



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

本局檔號 Our Ref. : L/M (2) to EDB(NETADM)/NET/11(11-12) 電話 Telephone : 2921 8916
來函檔號 Your Ref. : 傳真 Fax Line : 2123 1239

NET Administration Team
Teacher Administration Section
Education Bureau
Room 1321, 13/F, Wu Chung House
213 Queen's Road East
Wan Chai, Hong Kong

19 November 2010

Dear School Supervisor/ School Head,

**Extension of Service of Native-speaking English Teachers (NETs)
Beyond the Retirement Age in Aided Secondary/Primary Schools**

I would like to inform you of the details relating to the applications for extension of service of the NETs under the Enhanced NET Scheme in Secondary Schools^{Note 1} and the NET Scheme in Primary Schools beyond the retirement age. This letter shall also be presented to the NETs concerned.

2. The Education Ordinance stipulates that,
 - (a) a person shall not be employed as a teacher of an aided school if he/she would be aged 60 years or more at the commencement of such employment; and
 - (b) a person employed as a teacher of an aided school shall not continue to be so employed for a school year or any part thereof if he/she has attained the age of 60 years or more before the commencement of the school year, except in accordance with the written permission of the Permanent Secretary for Education (Permanent Secretary). The maximum aggregate for which permission may be given shall be five consecutive school years.
3. The provisions in paragraph 2 (a) and (b) above do not apply under the following circumstances –
 - (a) an aided school may employ a person aged 60 years or more as a temporary replacement of a teacher for any period during which that teacher is unable for any reason to perform his/her duties as a teacher of the school; or

^{Note 1} For secondary schools, EDBCM No. 174/2010 "Special Measures to Meet Teacher Demand in the 2011/12 School Year" does not apply to NETs as there will not be an increase in demand for NETs in the double cohort year of 2011/12.

- (b) the person fills a post that is not within the teaching staff establishment of the school approved by the Permanent Secretary from time to time.
4. The NETs are part of the teaching staff establishment. In accordance with the legislation, the NETs of aided schools would normally retire at the end of the school year in which they reach the age of 60. As stipulated in the Education Bureau Circular Memorandum Nos. 174/2010 and 176/2010, applications for extension of service of teachers (including NETs) normally will not be granted except under very special circumstances. As such, extension of service for teachers, including NETs should only be seen as an exception rather than the rule. Before permission is given by the Permanent Secretary, the School Management Committee (SMC)/Incorporated Management Committee (IMC) has to satisfy the Permanent Secretary that it cannot find a replacement for the incumbent after making every reasonable effort.
5. The SMC/IMC, in anticipation of the normal turnover of staff due to retirement or other reasons, should plan ahead for succession to ensure that the overall interests of the school would not be affected. The need to retain the service of the incumbent NET, who is due to retire, is to be critically assessed and confirmed by the SMC/IMC.
6. Schools should provide justifications together with documentary evidence to support their applications. In addition to confirming that the school cannot find a suitable replacement for the incumbent after making every reasonable effort, the SMC/IMC should also prove that the NET's performance is satisfactory. In considering applications from schools, the Education Bureau will consider a range of factors including the performance of the NETs concerned, their contributions to schools, the availability of suitable candidates for the NET posts and the incumbent's physical fitness as a teacher.
7. Schools are to note that this circular letter is intended for NETs who will be:
- (i) 60 or above at the commencement of the 2011/12 school year; and
 - (ii) 59 at the commencement of the 2011/12 school year and will turn 60 before the commencement of the 2012/13 school year if they wish to renew a two-year contract with their school.
8. Supervisors who wish to apply for either an extension of service in the 2011/12 school year for their NETs who are under category (i) in paragraph 7, or an **approval in advance** for extension of service for their NETs under category (ii) in paragraph 7, should send the completed proforma at Appendix 1 together with supporting documents to the NET Administration Team **on or before 7 January 2011**. Schools will be notified of the results of the applications in writing in due course.
9. For enquiry related to extension of service of NETs beyond the retirement age in aided schools, please contact Ms Amy CHENG (Tel. 2892 6525) or Mr. Royce WONG (Tel. 2892 6495) of the NET Administration Team.

Yours sincerely,



(Andy LOK)

for Permanent Secretary for Education

**Application for Extension of Service of Native-speaking English Teachers (NETs)
Beyond the Retirement Age in Aided Schools**

Application No

(Official use only)

To: Permanent Secretary for Education
[Attn: Education Officer (NET Administration)]
NET Administration Team
Teacher Administration Section
Room 1321, 13/F, Wu Chung House
213 Queen's Road East
Wanchai, Hong Kong

Points to Note:

1. This proforma should be completed **by the schools** applying on behalf of their NETs for extension of service beyond the retirement age.
2. **Supporting documents** to justify the application (excluding the medical certificate for the NET concerned) should not exceed 10 pages and they **will not be returned to the school/ the NET** after processing the application.
3. The deadline of application is **7 January 2011**. **Late applications will not be accepted under any circumstances.**
4. An acknowledgement receipt will be sent to your school by mail within 7 working days after the application has been received by EDB. (Please kindly complete the labels at Appendix 2)

The following NET is currently employed in my school:

Name of NET _____

Rank _____

Teacher Registration No. _____

Please insert a '✓' in the box as appropriate

- I recommend the extension of service of the above NET, who will attain the age of 60 or more on 31.8.2011, in the **2011/12** school year for the approval of the Permanent Secretary for Education.
- I recommend the extension of service of the above NET, who will attain the age of 60 or more on 31.8.2012, in the **2012/13** school year for the **approval in advance** of the Permanent Secretary for Education.

I further confirm that the above NET teacher is considered to

be physically fit to work beyond the retirement age. The **medical certificate** for the teacher concerned is attached.

have satisfactory performance during his/her service period in my school.

Justifications to support school's application for extension of service

1. Special needs to retain the service of the incumbent NET, including proof of recruitment difficulties. (For example, evidence of school's unsuccessful attempts in finding a suitable candidate for the NET post):

2. The incumbent NET's contributions to the English learning and teaching in my school:

Supporting information, in not more than 10 pages, may be attached to this form.

Signature of
Supervisor

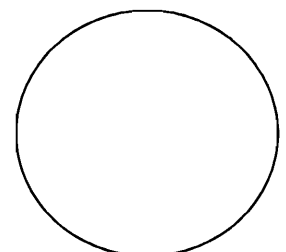
Name of Supervisor

Name of School

School Address

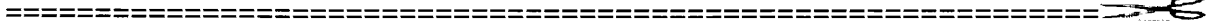
Contact person

Date



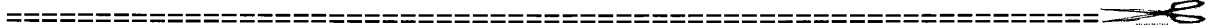
School Chop

Self-addressed Labels to be filled in by Schools



School Name _____

School Address _____



School Name _____

School Address _____
