

Grant Scheme on Promoting Effective English Language Learning in Primary Schools

促進小學英語學習津貼計劃



Background

English
Enhancement
Grant Scheme
Schools for
Primary Schools
2010/11-2013/14



developed and implemented
school-based enhancement
measures for strengthening
the learning and teaching of
English Language, with
sustainable effects

*“Ongoing Renewal of the
School Curriculum –
Focusing, Deepening and
Sustaining”
 (“Learning to Learn 2.0”)*



- ✓ new directions of the English Language Curriculum
- ✓ changing educational needs of students

Objectives

- » to develop school-based English enhancement measures with sustainable effects to further promote effective English language learning for enhancing the smooth transition between different key learning stages in tandem with pedagogical and curriculum development/changes

Eligibility

- » All government, aided (including special schools with primary section adopting the ordinary school curriculum) and Direct Subsidy Scheme primary schools



Grant Allocation

- » Actual amount will depend on school's proposal
- » Capped at \$350,000 per school



Usage of the Grant

- » Each school should **develop** the following **school-based curriculum initiative(s) within one to two years** –
 - ✓ **enrich English language environment in school** through
 - ❑ conducting more English language activities; and/or
 - ❑ developing more quality English learning resources for students.
 - ✓ **take forward major area(s) of the updated English Language Curriculum (Primary)** through
 - ❑ promoting reading or literacy across the curriculum;
 - ❑ enhancing e-learning;
 - ❑ catering for learner diversity with equal emphasis on more able and less able students; and/or
 - ❑ strengthening assessment literacy.

Usage of the Grant

Do's:

- ✓ Purchase learning and teaching resources
- ✓ Employ teachers/teaching assistants
- ✓ Procure services for conducting English language activities
- ✓ Combine with other existing grants (e.g. Capacity Enhancement Grant) within the parameters of the Scheme

Don'ts:

- ✗ Reduce the workload of teachers
- ✗ Purchase hardware
- ✗ Grant fringe benefits to staff
- ✗ Carry out alteration works
- ✗ Procure services or materials to drill students

Disbursement of Grant

- » Grant will be disbursed annually according to school's projected cash flow requirements
- » School are expected to expend the grant within one to two school years



Accounting Arrangements

- Set up a bank account for this scheme
- Keep a separate ledger account to record all the income & expenditure chargeable to this scheme
- Spending exceed \$350,000?
 - the excess should be met by other funding sources

Accounting Arrangements

- Any surplus will be clawed back after completion of the project
- Once the proposal has been approved, prior approval should be sought if there is any change in the budget, timetable or content of the implementation plan

Implementation Schedule

Round	No of Quotas	Implementation within one to two school years
1	125	second term of 2017/18 – first term of 2019/20
2	125	2018/19 – 2019/20
3	125	2019/20 – 2020/21
4	125	2020/21 – 2021/22

Application Timetable

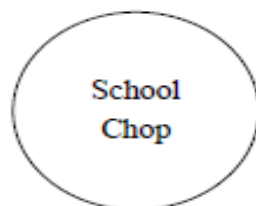
Round	Submission of proforma on Allocation of Quota	Allocation of Quota	Deadline for submission of application form and proposal
1	late Apr 2017 (24 to 28 Apr 2017)	May 2017	early Jul 2017
2	early Nov 2017	late Nov 2017	end Jan 2018
3	early Nov 2018	late Nov 2018	end Jan 2019
4	early Nov 2019	late Nov 2019	end Jan 2020

Quota Allocation

- » Schools that wish to take forward the school-based curriculum initiatives in the relevant school year(s) should return the completed proforma on Quota Allocation to the Education Bureau by fax within the specified period. The exact dates are set out in the proforma.
- » Allocation of quota (that is, 125 schools) for each round is made according to the sequence of dates and time shown on the completed proformas received from relevant schools via fax during the specified period.
- » If the number of proformas received from schools exceeds the quota of 125 set for each round, those schools that are not allocated quotas in the relevant round would be given the priority to submit their proposals in the subsequent round(s) and are not required to submit the proformas anymore.
- » Should there be unfilled quota in the relevant round, the remaining quota will be equally distributed in the subsequent round(s).
- » We shall inform relevant schools of the allocation result via the email address and school fax number as indicated by schools in the proforma.

Proforma on Quota Allocation

School name: (English)								
	(am / pm / whole-day*)* Please delete whichever is inappropriate.							
School Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p>The "School Number" can be located at EDB website via http://applications.edb.gov.hk/schoolsearch/schoolsearch.aspx?langno=1 Home > Students and Parents Related > School Information > School Information Search & School Lists > School Search</p>							
Telephone number:								
School Fax number:								
Teacher-in-charge: (Name in block letter)								
Post Title:								
Email address :	[Please use block letter for the email address.]							



Signature of School Head: _____

Name of School Head (in block letter): _____

Date: _____

Application Procedures

1. **Submit proforma** on Allocation of Quota via fax within the specified period.
2. **Receive Quota** to take forward the school-based curriculum initiatives in the relevant school year via email address and school fax.
3. **Submit application form & school proposal** by post or by hand within the specified period to EDB.
4. **Submit softcopy of school proposal** within the specified period via email to EDB.

Application Procedures

The following can be downloaded from SCOLAR website at the appropriate time -

- ✓ Proforma on Application for Quotas
- ✓ Application form
- ✓ Template on school-based implementation plan
- ✓ Reference notes for drawing up the plan

School Proposal

- Present state of play
- Measure(s) taken through the grant from the EEGS, if any
- Proposed measures and implementation details
- Targets to be attained (preferably measurable) and expected sustainable outcome(s)
- Implementation timetable
- Methods of evaluation and Quality Assurance
- Budget and projected cash flow

Vetting Panel

- » Two members from SCOLAR/tertiary sector/primary sector and one officer from EDB
- » Study school proposal – appropriateness, feasibility & sustainability
- » Recommend revision of proposal, where necessary/approval

Accountability of Schools

- » Enter into a performance contract with the Government
 - terms and conditions of grant allocation
 - relevant administrative, financial and reporting arrangements

Accountability of Schools – Evaluation & Reporting

- » Include the implementation plan in School Development Plan
- » Upload onto the School Homepage before end October after endorsement by the School Management Committee (SMC) / Incorporated Management Committee (IMC)

Accountability of Schools – Evaluation & Reporting

- » Report the progress and evaluation according to the targets set
- » Incorporate the reports endorsed by SMC / IMC in the Annual School Report
- » Upload onto the School Homepage before end November

Accountability of Schools – Evaluation & Reporting

- » Submit Progress report / Final Report or School Annual Report* within 3 months after its first year / last year of implementation to EDB
(*if it covers all the required areas)
- » Submit financial statements and original invoices to EDB for checking

Important Timeline

Time-frame	Major Tasks
24 to 28 Apr 2017 (1st round) Early Nov 2017/2018/2019 (2nd to 4th round)	Completed proforma on Quota Allocation to EDB
May 2017 (1st round) Late Nov 2017/2018/2019 (2nd to 4th round)	Quota allocation
3 Jul 2017 (1st round) End Jan 2018/2019/2020 (2nd to 4th round)	Deadline for submission of proposal
Sept to early Nov 2017 (1st round) Feb to Apr 2018/2019/2020 (2nd to 4th round)	Vetting of proposals
Nov 2017 (1st round) May 2018/2019/2020 (2nd to 4th round)	Notification of results
Dec 2017/2018 (1st round) Sep 2018/2019/2020/2021 (2nd to 4th round)	Disbursement of grant

Important Information

- » Download forms at SCOLAR website:
<http://www.language-education.com/eng/index.asp>
- » Enquiries: 3527 0180 3527 0182

Thank You