

## **Guidance Notes on Application for Allocation of an Estate Kindergarten**

### **Eligibility Requirements**

1. The eligibility requirements for allocation of an estate kindergarten 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 (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; 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 kindergartens is to select applicant bodies to provide quality kindergarten education for 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 have other relevant experiences.
3. An applicant body which has been served with a warning letter within two years by the Permanent Secretary for Education and Manpower for malpractice (e.g. excess pupils, breach of secondary six admission procedures) will not be considered for allocation of new schools except for relocation purpose.

### **Proposed School Plan**

4. Applicant bodies are required to submit a proposal for the new school, setting out the vision and mission; management and organisation; learning and teaching; school ethos and support for students; performance targets; self-evaluation indicators, etc. School sponsoring bodies with school(s) under operation currently may make reference to other school(s) that they are operating and the respective performance of the school(s) to substantiate their case. Format of proposed school plan is at Annex.

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

5. 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 **18 June 2005**:

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

6. All applications will be considered by an SAC which comprises government officials and non-officials familiar with the Hong Kong education system. Recommendations made by the SAC will be forwarded to the Housing Department which will liaise direct with the recommended applicant bodies.

**Enquiries**

7. 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?nodeid=246&langno=1>