

School Allocation Exercise 2007

Checklist of Application Materials for Allocation of Premises for International School Use

Mandatory Materials

- **Application Form:** Each applicant should submit a duly completed application form. Please refer to Appendix I.
- **Detailed School Proposal:** Each applicant should submit a proposed school plan (of not more than 10 pages inclusive of all annexes) plus a 2-page executive summary. Please refer to Appendix II.
- **Background Brief:** Each applicant should submit a background brief of the existing school. Please refer to Appendix III.
- **Accreditation Reports:** Each applicant should produce evidences of academic accreditation of the existing school within the past three years by a competent authority to the satisfaction of Education and Manpower Bureau, for example a full accreditation report. An applicant who could not produce such evidences should expressly declare so and provide explanations.
- **Admission Policy:** Each applicant should produce the prevailing admission policy of the existing school.
- **Audited Account:** Each applicant should produce the most recent audited account of the existing school.

Preferred Materials

- **Letters of Recommendation:** Applicants might submit letters of recommendation (if any) to be signed off by the Consulate General or Chamber of Commerce of the key national group(s) being served by the school.

**Guidance Notes on Application for Allocation of Vacant School Premises for
Expansion of Existing International Schools
Expression of Interest**

Eligibility Requirements

1. The eligibility requirements of the applicant body are as follows:
 - (a) it is an approved charitable institution or trust of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance; and
 - (b) (i) it is incorporated under the Companies Ordinance, with its memorandum and articles of association containing all the standard clauses and articles required for allocation of a school (See **Annex** to Application Form), or

(ii) it is incorporated under other ordinances, with its constitution satisfying the Permanent Secretary for Education and Manpower as being fit to be considered for allocation of a school.

Basic Principle of Allocation

2. Allocation is on a competitive basis. The basic principle for allocation is to select applicant bodies to operate quality international schools. Thus, the applicant body should:
 - (a) have good organization structure, proper management and sound financial footing; and
 - (b) have experience in running schools or social services, or have other relevant experiences.
3. An applicant body which has been served with a warning letter within two years by the Permanent Secretary for Education and Manpower for malpractice (e.g. excess pupils) will not be considered for allocation.

Proposed School Plan

4. Applicant bodies are required to submit a proposal for the new school, setting out the vision and mission; management and organization; learning and teaching; support for students; intended student mix and admission policy, financial plan and fee policy, performance targets and accreditation mechanism, etc. School sponsoring bodies with school(s) under operation currently may make reference to other school(s) that they are operating and the respective

performance of the school(s) to substantiate their case. Format of proposed school plan is at **Appendix II**.

Submission of Application Forms, Proposed School Plans and Supporting Documents

5. Application forms, proposed school plans and 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 **13 April 2007**:

Infrastructure and Research Support Division Education and Manpower Bureau Room 1427, 14/F, Wu Chung House 213 Queen's Road East Wanchai, Hong Kong

The supporting documents should **NOT** be stapled together with the proposed school plan. Fifteen copies of the proposed school plan, accreditation reports for the past three years, if any and list of operating schools with addresses should be submitted (fifteen 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)

6. All applications will be considered by an SAC which comprises government officials and non-officials familiar with Hong Kong education system.

Enquiries

7. For enquiries, please call 2892 5764.

School Allocation Exercise
Application for Allocation of Vacant School Premises for
Expansion of Existing International Schools :
Expression of Interest

Please read the guidance notes before completing this form.

School proposed for expansion: _____

Full address of the School: _____

Registered Name of the Applicant Body:

(English) _____

(Chinese) _____

Correspondence Address:

(English) _____

(Chinese) _____

Name of Contact Person:

(English) (*Mr / Mrs / Ms)
 (*Please delete as appropriate)

(Chinese) _____

Position: _____ Telephone No: _____ Fax No: _____

Location Preference:

<u>Item No.</u>	<u>Name and Location of Premises</u>	<u>Priority</u>
[Premises A	Pokfulam Government Primary School (formerly), Pokfulam, Southern District	<input type="checkbox"/>
Premises C	Shue Yan Secondary School, Wong Chuk Hang, Southern District]	<input type="checkbox"/>

Checklist on the documents required:

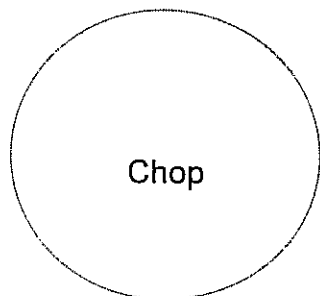
Enclosed

- | | |
|---|--------------------------|
| 1. Applicant body's incorporation document | <input type="checkbox"/> |
| 2. Applicant body's Memorandum and Articles of Association (please fill in Annex) | <input type="checkbox"/> |
| 3. Applicant body's certificate of exemption from tax | <input type="checkbox"/> |
| 4. Background Brief on the existing school | <input type="checkbox"/> |
| 5. Evidences of academic accreditation of the existing school within the past three years | <input type="checkbox"/> |
| 6. Applicant body's audited report | <input type="checkbox"/> |

- 7. Information on prevailing admission policy of the existing school
- 8. The most recent audited account of the existing school.
- 9. List of the schools or non-profit-making social services (with names, addresses and types) run by the applicant body, if any
- 10. 15 copies each of proposed school plan (NOT MORE THAN 10 pages including all annexes) plus a 2-page executive summary

If the applicant body is allocated a vacant school premises for expansion of an existing international school, it will be committed to:

- (a) bearing the full cost to carry out appropriate renovation or upgrade works;
- (b) bearing the full cost of operation of the international school;
- (c) maintaining an operation standard to the satisfaction of the Permanent Secretary for Education and Manpower; and
- (d) signing a Tenancy Agreement for use of the school premises and a service agreement which will serve to facilitate quality control and to ensure compliance with relevant education policies.



Name of Representative:

(English) : _____

(Chinese) : _____

Position : _____

Signature : _____

Date : _____

Annex

Standard Clauses/Articles Required for Allocation of a School Premises

(Applicable to applicant bodies incorporated under the Companies Ordinance **ONLY**)

To be eligible for allocation of a school premises, the Memorandum and Articles of Association (M&A) submitted by the Applicant Body should contain all the standard clauses and articles stipulated below. Please indicate in the boxes on the right-hand column the relevant clause/article numbers of the Applicant Body's M&A that correspond to the standard clauses and articles required.

If any of the standard clauses and articles has not been included in the Applicant Body's M&A, please put down "*not included*" in the boxes. If the application is successful, the Applicant Body will be required to revise its M&A accordingly and seek approval from the Registrar of Companies for the revision to be made.

Standard Clauses and Articles

**Clause/
Article no.**

Memorandum of Association

1. The objects for which the Association is established are:

(Here express objects shortly)

(1) To establish and maintain a non-profit-making school or schools.

(2) To.....

(3) To.....

(n) To do all such other lawful things as are incidental or conducive to the attainment of the above objects.

Provided that:

i. In case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.

ii. The objects of the Association shall not extend to the regulation of relations between workers and employers or organizations of workers and organizations of employers.

2. No addition, alteration, or amendment shall be made to or in this Memorandum of Association or the Articles of Association for the time being in force, unless such alteration has previously been submitted to and approved by the Registrar of Companies in writing. (See Note)
3. (1) The income and property of the Association, whencesoever derived, should be applied solely towards the promotion of the objects of the Association as set forth in this Memorandum of Association. (See Note)
- (2) Subject to Clauses 3(4) and 3(5) below, no portion of the income and property of the Association shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to the members of the Association. (See Note)
- (3) No member of the Council of Management or Governing Body of the Association shall be appointed to any salaried office of the Association, or any office of the Association paid by fees and no remuneration or other benefit in money or money's worth [except as provided in Clause 3(5) below] shall be given by the Association to any member of the Council of Management or Governing body. (See Note)
- (4) Nothing herein shall prevent the payment, in good faith, by the Association of reasonable and proper remuneration to any officer or servant of the Association, or to any member of the Association not being a member of the Council of Management or Governing Body of the Association in return for any services actually rendered to the Association. (See Note)
- (5) Nothing herein shall prevent the payment, in good faith, by the Association:
- a) to any member of its Council of Management or Governing Body of out-of-pocket expenses;
 - b) of interest on money lent by any member of the Association or its Council of Management or Governing Body at a rate per year not exceeding 2% above the prime rate prescribed for the time being by the Hongkong and Shanghai Banking Corporation Limited for Hong Kong dollar loans;
 - c) of reasonable and proper rent for premises demised or let by any member of the Association or of its Council of Management or

Governing Body; and

- d) of remuneration or other benefit in money or money's worth to a body corporate in which a member of the Association or of its Council of Management or Governing Body is interested solely by virtue of being a member of that body corporate by holding not more than one-hundredth part of its capital or controlling not more than a one-hundredth part of its votes.

(See Note)

- (6) No person shall be bound to account for any benefit he may receive in respect of any payment properly paid in accordance with Clauses 3(4) and 3(5) above. (See Note)

4. The liability of the members is limited. (See Note)

5. Every member of the Association undertakes to contribute to the assets of the Association, in the event of its being wound up while he is a member, or within one year after he ceased to be a member, for payment of the debts and liabilities of the Association contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required not exceeding dollars.

6. If upon the winding up or dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the association, but shall be given or transferred to some other institution or institutions, having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Association under or by virtue of Clause 3 hereof, such institution or institutions to be determined by the members of the Association at or before the time of dissolution and in default thereof by a Judge of the High Court of Hong Kong Special Administrative Region having jurisdiction in regard to charitable funds, and if and so far as effect cannot be given to the aforesaid provision then to some charitable object.

(See Note)

Note : In the case of an existing incorporated company of which the Memorandum of Association does not contain the relevant clauses as required, the required clauses should be inserted in the Articles of Association.

Articles of Association

School Management Committee

1. (i) The Directors shall, in accordance with the provisions of the Education Ordinance, nominate for each school established or carried on by the Association a school management committee, which is a management committee incorporated under the Companies Ordinance under the Education Ordinance. Subject to the provisions of the Education Ordinance, the members of the school management committee may be appointed or elected either for a fixed term or without limitation as to the period for which each of them is to hold office, and the nominees shall make application to the Permanent Secretary for Education and Manpower for registration as managers under the provisions of the Education Ordinance.
- (ii) Subject to the provisions of the Education Ordinance, the Directors may remove or dismiss a member of a school management committee from office. Any member so removed or dismissed and any member whose term of office has expired and has not been renewed or extended by the Directors shall forthwith tender his resignation in writing to the Permanent Secretary for Education and Manpower as a registered manager under the Education Ordinance.
- (iii) The Directors or the school management committee shall nominate in accordance with the provisions of the Education Ordinance another member to replace a member of a school management committee who has been removed or dismissed or whose term of office has expired and such nominee shall make application to the Permanent Secretary for Education and Manpower for registration as a manager under the provisions of the Education Ordinance.

(iv) A member of a school management committee may be but need not necessarily be a Director.

2. It shall be the special responsibility of a school management committee to manage the school in accordance with the Education Ordinance, and in all respects to the satisfaction of the Permanent Secretary for Education and Manpower.

Content of School Proposal

A. VISION AND MISSION

- Vision
 - What are the mid-term to long-term goals that the proposed school is committed to achieve?
- Mission
 - How the said vision is to be accomplished?
 - What are the measures to instill the said vision among the staff and to cultivate a shared commitment towards the educational aims of the proposed school?

B. MANAGEMENT AND ORGANIZATION

- School Management
 - What is the background of the applicant SSB (in terms of its composition and past activities)?
 - What is the intended composition of the future School Management Committee? (Note: Those serving advisory positions and not to be registered as school managers under the Education Ordinance should not be counted.)
 - What are the qualifications and past experience of the SMC members (if already identified)?
 - Are there any foreign national governments or chambers of commerce supporting the proposed school? If so, please provide details.
- Leadership
 - What are the intended qualification requirements of the school principal to be appointed?
 - What are the intended functions of the SMC and the school principal respectively?
- Organizational Structure and Administration
 - Would there be any advisory bodies in support of the work of the SMC and the Principal? If so, what are the intended composition, functions and professional

requirements?

- How would the staff members participate in school management?
- Staff Management
 - What is the intended staff establishment of the proposed school (including both teaching and non-teaching staff)?
 - What are the intended employment strategy, qualification requirements, appraisal system and staff development mechanism for the teaching staff?

C. LEARNING AND TEACHING

- Curriculum Design
 - What is the intended curriculum framework for the proposed school?
 - For a secondary school, what is the intended exit qualification? What is the extent to which the qualification is recognized for further education internationally?
 - Will the school be adapting the curriculum to suit the Hong Kong context? If yes, how? For more complicated curriculum development mechanisms, please provide an implementation schedule.
 - Would the formal curriculum be supported by any informal curriculum? If so, please provide details.
- Medium of Instructions
 - What is the intended medium of instruction adopted for the proposed school? Would there be any mandatory / optional language subjects?
 - What are the justifications (if any) for such intended arrangements as far as the adopted curriculum is concerned?
- Class Size and Teacher-to-Student Ratio
 - What is the intended class structure (interim and ultimate), class size and teacher-to-student ratio?
 - What are the justifications (if any) for such intended arrangements as far as the adopted curriculum is concerned?
- Teaching Process

- Would there be any specific teaching processes / strategies that would be adopted for the delivery of the curriculum? If so, please provide details.
- Articulation Arrangements
 - For a primary school proposal, what are the intended articulation arrangements (if any) for the graduates?

D. STUDENT SUPPORT

- Personal Development
 - What are the expected needs / problems of the students in terms of such development and what are the support and guidance measures (if any) to meet such needs?
- Financial Support
 - What are the specific plans for provision of financial support to students (both merit-based and need-based)?
- Home-School Cooperation
 - What is the intended policy to foster home-school cooperation in support of the students?

E. INTENDED STUDENT MIX AND ADMISSION POLICY

- Student Mix
 - Who are the target students of the proposed school in terms of their nationality, ethnic background and spoken language?
 - What is the intended student mix in the proposed school and what are the justifications for adopting such a target?
 - Are there any evidences (e.g. demographic information and market analysis) showing that the target is achievable as far as the proposed school is concerned? If so, please provide details.
- Admission Policy
 - What are the broad admission criteria for the proposed school?
 - How could the intended admission policy help the proposed school to meet the demand for international school places from the expatriate families in or relocating to Hong Kong?

- Would there be any language requirements? If so, please explain how the assessment would be done.
- What are the intended measures to ensure that “equal opportunity” principles are closely adhered to in the admission process?

F. FINANCIAL PLAN AND FEE POLICY

- Financial Planning and Management
 - How much is estimated to be required to cover the initial recurrent operating cost and capital expenditures of the proposed school? Please provide simple breakdown.
 - How would the required financial resources be raised?
- Fee Policy
 - What are the intended fee levels of the proposed school?
 - Would there be other fees and charges to be collected from the students?
- External Resources
 - What are the plans (if any) to draw the support of existing community resources (financial or non-financial) for implementation of the items proposed in this proposal?

G. PERFORMANCE TARGETS AND ACCREDITATION MECHANISM

- Indicators
 - What are the measurable indicators (if applicable) for individual items contained in this proposal?
- Quality Assurance
 - What is the intended internal quality assurance mechanism within the proposed school?
 - Which accrediting body would be engaged to perform external review for the proposed school?
 - How often would internal / external reviews be conducted?

Note:

1. This is an allocation exercise for existing international schools which adopts full non-local curricula designed primarily for non-Chinese speaking students and foreign nationals most of whom would eventually return to their home countries.
2. Should the applicant SSBs consider it appropriate to provide reference materials in support of their school proposal (e.g. curriculum-related materials), please provide such materials in electronic form.
3. The above questions are only for reference purposes. It is not necessary to answer all of them. The applicant SSBs should cover the seven aspects (A to G in this Note) in their school proposal at a level of detail that they deem appropriate, subject to a 10-page limit.
4. Once accepted by the School Allocation Committee, the school proposal could not be altered without the consent of the Education and Manpower Bureau. Substantive failure in delivering the school proposal might risk the allocation being revoked.

**Proforma for Background Brief
(2006/07 School Year)**

- **School Name:** _____
- **Address:** _____
- **Level:** Primary / Secondary / Primary-cum-Secondary
- **Curriculum:** _____
- **Accrediting Body:** _____
- **Eligibility Requirement:** Fully satisfied / Not yet satisfied
- **Existing Floor Area (Please specify Construction Floor Area or Gross Floor Area):**

- **Teacher to Student Ratio:** _____
- **Current Class Structure and Enrolment:**

Grade	Planned Class Size	Planned No. of Classes	Capacity	Current Enrolment	Occupancy Rate
	(a)	(b)	(c)=(a)x(b)	(d)	(e)=(d)/(c)
TOTAL					

- **Student Mix:**

Nationality (Arranged in Descending Order)	Number	%
e.g. American		
Australian		
British		
Canadian		
Filipino		
French		
German		
Indian		
Indonesian		
Korean		
Japanese		
Malaysian		
Singaporean		
HK Local		
Other European		
Other Asian		
Others		
TOTAL		

- **Scale of Planned Expansion:**

Grade	Before Expansion			After Expansion		
	Planned Class Size	Planned No. of Classes	Capacity	Planned Class Size	Planned No. of Classes	Capacity
	(a)	(b)	(c)=(a)x(b)	(a)	(b)	(c)=(a)x(b)
TOTAL						

Note: If necessary, please supplement on how to achieve the expansion with Premises A and/or Premises C.

Membership of Management Committee:

	Position	Name	Registered Supervisor	Registered Managers
1.	Chairman:			
2.	Members:			
3.				

- **Programmes Supporting Integration into/Collaboration with the Local Community:**

	Programme Name	Nature (On-going / One-off)	Descriptions
1.			
2.			
3.			

- **Strategy for Cultivation of Worldwide Perspectives:** _____
