

Education Bureau
Circular Memorandum No. 48/2006
(Formerly referred as EMB Circular Memorandum No. 48/2006)

From: Secretary for Education and Manpower
To: Supervisors/ Heads of all aided, government and DSS secondary schools adopting English-medium teaching
Ref. EMB(RP)3410/3/06
c.c. Heads of Sections & Supervisors / Heads of aided, caput, government and DSS secondary schools adopting Chinese-medium teaching – for information
Date: 14 March 2006

Additional Support for Secondary Schools Adopting English-medium Teaching

Summary

The purpose of this circular memorandum is to (a) inform aided and government secondary schools and those under the Direct Subsidy Scheme (DSS) adopting English as the medium of instruction (EMI) about the arrangements for the provision of additional support to enhance the quality of EMI teaching; and (b) to invite these schools to apply for participation in a support scheme.

Background

2. The Education and Manpower Bureau (EMB) has accepted the recommendations set out in the *Report on Review of the Medium of Instruction for Secondary Schools and Secondary School Places Allocation (Report)*¹ submitted by the Education Commission (EC) in December 2005. The implementation details of the revised Secondary School Places Allocation (SSPA) System have been announced in [EDB Circular No. 3/2006](#) issued on 1 March 2006. The revised Medium of Instruction (MOI) arrangements as detailed in the *Report* will be implemented with effect from September 2010. In gist, we would continue to uphold the mother tongue as the principal MOI for secondary schools. Schools wishing to use or to continue to use English as the MOI as from September 2010 would have to demonstrate to the EMB that they have satisfied the three prescribed criteria before the end of the 2008/09 school year. Any change in a school's MOI status, starting with S1 level and

¹ The *Report* has been uploaded onto the website at http://www.e-c.edu.hk/reform/resources/MOI&SSPA_report_Eng.pdf

progressing each year to a higher grade level, should be announced about one year before implementation in order to dovetail with the admission process of S1 students for the following year. We will notify schools of the detailed application procedures nearer the time.

Additional Support

3. As recommended by the EC in the *Report*, all schools, irrespective of their MOI, should strive to enhance students' English proficiency. Schools adopting English as the MOI are obliged to provide an English immersion learning environment (i.e. to use English both inside and outside the classroom) so as to achieve the objectives of EMI teaching. While students and teachers in EMI schools should already be capable of learning and teaching through English respectively, there is still room for strengthening the learning of English across the curriculum through promoting the awareness of and collaboration between English language teachers and content subject teachers. There is also potential for EMI schools to raise students' English proficiency through the language arts and further enrichment of the English environment. Hence, a non-recurrent grant will be provided under a support scheme (the Scheme) for participating schools to implement enhancement measures in these areas.

4. Additional funding has been set aside from the Language Fund, to which the Government has made a new injection for the Scheme. It is envisaged that schools approved to join the Scheme would be provided with a time-limited grant for implementing the support measures for language enhancement. We have not set any floor or ceiling on the amount of grant for each case at this stage. According to initial school-based plans drawn up by individual schools and for budgetary purpose, we envisage that each school would require no more than \$500,000 in total. The actual amount of grant for each school would depend on individual schools' proposals and implementation strategies.

5. The key features of the Scheme are as follows:

Eligibility

- (a) All aided, government and DSS secondary schools using English as the MOI for all levels are eligible to apply.

Application

- (b) The Scheme is open to application from eligible schools in the 2006 and 2007 calendar years, for commencement at any time as from January 2007. Schools may flexibly consider when to apply and implement the enhancement measures within this broad timeframe (please also see paragraph 6 and [Annex III](#)).

- (c) A panel comprising language education experts and representatives from the EMB would study each application, advise on the appropriateness and feasibility of the respective enhancement measures proposed by the schools and recommend the respective amounts of grant to be approved. If required, the panel may engage in professional dialogue with the principal and teachers of the school to agree on an appropriate strategy and implementation plan, taking into account the school context.

Usage of the grant

- (d) The grant disbursed to schools should be used to support measures to further strengthen the teaching and learning of English, particularly in the areas of learning English across the curriculum, enriching the English environment, and raising students' English proficiency through the language arts. Given the non-recurrent nature of the grant, the English enhancement measures should, in principle, aim to achieve sustainable effects even after the completion of the Scheme.
- (e) Given the different school contexts (in terms of school culture, students' ability profile, existing practices etc.), individual schools are expected to take a school-based approach in formulating plans in their own context.

Performance contract

- (f) Upon approval, each school has to enter into a "performance contract" with the Government on such terms and conditions as Government may think fit, setting out the school's strategy, implementation plan and the agreed target(s) to be achieved within a specified timeframe. The target(s) will be proposed by the applicant school having regard to its circumstances and the measures to be supported by the additional funding. Participating schools should aim for higher standards in students' English proficiency or alternative achievements. Some examples are given under section (C) of Annex I.
- (g) Participating schools are required to include the implementation plan in their school development plans, report the progress and evaluation in the annual school reports, and submit to the EMB a financial statement endorsed by the School Management Committee (SMC) / Incorporated Management Committee (IMC) upon request. Normally funding earmarked for a particular school proposal will be disbursed annually according to the projected cashflow requirements.

6. Schools are now invited to apply to join the Scheme. Schools are encouraged to take into account their schedule of work and the broad timeframe of the Scheme when

considering when to submit their applications and when to start implementing their plans. Sufficient lead time (normally about six months) should be allowed for the EMB to process the applications. For instance, those who wish to start their enhancement measures under the Scheme from January 2007 should submit their applications **on or before 31 July 2006**, failing which their applications may not be approved in time for the measures to commence as intended. To facilitate work planning by the EMB, schools interested in joining the Scheme are invited to indicate their tentative timing of application in [Annex III](#) and return it to the EMB by fax (No. 2574 0340 / 2904 7387) **on or before 30 April 2006**.

7. Schools applying to join the Scheme should complete the application form at [Annex II](#), together with a strategy and implementation plan endorsed by the SMC / IMC. To save teachers' workload, the strategy and implementation plan should be kept as brief as possible, preferably in no more than three pages. General notes and a template on drawing up the strategy and implementation plan are at [Annex I](#).

Briefing Session

8. A briefing session will be organized for EMI schools. Apart from briefing on the Scheme, we would also cover the revised SSPA System as announced in [EDB Circular No. 3/2006](#) issued on 1 March 2006. You are invited to send two to three representatives to attend the briefing session. Please complete and return the reply slip at [Annex IV](#) to the Review and Planning Section by fax (No. 2574 0340 / 2904 7387) **on or before 20 March 2006**. Particulars of the briefing session are:

Date:	23 March 2006 (Thursday)		
Time:	2:15 pm – 5:00 pm		
Venue:	PLK Vicwood KT Chong Sixth Form College 12 Willow Street, Tai Kok Tsui, Kowloon.		
Programme:	2:15 pm – 3:15 pm	Revised SSPA System	
	3:30 pm – 5:00 pm	Additional Support for EMI Schools	

Enquiries

9. If you have any enquiry, please contact Ms M F LI at 2892 6625 or Mrs S F CHAN at 2892 6628.

(Mrs Fanny K F LAM)
for Secretary for Education and Manpower

Additional Support for EMI Schools
General Notes for Drawing Up the Strategy and Implementation Plan

A brief outline preferably in not more than 3 pages should suffice. It can be in note form. Generally, the plan may include four parts:

(A) Present state of play

Give a brief analysis on your school's present position and needs in respect of the development of quality EMI teaching.

(B) A holistic school-based plan

The following areas may be covered:

- Strengthening the professional development of teachers –
(Examples may include having more content subject teachers and English language teachers participating in appropriate professional upgrading courses on language in education and/or language education, putting in place a professional development plan for teachers to strengthen their role in EMI education, etc.)

- Promoting language-across-the-curriculum –
(Examples may include development of relevant resource materials, allocating common time for English and content subject teachers to collaborate in and reflect on the teaching and learning of English across the curriculum, conducting action research, fostering partnership with experts/tertiary institutions in this area, etc.)

- Creating an English-rich language environment –
(This may include two dimensions, namely the physical environment and opportunities for students to use English. Examples on the former may include posting English notices and assignments/projects of students, making announcements/broadcasts in English, procurement of language learning resources or hardware, etc. For the latter, examples may include extending English-medium teaching to more non-academic subjects (such as Music, Visual Art, PE, etc.); hiring professional services for organizing English learning activities like drama, debate, public speaking, creative writing, etc., with a view to transferring knowledge and skills to both teachers and students who could help to lead these English activities; developing reading programmes integrated with curriculum; promoting exchange programmes with international/overseas schools, etc.)

(C) Targets to be attained

- Targets to be attained should be in terms of input and output parameters.
- Input parameters may include implementation of the plan at section (B) above.
- Separate output targets for individual measures are NOT required. Instead, schools should set outcome-based target(s) to be achieved in terms of the overall performance of students in English language or their performance in specific language skills (e.g. writing, speaking, etc.).

(D) A budget

The breakdown on each enhancement measure as well as the estimated total expenditure should be included. Some measures may require the employment of staff (such as teachers, teaching assistants, technicians, etc.), hiring of professional services or procurement of goods. Schools may reserve a small amount of the budget to pay for administrative overheads required to support the teaching staff in implementing the measures, e.g. employment of part-time staff to assist with project administration. The general practices in the procurement of goods and services and appointment of staff as specified in relevant circulars and/or Code of Aid should be followed as far as applicable. In estimating the costs, schools may also draw reference to rates generally used for other projects funded by the Government, such as the Quality Education Fund.

(Template)
**Additional Support for EMI Schools
Strategy and Implementation Plan for**
_____ **School**

(A) Present state of play

(B) A holistic school-based plan

(C) Targets to be attained

(D) Budget

Measures / Activities to be Funded by the Scheme	Estimated cost	Delivery date (month/year)
(1)	\$ xxxx	
(2)	\$ xxxx	
(3)		

Cashflow

School year						
Cash Requirement	\$	\$	\$	\$	\$	\$

To: Secretary for Education and Manpower
(Attn: Review and Planning Section, Education
Commission and Planning Division)
Education and Manpower Bureau
Room 1138, 11/F Wu Chung House
213 Queen's Road East, Wanchai, Hong Kong
Fax: 2574 0340 / 2904 7387

Application for Additional Support for EMI Schools

Part A School Particulars

1. School Name: _____

2. School Address: _____

Tel: _____ Fax: _____

3. Principal: _____

4. Teacher-in-charge: _____ Post _____

Contact No (if different from the above tel no.): _____

5. Total No. of English language teachers: _____ (including the teacher appointed under the Native-Speaking English Teacher Scheme)

(a) No. in regular staff establishment: _____

(b) No. outside regular staff establishment (e.g. temporary teachers): _____

6. No. of English language teachers possessing a Bachelor of Education degree majoring in English, or a first degree majoring in English and a Postgraduate Diploma or Certificate in Education majoring in English: _____

7. No. of English language teachers who also teach other subjects: _____

Part B Strategy and Implementation Plan

8. A strategy and implementation plan endorsed by the School Management Committee/ Incorporated Management Committee is attached. (*Please refer to Annex I on “General Notes for Drawing Up the Strategy and Implementation Plan”.*)

Signature of Supervisor/Principal*:

Name of Supervisor/Principal*:

Date:

**Please delete as appropriate.*

To: Education and Manpower Bureau
(Attn: Review and Planning Section,
Education Commission & Planning Division)

Fax: 2574 0340 / 2904 7387

(To be returned on or before 30 April 2006)

**Tentative Timing of Application for
Additional Support for EMI Schools**

I refer to EMB Circular Memorandum No.48/2006 of 14 March 2006, and wish to indicate our tentative timing of application for the additional support as follows* :

	<u>Plans to be submitted by</u>	<u>Earliest date for commencement of funded measures</u>
1 st batch	end of July 2006	January 2007
2 nd batch	end of December 2006	July 2007
3 rd batch	end of July 2007	January 2008
4 th batch	end of December 2007	July 2008

**Please put a " ✓ " in the appropriate box.*

Signature of Principal: _____

Name of Principal: _____

Name of School: _____

Date: _____

**Briefing Session on Revised SSPA System
and Additional Support for EMI Schools**

Reply Slip

To: Education and Manpower Bureau
(Attn: Review and Planning Section)
Fax: 2574 0340 / 2904 7387
(To be returned by 20 March 2006)

The following representatives of my school will attend the briefing session
(2-3 places are reserved for each school):

1. _____
2. _____
3. _____

Details of the briefing session:

Date: 23 March 2006 (Thursday)

Time: 2:15 pm - 5:00 pm.

Venue: PLK Vicwood KT Chong Sixth Form College
12 Willow Street, Tai Kok Tsui, Kowloon.

Signature of Principal :

Name of Principal:

Name of School:

Date:

Remarks:

- (a) Briefing session will be cancelled when Tropical Cyclone Signal No. 8 or above or Black Rainstorm Warning Signal is issued at or before 11:30 a.m. Participants will be notified for further arrangement in due course.
- (b) No parking space will be provided at the venue.