

## **Education Bureau Circular Memorandum No. 177/2021**

From: Secretary for Education                      To: Supervisors and Heads of Government  
and Aided Primary and Secondary  
Schools (excluding special schools)

Ref: EDB(EPCHK)/1-50/1(2)

Date: 15 December 2021                      cc: Heads of Sections – for information

---

### **Enhanced School-based Educational Psychology Service**

#### **Summary**

This is to invite schools to apply for the Enhanced School-based Educational Psychology Service (hereafter “the Enhanced SBEPS”) in the 2022/23 school year.

#### **Background**

2. The Chief Executive has announced in the 2016 Policy Address that the Government would enhance the SBEPS by progressively improving the ratio of educational psychologists (EPs) to schools to 1:4 for schools with a comparatively large number of students with special educational needs (SEN). In this connection, the Education Bureau (EDB) has implemented the related policy progressively since the 2016/17 school year, and continuously extending the Enhanced SBEPS. Up to the 2021/22 school year, 321 government and aided primary and secondary schools are provided with the Enhanced SBEPS.

3. In consideration of the factors of manpower supply of EPs and the different needs of schools etc., the EDB plans to extend the Enhanced SBEPS to about 380 primary and secondary schools in the 2022/23 school year. EPs will visit these schools more frequently (normally not less than 30 days each school year) to provide more comprehensive follow-up and intervention services for students, as well as to strengthen the preventive and developmental work of the schools in accordance with the needs of the schools and their students.

4. The SBEPS is provided by the EDB or school-sponsoring bodies (SSBs). The EDB will create new EP posts for the SSBs in order to provide the Enhanced SBEPS for the schools newly selected for the service in the 2022/23 school year. EPs will be employed by base schools under the selected SSBs for the delivery of the SBEPS to schools assigned by the EDB<sup>1</sup>. The SSBs concerned should be responsible for monitoring and coordinating the related service, and undertaking appropriate measures to ensure the service quality.

---

<sup>1</sup> Schools allocated by the EDB may not necessarily belong to the same SSB of the base school.

5. The EDB will provide the base schools employing EPs with the SBEPS Grant<sup>2</sup> on a recurrent basis, for related expenditures including the hiring of professional supervision for EPs, service coordination and general expenses such as office utilities, replenishment of furniture and equipment, etc. In addition, the base schools awarded new EP posts are provided with the One-off Set Up Grant<sup>3</sup> for the purchase of furniture, information technology equipment, test materials, reference books and resource packages. This grant is provided on a reimbursement basis. Both the SBEPS Grant and the One-off Set Up Grant are not applicable to schools receiving the SBEPS or the Enhanced SBEPS provided by the EDB.

### **Details of Application for the Enhanced SBEPS**

6. Schools may discuss with the school-based EP about whether to apply for the Enhanced SBEPS in the 2022/23 school year. Schools applying for the service for the first time should complete the Application Form (Appendix 1) and return it by post or fax to the Educational Psychology Service (Hong Kong) Section on or before **28 January 2022**. Late applications will not be considered.

7. Schools which have applied for the Enhanced SBEPS in the previous school years but not selected for the provision will automatically be considered by the EDB whether to be provided with the Enhanced SBEPS in the 2022/23 school year. These schools do not have to apply again. If schools would like to update or provide supplementary information, they may complete the Form for Updating of Application Information (Appendix 2), and return it by post or fax to the Educational Psychology Service (Hong Kong) Section, also on or before **28 January 2022**. If necessary, the EDB will contact individual schools to understand their service needs. Moreover, schools currently provided with the Enhanced SBEPS do not have to apply again.

8. In selecting schools for the Enhanced SBEPS in the 2022/23 school year, the EDB will consider various factors including the number of students with SEN, its proportion to the student population of the school, the number of students requiring individual support, and the specific conditions of schools. Schools selected for the Enhanced SBEPS will be notified individually by May 2022. Basically, the EDB will arrange the SSB of the school or the current provider of the SBEPS to provide the Enhanced SBEPS to selected schools. If necessary, such as owing to EP manpower allocation, the EDB may arrange schools to receive the service from the EDB or other service providers. In special circumstances, the EDB may

---

<sup>2</sup> The SBEPS Grant is put under the Special Domain of the “Operating Expenses Block Grant” or as a school-specific grant under the “Expanded Operating Expenses Block Grant” and its rate is subject to adjustment in accordance with the annual movement of the Composite Consumer Price Index (CCPI). The rate of the Grant in the 2021/22 school year is \$109,517.

<sup>3</sup> The One-off Set Up Grant should be used within 12 months in which an EP is first appointed to the given post and reimbursement should be made within the timeline. The rate of the Grant in the 2021/22 school year is \$75,295 and it is subject to adjustment in accordance with the annual movement of the CCPI.

postpone the provision of the related service to individual schools. Schools not selected for the Enhanced SBEPS will continue to receive the original mode of the SBEPS.

### **Enquiry**

9. For enquiries, please contact Ms LAW Siu-ling of the Educational Psychology Service (Hong Kong) Section at 3695 0484.

Godwin LAI

for Secretary for Education

Appendix 1: Enhanced School-based Educational Psychology Service – Application Form (2022/23 school year) (For completion by schools making the first application)

Appendix 2: Enhanced School-based Educational Psychology Service – Form for Updating of Application Information (2022/23 school year) (For use by schools which have made applications for Enhanced SBEPS)

**Enhanced School-based Educational Psychology Service  
Application Form (2022/23 school year)**

(For completion by schools making the first application)

If schools wish to apply for the above service, please complete this application form and return it by post or fax to our office **on or before 28 January 2022**.

Educational Psychology Service (Hong Kong) Section  
Education Bureau  
Unit 1702, 17/F., Crocodile Center  
No.79 Hoi Yuen Road, Kwun Tong, Kowloon  
Fax No.: 3695 0553

\*\*\*\*\*

1. Our school would like to apply for the Enhanced SBEPS in the 2022/23 school year.
2. Our school would like to provide the following supplementary information (if applicable) for the EDB's consideration:

---

---

---

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

Name of School  
Sponsoring Body: \_\_\_\_\_

School Address: \_\_\_\_\_

Contact Person: (Name) \_\_\_\_\_ (Post) \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

School Chop

Name of School Head: \_\_\_\_\_

Signature of School Head: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**Enhanced School-based Educational Psychology Service**  
**Form for Updating of Application Information (2022/23 school year)**  
(For use by schools which have made applications for the Enhanced SBEPS)

If schools wish to update or supply information for the above service, please complete this application form and return it by post or fax to our office **on or before 28 January 2022**.

Educational Psychology Service (Hong Kong) Section  
Education Bureau  
Unit 1702, 17/F., Crocodile Center  
No.79 Hoi Yuen Road, Kwun Tong, Kowloon  
Fax No.: 3695 0553

\*\*\*\*\*

Our school would like to update or supply the following information for the EDB's consideration:

---

---

---

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

Name of School  
Sponsoring Body: \_\_\_\_\_

School Address: \_\_\_\_\_

Contact Person:                      (Name)    (Post)  
\_\_\_\_\_

Telephone no.:    Fax no.: \_\_\_\_\_

School Chop

Name of School Head: \_\_\_\_\_

Signature of School Head: \_\_\_\_\_

Date of Signature: \_\_\_\_\_