**Annex**

**Relief Grant for Appointment of Kindergarten Supply Teachers (Relief Grant)**

**Annual Usage Report**

**20\_\_\_\_/\_\_\_\_ School Year**

*(Please complete this report and return by* ***fax******within one month*** *after the end of the school year concerned.)*

|  |
| --- |
| **To: Permanent Secretary for Education****(Attn: Kindergarten Administration 2 Section. Fax No.: 3691 8021)** |

|  |
| --- |
| **Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****School Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**I. Amount of Relief Grant Received in this School Year (i.e. 20\_\_\_\_/\_\_\_\_):**

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **[A]**

**II. Use of the Relief Grant**

The Relief Grant was used in the **20\_\_\_\_/\_\_\_\_ school year** as follows:

|  |  |
| --- | --- |
| **Supply teachers** | **Expenses related to the appointment****of supply teachers ($)** |
| Salary [a] | MPF1[b] | Total expenses[c] = [a] + [b] |
| 1. With a Certificate in Early Childhood Education (C(ECE)) or above qualification
 |  |  |  |
| 1. With other qualifications2
 |  |  |  |
| **Total** [c(i)] + [c(ii)] |  | **[B]** |

**III. Balance / (Deficit) in this School Year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Amount of the Relief Grant received****[A]** |  | **Total amount used****[B]** |  | **Balance / (Deficit)** |  |
|  |  | **-** |  | **=** |  |  |
|  |  |  |  |  |  |  |

Note:

1. According to the information from Mandatory Provident Fund Schemes Authority, as long as the employees have been employed for 60 days or more, employers are required to enrol them into a Mandatory Provident Fund (MPF) scheme and make contributions. For example, a kindergarten (KG) employs a supply teacher to take up the duties of three teachers who are on sick leave one after another for consecutive periods of 25 days, 25 days and 15 days respectively, the supply teacher’s employment period would be 65 days (25 + 25 + 15 days). In this scenario, the KG is required to enrol the supply teacher in an MPF scheme and make contributions.
2. In principle, KGs should employ supply teachers holding the C(ECE) or above qualifications to take up the duties of teachers counted under the TP ratio of 1:11 (excluding the principal). If a supply teacher with other qualifications is employed due to special circumstances (such as recruitment difficulties), the KG should provide strong justifications and adequate support for the supply teacher to ensure the quality of education services. For KGs that have employed supply teacher(s) holding other qualifications during the school year concerned, please provide justification(s) in the “**IV. Supplementary Information**” section below.

**IV. Supplementary Information**

(For schools that have employed supply teachers holding other qualifications, please fill in this part.)

|  |
| --- |
| Reason(s) for employing supply teacher(s) holding other qualifications in this school year (i.e. 20\_\_\_\_/\_\_\_\_): |
|  |  |
|  |

**V. School Information and Declaration**

|  |
| --- |
| **School Information** |
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|  |  |  |
| --- | --- | --- |
| Name of School:  | (Chinese) |  |
|  | (English) |  |
|  |  |  |

 |
| School Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Declaration** |
| I/We: 1. confirm that all information provided in this report is factually correct;
2. confirm that the supply teacher(s) has(have) been paid at the corresponding daily-rate; and
3. understand that supplementary information related to this report has to be provided in accordance with EDB’s requirement if necessary.
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| Signature of Supervisor: | (School Chop) |
| Name of Supervisor:  |
| Date: / /  |
| Contact person (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |