**Annex 4**

**Final Report**

**Usage of Professional Capacity Enhancement Grant**

***(To be returned on or before 31 December 2024 by post or by fax)***

*(Please put a “**” in the appropriate boxes* □*. KG can choose more than one option.)*

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| **To: Permanent Secretary for Education**  **(Attn: Kindergarten Administration 2 Section**  **Address: Room 2329, 23/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong (Fax: 3691 8021))** |

Our school has spent the Professional Capacity Enhancement Grant (“the Grant”) according to the requirements stipulated in EDBCM No. 17/2022 to implement school-based professional capacity enhancement programme(s) in the 2021/22 to 2023/24 school years.

1. Subsequent to the interim report submitted in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/yyyy), our school has implemented the following measures to enhance teachers’ professional capacity:

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1. The skills and knowledge learned by the teachers will be/ have been disseminated to other teachers in the school through:

□ establishing learning circle in school

□ arranging sharing sessions to disseminate good practices to other teachers in school

□ arranging collaborative lesson planning and/ or peer observation

□ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please briefly describe the effectiveness of the use of the Grant:

□ strengthening teachers’ knowledge in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (topic)

□ enhancing teachers’ teaching skills and methods

□ strengthening the support to students

□ enhancing school-based curriculum

□ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. As at 31 August 2024, the Grant □ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_was used;

□ has a balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be returned to the EDB.

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| **Declaration** | |
| **I/We confirm that:**   1. our school has kept separate ledger account for the Grant to properly record all income and expenditure of the Grant and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least 7 years by the school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match with the above, the school will notify the EDB as soon as possible for follow up; and 2. if our school fails to provide relevant documents for examination, use the Grant outside the ambit as stated in this Circular Memorandum, or fails to comply with the respective requirements under the Grant, the amount of the Grant received will be fully returned to the Government. | |
| |  |  |  | | --- | --- | --- | | Name of School: | (Chinese) |  | |  | (English) |  | |  |  |  | | |
| School Registration No.: | (School chop) |
| Signature of Supervisor: |
| Name of Supervisor: |
| Date: / / |
| Contact person (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |