

**Guidance Notes on Application for Allocation of a Government-built School Premises  
for Operation of an Aided or a Direct Subsidy Scheme (DSS) School, or  
Reprovisioning of an Aided School**

**Eligibility Requirements**

1. The eligibility requirements for allocation of the above types of schools are as follows:
  - (a) (i) it 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 (See EMB Homepage: <http://www.emb.gov.hk/school/allocation>), or
  - (ii) it 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; 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.

**Furniture and Equipment Cost**

**For aided schools:**

2. The applicant body will have to bear the cost of furniture and equipment. Currently, the capital costs for acquiring the furniture and equipment for a standard design 30-classroom primary and 30-classroom secondary school are about \$3.7 million and \$7.8 million respectively. The furniture and equipment lists for new schools will be reviewed periodically to meet new requirements and reflect the current costs.

**For DSS schools:**

3. The applicant body will be required to bear the cost for the operation of the school, including the cost of furniture and equipment. Currently, the capital costs for acquiring the furniture and equipment for a standard design 30-classroom primary and 30-classroom secondary school are about \$3.7 million and \$7.8 million respectively. The furniture and equipment lists for new schools will be reviewed periodically to meet new requirements and reflect the current costs.

**Basic Principle of Allocation**

4. Allocation is on a competitive basis. The basic principle for allocation of schools 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 preferably
  - (c) have experience in running schools or social services, or other relevant experiences.
5. Other things being similar, priority will be given to applicant bodies for operation of DSS schools. This is on condition that such an allocation will not affect the planned provision of public sector school places.
6. An applicant body which has been served with a warning letter within two years by the Permanent Secretary for Education and Manpower or the then Director of Education for malpractice (e.g., excess pupils, breach of secondary six admission procedures) will not be considered for allocation of new schools, except for relocation or conversion to whole-day operation purposes.

### Proposed School Plan

7. Applicant bodies are required to submit a proposal for the new school, setting out the vision and mission; management and organisation; teaching and learning; school ethos and support for students (a DSS school is expected to set aside at least 10% of its total school fee income for operating a scholarship and/or financial assistance scheme for deserving students); performance targets; self-evaluation indicators, etc. SSBs with school(s) under operation currently may make reference to other school(s) that they are operating to substantiate their case. Format of proposed school plan is at Annex I.

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

8. Application forms, proposed school plans and 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 **16 December 2003**:

<p>Infrastructure and Research Support Division  Education and Manpower Bureau  Room 1427, Wu Chung House  213 Queen's Road East  Wanchai, Hong Kong</p>
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The supporting documents should **NOT** be stapled together with the proposed school plan. Fifteen copies each of (i) the proposed school plan and (ii) list of operating schools with addresses and types (if applicable) 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)

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

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

10. 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 provide the educational services as proposed in the school plan; (b) 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; (c) to cause the SMC to enter into a Service Agreement and a Tenancy Agreement with the Government; (d) to ensure that the SMC will operate the school to the expected standard as set out in the school plan; (e) 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 (for aided schools) or with reference to (for DSS schools) the schedule of charges as announced in the latest circular issued by the Education and Manpower Bureau.

### Enquiries

11. 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/school/allocation>.