**To: Recurrent Subventions Section, Education Bureau**

**[Attn.: AOI (RS)]**

**Aided Schools with Incorporated Management Committee**

**Claim Form for Reimbursement of Daily-Rated Supply Teacher Salary**

**(For Teacher Professional Development Programmes on Special Education)**

**Name of School:** **School Code:** **Month:** **Year:**

**A. Reimbursement of salaries and employer’s contributions to Mandatory Provident Fund (MPF) schemes for eligible supply teachers arising from study leave of teachers attending teacher professional development programmes on special education**1 **considered eligible by Education Bureau**

(For supply teachers required to contribute to MPF, please provide supporting information of MPF if claim period is less than 60 days)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Teacher on leave2 | | | | | Leave period | | Name of Supply teacher | Supply period | | No. of  working days5  (a) | Daily rate6  $  (b) | Salary amount  $  (a)x(b) | MPF  subsidy7  $  (c) | Contract period | |
| Name | | SRN3 | Course Attended4 | Post | From | To | From | To | From | To |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  | Total | $ | $ |  |  |

Note:

1. Teacher Professional Development Programmes on Special Education include:

(a) 72-hour Advanced Course on Catering for Diverse Learning Needs (12 days)

(b) 60/72-hour Thematic Courses on Supporting Students with Special Educational Needs (10/12 days)

(c) 240-hour Part I of Training Course for Special School Teachers (TCSST) (40 days) [not including Part II 6-month Practicum]

(d) 42-hour Training Course on Supporting Learning Needs of Students with Cortical Visual Impairment (6 days)

(e) 117-hour Professional Development Programme for the Special Educational Needs Coordinators (SENCO) (18 days)

(f) 18-hour Foundation Course for Special School Teachers (FCSST) (3 days)

2. Granting of leave should follow EDB Circular No. 1/2006.

3. Enter Staff Reference Number of teachers on leave.

4. Enter the alphabet from the list of courses in Note 1.

5. The number of working days should exclude Sunday, Saturday (short-week), public holidays, discretionary holidays or any days on which the teachers are not required to perform duties.

6. Please refer to the relevant EDB circular memorandum on the prevailing daily rates of pay for supply teachers in aided schools.

7. For supply period less than 60 calendar days yet the supply teacher is required to contribute to MPF, please provide supporting information.

**B. For temporary teachers appointed on monthly term, please submit appointment form available from EDB Internet**

( [http://www.edb.gov.hk](http://www.edb.gov.hk/) School Administration and Management Administration About School Staff Appointment Matters)

**C. Certification**

I certify that –

1. the emoluments have been paid to the supply teacher(s) and/or MPF scheme trustee(s) concerned. Relevant receipts are attached for your records;
2. the claim(s) above do not fall within the ambits of the Teacher Relief Grant;
3. the school has no/ has \* surplus teachers and the number of surplus teachers has been offset before employing any supply teachers; and
4. no duplicate claim has been made for government subventions on account of the same leave/vacancy set out above, such as the encashment of Additional Teaching Posts for English and the fractional staff entitlement for claiming Fractional Post Cash Grant.
5. the school has verified the teacher registration documents of the supply teacher, and with the supply teacher’s consent, applied to the EDB for the release of the teacher registration information.

My school will refund to the Government any over-payment of grant.

Signature of Supervisor / School Head ：

Name of Supervisor / School Head ：

Claim Date ：

Contact Person ：

c.c. SSDO ( ) Telephone Number ：

\* Please delete as appropriate

**Claim Form for Reimbursement of Daily-Rated Supply Teacher Salary**

**(For Teacher Professional Development Programmes on Special Education)**

**Personal Information Collection Statement**

**Purpose of Collection**

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:

1. Activities relating to the processing, authentication and counter-checking of notification of employment-related matters, payment of Salaries Grant and other government funding, and calculating of provident fund contribution and donation;
2. Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the notification mentioned in (a) above;
3. Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
4. Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
5. Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
6. Activities relating to compilation of statistics, research and Government publications; and
7. Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.

2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the form.

**Classes of Transferees**

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-

1. other Government bureau and departments for the purposes mentioned in paragraph 1 above;
2. the school in which the form relates for the purposes mentioned in paragraph 1 above;
3. where you have given your prescribed consent to such disclosure; and
4. where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

**Access to Personal Data**

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Inspector (Special Education Support 2)4 at Room E201, 2/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to ises24@edb.gov.hk.