

## **Guidance Notes on Application for Allocation of an Estate Kindergarten**

### **Eligibility Requirements**

1. The eligibility requirements for allocation of an estate kindergarten are as follows :
  - (a) (i) it is incorporated under the Companies Ordinance and its memorandum and articles of association contain all the standard clauses and articles required for allocation of an estate kindergarten (See ED Homepage: <http://ed.gov.hk/school/allocation>), or
  - (ii) it is incorporated under other ordinances and the Director of Education is satisfied, having regard to its constitution, that it is fit to be considered for allocation of an estate kindergarten. ; and
  - (b) the applicant body is an approved charitable institution or trust of a public character exempt from tax under Section 88 of the Inland Revenue Ordinance.

### **Basic Principle of Allocation**

2. Allocation is on a competitive basis. The basic principle for allocation of kindergartens is to select applicant bodies with the best school plans to provide quality kindergarten education for children. Hence, the applicant body should :
  - (a) have good organisation structure, proper management and sound financial footing;
  - (b) demonstrate commitment to co-operating with the Education Department in promoting and implementing the approved education policies; and preferably
  - (c) have experience in running schools or social services, or have other relevant experiences.
3. A sponsoring body which has been served with a warning letter within two years by the Director of Education for malpractice (e.g., excess pupils, breach of secondary six admission procedures) will not be considered for allocation of new schools, except for relocation and conversion to whole-day operation purposes.

### **School Plan**

4. An applicant body is required to submit a proposed school plan stating the vision; mission; class structures; management and organisation; teaching and learning; support for pupils; school ethos; performance targets; and indicators for self evaluation. An assessment plan for the selection of applicant bodies is at Annex Ia and Ib.

### **Submission of Application Forms and School Plans**

5. Application forms, proposed school plans (not more than 30 pages including all annexes; any violation may affect the assessment result) together with an executive summary not exceeding 3 pages and the other supporting documents detailed in paragraph 1 in support of the eligibility of applicant bodies should be sent to the Education Department at the following address not later than **15 February 2002**:

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| Building Section, Education Department<br>Room 1427, Wu Chung House<br>213 Queen's Road East, Hong Kong |
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The supporting documents shall not be stapled together with the proposed school plan. Fifteen copies of the proposed school plan and executive summary shall be submitted but one copy of the supporting documents will suffice. Fifteen soft copies in the form of diskettes or CD-ROM are also acceptable.

### **School Allocation Committee**

6. All applications will be considered by the School Allocation Committee (SAC), which comprises officials from the Education Department and non-officials familiar with the Hong Kong education system. Recommendations made by the SAC will be forwarded to the Housing Department which will liaise direct with the recommended applicants.

### **Enquiries**

7. Enquiries relating to applications for allocation of a school may be directed to the Secretary of the SAC at 2892 6391. If applicant bodies wish to obtain the reference materials, please visit Education Department's new homepage at <http://www.ed.gov.hk/school/allocation> :
  - (a) PowerPoint Presentation on "Compilation of Proposed School Plan" [Chinese version only]
  - (b) Sample of the Proposed School Plan
  - (c) "Quality Assurance in School Education in Hong Kong"