

**EDUCATION AND MANPOWER BUREAU
CIRCULAR MEMORANDUM NO. 26/2004**

From : Permanent Secretary for
Education and Manpower

To : Supervisors of all aided secondary schools,
excluding special schools

Ref. : EMB(SAS)/ADM/145/04

Date : 25 February 2004

**Estimates for 2004/05
Applications 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, appointment of teaching staff and/or payment of passages for teachers on overseas terms in the 2004/05 school year.

DETAILS

2. Supervisors of aided secondary schools wishing to apply for recurrent or non-recurrent grants for operating classes, appointment of teaching staff and/or payment of passages for teachers on overseas terms for inclusion in the estimates for 2004/05 should complete and return the enclosed Forms I and II to the respective Senior School Development Officers *on or before 15 March 2004*. For completion of Form I, schools are requested to make reference to the “Guiding Principles for Calculating Additional Teachers for Split-Class Teaching and Number of Practical Periods for Calculating Laboratory Technician (LT) Entitlement” at Appendix I. Some frequently asked questions on split-class arrangement are also provided at Appendix II.

3. This circular memorandum should be read in conjunction with Sections 10 and 36 and Appendices 3 and 10 of the Code of Aid for Secondary Schools.

ENQUIRY

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

Mrs Betty IP
for Permanent Secretary for Education and Manpower

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

Aided Secondary Schools **Form I**
Class Organisation and Staff Establishment for Period from 1 September 2004 to 31 August 2005

Name of School : _____

Class Level	No. of Classes		Teaching Establishment				
	Approved 2003/04 School Year	Proposed 2004/05 School Year	Approved 2003/04 School Year		Proposed 2004/05 School Year		
Secondary 1							
Secondary 2							
Secondary 3							
Secondary 4							
Secondary 5							
Secondary 6							
Secondary 7							
Additional teacher(s) for split-class teaching	S1-S5				*		
	S6-S7				*		
Sub-total							
Sub-total by grade				Grad.	Non-Grad.	Grad.	Non-Grad.
School Librarian @							
Additional teacher of Chinese							
Additional teachers for remedial teaching, counselling and extra-curricular activities							
Additional teacher(s) of English for adopting more use of Chinese as the medium of instruction							
Additional non-graduate teacher(s) [ECR 5]							
Additional non-graduate teacher(s) for School-based Remedial Support Programme							
Additional graduate teacher for practical, technical and cultural subjects [offset by non-graduate teacher]				+	-	+	-
Expansion of graduate teacher(s) [offset by non-graduate teacher(s)]				+	-	+	-
Additional graduate teacher for providing support services in the initial two years for a new school							
Additional graduate teacher for School-based Curriculum Tailoring Scheme							
Additional Native-speaking English teacher(s) (NET) under the Enhanced NET Scheme							
Additional non-graduate teacher for Whole School Approach to Integrated Education							
Total by grade (excluding Principal)							
Principal (Rank)							
Grand Total (including Principal)							

Laboratory Technician and Workshop Teacher Establishment		
Rank	Approved 2003/04 School Year	Proposed 2004/05 School Year
Laboratory Technician I		#
Laboratory Technician II/III		#
Workshop Teacher (CM)		
Workshop Teacher (AM)		

Signature: _____
Supervisor

Name: _____
Supervisor

Date : _____

* Please provide justifications by completing Tables A and /or B.

@Subject to the availability of a graduate post within the approved establishment, a school may employ a suitably qualified teacher librarian for appointment to the graduate post.

Please provide, using a separate sheet, justifications with reference to Appendix 3/Attachment C to the Code of Aid for Secondary Schools. Part (B) of Appendix I attached to EMBCM No. 26/2004 is also relevant.

**Justifications for Additional Teachers for
Split-Class Teaching for S1 to S5 (2004/05 School Year)**

- (i) The school will operate continue to operate in the 2004/05 school year on a #_____ - day - cycle week basis.
- (ii) Split-class teaching for S1 to S5 will be arranged in the 2004/05 school year as follows:

Class Level	## Split-class subjects		Number of streams having split-class subject(s) (a)	**Number of split-class periods in each stream per week / cycle (b)	**Total number of split-class periods in the level per week / cycle (c) = (a) x (b)	**Total number of periods per class per week / cycle (d)	Number of split-class teachers required (correct to 2 decimal places) (e) = $\frac{(c)}{(d)} \times 1.3$
	Subject 1	Subject 2					
Total :							

* Please tick the appropriate box.
 # Please enter number in the space provided.
 ## Please name the split-class subject(s) by referring to paragraph 1 (c) of Appendix 3 to the Code of Aid for Secondary Schools and Annex A of Appendix I attached to EMBCM No. 26/2004.
 ** If required, a school may use “Number of split-class contact hours”, “Total number of split-class contact hours” and “Total number of contact hours” for calculation (e.g. “40 contact hours” should be converted to “60 class period equivalents”), and consult its Senior School Development Officer, if necessary. In any case, the criteria for determining the additional split-class teachers required will remain the same.

**Justifications for Additional Teachers for
Split-Class Teaching in Sixth Form (2004/05 School Year)**

- (i) The school will operate cycle in the 2004/05 school year on a # _____ -day- basis.
 continue to operate week

(ii) Split-class teaching in sixth form will be arranged in the 2004/05 school year as follows :

Class Level	Split-class subject(s)		Number of streams having split-class subject(s) (a)	**Number of split-class periods in each stream per week / cycle (b)	**Total number of split-class periods in the level per week / cycle X = (a) x (b)
	Subject 1	Subject 2			
Total (X) :					

(iii) The number of sixth form classes offering Advanced Level and Advanced Supplementary Level subjects in the 2004/05 school year is : C

(iv) ** The total number of periods per cycle or week in the 2004/05 school year is : P

(v) Applying the following formula which has been in force since 1 September 1994,

* $T = \frac{(X - 8C) \times 2}{P}$ (5-day-cycle / week)

* $T = \frac{(X - 10C) \times 2}{P}$ (6-day-cycle / week)

the school requires a total of (please insert the number) additional teachers in the 2004/05 school year for split-class teaching in sixth form.

* Please tick the appropriate box.
 # Please enter number in the space provided.
 ** If required, a school may use "Number of split-class contact hours", "Total number of split-class contact hours" and "Total number of contact hours" for calculation, and consult its Senior School Development Officer, if necessary. In any case, the criteria for determining the additional split-class teachers required will remain the same. When the formula at (v) is applied, X and P should be converted to the number of class period equivalents (e.g. "40 contact hours" should be converted to "60 class period equivalents").

Aided Secondary Schools
Application for Passages and Salaries for Teachers on Overseas Terms
(from 1 September 2004 to 31 August 2005)

Name of School : _____

Name of teacher (in block letters, surname first)	Date of last return from leave or assumption of duty on first appointment	Provisional date of		Proposed destination or place of embarkation	Passage required			Estimated salary per month (to be completed by the Education and Manpower Bureau)
		departure	return		No. of adults	No. of children	Estimated cost (to be completed by the Education and Manpower Bureau)	

(Please refer to the attached Personal Information Collection Statement for completing this form.)

Signature : _____

Name : _____
Supervisor

Name : _____
Supervisor

Date : _____

FOR OFFICIAL USE ONLY

Provision for the above passage has been included and approved in the 2004-05 estimates.

(_____)
for Permanent Secretary for Education and Manpower

Date : _____

Personal Information Collection Statement

- (a) The personal data provided in Form II will be used by the Education and Manpower Bureau for processing applications for passages and salaries for teachers on overseas terms.
- (b) The personal data collected in Form II will be held by the Education and Manpower Bureau and may be disclosed to other government departments/bureaus/agencies authorized to process the information for the purpose mentioned at paragraph (a) above.
- (c) The data subject has a right to request access to and correction of the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. The data subject's right of access includes the right to obtain a copy of the personal data provided in Form II. This is however subject to payment of a fee.
- (d) Enquiries concerning the personal data collected by means of Form II, including making of access and corrections, should be directed to the Senior School Development Officer concerned.

Guiding Principles for Calculating Additional Teachers for Split-Class Teaching and Number of Practical Periods for Calculating Laboratory Technician (LT) Entitlement (Effective from 2004/05 School Year)

(A) Additional teachers for split-classes

The conditions for approving the appointment of additional teaching staff in aided secondary schools to enable classes to be split into two groups for the teaching of specifically approved subjects (hereafter called split-class subjects) under the terms of the Salaries Grant are laid down in paragraphs 1 (c) and 3 of Appendix 3 of the *Code of Aid for Secondary Schools*.

2. Usually, split-class teaching is implemented in the following modes -
 - (a) teaching the same split-class subject [such as in the case of Visual Arts (formerly known as Art & Design), Home Economics and Computer Literacy] in two smaller groups of about 20 each; and
 - (b) offering two different split-class subjects as options (designated as Subject 1 and Subject 2) at various levels.

3. For the purpose of calculating the number of additional teachers entitled for split-class teaching, schools are required to make reference to the “standard time allocation per week/cycle” for each split-class subject. Annex A is a list of the various split-class subjects accepted for calculating split-class teacher entitlement and the “standard time allocation” for each of them at various levels.^{Note 1} The Annex includes new split-class subjects under the New Technical Curriculum (NTC) implemented with effect from the 2000/01 school year. In most cases, the time allocation per week/cycle is identical for Subject 1 and Subject 2. Where it is different for the two subjects, the lower number should be used for capping purposes.

4. Regarding the time allocation for split-class teaching, there are two possible scenarios -

Scenario 1

If the number of teaching periods per week/cycle proposed for a split-class subject is greater than the “standard time allocation” shown at Annex A, the “standard time allocation” or the maximum number in the acceptable range

^{Note 1} Time allocation for a subject (i.e. the number of periods per week/cycle) is not specified in the “curriculum reform” document, *Learning to Learn: The Way Forward in Curriculum Development, November 2000*, with a view to creating learning/curriculum space for schools/teachers to facilitate students to learn how to learn. The “standard time allocation per week/cycle” for a split-class subject as shown at Annex A is only meant to be a reference point for the purpose of capping the additional number of split-class teachers to be provided to a school so that the maximum number of such teachers to be provided is not exceeded; it should in NO way be taken as the recommended or minimum or standard number of periods per week/cycle for the subject.

(e.g. in the case of Home Economics for S 4 to S 5, 6 periods may be taken as the “standard time allocation” for a 5-day week, 7.2 for a 6-day cycle and 8.4 for a 7-day cycle respectively) should be used in working out the number of additional teachers entitled.

Scenario 2

If the number of teaching periods per week/cycle proposed for a split-class subject is smaller than or equal to the “standard time allocation” or within the acceptable range (as in the case of Home Economics and a few other technical subjects), the number of periods proposed should be used for working out the number of additional teachers entitled.

5. Some schools practising flexible timetabling such as block scheduling or varied timetables for different sessions of a school year may need to convert the “number of contact hours per week”, etc into the “number of periods per week”, etc for capping purposes.

6. Split-class teachers will NOT be approved for subjects with workshops designed to accommodate 40 pupils. Schools should note, in connection with the introduction of NTC, the following table for rooms designated as workshops and rooms designated as special rooms -

Room designated as WORKSHOP	Room designated as SPECIAL ROOM
Accommodation & Catering Services	Business Fundamentals (without Business Equipment &/ Office Automation)
Automobile Technology	Computer Laboratory
Business Fundamentals (with Business Equipment &/ Office Automation)	Design Fundamentals
Catering Services	Graphical Communication
Design & Technology (Alt Syllabus)	IT Learning Centre
Desktop Publishing	Retail Merchandising
Electronics & Electricity	
Fashion & Clothing	
Fashion Design	
Technological Studies	
Technology Fundamentals	

(B) Number of practical periods for calculating LT entitlement

7. The provision of LTs to an aided secondary school 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 as stipulated in Appendix 3/Attachment C of the *Code of Aid for Secondary Schools*.

8. In calculating the LT entitlement, a school should adopt the respective “standard numbers of practical periods per 5-day week/6-day cycle/7-day cycle” as appropriate for different types of syllabuses in each class as shown at Annex B.^{Note 2} Where it is assigning less than the “standard number of practical periods” to a class, the actual number should be used for working out the LT entitlement.

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^{Note 2} Similar to the provision of split-class teachers, the “standard number of practical periods” for an eligible subject as shown at Annex B is only a reference point for calculation and capping purposes in order the maximum number of LTs to be provided to a school is not exceeded, and should in NO way be taken as the recommended or minimum or standard number of practical periods per week/cycle for the subject.

Split-Class Subjects for Calculating Split-class Teacher Entitlement in Aided Secondary Schools

S1-S3				S4-S5				S6-S7						
Subject	No. of Periods			Subject	No. of Periods			Subject	No. of Periods					
	5-Day Week	6-Day Cycle	7-Day Cycle		5-Day Week	6-Day Cycle	7-Day Cycle		5-Day Week		6-Day Cycle		7-Day Cycle	
									ASL	AL	ASL	AL	ASL	AL
Business Fundamentals	3	3.6	4.2	Visual Arts	4	4.8	5.6	Applied Mathematics	4	8	4.8	9.6	5.6	11.2
Computer Literacy	2	2.4	2.8	Design & Technology	5	6	7	Visual Arts	4	8	4.8	9.6	5.6	11.2
Design & Technology	3	3.6	4.2	Design & Technology (Alt)	5	6	7	Biology	4	8	4.8	9.6	5.6	11.2
Design & Technology (Alt)	3	3.6	4.2	Graphical Communication	4	4.8	5.6	Business Studies	-	8	-	9.6	-	11.2
Graphical Communication	3	3.6	4.2	Home Economics (Dress and Design)# Home Economics (Food, Home and Family)#	4-6	4.8-7.2	5.6-8.4	Chemistry	4	8	4.8	9.6	5.6	11.2
Home Economics# Grammar school Technical school	2-3 4-6	2.4-3.6 4.8-7.2	2.8-4.2 5.6-8.4	Music	5	6	7	Chinese History	4	8	4.8	9.6	5.6	11.2
Retail Merchandising	3	3.6	4.2	Word Processing & Business Communication (English)	4	4.8	5.6	Chinese Literature	-	8	-	9.6	-	11.2
Design Fundamentals	3	3.6	4.2	Computer and Information Technology	4	4.8	5.6	Computer Applications	4	-	4.8	-	5.6	-
Integrated Study of two or more of the above subjects (e.g. Life Education)	3	3.6	4.2					Computer Studies	-	8	-	9.6	-	11.2
								Design & Technology	4	-	4.8	-	5.6	-
								Economics	-	8	-	9.6	-	11.2
								Electronics	4	-	4.8	-	5.6	-
								Engineering Science	-	8	-	9.6	-	11.2
								Literature in English	4	8	4.8	9.6	5.6	11.2
								Ethics & Religious Studies	4	-	4.8	-	5.6	-
								Geography	-	8	-	9.6	-	11.2
								Govt. & Public Affairs	4	8	4.8	9.6	5.6	11.2
								History	4	8	4.8	9.6	5.6	11.2
								Liberal Studies	5	-	6	-	7	-
								Mathematics & Statistics	4	-	4.8	-	5.6	-
								Music	4	8	4.8	9.6	5.6	11.2
								Physics	4	8	4.8	9.6	5.6	11.2
								Principles of Accounts	-	8	-	9.6	-	11.2
								Psychology	4	8	4.8	9.6	5.6	11.2
								Pure Mathematics	-	8	-	9.6	-	11.2

The subject has to be conducted in related special room(s)

Number of Practical Periods for Calculating Laboratory Technician Entitlement in Aided Secondary Schools

Level Subject	No. of Periods																											
	5-day Week										6-day Cycle								7-day Cycle									
	S 1	S 2	S 3	S 4	S 5	S 6		S 7		S 1	S 2	S 3	S 4	S 5	S 6		S 7		S 1	S 2	S 3	S 4	S 5	S 6		S 7		
						ASL	AL	ASL	AL						ASL	AL	ASL	AL						ASL	AL	ASL	AL	ASL
Science (S1-3)/ Integrated Science	4	4	4	-	-	-	-	-	-	4.8	4.8	4.8	-	-	-	-	-	-	5.6	5.6	5.6	-	-	-	-	-	-	-
Human Biology	-	-	-	3	3	-	-	-	-	-	-	-	3.6	3.6	-	-	-	-	-	-	-	4.2	4.2	-	-	-	-	
Biology	1	1	2	3	3	3	6	3	6	1.2	1.2	2.4	3.6	3.6	3.6	7.2	3.6	7.2	1.4	1.4	2.8	4.2	4.2	4.2	8.4	4.2	8.4	
Chemistry	1	1	2	3	3	3	6	3	6	1.2	1.2	2.4	3.6	3.6	3.6	7.2	3.6	7.2	1.4	1.4	2.8	4.2	4.2	4.2	8.4	4.2	8.4	
Physics	1	1	2	3	3	3	6	3	6	1.2	1.2	2.4	3.6	3.6	3.6	7.2	3.6	7.2	1.4	1.4	2.8	4.2	4.2	4.2	8.4	4.2	8.4	
Science and Technology	-	-	-	3	3	-	-	-	-	-	-	-	3.6	3.6	-	-	-	-	-	-	-	4.2	4.2	-	-	-	-	
Engineering Science	-	-	-	3	3	-	6	-	6	-	-	-	3.6	3.6	-	7.2	-	7.2	-	-	-	4.2	4.2	-	8.4	-	8.4	

Some Frequently Asked Questions on Split-Class Arrangement

Q1. Can **Putonghua** be regarded as “an additional second language” for calculation of split-class teacher entitlement?

A1. NO. Putonghua is **NOT** an additional second language.

Q2. Should splitting between **a subject recognized** for calculation of split-class teacher entitlement and **a subject NOT recognized** (e.g. Computer Studies splits with History) at S1 to S5 be allowed for the purpose of calculating split-class teacher entitlement?

A2. **NO.**

Q3. Should **splitting into 3 groups** in the same class be allowed for calculating split-class teacher entitlement?

A3. For a school that splits a class into three groups, for the purpose of calculating split-class teacher entitlement, the split-class teaching arrangement will be taken as a 2-subject split as illustrated below –

Scenario	Class	Split-class subjects	No. of split- class periods per 5-day week proposed by school	Remarks
I	6S	AL Applied Mathematics/ AL Engineering Science/ AL Computer Studies	8/8/8	This should be taken as a 2-subject split, capping at 8 periods.
II	6S	AL Engineering Science/ ASL Applied Mathematics/ ASL Computer Applications	8/4/4	This should be taken as a 2-subject split, capping at 4 periods, i.e. taking the lower number of teaching periods.

For very special cases, please contact your senior school development officer.

Q4. Is there any **minimum** number of students for split-class subjects at S6 to S7?

A4. The viable class size should **not be less than 10**.

- Q5.** In calculating the number of additional teachers for split-class teaching for S1 to S5 in Table A of EMBCM No. 26/2004, should we separately round off the number at each row of column (e), or should we **add all the numbers in** column (e) first and **then round off the total**?
- A5. Please add all the numbers in column (e) first and then **correct the total to 2 decimal places**, and when so doing, schools should apply the **approximation procedure** (四捨五入).
- Q6.** Please provide guidelines for converting “the number of contact hours per week” into “the number of periods per week”.
- A6. In our secondary curriculum, we have assumed 40 minutes for a period. 160 contact minutes (i.e. 2 hours and 40 minutes) a week is therefore equivalent to 4 periods a week, or 40 contact hours is equivalent to 60 periods, etc.

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