

## Specific Principles/Arrangements of Different Trading Operations

### Points to Note

In conducting trading operations, schools should make reference to the fundamental principles and note the following points

- Items for the exclusive use of students in one particular school (e.g. items bearing special insignia) should be kept to the minimum.
- Subject to sound educational practice, the total cost of items needed by students to pursue their course of study should be kept as low as possible.
- For sale of textbooks, the financial burden upon parents should be reduced whenever possible, and no profit would be generated from sale of textbooks.
- The profit from sale of exercise books, school uniforms, stationery, equipment and other items (other than textbooks) should be limited to 15% of the cost price at which they are purchased from the suppliers. The profit limit of 15% should also cover paid services provided to students. The profits should be applied for the purposes directly benefiting the students of the schools.

### Specific Principles/Arrangements

Schools should make reference to the following specific principles/arrangements in respect of different trading operations:

#### Sale of Textbooks, School Magazines and Other Publications

2. Schools should closely observe the prevailing circular memorandum on Selection of Quality Textbooks and Curriculum Resources for Use in Schools and set up subject/key learning area textbook committees to select textbooks for use by students. In particular, schools should not accept any donations, or any form of benefits from textbook publishers or textbook retailers such as equipment on free loan, free teaching aids and supplementary teaching resources, etc. so as not to increase the cost of publishers or allow the choice of textbooks to be in any way influenced.

3. Before allowing any sale of textbooks on their premises as a form of convenience to parents/students or for the benefit of special discount for parents/students, schools should obtain written permission from their School Management Committees (SMCs) / Incorporated Management Committees (IMCs). Schools should consider, where practicable, selecting two or three booksellers/textbook suppliers in an open and fair manner and allowing them to set up stalls on the school premises so as to give parents/students a wider range of choices. Parents/students should also be fully informed of the option of not buying from the school/the selected booksellers/suppliers.

4. The Education Bureau (EDB) holds the stand that profit generated from sale of textbooks **SHOULD NOT** be allowed. Schools should observe the notes on consumer rights and financial burden on parents/students laid down in the prevailing circular memorandum on Selection of Quality Textbooks and Curriculum Resources for Use in Schools.

5. Schools may encourage students to purchase school magazines and other publications. However, all purchases should be entirely voluntary.

#### Sale of Exercise Books, Stationery and Other School Accessories

6. Schools may arrange for exercise books and stationery (including accessories for art and craft) to be purchased in bulk and resold to students so as to assist students to purchase such items at a reasonable price.

7. Parents should be provided with a list showing clearly different types of exercise books and stationery recommended for students' use with prices indicated.

8. Students should not be compelled to purchase a whole package of exercise books. Each type of exercise books should be made available for purchase separately at reasonable times throughout the year.

9. Schools which use exercise books printed with school name and/or crest should permit their students to use exercise books of comparable size, quality and layout which are on sale at stationery shops after prior approval of the School Heads has been obtained.

10. Items of stationery and school accessories should, as far as possible, be of a standard type and be readily available outside schools.

#### Sale of School Uniforms, Physical Education Kits, Badges and Ties

11. For school uniforms, a standard chart on the sizes/dimension of uniforms should be drawn up for compliance by the potential suppliers, so that their bids can be

compared on an apple-to-apple basis.

12. Schools may select a suitable school tailor (or more than one school tailor) to supply the above items at prices specified. Students may call at the tailor(s) or the latter may visit the schools to take orders. They may also arrange for these items to be purchased in bulk and resold to students at the most reasonable price.

13. Students should not be compelled to purchase uniforms and accessories from their schools or the selected school tailor(s). Schools should make clear to students and their parents that they are free to choose their own suppliers by providing them with details of the uniforms required. Schools should also ensure that the materials selected are of a type, quality and colour generally available in the market. The design and measurements of the uniforms and specimens of the materials to be used should be made available for the inspection of students/parents who wish to make their own arrangements for the provision of uniforms. Wherever possible, school badges should be available for purchase from a source other than the school tailor(s). Where schools provide sports clothes, badges and ties, prices should be kept as low as possible.

#### Provision of Lunch Boxes

14. Schools should refer to the prevailing circulars on Meal Arrangements in School and Arrangements for Green Lunch and Reduction of Food Waste in School, which encourage schools to formulate a policy on healthy and green meals and take necessary steps to ensure supply of such meals by suppliers.

#### Provision of School Bus Service

15. Schools may arrange for the provision of school bus service for their students. To monitor the school bus service, an independent School Bus Service Committee may be set up, or the work be taken up by the Monitoring Committee on Trading Operations set up to handle various types of trading operations. After establishing the needs of parents for school bus service, the Committee should:

- (a) draw up detailed routes and stops in consultation with parents, call for quotations/tenders for the service and select the most suitable offer;
- (b) disseminate to parents information on the school bus service available (including the fares for the various routes) together with the application procedures, stressing that it is not compulsory for students to use the specified school bus service and that claims and compensation for injuries in the event of a traffic accident should be dealt with between parents and the service operator; and
- (c) draw up guidelines for the school, students, parents/guardians, the operator(s), escorts and drivers with reference to the Guidelines for

Ensuring Safety of Pupils on School Transport Vehicles on the EDB Homepage [*EDB Homepage > Students and Parents Related > Safety Matters > School Bus Services > Guidelines for Ensuring Safety of Pupils on School Transport Vehicles*] and ensure that the guidelines are adhered to.

### Operation of School Tuckshops

16. Schools may run tuckshops. The operation of tuckshops is regarded as providing a service to students.

17. No cooking is allowed on the school premises, except in specifically designed and constructed kitchens approved by the Director of Fire Services.

18. To monitor the operation of the school tuckshop, an independent School Tuckshop Committee may be set up, or the work be taken up by the Monitoring Committee on Trading Operations. In addition to the duties covered under the “Guidelines on Conducting Trading Operations” on EDB Homepage, [*EDB Homepage > School Administration and Management > Financial Management > Notes to School Finance > Reference Materials on Trading Operations*] the Committee should perform the following duties to ensure that school tuckshop is efficiently operated in the interests of students –

- (a) In determining the award of quotation/tender for tuckshop operation, schools should pay due regard to the prices of items sold in addition to the amount of rental payable.
- (b) A separate electricity meter and water meter must be installed by the tuckshop operator, who is responsible for the electricity and water charges. In case installation of a separate electricity meter and water meter is not feasible due to on-site complications, schools should agree with the tuckshop operator in advance on the apportionment of electricity and water expenses and reflect the charging basis as well as the expenses borne by the tuckshop operator in books of accounts and relevant records. For aided schools, any reimbursement of electricity or water charges should be credited to the Operating Expenses Block Grant / Expanded Operating Expenses Block Grant Account.
- (c) The tuckshop operator should be responsible for the rates and the government rent in respect of the tuckshop area. The school should include such term in its contract/agreement with the tuckshop operator. In this connection, the school will not be eligible for any refund of the rates and the government rent for the area of the school tuckshop. Regarding the apportionment of rates and government rent for the

tuckshop area, schools should seek advice direct from the Rating and Valuation Department.

- (d) To decide on the items of food (to be) sold to students in the school tuckshop, including the choice on the supply of drinks, with reference to the hygienic condition and the nutritional value of the items (to be) sold, and to check the standards of these items;
- (e) To review, at regular intervals, the prices of items sold at the school tuckshop and to ensure that prices are reasonable and will not be above market prices;
- (f) To make sure that the price list for all items sold at the school tuckshop is displayed at a prominent place at the tuckshop; and
- (g) To carry out surprise inspections of the tuckshop to ensure that the resolutions made at committee meetings are observed.

Education Bureau  
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