

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

Eligibility Requirements

1. The eligibility requirements for allocation of the above types of schools are as follows:
 - (a) 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; and
 - (b) (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 Annex I); or
 - (ii) it is incorporated under other ordinances and the Director of Education is satisfied, having regard to its constitution, that it is fit to be considered for allocation of a school.

Furniture and Equipment Cost

For aided schools:

2. The applicant body will have to bear the cost of furniture and equipment. Currently, the capital cost for acquiring the furniture and equipment for a standard design 30-classroom primary and 30-classroom secondary school is about \$4.5 million and \$9.4 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 cost for acquiring the furniture and equipment for a standard design 30-classroom primary and 30-classroom secondary school is about \$4.5 million and \$9.4 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 with the best proposals to provide quality education for school children. Hence, the applicant body should :
 - (a) have good organisation structure, proper management and sound financial footing;
 - (b) demonstrate commitment to co-operating with the Education Department in promoting and implementing the approved education policies; and preferably
 - (c) have experience in running schools or social services, or have other relevant experiences.
5. Other things being equal, 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 Director of Education for malpractice (e.g. breach of secondary six admission procedures) will not be considered for allocation of new schools, except for relocation and conversion to whole-day operation purposes.

Proposed School Plan

7. An applicant body is required to submit a proposed school plan setting out the vision; mission; class structures; admission policy; management and organisation; financial resources, teaching and learning; support for pupils (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); school ethos; performance targets; and indicators for self evaluation. An assessment plan for the selection of applicant bodies is at Annex II.

Submission of Application Forms and School Plans

8. Application forms, proposed school plans (not more than 40 pages including all annexes, but maximum 60 pages may be allowed for a primary-cum-secondary application) together with an executive summary not exceeding 3 pages and the other supporting documents detailed in page 1 of the application form should be sent to the Education Department at the following address not later than **3 October 2001**:

<p>Building Section, Education Department Room 1427, Wu Chung House 213 Queen's Road East, Hong Kong</p>
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The supporting documents shall not be stapled together with the proposed school plan. Fifteen copies of the proposed school plan and executive summary shall be submitted but one copy of the supporting documents will suffice.

School Allocation Committee

9. All applications will be considered by the School Allocation Committee (SAC), which comprises officials from the Education and Manpower Bureau, Education Department 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 to render the SMC the status of a legal entity; (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.

Enquiries

11. Enquiries relating to applications for allocation of a school may be directed to the Secretary of the SAC at 2892 6391. If applicant bodies wish to obtain the following reference materials, please visit Education Department's homepage at <http://www.ed.gov.hk/school/english/schools>:
- PowerPoint Presentation on "Compilation of Proposed School Plan"
 - Service Agreement between Government and Sponsoring Bodies (English only)
 - Comparison of Aided schools, Direct Subsidy Scheme Schools and Private Independent Schools
 - Guidelines for Establishing a New Aided / DSS School
 - "Quality Assurance in School Education in Hong Kong"
 - Education Department Circular Memoranda on "Direct Subsidy Scheme"
 - Education Department Administration Circular on "Entry of Non-local Children to Schools in Hong Kong"