習焦點	Date 日期	
		From 由 (MM/YY)	To 至 (MM/YY)

Section F 帶薪進修計劃建議 Proposal on Sabbatical Leave

請簡介帶薪進修計劃的初步構思。Please describe briefly initial plan of sabbatical leave and educational research/ school development project.

(i) 擬申請帶薪進修期時段 (由一個月至五個月) Sabbatical leave period applied for (from one month to five months) From 由 _____ (dd/mm/yyyy) to 至 _____ (dd/mm/yyyy) (_____ month(s)月 _____ day(s)日)
(ii) 帶薪進修計劃的學習目標及內容 Learning objectives and contents of sabbatical leave
(iii) 教育研究/學校發展計劃名稱及目標 Title and objectives of educational research/ school development project 如何配合(ii) 的學習目標及內容 Relevance to (ii) learning objectives and contents of sabbatical leave

(v) 預期成果，以及對個人/學生/學校/教育社群的效益 Expected outcomes and benefits to self/students/school/education community

(vi) 評估成效的方法 Approach to evaluate the effectiveness

(vii) 支持申請的補充資料 (如獲得目標學者、學院、機構、學校教職員初步支持或與他們維繫協作關係等)
Additional information supporting your application (e.g. initial support from or collaborative partnership with target academics, institutions, organisations, teaching staff of schools, etc.)

Office Use Only 只供教育局填寫

Declaration by the Applicant 申請人聲明

本人聲明，就本人所知及確信，在此申請表內所填報的所有資料均屬完備和真實。本人明白倘若故意虛報資料及/或提供抄襲資料或隱瞞重要事實或沒有就申請書內已更改的資料通知教育局，本人的申請資格可能被取消或將不能繼續參與「計劃」，而本人亦可能要退還相關款項。本人明白，如教育局要求，本人須提交相關證明文件，否則本人的申請將不獲處理。

I declare that all the information provided in the application form is, to my best knowledge, complete and accurate. If I willfully give any false and/or plagiarised information or withhold any material information in this form, or fail to notify the office concerned of any subsequent change of the information provided, it will render me liable to disqualification for selection or discontinuation of participation in the Scheme, and I may be required to reimburse monies incurred. I understand that my application should be supported by relevant documents/evidence upon request from the EDB. If I fail to do so, my application may not be processed.

本人明白本申請表格上所提供的個人資料為遴選程序中確立本人的申請資格之必須資料。本人同意教育局為辦理本人的申請及核實提交的資料而進行任何所需的查詢。如本人獲選參加「計劃」，代表本人明白及接納以下條款和細則：

I understand that the personal information solicited in this form is necessary to establish my eligibility and qualifications for the selection process. I consent to the EDB making any necessary enquiries as required in matters relating to the Scheme and for the verification of the information given in my application. I understand and accept that if my application is successful:

- (a) 教育局可應要求向有關的院校及機構披露本人所提供的資料包括而不限於姓名、聯繫方法、專業背景和初步計劃書，以便進行溝通和協助推行「計劃」；以及
the information furnished, including but not limited to my name, contact details, professional background and initial proposal, may be disclosed upon request to the collaborating institutions and other support organisations for communication and programme engagement purposes; and
- (b) 教育局將獲授權於各公共渠道（例如但不限於刊物、網站和社交平台等）公開含有本人姓名及專業背景的資料和於「計劃」內所使用及產生的所有資料，以作推廣、紀錄、報告及為專業學習社群建立匯編/資源數據庫之用。
the EDB is authorised to publicise information that contains my name, professional background, and all other materials used during and produced after the Scheme for promotion, recording and reporting, and creating a compendium/resource database for the Professional Learning Communities (PLCs) via public channels including but not limited to publications, websites, and other social media platforms.

Name of Applicant:

申請人姓名

Hong Kong Identity Card

Number:

申請人身份證號碼

Signature of

Applicant:

申請人簽署

End of Part I 甲部完