Appendix 2 (1)

(Revised in Oct 2024)

**Attention: Please submit the application and the supporting documents by post or by hand**

To: Kindergarten Administration 2 Section (NCS Support Team),

Education Bureau

Room 1416, 14/F, Wu Chung House,

 213 Queen’s Road East, Wan Chai, HK

**2024/25 school year**

**Kindergartens joining the Kindergarten (KG) Education Scheme**

**Application Form for Supply Teacher Grant（Form 1）**

***(For Specified Recognised Courses on Catering for Students with Developmental Needs)***

|  |  |  |
| --- | --- | --- |
| Name of KG：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | District：\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | School Code：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I wish to apply for Supply Teacher Grant1 for the teacher(s) listed below participating in the specified recognised course(s)2 provided by the Education Bureau (EDB) with the details as follows:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Teacher(s) participating in the professional development courses  | Training period | Name of supply teacher | Whether the supply teacher possesses C(ECE) ( Y/N ) | Supply Period | No. of working days4 | Daily rate$ | Salary amount applied$ | Remarks (For use of EDB) |
| Name  | Course(s) attended3  | From | To | From  | To |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **Total** | $ |  |

Note:

 The daily rates for supply teacher grant in the 2024/25 school year are: $1,090 per day for supply teachers possessing the Certificate in Early Childhood Education (C(ECE)) or above qualifications and $397 for teachers with other qualifications..

2 Specified recognised courses on Catering for Students with Developmental Needs include:

 (A) Basic Course on Catering for Kindergarten Students with Special Needs

 (B) Advanced Course on Catering for Kindergarten Students with Special Needs

 (C) Thematic Course on Catering for Kindergarten Students with Special Needs: Autism Spectrum Disorder

 (D) Thematic Course on Catering for Kindergarten Students with Special Needs: Attention Deficit / Hyperactivity Disorder

3 Please enter the course alphabet from the list of courses in Note 2.

4 The number of working days should exclude Sunday, Saturday (except for long whole-day kindergartens), public holidays and school holidays.

5. For application for Supply Teacher Grant **involving more than one course**, **please use separate application forms**.

6. **All applications should reach EDB before 31 August 2025. Late applications will not be processed.**

I confirm that the salary has been paid to the supply teacher according to the appropriate daily rate and no repeated application has been made.

The following supporting document(s) is/are enclosed:

⬜ Certified true copy of qualification document(s) of the supply teacher(s) (Certified by School Head/Supervisor with his/her signature and school chop)

⬜ Original copy of the salary payment receipt(s) of the supply teacher(s)

\* The information provided will be used for processing your application for Supply Teacher Grant. You may be asked to provide additional information to help us meet your request. This bureau may not be able to process your application if you do not provide sufficient information.

|  |  |
| --- | --- |
| Signature of Supervisor/School Head : |  |
| Name of Supervisor/School Head : |  |
| Date of Application :  |  |
| Contact Person : |  |
| Telephone Number : |  |