**Annex 2**

**Professional Capacity Enhancement Grant (PCEG) and Enhanced PCEG**

**Initial Plan on Grant Usage**

**(Applicable to all KGs provided with the grant(s))**

***(To be returned on or before 30 April 2024 by post)***

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| **To: Permanent Secretary for Education****(Attn: Kindergarten Administration 2 Section, Education Bureau****Address: Room 2329, 23/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong)** |

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| **School information** |
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| Name of School:  | (Chinese) |  |
|  | (English) |  |
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| School Registration No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Part One (Only applicable to KGs previously provided with PCEG in March 2022)** |
| * Our school will ensure proper use of the approved PCEG and Enhanced PCEG, and undertake to follow the Education Bureau (EDB)’s requirements as stipulated in paragraphs 6 to 15 of Education Bureau Circular Memorandum (EDBCM) No. 61/2024 to return the grant(s) to the Government as appropriate. *[Please continue to complete Parts Two and Three]*

□ After considering the school-based circumstances, our school –1. has decided to **return** the Enhanced PCEG already disbursed. The reasons are as follows:

Reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ; and 1. will ensure continued proper use of the approved PCEG in accordance with EDBCM No. 17/2022 (including the requirement of using the PCEG on or before 31 August 2024 and submitting to EDB the final report by 31 December 2024, etc.) *[Skip Part Two and go to Part Three]*.

*(Please put a “**” in the appropriate boxes* □.) |

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| **Part Two (Applicable to all KGs provided with the Enhanced PCEG)** |
| 1. **Details of the initial plan on grant usage (including the remaining balance of the previously disbursed PCEG, if applicable)**

*(Please put a “**” in the appropriate boxes* □*. More than one option may be chosen.)* |  |
| **Proposed measure(s)** | **Percentage of the grant(s)** |
| □ | 1. To hire outside service(s) to enhance teachers’ capacity (e.g. to arrange professional development programmes for teachers)
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| □ | 1. To hire consultancy services to establish learning circles in the school, enhance the curriculum, and/or arrange school-based programmes relating to the professional development of teachers, with a view to raising the quality of teaching or enhancing the support to students
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| □ | 1. To arrange professional exchange activities with Mainland kindergartens (KGs), such as package tour services for teachers visiting Mainland KGs and materials used in exchange activities.
 | (Not exceeding 40% of the grant(s)) |
| □ | 1. To subsidise teacher(s) taking courses or attending international conferences on KG education (capped at 50% of the fee of taking courses or attending international conferences) which are in line with the school development plan and the Kindergarten Education Curriculum Guide (2017), with details as follows:
* Name of the course(s) / international conference(s) to be subsidised:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* The above course/international conference is in line with the school development plan and the Kindergarten Education Curriculum Guide (2017) in the following ways (e.g. enhance support to non-Chinese speaking students / students with special needs, strengthen school curriculum development):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (Not exceeding 20% of the grant(s)) |
| □ | 1. Others (please specify):

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|  | **Total:** | **100%** |

**B. Please briefly describe how the acquired skills and knowledge can be shared with other teachers in the school:**

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| **Part Three** |
| Signature of Supervisor: | (School chop) |
| Name of Supervisor:  |
| Date: / /  |
| Contact person (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |