

**Summer Bridging Programme
for Non-Chinese Speaking Students
Administrative Guide
(May 2023)**

Objectives

1. The Summer Bridging Programme for Non-Chinese Speaking (NCS) Students¹ (the Programme) aims at:
 - (a) helping NCS Primary 1 entrants adapt to the new learning/school environment;
 - (b) helping NCS students adapt to the learning mode of Chinese Language lessons in primary schools and enriching their language learning experience;
 - (c) enhancing NCS students' interest in learning Chinese and Chinese culture;
 - (d) helping NCS students progressing to Primary 2 to Primary 6 consolidate what they have learnt in the school year and preparing them for Chinese learning in the following school year; and
 - (e) encouraging parents of NCS students to accompany their children in various learning activities with a view to providing students with more opportunities in learning Chinese through parental support and home-school co-operation.

Target Group and Programme Fee

2. The Programme should cater for NCS students admitted to Primary 1 in September each year in public sector primary schools and primary schools under the Direct Subsidy Scheme (DSS), as well as NCS students progressing to Primary 2 to Primary 6 in these schools. Moreover, parents and guardians (a maximum of two per student) of participating NCS students are invited to join the Programme. The Programme is free of charge for all participants.

Duration and Class Arrangement

3. The Programme must be conducted during the summer holidays and the duration of each class should be no less than 60 hours. The Programme should be operated in the daytime during weekdays. Schools should determine the class duration per day and make relevant arrangements according to the needs of NCS students and their parents. Grouping of participants is at the schools' discretion, and parents' attendance may be arranged depending on the learning objectives and content of individual activities.

Class Size

4. The average class size is about 15 students, and there should be a minimum of 10 NCS students (except for special schools) from the host school/and other school(s). For special schools, the minimum number is 5 NCS students. The Education Bureau (EDB) will

¹ For the planning of educational support measures, students whose spoken language at home is not Chinese are broadly categorised as NCS students.

render assistance, where necessary, to participating schools should they wish to enrol their NCS students and parents in the Programme operated by other schools. If the situation of individual schools warrants special consideration, discretion will be exercised by EDB in respect of the minimum number of NCS students required for the Programme.

Programme Content

5. The recommended content of the Programme is as follows:

(a) NCS Primary 1 entrants:

Through a wide range of learning activities conducted inside and outside the classroom, the Programme helps students recognise words and sentences related to school life to cope with the needs in learning and daily life, and arouses their interest in learning Chinese. The recommended programme content includes:

- Speaking and listening: learn the language commonly used in Chinese Language lessons and daily conversations (e.g. greetings, asking questions, expressing feelings and ideas);
- Reading: learn the common vocabulary at Primary 1 level, and read picture books or short passages with illustrations;
- Handwriting: learn the correct pen-holding posture and handwriting skills, and acquire a preliminary understanding of the strokes as well as frames and structures of common Chinese characters;
- Getting to know the school and the community: such as campus facilities, school staff, transport for school trips, and streets and facilities near the campus.

(b) NCS students progressing to Primary 2 to Primary 6:

Based on the learning content and expected learning outcomes of the school-based Chinese Language curriculum, schools should design the programme content and flexibly organise learning activities according to the learning progress and needs of NCS students to facilitate their learning of Chinese. Recommendations are as follows:

- Programme content: select themes and materials related to students' daily life, organise learning activities covering reading, writing, speaking, listening, etc., help students understand Chinese culture and integrate into local life, and cultivate moral character and affection;
- Learning activities: arrange a variety of learning activities (e.g. Chinese Language lessons, cultural activities, reading clubs, recitations, dramas, language games, campus tours and visits to community facilities) to enhance NCS students' learning interest and motivation.

6. To encourage parents of NCS students to accompany their children in learning activities, schools may consider incorporating parent-child activities in the Programme, thereby helping parents create room and opportunities for their children to learn language in everyday life.

7. Participating schools may, having regard to students' learning needs, exercise professional judgement in designing the programme content and arranging various learning activities. Schools may also arrange for parents to accompany their children in class and/or other learning activities in order to promote home-school co-operation. Besides, the programme content and modes of operation may be adapted to cater for students with special educational needs.

Operators

8. The Programme may be operated by schools on their own or in collaboration with non-governmental organisations (NGOs).

Employment and Supervision of Teachers

9. Schools should ensure that only experienced and qualified teachers (preferably those with teacher training qualifications), including short-term/part-time teachers and/or tutors from NGOs, are employed for curriculum planning, classroom teaching and classroom management. Schools should also check related information through the Sexual Conviction Record Check Scheme to ensure that all the appointees (including teaching and non-teaching staff) are fit and proper persons for employment. They are required to keep proper records of the curricula vitae of the teachers/tutors employed by schools/NGOs and make them available for inspection by EDB. Schools should also provide appropriate supervision and support for teachers with a view to enhancing the effectiveness of the Programme.

Subvention Rate and its Ambit

10. The subvention rate for 2023 is \$24,860 per class. This will be disbursed to schools according to the number of classes approved by EDB, which takes into account the number and grouping of student participants.

11. The subvention should be used effectively to help participating students learn Chinese and to encourage participation of parents of NCS students in various learning activities. It should be used to cover the following expenses:

- (a) salaries of teachers/teaching assistants/tutors;
- (b) professional charges for the programme content development and evaluation;
- (c) administration costs;
- (d) basic teaching equipment costs;
- (e) auditor's fee;
- (f) insurance premiums to cover public liabilities arising from accidents and personal injuries of related persons and participants;
- (g) costs of hiring of services from NGOs and other relevant professionals for operating the Programme;
- (h) other expenditure relating to the operation of the Programme.

Payment and Accounting Arrangements

12. The subvention will be disbursed to schools upon receipt of their confirmation of the number and list of NCS students attending the Programme. Schools are required to observe the established principles and requirements on the use of public funds promulgated by EDB when using the subvention. For accounting and auditing purposes:

- (a) Aided schools and DSS schools should keep a separate ledger for “Summer Bridging Programme Grant for NCS students” to properly record all income and expenditure chargeable to it. Any deficit should be met by the school’s own fund/non-government fund and should not be offset by government subsidies. The said ledger should be properly kept at school for inspection by EDB. All books of accounts, receipts, payment vouchers and invoices should be kept by the schools for at least 7 years for accounting and auditing purposes.
- (b) Government schools should keep a separate vote record of “Summer Bridging Programme Grant for NCS students” to reflect all the approved allocation and breakdown of expenditure chargeable to it. Acquisition of goods and services, payment of invoices and reimbursement of expenses disbursed by staff should be dealt with in accordance with the prevailing Stores and Procurement Regulations, Financial and Accounting Regulations, Standing Accounting Instructions and other relevant government-wide/departmental circulars and regulations issued from time to time.

Audited Accounts

13. Aided schools and DSS schools should submit audited account to EDB at the end of each school year in compliance with the requirements laid down in the prevailing EDB circular. Any unspent subvention as at 31 August 2023 will be clawed back by EDB based on the audited accounts submitted by schools. The unspent balance, if any, cannot be carried forward for use in the next school year. Transfer of the subvention and/or its unspent balance to any other accounts is not allowed. Schools should ensure that the subvention is used in compliance with the principles set out in this Administrative Guide, otherwise, they will be required to return all the disbursed amount to EDB.

Evaluation and Accountability

14. To collect schools’ feedback on the Programme and evaluate its overall effectiveness, EDB will conduct supervisory visits to schools and collect stakeholders’ feedback in a form of a questionnaire upon completion of the Programme. Schools are required to complete the questionnaire and submit it together with the programme content to EDB on or before 29 September 2023. Schools will be informed separately in writing of the relevant arrangements. Furthermore, according to the “School Development and Accountability framework”, participating schools should conduct evaluation of the Programme, and set out the implementation details (including class arrangement and the number of participating NCS students and their parents), the findings of the evaluation, the

effectiveness of the Programme in improving NCS students' learning of Chinese, etc. in their school annual reports, which should be uploaded to their school webpages on or before 30 November 2023.

Other Rules and Procedures

15. Schools are required to adhere to the principle of openness and competitiveness, and to remind their staff to comply with the relevant requirements on conflict of interest in dealing with recruitment of teachers, procurement of stationery/equipment/services and any other Programme-related matters. Staff should declare a conflict of interest to schools in advance if unavoidable.

- (a) Aided schools should follow the procurement procedures set out in EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and "Guidelines on Procurement Procedures in Aided Schools (April 2013)" as well as the requirements laid down in EDB Circular No. 5/2005 "Appointment of Staff in Schools".
- (b) DSS schools should follow the procurement procedures for aided schools, or the school-based procurement policies and procedures formulated upon the endorsement of their School Management Committees/Incorporated Management Committees. Schools should comply with, where applicable, relevant statutory requirements of the Education Ordinance, Education Regulations, Employment Ordinance, Mandatory Provident Fund Schemes Ordinance and Prevention of Bribery Ordinance.
- (c) Government schools are required to comply with the relevant rules and regulations relating to hiring of services and employment of non-civil service contract staff. In respect of the latter, they should note the statutory duties of EDB as an employer under the Mandatory Provident Fund Schemes Ordinance (Cap. 485), and should follow EDB's procedures for enrolment of relevant employees in a Mandatory Provident Fund scheme.

Administrative Directives from EDB

16. Schools should follow the administrative directives issued by EDB pertaining to the operation and reporting of the Programme.