



Saviour Lutheran School

Freezing Approved Teaching Establishment (Circular No.: E140/2023-2024)

Dear Parents/Guardians,

Since the establishment of the Incorporated Management Committee on 31st August, 2007, the school has had greater flexibility and autonomy in the management and allocation of school resources, in order to seize privileges for students as well as to promote school development.

As advised by EDB, “Schools may, with the consent of the Incorporated Management Committee (IMC), majority of teachers and parents, opt to obtain a cash grant by freezing no more than 10% of the approved teaching establishment.” In the last school year (2022/23), with the consent of the IMC, majority of teachers and parents, the school froze one SGM post this school year (2023/24) to obtain Teacher Relief Grant (TRG) for the hiring of contract teachers and support teachers, in order to alleviate teachers’ pressure and provide apt care and service to students.

Owing to the need to support students’ learning development, the school plans **the freezing of three SGM posts** in the coming year (2024/25), under the condition that the current teaching establishment will not be fundamentally affected. The obtained grant will be used to hire contract teaching staff with experience in teaching SEN students. The school believes the above arrangement will enable the hiring of contract teaching staff and will be effective in providing care for students and expanding teaching and learning development. We sincerely ask for your support of the above plan. In accordance with EDB’s designated workflow, the school now asks for the consent of parents. Kindly return the following reply slip to class teachers on or before 5th July, 2024. Upon receiving consent of the majority of parents, the decision will be passed on to the IMC for discussion.

For any enquiries, kindly contact class teachers or the Principal at 27293929. Parents are also welcomed to obtain further information on the above arrangement via: **edb.gov.hk >School Administration and Management>Financial Management>Information on Subsidy>Teacher Relief Grant (TRG) for Schools with an Incorporated Management Committee.**



Rev. Yeong Ling Wui
Principal
Saviour Lutheran School
2nd July, 2024

Reply Slip (Circular No.: E140/2023-2024 please return to General Office)

I, the parent of _____ (name of student) of class _____, have read and understood the school’s plan to obtain the Teacher Relief Grant in hiring contract teaching staff, by freezing **three SGM posts** in year 2024/25.

- I consent and support the above-mentioned plan.
- do not consent the above-mentioned plan. (Reason: _____)

Parent’s signature : _____

Parent’s name (in block letters) : _____

Please ✓ the appropriate box

July, 2024