

Guidance Notes on Application for a School Site for the Construction of a Private Independent School (PIS)

Eligibility Requirements

1. The eligibility requirements for application for the grant of a site for construction of a school 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 site for construction of a school (See ED Homepage: <http://ed.gov.hk/school/allocation>), 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 grant of a site for construction 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.

Land and Capital Grant

2. Government will grant the school site by private treaty to the successful applicant body at a nominal premium and subject to any other terms and conditions to be determined by the Director of Lands. The applicant body will be required to pay Government rent from the date of the land grant. The successful applicant body may also apply for a capital grant, the maximum amount being no more than the construction cost for a standard design public sector school accommodating the same number of students, for building the school. For reference, the average costs of building a standard design 30-classroom aided primary school and a standard design 30-classroom aided secondary school are about \$83.2 million and \$99.7 million respectively, at October 2001 price level. Apart from the capital grant, the applicant body will not receive any recurrent or further financial assistance from the Government. It will have to bear the full cost of operation of the school, including the cost of furniture and equipment (For reference, the current costs are about \$4.5 million and \$9.4 million for an aided primary school and an aided secondary school respectively).
3. The amount and release of the capital grant is subject to LegCo's approval and any other terms and conditions considered appropriate by the Government.

Basic Principle for Grant of School Site for the Construction of a PIS

4. Allocation is on a competitive basis. The basic principle 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. 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 grant of school site for the construction of a PIS.

School Plan

6. An applicant body is required to submit a proposed school plan setting out the vision, mission, curriculum, admission policy, class structure, management and organisation, teaching and learning, support for pupils, school ethos, performance targets, and indicators for self evaluation etc. At least 70% of the students of a PIS should be local children. Students of a PIS will not be eligible for student financial assistance under the existing scheme administered by the Student Financial

Assistance Agency. In this connection, a PIS is expected to set aside at least 10% of its total school fee income each year for operating a scholarship and/or financial assistance scheme for deserving students. An assessment plan for the selection of applicant bodies is at Annex Ia and Ib.

Submission of Application Forms and School Plans

7. The application form, proposed school plan (maximum 30 pages including all annexes, but maximum 50 pages may be allowed for a primary-cum-secondary application; any violation may affect the assessment result) 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 **15 February 2002**:

Building Section, Education Department
Room 1427, Wu Chung House
213 Queen's Road East, Hong Kong

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 a copy of the supporting documents will suffice. Fifteen soft copies in the form of diskettes or CD-ROM are also acceptable.

School Allocation Committee

8. All applications will be considered by the School Allocation Committee, which comprises officials from the Education Department and non-officials familiar with the Hong Kong education system.

Agreement between the Government and the Selected Applicant Body

9. 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; (c) to cause the SMC to enter into a Service Agreement with Government; (d) to ensure that the SMC will operate the school to the expected standard as set out in the school plan; (e) to consider opening up the school's buildings and facilities to the community for use outside school hours upon request. A reasonable charge may be levied by making reference to the schedule of charges as announced in the latest circular issued by the Education Department.

Enquiries

10. 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 documents, please visit Education Department's homepage at <http://www.ed.gov.hk/school/allocation> :
 - (a) PowerPoint Presentation on "Compilation of Proposed School Plan" [Chinese version only]
 - (b) Sample of the Proposed School Plan
 - (c) Service Agreement between Government and Sponsoring Bodies [English version only]
 - (d) Comparison of Aided Schools, Direct Subsidy Scheme Schools and Private Independent Schools
 - (e) Guidelines for Establish a New DSS (with Allocated School Site) / PIS School
 - (f) "Quality Assurance in School Education"
 - (g) Education Department Administrative Circular on "Entry of Non-local Children and Children Holding a Form of Recognizance to Schools in Hong Kong"