

## Education Bureau Circular Memorandum No. 8/2018

From: Permanent Secretary for Education To: Supervisors/Heads of Government and Aided Primary Schools (excluding Special Schools)

Ref: EDB/SH/OPUSU/310/2IV c.c. Supervisors/Heads of Direct Subsidy Scheme (DSS) Primary Schools and Heads of Section - for information

Date: 23 February 2018

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### Enhanced Speech Therapy Grant

#### Summary

This circular memorandum sets out the details of the **Enhanced Speech Therapy Grant (ESTG)** for government and aided primary schools in the 2018/19 school year.

#### Background

2. Early identification of speech and language impairment (SLI) and timely intervention help students acquire speech and language skills necessary for effective classroom learning. Starting from the 2009/10 school year, the ESTG has been provided as a recurrent grant to government and aided primary schools operating six classes or more with students with speech and language impairment enrolled. The purpose of the provision is to enhance the school-based speech therapy service for students with SLI to better support them in learning, communication, and literacy development. Schools operating five classes or less with students with SLI enrolled will continue to receive support from the Education Bureau (EDB).

#### Details

3. All government and aided primary schools operating six classes or more in the 2017/18 school year will be provided with the ESTG of the 2018/19 school year for providing school-based support for their students with SLI, on condition that there are such students enrolled in the school. Eligible schools are required to submit information of the students with SLI to the EDB on an annual basis for allocation of the grant.

## Basic Grant

4. Eligible schools will be provided with a *basic grant* according to the number of approved classes each school year. For schools operating 6-10 approved classes and with students with SLI enrolled, a minimum provision of the *basic grant* at an amount equivalent to 10 approved classes per school per annum will be provided.

## Top-up Grant

5. In addition to the *basic grant*, schools with students diagnosed with moderate or severe SLI will be provided with a *top-up grant* calculated on the number of students with moderate or severe SLI per school per annum. The *top-up grant* is capped at an amount as set out in paragraph 7 below.

6. Schools are encouraged to form school clusters for employment of speech therapists (STs) on a sharing basis. Experience shows that this will increase the time STs station at school, and thus the speech therapy service can become more frequent and diverse. To encourage and facilitate eligible schools to form school clusters to employ school-based STs on a sharing basis, the *top-up grant* of each school of the clusters that have successfully employed school-based STs will be doubled, with the cap of the *top-up grant* remained unchanged.

## Adjustment of ESTG

7. The ESTG is one of the constituent items in the Special Domain of Operating Expenses Block Grant (OEBG)/ a School Specific Grant under Expanded OEBG (EOEBG) or Expanded Subject and Curriculum Block Grant (ESCBG). Rates of the ESTG are subject to adjustment in accordance with the annual movement of the Composite Consumer Price Index (CCPI). For the 2017/18 school year, the basic grant rate is \$3,919 per approved class per annum and the minimum basic grant provision for schools operating 6-10 classes is \$39,190 per school per annum, whereas the top-up grant rate is \$3,919 per student with moderate or severe SLI per annum. The top-up grant is capped at \$78,380 per school per annum. Schools should refer to the relevant circular to be issued by the EDB in August 2018 for the revised rates for the 2018/19 school year.

## Utilization of ESTG to Support Students with SLI

8. Schools should have comprehensive school-based support planning, financial planning and budgeting in utilizing the ESTG in order to cater for the needs of students with SLI. Specifically, schools are required to use the ESTG to employ school-based STs or hire school-based speech therapy service, and **should not re-deploy the ESTG for other**

**purposes.** Schools should also adopt the Whole School Approach to support their students through the school-based speech therapy service model. In this connection, please refer to the scope of school-based speech therapy service at Appendix I and the “Guide on School-based Speech Therapy Service” (EDB’s webpage: <http://www.edb.gov.hk/serc>) for details. The content of the Guide will be updated as and when necessary. Schools are advised to keep track of the latest information on the above webpage.

### Quality Assurance

9. Schools should ensure that timely, appropriate and curriculum-based speech therapy service is provided for each student with SLI. They should also ensure that parents are well informed of the service provided and the progress of their children. The STs are required to keep a register, detailed descriptive assessment reports and clinical notes properly for the students with SLI at school. A year plan and a year-end report should be submitted to the EDB in December and August every school year respectively.

### Information to be Submitted by School

10. Schools that are eligible for the provision of the ESTG of the 2018/19 school year are required to submit information of the students with SLI enrolled through the **Special Education Management Information System (SEMIS) on or before 11 April 2018 (Wednesday)**. Schools have to send in copies of the detailed speech and language reports of students with moderate or severe SLI to the Speech and Hearing Services Section at EDB Kowloon Tong Education Services Centre, Room 242, East Block, 2/F., 19 Suffolk Road, Kowloon Tong, Kowloon. Schools will be informed of the amount of the ESTG for the 2018/19 school year by end of May 2018. The actual amount of the ESTG will be adjusted in accordance with the changes in the number of approved classes in the school in the 2018/19 school year and the annual CCPI movement. The adjusted amount of the ESTG for individual eligible schools will be available on SEMIS in early September 2018. For DSS primary schools, funding will be provided through the DSS unit subsidy in the usual manner. They need not apply for the ESTG separately.

11. The lead school of each school cluster has to complete and return **Appendix II on or before 11 April 2018 (Wednesday)** to the Speech and Hearing Services Section by fax (No.:2194 1430).

### Payment and Financial/Accounting Arrangement

12. Payment of the ESTG to eligible aided primary schools which have established Incorporated Management Committee (IMC) will be provided on a quarterly basis in September, November, February and May each year and payment to eligible aided primary

schools without IMC will be provided in one lump sum in August. Allocations to government schools will be released in two batches in September and April. Schools should observe the relevant financial regulations set out for the OEBG/EOEBG/ESCBG.

13. For accounting and auditing purposes, schools are required to maintain a separate account for the ESTG to record all the income and expenditure chargeable to the ESTG. Schools should not re-deploy the ESTG for other purposes. However, they may make use of other resources, e.g. the surplus of the General Domain of the OEBG, to supplement the ESTG. As a usual practice, payment records should be kept for seven years. For government schools, they are required to observe relevant government rules and regulations, and charge the expenses to designated user code(s).

### **Enquiry**

14. For enquiry, please contact the respective Inspector of the Speech and Hearing Services Section supporting your school or Ms. SO Lai-ching at 3698 3783.

Mr Godwin LAI  
for Permanent Secretary for Education

**Scope of School-based Speech Therapy Service**

Student Level	<ul style="list-style-type: none"> <li>• to provide professional assessment for students suspected of having SLI;</li> <li>• to provide individual, group as well as in-class speech therapy service;</li> <li>• to cultivate a language-rich environment so as to enhance the development of language of the students; and</li> <li>• to develop and implement curriculum-based therapeutic programmes in order to suit the learning needs of individual students.</li> </ul>
Teacher Level	<ul style="list-style-type: none"> <li>• to train teachers on the identification of students with SLI;</li> <li>• to explain to teachers about the characteristics of speech and language impairments of the students and the impacts on learnings;</li> <li>• to collaborate with teachers in developing and implementing therapeutic strategies;</li> <li>• to collaborate with teachers and to integrate therapeutic goals into daily teaching;</li> <li>• to collaborate with teachers to develop therapeutic packages and programmes; and</li> <li>• to advise teachers on the design of Individual Education Plan and to give advice on curriculum tailoring.</li> </ul>
Parent Level	<ul style="list-style-type: none"> <li>• to explain to parents about the characteristics of speech and language impairments of the students and the impacts on daily life;</li> <li>• to teach parents to cultivate a language-rich environment; and</li> <li>• to train parents to enhance the speech and language skills of their children.</li> </ul>
School Level	<ul style="list-style-type: none"> <li>• to assist schools to develop inclusive policy and adopt the Whole School Approach to support their students; and</li> <li>• to assist schools to develop and implement school-based strategies to support students with SLI.</li> </ul>

**Appendix II**

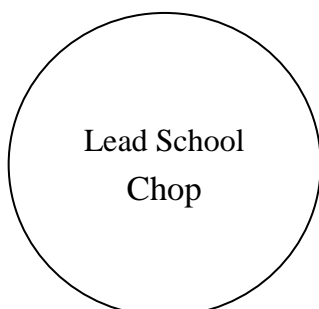
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To : Speech and Hearing Services Section  
 E242, 2/F, East Block,  
 EDB Kowloon Tong Education Services Centre,  
 19 Suffolk Road, Kowloon Tong, Kowloon. [ Fax: 2194 1430 ]

**Enhanced Speech Therapy Grant (2018/19 school year)****Information of School Cluster***(To be returned on or before 11 April 2018)*

The following schools will form a school cluster to employ school-based speech therapist. Details of the schools are as follows:

	Name of School ( WD / AM / PM ) ( SCRN )	Contact Number	Name of School Head
1	(Lead School)	Tel :	
		Fax :	
2	(Member School)	Tel :	
		Fax :	
3	(Member School)	Tel :	
		Fax :	
4	(Member School)	Tel :	
		Fax :	
5	(Member School)	Tel :	
		Fax :	



\*Signature of School Supervisor /

School Head of Lead School : \_\_\_\_\_

\*Name of School Supervisor /

School Head of Lead School : \_\_\_\_\_

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

\* Please delete as inappropriate