

EDUCATION BUREAU
CIRCULAR MEMORANDUM NO. 7/2020

From : Permanent Secretary for Education
To : Supervisors/Heads of all aided primary schools, excluding special schools

Ref. : EDB(SA)/ADM/20/13(5)

Date : 2 January 2020

**Projected Enrolment in Primary 2 to 6 in September 2020 and
Related Arrangements for Filling Teaching Vacancies in
Aided Primary Schools**

Summary

This circular memorandum requests aided primary schools to advise this Bureau, by 7 February 2020, of the projected enrolment in Primary 2 to 6 of their schools in September 2020, the anticipated filling situation of the additional senior teacher post of English¹ and the arrangements for the school executive officer² (School ExO) in the 2020/21 school year; and spells out to aided primary schools the related arrangements for filling vacant teaching posts from February 2020 onwards and in the new school year.

Projected Enrolment in Primary 2 to 6 in September 2020

2. To draw up the class organization of aided primary schools for the 2020/21 school year, schools are requested to provide the projected enrolment in Primary 2 to 6 in September 2020 and the current enrolment of each level as well as approved class organization for the 2019/20 school year by completing the attached **proforma** and returning it to their respective Chief School Development Officers (CSDOs) **on or before 7 February 2020 (Friday)**. To facilitate this Bureau to prepare the staff establishment for the 2020/21 school year, schools are also requested to provide information on the filling situation of the additional senior teacher post of English and the arrangements for the School ExO in the 2019/20 school year as well as their

¹ Refers to the additional senior teacher post of English upgraded from a post in the rank of Assistant Primary School Master/Mistress (APSM) in accordance with Education Bureau Circular No. 36/2001 dated 18 October 2001 and the all-graduate teaching force policy implemented in public sector schools in the 2019/20 school year as set out in Education Bureau Circular No. 11/2019 dated 26 March 2019.

² Refers to the provision of School ExO post in aided primary schools, either by creating a regular School ExO post or receiving the School Executive Officer Grant (SEOG) in accordance with Education Bureau Circular Memorandum No. 37/2019 dated 20 February 2019.

anticipated situation in the 2020/21 school year in the proforma.

3. Schools with anticipated vacancies in Primary 2 to 6 in September 2020 may arrange for admission of new pupils to these levels. The projected enrolment in September 2020 to be entered into the proforma should include the number of existing pupils expected to remain in the school plus the number of new pupils to be enrolled in September 2020 to fill anticipated vacancies, if any. When schools consider the number of anticipated vacancies in each class, they may set aside quotas for repeaters. Nevertheless, please note that the repetition arrangement should be based on professional judgement and principles of education. Schools should ensure that repetition is the most favourable arrangement to the pupils concerned. Schools are reminded to handle admission of new pupils in a transparent, fair and reasonable manner, and to observe the Code of Practice on Education pursuant to the Disability Discrimination Ordinance as stipulated in Education Bureau Circular No. 14/2001 dated 17 July 2001, the Principle of Equal Opportunities as stipulated in Education Bureau Circular No. 33/2003 dated 8 December 2003 and Race Discrimination Ordinance as stipulated in Education Bureau Circular No. 25/2008 dated 14 November 2008.

Class Organization in September 2020

4. The criteria for operating Primary 1 classes in the 2020/21 school year were set out in our letter of 4 September 2019 [Ref.: (31) in EDB(SPA) PPR 3/10/2(5)]. Please refer to the letter for details.

5. The number of Primary 2 to 6 classes in a school for the 2020/21 school year should normally correspond to the number of Primary 1 to 5 classes for the 2019/20 school year. However, to refrain from having vacancies even upon the admission of new pupils in Primary 2 to 6 mentioned in paragraph 3 above, schools should make every effort to reduce the number of classes. This can be achieved by merging different classes at the same level, if applicable.

6. Schools will normally be informed of the proposed class organization for the 2020/21 school year in March 2020. Applications for operation of additional classes after March 2020 will not be approved unless there is such a genuine demand for school places. In any case, schools must not, before obtaining prior consent of this Bureau, admit extra pupils exceeding the capacity of the approved classes with a view to operating additional classes. Schools are reminded that approval for class organization for the 2020/21 school year is subject to confirmation of the actual enrolment on the day of headcount in September 2020.

Filling Teaching Vacancies and Related Arrangements

7. Due to the change in Primary One student population in the 2020/21 school year, some teachers may become redundant as a result of reduction of classes in individual aided primary schools in the 2020/21 school year. In this connection, from **1 February 2020 to the end of this school year**, all vacant teaching posts must be filled by temporary teachers. All vacant teaching posts and any anticipated vacancies for the 2020/21 school year, including the temporary teaching posts of one-year period or more, must be reported to this Bureau for information of the redundant teachers. On the appointment of new teachers to fill these vacancies, schools should give priority consideration to redundant teachers, where appropriate. Schools should make no commitment in the appointment of new teachers to fill the vacancies for the 2020/21 school year before obtaining this Bureau's approval of the class organization. The relevant arrangements for redundant teachers will be announced under separate cover.

8. This Bureau attaches great importance to the provision of a stable working environment for teachers so as to raise their professional standards and morale, and promote quality education. The employment of regular teachers with Defined Contract Period must be based on the genuine needs of the school with cogent reasons. Schools should refrain from using that form of employment as a means of personnel management. We will continue to monitor the situation and follow up with individual schools as and when necessary.

9. Regarding termination of service of regular teachers under approved establishment, schools must ensure that the requirements and procedures stipulated in the respective Codes of Aid are complied with, and teachers should also give their schools adequate notice of their resignation or termination of employment, or pay an amount equivalent to the salary of the number of insufficient days of notice, capped at the level of one month's salary.

Enquiry

10. For enquiry, please contact the respective Senior School Development Officers.

Ms Karen LAU
for Permanent Secretary for Education

c.c. Heads of government primary schools
Heads of sections

To : Chief School Development Officer ()

**Projected Enrolment for September 2020,
Filling Situation of the Additional Senior Teacher Post of English
and Arrangements for the School Executive Officer**
(Please return the completed proforma on or before 7 February 2020)

School Name : _____

1. Table 1 – Projected Enrolment in P.2 to P.6 in September 2020

| | | P.2 | P.3 | P.4 | P.5 | P.6 | Total |
|-----------|---------------------|-----|-----|-----|-----|-----|-------|
| Whole-day | Projected Enrolment | | | | | | |
| *AM/PM | Projected Enrolment | | | | | | |

* delete as appropriate

2. Table 2 – Approved Class Organization and Enrolment[#] for the 2019/20 School Year

| | | P.1 | P.2 | P.3 | P.4 | P.5 | P.6 | Total |
|-----------|------------------------|-----|-----|-----|-----|-----|-----|-------|
| Whole-day | No. of Classes | | | | | | | |
| | Enrolment [#] | | | | | | | |
| *AM/PM | No. of Classes | | | | | | | |
| | Enrolment [#] | | | | | | | |

* delete as appropriate

as at the date of submission of this proforma

3. Table 3 – Filling Situation of the Additional Senior Teacher Post of English ^{Note 1}

Please put a tick ‘✓’ in the appropriate boxes below.

In the 2019/20 school year,

- the additional senior teacher post of English in my school has not been filled.
- the additional senior teacher post of English in my school is at the rank of
 - Assistant Master/Mistress (AM);
 - Primary School Master/Mistress (PSM);

and I confirm that the teacher has fulfilled the appointment requirements as stated in Note 1 below.

In the 2020/21 school year, it is anticipated that

- the additional senior teacher post of English in my school will not be filled.
- the additional senior teacher post of English in my school will be filled by a teacher at the rank of
 - Assistant Master/Mistress (AM);
 - Primary School Master/Mistress (PSM);

and I ensure that the teacher will fulfill the appointment requirements as stated in Note 2 below.

Note 1: In accordance with Education Bureau Circular No. 36/2001 dated 18 October 2001 and Education Bureau Circular No. 11/2019 dated 26 March 2019, a post in the rank of APSM is upgraded to PSM as appropriate in each aided primary ordinary school, subject to the availability of a suitable teacher who meets the following requirements:

- (a) fulfill the appointment requirements laid down in the Guides to Appointment in Appendix 4 of the Code of Aid for Primary Schools/Section 4 of the Compendium to Code of Aid for Aided Schools; and
- (b) attain an average proficiency at Level 4 of the English Language Proficiency Requirement (LP4).

Note 2: Upon the implementation of the all-graduate teaching force policy in the 2019/20 school year, an additional senior teacher post of English is provided to each aided primary school in the rank of PSM, to be offset by a post in the rank of APSM. The filling of this additional senior teacher post of English is subject to the availability of a suitable teacher who meets the appointment requirements as laid down in Appendix 4 of the Code of Aid for Primary Schools/Section 4 of the Compendium to Code of Aid for Aided Schools and the relevant English Language Proficiency Requirement. School may appoint a teacher meeting the aforesaid English Language Proficiency Requirement but without a recognized degree or equivalent to take up the post of additional senior teacher post of English in the rank of AM, with a PSM post offset accordingly.

4. Table 4 – Arrangements for the School Executive Officer ^{Note 3}

Please put a tick ‘✓’ in the appropriate boxes below.

In the 2019/20 school year, my school has

- created a regular School Executive Officer (School ExO) post in the approved non-teaching staff establishment.
- received the School Executive Officer Grant (SEOG) to recruit at least one full-time school-stationed School ExO.

In the 2020/21 school year, it is anticipated that my school will

- create a regular School ExO post in the approved non-teaching staff establishment
- receive the SEOG to recruit at least one full-time school-stationed School ExO

and I ensure that the School ExO will fulfill the appointment requirements as stated in Note 3 below and comply with Note 4 that switching to receive SEOG will not be allowed once a regular School ExO post is created.

Note 3: In accordance with Education Bureau Circular Memorandum No. 37/2019 dated 20 February 2019, schools should use the relevant form to confirm the choice of creating a regular School ExO post or receiving the SEOG.

Note 4: To maintain staff stability, schools with a regular School ExO post created within the approved non-teaching staff establishment, under normal circumstances, will not be allowed to switch to receiving the SEOG in subsequent school years. However, schools may still submit written application with justifications to the respective Senior School Development Officers for this switch in the next school year if exceptional circumstances arise (e.g. the regular School ExO appointed resigns/retires).

Date : _____

Signature : _____
Supervisor

Name : _____
Supervisor