**Annex 1a**

**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**

***(Certificate in Professional Development Programme for Kindergarten Middle Leaders)***

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

I wish to apply for Supply Teacher Grant1 for the teacher(s) listed below participating in the above course organised by the ***Education University of Hong Kong*** (EdUHK) with the details as follows:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Teacher(s) participating in the professional development programme | | Training period | | Name of supply teacher | Whether the supply teacher possesses C(ECE)  ( Y/N ) | Supply Period | | No. of working days2 | Daily rate  $ | Salary amount applied  $ | Remarks  (For use of the EDB) |
| Name | | 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 per day for teachers with other qualifications.

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

3 **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:

⬜ Qualification document(s) of the supply teacher(s)

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

⬜ Copy of EdUHK’s certificate of completion\* of the teacher(s) participating in the above named course

\* The Scheme-KG should submit this application form first for processing application for supply teacher grant **on or before 31 August** of the respective school year if the certificate of completion is not yet available. A copy of EdUHK’s certificate of completion should be provided to the EDB once available for further processing and the supply teacher grant will be reimbursed to the eligible Scheme-KG.

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

**(November 2024 Version)**