

11 March 2002

**EMB Circular No. 6/2002**

(Formerly referred as Administration Circular No.6/2002)

**Kindergarten Subsidy Scheme**

[ Note : This circular should be read by -

- (a) Supervisors of All Kindergartens and Schools with Kindergarten Classes -- for necessary action; and
- (b) Heads of Sections -- for information and reference.]

**SUMMARY**

The Education Department has recently completed a review on the Kindergarten Subsidy Scheme (KSS). This circular provides details of the revised KSS; the application for Second Payment for the 2001/02 school year; the application for joining the KSS in the 2002/03 school year; and the briefing session on the revised KSS.

**AIMS**

2. The KSS is to offer financial assistance to non-profit-making kindergartens to meet the minimum proportion of Qualified Kindergarten Teachers (QKTs) required by the Government without having to increase their fees substantially. Furthermore, the revised KSS offers incentive to kindergartens to employ 100% QKTs to enhance the quality of kindergarten education and revises the disbursement mechanism to ensure effective use of resources.

**DETAILS OF THE REVISED SCHEME**

Mode of Subsidy

3. The revised KSS introduces a group grant to replace the class grant in calculating the level of subsidy to each eligible kindergarten. Details are as follows:

- (a) Calculate the number of groups eligible for the group grant separately for the AM, PM or whole-day session on a per level basis.
- (b) Pay one group of group grant when the number of pupils for a level of study is between 10-15.
- (c) Pay a per capita grant by the actual number of pupils instead of the group grant when the number of pupils for a level of study is less than 10. The per capita grant for each pupil is set at 10% of the group grant.
- (d) Pay a subsidy for one group of group grant (for 15 pupils) and the remainder by per capita grant when the number of pupils for a level of study is between 16-19.
- (e) Pay a subsidy with special provision for 2 groups of group grant when the number of pupils for a level of study is between 16-19 for kindergartens opting for the transitional arrangement for the school years from the 2002/03 to 2004/05 as stated in paragraph 7 below.
- (f) Calculate the number of groups eligible for the group grant by dividing the enrolment by 15 and round up the remainder into an additional group when the number of pupils for a level of study is 20 or more.

4. A schedule showing the number of groups for various enrolment numbers is at the Annex.

#### Group/Per Capita Grant Rates

5. Based on the minimum percentage of QKTs employed in both the morning (including AM classes and morning section of the whole-day classes) and afternoon (including PM classes and afternoon section of the whole-day classes) sessions of study, there are three group/per capita grant rates as follows:

Minimum % of QKTs Being Employed (in both the morning and afternoon sessions)	Group Grant Rates ( per annum )	Per Capita Grant Rates ( per annum )
60%	\$23,600	\$2,360
80%	\$27,200	\$2,720
100%	\$31,300	\$3,130

The 60% rate is related to QKTs attainment based on the prevailing teacher-pupil ratio appropriate to the individual class levels whereas the 80% and 100% rates are related to QKTs attainment based on a teacher-pupil ration of 1:15 at all levels of study.

6. The above rates will be applicable to the 2<sup>nd</sup> payment of the 2001/02 school year and the entire 2002/03 school year. From the 2003/04 school year

onwards, the group and per capita grant rates will be adjusted annually according to the changes in the Consumer Price Index (A) and will be announced in due course.

### Implementation Arrangement

7. Existing KSS kindergartens may exercise an **irrevocable** option to join the group grant system on normal arrangement for all levels of study starting from the 2<sup>nd</sup> payment of the KSS in the 2001/02 school year, or at the beginning of any school year from 2002/03 to 2004/05. Before changing over completely to the group grant system on normal arrangement for all levels of study, kindergartens may choose the following progressive phase-in arrangement:

	2001/02	2002/03	2003/04	2004/05	2005/06
Nursery Classes	C	SG	SG	SG	NG
Lower Kindergarten Classes	C	C	SG	SG	NG
Upper Kindergarten Classes	C	C	C	SG	NG

**Note:** C = Existing class grant (\$41,000 per class per annum) retains. An increase in number of pupils would however only justify an additional class grant if the increase would lead to a class size greater than 30 or the permitted accommodation of the classroom.

SG = Group grant on special arrangement. ( Annex )

NG = Group grant on normal arrangement. ( Annex )

8. All kindergartens joining the KSS for the first time or rejoining the KSS in the 2002/03 school year or after are only eligible to the group grant system on normal arrangement for all levels of study.

### 2001/02 School Year KSS 2nd Payment Arrangement

9. A circular letter dated 7 February 2002 has been issued to existing KSS kindergartens informing them the payment arrangement for the 2<sup>nd</sup> payment of the 2001/02 school year. These kindergartens should complete the attached “Kindergarten Subsidy Scheme 2001/02 School Year 2<sup>nd</sup> Payment Mode of Subsidy Option Form” (Appendix 1) and return it to their respective Senior School Development Officer before **17 April 2002** to calculate the actual amount of subsidy for the 2<sup>nd</sup> payment of the 2001/02 school year. KSS subsidy on class grant basis will be disbursed to kindergartens in late April 2002 at the

first instance in order not to delay the payment. The application for joining the group grant system will be processed and the resultant additional subsidy will be disbursed as soon as possible. School fees adjustment corresponding to the amount of additional subsidy received will be made and reflected in the approved school fees for the 2002/03 school year.

## **ELIGIBILITY CRITERIA FOR JOINING THE KSS**

### Non-Profit-Making Status and Cut-off Point

10. Only non-profit-making kindergartens are allowed to join the KSS. To be eligible for subsidy in the 2002/03 school year, a kindergarten must be charging school fee at a level not higher than \$19,800 per pupil per annum for a half-day session in the 2001/02 school year. The cut-off point for each subsequent school year will be announced in due course.

## **CONDITIONS FOR SUBSIDY**

11. Kindergartens joining the KSS are required to comply with the following conditions for subsidy:

- (i) To employ a minimum of 60% QKTs in the kindergarten in both the morning and afternoon sessions of study;
- (ii) To pay teachers' salaries according to the recommended salary scales for kindergarten teachers stated in the annual Circular Memorandum for fee increase applications. Teachers should, in normal circumstances, be awarded increments along the recommended salary scales provided that they remain in the same kindergarten. Flexibility in adopting either the previous or current year's salary scales will still be given but kindergartens have to declare which scale they will follow at the time of forwarding the necessary schedules for revising school fees level of each year.
- (iii) To accept any adjustment made by the Education Department to the approved school fees corresponding to the amount of Government subsidy received;
- (iv) To submit an audited account covering the whole school year, with the government subsidy duly reflected, to the Education Department not later than 31 March of the following year;
- (v) To keep properly the salary returns of their teaching staff and submit to the Education Department for inspection as required;

- (vi) To spend the Government subsidy solely on teachers' salaries; and
- (vii) To comply with the Education Ordinance and Regulations in force and to maintain an acceptable operating standard in both management and professional aspects.

12. Should there be any non-fulfilment of the aforesaid conditions, the kindergarten should repay the subsidy in full as required to the Government of the Hong Kong Special Administrative Region. [Details are provided in the Declaration of the Application Form at Appendix 3 (page 2).]

### **PAYMENT OF SUBSIDY**

13. In September and February of every school year, payment forms will be issued to participating kindergartens for them to report on the number of pupils for the calculation of the number of groups/per capita/classes eligible for subsidy as at a set date in September and February of that school year. Payment will be made in October and April of each school year.

### **PARTICIPATION IN AND WITHDRAWAL FROM THE SCHEME**

14. Kindergartens wishing to stay in, join the KSS for the first time or rejoin the KSS in the 2002/03 school year should complete and return the "Kindergarten Subsidy Scheme 2002/03 School Year Proforma on Enrolment/QKTs Attainment" at Appendix 2, together with their fee increase application to their respective Senior School Development Officer before **17 April 2002** for processing revision of school fees for the 2002/03 school year. Kindergartens wishing to join the KSS for the first time or rejoin the KSS should also complete and return the "Kindergarten Subsidy Scheme Application Form" at Appendix 3 (pages 1-3).

15. A circular will be issued annually inviting kindergartens to apply for staying in or joining the KSS.

16. Kindergartens withdrawing from the KSS after two weeks from the approval of new school fees for the following year will not be allowed to have any fee adjustment.

### **BRIEFING SESSION ON THE REVISED SCHEME**

17. A briefing session on the revised Scheme will be held at 2:30 p.m. on Wednesday, 20 March 2002 at the Kowloon Tong Government Primary School, Tim Fuk Road, Kowloon Tong, Kowloon (location map attached). Due to limited number of seats, one representative from each kindergarten which would like to stay in or to join the KSS may attend the briefing session. Information on the briefing session is also available in the 'Training Calendar' of the Education Department Homepage.

18. In the event of adverse weather conditions (e.g. tropical cyclone or rainstorm) and the Director of Education announcing suspension of school activities in the radio and television broadcasting, the briefing session will be postponed until further notice.

## **ENQUIRIES**

19. All enquiries should be directed to your respective School Development Officer.

20. This circular supersedes Administration Circular No. 11/98 dated 8 April 1998 on "Kindergarten Subsidy Scheme".

Andrew C S POON  
for Director of Education

**Kindergarten Subsidy Scheme**  
**Calculation of No. of Eligible Groups/Per Capita**

<u>No. of Pupils Per Level/Session</u>	<u>Basis of Calculating KSS Subsidy</u>	
	<u>Normal Arrangement</u>	<u>Special Arrangement</u>
1-9	Per capita	Per capita
10-15	1 group	1 group
<b>16-19</b>	<b>1 group for 15 pupils + per capita for the remainder</b>	<b>2 groups</b>
20-30	2 groups	2 groups
31-45	3 groups	3 groups
46-60	4 groups	4 groups
61-75	5 groups	5 groups
76-90	6 groups	6 groups
91-105	7 groups	7 groups
106-120	8 groups	8 groups
121-135	9 groups	9 groups
136-150	10 groups	10 groups
151-165	11 groups	11 groups
166-180	12 groups	12 groups
181-195	13 groups	13 groups

Applicable to kindergartens already joining the KSS in the 2001/02 school year.

**Kindergarten Subsidy Scheme  
2001/02 School Year 2<sup>nd</sup> Payment  
Mode of Subsidy Option Form**

Name of Kindergarten : \_\_\_\_\_

Part A: ( Please put a  $\surd$  in the appropriate box. )

1. For the 2001/02 school year 2<sup>nd</sup> payment, my school opts to:

remain in the class grant system for all levels of study. ( No need to fill in Part B )

start to join the group grant system on normal arrangement for all levels of study.  
(Please fill in Part B)

Part B:

2. Enrolment Report Form

		As at 25 February 2002		
Class		Actual no. of pupils (should be the same as the no. submitted in the "Application for the 2001/02 School Year 2 <sup>nd</sup> Payment")	Estimated no. of groups for subsidy	Estimated no. of per capita for subsidy
AM Session	Nursery			
	Lower KG			
	Upper KG			
PM Session	Nursery			
	Lower KG			
	Upper KG			
Whole-day	Lower KG			
	Upper KG			
Total				



## 3. Proforma on QKTs Attainment

		As at 25 February 2002						
No. of QKTs Employed (including Principal)		No. of QKTs required in the morning/afternoon session of study [For method of calculation, please refer to the formula stated in page 3 of this Appendix.] (Kindergarten should fill in either (A), (B) or (C) according to the no. of QKTs being employed.)						
Morning Session (including AM classes and the morning section of whole-day classes)	(A) 60% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{30} + \frac{(\quad)}{20} + \frac{(\quad)}{30} + \frac{(\quad)}{20} \right] \times 60\% = \underline{\hspace{2cm}}$	
	(B) 80% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right] \times 80\% = \underline{\hspace{2cm}}$
	(C) 100% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right] \times 100\% = \underline{\hspace{2cm}}$
Afternoon Session (including PM classes and the afternoon section of whole-day classes)	(A) 60% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{30} + \frac{(\quad)}{20} + \frac{(\quad)}{30} + \frac{(\quad)}{20} \right] \times 60\% = \underline{\hspace{2cm}}$	
	(B) 80% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right] \times 80\% = \underline{\hspace{2cm}}$
	(C) 100% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right] \times 100\% = \underline{\hspace{2cm}}$

4. As the amount of subsidy is calculated according to the percentage of QKTs attainment in the morning or afternoon session of study, whichever is the lower, my school will be eligible for \*60%/80%/100% QKTs attainment for the calculation of group/per capita grant for the 2001/02 school year 2<sup>nd</sup> payment.

\*Delete whichever is inappropriate.

5. Estimated total amount of subsidy = 
$$\frac{\text{_____}}{\text{(Estimated no. of groups for subsidy)}} \times *\$23,600/\$27,200/\$31,300 \times \frac{1}{2}$$

+ 
$$\frac{\text{_____}}{\text{(Estimated no. of per capita for subsidy)}} \times *\$2,360/\$2,720/\$3,130 \times \frac{1}{2}$$

= \$ \_\_\_\_\_

\* Delete whichever is inappropriate.

I understand that school fees adjustment corresponding to the amount of additional subsidy received under the group grant system on normal arrangement over the class grant system will be made and reflected in the approved school fees for the 2002/03 school year.

Part C:

School Chop : _____  Signature of Supervisor : _____  Name of Supervisor : _____  Date : _____	<p><b>[for office use only]</b>                  Endorsed by (amendments in red)</p> <hr/> Signature : _____ SSDO (         )
	Date : _____

**Calculation Formula (2001/02 school year):**

(a) To tie in with the improved teacher to pupil ratio in nursery classes to 1:15 in the 2001/02 school year, the method of calculating 60% QKTs attainment is as follows:

$$N = \left[ \frac{\text{No. of pupils at nursery level}}{15} + \frac{\text{No. of pupils at half-day lower KG level}}{30} + \frac{\text{No. of pupils at whole-day lower KG level}}{20} + \frac{\text{No. of pupils at half-day upper KG level}}{30} + \frac{\text{No. of pupils at whole-day upper KG level}}{20} \right] \times 60\%$$

(b) The method of calculating 80% or 100% QKTs attainment is as follows:

$$N = \left[ \frac{\text{No. of pupils at nursery level}}{15} + \frac{\text{No. of pupils at half-day and whole-day lower KG levels}}{15} + \frac{\text{No. of pupils at half-day and whole-day upper KG levels}}{15} \right] \times 80\% \text{ or } 100\%$$

N= Number of QKTs required in the morning or afternoon session of study. If N includes a fraction, it should be rounded up to the next whole number.

Applicable to kindergartens wishing to stay in / join the KSS in the 2002/03 school year.

**Kindergarten Subsidy Scheme  
2002/03 School Year  
Proforma on Enrolment/QKTs Attainment**

Name of Kindergarten : \_\_\_\_\_

1. My school: ( Please put a  $\surd$  in the appropriate box. )

- has joined the group grant system on normal arrangement for all levels of study in the 2001/02 school year 2<sup>nd</sup> payment.
- starts to join the group grant system on normal arrangement for all levels of study from the 2002/03 school year.
- remains in the class grant system for the lower and upper kindergarten levels of study and adopts group grant system on special arrangement for the nursery level of study for the 2002/03 school year.

2. Enrolment Report Form

Class		As at September 2002			
		Estimated no. of pupils (should be the same as the no. submitted in the "Application for Fee Revision")	Estimated no. of classes for subsidy	Estimated no. of groups for subsidy	Estimated no. of per capita for subsidy
AM Session	Nursery		Not applicable		
	Lower KG				
	Upper KG				
PM Session	Nursery		Not applicable		
	Lower KG				
	Upper KG				
Whole-day	Lower KG				
	Upper KG				
Total					

## 3. Proforma on QKTs Attainment

		As at September 2002					
No. of QKTs Employed (including Principal)	No. of QKTs required in the morning/afternoon session of study [For method of calculation, please refer to the formula stated in page 3 of this Appendix.] (Kindergarten should fill in either (A), (B) or (C) according to the no. of QKTs being employed.)						
Morning Session (including AM classes and the morning section of whole-day classes)	(A) 60% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	] x 60% = _____
		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{30} + \frac{(\quad)}{20} \right]$					
	(B) 80% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	
	$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right]$						
	(C) 100% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	] x 100% = _____
		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right]$					
Afternoon Session (including PM classes and the afternoon section of whole-day classes)	(A) 60% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	] x 60% = _____
		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{30} + \frac{(\quad)}{20} \right]$					
	(B) 80% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	
	$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right]$						
	(C) 100% met:	Nursery	Half-day lower KG	Whole-day lower KG	Half-day upper KG	Whole-day upper KG	] x 100% = _____
		$\left[ \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} + \frac{(\quad)}{15} \right]$					

4. As the amount of subsidy is calculated according to the percentage of QKTs attainment in the morning or afternoon session of study, whichever is the lower, my school will be eligible for \*60%/80%/100% QKTs attainment for the calculation of group/per capita grant for the 2002/03 school year.

\*Delete whichever is inappropriate.

5. Estimated total amount of subsidy =

$$\frac{\hspace{10em}}{\text{(Estimated no. of groups for subsidy)}} \times *\$23,600/\$27,200/\$31,300$$

$$+ \frac{\hspace{10em}}{\text{(Estimated no. of per capita for subsidy)}} \times *\$2,360/\$2,720/\$3,130$$

$$*+ \frac{\hspace{10em}}{\text{(Estimated no. of classes for subsidy)}} \times \$41,000$$

= \$ \underline{\hspace{10em}}

(The above is for estimation only. The actual amount of subsidy to be disbursed is based on the actual no. of pupils enrolled and the percentage of QKTs attainment as at September and February of each school year.)

\* Delete whichever is inappropriate.

School Chop : \_\_\_\_\_

Signature of Supervisor : \_\_\_\_\_

Name of Supervisor : \_\_\_\_\_

Date : \_\_\_\_\_

<b>[for office use only]</b>	
Endorsed by (amendments in red)	
Signature :	_____
	SSDO (        )
Date :	_____

**Calculation Formula (2002/03 school year):**

(a) To tie in with the improved teacher to pupil ratio to 1:15 in the nursery and lower kindergarten classes in the 2002/03 school year, the method of calculating 60% QKTs attainment is as follows:

$$N = \left[ \frac{\text{No. of pupils at nursery level}}{15} + \frac{\text{No. of pupils at half-day and whole-day lower KG levels}}{15} + \frac{\text{No. of pupils at half-day upper KG level}}{30} + \frac{\text{No. of pupils at whole-day upper KG level}}{20} \right] \times 60\%$$

(b) The method of calculating 80% or 100% QKTs attainment is as follows:

$$N = \left[ \frac{\text{No. of pupils at nursery level}}{15} + \frac{\text{No. of pupils at half-day and whole-day lower KG levels}}{15} + \frac{\text{No. of pupils at half-day and whole-day upper KG levels}}{15} \right] \times 80\% \text{ or } 100\%$$

N= Number of QKTs required in the morning or afternoon session of study. If N includes a fraction, it should be rounded up to the next whole number.

Applicable to kindergartens wishing to join the KSS for the first time or rejoin the KSS.

## Kindergarten Subsidy Scheme Application Form

### Part A Particulars of Kindergarten

Name of Kindergarten	:	_____	
Address	:	_____ _____	
Telephone No.	:	_____	
Fax No.	:	_____	
School Registration No.	:	_____	
Name of Supervisor	:	_____	_____
		(in English)	(in Chinese)
Name of Principal	:	_____	_____
		(in English)	(in Chinese)

**Part B Declaration**

I, \_\_\_\_\_ (Name of Supervisor in full) (Identity Card No. \_\_\_\_\_), Supervisor of the kindergarten<sup>note 1</sup> detailed at Part A of this application, wish to apply for Government subsidy under the Kindergarten Subsidy Scheme as from the \_\_\_\_\_ school year onwards. I agree to fulfil the following conditions, otherwise, I will repay in FULL the subsidy as required to the Government of the Hong Kong Special Administrative Region.

- (i) To employ the minimum proportion of Qualified Kindergarten Teachers as required by the Government;
- (ii) To pay teachers' salaries according to the recommended salary scales for kindergarten teachers;
- (iii) To accept any adjustment made by the Education Department to the approved school fees corresponding to the amount of Government subsidy received;
- (iii) To submit an audited account covering the whole school year, with the Government subsidy duly reflected, endorsed by a certified accountant to the Education Department not later than 31 March of the following year<sup>note 2</sup>;
- (iv) To keep properly the salary returns of the teaching staff and submit to the Education Department for inspection as required;
- (v) To spend the Government subsidy solely on salaries of teachers; and
- (vii) To comply with the Education Ordinance and Regulations in force and to maintain an acceptable operating standard in both management and professional aspects.

**Signature:** \_\_\_\_\_  
(Supervisor)

**Date :** \_\_\_\_\_ **School Chop :** \_\_\_\_\_

**Name of Contact Person (if not Principal) :** \_\_\_\_\_

**Telephone No. of Contact Person (if applicable) :** \_\_\_\_\_

**Part C: Confirmation by Senior School Development Officer**  
(For Office Use Only)

Particulars of the kindergarten at Part A and Part B have been verified/corrected by me.

**Signature :** \_\_\_\_\_ **Designation :** SSDO(        )

**Name :** \_\_\_\_\_

**Date :** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

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**Note:**

1. Non-profit-making kindergartens wishing to join the KSS for the first time or rejoin the KSS should submit, with their application, relevant documents showing their non-profit-making status.
2. The accounts should be audited by certified public accountants/public accountants registered under the Professional Accountants Ordinance in Hong Kong. For schools with different sections (e.g. kindergarten, primary and secondary) having to submit a consolidated audited account for the school as a whole, there should be a separate statement showing the income and expenditure of the kindergarten section in the audited account.



**COLLECTION OF PERSONAL DATA**  
**個人資料搜集**

- (1) The personal data provided by means of this application form will only be used for calculating subsidy under the Kindergarten Subsidy Scheme and for other related purposes within the Education Department.

你在此申請表格所提供的個人資料，將只供教育署作計算幼稚園資助計畫的資助及其他有關用途。

- (2) The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, the Education Department may not be able to process your application.

在此申請表格提供的個人資料純屬自願。倘若所提供的資料不充足，教育署可能無法辦理有關申請。

- (3) You have a right of access and correction with respect to the personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance.

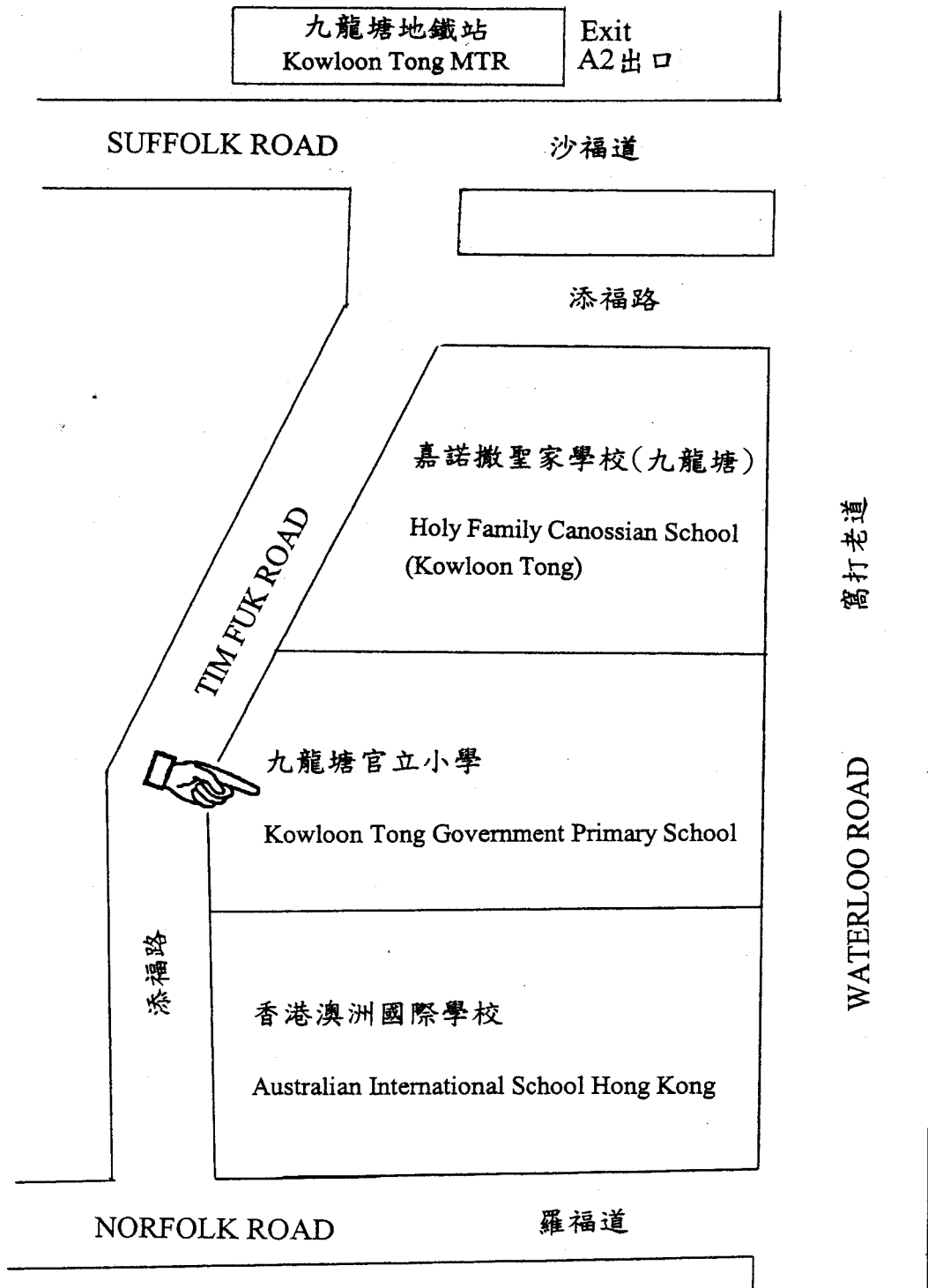
根據《個人資料（私隱）條例》第18和22條及其附表1第6原則的規定，你有權更改或查詢所提供的個人資料。

- (4) Enquiries concerning the personal data collected by means of this application form, including the making of access and correction, should be addressed to the respective School Development Officer.

任何與在此申請表格所收集之個人資料有關的查詢，包括要求查閱和更正資料，可與負責貴校事務的學校發展主任聯絡。

# Location Map of Kowloon Tong Government Primary School

## 九龍塘官立小學位置示意圖



(不合比例 Not to scale)