Note:

1. Teacher Professional Development Programmes on Special Education include:
   (a) 30-hour Basic Course on Catering for Diverse Learning Needs (5 days)
   (b) 102-hour Advanced Course on Catering for Diverse Learning Needs (17 days)
   (c) 90/120-hour Thematic Courses on Supporting Students with Special Educational Needs (15/20 days)
   (d) 240-hour Part I of Training Course for Special School Teachers (TCSST) (40 days) [not including Part II 6-month Practicum]
   (e) 18-hour Elementary Course on Mental Health Promotion at Schools and Supporting Students with Mental Health Needs (3 days)
   (f) 30-hour In-depth Course on Mental Health Promotion at Schools and Supporting Students with Mental Health Needs (5 days)
   (g) 42-hour Training Course on Supporting Learning Needs of Students with Cortical Visual Impairment (6 days)
   (h) 49-hour Training Course on Supporting Learning Needs of Students with Ocular Visual Impairment (7 days)
   (i) 117-hour Professional Development Programme for the Special Educational Needs Coordinators (SENO) (18 days)
(j) 15-hour Student Mental Health Support Scheme – Training for School Personnel and Supporting Staff (3 days)

(k) 30-hour Student Mental Health Support Scheme - Training for Designated Professional Staff (5 days)

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