

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 36/2020**

From : Permanent Secretary for Education  
To : Supervisors of all aided secondary schools, excluding special schools

Ref. : EDB(SA)/ADM/145/04/1(19)

Date : 27 March 2020

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**Estimates (2020/21 School Year)**  
**Application for Grants: Aided Secondary Schools**

**SUMMARY**

The purpose of this circular memorandum (CM) is to invite applications from aided secondary schools for recurrent and non-recurrent grants for operating classes and appointment of staff in the approved establishment in the 2020/21 school year.

**DETAILS**

2. Supervisors of aided secondary schools who wish to apply for recurrent and non-recurrent grants for operating classes and appointment of staff in the approved establishment for inclusion in the estimates for the 2020/21 school year should complete and return the enclosed **Forms A and B** to the respective Senior School Development Officers **on or before 9 April 2020**.
3. When completing the above Forms, schools should make reference to the following documents:
  - i. Section 1A of the Compendium to Code of Aid for Aided Schools/Appendix 2 of the Code of Aid for Secondary Schools on the provision of the overall staff establishment
  - ii. EDB Circular No. 11/2019 on “*All-graduate Teaching Force in Aided Schools*”
  - iii. EDB Circular No. 8/2019 on “*Special Educational Needs Coordinator*”
  - iv. EDB Circular No. 6/2019 on “*Learning Support Grant*”
  - v. EDB Circular No. 5/2019 on “*Enhancement Measures for Turning Senior Secondary Curriculum Support Grant and Career and Life Planning Grant into Regular Teaching Posts*”
  - vi. EDB Circular No. 12/2016 on “*Arrangements for the Provision of Laboratory Technicians from the 2017/18 School Year Onwards*”
  - vii. EDB CM No. 37/2019 on “*One Executive Officer for Each School Policy*”
  - viii. EDB CM No. 13/2020 on “*Enhanced School-based Educational Psychology Service*”
  - ix. EDB Circular No. 13/2019 on “*Enhanced School-based Speech Therapy Services*”

4. Schools should also refer to the related frequently asked questions and answers posted on the EDB Homepage in respect of this application (<http://www.edb.gov.hk> > School Administration and Management > Administration > About School Staff > Staff Entitlement Matters of Aided Schools).

5. The Task Force on Professional Development of Teachers set up by the Government in November 2017 submitted its report in March 2019 and made a total of 18 recommendations. The Chief Executive announced in the 2019 Policy Address to accept all the recommendations. To enhance the ranking arrangement of school management so as to tie in with the school operation, suitably reflect the responsibilities shouldered by the principals, strengthen coordination, planning and handling school development work, this Bureau will implement the following improvement measures in public sector secondary schools starting from the 2020/21 school year:

- i. to improve the demarcation arrangements for headship rankings in public sector secondary schools (to lower the qualifying criterion of a Principal II post from 15 classes to 12 classes; and to lower the qualifying criterion of a Principal I post from 24 classes to 18 classes);
- ii. to improve the manpower of vice-principals in public sector secondary schools (to provide schools with 24 or more classes with one more vice-principal by upgrading a post in the rank of Senior Graduate Master/Mistress to Principal Graduate Master/Mistress; and to lower the threshold for the provision of two vice-principals from 15 classes to 12 classes); and
- iii. to include the additional teaching posts generated from the 0.1 increase in teacher-to-class ratio as from the 2017/18 school year in the calculation of promotion posts in public sector secondary schools.

Implementation of the above measures are subject to the passage of the Appropriation Bill 2020 by the Legislative Council. Details of the improvement measures will be announced later.

6. 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.

7. Besides, schools have to pay attention that the appointment of any teacher who is to be employed within the approved staff establishment should be approved by the School Management Committee (SMC) / Incorporated Management Committee (IMC). All necessary procedures for staff appointment, including the approval by the SMCs / IMCs should be completed before the effective date. Under normal circumstances, there should be no retrospective effect for the date of appointment.

## **ENQUIRY**

8. For enquiries, please contact your Senior School Development Officer.

Ms Karen LAU  
for Permanent Secretary for Education

c.c. Heads of government secondary schools and heads of sections – for information

**Application for Grants: Aided Secondary Schools**

**Class Organisation and Staff Establishment for Period from 1 September 2020 to 31 August 2021**

**IMPORTANT:** Please see the notes on page 6 when completing this Form.

**Name of School :** \_\_\_\_\_

Class Level		No. of Classes		Teaching Establishment #1	
		Approved 2019/20 School Year	Proposed 2020/21 School Year	Approved 2019/20 School Year	Proposed 2020/21 School Year
Basic Provision	Secondary 1				
	Secondary 2				
	Secondary 3				
	Secondary 4				
	Secondary 5				
	Secondary 6				
Additional Provision (Secondary 1 to 6)					
Sub-total (retaining one decimal place)					
Additional Teachers Provided to Individual Schools / under Specific Improvement Programmes				No. of Post(s) #2	No. of Post(s) #2
1. Additional teacher(s) of English for adopting more Chinese as the medium of instruction #3					
2. Additional graduate teacher for support services in the initial two years for a new school					
3. Additional graduate teacher(s) to support Academic Low Achievers (ALAs) #4					
4. Additional Native-speaking English Teacher(s) (NETs) under the Enhanced NET Scheme					
5. Additional graduate teacher(s) for supporting the Senior Secondary Curriculum #5 Please tick the appropriate box below: <input type="checkbox"/> Already turned the SSCSG into regular teaching post(s) <input type="checkbox"/> Turn the SSCSG into regular teaching post(s) from the 2020/21 school year (The conversion is irrevocable) <input type="checkbox"/> Retain the SSCSG in the 2020/21 school year					
6. Additional graduate teacher for supporting Career and Life Planning #5 Please tick the appropriate box below: <input type="checkbox"/> Already turned the CLPG into regular teaching post <input type="checkbox"/> Turn the CLPG into regular teaching post from the 2020/21 school year (The conversion is irrevocable) <input type="checkbox"/> Retain the CLPG in the 2020/21 school year					
7. Additional graduate teacher to facilitate the assignment of a designated teacher as Special Educational Needs Coordinator (SENCO) #6					
8. Additional graduate teacher(s) to facilitate the assignment of Special Educational Needs Support Teachers #7					
Sub-total of Additional Teachers (excluding Principal and retaining one decimal place)					
Principal (Rank) #8					
<b>Grand Total</b> (including Principal and retaining one decimal place)					

Please indicate the option for the fractional post by ticking the appropriate box below : #9

- Retain as a fractional GM post       Encash the fractional post and claim Fractional Post Cash Grant

Non-teaching Staff Establishment						
Rank	Laboratory Technician I #10	Laboratory Technician II/III #10	Educational Psychologist I/II #11	School-based Speech Therapist #12	School Executive Officer #13	Total
Approved 2019/20 School Year						
Proposed 2020/21 School Year						

**School Executive Officer (School ExO)**

Please tick the appropriate box below:

- Already created a regular School Executive Officer (School ExO) post\*  
 Create a regular School Executive Officer (School ExO) post from the 2020/21 school year  
 Claim the School Executive Officer Grant (SEOG) in the 2020/21 school year.

\* 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 for the next school year if exceptional circumstances arise (e.g. the regular School ExO appointed resigns/retires).

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

Name : \_\_\_\_\_  
Supervisor

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

## Notes:

- #1 Basic provision refers to the teaching posts provided under the following teacher-to-class (T/C) ratios for aided secondary schools which have been revised since the 2012/13 school year:
- (a) 1.7 teachers per junior secondary class (i.e. S1 – S3)
  - (b) 2.0 teachers per senior secondary class (i.e. S4 – S6)

Starting from the 2017/18 school year, the above T/C ratios are increased by 0.1 teacher per class, i.e. additional provision.

Starting from the 2020/21 school year, the above-mentioned additional provision will be included in calculating promotion posts. Implementation of the above measure is subject to the passage of the Appropriation Bill 2020 by the Legislative Council.

- #2 As announced in the Policy Address 2018, the ratio of graduate teacher posts in public sector secondary schools has been increased to 100% since the 2019/20 school year. For details, please refer to EDB Circular No. 11/2019.

- #3 For estimation purposes, schools may assume the entitlement of additional teacher(s) of English in the 2020/21 school year the same as that in the 2019/20 school year.

- #4 Additional teaching post(s) will be provided for schools with Academic Low Achievers (ALAs). The method of calculation of the provision is posted on the EDB Homepage (<http://www.edb.gov.hk> > School Administration and Management > Administration > About Teaching > Measures to Relieve Teachers' Workload > Providing additional teachers to schools with Band 3 and Bottom 10% students at S1 to S3). The actual entitlement of additional teaching posts of individual schools is subject to the projected number of ALAs enrolled in the 2020/21 school year. For estimation purposes, schools may assume the entitlement of additional teaching posts in the 2020/21 school year the same as that in the 2019/20 school year.

- #5 Starting from the 2016/17 school year, schools may turn the Senior Secondary Curriculum Support Grant (SSCSG) as well as Career and Life Planning Grant (CLPG) into regular teaching posts. The number of regular teaching posts converted from the SSCSG is calculated according to the number of senior secondary classes (S4 – S6) approved every school year, i.e. 0.1 GM for each of these classes. One GM will be provided if schools turn the CLPG into a regular teaching post. The regular teaching posts converted from both grants are additional posts provided under specific improvement programmes, and they are named “Additional Graduate Teacher(s) for Supporting the Senior Secondary Curriculum” and “Additional Graduate Teacher for Supporting Career and Life Planning” respectively. Starting from the 2019/20 school year, the regular teaching posts converted from the two grants will be counted towards the calculation of promotion posts; all public sector secondary schools operating senior secondary classes need to convert the two grants into regular teaching posts across the board starting from the 2022/23 school year. For details, please refer to EDB Circular No. 5/2019. For schools which opt to retain the grant(s), the corresponding number of additional graduate teachers will be zero.

In the event that schools deciding to convert the SSCSG and/or CLPG into regular teaching posts or retain the two grants in the 2020/21 school year, but find it necessary to change the original decision after submitting **Form A**, they should inform their respective Senior School Development Officers in writing before 30 June 2020. Schools' decision once confirmed is irrevocable.

- #6 Starting from the 2017/18 school year, an additional teaching post at GM rank is provided by phase in 3 years to public sector ordinary secondary schools to facilitate schools' assignment of a designated teacher to take up the role of Special Educational Needs Coordinator (SENCO) to lead, manage and coordinate matters relating to special educational needs. Starting from the 2019/20 school year, the rank of SENCO in schools with the Learning Support Grant (LSG) meeting the specific threshold will be upgraded to a promotion rank. The arrangement of SENCO for schools with the LSG not meeting the specific threshold will be the same as that of the 2017/18 school year. The additional post will not be included in calculating promotion posts. For details, please refer to EDBC No. 8/2019.

- #7 Starting from the 2019/20 school year, schools with Learning Support Grant (LSG) meeting the specific thresholds will be allowed to exchange/ provided with one to three additional teaching post(s) at GM rank. The title of the teacher assuming the said post is Special Educational Needs Support Teacher (SENST).

These one to three posts will not be included in calculating promotion posts. For details, please refer to EDBC No. 6/2019. The EDB will later inform schools of the number of SENST(s) provided. For estimation purposes, schools may assume the entitlement of SENSTs in the 2020/21 school year the same as that in the 2019/20 school year.

- #8 Starting from the 2020/21 school year, the demarcation arrangements for headship rankings in public sector secondary schools will be improved as follows:
- (a) The principal post for schools with 18 or more approved classes is at Pr I rank
  - (b) The principal post for schools with 12 – 17 approved classes is at Pr II rank
  - (c) The principal post for schools with 11 or fewer approved classes is at PGM rank

Implementation of the above measure is subject to the passage of the Appropriation Bill 2020 by the Legislative Council. For estimation purposes, schools can fill in the rank of the principal in the relevant cell following the above measure.

- #9 Schools may keep the decimal entitlement in the teaching staff establishment in the form of a fractional GM post which will not be included in calculating promotion posts and graduate teacher ratio. Alternatively, schools may opt for a cash grant to encash the fractional post.

Schools opting for encashing the fractional post must follow the arrangements for Fractional Post Cash Grant posted on the EDB Homepage (<http://www.edb.gov.hk> > School Administration and Management > Administration > About School Staff > Staff Entitlement Matters of Aided Schools).

Schools are advised to indicate their option even if the proposed grand total of the teaching staff establishment contains no fraction in the meantime.

If schools want to make subsequent change to their option on the fractional post, they should notify their respective Senior School Development Officers in writing before 30 June 2020.

If schools have surplus teachers being tolerated under existing measures, for example, the “Extended Retention Period for Surplus Teachers”, they must opt to retain the fractional GM post. Schools are required to inform their respective Senior School Development Officers of any changes in their teaching staff so that the arrangement of fractional GM post could be reviewed in a timely manner.

- #10 The cells should be filled in according to Part (v) of **Form B**. Please provide details of calculation and justifications for the establishment of laboratory technicians (LTs) in **Form B** with reference to EDBC No. 12/2016. The related frequently asked questions and answers are posted on the EDB Homepage (<http://www.edb.gov.hk> > Curriculum Development > Key Learning Areas > Science Education > Provision of Laboratory Technicians).

If a school encounters circumstances and difficulties as described in the footnotes 5 or 6 in Annex II of EDBC No. 12/2016, the school may submit a written application for an additional LT post in the 2020/21 school year with full justifications, together with relevant documents such as laboratory timetables, to the respective District School Development Section of the EDB when submitting the completed **Form B**. The application will be considered on a case-by-case basis according to the actual situation of the school.

For the schools which were given approval for an additional LT post in the 2019/20 school year and with a genuine need to apply for an additional LT post for the 2020/21 school year, they are required to submit a related declaration document in addition to **Form B** if the numbers of junior secondary classes, senior secondary science subject groups and practical periods, average duration per practical lesson, laboratory utilisation rate, etc. of the schools are expected to remain unchanged or increase. The declaration document is posted on the EDB Homepage (<http://www.edb.gov.hk> > Curriculum Development > Key Learning Areas > Science Education > Provision of Laboratory Technicians).

- #11 The base school of School-based Educational Psychology Service (SBEPS) shall employ an educational psychologist (EP) as a non-teaching specialist staff of the school to provide SBEPS according to the SBEPS Guide for the base school and other schools as assigned. EPI/II is a combined establishment. The new base schools will be informed of the number of EP post awarded under SBEPS. For estimation purposes, schools may assume the entitlement of EPI/II in the 2020/21 school year the same as that in the 2019/20 school year.

- #12 According to EDB Circular No. 13/2019, starting from the 2019/20 school year, the EDB will implement Enhanced School-based Speech Therapy Services in public sector ordinary schools by phases. The EDB will assist schools to form school clusters and create School-based Speech Therapist (SBST) posts in the base school of each school cluster to allow schools to employ SBSTs to support students with speech and language impairment or students with special educational needs. Schools will be informed of the number of posts provided. For estimation purposes, schools may assume the entitlement of SBSTs in the 2020/21 school year the same as that in the 2019/20 school year.
- #13 According to EDBCM No. 37/2019, the EDB has implemented the “One Executive Officer for Each School” policy starting from the 2019/20 school year. Each aided secondary school, regardless of the number of approved classes, may choose to create a regular School Executive Officer post or receive the School Executive Officer Grant (SEOG) according to their school-based circumstances and needs. For schools which opt to receive the SEOG, the corresponding number of post will be zero.



**Calculations and Justifications for Establishment of Laboratory Technicians (Aided Secondary Schools)**  
(2020/21 School Year)

School Name: \_\_\_\_\_

School Number: 

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(6 digits)

- (i) Number of days per teaching cycle: (            ) days
- (ii) Number of science laboratories: (            )
- (iii) Details about the practical periods in the 2020/21 school year are as follows<sup>1</sup>:

Level	Subject (No. of groups)	No. of junior classes approved / senior science subject groups <b>(a)</b>	No. of practical periods per class / subject group per cycle <b>(b)</b>	No. of practical periods per class / subject group per week (Based on 40 minutes duration per period; please show the details of the conversion, if any) # Fill in average duration of each period @ Fill in number of days per teaching cycle	No. of practical periods per class / subject group per week to be used for calculation (based on 40 minutes duration per period; standard number of practical periods is 4) <b>(c)</b>	Subtotal of practical periods for the level per week [For S1-3: <b>(a)</b> x [(c)+1.3] For S4-6: <b>(a)</b> x <b>(c)</b> ] <b>(d)</b>
S1				$(b) \times \frac{(\quad)^{\#} \text{min}}{40 \text{ min}} \times \frac{5 \text{ days}}{(\quad)@ \text{days}} = \text{---}$		
S2				$(b) \times \frac{(\quad)^{\#} \text{min}}{40 \text{ min}} \times \frac{5 \text{ days}}{(\quad)@ \text{days}} = \text{---}$		
S3				$(b) \times \frac{(\quad)^{\#} \text{min}}{40 \text{ min}} \times \frac{5 \text{ days}}{(\quad)@ \text{days}} = \text{---}$		
S4	Physics ( )			$(b) \times \frac{(\quad)^{\#} \text{min}}{40 \text{ min}} \times \frac{5 \text{ days}}{(\quad)@ \text{days}} = \text{---}$		
	Chemistry ( )					
	Biology ( )					
	Combined Sci ( )					
	Integrated Sci ( )					
S5	Physics ( )			$(b) \times \frac{(\quad)^{\#} \text{min}}{40 \text{ min}} \times \frac{5 \text{ days}}{(\quad)@ \text{days}} = \text{---}$		
	Chemistry ( )					
	Biology ( )					
	Combined Sci ( )					
	Integrated Sci ( )					

<sup>1</sup> Please refer to the Education Bureau Circular No. 12/2016 “Arrangements for the Provision of Laboratory Technicians from the 2017/18 School Year Onwards”, and the method and examples of calculation of the laboratory technician provision posted on the EDB Homepage (<http://www.edb.gov.hk> > Curriculum Development > Key Learning Areas > Science Education > Provision of Laboratory Technicians).

Level	Subject (No. of groups)	No. of junior classes approved / senior science subject groups <b>(a)</b>	No. of practical periods per class / subject group per cycle <b>(b)</b>	No. of practical periods per class / subject group per week (Based on 40 minutes duration per period; please show the details of the conversion, if any) # Fill in average duration of each period @ Fill in number of days per teaching cycle	No. of practical periods per class / subject group per week to be used for calculation (based on 40 minutes duration per period; standard number of practical periods is 4) <b>(c)</b>	Subtotal of practical periods for the level per week [For S1-3: <b>(a)</b> x [( <b>(c)</b> +1.3)] For S4-6: <b>(a)</b> x ( <b>(c)</b> ) <b>(d)</b>
S6	Physics ( )			$(b) \times \frac{( )^{\#} \text{min}}{40 \text{ min}} \times \frac{5 \text{ days}}{( )^{\text{@}} \text{days}} = \text{---}$		
	Chemistry ( )					
	Biology ( )					
	Combined Sci ( )					
	Integrated Sci ( )					
Total number of practical periods per week for the whole school =						

Remark: Please enter the required information in the empty rows of the above table to show calculation details in case different number of practical periods, lesson duration, etc. are adopted in different junior secondary classes / senior secondary science subject groups at the same class level.

(iv) Number of laboratory technicians calculated =  $\frac{(d)}{54} =$  \_\_\_\_\_ (2 decimal places) = \_\_\_\_\_ (An integer)

(v) Proposed establishment of laboratory technicians (LTs) in the 2020/21 school year:

<b>Establishment of Laboratory Technicians</b>		
Rank	Approved LT establishment in the 2019/20 school year	Proposed LT establishment in the 2020/21 school year (The number of LTs should be the same as the result calculated in (iv))
LT I		
LT II/III		

(vi) Others (Please put a “✓” in the box below if applicable)

- Our school was given approval for an additional LT post in the 2019/20 school year. For the application for an additional LT post for the 2020/21 school year, the related declaration document is submitted together with this form (**Form B**). (For details of the application, please refer to Note 10 of **Form A**)
- Our school expects to encounter circumstances and difficulties in the 2020/21 school year as described in the footnote 5 or 6 in Annex II of EDBC No. 12/2016. A separate written application for an additional LT post in the 2020/21 school year is submitted together with this form (**Form B**). (For details of the application, please refer to Note 10 of **Form A**).