

**Guidance Notes on Application for Allocation of a Government-built School Premises  
for Replacement of a Secondary School Site/Premises Allocated**

**Eligibility Requirements**

1. The eligibility requirements for allocation of a government-built school premises for replacement purpose 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;
  - (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; and
  - (c) the applicant body has been allocated a secondary school site/premises in a previous School Allocation Exercise (SAE), but the school project cannot be materialized due to reasons beyond the control of the school/school sponsoring body.

**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;
  - (c) give up the secondary school site/premises originally allocated to it in previous SAE upon allocation of a replacement premises; and preferably
  - (d) have experience in running schools or social services, or other relevant experiences.

**Proposed School Plan**

3. 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; performance targets; self-evaluation indicators, etc. Applicant bodies may make reference to the school(s) that they are operating and their respective performance to substantiate their case. 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 **4 March 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) 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 shall be required to enter into a School Sponsoring Body Service Agreement (SSB SA) with the Government. The SSB SA sets out the obligations and conditions by which both parties undertake to abide. These include the applicant body's undertaking (a) to operate and manage the school in accordance with the proposed school plan accepted by the Government with amendments, if any; (b) to establish a School Management Committee (SMC) for operation of the school, which shall be incorporated under the Companies Ordinance, Education Ordinance or other ordinances prescribed by the Government, and shall be a charitable institution registered with the Inland Revenue Department under Section 88 of the Inland Revenue Ordinance; (c) to ensure that the SMC shall enter into an SMC Service Agreement and a Tenancy Agreement with the Government; (d) to ensure that the SMC shall operate the school to the agreed standard as set out in the school plan; and (e) to make available the school's buildings and facilities to the community for use outside school hours when required. Charges may be levied with reference to (for DSS schools) / in accordance with (for aided schools) 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>.