

**Guidance Notes on Application for Allocation of School Premises
for Extension of Aided Primary School for a Time-limited Period/
Operation of Separate Time-Limited Aided Primary School
to Meet Projected Transient Shortfall of Primary One Places in Yuen Long**

Eligibility Requirements

1. The eligibility requirements for allocation of vacant school premises for physical extension of an aided primary school for a time-limited period/ operation of a separate time-limited aided primary school are as follows:
 - (a) (i) the applicant body is incorporated under the Companies Ordinance (The successful applicant body would be required to ensure that its articles of association contain all the standard texts required for allocation of a school premises (See EDB Homepage: <<http://www.edb.gov.hk/en/sch-admin/sch-premises-info/allocation-of-sch/std-clauses-articles/index.html>>), or
 - (ii) the applicant body is incorporated under other ordinances and the Permanent Secretary for Education is satisfied, having regard to its constitution, that it is fit to be considered for allocation of a school premises;
- (b) the applicant body is exempt from tax under Section 88 of the Inland Revenue Ordinance; and
- (c) the applicant body is running one or more aided primary schools in Hong Kong¹ in the case of application for physical extension of an aided primary school for a time-limited period.

Basic Principle of Allocation

2. Allocation is on a competitive basis. The basic principle for allocation of school premises is to select applicant bodies to provide quality education for school students. Thus, the applicant body should :
 - (a) have good organisation structure, proper management and sound financial footing; and
 - (b) demonstrate commitment to implementing education policies and initiatives promoted by the Education Bureau.
3. Quality of education is the prime consideration in assessing the applications.
4. Applicant bodies should note that the allocation is on a time-limited basis only. The successful applicant will be required to surrender the allocated premises to the Government upon reasonable notice by the Government in accordance with the tenancy agreement with the Government. The school premises is planned to operate from the 2015/16 school year to the 2023/24 school year. The operator for the time-limited school extension/ separate time-limited aided primary school should arrange phasing out of the time-limited extension/ school upon the notice of the Education Bureau.
5. Allocation of premises is on a competitive basis and quality of education will be the prime consideration in assessing schools' applications. Factors to be considered include the operation track record of the applicant school or the SSB, the quality of the proposed school plan submitted, as well as the staffing arrangement upon closure of the time-limited primary school/extension of premises. In case of applications of comparable qualities, preferences would be accorded to the applicant which can best meet the projected shortage in the district. For applications for an

¹ For physical extension of an existing aided primary school for a time-limited period, to be eligible for submitting the application for school extension of the applicant school, the applicant body should be a registered school sponsoring body of the applicant school.

extension of an existing aided primary school, the administrative arrangement in relation to the operation of the existing school and the extension will also be taken into account.

6. The successful applicant is expected to fully utilize the premises to meet the transient shortfall as far as practicable from the 2015/16 school year to the 2023/24 school year upon the school allocation. The actual number of classes to be operated should be subject to approval by the Education Bureau.
7. To apply for both operation of a separate time-limited aided primary school and extension of an existing aided primary school, an applicant body needs to submit a separate set of application documents (including application form, proposed school plan, and other documents as listed in the checklist of the application form) for each application.

Furniture and Equipment Cost

8. The Government will bear the cost of furniture and equipment of the project. The exact amount to be provided by the Government for furniture and equipment will be subject to detailed vetting by the Government on the requirements. The applicant body will have to submit information/documents for vetting in relation to the provision of exact amount of furniture and equipment cost borne by the Government.

Proposed School Plan

9. Applicant bodies are required to submit a proposal for each application for physical extension of an existing aided school for a time-limited period/ operation of a separate time-limited aided primary school, setting out the vision and mission; management and organisation; learning and teaching; school ethos and support for students; student performance target; self-evaluation indicators, etc. Applicant bodies may make reference to the school(s) that they are operating and their respective performance to substantiate their case. For applications for physical extension of existing aided primary schools for a time-limited period, information on the views from parents and teachers about the plan for physical extension should also be included. Format of proposed school plan is at **Annex**.

Submission of Application Forms, Proposed School Plans and Supporting Documents

10. Application forms, proposed school plans and supporting documents including documentary proof of eligibility as detailed in paragraph 1 above should reach the Education Bureau at the following address no later than 5:00 p.m. on **30 October 2014**:

Infrastructure and Research Support Division Education Bureau 6 th Floor, East Wing, Central Government Offices 2 Tim Mei Avenue, Tamar, Hong Kong
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The supporting documents should **NOT** be stapled together with the proposed school plan. The following documents should be submitted –

- (a) one original copy of the duly completed application form;
- (b) one copy of detailed information on the eligibility of the applicant body [i.e. incorporation document and certificate of exemption from tax];

- (c) nineteen copies of the proposed school plan, executive summary and list of operating schools run by the applicant body, if any, with addresses and types, together with two CD-ROMS containing such information; and
- (d) one copy each of other supporting documents as listed in the Application Form.

Late or incomplete applications, as well as applications via email, will not be accepted.

School Allocation Committee (SAC)

- 11. All applications will be considered by the SAC which comprises government officials and non-officials.

Agreement between the Government and the Selected Applicant Body

- 12. Upon allocation of a school premises, the applicant body shall be required to enter into a School Sponsoring Body Service Agreement (SSB SA) with the Government before the handover of the allocated school premises. The SSB SA sets out the obligations and conditions by which both parties (i.e. the selected applicant body and the Government) undertake to abide. These include the selected applicant body's undertaking (a) to operate and manage the school in accordance with the proposed school plan accepted by the Government with amendments, if any; (b) to establish an Incorporated Management Committee (IMC) in respect of the aided schools for the operation of the school, which shall be established under the Education Ordinance and shall be a charitable institution that has obtained tax-exemption from Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; (c) to ensure the execution of an IMC Service Agreement in respect of the school and a Tenancy Agreement, in respect of the allocated school premises with the Government in accordance with the required timeframes set by the Government; and (d) to ensure that the IMC shall operate the school to the agreed standard as set out in the school development plan as embodied in the IMC SA.
- 13. The Government may repossess the newly allocated school premises if it is considered no longer in need or use by the school at the sole discretion of the Government, and the SSB SA will be terminated. However, in case of allocation for physical extension for a time-limited period, the SSB SA will remain in force to cover the operation and management of the school at the original premises, and, if the original school premises is situated on Government land, the tenancy agreement in respect of the original school premises, if any, shall also remain in force.
- 14. The Government shall reserve the right to terminate the IMC SA and to repossess the newly allocated school premises if the school still fails to achieve the agreed operating standard in accordance with the school development plan as embodied in the IMC SA upon adequate prior notice being served and a reasonable time allowing for remedial action to be taken having expired. The Government may also repossess the original school premises if it is situated on Government land.

Personal Information Collection Statement for Collecting Personal Data of Applicants

- 15. The personal data provided in this application will be used for applications for allocation of school premises under the School Allocation Exercise. It may be disclosed to officers/ persons responsible for the exercise.
- 16. The provision of personal data by means of this application is obligatory. Failure to provide these data may affect the processing and outcome of your application.
- 17. The personal data collected in this application may be disclosed to other government departments/ bureaux for the purpose mentioned above.

18. You have a right to request access to and correction of your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in this application. This is however subject to payment of a fee.
19. Enquiries concerning the personal data collected by means of this application, including making of access and corrections, should be addressed to :

<p>Access to Information Officer Education Bureau 10th floor, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong</p>

Disclosure of information

20. All the information provided to the Government in connection with your application under this School Allocation Exercise will be used for processing this School Allocation Exercise only. The information may be disclosed to any other Government bureaux/ departments/ officers or any other third party responsible for this allocation exercise as the Government shall consider appropriate.

Enquiries

21. For enquiries, please call 3509 8413 or 3509 8411. For more information, please visit Education Bureau's homepage at
<<http://www.edb.gov.hk/en/sch-admin/sch-premises-info/allocation-of-sch/index.html>>