

**26 June 2015**

**Education Bureau Circular No. 8/2015**

**Top-up Fund for Procurement of Special Furniture and  
Equipment or Carrying out Minor Conversion Works for  
Students with Disabilities in Ordinary Schools**

(Note: This circular should be read by

- (a) Supervisors and heads of all government, aided, caput and DSS schools – for necessary action; and
- (b) Special schools and Heads of Sections – for information

**Summary**

This circular serves to update schools on matters related to application for Top-up Fund for procuring special furniture and equipment or carrying out minor conversion works for students with disabilities. This circular supersedes Education Bureau Circular No.11/2009 dated 31 July 2009 on the same subject.

**Background**

2. Under the “Disability Discrimination Ordinance”, schools should observe the principle of equal opportunities and make reasonable accommodations, where appropriate, to cater for the needs of students with disabilities. To help schools cater for students with special educational needs (SEN), the Education Bureau (EDB) has been providing schools with additional resources, professional support and teacher training. Among these, the Top-up Fund is an additional resource provided to schools for procuring assistive equipment and facilities like special furniture or equipment and carrying out minor conversion works according to the needs of students with disabilities.

**Details**

3. To ensure the effective use of government resources, schools should first deploy flexibly their own existing resources, including the Composite Furniture and Equipment Grant, the Operating Expenses Block Grant/Expanded Operating Expenses Block Grant for aided schools and annual allocations for government schools, to improve or procure the required facilities. If schools still have financial needs, they can apply for the one-off Top-up Fund for procuring special furniture and equipment or carrying out minor conversion works, for example:

- Braille machines and closed circuit televisions magnifiers for students with visual impairment;
- FM system for students with hearing impairment; and
- Construction of ramps, conversion of toilets or tailor-made desks and chairs for students with physical disability.

## **Application**

4. EDB has streamlined the application procedure. Please refer to the Notes on Application in Appendix 1 for details. Schools with the need should submit the duly completed application form (Appendix 2) to the following sections for processing:

### For Secondary Schools

Special Education Support 4 Section  
 Room 513-514, 5/F  
 Ha Kwai Chung Special Education Services Centre  
 77 Lai Cho Road, Kwai Chung, N.T.  
 (Fax No.: 2307 0472)

### For Primary Schools

Special Education Support 3 Section  
 Room E201, 2/F, East Block  
 Education Bureau Kowloon Tong Education Services Centre  
 19 Suffolk Road, Kowloon Tong, Kowloon  
 (Fax No.: 2715 8007)

A copy of the application should be sent to the respective Senior School Development Officer for information. The application form and Notes on Application have been uploaded onto EDB's webpage, and will be updated as and when required.

Website: [http://www.edb.gov.hk/attachment/en/edu-system/special/support/wsa/primary/EDBC\\_8-2015\(Eng\).pdf](http://www.edb.gov.hk/attachment/en/edu-system/special/support/wsa/primary/EDBC_8-2015(Eng).pdf)

[EDB Home > Education System and Policy > Special Education > Support and Subsidy > Ordinary School > Support for Student Diversity in Primary Schools]

Website: [http://www.edb.gov.hk/attachment/en/edu-system/special/support/wsa/secondary/EDBC\\_8-2015\(Eng\).pdf](http://www.edb.gov.hk/attachment/en/edu-system/special/support/wsa/secondary/EDBC_8-2015(Eng).pdf)

[EDB Home > Education System and Policy > Special Education > Support and Subsidy > Ordinary School > Support for Student Diversity in Secondary Schools]

5. As resources are limited, schools are required to provide full justifications in respect of their application for EDB's consideration. Based on the principle of meeting the basic needs of the students, EDB will consider whether the respective item could effectively help the student(s) with SEN to remove barriers in their learning.

6. For schools participating in the Direct Subsidy Scheme (DSS), the Fund has been subsumed in the DSS unit subsidy as from the 2009/10 school year. Schools concerned have to procure special furniture or equipment and carry out minor conversion works for students with disabilities according to their needs.

### **Enquiries**

7. To ensure a smooth application process, schools are advised to consult the respective responsible officers before submitting the application:

Secondary Schools: Special Education Support 4 Section (Tel No.: 2307 0265)

Primary Schools: Special Education Support 3 Section (Tel No.: 3698 3770)

Ms Hera CHUM  
for Permanent Secretary for Education

**Top-up Fund for Procurement of Special Furniture and Equipment  
or Carrying Out Minor Conversion Works  
for Students with Disabilities in Ordinary Schools**

**Notes on Application**

- (1) Schools should first flexibly deploy their existing resources, including the Composite Furniture and Equipment Grant, the Operating Expenses Block Grant/Expanded Operating Expenses Block Grant for aided schools and the annual allocations for government schools, etc., to cater for the needs of students with disabilities.
- (2) For procurement or conversion works exceeding \$100,000, schools should apply for other sources of funding, such as the annual grants for major repairs/alterations for schools.
- (3) For conversion works or alterations, schools are advised to seek the professional views of relevant departments, such as the Architectural Services Department, Housing Department, Buildings Department, Department of Health and Fire Services Department.
- (4) All recurrent costs such as electricity charges and the subsequent maintenance fee(s) of the approved item(s), etc. shall be borne by the school.
- (5) The item(s) procured should remain the properties of the school. The school should make proper records and keep the item(s) in good condition and prevent loss or damage. However, for some specialized or costly items such as Braille machines and FM systems, EDB may, based on the actual needs, request the school to lend the item(s) to other school(s)-in-need when the student concerned has left school.
- (6) Schools should comply with EDB Circular No. 4/2013 “Procurement Procedures in Aided Schools” or EDB Internal Circular No. 3/2013 “Procedures for Procurement of Stores”<sup>1</sup> (for Government Schools) when conducting procurement or conversion. Though schools need not provide any quotation forms or tendering documents when submitting the application, related documents should be kept for EDB’s scrutiny as and when necessary.

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<sup>1</sup> The circulars will be updated as and when needed. Schools should pay attention to the requirements on the quotation/tendering procedures set out in the latest circulars or related documents.

- (7) Schools are required to provide justifications for the application, e.g. the learning needs of the student(s), school's existing resources already planned for other purposes, and lack of other substitute services or alternative arrangements, etc, and attach the written recommendation of relevant specialist(s). Schools must ensure that the related expenditure is reasonable; specifically, schools should adhere to the principle of meeting the basic needs of the students concerned and avoid purchasing items that are above the standard requirement. In case the application is not approved, schools are required to bear the full costs.
- (8) The duly completed application form should be forwarded by mail or by hand to the following section:

For Secondary Schools

Special Education Support 4 Section

Room 513-514, 5/F

Ha Kwai Chung Special Education Services Centre

77 Lai Cho Road, Kwai Chung, N.T.

Fax No.: 2307 0472

Enquiry: 2307 0265

For Primary Schools

Special Education Support 3 Section

Room E201, 2/F, East Block

Education Bureau Kowloon Tong Education Services Centre

19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2715 8007

Enquiry: 3698 3770

**Application Form for Top-up Fund for Procurement of  
Special Furniture, Equipment or Carrying Out Minor Conversion Works for  
Students with Disabilities in Ordinary Schools**

*Attention: please read the “Notes on Application” and submit the duly completed application form together with relevant documents to Special Education Support 3 Section (for primary schools) or Special Education Support 4 Section (for secondary schools) for processing.*

Our school would like to apply for Top-up Fund to provide support for the following student with disability:

**(1) Student information:**

| Name  | Class | Type of Disability |
|-------|-------|--------------------|
| _____ | _____ | _____              |

**(2) Use of Top-up Fund:**

| Description & Specification of the furniture, equipment or conversion work                                      | Amount (HK\$) |
|---|---------------|
|   | (a)*          |
| <b>The amount of school fund that has been deployed for the procurement/installation of the above item(s)#:</b> | <b>(b)</b>    |
| <b>The amount of Top-up Fund required after deducting contribution from other sources of funding: (a) – (b)</b> |               |

\*Refers to the amount of the conforming offer of the tender/quotation exercise conducted in accordance with the guidelines set out in the latest circulars or related documents.

# Please refer to 3(c) below.

**(3) Justifications:** (Please use separate sheets if required)

(a) Professional advice sought: (Please attach the professional report or written recommendation from the relevant authority/ specialist)

\_\_\_\_\_  
\_\_\_\_\_

(b) Use of the item and plan to support the student: (Please refer to paragraph 7 of the Notes on Application)

\_\_\_\_\_  
\_\_\_\_\_

(c) #If the school is not able to deploy existing resources to procure or install the item, please state the reasons:

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(d) Others:

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**(4) I confirm that:**

- We have read the Notes on Application. We understand the Notes and will comply with the pertinent regulations;
- Our school does not have the above equipment/facilities for use by the above student;
- Our school has complied with all the guidelines set out in EDBC No. 4/2013 / EDB Internal Circular No. 3/2013<sup>1</sup> in conducting the procurement and conversion;
- My school will bear the recurrent cost(s) and the subsequent maintenance fee(s) in respect of the approved item(s).

For enquiries, please contact \_\_\_\_\_ (Tel No.: \_\_\_\_\_).

Signature of School Head:

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Name of School Head:

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Name of School:

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Telephone No.:

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Fax No.:

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Date:

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|-------------|
| School Chop |
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cc: Senior School Development Officer ( )

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<sup>1</sup> The circulars will be updated as and when needed. Schools should pay attention to the requirements on the quotation/tendering procedures set out in the latest circulars or related documents.