

**Guidance Notes on Application for Allocation of
a New Special School with Boarding Facilities for Children with Mild, Moderate and Severe
Intellectual Disability in Tung Chung Area 108**

Eligibility Requirements

1. The eligibility requirements for allocation of a government-built premises for a Special School with Boarding Facilities 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 clauses and articles required for allocation of a school premises (See EDB homepage <http://www.edb.gov.hk/en/sch-admin/sch-premises-info/allocation-of-sch/eligibility.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; and
 - (b) the applicant body is exempted from tax under Section 88 of the Inland Revenue Ordinance.

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 and boarding services 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. Factors to be considered include the operation track record of the applicant bodies and the quality of the proposed school plan in running the new special school with boarding facilities. In the event that the overall assessments of more than one applicant are comparable, preference would be given to the applicant(s) with proven track record in running special schools in Hong Kong, especially a school for children with intellectual disability.

Furniture and Equipment Cost

4. Under the existing policies on special education, the Government will bear the cost of furniture and equipment of the proposed new Special School with Boarding Facilities. 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

5. Applicant bodies are required to run a special school with boarding facilities for children with mild, moderate and severe intellectual disability and submit a proposal for the special school with boarding facilities, setting out the vision and mission; management and organisation; learning and teaching; school ethos and support for students; student performance targets; self-evaluation

indicators, etc. School Sponsoring Bodies may make reference to the school(s) that they are operating and their respective performance to substantiate their case. Format of the proposed school plan is at Annex.

Submission of Application Forms, Proposed School Plans and Supporting Documents

6. 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 27 March 2015**:

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 (i) the proposed school plan (covering the school and boarding services), (ii) executive summary and (iii) list of operating schools (with or without boarding services) run by the applicant body with addresses and types, if any, together with two CD-ROMS containing such information from (i) to (iii); 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)

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

Agreement between the Government and the Selected Applicant Body

8. 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 prior to the funding submission to the Public Works Subcommittee of the Legislative Council. The SSB SA sets out the obligations and conditions by which both parties undertake to abide. These include the applicant body's undertaking (a) to operate and manage the school and the boarding facilities in accordance with the proposed school plan accepted by the Government with amendments, if any; (b) to establish an Incorporated Management Committee (IMC) under the Education Ordinance to manage the school. The IMC shall be a charitable institution registered with the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; (c) to ensure the execution of a School Sponsoring Body Tenancy Agreement (SSB TA) covering the school premises and boarding facilities at a reasonable time before or at the same time as the handing over of the school premises; (d) to ensure the execution of an IMC Service Agreement (IMC SA) and an IMC TA with the Government after the establishment of the IMC in accordance with the required timeframes set by the Government; (e) to ensure that the IMC shall manage the school and boarding facilities to the agreed standard as set out in the school development plan as embodied in

the IMC SA; and (f) to make available the school's buildings and facilities to the Government and any other organizations as may be approved by the Government for use outside school hours when required.

9. Under normal circumstances, if any one of the SSB/ IMC SA or SSB/IMC TA in respect of the subject school premises is terminated or expires without renewal, the rest of the agreements will also be terminated.
10. The Government may terminate the SSB SA in the event of any failure from the applicant body to achieve the agreed performance standard for the school and/or boarding facilities, or giving up of the operator's right to operate the school and/or boarding facilities. The Government may also terminate the IMC SA if the school 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. In either case, the Government shall repossess the whole premises (including the boarding facilities).

Personal Information Collection Statement for Collecting Personal Data of Applicants

11. 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.
12. 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.
13. The personal data collected in this application may be disclosed to other government departments/bureaux for the purpose mentioned above.
14. You have the 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.
15. Enquiries concerning the personal data collected by means of this application, including making of access and corrections, should be addressed to

Access to Information Officer Education Bureau 10th floor, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong
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Disclosure of information

16. 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

17. 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>.