

**School Efficiency Grant (SEG)
Workflow to Claim Cash Grant by
Freezing Approved Teaching Staff Establishment**

When substantive vacant post(s) (**excluding** temporary vacancies arising from teachers on leave) exist in the approved teaching staff establishment, schools may, with the consent of their Incorporated Management Committees and a majority of teachers and parents, opt to obtain a cash grant by freezing such posts temporarily for one school year (i.e., from 1st September to 31st August in the following year) [See Note 1, Note 2 and Note 3]. Schools should submit application forms to the Education Bureau (EDB) **by 31 August each year** for the cash grant with effect in the next school year.



For freezing the approved teaching staff establishment, supervisors/heads of schools must:

- (1) complete the Application Form for SEG (the Application Form);
- (2) certify in the Application Form that they have neither applied for nor obtained the Teacher Relief Grant (TRG) or other grants from the Government in respect of the same frozen posts;
- (3) certify in the Application Form that their applications have complied with all conditions set out for SEG applications; and
- (4) undertake to refund to the Government any over-payment of the grant.



Schools submit the **original copy** of the Application Forms to their respective Regional Education Offices of the EDB **by 31 August each year** for processing.



After the respective Regional Education Offices of the EDB have approved schools' applications, the Recurrent Subventions Section releases payment to the schools. [See Note 4]

Note 1: Upon receipt of the cash grant (irrespective of whether the posts frozen are at promotion ranks or not), the total number of teachers paid out of the Salaries Grant within the approved teaching staff establishment will be reduced accordingly. For instance, if a school has an approved teaching staff establishment of 40 teaching staff (with no other grants claimed for the relevant teaching posts within the staff establishment) and opts to freeze 3 posts at promotion ranks temporarily for claiming SEG, then the school could only have a maximum of 37 teaching staff eligible for employment under the Salaries Grant. Please note that for each frozen post, schools may opt for either TRG or SEG, but cannot receive both grants concurrently for the same post.

Note 2: In cases where stepped-down senior teachers and/or redundant graduate teachers retain the last pay point of their former rank, schools can apply for freezing the substantive vacancy of the relevant promotion/graduate rank (if any) only after rectifying the special pay arrangements for the teachers concerned. Please note that if the strength of a school and the total number of the frozen posts exceed the approved teaching staff establishment, the relevant school has to refund to the EDB any over-payment of grant.

Note 3: A School Sponsoring Body (SSB) operating more than one aided primary school should coordinate the redeployment of senior teachers and promotion of teaching staff in schools under its sponsorship. Therefore, the number of vacant senior teacher posts of individual school can only be confirmed if the overall strength of senior teachers and the total number of the frozen posts of all aided ordinary primary schools under the same SSB do not exceed the aggregate approved entitlements at the SSB level. Please note that in case the strength and the total number of the frozen posts of individual school exceed the approved teaching staff establishment, the school concerned has to refund to the EDB any over-payment of grant.

Note 4: If irregularities are detected and whenever necessary, the EDB will request further information and justifications from schools for processing their applications.