

EDUCATION BUREAU
CIRCULAR MEMORANDUM No. 191/2020

From: Permanent Secretary for Education To: Supervisors/Heads of government schools, aided schools (including special schools), caput schools, Direct Subsidy Scheme schools and private schools offering formal curriculum

Ref.: EDB(SA1)/4-65/3C(5) c.c. Heads of sections – for information

Date: 31 December 2020

Relief Grant under the Anti-epidemic Fund (December 2020)
School Instructors of Learning / Interest Classes

Summary

This circular memorandum informs primary and secondary schools of the arrangements for instructors, coaches, trainers and operators¹ of interest classes engaged by schools (hereafter collectively referred to as “school instructors of learning / interest classes”) to apply for a one-off relief grant provided under the Anti-epidemic Fund (December 2020) (“AEF” hereafter) for sectors most affected by the epidemic. The Education Bureau (EDB) calls on schools to help notify the instructors concerned of the grant details, to collect and certify their applications, and to submit their applications to the EDB according to the procedures specified below on or before 1 February 2021.

Details

2. Due to the COVID-19 epidemic, school instructors of learning / interest classes had to entirely suspend their provision of services for schools in tandem with the suspension of face-to-face classes / half-day schooling and cessation of on-campus activities, and therefore had a loss or sudden drop in income. To alleviate these instructors’ financial hardship, the Finance Committee of the

¹ Application for this relief grant is to be made in the name of an individual; and an interest class operator should also be a school instructor, coach or trainer certified by school to be eligible for the relief grant.

Legislative Council approved an injection into the AEF on 21 December 2020 to provide a one-off relief grant of \$7,500 for each eligible school instructor of learning / interest classes.

Eligibility

3. All school instructors of learning / interest classes offering instructions / training to students or developing students' interests and potentials in arts, sports and other areas² are eligible to apply for the aforesaid relief grant provided that they have not applied for any other schemes under the current round of the AEF.

Application form

4. Electronic version of the notes of application and application form (Annex 1) can be downloaded from the EDB Homepage: <https://www.edb.gov.hk> > Home > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Application for Subsidy under the Anti-epidemic Fund (AEF) (December 2020) > Relief Grant for School Instructors of Learning / Interest Classes.

Submission of application form

5. For school instructors of learning / interest classes who have received the relief grant of \$5,000 under the third round of the AEF, if they wish to apply for the aforesaid relief grant of \$7,500, they need to submit the completed application forms (Part A (1) and Part B are applicable) to the schools that processed their applications for the relief grant for school instructors of learning / interest classes under the third round of the AEF³ by post or in person by 22 January 2021.

² The applicant must be an instructor engaged by a school for learning / interest class(es) of an ongoing nature that is/are originally scheduled during suspension of face-to-face classes / half-day schooling and cessation of on-campus activities, including tutors of learning classes under the School-based After-school Learning and Support Programmes (Programme), and an active service provider in the sector at the time of application. (Instructors whose service is hired through the School-based Grant of the Programme should submit their applications direct to the schools concerned, while instructors employed by non-profit-making non-governmental organisations under the Community-based Project of the Programme should submit their applications through the organisations and are subject to the relevant eligibility criteria.)

³ Regardless of whether the instructors are still rendering service to the same school at the time of application.

Schools are kindly requested to offer assistance by collecting instructors' application forms and completing the **Acknowledgement Slip in Respect of Instructor Applications** (Annex 2) in MS Word format and the attached **Instructors List** in MS Excel format provided by the EDB via the Communication and Delivery System (CDS); and submit (i) all the certified original application forms collected, together with a **printed copy** of the completed Acknowledgement Slip in Respect of Instructor Applications bearing the principal's signature and school chop and the Instructors List, to the Home-school Cooperation Section of EDB (Address: Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon) by 1 February 2021; and (ii) the **soft copy**⁴ of the completed Acknowledgement Slip in Respect of Instructor Applications (in MS Word format) and the Instructors List (in MS Excel format) to the EDB via the CDS on the same day.

6. As for school instructors of learning / interest classes who have not applied for / received the relief grant of \$5,000 under the third round of the AEF, if they wish to apply for the aforesaid relief grant, they need to submit the completed application forms to the schools they are serving⁵ by post or in person by 22 January 2021. Schools are kindly requested to offer assistance by collecting application forms (Part A (2) and Part B are applicable) submitted by new applicants and completing the **Information Sheet on New Applicants** (Annex 3) in MS Excel format provided by the EDB via the CDS; and submit (i) all the certified original application forms collected and a **printed copy** of the completed Information Sheet on New Applicants bearing the principal's signature and school chop to the Home-school Cooperation Section of EDB by 1 February 2021; and (ii) the **soft copy**⁶ of the completed Information Sheet on New Applicants (in MS Excel format) to the EDB via the CDS on the same day.

7. Schools should note that school instructors of learning / interest classes can each submit only one application form even if they are taking up more than one interest class. Schools therefore must not submit more than one application form for the same instructor or enter the data of an instructor into the Information

⁴ For the purpose of data checking and verification.

⁵ School instructors of learning / interest classes can each submit only one application (even if they are providing service for more than one school).

⁶ See footnote 4.

Sheet more than once. For schools operating at different school locations under the same school registration number, a completed Information Sheet together with relevant application forms should be submitted for each school location separately. Primary and secondary schools under the same school registration number may arrange for joint submission.

Disbursement of relief grant

8. Each eligible school instructor of learning / interest class(es) can only apply for this one-off relief grant once. Upon receipt of the duly completed and certified application forms from schools and verification of relevant information, the EDB will generally effect payment in about a month. Crossed cheques will be sent by post to the addresses provided by the schools concerned in Annex 2 or Annex 3 for distribution to the instructors of their learning / interest classes. Based on the local mobile phone numbers provided by the school instructors of learning / interest classes in the application forms, the EDB will send SMS to timely inform successful applicants to collect and acknowledge receipt of the cheques from schools through which their application forms were submitted. Schools should remind their instructors to deposit as soon as possible the cheques into the payees' accounts after collection. They are required to properly maintain a record of instructors' acknowledgement of receipt and return the Reply Slip on Distribution of Cheques to Instructors (Annex 4) to the Home-school Cooperation Section of EDB by post within two weeks upon distribution of all cheques.

Frequently Asked Questions and Answers

9. For further details regarding the relief grant, please refer to the "Frequently Asked Questions and Answers on Relief Grant under the Anti-epidemic Fund (December 2020) - School Instructors of Learning / Interest Classes". The path is as follows: EDB Homepage <https://www.edb.gov.hk> > Home > School Administration and Management > Administration > About School > Prevention of Communicable Diseases in Schools > Application for Subsidy under the Anti-epidemic Fund (AEF) (December 2020) > Relief Grant for School Instructors of Learning / Interest Classes.

Enquiries

10. For enquiries, please contact the respective Senior School Development Officer or call the service hotline on 3698 3671. For issues concerning the CDS, please contact the CDS Helpdesk on 3464 0550.

M K CHENG
(for Permanent Secretary for Education)