

**EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 69/2018**

From : Permanent Secretary for Education To : Supervisors / Heads of government and
Ref. : EDB NACS (BP)/ADM/65/1/1 Pt.18 aided primary schools (including special
Date : 30 April 2018 schools) and primary schools offering
local curriculum under the Direct
Subsidy Scheme

Summer Bridging Programme for Non-Chinese Speaking Students

Summary

The purpose of this circular memorandum is to inform public sector primary schools and primary schools under the Direct Subsidy Scheme (DSS) offering local curriculum about the Summer Bridging Programme for Non-Chinese Speaking (NCS) students¹ (the Programme), and to invite schools to apply for funding to operate the Programme in summer 2018.

Background

2. The Programme for NCS Primary 1 entrants, which was introduced in 2004, has been extended to cover NCS students progressing to Primary 2, Primary 3 and Primary 4 since 2007. The measure aims to facilitate NCS Primary 1 entrants' adaptation to classroom setting with the use of Chinese and help NCS students progressing to Primary 2, Primary 3 and Primary 4 consolidate the Chinese learning at Key Stage 1 for bridging over to Key Stage 2. To step up the support for NCS students, since 2013, the Programme has been expanded to allow parents of participating NCS students to join for more effective learning of Chinese with parent support and through home-school collaboration.

¹ For the planning of educational support measures, students whose spoken language at home is not Chinese are broadly categorised as NCS students. In other words, students whose ethnicity is Chinese but who are non-Chinese speaking based on the spoken language at home are also classified as NCS students.

Details of the Programme

3. NCS students admitted to Primary 1 in September each year in public sector primary schools² and DSS primary schools offering local curriculum and those NCS students progressing to Primary 2, Primary 3 and Primary 4 in these schools are eligible to join the Programme. Starting from 2013, parents and, if justified, guardians of participating NCS students are invited to join the Programme.

4. Participating schools (except special schools) should offer the Programme lasting no less than 60 hours to at least 10 NCS students of their schools / and from other schools in summer holidays free of charge. For special schools, the minimum number is 5 NCS students. The Programme **MUST** be conducted **within the summer holidays**. The Education Bureau (EDB) will render assistance, where necessary, to participating schools in case they wish to let their NCS students and parents join the Programme run by other schools. Should the situation of individual schools warrant special consideration, there can be discretion on the minimum number of students required for joining the Programme.

5. The NCS children allocated to Primary 1 in public sector primary schools in the 2018/19 school year under the Primary One Admission System may opt to send their applications to the EDB directly. We will place them and their parents to other participating schools running the Programme if the schools they are allocated to do not offer the Programme.

6. Participating schools are allowed to exercise their professional judgment in designing the content and arrangements of the Programme to meet the different needs of the participating students and their parents. For example, arrangements for parents to accompany their children in the same group, having separate school-based grouping for parents and their children joining diversified activities including the basic Chinese learning, parent education, appreciation of Chinese culture through movie appreciation and visits, etc. are allowed. Schools may adapt the programme content to suit the learning of children with special educational needs.

7. The average class size is about 15 participants per class. The subvention for 2018 is calculated at the rate of \$22,320 per class. The total amount of subvention will be disbursed to schools according to the number of classes to be approved by the EDB taking into account the total number of participants and grouping. Any unspent subvention will be clawed back by the EDB upon further notice after schools' submission of audited accounts to the EDB. **Schools are also required to ensure**

² NCS students allocated to Primary 1 in public sector schools will continue to be encouraged to join the Programme through a leaflet attached with the Primary One Admission Registration Form.

that the subvention approved for the Programme is used according to the related Administrative Guide. Otherwise, the EDB may consider clawing back any improperly used subvention.

8. In line with the School Development and Accountability framework, participating schools should review the Programme and reflect the findings, the implementation details, number of participating NCS students and parents, and effectiveness of the Programme in improving the learning of Chinese of their NCS students, etc., in their school reports, which should be uploaded onto their websites before the end of November 2018. The EDB will conduct supervisory visits and collect stakeholders' feedback through questionnaire surveys in order to evaluate the overall effectiveness of the Programme.

9. Full details of the Programme and relevant information are provided in the Administrative Guide posted on the following EDB webpage:

<http://www.edb.gov.hk/en/student-parents/ncs-students/support-to-school/summer-bridging-programme/summer-bridging-programme.html>

Application Procedures

10. Schools are requested to complete **Appendix 1** attached and return it to the Placement and Support Section of the EDB **on or before 8 June 2018** if they are interested in participating in the Programme.

11. In order to facilitate participating schools for their early planning and preparation of the Programme, such as recruiting current NCS students who are progressing to P2, P3 and P4 as well as their parents to join the Programme, and procuring related service as necessary, the forms for completing enrolment lists have been provided in Appendix 2 (Attachments A and B), as a new arrangement rather than through a separate letter as in the past. Participating schools should complete the enclosed **Appendix 2** and return it with Attachment(s) A / and B (if applicable) **on or before 20 June 2018**.

12. Upon receiving confirmation on the number of participants attending the Programme, subvention will be released to the participating schools by July 2018.

Enquiries

13. For enquiries, please contact the Placement and Support Section at 2892 6187 or 2892 6163.

Ms Y Y SO
for Permanent Secretary for Education

c.c. Heads of Sections – for information

Please complete and reply **by 8 June 2018**
(Fax no.: 3106 2304)

**Application for Summer Bridging Programme
for Non-Chinese Speaking Students in Summer 2018**

To: Permanent Secretary for Education
[Attn: Senior Education Officer (Placement & Support)]

Our school applies for participation in the Summer Bridging Programme for Non-Chinese Speaking Students (“the Programme”) in summer 2018.

Our school undertakes to ensure that we will observe the terms stated in the Administrative Guide in delivering the Programme. At the end of the Programme, we will conduct evaluation and report the effectiveness of the Programme in improving the learning of Chinese of non-Chinese speaking (NCS) students in our school report.

We will contact the Placement and Support Section (Tel. No.: 2892 6187 or 2892 6163) if we do not receive any notification of the application from the EDB **by 15 June 2018**.

Our proposal for operation of the Programme is provided below. You may contact our teacher-in-charge _____ (Tel. No.: _____, Fax. No.: _____) for details.

Please put a “✓” in the appropriate box.

1. Our school will operate the Programme for **NCS Primary 1 entrants, and NCS students progressing to Primary 2, Primary 3 and Primary 4:**

by our own school

in collaboration with other school(s) by pooling participants (Please go to Q. 4)

2. Our school proposes to operate the Programme by: (may choose more than one option)

hiring outside service(s) (e.g. to collaborate with non-governmental organisation(s))

employing staff

3. The summer holidays of our school will commence on ____ ____ 2018.

Date Month

The Programme will be conducted **for the teaching of Chinese Language only** during the period from ____ ____ to ____ ____ 2018.

Date Month Date Month

4. During the last summer holidays, our school:

operated bridging programme funded by the EDB’s Bridging Programme Grant

operated bridging programme funded by other government subventions

did not operate bridging programme

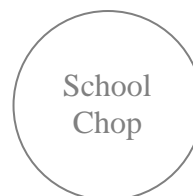
Remarks (if any): _____

Signature of School Supervisor : _____

Name of School Supervisor : _____

Name of School : _____

Date : _____



Treasury School
Code: ()

Please complete and return with Attachment(s)
on or before 20 June 2018 (Fax no.: 3106 2304)

Summer Bridging Programme for Non-Chinese Speaking Students 2018

To: Senior Education Officer (Placement and Support)

Confirmation of Enrolment

I confirm that the following numbers of NCS students and parents have agreed to attend the Programme. Please find the list of participants in the Attachment(s).

	No. of Students	No. of Parents, if applicable (Please indicate school's option below ^{Note})	Total No. of Students and Parents
from own school (See <u>Attachment A</u>)			
from other school(s) (See <u>Attachment B</u> , if applicable)			
Total:			

Note: Our school adopts the following mode in arranging the students and parents to attend the lessons:

[Please put a "✓" in the appropriate box]

- Parents will accompany their children to attend **ALL** lessons in the **same group**.
- Parents and students will be arranged in **separate groups** in **ALL** lessons.
- Parents and students will be arranged in **same group** in **SOME** lessons; and **separate groups** in **OTHER** lessons.

Signature of Supervisor / Principal* : _____

Name of Supervisor / Principal* : _____

Name of School : _____

Date : _____

School
Chop

[* Please delete as appropriate]

Total no. of pages (including Appendix 2 and Attachment(s)): _____

From Own School

Attachment A

List of Students and Parents Agreeing to Attend the Summer Bridging Programme for NCS Students 2018

[Please make copies of this page if the space provided in the table below is insufficient.]

Name of school: _____

No.	Name of Student	STRN	Class Level (progressing to P1, P2, P3 or P4)	Name of Parent(s) Participating in the Programme & Relationship with student
<i>(Example) 1</i>	<i>JOHN SINGH</i>	<i>M2379156</i>	<i>P1</i>	<i>Ms MARY GURUNG, Mother Mr PETER SINGH, Father</i>
<i>1</i>				
<i>2</i>				

Total number of students: _____ Page ___ of ___
Total number of parents: _____

From Other School(s)

Attachment B

List of Students and Parents Agreeing to Attend the Summer Bridging Programme for NCS Students 2018

[Please use separate sheets for students from different schools.]

Name of school: _____

(Example)

No.	Name of Student	STRN	Class Level (progressing to P1, P2, P3 or P4)	Name of Parent(s) Participating in the Programme & Relationship with student
<i>1</i>	<i>JOHN SINGH</i>	<i>M2379156</i>	<i>P1</i>	<i>Ms MARY GURUNG, Mother Mr PETER SINGH, Father</i>
<i>1</i>				
<i>2</i>				