

Points to Note for Drawing up a CEG Plan

1. For aided, government, caput and schools under the Direct Subsidy Scheme (DSS)

An aided/government/caput/DSS school should draw up separate plans on how to make use of CEG, following the requirements as outlined in (i) to (iii) below in line with [EDB Circular No. 15/2022](#) dated 11 November 2022 on The enhanced School Development and Accountability framework, and upload them onto its Homepage after endorsement by its Incorporated Management Committee (IMC) / School Management Committee (SMC) -

- (i) The plans on CEG should set out how the grant will be used and explain how the planned uses can relieve teachers' teaching and non-teaching workload, and contribute towards the target areas mentioned in the Ambit of the Ground Rules. In this connection, schools should set out, in the plan, the budget and means of evaluating progress during the year.
- (ii) The plans should highlight where the school has redeployed existing resources (such as other monies under the Operating Expenses Block Grant / Expanded Operating Expenses Block Grant for aided schools or the Expanded Subject and Curriculum Block Grant for government schools) and combine them with CEG to achieve the intended outcomes or targets set by the school.
- (iii) Same as for other plans included in the Annual School Plan, the school should evaluate how far the targets set out in the plans on CEG are achieved.

2. For schools operating full-time Initiation Programme (IP) for newly arrived children (IP schools for NAC)

IP schools for NAC should have their plans on how to use CEG endorsed by their IMCs / SMCs, with the requirements detailed for aided, government, caput and DSS schools above duly followed, where appropriate.