



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

本局檔號 Our Ref. : (39) in EDB(NETADM)/PNET/1/8/1(4) 電話 Telephone : 3698 3750
來函檔號 Your Ref. : 傳真 Fax Line : 2349 1398

27 July 2023

Dear Principal,

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

Thank you for your support to NET Scheme in Primary Schools in the 2022/23 school year. Further to the issuance of Education Bureau (EDB) Circular Memorandum (CM) No. 46/2023 on Appointment and Re-appointment of NETs in the 2023/24 School Year in May 2023, your kind attention is drawn to the following issues regarding NET appointment and NET Scheme.

Reply Proforma of Teachers Employed under NET Scheme in Primary Schools

Schools signing a new contract or renewing the contract with their NETs for the 2023/24 school year are requested to complete the reply proforma, i.e. Attachment C to EDB Circular No. 7/2013 on "NET Scheme in Primary Schools - Letter of Appointment", and return it to NET Administration Team of EDB by 15 September 2023 for record updating. For contracts with commencement date after the start of the 2023/24 school year, schools should send in the completed proforma to EDB within two weeks after NET reports for duty.

Teacher Registration

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 as appropriate. Therefore, schools should ensure that their NETs have applied to be RTs or schools have applied for teaching permits for their NETs prior to their assumption of duties. If (i) EDB refuses to register NET as an RT or to issue a permit for him/her to teach; or (ii) the teacher registration/permit to teach is cancelled, NET is not allowed to teach in the school and all other schools. For enquiries, please contact the Teacher Registration Team of EDB at 3467 8281 or 3467 8282.

九龍九龍塘沙福道 19 號教育局九龍塘教育服務中心西座 3 樓 W304 室教育局英語教師計劃行政小組
NET Administration Team, Education Bureau, Room W304, 3/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

網址 : <http://www.edb.gov.hk> 電子郵件 : edbinfo@edb.gov.hk
Web site : <http://www.edb.gov.hk> E-mail : edbinfo@edb.gov.hk

Measures for Strengthening the Protection of Students

To safeguard the well-being of students, EDB has all along been working closely with schools to create a caring and safe learning environment for students. Schools as employers should guard against improper persons to be appointed as teachers by adopting a stringent selection process and strengthening the management on appointment and related matters. In this connection, schools must observe relevant employment procedures to make an informed decision on selecting suitable employees in order to ensure students' safety. For details, please refer to EDB Circular No. 7/2021 dated 16 July 2021.

Sexual Conviction Record Check (SCRC) Scheme

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 organisations or enterprises (including NET posts under NET Scheme in Primary Schools). Given the importance of protecting our students, schools should request prospective NETs to undergo SCRC at the advanced stage of the employment process. 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 No. 7/2021 dated 16 July 2021.

Employment Visa

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).

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. NETs holding a valid employment visa are still required to seek prior approval from the Immigration Department for change of employment before they report for duty in the new school. Schools should ensure that their NETs have obtained a valid employment visa before reporting for duty. For enquiries, please contact the Immigration Department (Telephone: 2824 6111, Fax: 2877 7711, Website: <https://www.immd.gov.hk/>).

Letter of Appointment

Supervisors are requested to make reference to the latest version of the specimen letter of appointment for NETs, its accompanying sample Memorandum on the Terms and Conditions of Service (MOCS) for Appointment as Teachers under NET Scheme in Primary Schools and sample letter of acceptance available on EDB webpage on NET Scheme (www.edb.gov.hk → Curriculum Development → Resources and Support → NET Scheme → NET Appointment Matters) when preparing letters offering appointment to NETs.

The normal period of appointment for a NET is two years. Regarding the contract period for the 2023/24 school year, the appointment for NETs newly appointed under NET Scheme in Primary Schools will normally start on 16 August and end on 15 August two years later. Any subsequent renewal of contract for these teachers should also start on 16 August and end on 15 August. Please also note that only under special circumstances may the school extend the contract period of NET for one year. For details, please refer to relevant clauses on "Further Employment" in the MOCS.

Application for Fringe Benefits

A NET whose normal place of residence is established as being outside Hong Kong will be eligible for applying for the fringe benefits (including Special Allowance, Passage/Baggage Allowance and Medical Allowance) provided under NET Scheme in Primary Schools. In this connection, schools are kindly reminded to **submit timely applications** on behalf of their NETs. Please refer to **Annex 1** on the Notes for Applications for Payment of Contract Gratuity, Fringe Benefits and Retention Incentive for your reference and action.

For NETs claiming passage reimbursement, schools are reminded to strictly follow the procedures in EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and the Guidelines on Procurement Procedures in Aided Schools (April 2013) mentioned therein when using Government subventions to procure stores and services. The procurement arrangement, including obtaining quotations and clear segregation of staff duties for different stages of the procurement process, should be observed with proper documentation for seeking reimbursement as appropriate. .

The special arrangements for passage allowance adopted in the 2022/23 school year, i.e. blanket approval on extension of reimbursement of passage allowance and encashing unclaimed flight tickets for NETs (ref. (69) in EDB(NETADM)/PNET/1/8/1(3)) will end on 15 August 2023. Passages entitled upon completion of contract in the 2022/23 school year shall be taken not earlier than two months prior to the completion of the contract or not later than two months after the completion of the contract. Schools should observe and administer the MOCS under NET Scheme properly.

Appointment of Temporary NET

Under special circumstances, schools not being able to find a suitable teacher to fill the vacant NET post after considering all the candidates referred by EDB and/or conducting their own recruitment exercise may apply to their respective Senior School Development Officer for permission to appoint a temporary NET. Schools are reminded that such employment should be a temporary measure only. For details, please refer to EDB webpage: www.edb.gov.hk → Curriculum Development → Resources and Support → NET Scheme → NET Appointment Matters → Appointment of Temporary NET.

Frequently Asked Questions (FAQs)

To understand more about NET Scheme in Primary Schools, schools and NETs are recommended to read a set of FAQs which has been posted on EDB webpage. The FAQs will be updated from time to time as appropriate. For details, please refer to EDB webpage: www.edb.gov.hk → Curriculum Development → Resources and Support → NET Scheme → Frequently Asked Questions.

For enquiries, please contact Ms Nina LAM on 3698 3695 or Ms Jasmine MAK on 3698 3750 of NET Administration Team.

Yours sincerely,



(Ms M S WONG)

for Permanent Secretary for Education

cc District CSDOs
 CCDO(NET)

NET Scheme in Primary Schools
Notes for Applications for Payment of Contract Gratuity, Fringe Benefits and Retention Incentive

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
Application for the Payment of Contract Gratuity	May – August prior to the expiry of the Contract		<ul style="list-style-type: none"> • Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 4/2012 on “Payment of Contract Gratuity and Payment of Tax before Leaving Hong Kong” to the Finance Division of EDB via the respective SSDO, at least 4 weeks before the expected date of payment. • First Payment – Payable to NET not earlier than 4 clear working days before the commencement of the summer vacation prior to the expiry of the contract. • Second Payment - Payable to NET not earlier than 4 clear working days before the expiry of the contract.
Application for Fringe Benefits - Special Allowance	August – September after commencement / prior to expiry of the Contract	<p>Both NETs and schools should refer to EDBC No. 8/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under Native-Speaking English Teacher (NET) Scheme in Primary Schools for the arrangement for claiming of allowances.</p> <p>I. For New NETs <u>only</u></p> <p><u>Certification for normal place of residence</u></p> <p>Fill in PNET-Form A [revised 8/2022] and PNET-Form A (Annex) [revised 8/2022] in EDBC No. 8/2009 and submit it with supplementary information/evidence to the school.</p>	<p>I. For New NETs <u>only</u></p> <p><u>Certification for normal place of residence</u></p> <p>Send the completed PNET-Form A [revised 8/2022] and PNET-Form A (Annex) [revised 8/2022] in EDBC No. 8/2009, together with relevant supporting documents, to NET Administration Team.</p>

* Late application will not be considered

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
		<p>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></p> <p>1) <u>Fill in PNET-Form A [revised 8/2022] each school year</u></p> <p>2) <u>Application for Special Allowance (for each contract)</u> Fill in PNET-Form B [revised 8/2022] in EDBC No. 8/2009 and submit it to the school.</p>	<p>II. For new NETs and serving NETs on signing/renewing a contract <u>whose normal place of residence has been established as outside Hong Kong</u></p> <p>Send the completed PNET-Form A [revised 8/2022] to NET Administration Team.</p> <p>Endorse NETs' application for the allowance(s) and send the completed PNET-Form B [revised 8/2022]/ PNET-Form C [revised 8/2022]/ PNET-Form D [revised 8/2022] to NET Administration Team.</p>
- Passage/Baggage Allowance	July – September of the respective school year	<p>3) <u>Application for Reimbursement of Passage /Baggage Allowance (upon commencement of a contract/satisfactory completion of a contract)</u></p> <p>Fill in PNET-Form C [revised 8/2022] in EDBC No. 8/2009 and submit it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</p>	
- Medical Allowance	Before the end of the respective school year	<p>4) <u>Application for Reimbursement of Medical Insurance Premium (for each school year)</u></p> <p>Fill in PNET-Form D [revised 8/2022] in EDBC No. 8/2009 and submit it together with relevant receipts to the school. Only one application should be submitted per each school year.</p>	

Relevant Applications	Time Frame*	Action(s) by NETs	Action(s) by Schools
Application for Retention Incentive (RI)	June – September of the respective school year	<ul style="list-style-type: none"> • Eligible NETs are required to apply for RI each school year through their schools. • Submit the completed application form in EDBC No. 2/2013 on “Retention Incentive for Native-speaking English Teacher (NETs) under Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools” for the forthcoming school year to NET Administration Team via their respective schools before leaving for summer vacation. • Submit the completed application forms to the new schools instead if NETs are going to change schools in the coming school year. 	<ul style="list-style-type: none"> • Endorse NETs’ application for RI and submit the completed form to NET Administration Team.