

**VOLUME II**

**PRACTICAL SCHOOLS**

**AND**

**SKILLS OPPORTUNITY SCHOOLS**

**September 1996**

**CODE OF AID**  
**FOR SPECIAL SCHOOLS**

**Education Department**

**September 1996**

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## CODE OF AID FOR SPECIAL SCHOOLS (VOLUME II)

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I. INTRODUCTION

- Purpose of the Code Interpretation
1. (a) This Code of Aid prescribes the rules and conditions in accordance with which the Government of the Hong Kong Special Administrative Region promotes education by means of grants to such practical schools and skills opportunity schools as may be approved for this purpose by the Director of Education.
- (b) In this Code of Aid, “Government” means the Government of the Hong Kong Special Administrative Region; “Director” means the Director of Education.
- (c) A practical school means a school with a boarding section which provides education suitable for pupils who are more inclined towards a practically orientated curriculum, and which has been approved by the Director for this purpose.
- (d) A skills opportunity school means a school without a boarding section which provides education suitable for pupils who have severe learning difficulties, and which has been approved by the Director for this purpose.
- 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 practical schools/ skills opportunity schools
3. A practical school/skills opportunity 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 practical schools/skills opportunity schools as the Director may from time to time issue. An administrative guide for practical schools and skills opportunity schools is at Appendix 1.

Director may appoint additional managers

4. If it appears to the Director -
- (a) that a school is not being managed satisfactorily or that the education of the pupils is not being promoted in a proper manner; or
  - (b) 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
  - (c) 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.

Director of Audit and the Commissioner Against Corruption to have right of access to records and accounts

5. As a condition of grant, the Director of Audit and the Commissioner Against Corruption or any officer duly authorized by them may, if they consider 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 and the Commissioner Against Corruption or to their 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.

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II. GRANT OF AID TO PRACTICAL SCHOOLS AND SKILLS OPPORTUNITY SCHOOLS

Government aid and fees to be calculated

6. The kinds of grant necessary to cover the normal expenditure of an aided practical school/skills opportunity school shall be

so as to enable practical schools/ skills opportunity schools to provide education of an acceptable standard

calculated in such a way that such grants together with the income from boarding fees, in those schools where such fees are chargeable, should in general be sufficient to enable an aided practical school/skills opportunity 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

7. Aid to practical schools/skills opportunity 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 Grants
- v) Boarding Grant
- vi) Lift Maintenance Grant

(b) Non-recurrent and Capital Grants

(c) Recurrent and Non-recurrent Grants for curriculum development

Director to determine grants

8. (a) The Director shall, after making such inquiries as he considers necessary, determine to which practical schools/skills opportunity 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 practical school/skills opportunity 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

9. (a) The Director may, if it appears to him that the Management Committee is not managing the practical school/skill opportunity 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 11(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 practical school/skills opportunity school, setting out the grounds on which it appears to him that the practical school/skills opportunity 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 11(b) below; and giving formal warning that consideration is being given to reduction or withdrawal of grants.

- (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 practical school/skills opportunity 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 11(b) below, he shall cause a notice in writing to be served on the Management Committee of the practical school/skills opportunity 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 practical school/skills opportunity 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 10.

- (a) If the Management Committee of a practical school/skills opportunity 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 practical school/skills opportunity 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

11. (a) No additional aid shall be granted in respect of the expansion of an aided practical school/skills opportunity school, unless such expansion has received the approval of the Director in writing.
- (b) The class structure of the practical school/skills opportunity 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

12. (a) The Director may permit a practical school/skills opportunity school to charge subscriptions for expenditure on school and educational needs approved by him. The amount of such subscriptions in each practical school/skills opportunity school shall be subject to the approval of the Director.
- (b) However, no subscriptions should be charged in Primary Classes and in Secondary I-III as a result of implementation of free primary and junior secondary education, except in very special cases with the approval of the Director.
- (c) A practical school/skills opportunity 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.

Method of payment of subscriptions

13. Unless otherwise permitted in writing by the Director, the amount of subscriptions 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 1 August.

Income to be used for provision of facilities in the school

14. (a) The income of a practical school/skills opportunity school managed and conducted under the terms of this Code of Aid, whether derived from grants, fees 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 practical school/skills opportunity 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.
- (b) In practical schools/skills opportunity schools where no

fee is charged, all income from non-government sources shall be placed in a General Fund and shall, unless the Director shall have otherwise determined, be expended only on such purposes as the Director shall have approved.

Acceptance of donations

15. (a) The Management Committee of a practical school/skills opportunity school should seek prior approval of the Director before accepting donations which may involve annual recurrent expenditure either from the 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/General Funds Account and reported quarterly.
- (b) The Management Committee of a practical school/skills opportunity school should note that before donations are accepted it must be fully satisfied that there is no connection between the donation and any student ~~the~~ standing or possible future standing in the practical school/skills opportunity school and that the offers of donations from commercial concerns cannot be interpreted in any way as inducements.

Other income to be taken into account

16. Where an aided practical school/skills opportunity school with the written permission of the Director operates a non-aided school in its school premises, or lets any part or all of its premises for any purposes, the rental or profit so received shall be credited to the school accounts in such proportion as the Director may determine.

Surpluses/Deficits

- |                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Surpluses to be carried forward and deficits to be transferred | 17. (a) If in any year there is a surplus in the Administration Grant, School and Class Grant and Boarding Grant, it shall be carried forward in the respective accounts. 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/ General Funds Account at the end of the accounting year, or the financial year as the case may be.<br><br>(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 Accounts for the School and Class Grant and Boarding Grant, 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. |
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RECURRENT GRANTS

Salaries Grant

- |                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries Grant to cover approved salaries less approved fees | 18. (a) The approved Salaries Grant will be paid monthly and will consist of the approved salaries for all teaching staff and all other staff employed in accordance with the terms of this Code of Aid less the income from approved 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. |
| Powers of the Director to reduce or withdraw Salaries Grant  | (b) The payment of Salaries Grant in respect of staff specifically provided for a particular purpose will be dependent on the effective carrying-out of that purpose.                                                                                                                                                                                                                                                                                                                                                                                   |
| Schools receiving Administration Grant                       | (c) For schools that have elected to receive the Administration Grant, the salaries for the clerical and janitor staff will be paid out of the Administration Grant.                                                                                                                                                                                                                                                                                                                                                                                    |
| Director to approve fees                                     | 19. Boarding fees charged in a practical school which is in receipt of aid under the terms of this Code of Aid, shall be subject to                                                                                                                                                                                                                                                                                                                                                                                                                     |

approval by the Director. Standard boarding fees for aided practical schools are stated at Appendix 2.

- |                                                            |     |                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Method of payment of fees                                  | 20. | Unless otherwise permitted in writing by the Director, the boarding fees shall be collected on or after the first school day of each months during which the pupil is resident in the practical school.                                                                             |
| Principal may approve fee remission                        | 21. | 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 at Appendix 2. However, approval may be sought to vary the level of fee remission in special cases. |
| Approved establishments                                    | 22. | Approved establishments for teachers and other staff are shown at Appendix 3.                                                                                                                                                                                                       |
| Approved salary scales and allowances                      | 23. | Expenditure on account of salaries and allowances will be allowed for grant purposes at the rates laid down at Appendix 4 or as otherwise approved by the Director.                                                                                                                 |
| Date of commencement and of cessation of salaries of staff | 24. | 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 at Appendix 8.                                                              |

Increments may be granted or withheld

25. (a) Increments in salary for staff will normally be given by the Management Committee of a practical school/skills opportunity 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 practical school/skills opportunity 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

26. (a) On appointment to an aided practical school/skills opportunity 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 1966; or
  - iv) a private school on or after 1 September 1971.

Service in assisted private schools prior to 1 January 1966 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 as shown at Appendix 5.

- (b) Incremental credit for experience on appointment in the case of other professional staff of a practical school/skills opportunity school may be awarded in accordance with the above principles, where applicable.

#### Classification of Staff

Classification of staff in practical schools and skills opportunity schools

27. For the purpose of Sections 28-38 of this Code of Aid, with regard to leave conditions and replacement staff, staff in practical schools/skills opportunity schools are classified as follows :

(a) Teachers

All staff in the teaching grades, including head teachers and workshop teachers (WT).

(b) Laboratory Technicians

(c) Non-teaching staff

i) Specialist staff including school social workers, educational psychologists, wardens, assistant wardens, boarding service masters/mistresses I and boarding service masters/mistresses II.

ii) Non-specialist staff including clerks, clerical assistants, workshop attendants, special drivers, motor drivers, cooks, watchmen and janitor staff.

#### Leave

Paid sick leave and maternity leave

28. (a) The Management Committee of an aided practical school/skills opportunity school may, subject to the approval of the Director, grant paid sick leave to teachers,

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laboratory technicians, and specialist staff employed in the school. The rules governing such leave are as shown at Appendix 12.

- (b) The Management Committee of an aided practical school/skills opportunity school may, subject to the approval of the Director, grant paid special tuberculosis leave to all teachers, laboratory technicians and specialist staff employed in the school. The rules governing such leave are as shown at Appendix 12.
- (c) The Management Committee of an aided practical school/skills opportunity school may, subject to the approval of the Director, grant paid maternity leave to female teachers, laboratory technicians, and specialist staff employed in the school. The rules governing such leave are as shown at Appendix 13.

- 29. (a) The Management Committee of an aided practical school/skills opportunity school may, subject to the approval of the Director, grant paid sick leave to non-teaching non-specialist staff employed in the school. The rules governing such leave are as shown at Appendix 12.
- (b) The Management Committee of an aided practical school/skills opportunity school may, subject to the approval of the Director, grant paid maternity leave to female non-teaching non-specialist staff employed in the school. The rules governing such leave are as shown at Appendix 13.

Director may approve  
paid study leave

- 30. (a) Any teacher, laboratory technician, or specialist staff in an aided practical school/skills opportunity school selected by the Director for a course of training may continue to receive full salary for the approved period of study leave.
- (b) Teachers, laboratory technicians, or specialist staff in an aided practical school/skills opportunity 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 or paid study leave will be considered unless the prior approval of the Director has been obtained for the staff to attend the course.

Director may approve the grant of paid leave for other purposes

31. (a) The Director may approve the grant of paid study leave or leave for other specially approved purposes to the Principal of an aided practical school/skills opportunity school. While the Principal is absent on such approved leave exceeding 30 days, the acting Principal shall receive the appropriate allowance.
- (b) On the recommendation of the practical school/skills opportunity school Management Committee, the Director may approve paid leave for teachers, laboratory technicians, and specialist staff for other specially approved purposes.

Director may approve the grant of paid annual leave to staff

32. (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 a maximum of 2 days special leave with pay per academic year to teachers on grounds of urgent private affairs of grave importance.
- (b) Laboratory technicians and non-teaching staff, 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 as the Director will not approve the appointment of supply or temporary staff. The rules governing such leave are shown at Appendix 14.

- Director may approve no-pay leave
33. (a) The Director may approve the grant of no-pay leave to any teacher, laboratory technician and specialist staff of an aided practical school/skills opportunity school 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 Holidays, Chinese New Year Holidays, Easter Holidays and Summer Vacation, payment of salary will resume on the day following the last day of such no-pay leave provided that the day 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 Holidays, Chinese New Year Holidays, Easter Holidays and Summer Vacation, payment of salary will resume on the day in which the member of staff 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.

#### Supply Teachers and Temporary Replacements

- Director may approve employment of supply teachers and laboratory technicians
34. (a) The Director may approve the employment of supply teachers and laboratory technicians, if it appears to him that their employment is necessary to substitute for teachers and laboratory technicians absent on account of sick leave, maternity leave or special tuberculosis leave or any other approved leave for more than two days, whether such leave be paid or unpaid.

- (b) 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 teacher may be engaged to replace an unqualified teacher. A supply teacher is paid on fixed daily rates as stated at Appendix 4.
- (c) 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 teachers and laboratory technicians 35. (a) The Director may approve the employment of temporary replacements on monthly terms of the appropriate grade for Principals, teachers 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 vacant teacher or laboratory technician post of an aided practical school/skills opportunity school in circumstances where it appears to the Director that the appointment of a supply teacher or laboratory technician under the terms of Section 34 of this Code of Aid would be inappropriate.
- Director may approve employment of temporary replacement for specialist staff 36. The Director may approve the employment of temporary replacement for specialist staff who have been granted the following leave for a period not less than 30 days : paid sick leave, paid leave for other purposes, paid maternity leave, paid study leave or no-pay leave.
- Director may approve employment of temporary replacement for non-specialist staff 37. (a) In case that a school has only one clerk, the Director may approve the employment of a temporary replacement when the clerk is on approved sick leave or maternity leave for not less than 14 days. Such a temporary clerk will be paid on fixed daily rates as announced in the relevant circular. A replacement staff substituting for a period not less than 90 days will be paid on a monthly basis.
- (b) The Director may approve the employment of temporary

replacement for motor drivers/special drivers in practical schools/skills opportunity schools who are on approved sick leave, maternity leave or no-pay leave for one or more days, or at the discretion of the Director, for any unfilled vacancies provided that the practical school/skills opportunity school has made every effort to fill such vacancies. Such a temporary driver will be paid on fixed daily rates as announced in the relevant circular. A replacement staff substituting for a period of not less than 90 days will be paid on a monthly basis.

Director may approve the appointment of supply staff for the boarding section

38. (a) The Director may approve the employment of supply staff in place of boarding service masters/mistresses II, cooks and janitor staff employed in the boarding section if it appears to him that their employment is necessary to substitute for staff absent on account of sick leave, maternity leave or no-pay leave for more than two days, or at his discretion for any unfilled vacancies provided that the practical school has made every effort to fill such vacancies.
- (b) For boarding sections which are fully operational all year round, the Director may approve the employment of relief workers to substitute for boarding service masters/mistresses II, cooks and janitor staff on annual leave if their leave cannot be staggered. Prior approval of such leave must be obtained from the Director.

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- (c) The daily rates of pay for the above supply staff and relief workers are contained at Appendix 4.

Administration Grant

Calculation of Administration Grant

- 39.A. (a) An Administration Grant to enable schools to employ clerical and janitor staff to meet their specific needs shall be paid monthly in advance to those schools which have elected to receive the grant. The amount of grant shall be calculated in accordance with the formula as shown at Appendix 33. The Administration Grant may also be used for the cleaning of the school premises by contract.
- (b) Any surplus in the Administration Grant shall be carried forward and accumulated from year to year to be treated as a reserve subject to Section 17.

Appointment of clerical and janitor staff in schools elected to receive Administration Grant

- B. (a) The Management Committee of a school elected to receive Administration Grant under the terms of this Code of Aid shall be responsible for the appointment, dismissal, salaries and terms of service of clerical and janitor staff, and the salaries of these non-teaching staff shall be paid out of the Administration Grant.
- (b) The Management Committee of the school shall notify the Director promptly of the change of clerical or janitor staff and specify the effective date.

School and Class Grant

School and Class Grant

- 40. (a) A School and Class Grant inclusive of a Library Grant element shall be made in respect of practical schools/skills opportunity schools where no tuition fee is charged and shall be paid half-yearly. The amount of grant shall normally be assessed according to approved class organization of the school. The rates of the School and Class Grant are as announced in the relevant circular.

Items Chargeable to School and Class Grant

- (b) Items of expenditure which may be charged to the School and Class Grant Account are shown at Appendix 16.

Size of classes in practical schools and skills opportunity schools

- (c) The number of pupils per class in practical schools and skills opportunity schools shall not exceed the following levels, except with the permission in writing of the

Director :

- i) Practical schools  
30 per class
  - ii) Skills opportunity schools  
20 per class
- (d) The Director may from time to time approve such other ratios of pupils per class, in respect of such other categories of pupils in need of special educational provision, as may seem to him necessary.

### Insurance

Insurance

41. (a) The Government shall carry the risk of damage or loss to the school premises of aided schools 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 at Appendix 31. 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 the 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 and 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.

#### Rent and Rates Grants

Director may approve reimbursement of rent and rates

42. The Director may approve full reimbursement of rent, government rent and rates actually paid for practical school/skills opportunity school purposes.

#### Boarding Grant

Boarding Grant

43. A Boarding Grant consisting of a Food Grant element and a Miscellaneous Grant element shall be made in respect of an approved boarding section of a practical school and shall be paid monthly at the rates as announced in the relevant circular. The amount of grant shall normally be assessed according to actual enrolment in the boarding section. Items of expenditure which may be charged to the Boarding Grant Account are shown at Appendix 16.

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#### Lift Maintenance Grant

Lift Maintenance Grant

44. A Lift Maintenance Grant shall be made in respect of practical schools/skills opportunity schools operating lifts for use by pupils to meet the cost of lift maintenance and servicing. The payment of this grant will be made on a reimbursement basis towards the actual amount paid by the schools.

#### Class Grant for Complementary Studies

Class Grant for Complementary Studies

45. Additional class grant to enable practical schools and skills opportunity schools to cover all instructor fees, consumables and furniture/equipment cost for the courses run under complementary studies. The grant shall be paid half-yearly together with the School and Class Grant.

NON-RECURRENT AND CAPITAL GRANTS

Director may approve non-recurrent and capital grants

46. (a) The Director may approve grants in respect of items such as major repairs and additional or replacement of major items of furniture and equipment for existing schools where such an item costs not less than \$3,000. 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. The Director may, however, determine a ratio of contribution by the Government and the school as may appear to him appropriate in respect of any such grant.
- (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 initial grant for school-based psychological service

- (c) The Director may approve for the purpose of providing school-based psychological service, an initial one-off grant of \$26,000 per psychologist for the purpose of furniture and equipment required to set up the operation of the service. A separate ledger would be necessary to record the details of expenses charged to this grant. This grant should be completely utilized by the end of the financial year after the one in which the grant is made. Any surplus will then be clawed back. Items cl Nov. 97 (R)4 are as shown at Appendix 16.

Director may approve capital grant for new/reprovisioned practical schools/ skills opportunity schools

47. The Director may approve capital subsidy 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.
48. Procedures in respect of Section 46(a) & 46(b) and 47 of this Code of Aid are shown at Appendices 17, 18 and 19.

RECURRENT AND NON-RECURRENT GRANTS FOR CURRICULUM DEVELOPMENT

49. Subject to the approval of the Director, grants for consumable materials may be given for certain practical/technical subjects. The amount of subsidy will be calculated based on the approved number of participating pupils of secondary classes in an aided

practical school/skills opportunity school.

III. ADMINISTRATION OF PRACTICAL SCHOOLS AND SKILLS OPPORTUNITY SCHOOLS

Admission, Suspension and Expulsion of Pupils

- |                                                         |                                                                                                                                                                               |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Admission criteria                                      | 50. Admission to and allocation of places at aided practical schools/skills opportunity schools shall be regulated as the Director may determine, and as shown at Appendix 1. |
| Director to regulate suspension and expulsion of pupils | 51. Suspension and expulsion of pupils from an aided practical school/skills opportunity school shall be regulated as the Director may determine, and as shown at Appendix 1. |

Teaching Practice Arrangements

Schools to accept teaching practice arrangements

52. Schools should co-operate, whenever possible, in the training of teachers by accepting for teaching practice student teachers undergoing 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

53. (a) The premises of an aided practical school/skills opportunity 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 make full consultation with the school authorities concerned. In this connection, appropriate remuneration will be made regarding 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

54. (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 dismissals 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 55. The approval of the Director is required for the appointment of a principal of an aided practical school/skills opportunity school. Such appointments shall be made in accordance with the conditions shown at Appendix 5.
- Teachers and other staff to be medically examined 56. (a) All teaching staff, specialist staff, cooks and workshop attendants (other than supply staff) 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) All other staff (other than supply staff) shall, before appointment, undergo a medical examination by a registered medical practitioner.
- (c) Serving registered teachers on transfer from one aided school to another without break of service will not be require to attend an X-ray examination or present a medical certificate on appointment.
- (d) The Director may exempt teachers and other staff from pre-employment X-ray examination for cases mentioned at Appendix 11.
- Application for approval of salaries 57. (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 58. (a) The Principal of an aided practical school/skills opportunity school shall inquire into, examine and verify the certificates and testimonials of an applicant for appointment of any grade of staff in the school, and shall verify any previous experience claimed by such applicant,

making reference for this purpose to the applicant 僱 former employer(s) as appropriate.

- (b) The Principal of an aided practical school/skills opportunity school shall verify the date of birth and the Hong Kong Identity Card Number of any person employed to any grade of staff in the school, and shall require such person to produce for inspection a birth certificate, statutory declaration, the Hong Kong Identity Card, or such other documents as may appear necessary for this purpose.
- (c) Supervisor and the Principal of a practical school/skills opportunity school shall be responsible for ensuring that the qualifications and experience claimed by an applicant for appointment are genuine. The claims in the appointment form completed should be verified against the documents produced and initialled.

- |                                                                          |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications for various grades of staff                               | 59. | Qualifications required for eligibility for employment as staff in an aided practical school/skills opportunity school are shown at Appendix 5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Preference to be given to persons possessing professional qualifications | 60. | The Management Committee of an aided practical school/skills opportunity 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 special education.                                                                                                                                                                                                                                                                                                                                           |
| Temporary employment of unqualified persons as teachers                  | 61. | <ul style="list-style-type: none"> <li>(a) Subject to the approval of the Director, the Management Committee of an aided practical school/skills opportunity school may, if a qualified person is not available to fill a vacancy in the teaching staff establishment, employ a permitted teacher who is not in possession of standard or approved qualifications to fill the teaching vacancy on a temporary basis. The salary for such an unqualified teacher shall be as shown at Appendix 4.</li> <li>(b) Notwithstanding (a), no person shall be employed to teach in a workshop unless qualified to teach technical subjects.</li> </ul> |

- Contract of service; letter of appointment 62.
- (a) A teacher shall, on appointment to an aided practical school/skills opportunity 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 members 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 practical school/skills opportunity school and of the employer, this being the Management Committee or, if any school has only one manger, 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 64;
    - viii) the conditions relating to payment of salary on the resignation or dismissal of such teacher as specified under Section 64;
    - 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 practical schools/skills opportunity schools.

Appointment to be initially on probation

63. A teacher on first appointment to an aided practical school/skills opportunity 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

64. (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 practical school/skills opportunity school at which such teacher is employed, or by the teacher.
- (b) The employment of an unqualified teacher under the terms of Section 61 of this Code of Aid shall be terminable by the giving of one month's notice either by the Management Committee of the practical school/skills opportunity 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 practical school/skills opportunity 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 practical school/skills opportunity school whether or not he wishes to seek a renewal of the contract of service. The Management Committee of an aided practical school/skills opportunity 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) A School Management Committee 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) A practical school/skills opportunity school Management Committee shall only dismiss a teacher for good and sufficient reasons (see Appendices 6 and 9). 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.

Appointment of specialist staff 65.

The appointment of specialist staff to aided practical school/skills opportunity schools should follow the principles outlined in Sections 62-64, where applicable.

Retirement

## Retirement

66. (a) All non-specialist staff employed from the Salaries Grant in accordance with the approved establishment and pay scales for these staff shall retire at the age of sixty, except in special cases and with the approval of the Director.
- (b) All other staff shall retire at the end of the school year in which he reaches the age of sixty. The Director may, however, on the recommendation of the Management Committee of a practical school/skills opportunity school and subject to the submission of a satisfactory medical certificate as to fitness, permit such staff 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

67. The conditions under which teaching and other staff may become eligible for promotion to higher ranks of appointment are set out at Appendix 10. A teacher in service who becomes eligible for appointment to a higher rank by reason of the acquisition of further qualifications will be considered for appointment to the higher rank. However, a practical school/skills opportunity school may not exceed the overall entitlement in respect of grades and ranks of appointment as shown at Appendix 3.

Acting Appointments

## Acting appointments

68. (a) 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 at Appendix 10. Acting Allowances so gained will be treated as salary for Provident Fund purposes.
- (b) 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

practical schools/skills opportunity schools cover posts in the rank of Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/Mistress and Principal Assistant Master/Mistress. Arrangements for acting appointments and allowances are set out at Appendix 4. Acting allowances so gained will be treated as salary for Provident Fund purposes.

Outside Duties

## Outside duties

69. Staff employed full-time in a practical school/skills opportunity school administered under the terms of this Code of Aid shall not engage in outside duties 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 staff's normal duties. Records of such approval should be kept by the school.

Provident Fund

## Provident Fund

70. (a) A teacher in an aided practical school/skills opportunity school who contributes to the Subsidized Schools Provident Fund is subject to the provisions of 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 at Appendix 15.
- (b) A teacher who does not contribute 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 contribution to such fund, received from the 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.
71. Laboratory technicians and non-teaching staff in an aided practical school/skills opportunity school may participate in 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

72. (a) The Supervisor of an aided practical school/skills opportunity school shall be responsible for keeping proper books of account, 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) in a practical school/skills opportunity school where Boarding Fees or Subscriptions are chargeable with the permission of the Director, an attendance register and register of fees showing inter alia receipt number and amount of Boarding Fee, or Subscriptions against the name of each pupil;
  - iv) revenue receipt counterfoil and Daily Collection Summary in respect of Boarding Fees, Subscriptions 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) register showing receipts and expenditure of Textbook Assistance Scheme, if necessary;
  - ix) a general ledger and subsidiary ledgers showing accounts in respect of all items of recurrent income and expenditure;
  - x) provident fund records for individual staff;
  - xi) register of hire of school accommodation; and

- xii) stock and sales records for exercise books, stationery, etc., if necessary.
- (b) All books of accounts, receipts, counterfoils and vouchers shall at all reasonable times be available for inspection by the Director or officers 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 practical school/skills opportunity school building funds/donations, etc., shall not be destroyed without prior approval of the Director. However, the following records may be destroyed after a certain period of retention, as specified below :
- i) Minimum period of retention - 7 years :
- Books of accounts,  
i.e. cash books,  
Ledgers, etc.  
All types of vouchers,  
Bank statements.
- ii) Minimum period of retention - 2 years :
- Quarterly returns (duplicates), Paysheets (duplicates), Fees receipts/school attendance registers, Register of hire of school accommodation.

- Accounts not to include provision for depreciation 73. An aided practical school/skills opportunity school shall not make any charge or 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 74. (a) The Supervisor of an aided practical school/skills opportunity school shall keep bank accounts in the name

- account of the school, one of which accounts shall be kept solely in respect of moneys received from the 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 Head and the Deputy Head of the school, duly authorized by the Management Committee.
- School funds to be kept separate 75. Subscriptions or other sums received by an aided practical school/skills opportunity 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 76. (a) The Director may require the Supervisor of an aided practical school/skills opportunity school to submit accounts at such times and in such manner as he may determine.
- (b) The accounts of an aided practical school/skills opportunity 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/ Boarding Grant Account as appropriate.
- (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 purpose 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.

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|--------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director may withhold grant if accounts not submitted                                                              | 77. | The Director may, if a practical school/skills opportunity 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                                                  | 78. | <p>(a) If the Director has permitted an aided practical school/skills opportunity school, under the terms of paragraph (c) of Section 12 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.</p> <p>(b) The Supervisor of such practical school/skills opportunity school, when submitting annual accounts of the school as required by the terms of Section 76 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.</p> |
| Accounts relating to sections of practical schools/skills opportunity schools not subvented under this Code of Aid | 79. | (a) Where the Management Committee of an aided practical school/skills opportunity school operates a private section or a boarding section which does not receive financial assistance under this Code of Aid, 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 practical school/skills opportunity 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 practical school/skills opportunity school.
- Recurrent Grants to be refunded and accounts submitted, if practical school/skills opportunity school ceases to be aided 80. The Management Committee of an aided practical school/skills opportunity school shall, in the event of that school 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 practical school/skills opportunity school.
- Outgoing Supervisor to hand over accounts 81. (a) If at any time for any cause the Supervisor of an aided practical school/skills opportunity 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 practical school/skills opportunity 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 outgoing 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.

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- (c) The Director may require the Management Committee of such practical school/skills opportunity 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 the Government such proportion of grants made to the practical school/skills opportunity school during the period in which the outgoing Supervisor acted as Supervisor as he shall assess.

**Appendices to the Code of Aid for Special Schools**

1. Administrative Guide
2. Boarding Fees and Levels of Fee Remission
3. Staff Establishment
4. Salary Scales and Allowances
5. Qualifications Required for Grades of Appointment
6. Teaching Staff Contracts
7. Terms of Employment for Laboratory Technicians
8. Payment of Salaries on Appointment, Resignation, Retirement or Termination of Appointment
9. Procedure to be followed in Case of Dismissal or Termination of Appointment of a Teacher
10. Conditions for Promotion and Acting Appointment
11. X-ray Survey of Staff
12. Grant of Sick Leave and Special Tuberculosis Leave
13. Grant of Maternity Leave to Female Staff
14. Grant of Leave on an Annual Basis
15. Subsidized Schools Provident Fund
16. Items Chargeable to Grants
17. Non-Recurrent Grants (Furniture/Equipment)
18. Non-Recurrent Grants (Major Repairs)
19. Building Grants
20. Furniture/Equipment Tender Letter
21. Form of Tender for the Supply of Furniture/Equipment

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22. Form of Tender for Service
  23. Notes for Preparation of Tender Documents
  24. Tender Schedule (Furniture/Equipment)
  25. Tender Price Comparison Table
  26. Quotation Record
  27. Tender Summary Sheet
  28. Notes for Guidance on Aided Schools Building Works
  29. Estimates Form, Furniture/Equipment
  30. Estimates Form, Major Repairs
  31. School Assets and Settlement of Claims
  32. Specimen Letter to District Office for the Use of a District Office Tender Box
  33. Administration Grant

Appendix 1Administrative GuideFirst Aid

1. In every practical school/skills opportunity 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 contain materials for giving immediate treatment to burns, scalds, acid/alkali burns, shock 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 practical school/skills opportunity school should be trained in giving first-aid treatment.

Fire Precautions

3. All practical schools/skills opportunity schools, as required by the Director of Fire Services, shall be equipped with fire extinguishers kept in easily accessible places and janitor 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. If there is no laboratory in the school, experiments involving the use of candles and spirit lamps should only be demonstrated by teachers in classrooms provided with fire extinguishers, fire blankets and first-aid boxes. The candles or spirit lamps so used should be placed in a metal tray away from any combustibles.
4. Fire drills, when all pupils and staff 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.

Appendix 1

6. Where a practical school/skills opportunity school has more than one fire alarm bell or light, arrangements should be made to ensure that when an alarm is given on one, it is immediately relayed to all other alarm bells or lights.
7. Fire drills shall also be held for the boarding section.
8. No cooking 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 of Education 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 practical school/skills opportunity school should normally correspond with the Education Department through the Principal/Supervisor of the school.

Admission of Pupils

12. (a) Allocation of places in Secondary I of practical schools and skills opportunity schools shall be made according to the official allocation system as the Director may from time to time determine.
- (b) The Director may, as he thinks fit, require an aided practical school/skills opportunity school to admit to that school as a pupil, a child who is referred by the Director to fill an available vacant place.
- (c) All practical schools/skills opportunity schools shall maintain a system of records giving details of each pupil in a form recognised by the Director. Such records shall give particulars of pupils entering and leaving the school.

Appendix 1Suspension and Expulsion of Pupils

13. (a) Pupils admitted into a course in an aided practical school/skills opportunity school should normally be allowed to complete that school course. No pupil shall be dismissed under the age of 15 without proper warning and notice to parents and without the prior approval of the Director.
- (b) Pupils must not be expelled solely on the ground that they are academically weak.
14. (a) No pupil shall be considered for expulsion except on the following grounds-
  - (i) Deliberate non-payment of gazetted fees;
  - (ii) A criminal or grave moral offence or serious breach of school discipline, after reasonable measures to enlist the cooperation of parents have proved unsuccessful;
  - (iii) Medical or other grounds accepted by the Director as sufficiently serious.
- (b) Where approved subscriptions and boarding fees are charged, the deliberate non-payment of such fees is an accepted ground for expulsion. Supervisors and Heads of schools will be expected to investigate the circumstances and, if they are convinced that non-payment is genuinely deliberate, to inform the Director accordingly before expelling the pupil. This applies to all pupils, whether 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 should 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 should be sent to the parents or guardians, and a full report should be submitted to the Director for his consideration at the same time.

Appendix 1

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 a suitable warning letter has been given to the parents or guardians. In exceptionally serious cases, suspension may be effected immediately, provided that the parents or guardians are so advised. The Director shall be informed of all cases of suspension from school for more than three school days.
- (c) All practical schools and skills opportunity schools shall keep a record of all suspensions and expulsions, showing the reason in each and including, in expulsion cases, a record of the prior approval of the Director.

Attendance, Terms and Holidays

16. An attendance register shall be kept for each class and shall be made up within one hour of the commencement of each school session.
17. The Principal of an aided practical school/skills opportunity school shall keep a daily summary showing the attendance of each class.
18. Practical schools/skills opportunity schools shall normally operate whole-day sessions.
19. The school hours shall be as approved by the Director. If the time devoted to religious knowledge and other religious observances exceeds  $1\frac{1}{2}$  hours per week, such excess time shall be additional to the normal school hours.
20. 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.

Appendix 1

21. The number of school holidays, which should include public holidays, shall be 90 days a year, with three additional discretionary holidays. The 90 days school holidays should primarily be holidays for the children. Teachers may also enjoy these holidays but they may be required to carry out extra-curricular duties or assist in performing school administrative duties during these holidays at the school's discretion.

22. The Supervisor shall, in accordance with regulation 79 of the Education Regulations, send to the Director before 15 August in each year notice of all holidays it is 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.

23. The Director may, in accordance with regulation 82 of the Education Regulations, by notice in writing to the Supervisor of any practical school/skills opportunity 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.

24. 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 practical school/skills opportunity 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 aided practical school/skills opportunity 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 circulars issued each year.

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27. In selecting textbooks for use by pupils, schools should observe the Guidelines concerning Textbook Selection Procedures and Acceptance of Publishers' Donations by Schools. 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 changes are deemed necessary, there ought to be good educational reasons for such changes. 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 once 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 selected from the Recommended List must be supported by good educational reasons. The school should be prepared to supply such reasons if required to do so.

28. Each school should have a homework policy for which the Head 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 Practical Schools and Skills Opportunity Schools in Event of Storms

29. (a) Practical schools and skills opportunity schools should be closed in the event of the hoisting of any typhoon signal higher than No. 3 or as otherwise instructed by the Director. However, for practical schools with boarding sections, Supervisors of schools may permit certain classes to continue their sessions. Notwithstanding the above, schools shall be closed in other circumstances as instructed by the Director.
- (b) In the event of tropical cyclones, heavy persistent rain and thunderstorms, Principals of schools should make necessary arrangements in accordance with Administration Circular in force.
- (c) 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.

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- (d) 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 of the school may close the school and notify the Senior Inspector (Special Schools Administration) as soon as possible afterwards.
- (e) Principals of schools 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

30. 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

31. The Supervisor of an aided practical school/skills opportunity 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 'Canteen Shop' Items

32. No trading operation of any kind is allowed in the school except with the prior approval in writing by the Director. Any profits so derived should be reflected in the school's account.

33. The Principal of an aided practical school/skills opportunity 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.

34. Comprehensive price lists of all commodities for sale to pupils must be displayed prominently in the school.

Appendix 2Standard Boarding Fees  
and Levels of Fee Remission

<u>Type of Fees</u>		<u>Amount of Fees</u>	<u>Fee Remission</u>
Boarding Fees	)	As announced in	
	)	the relevant circular	10% of total fee income
		in force	

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

Appendix 3Staff EstablishmentA. SCHOOL SECTION1. Teaching Establishment(a) Staffing Ratios

The staffing ratios for all levels will be 1.5 teachers per class. In order to avoid the use of fractions of a teacher, where 0.5 of a teacher results from the application of this ratio, it will be rounded up to the nearest whole number. Teachers for split classes, where approved, will be included in the calculation of the teaching establishment before the rounding up or down of fractional staff.

(b) Principal of School

In schools with more than 3 classes, the calculation is exclusive of the post of the Principal of the school. For grading of the Principal of School, please refer to Attachment A.

(c) Teachers for Split Classes

At the request of the Principal of the school, 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, practical instruction, and specialist teaching requirements in practical schools/skills opportunity schools.

(d) Part-time Teachers

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

$$1.5 \times \frac{\text{Number of periods taught by teacher per week}}{\text{Total number of periods taught per week}}$$

Appendix 3(e) School Librarian

A skills opportunity school having 15 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 skills opportunity school with less than 15 operating classes, a 0.5 school librarian may be appointed. The non-graduate school librarian is included in the non-graduate teaching establishment to, in addition to performing the general library duties, help improve the reading skills of the pupils and facilitate the production of self-made teaching materials, thus enhancing the school-based curriculum. The non-graduate teacher librarian should have a minimum of two years' post-qualification teaching experience, and service as a teacher librarian will count as teaching experience for promotion purpose. All these teacher 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.

(f) Resource Teachers for Supportive Educational Programmes

Practical schools and skills opportunity schools may, with the approval of the Director, appoint additional non-graduate teachers in accordance with the following ratios to strengthen the support for civic education, sex education, moral education, student discipline through better home-school co-operation, school leavers' programme, computer education and library service if a school librarian is not provided :

<u>Size of school</u>	<u>Provision of additional teachers</u>
Less than 6 classes	0
6 - 9 classes	0.5 *
10 classes or above	1

The resource teacher will be included in the establishment of the non-graduate teachers as net additional provision and will not be rounded up if 0.5 additional teacher is provided.

\* To be provided only when there is no rounding up of the non-graduate teaching establishment of the school.

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(g) Expansion of Graduate Posts in Practical Schools and Skills Opportunity Schools

For higher teaching standards, a practical school or skills opportunity school may upgrade a maximum of four non-graduate teaching posts to graduate teaching posts provided that no serving teacher's service may be terminated for the purpose of taking advantage of this provision.

(h) Graded Posts within the Establishment

The number of posts in each grade shall be determined by making reference to Attachment B.

(i) Flexibility in Teaching Staff Structure

In view of the varying needs of practical schools and skills opportunity schools, Principals and the Management Committee of a school may propose, for the approval of the Director, teaching staff structures with a higher proportion of non-graduate posts than in the standard manning scales, subject to the following conditions :

- (i) No serving teacher's service may be terminated for the purpose of taking advantage of this provision; and
- (ii) When a teaching staff structure of a school has been approved and implemented which involves additional AM or SAM posts, it will only be possible to raise the proportion of graduate posts when AM and SAM posts fall vacant. It will not then be possible to replace a departing CM with a GM.

2. Workshop Teachers

- (a) In practical schools and skills opportunity schools with workshops, one Certificated Master/Mistress (Workshop Teacher) may be appointed per approved workshop.
- (b) In practical schools and skills opportunity schools with workshops, one Assistant Master/Mistress (Workshop Teacher) may be appointed for every 4 approved workshops.

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- (c) A practical school or skills opportunity school may, with the approval of the Director, appoint a Workshop Instructor III to give instruction in those trades for

which no qualified teachers are available. The post will be held against, and will not be additional to, posts on the teaching establishment.

3. Laboratory Technicians

- (a) Laboratory Technicians II/III for science laboratories may, with the approval of the Director, be appointed on the following scale :

<u>Number of Laboratories</u>	<u>Number of Laboratory Technicians</u>
1	1
2	2
3	3

- (b) In practical schools/skills opportunity schools with five or more laboratories, one of the laboratory technicians may, at the discretion of the Director, be appointed at the Laboratory Technician I level.

4. Practical School/Skills Opportunity School Social Workers

- (a) Schools may, with the approval of the Director, appoint 0.5 school social worker for every 35 pupils in skills opportunity schools and every 50 pupils in practical schools. However, where a sponsor operates two or more practical schools/skills opportunity schools, the ratio of provision may, at the discretion of the Director, be applied to the combined capacity of the schools as if they were a single school.
- (b) Social workers in skills opportunity schools should, in general, be ranked at the Senior Social Work Assistant level. In skills opportunity schools, with four school social workers, one should be ranked at the Assistant Social Work Officer level.
- (c) Social workers in practical schools should be ranked at the Assistant Social Work Officer level, if graduate social workers are employed; or at the Senior Social Work Assistant level if the posts are filled by non-graduate social workers;

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5. Educational Psychologists

- (a) For sponsoring bodies operating a minimum of 30 practical school/skills opportunity school classes, practical school/skills opportunity schools with the approval of the Director, may appoint school-based educational psychologists. While each psychologist may serve more than one practical school/skills

opportunity school under a particular sponsor, he/she will be employed by and stationed at one of the schools and considered as a member of the non-teaching specialist staff of that school. Provision ratios for educational psychologists to be employed by practical school/skills opportunity schools are as follows :

<u>No. of Classes Operated by the Same Sponsor</u>	<u>Provisions of Psychologist(s)</u>
30 - 59	1
60 - 99	2
100 - 139	3
140 - 179	4

- (b) School-based educational psychologists should, in general, be ranked at Educational Psychologist I level. When fully qualified educational psychologists are not available in the job market, a candidate without a Post Graduate Certificate in Education and 6 years' relevant experience may be appointed as EP II, should he/she meet the entry requirements for this rank.

6. Clerical Staff

Practical schools or skills opportunity schools may, with the approval of the Director, appoint clerical staff on the following scale :

<u>Capacity at Full Development</u>	<u>No. of Clerical Staff</u>
up to 49	1 Clerical Assistant
50 - 99	1 Clerk Class II
100 - 149	1 Clerk Class II + 1 Clerical Assistant
150 or more	2 Clerk Class IIs

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Appendix 37. Workshop Attendants

Practical schools or skills opportunity schools may, with the approval of the Director, appoint one workshop attendant for each approved workshop.

8. Janitor Staff

Practical schools or skills opportunity schools may, with the approval of the Director, appoint one janitor staff for every three classrooms or approved special rooms. Fractional staff will be rounded up after summation.

9. Motor Drivers

- (a) Practical schools or skills opportunity schools may, at the discretion of the Director, appoint motor drivers for registered school buses.
- (b) Drivers who are required to drive a registered school bus with 30 or more seats will be appointed as Special Drivers. Those who are assigned to drive registered school buses with fewer than 30 seats will be appointed as Motor Drivers.

B. BOARDING SECTION

All practical schools with an approved boarding section subvented by the Education Department may be provided with the following staff :

1. Wardens

One warden may, with the approval of the Director, be appointed at the rank of :

- (a) Social Work Officer for a boarding section with a capacity of more than 120 boarders; or
- (b) Chief Social Work Assistant or Assistant Social Work Officer for a boarding section with a capacity of 120 or fewer boarders.

Appendix 32. Assistant Wardens

An assistant warden may, with the approval of the Director, be appointed at the rank of :

- (a) Assistant Social Work Officer for a boarding section with a capacity of more than 120 boarders; or
- (b) Senior Social Work Assistant for a boarding section with 60-120 boarders; or
- (c) Social Work Assistant for a boarding section with less than 60 boarders.

3. Boarding Service Masters/Mistresses I

Boarding Service Masters/Mistresses I may, with the approval of the Director, be appointed on the following scale :

<u>Week-day ratio</u>	<u>Week-end &amp; Sunday ratio (in addition to the week-day provision)</u>
1 for 60 boarders	0.5 for 60 or fewer boarders 1 for 61-120 boarders 1.5 for 121 or more boarders

4. Boarding Service Masters/Mistresses II

Boarding Service Masters/Mistresses II may, with the approval of the Director, be appointed on the following scale :

<u>Week-day ratio</u>	<u>Week-end &amp; Sunday ratio (in addition to the week-day provision)</u>
2 for 60 boarders	1 for 60 boarders

5. Clerical Assistants

1 clerical assistant may, with the approval of the Director, be appointed for each boarding section.

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6. Cooks

Cooks may, with the approval of the Director, be appointed on the following scale :

<u>Number of boarders</u>	<u>Number of cooks</u>
39 or less	2
40 - 79	3
80 or more	4

7. Watchmen

2 Watchmen may, with the approval of the Director, be appointed for each boarding section.

8. Janitor Staff

Janitor staff may, with the approval of the Director, be appointed on the following scale :

<u>Week-day ratio</u>	<u>Week-end &amp; Sunday ratio (in addition to the week-day provision)</u>
1 for 100 boarders	0.6 for 100 or fewer boarders

9. Calculation of Part-time Staff for Boarding Service Masters/Mistresses I, Boarding Service Masters/Mistresses II & Janitor Staff

- (a) In calculating the number of staff, individual fractions of these three grades will be added together and the fraction resulting, if any, will be rounded up to the next whole number.
- (b) When fraction arises in either rank of boarding service master/mistress I and boarding service master/mistress II, it will be rounded up to the next whole number of boarding service master/mistress I; when fractions arise in both ranks of boarding service master/mistress I and boarding service master/mistress II, the fraction of boarding service master/mistress I will be rounded up and the fraction in boarding service master/mistress II will be rounded down.
- (c) The difference between the total number of the three grades calculated as per paragraph (a) above and the total number of boarding service master/mistress I

and boarding service master/mistress II calculated as per paragraph (b) above is to be appointed as janitor staff.

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Appendix 3/Attachment ARanking of Principals of Practical Schools and Skills Opportunity Schools

The ranking of heads of aided practical schools and skills opportunity schools is determined on the basis of the number of secondary classes as follows :

<u>Number of secondary classes</u>	<u>Headship rank</u>
15 or above	Principal II (Pr II)
14 or less	Principal Graduate Master/Mistress (PGM)

Appendix 3/Attachment B

Teaching Establishment in  
Practical Schools and Skills Opportunity Schools

Total Staff Entitlement (Excl. Head)	No. of Posts in Each Rank						
	Graduates			Non-graduates			
	SGM	GM	Sub-total	SAM	AM	CM	Sub-total
1	-	-	-	-	-	1	1
2	-	-	-	-	1	1	2
3	-	-	-	1	1	1	3
4	-	1	1	1	1	1	3
5	-	1	1	1	1	2	4
6	-	1	1	1	1	3	5
7	1	1	2	1	1	3	5
8	1	1	2	1	2	3	6
9	1	1	2	2	2	3	7
10	1	2	3	2	2	3	7
11	1	2	3	2	2	4	8
12	1	2	3	2	2	5	9
13	1	2	3	2	3	5	10
14	2	2	4	2	3	5	10
15	2	2	4	3	3	5	11
16	2	2	4	3	3	6	12
17	2	3	5	3	3	6	12
18	2	3	5	3	3	7	13
19	2	3	5	3	4	7	14
20	2	4	6	3	4	7	14
21	2	4	6	4	4	7	15
22	2	4	6	4	4	8	16
23	2	4	6	4	4	9	17
24	3	4	7	4	4	9	17
25	3	4	7	4	5	9	18
26	3	4	7	5	5	9	19
27	3	5	8	5	5	9	19
28	3	5	8	5	5	10	20
29	3	5	8	5	5	11	21
30	4	5	9	5	5	11	21
31	4	5	9	5	6	11	22
32	4	5	9	6	6	11	23
33	4	5	9	6	6	12	24
34	4	6	10	6	6	12	24
35	4	6	10	6	6	13	25

Appendix 3/Attachment B

- Note : 1. (a) A practical school or skills opportunity school operating with 15 or more classes is entitled to two deputy heads at Principal Graduate Master/Mistress (PGM) rank. One PGM post will be provided for every two Senior Graduate Master/Mistress (SGM) posts, offset by the deletion of one SGM post.
- (b) If the number of SGM posts is insufficient to allow the provision of PGM posts to the maximum number entitled, one PAM post will be provided to serve as deputy head for every two SAM posts, offset by the deletion of one SAM post.
2. One post in the rank of SAM is upgraded to PAM in a practical school or skills opportunity school operating 24 or more classes with the functional duties of coordinating pastoral care and extra-curricular activities, and attending to the special needs of the pupils.
3. One post in the rank of Graduate Master/Mistress (GM) is upgraded to Senior Graduate Master/Mistress (SGM) in an aided practical school or skills opportunity school operating 15 or more classes.

Appendix 4Salary Scales and Allowances

This Appendix should be read in conjunction with Appendix 5

I. SALARY SCALESA. School Section

<u>Grade/Rank</u>	<u>Salary Scale (Points on the MPS)</u>
1. Principal II (Pr II)	40 - 44
2. Principal Graduate Master/Mistress (PGM)	38 - 41
3. Senior Graduate Master/Mistress (SGM)	34 - 39
4. Graduate Master/Mistress (GM)	17 - 33
(Without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director, a GM appointed on or after 5 December 1980 and before 1 September 1997 will not be allowed to proceed beyond Point 27, and a GM appointed on or after 1 September 1997 will not be allowed to proceed beyond Point 22.)	
5. Principal Assistant Master/Mistress (PAM)	34 - 36
6. Senior Assistant Master/Mistress (SAM)	30 - 33
7. Assistant Master/Mistress (AM)	25 - 29
8. Certificated Master/Mistress (CM)	14 - 24
(with sub-point of 10 - 13 and a salary bar at point 19 beyond which an untrained teacher cannot proceed)	
9. Unqualified Teacher (UQT)	4
10. Practical School/Skills Opportunity School Social Worker	
(a) Senior Social Work Assistant (SSWA)	23 - 29
(b) Assistant Social Work Officer (ASWO)	18 - 33 (16 - 27) (with omitted points at Pt. 20, 24 & 30)

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Appendix 4

<u>Grade/Rank</u>	<u>Salary Scale (Points on the MPS)</u>
11. Educational Psychologist I (EP I)	34 - 44
12. Educational Psychologist II (EP II)	25 - 33
13. Assistant Master/Mistress (Workshop Teacher) (AM(WT))	25 - 29
14. Certificated Master/Mistress (Workshop Teacher) (CM(WT))	14 - 24
(a salary bar at point 19 beyond which an untrained teacher will not be allowed to proceed)	
15. Workshop Instructor I (WI I)	24 - 28
16. 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).	
17. Workshop Instructor III (WI III)	6 - 13
18. Laboratory Technician I (LT I)	22 - 28
19. Laboratory Technician II (LT II)	10 - 21 (with efficiency bar at Pt. 17)
20. Clerk (Class II)	3 - 15
21. Clerical Assistant (CA)	1 - 10
22. Special Driver	9 - 10

Appendix 4

<u>Grade/Rank</u>	Salary Scale <u>(Points on the MPS)</u>
23. Motor Driver	6 - 8
	<u>(Points on the TPS)</u>
24. Laboratory Technician III (LT III)	4 - 6
	<u>(Points on Model Scale I)</u>
25. Workshop Attendant (WA)	4 - 8
26. Janitor Staff	1 - 3

Appendix 4Supply Teachers

<u>Appointment</u>	<u>Salary per Working Day</u>
Graduate	) Refer to the relevant circulars
Non-graduate	) on Revised Daily Rates Pay for Supply
Unqualified teacher	) Teachers currently in force

B. Boarding Section

<u>Grade/Rank</u>	<u>Salary Scale (Points on the MPS)</u>
1. Warden	
(a) Social Work Officer	34 - 49
(b) Chief Social Work Assistant	30 - 33 (+2 additional increments for boarding sections with 60-120 boarders)
(c) Assistant Social Work Officer	18 - 33 (with omitted points at Pt. 20, 24 and 30) (+2 additional increments for boarding sections with 60-120 boarders)
2. Assistant Warden	
(a) Assistant Social Work Officer	18 - 33 (with omitted points at Pt. 20, 24 and 30)
(b) Senior Social Work Assistant	23 - 29
(c) Social Work Assistant	11 - 22 (with omitted point at Pt. 13) (+2 additional increments for boarding sections with less than 60 boarders)
3. Boarding Service Master/Mistress I	11 - 22 (with omitted point at Pt. 13)
4. Boarding Service Master/Mistress II	7 - 17
5. Clerical Assistant (CA)	1 - 10
6. Cook	6 - 8
	<u>(Points on Model Scale I)</u>
7. Watchman	4 - 8
8. Janitor Staff	1 - 3

Appendix 4Supply Staff and Relief Workers

<u>Appointment</u>		<u>Salary per Working Day</u>
Boarding Service Master/Mistress II	)	
Cook	)	
Janitor Staff	)	Refer to the relevant circulars on
Clerk (Class II)	)	Revised Daily Rates Pay for Supply
Clerical Assistant	)	Staff currently in force
Special Driver	)	
Motor Driver	)	

Appendix 4II. ALLOWANCESA. Head<sup>假</sup> Responsibility Allowance : Boarding Section

In recognition of the additional responsibility undertaken by the Head of a practical school with an approved boarding section, the Supervisor may recommend that the Head should receive a special allowance equivalent to 15% of the mid-point of the salary scale for Senior Social Work Assistant.

B. Special Education Allowance

- (a) A special education allowance may be awarded to CM/GM, while serving in such capacity in a practical school or skills opportunity school, who are undergoing a recognized course of training in special education run by the Hong Kong Institute of Education. The allowance will be at a rate equivalent to one increment next on the Master Pay Scale above the level of their substantive pay.
- (b) A special education allowance may be awarded to staff in the ranks of CM/AM/SAM/PAM/GM/SGM/PGM/Pr II, while serving in such capacity in a practical school or skills opportunity school, who have successfully completed a recognized course of training in special education run by the Hong Kong Institute of Education, or a course recognized by the Director as an equivalent. The allowance will be at a rate equivalent to two increments next on the Master Pay Scale above the level of their substantive pay.
- (c) Staff in the above ranks appointed as temporary replacements will be eligible for the special education allowance if they have completed special education training recognized by the Director.
- (d) Part-time staff in the above ranks will be eligible for the special education allowance on a pro-rata basis if they have completed special education training recognized by the Director.

C. Acting Allowance

A full-time PGM/SGM/GM/SAM who has been recommended and approved to take up the functional duties of a higher office in the rank of Pr II/ PGM/SGM/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 :

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- (a) Acting-up with replacement (this involves acting in a functional post which carries a higher maximum salary point than that of the teacher<sup>FE</sup> substantive rank) - 100% of the difference between the teacher<sup>FE</sup> 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<sup>FE</sup> substantive salary if it is the same or more than the minimum salary of the acting post.
- (b) Doubling-up without replacement provided (this involves acting in a headship post which carries a higher maximum salary point than that of the teacher<sup>FE</sup> substantive rank in addition to undertaking his own duties) - 25% of the minimum salary of the higher rank or the rate for acting-up in (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. Leave exceeding 30 days or leave necessitating the grant of another teacher to act as the head or deputy head for the whole or part of his leave involves the forfeiture of the responsibility allowance for the whole period of leave.

D. Allowances in this Appendix will be treated as salary for Provident Fund purposes.

Appendix 5

Qualifications Required for Grades of Appointments  
in Aided Practical Schools and Skills Opportunity Schools

A. Teaching Staff1. Pr II/PGM/SGM/GM/PAM/SAM/AM/CM/AM(WT)/CM(WT)

The guides to appointment in respect of the grades and ranks, Principal II, Principal Graduate Master/Mistress, Senior Graduate Master/ Mistress, Graduate Master/Mistress, Principal Assistant Master/Mistress, Senior Assistant Master/Mistress, Assistant Master/Mistress, Certificated Master/Mistress, Assistant Master/Mistress (Workshop Teacher) and Certificated Master/Mistress (Workshop Teacher) are at Attachments A to I.

2. Resource Teacher for Supportive Educational Programmes

- (a) To be eligible for appointment as resource teachers for supportive educational programmes, candidates must meet the qualifications for appointment as a Certificated Master/Mistress.
- (b) The duties of a resource teacher for supportive educational programmes are as follows :
  - (i) to provide support for civic education, sex education, moral education, student discipline through better home-school cooperation, school leavers programme, computer education and library service if a school librarian is not provided in practical schools/skills opportunity schools; and
  - (ii) to perform such other duties as may be required.

3. Workshop Instructor III

To be eligible for appointment to the rank of Workshop Instructor III, a candidate must :

- (a) have completed an apprenticeship or a course of study in an appropriate trade or be able to furnish evidence to show they have had at least 5 years' experience in a trade approved by the Director; and
- (b) be fluent in Cantonese and able to write Chinese.

Note : An applicant will be tested on his technical proficiency and ability to instruct.

Appendix 5B. Laboratory Technicians1. 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 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 Examination (English), or an equivalent qualification.

2. Laboratory Technician II

This is a promotion post for Laboratory Technician III. The conditions for promotion are set out at Appendix 10.

3. Laboratory Technician I

This is a promotion post for Laboratory Technician II. Such posts will only be established, however, in large practical schools and skills opportunity schools at the discretion of the Director. The conditions for promotion are set out at Appendix 10.

C. Non-teaching StaffSpecialist Staff1. Practical School/Skills Opportunity School Social Worker

1.1 To be eligible for appointment to the grade of practical school/skills opportunity school social worker ranked at the Senior Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;

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- (b) (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
  - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
  - (iii) a Diploma in Social Work awarded by a recognized post-secondary college issued after the date of its registration, or equivalent;
  - (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent;
  - (d) five years' recognized post-qualification experience in social work; and
  - (e) the ability to speak fluent Cantonese.
- 1.2 To be eligible for appointment to the grade of practical school/skills opportunity school social worker ranked at the Assistant Social Work Officer level, a candidate must have :
- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
  - (b) (i) a local degree in Social Science majoring in Social Work, or equivalent; or
  - (ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in Social Work at an approved institution; or
  - (iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
  - (iv) a local degree, or equivalent, and a Master degree in Social Work obtained at an approved institution;

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- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
- (d) the ability to speak fluent Cantonese.

2. Educational Psychologist I and II

The guides to appointment in respect of the grade of Educational Psychologist I and II are at Attachment J.

3. Warden

3.1 To be eligible for appointment to the grade of Warden ranked at the Social Work Officer level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
  - (i) a local degree in Social Science majoring in Social Work, or equivalent; or
  - (ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in social work at an approved institution; or
  - (iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
  - (iv) a local degree, or equivalent, and a Master degree in social work from an approved institution;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent;
- (d) at least five years' experience at the ASWO rank;
- (e) 3 years' recognized post-qualification experience in residential care; and
- (f) the ability to speak fluent Cantonese.

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- 3.2 To be eligible for appointment to the grade of Warden ranked at the Chief Social Work Assistant level, a candidate must have :
- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
  - (b) a recognized social work diploma or certificate in social work;
  - (c) at least five years' experience at the SSWA rank;
  - (d) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
  - (e) the ability to speak fluent Cantonese.
- 3.3 To be eligible for appointment to the grade of Warden ranked at the Assistant Social Work Officer level, a candidate must have :
- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
  - (b)
    - (i) a local degree in Social Science majoring in Social Work, or equivalent; or
    - (ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in social work at an approved institution; or
    - (iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
    - (iv) a local degree, or equivalent, and a Master degree in social work from an approved institutions;
  - (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
  - (d) the ability to speak fluent Cantonese.

Appendix 54. Assistant Warden

4.1 To be eligible for appointment to the grade of Assistant Warden ranked at the Assistant Social Work Officer level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
  - (i) a local degree in Social Science majoring in Social Work, or equivalent; or
  - (ii) a local degree, or equivalent, and has successfully completed a one-year post-graduate course in social work at an approved institution; or
  - (iii) a local degree, or equivalent, and has successfully completed an approved two-year post-graduate course in social study/social work; or
  - (iv) a local degree, or equivalent, and a Master degree in social work from an approved institution;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
- (d) the ability to speak fluent Cantonese.

4.2 To be eligible for appointment to the grade of Assistant Warden ranked at the Senior Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
  - (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
  - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
  - (iii) a Diploma in Social Work awarded by a recognized post-secondary college issued after the date of its registration, or equivalent;

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- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent;
- (d) five years' recognized post-qualification experience in social work; and
- (e) the ability to speak fluent Cantonese.

4.3 To be eligible for appointment to the grade of Assistant Warden ranked at the Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
  - (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University, or equivalent; or
  - (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
  - (iii) a Diploma in Social Work awarded by a recognized post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
- (d) the ability to speak fluent Cantonese.

5. Boarding Service Master/Mistress I

To be eligible for appointment to the grade of Boarding Service Master/Mistress I ranked at the Social Work Assistant level, a candidate must have :

- (a) registered under the Social Workers Registration Ordinance, Chapter 505;
- (b)
  - (i) a Diploma in Social Work awarded by the Hong Kong Polytechnic/Polytechnic University; or equivalent; or

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- (ii) a Certificate in Social Work awarded by the Academic Board of the Institute for Social Work Training, Hong Kong; or
- (iii) a Diploma in Social Work awarded by a registered post-secondary college issued after the date of its registration, or equivalent;
- (c) English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
- (d) the ability to speak fluent Cantonese.

6. Boarding Service Master/Mistress II

To be eligible for appointment to the grade of Boarding Service Master/Mistress II ranked at the Welfare Worker level, a candidate must :

- (a) be at least 21 years of age;
- (b) have 5 subjects including English Language (Syllabus B) and Chinese Language at Grade E or above in the Hong Kong Certificate of Education Examination, or equivalent; and
- (c) be able to write Chinese and speak fluent Cantonese.

D. Non-specialist Staff1. Clerk

To be eligible for appointment to the grade of Clerk Class II, a candidate must have either :

- (a) 5 subjects, including English Language (Syllabus B) at Grade E or above in the Hong Kong Certificate of Education Examination or 4 subjects, including English Language (Syllabus B), one of which must be at Grade E or above and the others at Grade C or above; or
- (b) a Grade C or above in English Language (Syllabus A) in the Hong Kong Certificate of Education Examination, together with either 4 other subjects at Grade E or above or 3 other subjects at Grade C or above or equivalent; or

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- (c) 5 subjects, including English, at Grade E or above in the Hong Kong Certificate of Education Examination (English) or 4 subjects, including English, one of which must be at Grade E or above and the other at Grade C or above (awarded before 1974); or
- (d) a Grade C or above in English in the Hong Kong Certificate of Education Examination (Chinese) together with either 4 other subjects at Grade E or above or 3 other subjects at Grade C or above (awarded before 1974); or
- (e) a Hong Kong English School Certificate (awarded before 1968) with a pass in English; or
- (f) a Hong Kong Chinese School Certificate (awarded before 1968) with a credit in English.

2. Clerical Assistant

To be eligible for appointment to the grade of Clerical Assistant, a candidate must :

- (a) have completed Secondary IV (all subjects) in a government school or a school of equivalent standing; and
- (b) be fluent in Cantonese and have a good working knowledge of English.

3. Special Driver

To be eligible for appointment to the grade of Special Driver, a candidate must :

- (a) have an appropriate valid driving licence to drive a registered school bus with 30 or more seats; and
- (b) have acceptable driving experience, preferably not less than 5 years.

Appendix 54. Motor Driver

To be eligible for appointment to the grade of Motor Driver, a candidate must :

- (a) have an appropriate valid driving licence; and
- (b) have acceptable driving experience, preferably not less than 5 years.

5. Workshop Attendant, Watchman, Cook and Janitor Staff

For the appointment to the grades of Workshop Attendant, Watchman, Cook and Janitor Staff, no special qualifications are required.

Appendix 5/Attachment A

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Principal II

(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 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 School Management Committee 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 practical school/skills opportunity school with 15 classes or above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. <u>Salary Scale :</u>                                  | MPS Point 40 - Point 44                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4. <u>Promotion Prospects :</u>                           | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 5. <u>Any Other Remarks :</u>                             | Nil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

Appendix 5/Attachment B

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Principal Graduate Master/Mistress

(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 School Management Committee 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) Principal of a practical school/skills opportunity school with less than 15 classes; or
  - (b) Deputy Head of a practical school/skills opportunity school with 15 classes or above.
3. Salary Scale : MPS Point 38 - Point 41
4. Promotion Prospects : Principal II  
 Principal Graduate Masters/Mistresses will be eligible for consideration for promotion to Principals II provided that they have undertaken training in secondary school administration/management specified by or acceptable to the Director.

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5. Any Other Remarks : As the salary scale of a Principal Graduate Master/Mistress overlaps that of a Principal II (MPS 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.

Appendix 5/Attachment C

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Senior Graduate Master/Mistress

(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 School Management Committee 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 subject in the practical school/skills opportunity school; or
  - (b) Performing duties of special responsibility; or
  - (c) Other related duties as may be considered appropriate.
3. Salary Scale : MPS Point 34 - Point 39

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4. Promotion Prospects : Principal Graduate Master/Mistress/Principal II
- Senior Graduate Masters/Mistresses will be eligible for consideration for promotion to Principal Graduate Masters/Mistresses/Principals II after they have had at least three years of acceptable school experience in an aided practical school/skill opportunity school with proven ability to take charge of an academic 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 (MPS 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

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- (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.

Appendix 5/Attachment D

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Graduate Master/Mistress

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

1. Qualifications and Experience for Appointment :
  - (a) 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.

  - (b) A non-local degree with a Post-Graduate Certificate in Education from a local university w.e.f. 1.9.1995
  
2. Duties :
  - (a) Class teacher in a practical school/skills opportunity school; and
  - (b) Other related duties as may be considered appropriate.
  
3. Salary Scale :
 

MPS Point 17 - Point 33

Note : (a) Graduate Masters/Mistresses with qualifications at 1(a) appointed on or after 5 December 1980 will not be allowed to proceed beyond MPS Point 27 without acquiring a Post-Graduate Certificate in Education or an equivalent qualification acceptable to the Director.

(b) Graduate Masters/Mistresses with qualifications at 1(b) will enter at MPS Point 19.
  
4. Period of Probation :
 

Two years

Appendix 5/Attachment D5. Promotion Prospects : Senior Graduate Master/Mistress

Graduate Masters/Mistresses will be eligible for consideration for promotion to Senior Graduate Masters/Mistresses provided they have obtained a Post-Graduate Certificate in Education, or an equivalent qualification acceptable to the Director, have successfully completed a course of training in special education recognised by the Director; and have had five years of acceptable school experience in a graduate post in an aided or assisted private school and have clearly shown ability to take charge of an academic 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 ~~的~~ 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 ~~的~~ 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;

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- (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 Masters/ Mistresses provided that they have completed training as specified by or acceptable to the Director.

Appendix 5/Attachment E

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Principal Assistant Master/Mistress

(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 School Management Committee 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) Coordinating pastoral care and extra curricular activities and attending to special needs of pupils in junior forms in addition to teaching duties in a practical school/skills opportunity school.
  - (b) Performing duties of special responsibility in the capacity of Deputy Head of a practical school/skills opportunity school.
3. Salary Scale : MPS Point 34 - Point 36
4. Promotion Prospects : Nil
5. Any Other Remarks : Nil

Appendix 5/Attachment F

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Senior Assistant Master/Mistress

(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 School Management Committee 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 in a practical school/skills opportunity school or performing duties of special responsibility.
3. Salary Scale :  
 MPS Point 30 - Point 33
4. Promotion Prospects :  
 Principal Assistant Master/Mistress  
 Senior Assistant Masters/Mistresses will be eligible for consideration for promotion to Principal Assistant Masters/Mistresses after they have demonstrated their ability to undertake more responsible duties and served for at least two years in the post in a practical school/skills opportunity school and have undertaken training course(s) specified by or acceptable to the Director.
5. Any Other Remarks :  
 Nil

Appendix 5/Attachment G

Guides to Appointment

Aided Practical Schools/Skills Opportunity SchoolsAssistant Master/Mistress

(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 School Management Committee 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 in a practical school/skills opportunity school.
3. Salary Scale : MPS Point 25 - Point 29
4. Promotion Prospects : Senior Assistant Master/Mistress  
  
Assistant Masters/Mistresses will be eligible for consideration for promotion to Senior Assistant Masters/Mistresses after they have demonstrated their ability to undertake more responsible duties by serving satisfactorily for two years performing duties of special responsibility in a practical school/skills opportunity school and have undertaken training course(s) specified by or acceptable to the Director.
5. Any Other Remarks : Nil

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Guides to Appointment  
Aided Practical School/Skills Opportunity Schools

Certificated Master/Mistress

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

1. Qualifications and Experience for Appointment :
  - (a) Teacher 僱 Certificate from the Hong Kong Institute of Education obtained after a three-year full-time training course, or an equivalent qualification; or
  - (b) Technical Teacher 僱 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 僱 relevant post-qualification working experience; or
  - (d) Diploma\* or equivalent qualification, plus either:
    - (i) one year 僱 relevant post-qualification working experience and one year of full-time (or two years of part-time) technical teacher training; or
    - (ii) 2 years' relevant post-qualification working experience; or
  - (e) Secretarial or commercial certificate\*, or equivalent qualification, plus either :
    - (i) 1 year 僱 relevant post-qualification working experience and one year of full-time (or two years of part-time) technical teacher training; or
    - (ii) 2 years' relevant post-qualification working experience.

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- \* Obtained from a local university or a technical institute
  - (f) A qualification other than (a) to (e) above, acceptable to the Director.
2. Duties :
- (a) Class teaching in a practical school/skills opportunity school; and
  - (b) Where necessary, other related duties as considered appropriate.
3. Salary Scale : Basic scale
- MPS Point 14 - Point 24
- Note : A salary bar is at MPS 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 a Teacher 俥 Certificate or an equivalent qualification and who have successfully completed a course of training in special education recognised by the Director will be eligible for consideration for promotion to Assistant Masters/ Mistresses if they have :
- (a) (i) a Teacher 俥 Certificate; or
  - (ii) equivalent qualifications

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- (b) (i) five years satisfactory and acceptable experience as a teacher or headmaster/ headmistress in a government or aided secondary school or, since 1 January 1966 in an assisted private secondary school; or
- (ii) 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, of which the last two years must be in the nominating aided practical school/skills opportunity 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 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) will enter the scale at the second point.
- (c) Direct entrants with acceptable qualifications under 1(f) will be appointed to a point, or sub-point, of the scale considered appropriate by the Director.
- (d) Direct entrants having approved teaching/ practical experience in excess of that required for appointment may be awarded increments in the basic scale at the discretion of the Director.

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- (e) Serving Certificated Masters/Mistresses who are appointed under 1(c), 1(d)(ii) or 1(e)(ii) and who have successfully undertaken a two-year part-time technical teacher training course at the Hong Kong Institute of Education 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 have successfully undertaken 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 teacher training or an equivalent qualification but appointed prior to 1 January 1991 will be eligible for consideration for promotion to Assistant Masters/Mistresses provided that they have undertaken training course(s) specified by or acceptable to the Director.

Appendix 5/Attachment I

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Assistant Master/Mistress (Workshop Teacher)

(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 (Workshop Teacher)
  - (b) Exceptionally - Direct Entry  
Candidates should have fulfilled all requirements for normal promotion to this rank. The Director may require the School Management Committee 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) Workshop instruction and 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;
  - (b) Class teaching in a practical school/skills opportunity school;
  - (c) Where necessary, other related duties as considered appropriate.
3. Salary Scale : MPS Point 25 - Point 29
4. Promotion Prospects : Nil

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Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Certificated Master/Mistress (Workshop Teacher)

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

1. Qualifications and Experience for Appointment :
- (a) Technical Teacher 僱 Certificate obtained after a three-year full-time technical teacher training course, or an equivalent qualification; or
  - (b) Higher Diploma/Certificate\*, or equivalent qualification, plus one year 僱 relevant practical post-qualification experience; or
  - (c) Ordinary/Technician Diploma\* or equivalent qualification, plus either;
    - (i) one year 僱 relevant post-qualification practical experience and one year of full-time technical teacher training; or
    - (ii) 2 years' relevant post-qualification practical experience; or
  - (d) Secretary or commercial certificate\*, or equivalent qualification, plus either :
    - (i) 1 year 僱 relevant post-qualification practical experience and one year of full-time technical teacher training; or
    - (ii) 2 years' relevant post-qualification practical experience.
  - (e) A qualification other than (a) to (d) above, acceptable to the Director.

\* Obtained from a local university or a technical institute

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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 practical school/skills opportunity school;
  - (c) Where necessary, other related duties as considered appropriate.

3. Salary Scale : Basic scale  
MPS Point 14 - Point 24

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 practical schools/skills opportunity schools and have undertaken a course of training in special education recognised by the Director and other training course(s) specified by or acceptable to the Director.

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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.

Appendix 5/Attachment J

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Educational Psychologist I

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

1. Qualifications and Experience for Appointment :
  - Candidates should have :
    - (a) a first degree in Psychology from a local university or equivalent;
    - (b) a Master 學位 degree in Educational Psychology (Professional Practice) from a local university or equivalent;
    - (c) a Post Graduate Certificate in Education from a local university or equivalent;
    - (d) a minimum of 6 years' relevant post-degree experience of which at least 3 years should be as an Educational Psychologist;
    - (e) good command of Cantonese and written Chinese; and
    - (f) good command of spoken and written English.
  
2. Duties :
  - (a) assessment and review of progress of individual pupils, including baseline assessment after admission and assessment of school leavers for further training;
  - (b) formulation of individualised educational programmes for individual children;
  - (c) therapeutic intervention for pupils with emotional and adjustment problems;
  - (d) parent training programmes;

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- (e) consultation and staff development; and
  - (f) conducting research and experimental projects on the special needs and problems of pupils in learning and social adjustment.
3. Salary Scale : MPS Point 34 - Point 44
4. Period of Probation : 2 years
5. Any Other Remarks :
- (a) Holders of degrees in Psychology other than those from a local university or equivalent may apply, but should attach copies of transcripts of studies to their applications
  - (b) The candidate must be eligible for graduate membership of the local Psychological Society or equivalent. The Master 學位 Degree in Educational Psychology (Professional Practice) obtained must be one which can prepare the candidate for independent professional work as an educational psychologist.

Appendix 5/Attachment J

Guides to Appointment  
Aided Practical Schools/Skills Opportunity Schools

Educational Psychologist II

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

1. Qualifications and Experience for Appointment :  
Candidates should have :
  - (a) a first degree in Psychology from a local university or equivalent;
  - (b) a Master 學位 degree in Educational Psychology (Professional Practice) from a local university or equivalent;
  - (c) a minimum of 4 years' relevant post-degree experience;
  - (d) good command of Cantonese and written Chinese; and
  - (e) good command of spoken and written English.
  
2. Duties :
  - (a) assessment and review of progress of individual pupils, including baseline assessment after admission and assessment of school leavers for further training;
  - (b) formulation of individualised educational programmes for individual children;
  - (c) therapeutic intervention for pupils with emotional and adjustment problems;
  - (d) parent training programmes;
  - (e) consultation and staff development; and
  - (f) conducting research and experimental projects on the special needs and problems of pupils in learning and social adjustment.

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3. Salary Scale : MPS Point 25 - Point 33
4. Period of Probation : 2 years
5. Any Other Remarks :
  - (a) Holders of degrees in Psychology other than those from a local university or equivalent may apply, but should attach copies of transcripts of studies to their applications
  - (b) The candidate must be eligible for graduate membership of the local Psychological Society or equivalent. The Master ~~度~~ Degree in Educational Psychology (Professional Practice) obtained must be one which can prepare the candidate for independent professional work as an educational psychologist.
  - (c) For promotion to Educational Psychologist I, Educational Psychologist II must have obtained :
    - (i) a Post Graduate Certificate in Education from a local university or equivalent.
    - (ii) 6 years' relevant post-degree experience of which at least 3 years should be as an Educational Psychologist.

Appendix 6Teaching Staff Contracts1. School entering into a Contract with a Teacher immediately after Probation

The Management Committee of a practical school/skills opportunity school should enter into a contract with a teacher immediately after his two years of probationary period, which shall not be subject to annual re-newal.

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 at Appendix 9 of this Code of Aid 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 at Appendix 9 of this Code of Aid 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 School 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 at Appendix 9 of this Code of Aid.
- 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.

Appendix 6

- 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 purpose. The Director may investigate at the request of the teacher concerned.
- (iii) If the teacher concerned takes no notice of the verbal warning(s), the School Management Committee may terminate the appointment of the teacher by giving one month's notice at the end of the school year.

Appendix 7Terms of Employment for Laboratory Technicians1. Schools 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. Schools 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 re-newal.

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 or an approved appropriate course of training, 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.

Appendix 74. Working Experience counted for Incremental Purpose

Relevant laboratory technician experience in the universities and polytechnic, 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 aided schools.

5. Signing of an Undertaking by the Laboratory Technician recommended to attend an Approved Laboratory Technician Certificate Course or an Approved Appropriate Course of Training

The laboratory technician who has been recommended to attend an approved Laboratory Technician Certificate course or an approved appropriate course of training 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 the appropriate applicant who is serving as Laboratory Technician II in another aided school even under a different sponsor.

Appendix 8Payment of Salaries on Appointment, Resignation,  
Retirement or Termination of Appointment

1. (a) A teacher with one academic year<sup>肆</sup> 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 Holidays 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 Holidays 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 practical school/skills opportunity 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 practical schools/skills opportunity schools in advance of the date of commencement of classes, and in the case of reprovisioned practical schools/skills opportunity schools he may approved the continued payment of the salaries of staff of the original classes should the completion of the building be delayed beyond the scheduled date.

Appendix 9Procedure to be followed in Case of Dismissal  
or Termination of Appointment of a Teacher

The procedure to be followed by the School Management Committee 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 64.

Appendix 10Conditions for Promotion and Acting AppointmentA. PROMOTION1. General

All promotions are subject to the approval of the Director and the following common conditions :

- (a) With the exception of the ranks of Laboratory Technician III and II and Educational Psychologist II and I 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 Management Committee. In the case of promotion to the School Head rank, the candidate must be recommended by the School Management Committee.
- (c) The candidate must be satisfactorily reported upon by the Services Division/Advisory Inspectorate Division.
- (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 the 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.
- (f) Teachers nominated for promotion in September must complete/acquire the specified training in the same academic year. Those nominated after September may complete/ acquire the training in the following academic year if they cannot be accommodated in the specified training courses in the same academic year. If for no acceptable reasons a teacher approved to act in the promotion post fails to complete the required training within the prescribed period, the School Management Committee should make alternative appointment for the promotion post.

Appendix 10

2. Certificated Master/Mistress to Assistant Master/Mistress

Please see Guides to Appointment. (Appendix 5/Attachment H)

3. Assistant Master/Mistress to Senior Assistant Master/Mistress

Please see Guides to Appointment. (Appendix 5/Attachment G)

4. Senior Assistant Master/Mistress to Principal Assistant Master/Mistress

Please see Guides to Appointment. (Appendix 5/Attachment F)

5. Graduate Master/Mistress to Senior Graduate Master/Mistress

Please see Guides to Appointment. (Appendix 5/Attachment D)

6. Senior Graduate Master/Mistress to Principal Graduate Master/Mistress/ Principal II

Please see Guides to Appointment. (Appendix 5/Attachment C)

7. Principal Graduate Master/Mistress to Principal II

Please see Guides to Appointment. (Appendix 5/Attachment B)

8. Certificated Master/Mistress (Workshop Teacher) to Assistant Master/ Mistress (Workshop Teacher)

Please see Guides to Appointment. (Appendix 5/Attachment I)

9. Educational Psychologist II to Educational Psychologist I

Please see Guides to Appointment. (Appendix 5/Attachment J)

10. Laboratory Technician III to Laboratory Technician II

Laboratory Technicians III will be eligible for consideration for promotion to Laboratory Technician II on having :

Appendix 10

- (a) been confirmed to the permanent establishment and completed 3 years' satisfactory service;
- (b) served for one year on the 3rd point of the salary scale;
- (c) obtained an approved Laboratory Technician Certificate or equivalent; and
- (d) obtained a valid and approved First Aid Certificate, if the Certificate in (c) above does not contain first aid training as one of its course components.

11. Laboratory Technician II to Laboratory Technician I

Laboratory Technicians II will be eligible for consideration for promotion to Laboratory Technicians I provided that they have at least five years of satisfactory service as Laboratory Technicians II. It should be noted, however, that posts of Laboratory Technicians I will only be established in practical schools/skills opportunity schools with five or more laboratories, and at the discretion of the Director.

12. Assistant Warden to Warden

Assistant Wardens at the Assistant Social Work Officer level for boarding sections with a capacity of 120 or more boarders may be considered for promotion to Wardens at the Social Work Officer level if they have three years' recognised post-qualification experience. Assistant Wardens at the Senior Social Work Assistant level for boarding sections with 60-120 boarders may be considered for promotion to Wardens at the Chief Social Work Assistant level if they have five years' recognised post-qualification experience.

13. Boarding Service Master/Mistress I to Assistant Warden

Boarding Service Masters/Mistresses I with five years' recognised post-qualification experience may be considered for promotion to Assistant Wardens at the Senior Social Work Assistant level for boarding sections with a capacity of 60-120 boarders. For boarding sections with a capacity of less than 60 boarders, one of the Boarding Service Masters/Mistresses I may, with the approval of the Director, be assigned as Assistant Warden at the Social Work Assistant level and be granted a responsibility allowance equivalent to two additional increments above the substantive pay of the Assistant Warden on the Social Work Assistant scale.

Appendix 10**B. ACTING APPOINTMENTS**

Full-time Graduate Masters/Mistresses may be recommended for appointment to vacant promotion-grade posts in the rank of Senior Graduate Masters/Mistresses 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).

Appendix 11X-ray Survey of StaffApplication

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

Exemption

2. Supply staff 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.
3. The Director may exempt from pre-employment X-ray examination :
  - (a) Staff who can show that they have undergone a satisfactory chest X-ray at a Government medical institution, H.M. Forces medical institution or by a registered medical practitioner, not more than twelve months before their dates of appointment;
  - (b) Staff 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 of appointment;
  - (c) Staff in possession of a certificate from a registered medical practitioner, confirming that they are pregnant. Exemption granted to staff 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.

Appendix 12Grant of Sick Leave and Special Tuberculosis LeaveI. SICK LEAVE1. Teachers, Laboratory Technicians and Specialist Staff

- (a) The Director may approve paid sick leave for teachers, laboratory technicians and specialist staff in an aided practical school/skills opportunity 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 practical school/skills opportunity school shall keep sick leave records for each member of its staff so entitled. 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. Non-specialist Staff

Subject to the provisions of the Employment Ordinance,

- (a) The Director may approve full paid sick leave for non-specialist staff in an aided practical school/skills opportunity school.
- (b) The entitlement to sick leave is at the rate of two paid sickness days for each completed month of service during the first 12 months of employment and 4 paid sickness days for each month of service thereafter.
- (c) The maximum sick leave balance which may be accumulated shall be 120 days.

Appendix 12

- (d) Paid sickness days are divided into two categories. Category 1 is made up of paid sickness days accumulated each month up to a total number of 36 days. Category 2 is made up of paid sickness days in excess of 36 days which cannot be entered in category 1, but the total number of paid sickness days in this category cannot at any time exceed 84 days. Paid sickness days accumulated in Category 1 can be taken upon the production of a certificate issued by any medical practitioner. Where the number of paid sickness days taken exceeds the total number of paid sickness days in Category 1, the excess days shall be deducted from the total number of paid sickness days accumulated in Category 2. In this case, the member of staff can be required to produce a certificate issued by a hospital doctor attending him as an out-patient or in-patient in a hospital.

(“Hospital” in this context includes all government hospitals and specialist clinics and private hospitals registered under the Hospitals, Nursing Homes and Maternity Homes Registered Ordinance.)

- (e) A practical school/skills opportunity school shall keep sick leave records of every member of staff. As sick leave is taken, this will be noted on the record and deducted from the member of staff’s balance of sick leave.
- (f) The Director may, once the balance of sick leave has been exhausted by a member of staff, approve additional sick leave without pay.

## II. SPECIAL TUBERCULOSIS LEAVE

1. Teachers, Laboratory Technicians and Specialist Staff entitled to sick leave under the terms of paragraph 1 of Section I who are suffering from tuberculosis may be granted special paid sick leave as follows :
- (a) those with more than one but less than four years service may be granted up to three months leave on full pay;
- (b) those with four or more but less than eight years service may be granted up to six months leave on full pay;
- (c) 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 a maximum of twelve months leave on full pay.

Appendix 12

Service under all these provisions means service deemed to be continuous by the Director.

2. The Director shall have the power to extend these periods of sick leave in cases which have his special approval.

Notes :

1. For the purpose of this Appendix, staff in practical schools/skills opportunity schools are classified as follows :
  - (a) Teacher

All staff in the teaching grades, including head teachers, resource teachers, and workshop teachers (WT).
  - (b) Laboratory Technicians
  - (c) Non-teaching Staff
    - (i) Specialist Staff including school social workers, educational psychologists, wardens, assistant wardens, boarding service masters/mistresses I and boarding service masters/mistresses II.
    - (ii) Non-specialist staff including clerks, clerical assistants, workshop attendants, special drivers, motor drivers, cooks, watchmen and janitor staff.
2. Sick leave not exceeding two days may be approved for teachers, laboratory technicians and specialist staff by Principal without the production of a medical certificate. The grant of such sick leave should be reported to the Education Department, and shall be recorded as indicated in paragraphs 1(c) and 2(e) under Section I above.
3. In seeking approval for the grant of sick leave in excess of two days for teachers, laboratory technicians and specialist staff, Principals must forward an acceptable medical certificate to the Director.

Appendix 12

4. In seeking approval for the grant of special tuberculosis leave for teachers, laboratory technicians and specialist staff, Principals must forward an acceptable medical certificate to the Director.
5. Part-time staff and monthly-paid temporary staff are entitled to sick leave in accordance with the Employment Ordinance.
6. Daily-rated staff who has worked for the same school under a continuous contract for not less than 4 weeks is eligible for sickness allowance at the rate of two paid sickness days for each completed month of employment. To be eligible for sickness allowance :
  - (i) the sick leave taken by the teacher must not be less than four consecutive days;  
[a female teacher who has entitlement to a sickness allowance shall be paid that allowance for every sickness day when she is absent from work for medical examination in relation to her pregnancy or post-confinement medical treatment, or when she is absent from work by reason of miscarriage];
  - (ii) the sick leave must be supported by an appropriate medical certificate;
  - (iii) the teacher has an accumulation of sickness days by virtue of his/her length of service.

The daily rate of sickness allowance is equal to two-thirds of the normal wages for that day.

Appendix 13Grant of Maternity Leave to Female Staff

1. Female staff who have completed 40 weeks of resident service prior to the commencement of maternity leave may be granted 10 weeks full-pay maternity leave. There is no limitation on the number of surviving children that a female staff may have in order to be qualified for maternity leave pay.
2. Female staff employed under a continuous contract but with less than 40 weeks of resident service may be granted maternity leave without pay.
3. The Director may grant maternity leave to female staff. Maternity leave shall be the aggregate of :
  - (a) a continuous period of 10 weeks from and inclusive of -
    - (i) the date of commencement of maternity leave as determined under section 12AA of the Employment Ordinance (see below); or
    - (ii) the actual date of confinement, if confinement occurs before the date of commencement mentioned in subparagraph (i);
  - (b) a further period equal to the number of days, if any, beginning on the day after the expected date of confinement up to and including the actual date of confinement; such further period of leave is to be taken immediately following the period of leave under paragraph (a); and
  - (c) a further period, not exceeding 4 weeks, on grounds of illness or disability arising out of the pregnancy or confinement.

Under section 12AA of the Employment Ordinance, a pregnant employee may, with the agreement of the employer, decide on the date of commencement of her 10 weeks maternity leave, provided that such date is within a period of not less than 2 weeks before, and not more than 4 weeks before, the expected date of confinement. If the employee does not exercise her option to decide on the date of commencement, or if she fails to secure her employer's agreement to her proposed leave schedule, the date of commencement of maternity leave shall be 4 weeks immediately before the expected date of confinement.

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Appendix 13

The entitlement to pay is, however, limited to the period of 10 weeks. An accurate record of any maternity leave granted shall be kept by the school.

4. When more 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/specialist staff/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) Female staff whose maternity leave exceeds 10 weeks as provided in paragraph (3)(a) and the excess portion of maternity leave as provided in paragraph (3)(b) and/or (3)(c) falls wholly or partly within a major school holiday; and
- (b) Female staff who are employed under a continuous contract but have less than 40 weeks' resident service to qualify for full pay maternity leave as provided in paragraph (3) and whose maternity leave falls wholly or partly within a major school holiday.

6. Maternity leave is not counted as sick leave.

7. A female staff is not entitled to maternity leave whilst absent from duty for other reasons.

8. In order to enjoy maternity protection, the female staff has to serve notice of pregnancy and of her intention to take maternity leave to her employer after her pregnancy has been confirmed by a medical certificate. If required by the employer, the female staff has to produce a medical certificate which specifies the expected date of confinement for the 10 weeks of maternity leave under subparagraph (3)(a)(i) or a medical certificate which specifies the date of confinement for the 10 weeks of maternity leave under subparagraph (3)(a)(ii). A female staff who may take any period of maternity leave under paragraph (3)(b) shall, if so required by her employer, produce a medical certificate specifying the date of confinement.

9. A pregnant female staff may, on producing a medical certificate with an opinion as to her unfitness to handle heavy materials, work in places where gas injurious to pregnancy is generated, or do other work injurious to pregnancy as specified in the medical certificate, request her employer to refrain from giving her such work during her pregnancy period.

Appendix 14Grant of Leave on an Annual Basis

1. Laboratory technicians and non-teaching staff are not entitled to school holidays, but may be granted leave on an annual basis as follows :
  - (a) Laboratory technicians and specialist staff 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 staff.
  - (b) The Management Committee of a practical school/skills opportunity school may grant paid leave up to 14 days per annum to members of non-specialist staff with not more than 10 years' service and 22 days per annum to those with more than 10 years' service. Paid leave shall be taken during the long holidays.
2. A practical school/skills opportunity school shall keep a record of such leave for every member of staff so entitled, showing such leave earned and taken.
3. Employment in a post on a part-time basis will earn such leave on a pro-rata basis at the rates applicable to a member of staff occupying the post on a full-time basis.
4. Such leave should normally be taken during the major school holidays. In special circumstances, such leave not falling within the major school holidays may be granted as recommended by the school and approved by the Director. The major school holidays are Christmas, Easter and the Summer Vacation, the exact dates of which will be reckoned according to the holidays lists submitted by individual practical schools/skills opportunity schools. If, however, a school announces a longer Chinese New Year holiday period than the Christmas or Easter holiday period, a Chinese New Year holiday period may be taken in lieu of either the Christmas or East holiday period.
5. A member of staff who resigns after serving the requisite period of notice may be granted such leave, which he has earned up to the date of expiry of his notice. A similar member of staff who resigns by paying one month's salary in lieu of notice is also entitled to such leave.
6. No replacement staff will be granted for staff on such leave.

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Appendix 15Subsidized Schools Provident Fund

Teachers joining the Subsidized Schools Provident Fund are subject to the Rules of the Fund 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 ~~的~~ subsidies towards the employers' contribution in respect of the 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. A part-time teacher employed on a regular basis may at his option contribute to the provident fund. Full-time teachers taking up part-time teaching on a temporary basis will not entitle to further contribute to the provident 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 :

Appendix 15Benefits 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 but less than 7 years )	100%	60%
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%

Appendix 16Items Chargeable to GrantsA. ITEMS CHARGEABLE TO SCHOOL AND CLASS GRANTSchool-based items

1. Postage and stamp duty
2. Newspaper and magazine
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 schools
7. Professional fees for essential professional advice of a legal, architectural, or similar nature (See Note (3))
8. Expenditure on supplementary teaching staff (See Note (4))
9. Expenditure on staff training (See Note (6))

Class-based items

1. Repairs costing less than \$3,000 (See Note (2))
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 (See Note (5))
4. Teachers' textbooks, maps and sets of books for supplementary reading, etc.
5. Consumable stores (See Note (1))

6. Fuel, light and power
7. Cleaning materials
8. Prizes
9. Library books for pupils
10. Furniture and equipment costing less than \$3,000 (See Note (2))
11. Water
12. First-aid facilities
13. Sports
14. Extra-curricular activities including educational visits
15. Printing and stationery
16. Uniforms for janitor staff
17. Bank charges for service in the auto-pay system for fee collection
18. Medical fee for examination and diagnosis (not treatment) by a private doctor of pupil suspected with infection or infestation
19. 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

B. ITEMS CHARGEABLE TO BOARDING GRANT

1. Food
2. Programme expenses
3. Consumable stores (See Note (1))
4. Uniform for boarding service masters/mistresses I, boarding service masters/mistresses II, janitor staff and paramedical staff
5. Printing and stationery

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6. Postage and stamp duty
7. Newspapers and magazines
8. Repairs costing less than \$3,000 (See Note (2))
9. Fuel, light and power
10. Cleaning materials
11. Water
12. Telephone
13. Transport and travelling expenses wholly incurred on school business, excluding travel between home and school
14. First-aid facilities
15. 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)
16. Sports, educational visits
17. Prizes
18. Furniture & equipment costing less than \$3,000 (See Note (2))
19. Audit fee
20. Bank charges for service in the auto-pay system for fee collection
21. Wreaths, flower-baskets and similar tributes on behalf of the school
22. Professional fees for essential professional advice of a legal, architectural, or similar nature (See Note (3))
23. Other minor items specifically accepted by the School Management Committee as essential or of educational value, not exceeding \$500 for any one item (See Note (5))
24. Expenditure on staff training (See Note (6))

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25. Medical fee for examination and diagnosis (not treatment) by a private doctor of a pupil suspected with infection or infestation

C. ITEMS CHARGEABLE TO ONE-OFF GRANT FOR SETTING UP THE SCHOOL-BASED PSYCHOLOGICAL SERVICE

1. Psychological tests published by recognised test publishers or professional bodies
2. Furniture and equipment required for operation of psychological service
3. Materials related to remedial or training programme/packages

D. Notes :

1. Many of the items chargeable to the above grant accounts involve the purchases of stores and equipment which are made at the 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.
2. Principals of schools should ensure that a reasonable amount of the School and Class Grant and Boarding Grant is used for replacement of minor items of furniture and equipment, and minor repairs.
3. 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.
4. 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 third language.

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5. The Director would not normally approve an annual gross expenditure on this item in excess of \$200 x approved number of classes for the School Section, or \$40 x approved number of boarders for the Boarding Section, but an exceptional case could be considered on its merits.
6. 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. The Director would not normally approve an annual gross expenditure on this item in excess of \$200 x approved number of classes for the School Section, or \$40 x approved number of boarders for the Boarding Section, but an exceptional case could be considered on its merits.
7. 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.

Appendix 17Non-recurrent Grants (Furniture/Equipment)Furniture and Equipment Grants for items costing \$3,000 or above for Practical Schools/Skills Opportunity SchoolsApplication 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 \$3,000 or more for practical schools/skills opportunity schools must be submitted to the Education Department on the form shown at Appendix 29 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. Request 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 tender 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 20 and the tender form at Appendices 21 & 22. 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 25. 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 the Education Department is satisfied that items included in tenders are the same as those approved in the Estimates.

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5. Schools will be advised which tender 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 26. 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 to time.

7. No tenders for furniture and equipment will normally be accepted by the Education Department after 1 January of each year. In cases, however, where such a tender is accepted after 1 January, it will be only on the understanding that the articles will be supplied and bills for payment submitted to the Education Department before 1 March.

8. Grants may be claimed after the submission of receipted bills which must be personally certified by the Supervisor/Principal 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.

Appendix 17Notes :

- (i) Schools should follow the Notes for Preparation of Invitation to Tender (Appendix 23) 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 (Appendix 24) 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 should be recorded on the Tender Summary Sheet down at Appendix 27 before they would be sent to selected suppliers by registered mail.
- (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) Later tenders should not be opened and their covers should be clearly marked 寮 ATE TENDER, RECEIVED BY TENDERING OPENING COMMITTEE ON “ and initialled by all members of the Committee. However, late tenders may be handed to the Supervisors/Principals 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.

Appendix 18Non-recurrent Grants (Major Repairs)Major Repairs Grants for items costing \$3,000 or aboveI. For estate schools

1. Requests for subsidy towards the cost of items such as major internal repairs to buildings, internal redecorations etc. costing \$3,000 or above must be submitted to the Education Department on the appropriate form (Appendix 30) 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 application of works, schools will have to specify the scope 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 details 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. The Education Department will carry out a preliminary vetting of all applications from schools. Professional officers of Housing Department will then decide if the school's applications are technically justified and advise the Education Department of 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 government 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 the 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 to buildings, redecorations etc. costing \$3,000 or above must be submitted to the Education Department on the appropriate form (Appendix 30) 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.

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2. In making their application of works, schools will have to specify the scope of works to be done without giving the estimated costs and state the reasons why the repairs 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 major 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. The professional officers of the Architectural Services Department will then approach individual schools to arrange for the works programme.
6. Repairs works will normally be carried out by government term contractors supervised by the Architectural Services Department.
7. The Architectural Services Department will take up repair works in a non-school portion if it is inseparable from the school portion at which repair 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 sponsors must execute under seal and register by Memorial in the Lands Department a Deed of Covenant which shall contain such provisions as the Director 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.

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- (b) That the school will be managed in accordance with the Education Ordinance and its subsidiary legislation and the Code of Aid for Special 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.

Appendix 18/Attachment A(i)MAINTENANCE OF ESTATE AIDED SCHOOLSA GUIDE TO THE SERVICES PROVIDED  
BY HOUSING DEPARTMENT AS FROM 15 JUNE 1989Generally

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 to establish the full details of the work requested. In the meeting(s),

the Maintenance Division 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 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 standard and particular specifications of materials and workmanship.
- (c) During the progress of works, the Maintenance Division 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 project staff, whose contacting telephone numbers can be obtained during the initial meeting as stated above or from the relevant District Education Officer.

#### Appendix 18/Attachment A(i)

- (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 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 defects 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.

Appendix 18/Attachment A(i)

#### 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.

Appendix 18/Attachment A(ii)

Building Services Items of Works  
in the Maintenance of Estate Aided School

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 fans		
9. Exhaust fans		
10. Incinerator		
11. Electric water heater		
12. Electric clock (Battery Operated)		
13. Fire Services installation		
14. Water Pump Installation		

Appendix 18/Attachment A(ii)

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		Other Appliances to be arranged and operated by school direct.
4. CABD/ETV installation		
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 request, on major upgrading, repositioning, addition and planned maintenance.

Appendix 18/Attachment BMAINTENANCE OF NON-ESTATE AIDED SCHOOLSA GUIDE TO THE SERVICES PROVIDEDBY ARCHITECTURAL SERVICES DEPARTMENT (ASD)AS FROM 1 APRIL 1990Generally

1. The Architectural Services Department (Property Services Branch) is responsible for providing a maintenance service to non-estate aided schools as from 1 April 1990.
2. Once the schools have identified the major repair works which they require in their annual application for funding in response to Education Department 僱 call-circular, ASD will undertake all the subsequent detailed work of processing the application and, once approved for funding by the Education Department (ED), will arrange for the work to be undertaken on-site at the earliest possible time convenient to the schools.

ASD 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 major repairs for inclusion in the following year 僱 ED Draft Estimates will be as follows :
  - (a) On receipt of ED 僱 consolidated list of requested works from all schools, ASD 僱 district staff will contact each school to arrange site inspections and discussions with school Supervisors/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 僱 particular needs. The advice will identify any requested work which ASD considers to be 僱essential', 僱desirable, but not essential' or 僱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 僱not necessary' category to be reconsidered and modified by the school in the light of ASD 僱 advice on other more essential work at the school which may be identified as a result of the inspection.

Appendix 18/Attachment B

- (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 work for ED 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 at Appendix 18, 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 ED 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.

#### Appendix 18/Attachment B

- (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 Supervisor.

- (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 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

- (a) (in consultation with ED) arranging for the necessary corrective work to be undertaken by the contractors as a temporary or permanent repair;  
Appendix 18/Attachment B
- or (b) 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.



Appendix 19Building GrantsProcedure concerning Application for and 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 28 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.

Appendix 19

- (ii) "On-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 "on-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 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 outgoings before subsidy can be released.
- (iii) The names of consultant architects and other firms that the sponsor proposes to employ must be submitted to the Director 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.

Appendix 19

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 either the Public Works Tender Board at Queensway Government Offices, 66 Queensway, Hong Kong or the relevant District Office Tender Board for works estimated to cost not more than \$50,000 in the New Territories (a specimen letter to the District Office for the use of the District Office Tender Box is given at Appendix 32). Schools and their authorized persons are advised to check with the 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 Projects 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 'on-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 Director of Architectural Services and Director of Education. 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 school sponsor as to which tender they may accept for subsidy purposes, subject to funds being available.

Appendix 19Signing 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 provision 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 Special 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.

Appendix 19Payment of 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, the 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.

Appendix 20

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 : 封  
ender 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 sincerely

( )

Appendix 21

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 School)

### PART I

The undersigned hereby offers to supply all or any part of the items described in the tender schedule attached with delivery term 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 德 Business Registration and Workmen 德 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 德 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. \_\_\_\_\_.

Appendix 22

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 Workmen's Compensation Insurance Policy are currently in force and that the service which his Company offers to undertake will not cause any damage of the school's premises.

PART IIRECONFIRMATION 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. \_\_\_\_\_.

Appendix 23NOTES 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 檔 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) 檔 tender for ..... for the supply of scientific equipment.”
- (ii) 檔 tender for ..... for the 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. 17th AUGUST, 1981.

Closing date is preferable to be set on Monday because there will be 4<sup>1</sup>/<sub>2</sub> consecutive working days for completion of price comparison table. Schools should give about one month 檔 notice to the tenderer.

Appendix 23NOTES FOR PREPARATION OF TENDER FORM FOR SUPPLY

- The heading - Tender form for the Supply of .....  
Insert the category of stores required.
- School Ref. No. ) - Identical to those as specified in the invitation to tender.  
Tender Closing date ) -
- 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 類ox' provided. Do not use firm 類' 類' 類' etc. and with keys to be shown at the bottom of the table. The total cost of each item should be quoted.
- School 僱  
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 5 (or more) registered suppliers with a view to saving government subsidy and/or school 僱 own funds.

The table MUST BE prepared in the same format as illustrated for easy reference.

Appendix 24

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 : .....

Appendix 25

School Tender Reference : \_\_\_\_\_ Name of School : \_\_\_\_\_  
 Date of Issue of Tender : \_\_\_\_\_  
 Closing Date of Tender : \_\_\_\_\_  
 Validity of Tender up to : \_\_\_\_\_

PRICE COMPARISON TABLE (TO BE COMPLETED IN TRIPLICATE)

Item No.	Brief Description	Quantity Required	Total cost of each item quoted by the 5 (or more) suppliers selected from the approved list(s)					Total cost of each item quoted by school 僱 nominated suppliers outside the approved lists				
			Suppliers' Name					Suppliers' Name				

Appendix 26

\_\_\_\_\_ School 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 rejecting 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

Appendix 27

Tender Summary Sheet

Sheet No. : \_\_\_\_\_ Date of Issue : \_\_\_\_\_  
 Date of Opening : \_\_\_\_\_  
 Tender for the supply of \_\_\_\_\_

					Tender No.
Category					For School Use Only
Suppliers	1	2	3	4	Remarks
	OFFER	NO OFFER	NO REPLY	RECVD LATE	
I certify that I have checked this sheet to ensure there is a "kick" against every firm	Totals				
	Chairman of Tender Opening Committee		Signature : _____		
		Name : _____			

Appendix 28Notes 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 Specification and Form of Tender (which must be submitted by tenderers in duplicate) should be followed by schools and by 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 3 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 the 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, or the relevant District Office Tender Board for works estimated to cost not more than \$50,000 in the New Territories.

Appendix 28

6. After tenders have been opened and listed by the relevant Tender Board they will be collected by a representative of the 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 the 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 tenderers 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 a minimum payment of \$20,000 and for 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 \$5,000, whichever is the less for the defects liability 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 are recommended by the Director of Architectural Services to the Education Department for release of the final amount of subsidy.

Appendix 29

AIDED \*PRACTICAL SCHOOLS/SKILLS OPPORTUNITY SCHOOLS

Estimates 19 /

Furniture/Equipment

(\*School/Boarding Section)

(\* Subject/Room : \_\_\_\_\_)

Separate forms should be completed in TRIPLICATE for : Home Economics, D/T, Music, PE, Audio-visual Aid, 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 :						

\* Delete whichever inapplicable

\*\* Please add "MI" if your school has joined the scheme

@ Please include any quantity approved under Estimates of the previous year

Signature of Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_

<b><u>FOR OFFICIAL USE ONLY</u></b>
Approved Grant/Subsidy : _____
Approved Items No. : _____
Signed : _____ for Director of Education
Date : _____

Appendix 30

(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 PRACTICAL SCHOOLS/SKILLS OPPORTUNITY 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"/>	School Section*    Boarding Section* <input type="checkbox"/> <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 _____	
		Date _____	
For appointment to visit school, please contact : Name _____			
		Tel. No. _____	

\* Please use separate sheet for school/boarding section.

Appendix 30

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				
Grant total for all pages				

SECTION C (To be completed by the Education Department)	
Approved Subsidy \$ _____	Date _____
Signature _____ (for Director of Education)	Name _____

\* Please use separate sheet for school/boarding section

- 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)

Appendix 31School 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

1. When there is a fire or natural disaster or an occurrence of the perils as described in Section 42(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 Policy Force and the Fire Services Department, must also report the matter immediately to the Senior Inspector (Special Schools Administration) who will arrange a joint inspection with the Senior Supplies Officer of this 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 disaster or resulting from the described perils in Section 42(a) will be paid to schools 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 authority will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures stipulated at Appendix 17. As regards the damage to school buildings, all repairs will be treated as emergency repairs and the standard procedures as stipulated at Appendix 18 should be followed.

Appendix 31**(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 Senior Inspector (Special Schools Administration) who will arrange a joint inspection with the Senior Supplies Officer of this 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 Senior Inspector (Special Schools Administration) :

- (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 schools on the basis of the approved tendered cost or the actual cost, whichever is lower.

Appendix 31

10. However, once the amount of subsidy is determined and approved, the school authority will be advised to proceed with the purchase of furniture and equipment for replacement in accordance with the standard tendering procedures stipulated at Appendix 17.

### 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 circulars 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 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.

Appendix 32

Letter to District Office for  
the use of a District Office Tender Box

SPECIMEN

Supervisor/Principal  
(Name of School)  
(Address)  
(Date)

District Officer ( )  
(Address)

Dear Sir,

Tender for \_\_\_\_\_

I am writing to request and authorize you to open the tenders for the above-captioned works at 12:00 noon on \_\_\_\_\_, for which I have invited the tenderers (listed below) to deliver and deposit in your tender box before the specified date and time. Later tenders must not be accepted.

List of tenderers

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

Yours sincerely,

( )

Appendix 33Administration Grant

1. The Administration Grant for aided practical schools/skills opportunity schools is calculated on the basis of the following formula :

Administration Grant per annum =

(No. of clerical staff per approved establishment x annual mid-point salary)

plus

(No. of janitor staff per approved establishment x annual maximum point salary)

2. The approved establishment for clerical and janitor staff is based on the scale of provision as given respectively in Section A.6 and A.8 of Appendix 3 of this Code of Aid. It will be reviewed annually to take account of any change in the number of classes to be operated.
3. The Administration Grant shall be paid monthly. Schools which have elected to receive the Administration Grant shall keep a separate account named ~~the~~ "Administration Grant Account" to reflect all income and expenditure chargeable to this account.

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