

**Guidance Notes on Application for Allocation of a Government-built School Premises  
for Reprovisioning of a Government or Aided Secondary School**

**Eligibility Requirements**

1. The eligibility requirements for allocation of a government-built school premises for reprovisioning of a government or aided secondary school are as follows:
  - (a) (i) the applicant body is incorporated under the Companies Ordinance, and its memorandum and articles of association contain all the standard clauses and articles required for allocation of a school premises (See EMB Homepage: <http://www.emb.gov.hk/index.aspx?nodeid=246&langno=1>), or
  - (ii) the applicant body is incorporated under other ordinances and the Permanent Secretary for Education and Manpower 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 an approved charitable institution or trust of a public character exempt 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 for school children. Thus, the applicant body should :
  - (a) have good organisation structure, proper management and sound financial footing;
  - (b) demonstrate commitment to implementing education policies and initiatives promoted by the Education and Manpower Bureau; and
  - (c) be running one or more secondary schools in Hong Kong.

**Proposed School Plan**

3. Applicant bodies are required to submit a proposal for the reprovisioning, setting out the vision and mission; management and organisation; teaching and learning; school ethos and support for students; performance targets; self-evaluation indicators, etc. SSBs may make reference to the school(s) that they are operating and their respective performance to substantiate their case and include information as regards parents' views about the reprovisioning plan as appropriate. Format of proposed school plan is at Annex.

**Submission of Application Forms, Proposed School Plans and Supporting Documents**

4. Application forms, proposed school plans and supporting documents including documentary proof of eligibility as detailed in paragraph 1 above should be sent to the Education and Manpower Bureau at the following address not later than **10 November 2004**:

Infrastructure and Research Support Division  
Education and Manpower Bureau  
Room 1427, Wu Chung House  
213 Queen's Road East  
Wanchai, Hong Kong

The supporting documents should **NOT** be stapled together with the proposed school plan. Fifteen copies each of (i) the proposed school plan and (ii) a list of operating schools with addresses and types should be submitted (fifteen soft copies in the form of diskettes or CD-ROM are also acceptable) but only one copy of the application form and supporting documents will suffice.

### **School Allocation Committee (SAC)**

5. All applications will be considered by the SAC which comprises government officials and non-officials familiar with the Hong Kong education system.

### **Agreement between the Government and the Selected Applicant Body**

6. Upon allocation of a school premises, the applicant body will be required to enter into an agreement with the Government. The agreement sets out the obligations and conditions by which both parties undertake to abide. These include the applicant body's undertaking (a) to voluntarily surrender the existing school site together with the premises thereon to the Government free of encumbrances; (b) to provide the educational services as proposed in the school plan; (c) to establish a School Management Committee (SMC) for operation of the school, which shall be incorporated as a limited company under the Companies Ordinance or other ordinances prescribed by the Government, the SMC shall be a charitable institution registered with the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; (d) to cause the SMC to enter into a Service Agreement and a Tenancy Agreement with the Government; (e) to ensure that the SMC will operate the school to the expected standard as set out in the school plan; (f) to open up the school's buildings and facilities to the community for use outside school hours upon request. Charges may be levied in accordance with the schedule of charges as announced in the latest circular issued by the Education and Manpower Bureau.

### **Personal Information Collection Statement for Collecting Personal Data of Applicants**

7. 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.
8. 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.

9. The personal data collected in this application may be disclosed to other government departments/bureaux for the purpose mentioned above.
10. 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.
11. Enquires 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 and Manpower Bureau 10th floor , Wu Chung House 213 Queen's Road East Wanchai, Hong Kong
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### **Enquiries**

12. For enquiries, please call 2892 5436 or 2892 6391. For more information, please visit Education and Manpower Bureau's homepage at  
<http://www.emb.gov.hk/index.aspx?nodeid=246&langno=1>.