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Form A

**Native-speaking English Teacher (NET) Scheme in Primary Schools
Reply Proforma on Appointment of NETs
(to be returned by fax by 29 May 2023)**

To: NET Administration Team, EDB (Fax No: 2349 1398)

NOTE: Please follow the instructions in the brackets [] below in completing all relevant parts of this form

** Delete as appropriate*

Part I [To be completed by all schools with a serving NET]

Name of NET: (Mr./Ms./Mrs./Miss*)

_____ (First Name)

_____ (Family Name)

HKID Card No.:

Date of Birth:

_____ / _____ / _____
dd mm yyyy

Recruitment Channel of NET:

Through EDB/By school directly *

Current Contract Period:
(exact dates)

From

_____ / _____ / _____
dd mm yyyy

To

_____ / _____ / _____
dd mm yyyy

Sick Leave _____ day(s)

No-pay Leave _____ day(s)

Special Leave _____ day(s)

Late _____ day(s)

Job Duties:

No. of classes taught _____
(per week/cycle*)

Duration of a lesson _____ minutes

Subject(s) taught^

English

Literature

Others (please specify) _____

Skill(s) focused^

Listening

Speaking

Reading

Writing

Others (please specify) _____

^You can tick “” more than one box

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Please give an overall rating on the performance:	Rating# (1 – 5)
a. Classroom management	
b. Curriculum design and teaching methods	
c. Collaboration with panel chairpersons/members	
d. Enhancement of learning and teaching of English authentic materials	
e. Provision of an English-rich environment through activities	
f. Promotion of professional development by sharing good teaching practices	

#Scale:

- 1 Basic performance with much room for improvement
- 2 Generally effective performance with some room for improvement
- 3 Very effective performance which fully meets requirements
- 4 Very impressive performance which more than meets requirements
- 5 Outstanding

How likely would you recommend your NET to other schools or resuming his/her status in EDB's central candidate pool?

- 1 Extremely unlikely
- 2 Unlikely
- 3 Neutral
- 4 Likely
- 5 Extremely likely

The number of approved classes of my school in the 2023/24 school year is as follows:

Class Level	P1	P2	P3	P4	P5	P6	Total
No. of Classes							

Part II [To be completed by schools planning to re-appoint the serving NET in the 2023/24 school year]

Please tick “” **one** box only:

- The school would renew the contract of NET for two more years from the 2023/24 to 2024/25 school year.

- The school would extend the contract period of NET for one more year in the 2023/24 school year under special circumstances according to relevant stipulations as stated in the Memorandum on the Terms and Conditions of Service for Appointment as Teacher under NET Scheme in Primary Schools.

- The school has applied for the extension of service of NET beyond the retirement age in the 2023/24 school year according to the circular letter on Extension of Service of NETs beyond the Retirement Age in Aided Secondary/Primary Schools in the 2023/24 School Year dated 28 November 2022.

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Part III [To be completed by schools planning to appoint a new NET in the 2023/24 school year]

(a) Please tick “” **one** box only:

- School would entrust EDB with recruiting one NET on their behalf
- School would recruit one NET directly

(b) Please provide the reasons for not renewing the contract of the serving NET: *(for statistical purposes only)*

(c) *(for schools entrusting EDB with recruiting one NET on their behalf)* Please fill in the following information to facilitate EDB’s provision of suitable NET candidates for your school’s reference:

Religion of School: _____

Requirements (if any): _____

Main Duties of NET in School: _____

(d) I hereby **give/do not give*** my consent for EDB to disclose the name, address and fax number of my school to NET candidates in EDB central candidate pool for direct application to schools upon their request.

Part IV Declaration [To be completed by all schools]

- I confirm that I have read and understood the contents of EDB Circular Memorandum No. 46/2023 on “NET Scheme in Primary Schools - Appointment and Re-appointment of NETs in the 2023/24 School Year” (the circular memorandum). I will follow the appointment requirements set out in the circular memorandum.
- I certify that all the information given in this form is true and accurate.
- I undertake to co-operate with EDB in the running of NET Scheme in Primary Schools to make the best use of resources.

Signature of Supervisor/Principal*: _____ Date: _____

Name of Supervisor/Principal*: _____

Name of School: _____ District: _____

School Type: Aided/Special*

Name of Contact Person: _____ Tel. No.: _____

Personal Information Collection Statement

Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of employment-related matters including appointments, training and career developments, remuneration and benefits, staff relation, communications and compliance with procedures;
 - (b) Activities relating to matching of the personal data with the database of relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of employment-related matters mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB, and
 - (d) Activities relating to compilation of statistics, research and Government publications.
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
 - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
 - (b) personnel, agent, service provider or organisations engaged by EDB to provide services or advice for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to the Controlling Officer (Data Protection) at 15/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to edbinfo@edb.gov.hk.

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