

29 May 2013

## **Education Bureau Circular No. 7/2013**

### **Native-speaking English Teacher (NET) Scheme in Primary Schools**

#### **Letter of Appointment**

[Note: This circular should be read by –

- (a) Supervisors/Heads of all aided primary schools and special schools with a primary section – for necessary action; and
- (b) Supervisors / Heads of all private primary schools/DSS schools, ESF schools, Heads of Sections/Government primary schools – for information]

#### **SUMMARY**

This circular aims to inform schools of the arrangements in preparing Contracts for NETs appointed under the NET Scheme in Primary Schools. Schools are responsible for holding an early discussion on Contract renewal matters with their NETs and are requested to bring this circular to their NETs' attention. This circular supersedes the Education Bureau (EDB) Circular Memorandum No. 59/2012 dated 15 May 2012.

#### **DETAILS**

2. Supervisors are requested to make reference to the latest version of the specimen letter of appointment for NETs, its accompanying sample Memorandum on the Terms and Conditions of Service and sample letter of acceptance available on the EDB webpage on the NET Scheme ([www.edb.gov.hk](http://www.edb.gov.hk) → Curriculum Development → Resources and Support → NET Scheme) when preparing letters offering appointment to NETs. For terminating the service of a NET, schools should follow the relevant procedures for termination of employment of a teacher as stipulated in the respective Code of Aid.

3. NETs are part of the teaching staff establishment and in accordance with the Education Ordinance (Cap. 279), they shall not continue to be employed in an aided school if they would be aged 60 years or more before the commencement of the forthcoming school year unless the school has obtained the prior approval of the Permanent Secretary for Education (Permanent Secretary). Schools signing/renewing a Contract with NETs who will be aged 59 on or before 31 August in the current school year are advised to inform their respective NETs that their continuation of service in the second year of the Contract beyond the age of 60 will be subject to the approval of the Permanent Secretary. For details, please refer to the relevant EDB Circular

Memorandum on “Extension of Service of Teachers and Principals in Aided Schools” and circular letter on “Extension of Service of NETs Beyond the Retirement Age in Aided Secondary/Primary Schools” issued annually to schools.

4. For the Contract commencement and termination dates of the NETs, supervisors should follow the guidelines in Attachment A, “Contract Period of Teachers Employed under the NET Scheme in Primary Schools”.

5. A list of duties of teachers appointed under the NET Scheme in Primary Schools is in Attachment B, “Duties of Teachers Appointed under the NET Scheme in Primary Schools” for schools’ reference which shall not form part of the Contract. Please also make reference to the Deployment Guidelines issued by the NET Section which are available on the EDB webpage at [www.edb.gov.hk](http://www.edb.gov.hk) → Curriculum Development → Resources and Support → NET Scheme.

6. Schools are advised to read this circular in conjunction with the EDB Circular No. 5/2005 dated 16 June 2005 on “Appointment of Staff in Schools”.

7. Schools should observe the principle of equal opportunities and avoid any form of discrimination in all recruitment and appointment matters. They should take note that it is unlawful to discriminate a person for employment on grounds of sex, marital status or race, etc. In this connection, schools are advised to comply with the requirements stipulated in the EDB Circular No. 33/2003 dated 8 December 2003 on “The Principle of Equal Opportunities”.

8. Schools signing a new Contract with their NETs are requested to complete and return the attached Attachment C, “Reply Proforma of Teachers Employed under the NET Scheme in Primary Schools” to the **NET Administration Team** of the EDB by fax (fax no. 2123 1239) before the commencement of a new school year for record updating. For Contracts with commencement date after the start of a new school year, schools should send in the completed Attachment C to the EDB when the NET has reported for duty.

## ENQUIRY

9. Enquiries should be directed to the respective Senior School Development Officer.

Y F LEE  
for Permanent Secretary for Education

**Contract Period of Teachers Employed under the  
NET Scheme in Primary Schools**

1. The normal period of appointment for a NET is two years.
2. For NETs newly appointed under the NET Scheme in Primary Schools, the appointment should normally start on 16 August and end on 15 August two years later. Any subsequent renewal of Contract for these NETs should also start on 16 August and end on 15 August.
3. If a NET is appointed after 16 August but within the first term of the school year, the Contract should end as if it had commenced on 16 August of the school year. If the NET is appointed in the second term of the school year, the Contract for the NET will cover a period up to two years from 16 August in the calendar year in which his/her employment commenced. In any case, the Contract should end on 15 August. For example, if a NET is appointed on 15 October, which falls within the first school term of a school year, his/her Contract should end on 15 August of the following school year, i.e. covering a period of less than two school years. On the other hand, if the NET is appointed on 24 February, which falls within the second term of a school year, his/her appointment should end on 15 August two calendar years later, i.e. covering a period of more than two school years. In other words, it is possible that the length of the Contract of a NET is not exactly two years depending on the date of the teacher's assumption of duty.
4. For a teacher being employed under any other terms in a school with Contract ending later than 16 August (say, 31 August) immediately prior to an appointment as a NET, his/her Contract under the NET Scheme in Primary Schools should take effect no earlier than the day after the end date of the previous appointment (say, 1 September) and end on 15 August two years later.

**Duties of Teachers Appointed under the  
NET Scheme in Primary Schools**

The exact duties of the NET should be determined by the School Principal/Supervisor according to the specific needs of the School. In general, the duties of the NET include the following:

- (i) To undertake teaching duties, developing and trying out good teaching strategies/activities related to the learning, teaching and assessment of English;
- (ii) To provide support for the English Panel, including contributing to school-based curriculum development and professional development of fellow teachers as well as developing and preparing learning/teaching materials;
- (iii) To organise and conduct extra-curricular activities related to the English learning and teaching such as plays/skit performances, school-based English camps, English language days, games, story-telling activities, songs and dances, verse speaking and extensive reading; and if applicable, to contribute to other extra-curricular activities such as IT, art and craft activities and sports;
- (iv) To act as a language policy advisor for the principal and teachers in the School; and
- (v) Where applicable, to play an active role in regional teacher development programmes, including lesson demonstrations and experience-sharing with other teachers.

**Reply Proforma of Teachers Employed  
under the Native-speaking English Teacher (NET) Scheme  
in Primary Schools**

To be returned:

- **before the commencement of a school year** for Contracts to commence at the start of the school year; or
- **when the NET has reported for duty** to school for Contracts to commence after the start of the school year.

To: NET Administration Team  
Education Bureau

Fax No.: 2123 1239

The School Management Committee (SMC) / Incorporated Management Committee (IMC)\* of the \_\_\_\_\_  
(School) hereby offers Mr/Ms/Mrs\* \_\_\_\_\_, an  
appointment as a teacher in the School from \_\_\_\_\_ (dd/mm/yyyy) to  
\_\_\_\_\_ (dd/mm/yyyy) inclusive.

Name of Principal: \_\_\_\_\_ Signature: \_\_\_\_\_

School Type: Aided Primary/Special\*

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Tel. No. : \_\_\_\_\_

*\* Delete if inapplicable*

**Notes:** On or before the commencement of a new Contract, schools are reminded that the NET employed:

- (i) meets the requirements for appointment of NETs in primary schools as set out in the Appendix of the relevant EDB Circular Memorandum on “Appointment and Re-appointment of NETs” in force;
- (ii) has a valid employment visa;
- (iii) is a registered teacher or a permitted teacher of the school concerned (or the NET has applied to the Teacher Registration Team of the EDB for registration as a teacher or the school has applied to employ the NET as a permitted teacher);
- (iv) has submitted the appointment form for payment of salary;
- (v) has submitted the application for fringe benefits provided under the NET Scheme in Primary Schools, if applicable; and
- (vi) has submitted the application for “Retention Incentive”, if applicable.