

## **Education Bureau Circular No. 9/2012**

From:	Permanent Secretary for Education	To:	Supervisors / Heads of all aided, government and caput secondary schools, secondary schools under Direct Subsidy Scheme (DSS) and special schools with senior secondary classes
Ref.:	EDB(CD/C&S)/F&A/65/1/2(2)		
Date:	6 July 2012		

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### **Senior Secondary Curriculum Support Grant**

#### **Summary**

This circular announces the disbursement details of the Senior Secondary Curriculum Support Grant (SSCSG) starting from the 2012/13 school year, as well as the claw back arrangement for the Enhanced SSCSG disbursed during the 4-year transitional period (from the 2008/09 to 2011/12 school years) of the new academic structure.

#### **Calculation and Release of the SSCSG and Enhanced SSCSG**

##### *Calculation of the SSCSG*

2. *The New Academic Structure for Senior Secondary Education and Higher Education – Action Plan for Investing in the Future of Hong Kong* published by the Education Bureau in May 2005 stated that with effect from the 2009/10 school year, each secondary school would be provided with a cash SSCSG equivalent to the mid-point salary of 0.1 Graduate Master / Mistress (GM) per New Senior Secondary (NSS) class.

##### *Calculation of the Enhanced SSCSG*

3. In order to allow schools to better prepare for implementing the NSS curriculum at its initial stage and to handle effectively the associated workload during the years when the old and new academic structures operate concurrently, enhanced measures were made to the SSCSG (i.e. Enhanced SSCSG) for a 4-year transitional period (i.e. from the 2008/09 to 2011/12 school years), which included (i) the disbursement of the grant one year earlier, i.e. starting from the 2008/09 school year, and (ii) an increase in its rate from 0.1 GM to 0.15 GM per NSS class (for details, please see the Education Bureau Circular Memorandum No. 75/2008).

4. After the 4-year transitional period, the Enhanced SSCSG will cease to be disbursed in the 2012/13 school year and onwards, and **any unspent balance will be clawed back on 31 August 2013.** Starting from the 2012/13 school year, schools will be allocated the SSCSG at the rate of 0.1 GM per NSS class as stated in para.2 above.

#### *Ambit*

5. Schools may use the SSCSG flexibly for recruiting teachers or teaching assistants, and buying services and learning and teaching materials to facilitate the implementation of the NSS curriculum. Schools should refer to relevant circulars and guidelines as appropriate in handling matters such as recruitment, hire of services, tendering and purchasing.

#### *Release*

6. The amount of SSCSG is calculated according to the actual number of senior secondary classes in September of the school year. For aided schools (including special schools) and caput schools with School Management Committee (SMC), the grant will be allocated on a yearly basis in September. For schools with Incorporated Management Committee (IMC), the grant will be allocated on a quarterly basis in September, November, February and May. For government schools, the grant will be allocated in the form of budget allocations at two points in September and April of the school year; separate allocation for the unspent balance of the preceding financial year will be provided at the beginning of the next financial year. For DSS schools, the provision under the SSCSG will be provided through the DSS unit subsidy.

#### *Offsetting of the SSCSG*

7. For schools with surplus teacher(s) tolerated under the 5-year transitional arrangement or the Voluntary Optimisation of Class Structure Scheme, the SSCSG may have to be offset by the surplus teaching post(s)<sup>Note</sup>. For details, please refer to the Education Bureau Circular No. 6/2007 on “5-year Transitional Period for Surplus Teachers under the New Senior Secondary Academic Structure” and Education Bureau Circular Memorandum No. 190/2010 on “Further Measures for Facilitating Sustainable Development of Secondary Schools”.

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<sup>Note</sup> Schools with surplus teacher(s) tolerated under the 5-year transitional arrangement or the Voluntary Optimisation of Class Structure Scheme have to offset staff-related resources where appropriate, namely the fractional staff entitlement, the SSCSG and the provision of supply teachers by the surplus teaching post(s), in order of priority.

### **Accounting Arrangement**

8. Schools are required to keep two separate ledger accounts, namely Enhanced SSCSG and SSCSG, to record all the income and expenditure chargeable to the two grants. For government schools, the allocation of Enhanced SSCSG and SSCSG would be allocated to two designated user codes. Any deficit should be met by schools' own fund. Aided schools may deploy the surplus under the General Domain of the Operating Expenses Block Grant or the Expanded Operating Expenses Block Grant to top up the deficit while government schools may deploy the surplus of the Expanded Subject and Curriculum Block Grant to cover the deficit if required.

### **Surplus Retention and Claw Back Arrangement**

9. For aided and caput schools, the Enhanced SSCSG can be deployed up to 31 August 2013 and any unspent balance will be clawed back. **As for government schools, they should not incur expenditure after 31 August 2013 and any unspent balance of the Enhanced SSCSG will lapse on 31 March 2014.**

10. As for SSCSG, schools are allowed to retain surplus capped at the equivalent of the allocation of grant for that year. When calculating the cap, aided and caput schools will follow the school year while government schools will follow the financial year.

### **Accountability**

11. Schools are responsible for ensuring the effective use of the SSCSG. The details on the use of the SSCSG should be included in the School Report which should be endorsed by their SMCs or IMCs and uploaded onto the school's homepage before the end of September every year.

### **Enquiries**

12. For enquiries, please contact Ms Joanne WONG at 2892 6339.

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for Permanent Secretary for Education

c.c. Heads of Section