

To: Recurrent Subventions Section, Education Bureau

[Attn.: AOI (RS)]

Aided Schools with Incorporated Management Committee
Claim Form for Reimbursement of Daily-Rated Supply Teacher Salary
(For Teacher Professional Development Programmes on Special Education)

Name of School: _____ School Code: _____ Month: _____ Year: _____

- A. Reimbursement of salaries and employer's contributions to Mandatory Provident Fund (MPF) schemes for eligible supply teachers arising from study leave of teachers attending teacher professional development programmes on special education¹ considered eligible by Education Bureau**
 (For supply teachers required to contribute to MPF, please provide supporting information of MPF if claim period is less than 60 days)

Teacher on leave ²				Leave period		Name of Supply teacher	Supply period		No. of working days ⁵	Daily rate ⁶ \$	Salary amount \$	MPF subsidy ⁷ \$	Contract period	
Name	SRN ³	Course Attended ⁴	Post	From	To		From	To					From	To
									(a)	(b)	(a)x(b)	(c)		
Total											\$	\$		

Note:

1. Teacher Professional Development Programmes on Special Education include:

- (a) 30-hour Basic Course on Catering for Diverse Learning Needs **completed on or before 30 April 2021** (5 days)
- (b) 102-hour Advanced Course on Catering for Diverse Learning Needs **completed on or before 30 April 2021** (17 days)
- (c) 90/120-hour Thematic Courses on Supporting Students with Special Educational Needs **completed on or before 30 April 2021** (15/20 days)
- (d) 72-hour Advanced Course on Catering for Diverse Learning Needs (12 days)
- (e) 60/72-hour Thematic Courses on Supporting Students with Special Educational Needs (10/12 days)
- (f) 240-hour Part I of Training Course for Special School Teachers (TCSST) (40 days) [not including Part II 6-month Practicum]
- (g) 18-hour Elementary Course on Mental Health Promotion at Schools and Supporting Students with Mental Health Needs **completed on or before 30 March 2021** (3 days)
- (h) 30-hour In-depth Course on Mental Health Promotion at Schools and Supporting Students with Mental Health Needs **completed on or before 30 March 2021** (5 days)
- (i) 42-hour Training Course on Supporting Learning Needs of Students with Cortical Visual Impairment (6 days)

- (j) 49-hour Training Course on Supporting Learning Needs of Students with Ocular Visual Impairment (7 days)
 - (k) 117-hour Professional Development Programme for the Special Educational Needs Coordinators (SENCO) (18 days)
2. Granting of leave should follow EDB Circular No. 1/2006.
 3. Enter Staff Reference Number of teachers on leave.
 4. Enter the alphabet from the list of courses in Note 1.
 5. The number of working days should exclude Sunday, Saturday (short-week), public holidays, discretionary holidays or any days on which the teachers are not required to perform duties.
 6. Please refer to the relevant EDB circular memorandum on the prevailing daily rates of pay for supply teachers in aided schools.
 7. For supply period less than 60 calendar days yet the supply teacher is required to contribute to MPF, please provide supporting information.

B. For temporary teachers appointed on monthly term, please submit appointment form available from EDB Internet

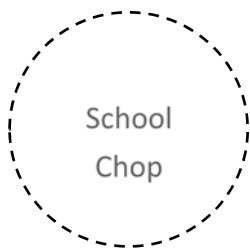
(<http://www.edb.gov.hk> → School Administration and Management → Administration → About School Staff → Appointment Matters)

C. Certification

I certify that –

- (i) the emoluments have been paid to the supply teacher(s) and/or MPF scheme trustee(s) concerned. Relevant receipts are attached for your records;
- (ii) the claim(s) above do not fall within the ambits of the Teacher Relief Grant;
- (iii) the school has no/ has _____* surplus teachers and the number of surplus teachers has been offset before employing any supply teachers[#]; and
- (iv) no duplicate claim has been made for government subventions on account of the same leave/vacancy set out above, such as the fractional staff entitlement for claiming Fractional Post Cash Grant.

My school will refund to the Government any over-payment of grant.



Signature of Supervisor / School Head : _____

Name of Supervisor / School Head : _____

Claim Date : _____

Contact Person : _____

Telephone Number : _____

c.c. SSDO ()

* Please delete as appropriate

For details, please refer to “Adjustment of Teacher Relief Grant in Aided IMC Schools after Packing of Classes”. Aided secondary schools have to first offset (a) the fractional staff entitlement; (b) the Senior Secondary Curriculum Support Grant (SSCSG); and (c) the provision of supply teachers by the surplus teaching posts, in order of priority, during the toleration period under the Voluntary Optimisation of Class Structure Scheme as specified in paras. 4 and 5 of EDB Circular Memorandum No. 190/2010