

## Checklist on Common Administrative Issues in Aided Schools

### Points to note:

1. The common administrative issues listed below are only for the general reference of aided schools. For the details of the issues and any other issue not included below, staff of aided schools should consult their respective Senior School Development Officers.
2. The updated **parts** are marked in **red**.

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27. <u>Paid leave for serving as jurors or witnesses</u>
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38. Deployment of redundant teachers/ over-ranked school heads/ redundant senior teachers/ excess graduate teachers

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41. Summary dismissal

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45. Approving responsibility / acting allowance, and special education allowance for teachers

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47. Handling Long Service Payment/ Severance Payment for school staff

48. Permission on taking teaching experience earned outside Hong Kong for incremental credit on appointment

49. Permission on retention of existing salary for stepped-down teaching staff

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<u>use</u>
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Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
<b>(I) Staffing Issues</b>			
<b>(A) Appointment</b>			
1. <u>Appointment of teaching staff (excluding school head and certain types of staff as specified in Codes of Aid)</u>	School	School	EO <u>S42, S44, S45, S46, S47, S48, S49, S50, S51, S52</u> ER <u>R68, R69, R70, R76(1), R77, R78</u> COA <u>S19, S49-S56, App 2A, App 2/Att A1-A2, App 3, App 4/Att C-I, App 5 para 4, App 8 [P];</u> <u>S19, S48-S56, App 2, App 2/Att A, App 2/Att B, App 3, App 4, App 4/Att C-I, App 8, App 9 para 4-6 [S];</u> <u>S20, S52-S60, App 2, App 2/Att B, App 2/Att C, App 3, App 4, App 4/ Att A-I [excluding Att A-C, F(ii) ,G(ii) and H(iii)], App 5 para 2, App 6, App 9 [Sp];</u> <u>S13.1(c) &amp; S13.2(a) [A];</u> <u>S1 &amp; S4 [Comp]</u> SAG <u>S7.1 para 1, 2 &amp; 4, S7.2.1, S7.3, S7.4, App 3, 4 and 12 of Chap 7</u> GSA Relevant sections as applicable (Pri) (Sec) Cir <u>EDBC No. 5/2005, 10/2015, 14/2023, 11/2019 (para 8), 6/2020</u>



Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<p>WSite</p> <p><u>EDBCM No. 114/2020</u></p> <p>On Appointment Matters:  <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a></p> <p>On All-graduate teaching force policy:  <a href="https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html">https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html</a> [P]  <a href="https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html">https://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html</a> [S]</p>
<p>2. Appointment of school head/principal          [Note: Schools should read this item in conjunction with item 19 of this checklist.]</p>	EDB	EDB	<p>EO</p> <p>COA</p> <p>SAG</p> <p><u>S53, S54, S55, S56, S57, S57A</u></p> <p><u>S50(a)(i), App 2A(B)(a), App 2/Att A1-2, App 3, App 4/Att A-C</u> [P];</p> <p><u>S49(a)(i), App2, App3, App4/Att A-C, App 9 para 1(b)</u> [S];</p> <p><u>S53(a)(i), App 2/Att A, App 3, App 4/Att A-C, F(ii), G(ii), H(iii)</u> [Sp];</p> <p><u>S13.2(a)</u> [A]</p> <p><u>S1 &amp; S4</u> [Comp]</p> <p><u>S7.1 para 3e &amp; 4, S7.2.1 para 3, S7.3.2, S7.4, App 1 and 12 of Chap 7</u></p>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			GSA Cir WSite	Relevant sections as applicable ( <u>Pri</u> ) ( <u>Sec</u> ) <u>EDBC No. 31/2002, 5/2005, 6/2016, 6/2020, 14/2023, 1/2023, 2/2023, 3/2023</u> <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a>
3. Direct appointment of teachers and other staff to promotion ranks [Note: For aided primary schools under a sponsoring body with more than one aided primary school, confirmation with EDB on the available promotion teaching vacancies is required.]	EDB	School	COA  SAG <sup>S</sup> SAG GSA Cir WSite	<u>S50(a)(ii), S60, App 5I(1)</u> [P]; <u>S49(a)(ii), S59, App 9 para 1(b)</u> [S]; <u>S53(a)(ii), S64, App 5A1(b)</u> [Sp]; <u>S13.3(e)</u> [A] <u>S7.1 para 3e</u> <u>App D</u> Relevant sections as applicable ( <u>Pri</u> ) ( <u>Sec</u> ) <u>EDBC No. 30/2000 (para 2 &amp; 6), 11/2019 (para 15), 14/2023</u> <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a>
4. Appointment of substitute teachers (daily-rated supply teachers and monthly-paid temporary teachers) (excluding temporary Native-speaking English Teachers (NETs))	School	School	COA	<u>S31-32</u> [P]; <u>S32-33</u> [S]; <u>S35-36</u> [Sp]; <u>S13.11</u> [A]; <u>S7B para1, 2 &amp; 4-6, S12</u> [Comp]

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<p>SAG <a href="#">S7.2.1 para 4, S7.4, App3, 4 and 12 of Chap 7</a> (Relevant paras as appropriate)</p> <p>GSA Relevant sections as applicable <a href="#">(Pri)</a> <a href="#">(Sec)</a></p> <p>Cir <a href="#">EDBC No. 60/1999, 14/2023</a> <a href="#">EDBCM No. 117/2023</a></p> <p>WSite Supply Teacher: <a href="https://www.edb.gov.hk/en/teacher/appointments-related/supply-teachers/index.html">https://www.edb.gov.hk/en/teacher/appointments-related/supply-teachers/index.html</a> Teacher Relief Grant (TRG) for Schools with an Incorporated Management Committee: <a href="https://www.edb.gov.hk/en/sch-admin/fin-management/subsidy-info/trg/index.html">https://www.edb.gov.hk/en/sch-admin/fin-management/subsidy-info/trg/index.html</a></p>
5. Appointment and re-appointment of Native-speaking English Teachers (NETs) under the Enhanced NET Scheme in Secondary Schools and the NET Scheme in Primary Schools	School	School	<p>Cir <a href="#">EDBC No. 7/2013</a> (for primary schools), <a href="#">8/2013</a> (for secondary schools), <a href="#">14/2023</a> <a href="#">EDBCM No. 46/2023</a> (for primary schools), <a href="#">47/2023</a> (for secondary schools)</p> <p>WSite <a href="http://www.edb.gov.hk/en/curriculum-development/resource-support/net/index.html">http://www.edb.gov.hk/en/curriculum-development/resource-support/net/index.html</a></p>
6. Appointment of temporary Native-speaking English Teachers (NETs)	EDB	EDB	<p>COA <a href="#">S50(a)</a> [P]; <a href="#">S49(a)</a> [S]; <a href="#">S53(a)(vi)</a> [Sp]; <a href="#">S13.2(a)</a> [A]</p> <p>SAG <a href="#">S7.1 para 3e</a></p>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			GSA Cir WSite	Relevant sections as applicable ( <u>Pri</u> ) ( <u>Sec</u> ) <u>EDBC No. 14/2023</u> <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html/data/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/net-scheme/net-appointment-matters.html</a> ● Appointment of Temporary NET ( <u>Primary Schools</u> ) ( <u>Secondary Schools</u> )
7. Appointment of English and Putonghua teachers (in relation to the Language Proficiency Requirement for English/ Putonghua teachers)	School	School	SAG Cir WSite	<u>S7.4.2 para 5b</u> <u>EDBC No. 14/2023</u> <u>EDBCM No.106/2009, 124/2022</u> (to be updated annually) <a href="http://www.edb.gov.hk/lpr">http://www.edb.gov.hk/lpr</a>
8. Appointment of English and Chinese teachers (in relation to the Recommendations of SCOLAR on Language Teacher Education and Qualifications)	School	School	SAG Cir WSite	<u>S7.4.2 para 5c</u> <u>EDBC No. 14/2023</u> <u>EDBCM No. 54/2004, 106/2009</u> <a href="http://www.edb.gov.hk/sr">http://www.edb.gov.hk/sr</a>
9. Appointment of Educational Psychologists	School	School	COA	<u>S19, S49-53, App 2A, App 3, App 4/Att J and K [P];</u> <u>S19, S48-52, App 2, App 3, App 4/Att J and K [S];</u> <u>S20, S52-56, S59-62, App 2 para 7, App 3, App</u>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<p>4/Att J(i) &amp; J(ii) [Sp]  <u>S13.2 [A]; S4.22-4.23 [Comp]</u>  SAG <u>S7.2.3 para 9, S7.4.2 Para 4, App 2 of Chap 7</u>  GSA Relevant sections as applicable (Pri) (Sec)  Cir <u>EDBC No. 5/2005, 10/2015, 14/2023</u>  WSite <u>http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</u></p>
10. Employment of temporary replacements of Educational Psychologists	School	School	<p>COA <u>S32(c) [P];</u>  <u>S33(c) [S];</u>  <u>S37(a) [Sp];</u>  <u>S13.11(b) [A]</u>  Cir <u>EDBC No. 14/2023</u></p>
11. Appointment of Assistant Social Work Officers	School	School	<p>COA <u>S19, S49-53, 58, App 2A, App 4/ Att M, App9 [P]</u>  <u>S20, S52-56, S59-62, App 2(para 3), App 3, App 4 C1 [Sp]; S13.2 [A]; S4.25 &amp; S4.30 [Comp]</u>  SAG <u>S7.4.2 Para 4 &amp; 5(e), App 2 of Chap 7</u>  GSA Relevant sections as applicable (Pri)  Cir <u>EDBC No. 5/2005, 10/2015, 36/2018, 14/2023</u>  WSite <u>http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</u></p>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
12. Employment of temporary replacements of Assistant Social Work Officers	School	School	COA Cir	<u>S32(c)</u> [P] <u>S13.11(b)</u> [A]; <u>S37(a)</u> [Sp] <u>EDBC No. 14/2023</u>
13. Direct appointment of Laboratory Technician II	School	School	COA GSA Cir	<u>App 5 para 6</u> [S]; <u>App 6 para 7</u> [Sp]; <u>S4.21</u> [Comp] Relevant sections as applicable ( <u>Sec</u> ) <u>EDBC No. 12/2016, 14/2023</u> <u>EDBCM No. 29/2023</u>
14. Appointment of School Executive Officers	School	School	COA SAG GSA Cir WSite	<u>S19, S49-50, S52-53, 58, App 2A, App3, App 4/Att N</u> [P] <u>S19, S48-49, S51-52, S55-56, App 2, App 3, App 4/Att M</u> [S] <u>S20, S52-53, S55-56, S59-60, App 2, App 3, App 4/Att L</u> [Sp] <u>S10.1 (f)</u> [A] <u>S4.26</u> [Comp] <u>S7.1 para 1, 2 &amp; 5, S7.2.3 para 1 &amp; 2, S7.4.2 para 4</u> Relevant sections as applicable ( <u>Pri</u> ) ( <u>Sec</u> ) <u>EDBC No. 5/2005, 10/2015, 14/2023</u> <u>EDBCM No. 37/2019, 208/2022, 31/2023</u> <a href="https://www.edb.gov.hk/en/sch-">https://www.edb.gov.hk/en/sch-</a>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
			<a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/schexo/index.html">admin/admin/about-sch-staff/schexo/index.html</a>
15. Appointment of clerical and janitor staff	School	School	COA <a href="#">S20</a> , <a href="#">S33</a> , <a href="#">App 2B &amp; App 4/ Att O</a> [P]; <a href="#">S34</a> , <a href="#">App 14/Att A</a> [S]; <a href="#">S21</a> , <a href="#">App 2</a> , <a href="#">App 4</a> [Sp]; <a href="#">S13.10</a> [A] <a href="#">S9 &amp; 10</a> [Comp] SAG <a href="#">S7.1</a> para 1&2, <a href="#">S7.2.3</a> GSA Relevant sections as applicable (Pri) Cir <a href="#">EDBC No. 5/2005</a> , <a href="#">10/2015</a> , <a href="#">14/2023</a> WSite <a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/appointment/index.html</a>
16. Optimising the Use of Teaching Manpower Resources	School	School	Cir <a href="#">EDBC No. 10/2017</a>
<b>(B) Acting Appointment, Regrading and Promotion</b>			
17. Acting appointment to fill vacant posts for substantive appointment	School	School	COA <a href="#">S62</a> , <a href="#">App 3C</a> , <a href="#">App 5 para 1(1)&amp;(3)</a> [P]; <a href="#">S62</a> , <a href="#">App 3 para 2</a> , <a href="#">App 9 para 1(b), 3 &amp; 10</a> [S]; <a href="#">S66</a> , <a href="#">App 3IID</a> , <a href="#">App 5A1(b)</a> , <a href="#">App 5B</a> [Sp]; <a href="#">S5 para 1(b) &amp; 2</a> , <a href="#">S8B</a> [Comp] SAG <a href="#">S7.2.4</a> , <a href="#">App 5 of Chap 7</a> Cir <a href="#">EDBC No. 30/2000</a> , <a href="#">8/2004</a>
18. Acting appointment for administrative convenience to approved functional posts which are left vacant for not less than 30 consecutive calendar days (excluding the school head post)	School	School	COA <a href="#">S62</a> , <a href="#">App 3(C)</a> [P]; <a href="#">S62</a> , <a href="#">App 3 para 2</a> [S]; <a href="#">S66(b)</a> , <a href="#">App 3IID</a> [Sp]; <a href="#">S13.4</a> [A];

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG Cir	<u>S8B [Comp]</u> <u>S7.2.4, App 5 of Chap 7</u> <u>EDBC No. 30/2000, 8/2004, 11/2019 para 14</u>
19. Regrading to graduate teaching posts	School	School	COA  SAG Cir WSite	<u>S60 [P];</u> <u>S59 [S];</u> <u>S64 [Sp];</u> <u>S13.3(a)-(d) [A]</u> <u>S7.2.2, App 6 of Chap 7</u> <u>EDBC No. 11/2019 (para 9-12)</u> <u><a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts/index.html</a></u> (for primary schools) <u><a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/graduate-teacher-posts-sec/index.html</a></u> (for secondary school)
20. Promotion to school head [Note: Schools should read this item in conjunction with item 2 of this checklist.]	EDB	EDB	COA  SAG Cir	<u>S60(a), App 4/Att A-C, D1&amp;H1[P];</u> <u>S59(a), App 4 / Att A - D [S];</u> <u>S64(a), App 4/ Att A, B, C, D, F(ii) G(ii), H(ii) &amp; H(iii) [Sp];</u> <u>S13.3(a) [A] S4.1-4.3, S4.6-4.8 [Comp]</u> <u>S7.2.4, S7.3.1, S7.3.2</u> <u>EDBC No. 30/2000, 31/2002, 1/2023, 2/2023, 3/2023, 6/2016</u>



Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
21. Promotion to senior teaching posts other than school head	School	School	COA	<u>S60-61, App 4/Att C-D2, App 5 [P];</u> <u>S59-60, App 4/Att C-D, App 4/Att F-H, App 9 [S];</u> <u>S64-65, App 4/Att C, D, F (i), G(i), H (i), H(ii), H(iii) &amp; App 5A [Sp];</u> <u>S13.3(a)-(d) [A];</u> <u>S5 [Comp]</u>
			SAG	<u>S7.2.4 para 1, 3 &amp; 4, S7.3.1, S7.3.2, App 5 of Chap 7</u>
			Cir	<u>EDBC No. 30/2000, 11/2019 (para 14), 6/2020 (para 15-17 &amp; Annex 4)</u>
			WSite	<a href="http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html">http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html</a>
22. Promotion of Educational Psychologists	School	School	COA	<u>S61, App 4/Att K, App 5 [P];</u> <u>S60, App 4/Att K, App 9 [S],</u> <u>S65, App 4/Att J (ii), App 5 (A) 1 (a) [Sp]</u> <u>S4.23, S5 [Comp]</u>
			SAG	<u>S7.2</u>
			GSA	Relevant sections as applicable (Pri) (Sec)
			Cir	<u>EDBC No. 30/2000</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
23. Promotion of Laboratory Technicians	School	School	COA	<u>App 2/Att C para 4(a), App 9 para 1, 8 &amp; 9 [S]; App 4B, App 5A1, App 5A3(i) &amp; (j) [Sp]; S4.21, S5 [Comp]</u>
			SAG	<u>S7.2.4 para 1, App 5 of Chap 7</u>
			GSA	Relevant sections as applicable ( <u>Sec</u> )
			Cir	<u>EDBC No. 12/2016</u> <u>EDBCM No. 29/2023</u>
24. Training requirements for promotion	EDB	School	COA	<u>App 5 para I(3) [P]; App 9 para 3 [S]; App 5A 1(c) (d) [Sp]; S5 para 2, S5/Att A [Comp]</u>
			SAG	<u>S7.2.4 para 1 &amp; 4, App 5 of Chap 7</u>
			Cir	<u>EDBC No. 6/2020 (para 15-17, &amp; Annex 4)</u>
			WSite	<u><a href="http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html">http://www.edb.gov.hk/en/teacher/qualification-training-development/development/training-requirements-teacher-promotion-in-aided-sch.html</a></u>
<b>(C) Leave for Teachers (including School Heads)</b>				
25. Paid or no-pay sick leave, maternity leave, special tuberculosis leave, paid study leave endorsed by EDB in advance and paid paternity leave	School	School	COA	<u>S26-30 &amp; 35, App 9 &amp; 10 [P]; S25-29 &amp; 31, App 11 &amp; 12 [S]; S28-32 &amp; 34, App 10 &amp; 11 [Sp];</u>
26. Paid special leave (maximum 2 days per school year)	School	School		<u>S13.9 [A];</u>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
27. Paid leave for serving as jurors or witnesses	School	School	SAG <u>S7A [Comp]</u> SAG <u>S7.5.3, App 7, 9 &amp; 10 of Chap 7</u> <sup>s</sup> SAG <u>App H</u> Cir <u>EDBC No. 1/2006, 16/2015, 16/2018</u>
28. Paid leave for special events as specified (maximum 14 days per school year)	School	School	
29. No-pay leave (excluding no-pay sick/ maternity/ special tuberculosis leave)	EDB	School [Note: Schools under IMC should notify EDB of the no-pay leave granted and seek EDB's approval for keeping the relevant teacher's Grant/ Subsidized Schools Provident Fund account open and adjustment of salary incremental date (if necessary).]	
30. Paid study leave which has not been endorsed by EDB in advance	EDB	EDB	
31. Other types of leaves which are not specified above	EDB	EDB	

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
<b>(D) Leave for Laboratory Technicians, Specialist Staff and School Executive Officers</b>				
32. Paid annual leave	School	School	COA	<u>S26-28, S34 &amp; 35, App 9-11D [P];</u> <u>S25-27, S30-31, App 11-13D [S];</u> <u>S28-S30, App 10-12, S33&amp;S34 [Sp];</u> <u>S13.9 [A];</u> <u>S7A [Comp]</u>
33. Paid or no-pay sick leave, maternity leave, special tuberculosis leave, paid study leave endorsed by EDB in advance and paid paternity leave	School	School		
34. Paid leave for serving as jurors or witnesses	School	School		
35. Paid study leave which has not been endorsed by EDB in advance	EDB	EDB	SAG	<u>S7.5.3, App 7, 9 &amp; 10 of Chap 7</u>
			<sup>s</sup> SAG	<u>App H</u>
			Cir	<u>EDBC No. 1/2006, 16/2015, 16/2018</u>
<b>(E) Leave for other Non-teaching Staff</b>				
36. Various types of leave in accordance with the Employment Ordinance, Codes of Aid and guidelines issued by EDB from time to time	School	School	COA	<u>S34, App 11E-12 [P];</u> <u>S33, App 10, App 11 &amp; App 12 [Sp];</u> <u>S13.9 [A];</u> <u>S7A [Comp]</u>
			SAG	<u>S7.5.3 para 3b, App 7, 9 &amp; 10 of Chap 7</u>
			<sup>s</sup> SAG	<u>App H</u>
			Cir	<u>EDBC No. 1/2006, 16/2015, 16/2018</u>
37. Annual leave for other non-teaching staff in special schools such as house-parents, nurses, cooks and the like if their leave cannot be staggered	School	School	COA	<u>S33, S39(b), App 12 [Sp];</u> <u>S7A para 3 [Comp]</u>
			SAG	<u>S7.5.3 para 3b, App 8-9 of Chap 7</u>
			<sup>s</sup> SAG	<u>App H</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
<b>(F) Teaching Staff Management</b>				
38. Deployment of redundant teachers/ over-ranked school heads/ redundant senior teachers/ excess graduate teachers	School	School	EO COA <sup>s</sup> SAG Cir	<u>S40AG</u> <u>S13.6 [A]</u> <u>App E</u> <u>EDBCM No. 28/2023</u> (for primary schools), <u>29/2023</u> (for secondary and special schools)
39. Suspension of teachers from normal duties	School	School	COA    SAG	<u>S57(f) [P]</u> ; <u>S57(f) [S]</u> ; <u>S61(f) [Sp]</u> ; <u>S13.5(d) [A]</u> <u>S7.8.3</u>
40. Termination of service / Non-renewal of contracts	School	School	ER COA     SAG	<u>R76(2)</u> <u>S57(a)-(e), App 6-8 [P]</u> ; <u>S57(a)-(e), App 6-8 [S]</u> ; <u>S61(a)-(e), App 7-9 [Sp]</u> ; <u>S13.5(a)-(b) [A]</u> ; <u>S6 [Comp]</u> <u>S7.2.1 para 2j, S7.5.1, S7.8.3, S7.10 para 1-2</u>
41. Summary dismissal	School	School	ER COA	<u>R76(2)</u> <u>S57(g), App 6-7 [P]</u> ; <u>S57(g), App 6-7 [S]</u> ; <u>S61(g), App 7-8 [Sp]</u> ; <u>S13.5(c) [A]</u> ;

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG	<u>S6</u> [Comp] <u>S7.2.1 para 2j</u> , <u>S7.5.1</u> , <u>S7.8.3</u> , <u>S7.10 para 2</u>
42. Withholding salary increment due to unsatisfactory performance	EDB	School	COA  SAG <sup>s</sup> SAG	<u>S24(b)</u> [P]; <u>S23(b)</u> [S]; <u>S25(b)</u> [Sp]; <u>S10.1(b)</u> [A] <u>S7.8.3</u> <u>App A</u>
43. Staff required to step down to a lower rank for reasons other than reduction of classes	EDB	School	COA <sup>s</sup> SAG	<u>S13.7</u> [A] <u>App F</u>
<b>(G) Remuneration Matter</b>				
44. Assessing salaries for teaching and non-teaching staff according to the salary scales as laid down in the Codes of Aid	School	School	ER COA  SAG GSA  Cir	<u>R78</u> [Applicable to teaching staff only] <u>S22</u> , <u>S50(b)</u> , <u>App 3(A)</u> [P]; <u>S21</u> , <u>S49(b)</u> , <u>App 3 para 1</u> [S]; <u>S23</u> , <u>S53(b)</u> , <u>App 3I</u> [Sp]; <u>S10.1(a)</u> , <u>S13.1(g)</u> , <u>S13.2(b)</u> [A]; <u>S2</u> [Comp] <u>S7.2.1 para 2g</u> , <u>S7.2.3 para 1</u> <u>App 6A-App 6D</u> (for secondary schools) <u>App 6A-App 6E</u> (for primary schools) (Other relevant sections as applicable) <u>EDBC No. 5/2005 (para 2)</u> , <u>8/2010</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
45. Approving responsibility / acting allowance, and special education allowance for teachers	School	School	COA  Cir	<u>S22, App 3(C)-(D), App 4/Att A [P];</u> <u>S21, App 3 para 2, App 3/Att A [S];</u> <u>S23, App 3 II [Sp];</u> <u>S10.1(a) [A];</u> <u>S8 [Comp]</u> <u>EDBC No. 8/2004, 12/2007</u>
46. Rectification of overpayment or underpayment of salaries to teachers	School	School	COA  Cir	<u>S19(b) [P] [S];</u> <u>S20(b) [Sp];</u> <u>S13.2(b) &amp; (c) [A]</u> <u>EDBC No. 5/2005 (para 11), 8/2010</u>
47. Handling Long Service Payment/ Severance Payment for school staff	School	School	COA SAG Cir	<u>S11 para 3&amp;4 [Comp]</u> <u>S7.5.5</u> <u>EDBCM No. 137/2023 (para 3)</u>
48. Permission on taking teaching experience earned outside Hong Kong for incremental credit on appointment	EDB	EDB	COA  GSA	<u>S25 [P];</u> <u>S24 [S];</u> <u>S26 [Sp];</u> <u>S10.1(d) [A]</u> <u>App 3, Part A, para 5 (Pri) (Sec)</u>
49. Permission on retention of existing salary for stepped-down teaching staff	EDB	EDB	COA Cir	<u>S13.7(c) [A]</u> <u>EDBCM No. 28/2023 (for primary schools),</u> <u>29/2023 (for secondary and special schools)</u>
50. Keeping teachers' Provident Fund Account open	EDB	EDB	GSPFR SSPFR	<u>S13(3)</u> <u>S13(3)</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			<sup>s</sup> SAG WSite Cir	<u>App H para 6</u> (i) <u>Provident Fund</u> (ii) <u>Form EDB72</u> <u>EDBC No. 1/2006 (Annex : para 5(b) &amp; 6)</u>
51. Payment of Salary for August (for teachers with less than one academic year of service)	EDB	EDB	COA	<u>App 9 para 1(d) [P];</u> <u>App 8 para 1(d) [S];</u> <u>App 9 para 1(d) [Sp];</u> <u>S3 para (B)1(d) [Comp]</u>
<b>(H) Resignation and Retirement</b>				
52. Staff tendering resignation or due for retirement	School	School	COA          SAG	<u>S57(a)-(d), S58, S59 [P];</u> <u>S57(a)-(d)&amp;(h), S58 [S];</u> <u>S61(a)-(d), S63 [Sp];</u> <u>S13.1(c), 13.5(a), (f) &amp; (g) [A];</u> <u>S3 para(B)1, S6 [Comp]</u> <u>S7.10 para 1 &amp; 2</u>
53. Waiver of salary payment in lieu of notice upon resignation of teaching staff	School	School	COA          SAG	<u>S57(e) [P] ;</u> <u>S57 (e) [S];</u> <u>S61(e) [Sp];</u> <u>S13.5(e) [A];</u> <u>S6 para 1 [Comp]</u> <u>S7.10 para 1a &amp; 2</u>
54. Extension of service of principals, teachers, Educational Psychologists, Assistant Social Work Officers, Laboratory Technicians and School Executive Officers after the end	EDB	EDB	EO COA	<u>S58A, S58B</u> <u>S59 [P];</u> <u>S58 [S];</u>



Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
of the school year in which they reach the age of sixty			SAG Cir	<u>S63</u> [Sp]; <u>S13.2(a)</u> , <u>S13.8</u> [A] <u>S7.10</u> <u>EDBCM No. 184/2022</u> (to be updated annually)
<b>(I) Others</b>				
55. Teaching staff taking up paid or no-pay outside duties	School	School	COA  SAG	<u>S63</u> [P]; <u>S63</u> [S]; <u>S67</u> [Sp]; <u>S13.13</u> [A] <u>S7.4.4</u> para 3f, <u>S7.4.4</u> para 4c, <u>S7.8.2</u> para 3, <u>App 7</u> para 7 of Chap 7
56. Staff injured on duty	School	School	SAG	<u>S7.5.2</u> para 2
<b>(II) School Administration Issues</b>				
<b>(A) School Premises and Facilities</b>				
57. Change of room use without structural alteration	School	School	COA SAG	<u>S16.3</u> [A] <u>S8.6.2</u> , <u>App 6 &amp; 7</u> of Chap 8
58. Conversion work with structural alteration	EDB	EDB	EO ER SAG Cir	<u>S19</u> , <u>S20</u> <u>R10</u> <u>S8.6.1</u> <u>EDBC No. 3/2002</u>
59. Use of school premises other than approved activities of	EDB	EDB	COA	<u>S48(a)</u> [P];

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
the school			SAG	<u>S47(a) [S];</u> <u>S51(a) [Sp];</u> <u>S16.1 [A]</u> <u>S8.2.1 para 1</u>
60. Capital subvention for major repairs/emergency repairs	EDB	EDB	COA  SAG WSite	<u>S39(a), App 17 [P];</u> <u>S39(a), App 17 [S];</u> <u>S44(a), App 17 [Sp];</u> <u>S11.1, S16.2 [A];</u> <u>S13B [Comp]</u> <u>S6.2.1 para 3c, S8.5.2, S8.5.3</u> <u>School Maintenance Automated Rapport Terminal (SMART) system (via the Education Bureau's Common Log-On System (CLO)</u> <u>Procedure for Major Repairs (Non-Estate Aided Schools)</u> <u>Procedure for Major Repairs (Estate Aided Schools)</u>
<b>(B) Other General Items</b>				
61. Uploading the following endorsed documents to the school website: <ul style="list-style-type: none"> <li>Capacity Enhancement Grant Plan</li> <li>School Development Plan</li> <li>Annual School Plan, including</li> </ul>	School	School	COA SAG Cir	<u>S17.1 [A]</u> <u>S5.3.4</u> <u>137/2023</u> <u>EDB Circular No. 16/2019 [Life-wide Learning Grant], EDBCM No. 69/2023 [Diversity Learning</u>

Items	Approval Authority		Major Reference Materials
	Schools under SMC	Schools under IMC	
<ul style="list-style-type: none"> <li>➤ The plan on the use of the Life-wide Learning Grant</li> <li>➤ The plan on the use of the Diversity Learning Grant (DLG) – Other Languages (OL) and DLG-Other Programmes (OP) (i.e. senior secondary (SS) gifted education (GE) programmes and/or network programmes (NP) of SS subjects) (if applicable)</li> <li>➤ The plan on the use of the Citizenship and Social Development (CS) Grant</li> <li>• School Report, including <ul style="list-style-type: none"> <li>➤ The report on the use of the Life-wide Learning Grant</li> <li>➤ The report on the use of the DLG – OL and DLG- OP (i.e. SS GE programmes and/or NP of SS subjects) (if applicable)</li> <li>➤ The report on the use of the Student Activities Support Grant (if applicable)</li> <li>➤ The report on the use of the CS Grant</li> </ul> </li> </ul>			<p>Grant for Senior Secondary Students – Other Languages and Other Programmes (2023/24 school year)], 83/2021 [Provision of One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development], 17/2019 [Student Activities Support Grant]</p> <p>WSite <a href="http://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/sse/sse.html">http://www.edb.gov.hk/en/sch-admin/sch-quality-assurance/sse/sse.html</a></p> <p><a href="http://www.edb.gov.hk/en/sch-admin/fin-management/subsidy-info/ref-capacity-enhancement-grant/index.html">http://www.edb.gov.hk/en/sch-admin/fin-management/subsidy-info/ref-capacity-enhancement-grant/index.html</a></p> <p><a href="https://www.edb.gov.hk/en/curriculum-development/curriculum-area/life-wide-learning/lwl-grant/index.html">https://www.edb.gov.hk/en/curriculum-development/curriculum-area/life-wide-learning/lwl-grant/index.html</a></p> <p><a href="https://www.edb.gov.hk/en/curriculum-development/curriculum-area/life-wide-learning/sas-grant/index.html">https://www.edb.gov.hk/en/curriculum-development/curriculum-area/life-wide-learning/sas-grant/index.html</a></p>
62. Class structure and expansion of school by operating additional classes	EDB	EDB	COA <a href="#">S12 [P]</a> ; <a href="#">S12 [S]</a> ; <a href="#">S11 [Sp]</a> ;

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			Cir	<u>S7.3 [A]</u> <u>EDBCM No. 208/2022</u> (for primary schools), <u>31/2023</u> (for secondary schools)
63. Disposal of records of books of accounts of permanent nature	EDB	EDB	COA  SAG	<u>S66(b) [P]</u> ; <u>S66(b) [S]</u> ; <u>S70(b) [Sp]</u> <u>S6.8</u>
64. Rent, Government Rent and Rates reimbursement actually paid for school purposes	EDB	EDB	COA  SAG Cir	<u>S38 [P]</u> ; <u>S37 [S]</u> ; <u>S43 [Sp]</u> ; <u>S10.2(b)(ii) [A]</u> <u>S6.2.1 para 2d</u> <u>EDBC No. 14/2007</u>
65. Submission of holiday list in the form of school calendar	EDB	EDB	ER COA  SAG Cir	<u>R79, R80, R81, R82, R83, R92</u> App1, para 19. 22-23, 25-26 <u>[P] [S]</u> ; App1, para 18, 21-22, 24 & 26 <u>[Sp]</u> ; <u>S15.3 [A]</u> <u>Appendix of Chap 2</u> <u>EDBC No. 7/2005</u> <u>EDBCM No. 167/2019</u>
66. Submission of leave record of teaching staff annually for endorsement	EDB	EDB	COA	<u>S35(a) [P]</u> ; <u>S31(a) [S]</u> ; <u>S34(a) [Sp]</u> ;

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG SAG Cir	<u>S13.9(e) [A]</u> <u>S7.5.3 para 2</u> <u>App H</u> <u>EDBC No. 1/2006</u>
<b>(III) Financial Issues</b> <sup>Note</sup>				
<b>(A) Procurement Activities</b>				
67. Inviting, vetting and approving quotations/tenders	School	School	SAG Cir	<u>S6.4.2 para 2b</u> <u>EDBC No. 4/2013</u>
68. Appointment of different persons to handle the opening and vetting of written quotations/tenders as well as approval of tenders	School	School	COA SAG Cir	<u>S14.6 [A]</u> <u>S6.4.2 para 2j &amp; k</u> <u>EDBC No. 4/2013</u>
69. Insufficient number of suppliers invited	School	School	SAG Cir	<u>S6.4.2 para 2c</u> <u>EDBC No. 4/2013</u>
70. Sub-contracting to third party by the supplier/contractor	School	School	Cir	<u>EDBC No. 4/2013</u>
<b>(B) Trading Operation</b>				

<sup>Note</sup> The following files on financial issues are also provided for schools' reference and use and can be downloaded from EDB's Website:

1. Report on Financial and Personnel Matters Approved by SMC/IMC for Aided Schools  
< [https://www.edb.gov.hk/attachment/en/common/report%20on%20financial%20and%20personnel%20matters%20approved%20by%20smc\\_imc%20for%20aided%20schools.doc](https://www.edb.gov.hk/attachment/en/common/report%20on%20financial%20and%20personnel%20matters%20approved%20by%20smc_imc%20for%20aided%20schools.doc)>
2. Points to Note on Financial Management of Aided Schools  
< [http://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-imc-sch/Points%20to%20Note%20on%20Financial%20Management%20of%20Aided%20Schools\\_e.pdf](http://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-imc-sch/Points%20to%20Note%20on%20Financial%20Management%20of%20Aided%20Schools_e.pdf)>
3. Exception Report on Procurement Activities for Aided Schools  
< <http://www.edb.gov.hk/attachment/en/common/exception%20report%20on%20procurement%20activities%20for%20aided%20schools.doc>>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
71. Conducting trading operations	EDB	School	ER COA SAG GFM Cir	<u>R99A, R99B</u> App 1 para 32-34 [P] [S] [Sp] <u>S6.2.2 para 3, S6.3, S6.5.2 para 4</u> <u>S3.3, 6.2(ii) &amp; 6.3(a)</u> <u>EDBC No. 10/2016</u>
72. Acceptance of donations or advantages from suppliers / contractors	School	School	SAG Cir	<u>S6.3 para 3b &amp; c</u> <u>S2.3.4 para 2a &amp; 2b</u> <u>EDBC No. 10/2016 (para 3, App 2 para 3 &amp; App 5 para. g, h, l, m &amp; n), 3/2022</u> <u>EDBCM No. 43/2023 (para 4 &amp; Annex 1 para 5.1)</u> <u>EDBCM No. 172/2015 (para 5)</u>
73. Sale of textbooks on school premises	School	School	Cir	<u>EDBC No. 10/2016 (Para 3 pt.c, App 3 para 3)</u> <u>EDBCM No. 43/2023 (Annex 1 para 5.2)</u>
74. Delegation of trading operations to Parent-Teacher Association (PTA) or School Sponsoring Body (SSB)	School	School	SAG Cir	<u>S6.3 para 3e</u> <u>EDBC No. 10/2016 (App 2 para 3 &amp; App 5 para a &amp; j)</u>
<b>(C) School Income</b>				
75. Fund-raising activities under the conditions specified by EDB	School	School	ER SAG	<u>R66</u> <u>S6.2.2 para 1d &amp; 3, S6.5.2 para 3, App 5 of Chap 6</u>
76. Hire of accommodation	School	School	SAG	<u>S6.2.2 para 1f, S8.2.2, App 1 of Chap 8</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			Cir	<u>EDBC No. 5/2011</u>
77. Collection of fees and charges (other than boarding fee and subscription/ tong fai) exceeding the approved ceiling as stipulated by EDB for educational use	EDB	School	ER COA  SAG <sup>S</sup> SAG GFM Cir	<u>R61, R63, R66</u> <u>S14(c) [P];</u> <u>S14(d) [S];</u> <u>S15(d) [Sp];</u> <u>S14.3(d) [A]</u> <u>S6.2.2 para 1b &amp; 1c, App 3 &amp; 4 of Chap 6</u> <u>Page 13 &amp; 14</u> <u>S3.4, 6.2(iii) &amp; 6.3(d)</u> <u>EDBC No. 14/2012</u>
78. Collection of subscription/ tong fai	EDB	EDB	ER COA  SAG Cir	<u>R60A, R61</u> <u>S14-16 [P] [S];</u> <u>S15-17 [Sp];</u> <u>S14.3(c) [A]</u> <u>S6.2.2 para 1a</u> <u>EDBC No. 6/2008</u>
79. Collection of boarding fees	EDB	EDB	ER COA	<u>R60A(2), R66</u> <u>S12-14 [Sp];</u> <u>S14.3(b) [A]</u>
80. Acceptance of advantages and donations	School	School	COA  SAG	<u>S17 [P] [S];</u> <u>S18 [Sp];</u> <u>S14.2(a) &amp; 14.4 [A]</u> <u>S6.2.2 para 1c</u>

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			Cir	<u>S2.3.4 para 2a &amp; 2b</u> <u>EDBC No. 3/2022</u> <u>EDBCM No. 43/2023 (para 4 &amp; Annex 1 para 5.1)</u> <u>EDBCM No. 172/2015 (para 5)</u>
81. Acceptance of donation which may incur recurrent government expenditure	EDB	EDB	COA  SAG Cir	<u>S17(a) (b) [P] [S];</u> <u>S18(a) (b) [Sp];</u> <u>S14.4 [A]</u> <u>S6.2.2 para 1e</u> <u>EDBC No. 3/2022</u>
<b>(D) Government Subvention</b>				
82. Transfer of Special Domain surpluses to Administration Grant/ Revised Administration Grant for meeting contractual obligation to the continued employment of janitor / clerical staff	EDB	N.A.	WSite	<u>OEBG User Guide S.4.9</u>
<b>(IV) Student Issues</b>				
83. Admission of students (other than allocation of places in Primary 1, Secondary 1 and Secondary 4) and upholding students' right to education	School	School	EO COA  SAG	<u>S74</u> <u>S43, App 1 para 11 [P];</u> <u>S43, App 1 para 11 &amp; 15 [S];</u> <u>S48, App 1 para 11 [Sp];</u> <u>S15.1 [A]</u> <u>S3.2.1, S3.2.3</u>



Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			Cir	<u>EDBC No. 1/2009, 11/2023</u>
84. Promotion of students	School	School	COA SAG	<u>S44, App 1 para 15 [P]</u> <u>S3.3.2 para 1</u>
85. Suspension of students	School	School	COA    SAG Cir	<u>S45, App 1 para 14 [P]</u> ; <u>S44, App 1 para 14 [S]</u> ; <u>S49, App 1 para 14 [Sp]</u> ; <u>S15.2(c) [A]</u> <u>S3.6.4 para 5</u> <u>EDBC No. 1/2009</u>
86. Expulsion of students at senior secondary level with full justification acceptable to the Permanent Secretary for Education	School	School	EO COA  SAG Cir	<u>S74</u> <u>S44, App 1 para 12 &amp; 13 [S]</u> ; <u>S15.2 [A]</u> <u>S3.6.4 para 6</u> <u>EDBC No. 1/2009</u>
87. Expulsion of students aged under 15 years at or below junior secondary level	EDB	EDB	EO COA   SAG Cir	<u>S74</u> <u>S45, App 1 para 12 &amp; 13 [P]</u> ; <u>S44, App 1 para 12 &amp; 13 [S]</u> ; <u>S49, App 1 para 12 &amp; 13 [Sp]</u> ; <u>S15.2 [A]</u> <u>S3.6.4 para 6</u> <u>EDBC No. 1/2009</u>
88. Maximum rate of repetition	EDB	EDB	COA	<u>S46 [P]</u> ;

Items	Approval Authority		Major Reference Materials	
	Schools under SMC	Schools under IMC		
			SAG	<u>S45</u> [S]; <u>S15.4(a)</u> [A] <u>S3.3.2 para 2</u>
89. Pupils taking more than seven years to complete six-year primary course	EDB	EDB	COA  SAG	<u>S44</u> [P]; <u>S15.4(b)</u> [A] <u>S3.3.2 para 2e</u>

**Legend:**

IMC	refers to Incorporated Management Committee	
SMC	refers to School Management Committee	
EO	refers to Education Ordinance (CAP 279)	<a href="https://www.elegislation.gov.hk/hk/cap279">https://www.elegislation.gov.hk/hk/cap279</a>
ER	refers to Education Regulations (CAP 279A)	<a href="https://www.elegislation.gov.hk/hk/cap279A">https://www.elegislation.gov.hk/hk/cap279A</a>
GSPFR	refers to Grant Schools Provident Fund Rules (CAP 279C)	<a href="https://www.elegislation.gov.hk/hk/cap279C">https://www.elegislation.gov.hk/hk/cap279C</a>
SSPFR	refers to Subsidized Schools Provident Fund Rules (CAP 279D)	<a href="https://www.elegislation.gov.hk/hk/cap279D">https://www.elegislation.gov.hk/hk/cap279D</a>
COA	refers to Code of Aid	
[P]	refers to Code of Aid for Primary Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_pri_e.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_pri_e.pdf</a>
[S]	refers to Code of Aid for Secondary Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_sec_e.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_sec_e.pdf</a>
[Sp]	refers to Code of Aid for Special Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_ss_e.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/coa_ss_e.pdf</a>
[A]	refers to Code of Aid for Aided Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/coa_english_1.17_.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/coa_english_1.17_.pdf</a>
[Comp]	refers to Compendium to Code of Aid for Aided Schools	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/Compendium_1.17b.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/Compendium_1.17b.pdf</a>
SAG	refers to School Administration Guide	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/sch-admin-guide/SAG_E.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/sch-admin-guide/SAG_E.pdf</a>
<sup>s</sup> SAG	refers to Supplement to SAG for Aided Schools Operated by IMC	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/Supplement%20to%20SAG%202023.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/regulations/codes-of-aid/code-of-aid-and-related-documents-for-aided-imc-schools/Supplement%20to%20SAG%202023.pdf</a>
Cir	refers to EDB Circular/Circular Memorandum	<a href="http://applications.edb.gov.hk/circular/circular.aspx?langno=1">http://applications.edb.gov.hk/circular/circular.aspx?langno=1</a>
GSA	refers to Guide to Salary Assessment	<a href="http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/salary-assessment/guides.html">http://www.edb.gov.hk/en/sch-admin/admin/about-sch-staff/salary-assessment/guides.html</a>

GFM	refers to Guide to Financial Management for Aided Schools Operated by Incorporated Management Committees	<a href="https://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-ipc-sch/fm%20guide%20english.pdf">https://www.edb.gov.hk/attachment/en/sch-admin/sbm/corner-ipc-sch/fm%20guide%20english.pdf</a>
WSite	refers to EDB Website	<a href="http://www.edb.gov.hk/">http://www.edb.gov.hk/</a>
App	refers to Appendix	
Att	refers to Attachment	
Chap	refers to Chapter	
para	refers to paragraph	
R	refers to Regulation	
S	refers to Section	

Education Bureau  
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