

### **Basic Standards which Direct Subsidy Scheme (DSS) Secondary Schools are Required to Maintain**

DSS schools receive a recurrent DSS Subsidy from the Government which is calculated based on the DSS unit subsidy rate (i.e. the average unit cost of an aided school place) and the number of enrolment of a school. As such, in principle, DSS schools should maintain the standards (in terms of both school's physical infrastructure, delivery of educational services, etc.) comparable to, if not better than, those of their aided counterparts. DSS schools should implement as far as practicable the proposals included in their Proposed School Plan on application for joining DSS.

DSS secondary schools are required to acquire and maintain the operating standards as stipulated below, which are by no means exhaustive, to assure that all students are entitled to quality education services. Schools are required to comply with laws and regulations, including the Education Ordinance (EO) and Education Regulations (ER), and observing closely the circulars / memoranda / guidelines issued by and such other requirements as specified by the Education Bureau (EDB) from time to time.

1. Mode of Operation
  - It must be operated as a non-profit-making whole-day ordinary secondary or secondary-cum-primary school.
2. School Premises
  - The school must be operated in self-owned or allocated premises which are suitable for the purpose of a school under the Laws of Hong Kong.
  - No school shall be operated in any premises other than the premises specified in the certificate of registration or provisional registration of the school.
  - Any application for additions, alterations or improvements to the school premises shall be subject to approval by the EDB.
3. Facilities
  - The school should furnish, maintain and equip the school to standards comparable to, if not better than, those for aided schools as specified in the document entitled "Reference List of Furniture and Equipment for Primary / Secondary School adopting Standard Schedule of Accommodation" or such other relevant documents issued by the EDB.
4. Class Structure and Class Size
  - Class structure shall be approved by the EDB by taking reference to the school's proposed class structure as stated in the Proposed School Plan. Prior approval from the EDB is required for any change to the approved class structure.
  - The class size should not be larger than the enrolment ceiling per class as specified by the EDB from time to time, unless otherwise agreed; or the permitted accommodation of classrooms, whichever is lower.
5. School Management and Staff
  - The school is required to set up a School Management Committee (SMC) / Incorporated Management Committee (IMC) and manage the school in accordance with the EO. While the SMC should comprise the principal, representative from the school sponsoring body, parents and teachers, other community members or professionals and, when appropriate, alumni, the composition of IMC should comply

with the relevant provisions in the EO.

- The principal and staff should be appointed in accordance with the EO, the ER and such other requirements as specified from time to time by the Government.
- The principal and teachers should be qualified, trained and registered with the EDB; unless otherwise agreed by EDB.
- All English and Putonghua teachers, except teachers employed under the Native-speaking English Teacher Scheme, holding a permanent post should meet the language proficiency requirement of the relevant language(s) as specified by the EDB.
- All laboratories, if any, should be staffed by qualified laboratory technicians.
- The teacher to class ratio should not be lower than the prevailing standard in aided schools; or unless otherwise agreed by the EDB.
- There should be an all-graduate teaching force; or unless otherwise agreed by the EDB.
- Additional staff / teachers for specific education improvement programmes / policies, e.g. School Executive Officer, school social worker, teacher overseeing career and life planning, etc. should be employed.
- The majority of the teachers should be employed on a full-time basis.

6. Curriculum and Medium of Instruction

- The school should implement education policies on curriculum and medium of instruction as specified by the EDB all the times.
- The school should provide a full secondary course of not less than six years, unless otherwise agreed by the EDB.
- DSS schools are required to offer principally a local curriculum targeted at local students and prepare them for local public assessments/ examinations.