

**EDUCATION AND MANPOWER BUREAU
CIRCULAR MEMORANDUM NO. 37/2006**

From : Permanent Secretary for Education and Manpower To : Supervisors/Heads of all aided, government and caput schools, schools under the Direct Subsidy Scheme (DSS) and schools running the full-time Initiation Programme (IP) for newly arrived children (NAC)

Ref. : EMB(SAS) F&A/65/02/1 (11)

Date : 22 February 2006

**Additional Time-limited Funding of Capacity Enhancement Grant
to Relieve Teachers' Workload**

Summary

This circular memorandum announces the disbursement of additional time-limited funding of the Capacity Enhancement Grant (CEG) for the 2005/06 school year and the related disbursement arrangements.

Background

2. On 17 February 2006, the Finance Committee of the Legislative Council approved the adjustment of the existing rates of the CEG for government schools and subvented schools¹ for a time-limited period of three school years from the 2005/06 school year to the 2007/08 school year, by increasing the existing rates for primary and special schools by 100% and the existing rates for secondary schools by 150%. The provision of the additional time-limited funding is to provide additional support for teachers to cope with implementation of the assessment for learning at the initial stage and cater for the diverse learning needs of students.

Use of the Additional Time-limited Funding

3. The additional time-limited funding of CEG aims to enhance the capacity of teachers in developing effective strategies to cope with student diversity and integrate into everyday teaching and learning the students' competencies reflected in the Territory-wide System Assessment (TSA). It also facilitates teachers in conducting School-based Assessment (SBA) by helping to establish a sustainable framework, in terms of workflow, procedures and logistical arrangements. Schools

¹ For the purpose of disbursement of CEG, "subvented schools" means aided schools, caput schools, schools under the Direct Subsidy Scheme and schools receiving Government subsidies for running full-time initiation programmes for newly arrived children.

may hire additional staff and/or procure services, according to their needs and priorities, to further relieve teachers' workload, and create more space for facilitating the progressive implementation of initiatives relating to assessment for learning.

Additional time-limited funding of CEG

4. The rates of CEG for 2005/06 school year will be adjusted upward as follows –

	Increase of basic rates for threshold number of operating classes or below in respective schools	Increase of per-class rates for classes exceeding the threshold number	Increase of flat rates
Secondary Schools (150% of existing rates)	\$352,772 (first 12 classes)	\$23,303 (per class)	\$632,408 (24 or more classes)
Primary Schools (100% of existing rates)	\$148,514 (first 6 classes)	\$20,377 (per class)	\$515,300 (24 or more classes)
Special Schools (100% of existing rates)	\$148,514 (first 5 classes)	\$26,199 (per class)	\$515,300 (19 or more classes)

— The revised rates for the 2005/06 school year are set out at **Annex I**.

5. CEG at the adjusted rates will continue to be calculated on the basis of the number of operating classes in the school year concerned. The actual amount of CEG provided to schools in the 2006/07 and 2007/08 school years will be announced in due course after taking into account the established annual adjustment in accordance with the Composite Consumer Price Index (CCPI) movement.

6. The existing mechanism under which CEG is operated and monitored, including surplus retention, will also continue to apply to the adjusted rates of CEG. DSS schools may retain a maximum surplus of up to 12 months' provision of the CEG in which the grant is provided. The ground rules, procedures, rates, and other relevant references including the sample plans for the use of the additional funding have already been updated and uploaded on the EMB homepage (http://www.emb.gov.hk/ceg/reference_e) for schools' reference and compliance.

Administrative Arrangements

7. To meet the immediate needs of schools, the disbursement of the additional funding of CEG will take effect from the current school year (2005/06). Schools applying for the additional provision in the 2005/06 school year are requested to inform us of their decision by **completing the reply form at the Annex II on or before 6 March 2006**. Eligible schools will be disbursed the additional CEG before the end of March 2006. For government schools, the additional allocation for the 2005/06 school year will be released in April 2006.

8. As at present, **schools should consult teachers** when considering the utilization of the additional funding and include the consultation means adopted in the CEG plan. Schools should **upload the plan** for the additional provision of CEG in the 2005/06 school year, endorsed by the School Management Committees (SMCs) / Incorporated Management Committees (IMCs), onto their respective school Homepage **before end-June 2006** (For IP schools for NAC, the CEG plan should be sent to Education Officer (Placement and Support)³ (EO(PS)³)). The additional funding released in March 2006 is subject to clawback if schools fail to upload or submit the plan by end-June 2006.

9. Under the spirit of school-based management, schools are also required to evaluate the effectiveness of the grant in terms of targets achieved. For aided, government, caput and DSS schools, the report on the use of the additional CEG should be included in the **CEG report** endorsed by the SMCs / IMCs and incorporated in their Annual School Report to be uploaded on their Homepage **before end-November 2006** as required in this year's EMB curricular memorandum (CM) on CEG (vide [EMBCM No. 130/2005](#)). Similarly, for IP schools for NAC, the whole CEG report should be endorsed by their SMCs / IMCs and sent to EO(PS)³ before end-November 2006 as required in the mentioned CM.

Review

10. The additional funding of CEG is time-limited for three years. As the additional workload arising from progressive implementation of the above initiatives relating to assessment for learning will mainly be developmental in nature, at the end of the three-year period, we expect schools will be familiarised with the TSA and will have institutionalised the SBA in day-to-day teaching and learning activities. The rates of CEG will revert back to the existing levels, save for the usual price adjustment. However, before the end of the 2007/08 school year, a review will be conducted to evaluate the effectiveness of the additional time-limited funding of CEG in relieving teachers' workload and improving students' learning. Subject to the results of the review and the availability of resources, we shall consider whether the

additional funding should become recurrent.

11. Aided and government schools, while uploading the plan for the additional provision of CEG in the 2005/06 school year onto their respective school Homepage, are requested to send or fax **a copy of the plan to their respective Senior School Development Officers** (SSDOs). In addition, to facilitate the review, schools are requested to send or fax **a copy of the completed Annex III** on the use of CEG for employment of staff in the 2005/06 school year to the School Administration and Support Section (Team 2) at Room 1001, Wu Chung House, 213 Queen's Road East, Wanchai (Fax no.: 2117 9120) **on or before 31 October 2006**.

12. For enquiries, please contact the respective SSDOs or EO(PS)3 as appropriate.

Mrs Betty IP
for Permanent Secretary for Education and Manpower

c.c. Heads of Sections

**Adjusted Rates of CEG with Additional Time-limited Funding
(2005/06 School Year)**

	Basic rates for threshold number of operating classes or below in respective schools	Per-class rates for classes exceeding the threshold number	Flat rates
Secondary Schools	\$587,953 (first 12 classes)	\$38,838 (per class)	\$1,054,009 (24 or more classes)
Primary Schools	\$297,028 (first 6 classes)	\$40,754 (per class)	\$1,030,600 (24 or more classes)
Special Schools	\$297,028 (first 5 classes)	\$52,398 (per class)	\$1,030,600 (19 or more classes)

Reply Form

(To be returned on or before 6 March 2006)

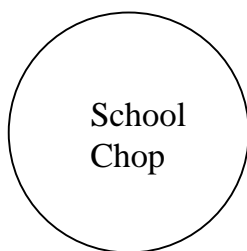
To: * Senior School Development Officer () [For aided, government, caput and DSS schools]
/ Education Officer (Placement and Support)³ [For IP schools for NAC only]

**Additional Time-limited Funding of Capacity Enhancement Grant (CEG)
for 2005/06 School Year**

This is to confirm that my school (please tick as appropriate) –

- will use the extra provision to employ additional staff / procure services for relieving teachers' workload so that my school teachers will have more space for implementation of assessment for learning and coping with diverse learning needs of students; **AND**
- will draw up a CEG plan for the additional provision of the 2005/06 school year, which will be endorsed by the School Management Committee / Incorporated Management Committee, and the endorsed plan will be uploaded onto the homepage of our school/sent to you# **before end-June 2006**. We further understand that the above grant to be released in March 2006 (for government schools, in April 2006) is subject to clawback if my school fails to upload or submit the plan by end-June 2006.

will not request release of the additional time-limited funding of CEG.



Name of School:

Signature of
*Supervisor/School Head:

Name of
*Supervisor/School Head:

Date:

* Please delete as appropriate.

IP schools should send their plans to Education Officer (Placement and Support)³.

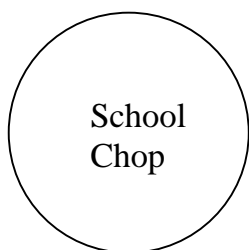
To: School Administration and Support Section (Team 2) (on or before 31.10.2006)

Fax No: 2117 9120

Use of CEG for Employment of Staff in the 2005/06 School Year

My school has used the CEG to employ the following number of staff in the 2005/06 school year to relieve teachers' workload:

Types of staff employed	Number of staff employed	
	CEG <i>Released in September 2005</i>	Additional time-limited CEG <i>Released in March / April 2006</i>
1. Teachers		
2. Teaching assistants		
3. Information technology assistants		
4. Clerical staff		
5. Other staff		
Total number of staff employed		
Total amount of CEG expenses on staff employment (\$)		
% of CEG used on staff employment		



Name of School: _____

Signature of
*Supervisor/School Head: _____

Name of
*Supervisor/School Head: _____

Date: _____