Dear Principal,

**Enhanced Native-speaking English Teacher (NET) Scheme in Secondary Schools**

As the 2017/18 school year is drawing to an end, I would like to take this opportunity to thank you for your support for the Enhanced NET Scheme in Secondary Schools. Further to the issuance of the Education Bureau (EDB) Circular Memorandum No. 40/2018 on Appointment and Re-appointment of NETs in the 2018/19 School Year in March 2018, your kind attention is drawn to the following important issues regarding NET appointment and the Enhanced NET Scheme.

**Reply Proforma of Teachers Employed under the Enhanced NET Scheme in Secondary Schools**

Schools signing a new contract or renewing the contract with their NETs for the 2018/19 school year are requested to complete the above reply proforma, which is Attachment C to EDB Circular No. 8/2013 on “Enhanced NET Scheme in Secondary Schools - Letter of Appointment”, and return it to the NET Administration Team of EDB as early before the commencement of the 2018/19 school year as possible for record updating. For contracts with commencement date after the start of the 2018/19 school year, schools have to send in the completed proforma to EDB when the NET has reported 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. 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) the EDB refuses to register the NET as a RT or to issue a permit for him/her to teach; or (ii) the teacher registration/permit to teach is cancelled, the NET is not allowed to teach in the school and all other schools under the governance of the Education Ordinance. For enquiries, please contact the Teacher Registration Team of EDB at 3467 8281 or 3467 8282.
Measures for Strengthening the Protection of Students: Appointment Matters of Schools

To safeguard the well-being of students, the EDB has all along been working closely with schools to create a safe learning environment for students. Schools as employers must guard against improper persons to be appointed as teachers by being stringent in the selection process and strengthening their administrative measures on appointment and related matters. In this connection, schools must observe relevant employment procedures in order to ensure students’ safety. For details, please refer to EDB Circular No. 16/2017 dated 6 October 2017.

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 organizations or enterprises (including the NET posts under the Enhanced NET Scheme in Secondary 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.

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 the valid employment visa before reporting for duty. For enquiries, please contact the Immigration Department (Telephone: 2824 6111, Fax: 2877 7711, Website: http://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) and sample letter of acceptance available on the EDB webpage on the 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 2018/19 school year, the appointment for NETs newly appointed under the Enhanced NET Scheme in Secondary 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, the school may extend the contract period of the 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 the Enhanced NET Scheme in Secondary Schools. In this connection, schools are kindly reminded to submit timely applications on behalf of their NETs. Please refer to the Annex on the Notes for Applications for Payment of Contract Gratuity, Fringe Benefits and Retention Incentive for your reference and action.

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 the 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 the following path of 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 the Enhanced NET Scheme in Secondary 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 the following path of EDB webpage: www.edb.gov.hk → Curriculum Development → Resources and Support → NET Scheme → Frequently Asked Questions.
For enquiries, please contact Ms Lusheeta TAM on 2892 6525 or Miss Hazel LI on 2892 6495 of the NET Administration Team.

Yours sincerely,

(Ms Doris PONG)
for Permanent Secretary for Education

cc District CSDOs
CCDO(NET)
# Enhanced NET Scheme in Secondary Schools

## Notes for Applications for Payment of Contract Gratuity, Fringe Benefits and Retention Incentive

<table>
<thead>
<tr>
<th>Time Frame</th>
<th>Relevant Applications</th>
<th>Action(s) by NETs</th>
<th>Action(s) by Schools</th>
</tr>
</thead>
</table>
| May - August    | Application for the Payment of Contract Gratuity          |                                                                                  | - Send the completed Application Form for Payment of Contract Gratuity attached to EDBC No. 5/2012 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 the 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 the NET not earlier than 4 clear working days before the expiry of the contract. |
| August - September | Application for Fringe Benefits                           | Both NETs and schools should refer to EDBC No. 9/2009 on “Payment of Fringe Benefits” and relevant provisions of the Memorandum on the Terms and Conditions of Service for Appointment as Teachers under the Enhanced Native-Speaking English Teacher (NET) Scheme in Secondary Schools for the arrangement on claiming of allowances. | I. **For New NETs only**  
Certification for normal place of residence  

Fill in NET-Form A (Annex) in EDBC No. 9/2009 and submit it with supplementary information/evidence to school.  

II. **For new NETs and serving NETs on signing/renewing a contract whose normal place of residence has been established as outside Hong Kong**  
Send the completed NET-Form A and NET-Form A (Annex) in EDBC No. 9/2009, together with relevant supporting documents, to the NET Administration Team.  

II. **For new NETs and serving NETs on signing/renewing a contract whose normal place of residence has been established as outside Hong Kong** |
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<tr>
<td></td>
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<td>1) Application for Special Allowance (for each contract) Fill in NET-Form B in EDBC No. 9/2009 and submit it to the school.</td>
<td>Endorse the NETs’ application for the allowance(s) and send the completed NET-Form B/ NET-Form C/ NET-Form D to the NET Administration Team.</td>
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<td>2) Application for Reimbursement of Passage /Baggage Allowance (upon commencement of a contract/ satisfactory completion of a contract) Fill in NET-Form C in EDBC No. 9/2009 and submit it together with relevant receipt(s)/invoice(s) and used air ticket(s)/boarding pass to the school.</td>
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<td>3) Application for Reimbursement of Medical Insurance Premium (for each school year) Fill in NET-Form D in EDBC No. 9/2009 and submit it together with relevant receipts to the school.</td>
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<td>June - September</td>
<td>Application for Retention Incentive (RI)</td>
<td>- 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 the Enhanced NET Scheme in Secondary Schools/ NET Scheme in Primary Schools” for the forthcoming school year to the 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.</td>
<td>- Endorse the NETs’ application for RI and submit the completed form to the NET Administration Team.</td>
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