
Workshop on
Free Quality Kindergarten
Education Scheme

August 2016
Education Bureau

Main Contents and Agenda

| Time | Mode | Contents / Exercise |
|--|---------------------------|---|
| Staffing Requirements and Arrangement | | |
| 5 minutes | Lecture/ Demonstration | <ol style="list-style-type: none">1. Calculation of teacher to pupil ratio2. How to meet the requirements of the Scheme |
| 10 minutes | Exercise | Worksheet 1 |
| School Fee Estimation | | |
| 20 minutes | Lecture/ Demonstration | <ol style="list-style-type: none">1. Teaching staff salary2. Apportionment of expenditure3. Estimating the amount of each government subsidy4. How to estimate school fee (after deduction of subsidy) |
| 25 minutes | Exercise | Worksheet 2 |

Calculation of Teacher to Pupil Ratio (TP Ratio)

■ 1:15 (i.e. the existing requirement of PEVS)

- The numbers of pupils are counted separately in the AM and PM sessions
- The principal is included
- Only counting teachers with C(ECE) qualifications or above
- Round up to the nearest integer

■ 1:11

- Counting the number of students for the whole KG
- The principal is **not** included
- For teachers on top of 1:15 and within 1:11, they should possess C(ECE) qualifications or above in principle
- Round down to the nearest integer

KGs joining the Scheme should fulfill the above two TP ratio requirements **at the same time**

Calculation of TP Ratio

No. of pupils: 100(AM) / 50(PM) / 30(WD)

■ 1:15 (i.e. the existing requirement of PEVS)

- No. of pupils in AM session:
 - ◆ $100 + 30 = 130$
- No. of teachers in AM session:
 - ◆ $130 \div 15 = 8.6$ (i.e. 9)

- No. of pupils in PM session:
 - ◆ $50 + 30 = 80$
- No. of teachers in PM session:
 - ◆ $80 \div 15 = 5.3$ (i.e. 6)

■ 1:11

- No. of teachers working WD:
[using WD as the basis of calculation]
- ◆ $[(100 + 50) \div 2 \div 11] + [30 \div 11] = 9.5$ (i.e. 9)

How to Meet the Requirements of the Scheme

No. of pupils: **100(AM)** / **50(PM)** / **30(WD)**

■ 1:15 (i.e. the existing requirement of PEVS)

- No. of teachers in AM session: 9
- No. of teachers in PM session: 6

■ 1:11

- No. of teachers working WD:
9 + 1(Principal) = **10**

■ Possible arrangements to meet the TP ratio requirement of 1:15 and 1:11 at the same time

(The principal is included in the following no. of teachers)

- 10 teachers working WD
- 9 teachers working WD and 2 teachers working HD in either AM or PM session
- 8 teachers working WD and 4 teachers working HD
 - ◆ At least 1 teacher working HD should be on duty in AM session

How to Meet the Requirements of the Scheme

No. of pupils: **100(AM)** / **50(PM)** / **30(WD)**

■ 1:15 (i.e. the existing requirement of PEVS)

- No. of teachers in AM session: 9
- No. of teachers in PM session: 6

■ 1:11

- No. of teachers working WD:
9 + 1(Principal) = **10**

- Which of the following arrangements meets the TP ratio requirement of 1:15 and 1:11 at the same time?

| | No. of teachers (including the principal) | | | | | |
|---|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| AM session | 10 | 11 | 12 | 13 | 14 | 15 |
| PM session | 10 | 9 | 8 | 7 | 6 | 5 |
| No. of teachers working WD/HD | 10WD | 9WD 2HD | 8WD 4HD | 7WD 6HD | 6WD 8HD | 5WD 10HD |
| Fulfilling the requirements of 1:15 and 1:11 at the same time? | ✓ | ✓ | ✓ | ✓ | ✓ | ✗ |

Worksheet 1 — Question 3

■ 1:15 (i.e. the existing requirement of PEVS)

- No. of teachers in AM session: 10
- No. of teachers in PM session: 4

■ 1:11

- No. of teachers working WD:
 $8 + 1(\text{Principal}) = 9$

■ How can the teacher arrangement in Joyful Learning Kindergarten meet the TP ratio requirements of 1:15 and 1:11 under the Scheme at the same time? (You may choose more than one option)

- 9 teachers working WD **Incorrect**
- 8 teachers working WD and 2 teachers working HD in AM session **Correct**
- 6 teachers working WD and 4 teachers working HD in AM session **Incorrect**

School Fee Estimation

Teaching Staff Salary

- **Recommended salary range**
 - Possessing C(ECE) qualifications or above

 - The salary level for working WD
 - ◆ Working HD: a maximum of two-third of a full-time teacher is recommended

 - Make good use of the calculation sheet of recommended number of teachers to determine the teacher salary

School Fee Estimation

Apportionment of Expenditure

- **KG section vs CCC section**
 - Expenditure related to teaching staff salary
 - ◆ To be apportioned according to the duty allocation
 - Other expenditure
 - ◆ Salaries for non-teaching/supporting staff, rent and other daily operating expenses
 - ◆ Difficult to apportion item-by-item
 - ◆ To be apportioned on a pro rata basis by the respective numbers of pupils in KG and CCC sections

- **Local stream vs non-local stream**
 - To be apportioned based on the above principles

School Fee Estimation

Apportionment of Expenditure (Example: KG-cum-CCC)

| | KG Section | CCC Section |
|---|--|---|
| No. of pupils | 180 | 90 |
| Expenditure related to teaching staff salary (\$5,500,000 in total) | <u>\$3,300,000</u> | <u>\$2,200,000</u> |
| Other operating expenses (\$2,700,000 in total) | $\$2,700,000 \div (180+90) \times 180$ <u>= \$1,800,000</u> | $\$2,700,000 \div (180+90) \times 90$ <u>= \$900,000</u> |
| Total expenditure after apportionment | $\$3,300,000 + \$1,800,000 =$ <u>\$5,100,000</u> | $\$2,200,000 + \$900,000 =$ <u>\$3,100,000</u> |

School Fee Estimation

Apportionment of Expenditure

- **HD session vs WD/LWD session**
 - To apportion by the respective overall expenditure for the provision of HD and WD/LWD services
 - ◆ Number of pupils
 - ◆ Ratio of HD to WD expenditure per pupil (unit cost)
 - **HD session : WD/LWD session should be between 1:1.6 and 2**
 - Cost of each pupil attending HD session is \$30,000
 - Cost of each pupil attending WD session is \$60,000
 - The ratio of unit cost is 1:2
 - $\$30,000 \times 2 = \$60,000$

School Fee Estimation

Apportionment of Expenditure (Example: KG operating both HD and WD sessions)

| | HD session | WD session |
|--|---|---|
| No. of pupils | 180 | 60 |
| Ratio of unit cost | 1 | 2 |
| Share of apportioned expenditure | $180 \times 1 = 180$ | $60 \times 2 = 120$ |
| Total expenditure (\$9,000,000 in total) | $\$9,000,000 \div (180+120) \times 180 =$ <u>\$5,400,000</u> | $\$9,000,000 \div (180+120) \times 120 =$ <u>\$3,600,000</u> |

School Fee Estimation

Estimating the Amount of Each Government Subsidy

| Subsidy | 2017/18 per pupil per annum | Teaching staff salary related portion | Other operating expenses portion (could be spent on expenses in other portions) | Premises related portion |
|-------------------------------|--|---|---|--------------------------------|
| Basic HD unit subsidy | \$33,190 | 60% | 40% | -- |
| WD unit subsidy | \$43,150 | | | |
| LWD unit subsidy | \$53,100 | | | |
| Tide-over grant | \$2,200 | 100% | -- | -- |
| Premises maintenance grant | \$980 | -- | -- | 100% |
| Rental subsidy | Depending on the type of premises and actual rental expenses | -- | -- | 100% |

- Subsidies **not** directly related to estimation of school fee
 - ◆ Grant for support to NCS students (\$363,510 per KG per annum)
 - ◆ Grant for a cook (\$189,060 per KG per annum)

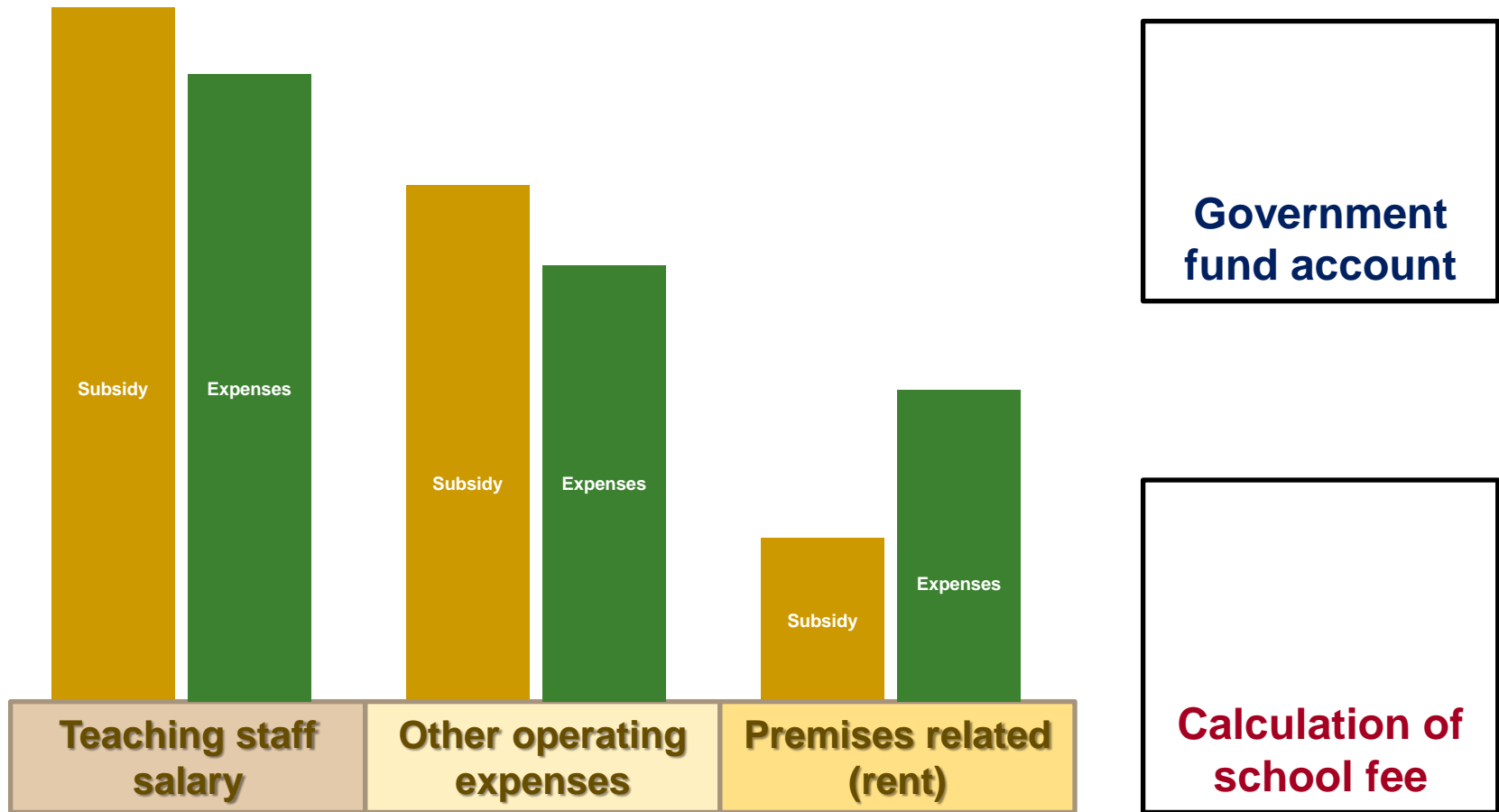
School Fee Estimation

How to estimate school fee (after deduction of subsidy)

- **Step 1: Prepare the budget for the overall expenditure of each category in the 2017/18 school year**
 - Take into account the requirements under the Scheme, for example:
 - ◆ TP ratio, salary range.....
 - **Step 2: Apportionment of expenditure**
 - KG section vs CCC section
 - Local stream vs non-local stream
 - **Step 3: Determine the ratio of unit cost between HD session and WD session (if applicable)**
 - **Step 4: Calculate the amount of expenditure of each category**
 - Teacher salary, other operating expenses, premises related (rent/depreciation)
 - **Step 5: Fill in the respective information/budgeted amount in the calculation sheet for estimating school fee**
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School Fee Estimation

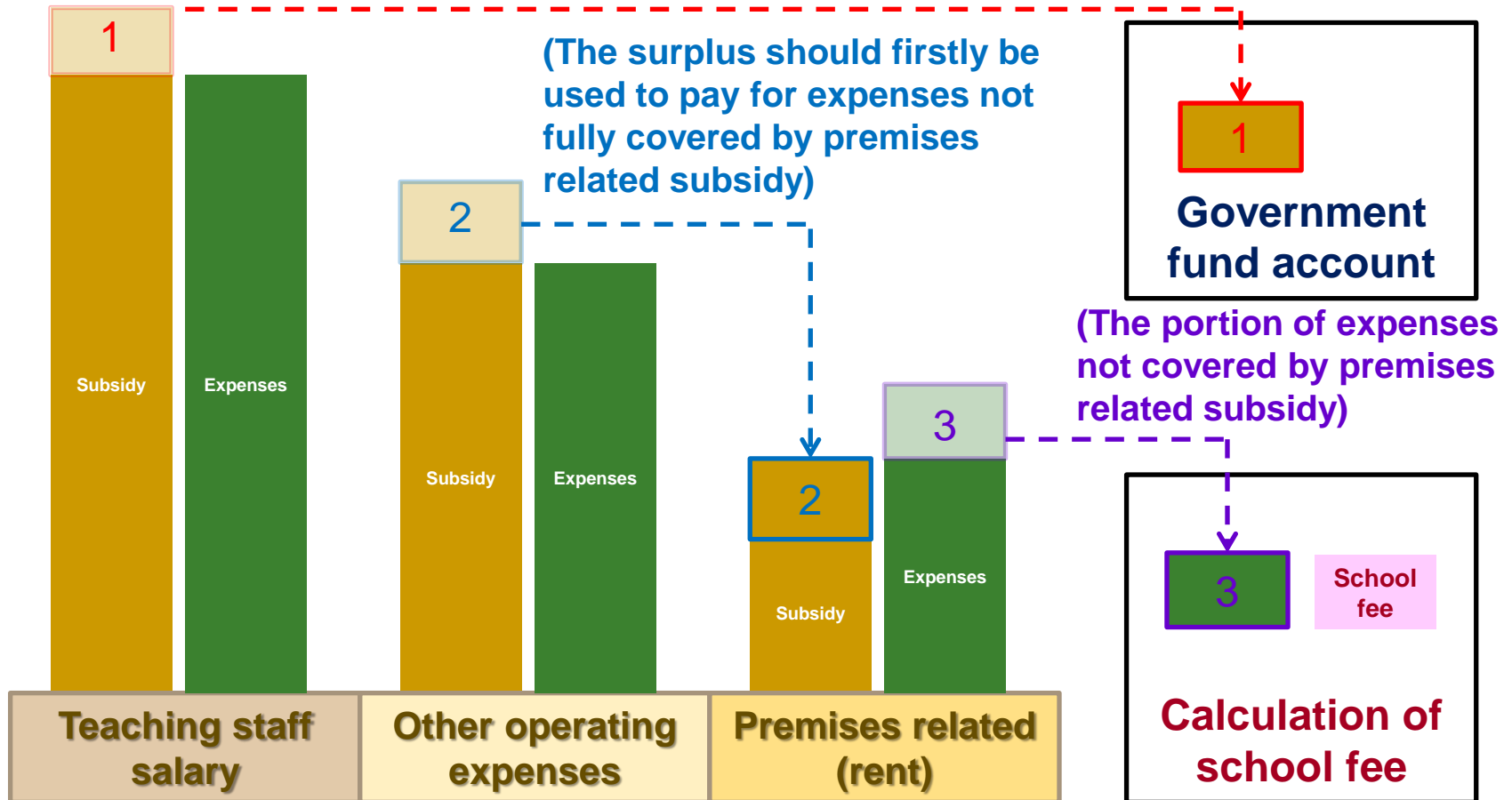
How to estimate school fee (after deduction of subsidy) - Example 1



School Fee Estimation

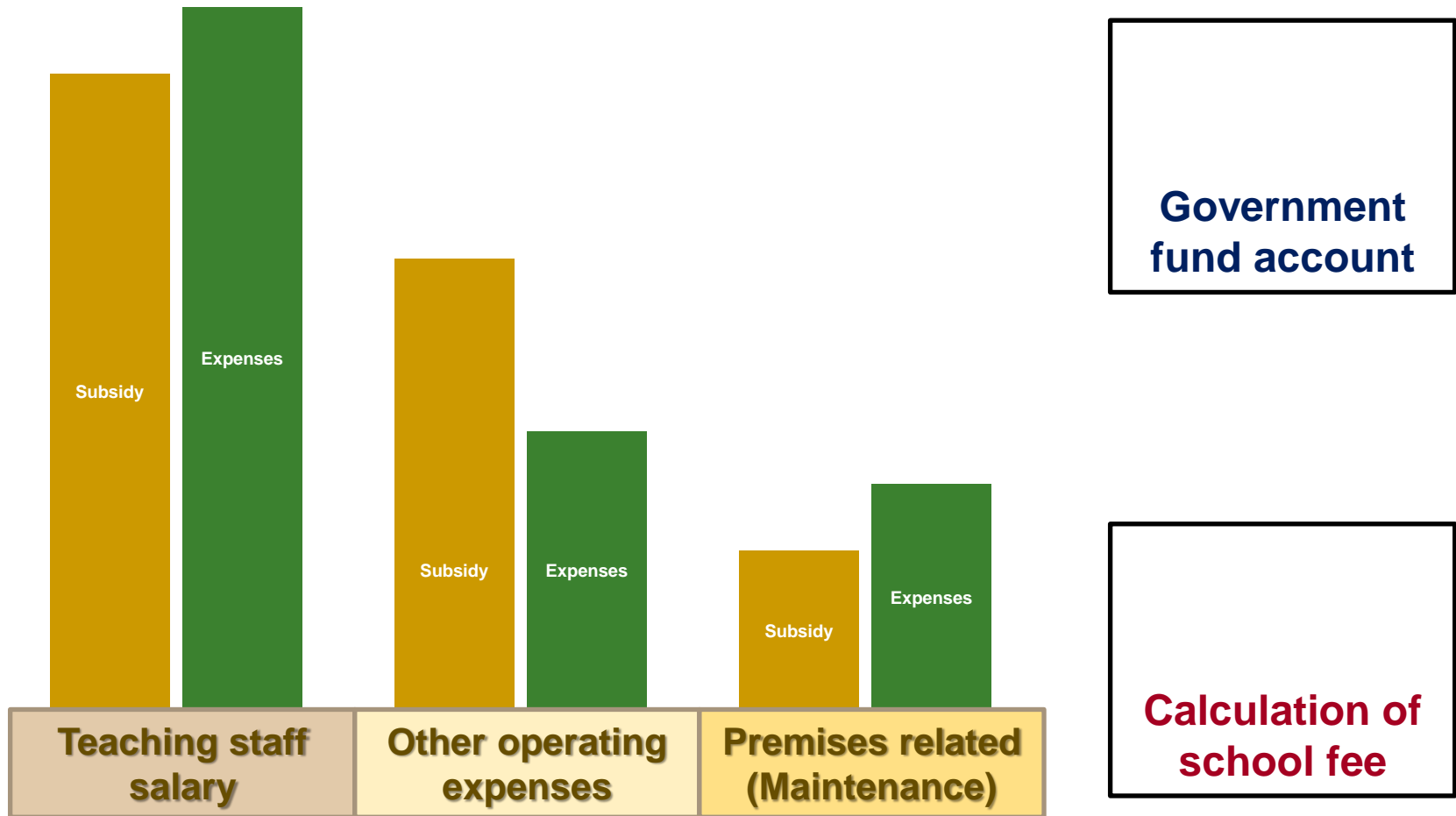
How to estimate school fee (after deduction of subsidy) - Example 1

(The surplus needs to be kept in the government fund account)



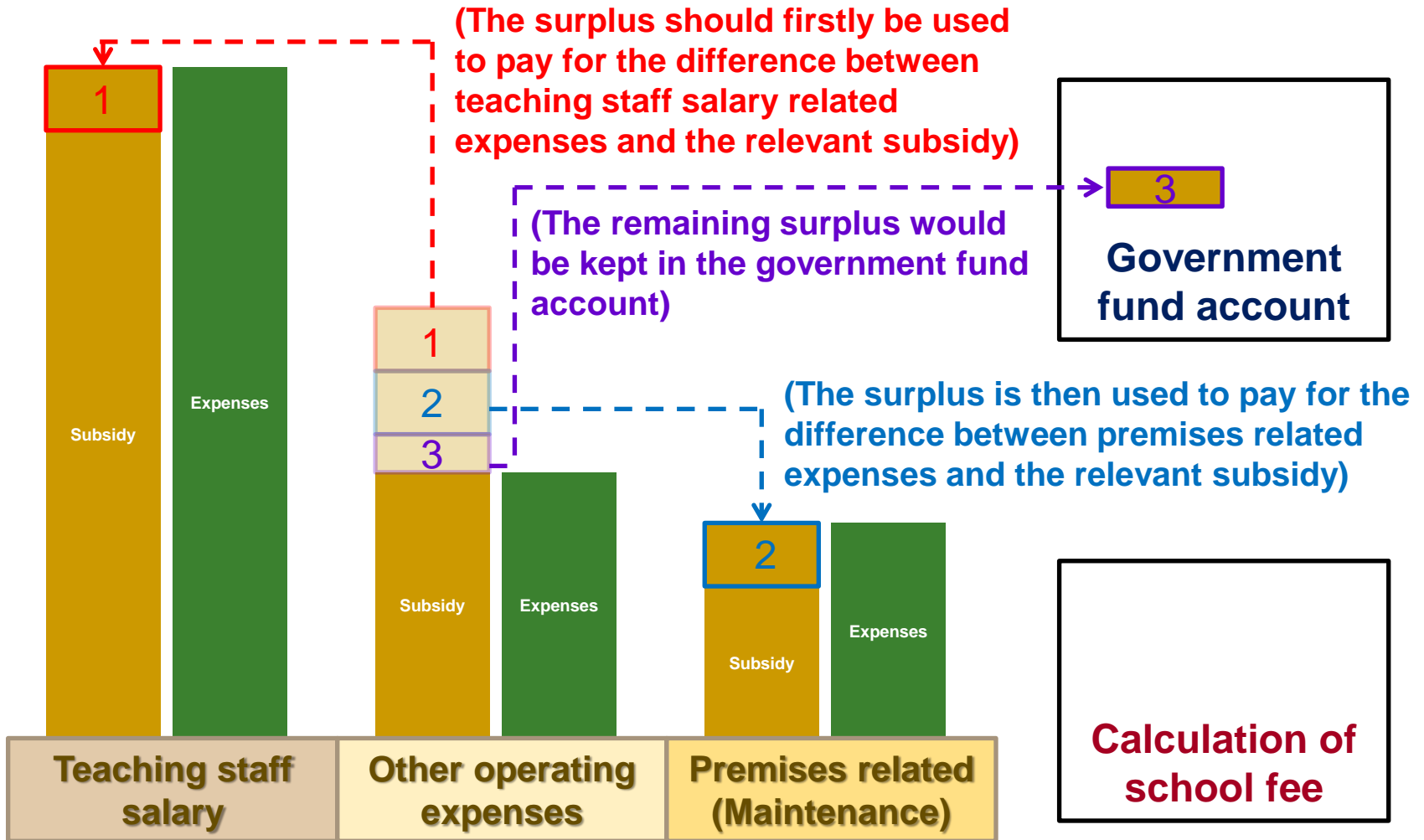
School Fee Estimation

How to estimate school fee (after deduction of subsidy) - Example 2



School Fee Estimation

How to estimate school fee (after deduction of subsidy) - Example 2



School Fee Estimation

How to estimate school fee (after deduction of subsidies)

| No. of pupils | No. of instalments | Teaching staff salary | Other operating expenses | Rental expenses |
|---------------|--------------------|-----------------------|--------------------------|-----------------|
| 100 (HD) | 11 | \$1,900,000 | \$1,200,000 | \$500,000 |

| Per annum (Estimate) | Teacher salary | Other operating expenses | Rental expenses |
|--|--|---|--------------------------------|
| Subsidy amount [a] | $\$33,190 \times 100 \times 60\% = \$1,991,400$ | $\$33,190 \times 100 \times 40\% = \$1,327,600$ | $\$500,000 \div 2 = \$250,000$ |
| Expenditure [b] | \$1,900,000 | \$1,200,000 | \$500,000 |
| Surplus/(Deificit) [a] – [b] | \$91,400 | \$127,600 | (\$250,000) |
| Amount taken for calculating school fee | \$0 | - \$127,600 | \$250,000 |
| (Total) | \$122,400 | | |
| School fee per instalment | $\$122,400 \div 100 \div 11 = \underline{\underline{\$111}}$ | | |

Submission of Application Form

Checklist

- Whether all particulars of school and contact information have been duly filled in Part I
- Whether all applicable items from Part II to Part VI have been confirmed
- Whether the “Undertaking and Declaration” in Part VII has been duly filled in and signed by the supervisor
- Whether the following documents have been attached to the application form:
 - For KGs being exempt from taxes, a certified true copy of the certificate or confirmation letter from the Inland Revenue Department ; **KG-cum-CCC** should also submit the relevant document for the CCC portion
 - If the KG has confirmed to collect school fee for HD courses in Section (ii) of Part IV, the completed calculation sheet for estimating school fee should also be attached
- **Closing date of application: 15 September 2016**
- **Enquiry telephone number: 2186 8994**

Thank you!
