**Annex 5**

**Final Report**

**Use of Professional Capacity Enhancement Grant (PCEG) and Enhanced PCEG**

***(To be returned on or before 31 December 2029 through the Kindergarten Education Scheme System, or by post)***

*(Please put a “**” in the appropriate boxes* □*.)*

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| **To: Permanent Secretary for Education****(Attn: Kindergarten Administration 2 Section, Education Bureau****Address: Room 2329, 23/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong)** |

Our school has spent the Enhanced PCEG and the previously disbursed PCEG (if applicable) according to the requirements stipulated in Education Bureau Circular Memorandum (EDBCM) No. 61/2024 to implement school-based professional capacity enhancement programme(s) in the 2021/22 to 2028/29 school years.

1. Subsequent to the second interim evaluation report submitted in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/yyyy), our school has implemented the following measures to enhance teachers’ professional capacity:

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1. The skills and knowledge acquired by the teacher(s) will be/have been disseminated to other teachers in the school through *(More than one option may be chosen.)*:

□ establishing learning circle in school

□ arranging sharing sessions to disseminate good practices to other teachers in school

□ arranging collaborative lesson planning and/or peer observation

□ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please briefly describe the effectiveness of the use of the grant(s) *(More than one option may be chosen.)*:

□ strengthening teachers’ knowledge in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (topic)

□ enhancing teachers’ teaching skills and methods

□ strengthening the support to students

□ enhancing school-based curriculum

□ strengthening teachers’ professional exchanges and collaboration with kindergartens (KGs) on the Mainland

□ forming Sister-KGs with Mainland KGs in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/yyyy)

□ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Our school received the PCEG in March 2022 (if applicable), and the Enhanced PCEG in March 2024, which adds up to a total of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As at 31 August 2029, of the amount of the grant(s),

□ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_was used in total;

□ a balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is to be returned to EDB.

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| **Declaration**  |
| **I/We confirm that:** 1. our school has kept a separate ledger account for the enhanced PCGE and the previously disbursed PCEG (if applicable) to properly record all incomes and expenditures of the grant(s) and will report these items in the annual audited accounts for submission to the Education Bureau (EDB) in accordance with the existing requirements. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match the above, our school will notify EDB as soon as possible for follow up; and
2. if our school fails to provide relevant documents for examination, uses the grant outside the scope as stated in EDBCM No. 61/2024, or fails to comply with the respective requirements under the circular memorandum, the amount of the grant(s) as specified by EDB will be returned to the Government.
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| Name of School:  | (Chinese) |  |
|  | (English) |  |
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| School Registration No.:  | (School chop) |
| Signature of Supervisor:  |
| Name of Supervisor:  |
| Date: / /  |
| Contact person (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Post): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |