



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

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Dear Principal,

Native-speaking English Teacher (NET) Scheme in Primary Schools

As the close of the 2011/12 academic year is drawing near, I would like to take this opportunity to thank you for your support to the NET Scheme in Primary Schools and draw your kind attention to some important issues regarding NET appointment for the 2012/13 school year.

Extension of Contract Period for NETs

2. The normal period of appointment for a NET is two years. Before the expiry of the contracts, schools may liaise with their serving NETs to have their contracts renewed for another 2 years. Nevertheless, there are in some instances that schools may wish to apply for special approval to extend the contract period of their NETs (usually for one year) instead owing to various reasons **other than extension of service beyond the retirement age**. Schools that wish to extend the contract period of their NETs should apply in writing with justifications and supporting documents to their respective Senior School Development Officer (SSDO) for approval.
3. If approval is given to the aforesaid application, the extended period of employment should be regarded as an extension of the current contract. The arrangements of contract gratuity and passage for the NET are as follows:

Gratuity – The gratuity covering the completed period of service before the extension may be paid as normal. Upon satisfactory completion of the extended year of service, the gratuity for the extended year of service may be paid at the end of that year.

Passage - One homeward passage will be provided for each contract, even though it has been extended. Hence, the NET shall only be provided with a homeward passage upon satisfactory completion of the contract including the extension.

NETs whose contract period has been extended may be entitled to the same fringe benefits as provided under the NET Scheme in Primary Schools.

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Sexual Conviction Record Check (SCRC) Scheme

4. With effect from 1 December 2011, the Hong Kong Police Force has launched the Sexual Conviction Record Check (SCRC) scheme which is applicable to prospective employees seeking child-related work or work relating to mentally incapacitated persons in organizations or enterprises (including the NET posts under the NET Scheme in Primary Schools). Given the importance of protecting our students, schools are strongly advised to adopt the SCRC scheme and request prospective NETs to undergo SCRC at the advanced stage of the employment process. Applications for SCRC should be submitted by the prospective employees voluntarily. Schools are reminded that the scheme does not cover overseas sexual conviction record and does not apply to staff working in the same school under continuously renewed contracts without break. For details, please refer to EDB Circular Memorandum No. 179/2011 dated 29 November 2011.

Teacher Registration

5. Section 42 of the Education Ordinance (Cap 279) stipulates that any person who teaches in a school has to be either a registered teacher (RT) or a permitted teacher (PT). Therefore, schools should ensure that their NETs have applied to be RTs or they have applied for teaching permits for them prior to their assumption of duties. The offer of appointment will lapse or the employment will be terminated immediately if (i) the Education Bureau refuses to register the NET as a teacher or to issue a permit to teach; or (ii) the teacher registration/permit to teach is cancelled. For enquiries, please contact the Teacher Registration Team of EDB at 2520 0325 or 2520 0270.

Employment Visa

6. Before signing a formal contract with NETs coming from abroad, schools are advised to remind them that the offer of employment is conditional upon their having obtained an employment visa allowing them to work for the school as specified in the Letter of Appointment and to stay in Hong Kong for an initial period of at least one year. The visa should be obtained, prior to their arrival in Hong Kong, from the Director of Immigration of the Government of the Hong Kong Special Administrative Region (HKSAR).

7. For NETs who are already working in Hong Kong, the offer of employment is conditional upon their having obtained, prior to the commencement of the Contract, an approval from the Director of Immigration of the Government of the HKSAR allowing them to work for the school as specified in the Letter of Appointment and to continue to stay in Hong Kong for at least one year. Schools should ensure that their NETs have obtained the valid employment visa before reporting for duty. For enquiries, please contact the Immigration Department of the Government of the HKSAR (Telephone: 2824 6111, Fax: 2877 7711, Website: <http://www.immd.gov.hk/>).

Work Outside School

8. NETs must not undertake paid outside work outside normal working hours or any paid or unpaid outside work during normal working hours except with the prior written approval of the School Supervisor. Schools should consider if such outside duties contribute to the public good and are not such as to interfere with the efficient performance of the teacher's normal duties. Records of such approval should be kept by the schools. Approval, if given, may be withdrawn at any time if the work is found to be interfering with the NET's duties and, in any case, shall be subject to half-yearly

