

## **The 18<sup>th</sup> Hong Kong Green School Award (HKGSA)**

### **Aims/Objectives**

This is to invite kindergartens, primary and secondary schools to join the captioned award scheme.

### **Details**

2. The aims of the captioned scheme are to encourage schools to formulate a school environmental policy and implement an environmental management plan towards a green school, and to enhance environmental awareness, develop an environment-friendly attitude and promote green practices among school managers, teachers, non-teaching staff, students and their families.

3. The Environmental Campaign Committee (ECC), the Environmental Protection Department and the Education Bureau (EDB) have organised the Hong Kong Green School Award since 2000. The co-organisers of the scheme are the Education University of Hong Kong, the Hong Kong Productivity Council and the Vocational Training Council.

4. The scheme, which is open to all schools in Hong Kong, is divided into Pre-school, Primary School and Secondary School Categories. Details of the scheme are provided in **Appendix a**.

5. Starting from the 2020/21 school year, the HKGSA will be subsumed under another ECC's signature award scheme – the Hong Kong Awards for Environmental Excellence. All pre-schools, primary schools and secondary schools will be eligible to compete under the Schools Sector of the HKAEE by then. Details will be announced in due course.

6. Heads of schools who wish to participate in the 18<sup>th</sup> HKGSA, which is also the last HKGSA, are requested to complete the **Registration Form** in **Appendix f (for pre-schools)** or **Appendix g (for primary and secondary schools)** and return it to the ECC Secretariat by email to [schools@epd.gov.hk](mailto:schools@epd.gov.hk) or by fax at 2827 8138 **on or before 13 December 2019 (Friday)**.

### **Enquiry**

7. For enquiries, please contact the ECC Secretariat on 2519 9173 or the EDB on 2153 7490.

## The 18<sup>th</sup> Hong Kong Green School Award

### (I) Objectives

- To encourage schools to formulate a school environmental policy and implement an environmental management plan towards a green school; and
- To enhance environmental awareness, develop an environment-friendly attitude and promote green practices among school managers, teachers, non-teaching staff, students and their families.

### (II) Organisers

- Environmental Campaign Committee (ECC);
- Environmental Protection Department; and
- Education Bureau (EDB)

### (III) Co-organisers

- The Education University of Hong Kong;
- Hong Kong Productivity Council; and
- Vocational Training Council

### (IV) Background

The Hong Kong Green School Award (HKGSA) is divided into Pre-school, Primary School and Secondary School Categories and is open to all schools in Hong Kong. For the 1<sup>st</sup> to the 7<sup>th</sup> HKGSA, participating schools that met the assessment criteria were presented with Green School Awards, and then competed for the championship, first runner-up, second runner-up and merit awards. Starting from the 8<sup>th</sup> HKGSA, the scheme was re-structured into a benchmarking system to forge a partnership between the HKGSA and the Hong Kong Awards for Environmental Excellence (HKAEE). In 2010, a consultancy study on the Environmental Programmes of the ECC proposed modifications of the benchmarking system which has been adopted since the 12<sup>th</sup> HKGSA.

### (V) Arrangement for the 18<sup>th</sup> HKGSA

The HKGSA activities include visiting winning schools of the 17<sup>th</sup> HKGSA and the 2018 HKAEE, attending environmental training workshops, conducting self-assessment of environmental performance and adjudication / verification. A special award under the 18<sup>th</sup> HKGSA “NO Disposables Campus Award” is continued to be organised for primary and secondary schools. **Details of the special award will be announced later.**

#### 1. Visiting Winning Schools of the 17<sup>th</sup> HKGSA and 2018 HKAEE

- Visits to the winning schools of the 17<sup>th</sup> HKGSA and the 2018 HKAEE will be arranged for the Pre-school, Primary School and Secondary School Categories in December 2019. **Details of the school visits will be announced later.**
- Heads of Schools may nominate their teachers to join the school visits to share the successful experience of the past award-winning schools in implementing environmental management.

## 2. HKGSA Environmental Training Workshops

- The ECC will arrange training workshops for school managers, teachers and non-teaching staff of participating schools in December 2019. **Details of the training workshops will be announced later.**
- Heads of Schools are welcome to nominate their teachers to join the training workshops and may consider counting the time teachers spent in the training workshops as Continuing Professional Development (CPD) hours.

## 3. HKGSA Self-assessment and Adjudication / Verification

### Pre-school Category

- Participating schools are required to conduct a self-assessment on their performance according to the assessment criteria and to score themselves based on the indicators set out in the “Heading Towards Green Pre-schools – Environmental Management Guidebook for Pre-schools”, which is downloadable from the Schools Go Green website at <http://school.ecc.org.hk>. The assessment criteria for the Pre-school Category are listed in **Appendix b**.
- Participating schools should return the self-assessment forms to the ECC Secretariat **on or before 17 January 2020 (Friday)**.

### Primary School and Secondary School Categories

- Participating schools are required to complete a Self-Assessment Manual (SAM) that consists of a Core Module and four Supplementary Sections **in this school year**. The “Hong Kong Green School Award Guidance and Self-assessment Manual” for primary and secondary schools can be retrieved from the Schools Go Green website at <http://school.ecc.org.hk>.
- Schools that achieve any level of accreditation under HKGSA will be eligible to keep that accreditation for three years (i.e. until September 2023).
- To assist participating schools in the 18<sup>th</sup> HKGSA, facilitators will be available, upon request, to mentor schools that require guidance and advice.
- The assessment criteria for the Primary School and Secondary School Categories are listed in **Appendix c**. Participating schools should return the SAM score sheets to the ECC Secretariat **on or before 17 January 2020 (Friday)**.

Details of the adjudication / self-assessment verification procedures and schedule of the 18<sup>th</sup> HKGSA are listed in **Appendix d**.

## 4. Special Award for Primary School and Secondary School Categories - NO Disposables Campus Award

- To encourage primary and secondary school students to ditch the use of single-use disposable items and share good practices on waste reduction in school campuses, the special award “NO Disposables Campus Award” will continue to be organised in 2019/20. **Details of the special award scheme will be announced later.**

## (VI) Awards

Participating schools with outstanding performance will be presented with prizes. Details of the awards for each category are listed below:

### Pre-school Category

- Outstanding Award
  - Plaques and cash prizes will be presented to the three top-scoring pre-schools of each assessment criterion.
- Certificate of Appreciation
  - Pre-schools being shortlisted for on-site inspections and reaching the benchmark score in any of the four assessment criteria will be awarded the “Certificate of Appreciation”.

### Primary School and Secondary School Categories

Schools achieving the requirements of the Core Module plus two or more Supplementary Sections will gain Green School Gold, Silver or Bronze accreditation. Schools achieving the requirements of the Core Module plus Supplementary Section A will also be recognised. All Green Schools accredited under the 18<sup>th</sup> HKGSA will be invited to compete for the “2020 Hong Kong Awards for Environmental Excellence – Schools (Primary/Secondary)”. A brief introduction to the HKAEE is in **Appendix e**.

### Completion Status of SAM and Corresponding Awards for Primary School and Secondary School Categories

Awards <sup>Note</sup>	Nil	Merit Award	Green School Bronze	Green School Bronze	Green School Silver	Green School Gold	NO Disposables Campus Award
SAM - Core Module	✓	✓	✓	✓	✓	✓	
SAM- Supplementary Sections	A	✓	✓	✓	✓	✓	
	B		✓		✓	✓	
	C			✓	✓	✓	
	D1				✓	✓	
	D2 & D3					✓	
NO Disposables Campus Award							✓

*Note: HKGSA and NO Disposables Campus Award each has an individual scoring mechanism. Schools may choose to participate in one or both of the awards.*

## (VII) Enrolment

Schools may register to participate in the 18<sup>th</sup> HKGSA by completing and returning the **Registration Form** in **Appendix f** (for pre-schools) or **Appendix g** (for primary and secondary schools) by email to [schools@epd.gov.hk](mailto:schools@epd.gov.hk) or by fax at 2827 8138 **on or before 13 December 2019 (Friday)**.

## (VIII) Enquiry

Enquiries regarding the scheme can be directed to the ECC Secretariat on 2519 9173 or the EDB on 2153 7490.

**Assessment Criteria of the 18<sup>th</sup> Hong Kong Green School Award**  
**(Pre-school Category)**

- (A) Environmental Infrastructure
- Campus Greening
  - Environmental Corner / Bulletin Board
  - Environment-friendly Facilities
- (B) Environmental Management
- Environmental Policy
  - Environmental Management Measures
  - Environmental Performance Review
  - Environmental Training for Kindergarten / Nursery Staff
  - Environmental Information Dissemination
- (C) Environmental Education
- Incorporation of Environmental Education Curriculum
  - Environmental Activities
  - Evaluation and Review on Environmental Education Effectiveness
- (D) Parents' Participation in Environmental Activities
- Parents' Participation in Promoting Environmental Education
  - Pre-schools' Cooperation with Parents in Promoting Environmental Education

*Note: "Heading Towards Green Pre-schools – Environmental Management Guidebook for Pre-schools" is downloadable from the Schools Go Green website at <http://school.ecc.org.hk>.*

**Assessment Criteria of the 18<sup>th</sup> Hong Kong Green School Award**  
**(Primary School and Secondary School Categories)**

- (A) Environmental Policy and Campus Environment
- Establishment, enforcement and revision of school environmental policy
  - Coverage of policies among stakeholders
  - Hardware available or to be introduced shortly
- (B) Environmental Management Measures
- Establishment of proactive management groups
  - Measures encouraging environmental self-discipline
  - Strategies to identify and collect quantitative / qualitative feedback and outcomes
- (C) Environmental Education Plan and Implementation
- Long-term, short-term themes / goals
  - Selection of appropriate educational activities
  - Coherence of topics, cross-sectional or longitudinal
  - Appropriate measures gauging students' learning outcomes
- (D) Environmental Education Effectiveness, which comprises three sub-sections:
- (D1) Partner Synergy in Environmental Activities
  - (D2) External Recognition of the School's Environmental Activities
  - (D3) Environmental Education Evaluation

*Note: "Hong Kong Green School Award Guidance and Self-Assessment Manual" is downloadable from the Schools Go Green website at <http://school.ecc.org.hk>.*

**Adjudication / Self-assessment Verification Procedures &  
Schedule of the 18<sup>th</sup> Hong Kong Green School Award**

**Adjudication / Self-assessment Verification Procedures**

**Pre-school Category**

- **Stage I – Self-assessment**  
Participating pre-schools should self-assess their performance using the assessment form in the “Heading Towards Green Pre-schools – Environmental Management Guidebook for Pre-schools”. Their self-assessment forms should be returned to the Environmental Campaign Committee (ECC) Secretariat on or before **17 January 2020 (Friday)** for verification.
- **Stage II – Preliminary Adjudication**  
Pre-schools which have achieved the benchmark scores in Stage I will be shortlisted for on-site inspections. The schools which are certified as having reached the benchmark score in any of the four assessment criteria during on-site inspections will receive the “Certificate of Appreciation”. Field Assessors will select schools with good performance and recommend them for the Final Adjudication after on-site inspections.
- **Stage III – Final Adjudication**  
The Final Adjudicating Panel will select and visit the pre-schools obtaining the highest scores in each of the four assessment criteria. The Final Adjudicating Panel will select not more than three top-scoring pre-schools to receive the “Outstanding Award” in respect of each criterion.

**Primary School and Secondary School Categories**

- **Stage I – Self-assessment**  
Participating schools should self-assess their performance according to the indicators in the “Hong Kong Green School Award – Self-Assessment Manual” and submit the self-assessment manual score sheets to the ECC Secretariat on or before **17 January 2020 (Friday)** for verification.
- **Stage II – Score Verification**  
The Assessors will verify the scores of the shortlisted schools through on-site inspections. Schools achieving the benchmark scores requirements of the Core Module plus two or more Supplementary Sections will be granted Green School Gold, Silver or Bronze Award. All Green Schools accredited under the 18<sup>th</sup> HKGSA will be invited to compete for the “2020 Hong Kong Awards for Environmental Excellence (HKAEE) – Schools (Primary/Secondary)”. These schools may be visited by the HKAEE consultants for a detailed assessment, and the school representatives may also be invited to present their achievements to the HKAEE Final Adjudicating Panel in a meeting.

## **Schedule**

<b>Date</b>	<b>Activity</b>
November 2019	Invitation to all pre-schools, primary schools and secondary schools
13 December 2019 (Friday)	Deadline for registration
December 2019	Green schools visits Environmental training workshops
17 January 2020 (Friday)	Deadline for submission of self-assessment forms and score sheets
March to May 2020	Score verification or adjudication
June to July 2020	Referral of Green Schools to compete for the “2020 HKAEE – Schools (Primary/Secondary)”
September / October 2020	Awards presentation ceremony



## Hong Kong Awards for Environmental Excellence

### Background

The Hong Kong Awards for Environmental Excellence (HKAEE) has been launched since 2008. It aims to encourage organisations to implement environmental management, to measure organisations' performance and their commitment to environmental management within the industry, and to recognise organisations with excellent performance on environmental management. The assessment criteria include Green Leadership, Programme & Performance as well as Partner Synergy.

There are 11 sectors for non-Small and Medium Enterprises (non-SMEs) and 4 sectors for SMEs under the HKAEE.

#### Sectors for non-SMEs:

1. Construction Industry
2. Hotels and Recreational Clubs
3. Manufacturing and Industrial Services
4. Media and Communication
5. Property Management (Commercial & Industrial (C&I) / Residential)
6. Public and Community Services
7. Restaurants
- 8. Schools (Primary / Secondary)**
9. Servicing and Trading
10. Shops and Retailers
11. Transport and Logistics

#### Sectors for SMEs:

1. Construction, Manufacturing and Industrial Services
2. Servicing Industry
3. Shops and Retailers
4. Trading

The participation of the HKAEE – Schools (Primary/Secondary) is restricted to the Champions, First Runners-up & Second Runners-up of the Primary School & Secondary School Categories under the past HKGSA, as well as all Green Schools. For each of the Primary School and Secondary School Sub-sectors, there will normally be one Gold Award, one Silver Award, one Bronze Award and around 10 Merits.

### Awards Presentation Ceremony

The Awards Presentation Ceremony of the 2020 HKAEE will be held in 2021.

### Details

For more information of the HKAEE, please visit the scheme website at

<http://www.hkaee.gov.hk>.

To : Environmental Campaign Committee Secretariat  
 (Attn. : Assistant Secretary (Community Relations) 2)  
 (Email : [schools@epd.gov.hk](mailto:schools@epd.gov.hk) Fax : 2827 8138)

**The 18<sup>th</sup> Hong Kong Green School Award**  
**Registration Form for Pre-school Category**

*(Please complete and return this form to the ECC Secretariat by email or by fax **on or before**  
**13 December 2019 (Friday)**. The softcopy of this form is downloadable at  
<http://school.ecc.org.hk>.)*

Our school will participate in the 18<sup>th</sup> HKGSA.

Signature of School Head	:	
Name of School Head	:	
Name of School	( English ) :	
	( Chinese ) :	
Name of Teacher-in-charge	( English ) :	
	( Chinese ) :	
Contact No. of Teacher-in-charge	:	
Email Address of Teacher-in-charge	:	
School Address	:	
Contact No.	:	(School Chop)
Fax No.	:	
Email Address	:	
Date	:	

**Consent Statement**

The Environmental Protection Department (EPD) and/or the ECC and its Secretariat intend to use the personal data (including your name, contact number, fax number, school address and email address) that you have provided to promote the latest development, policies, activities and schemes of the EPD and /or the ECC. Should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below -

- I object to the proposed use of my personal data in any marketing activities arranged by the EPD and/or the ECC and its Secretariat.

To : Environmental Campaign Committee Secretariat  
 (Attn. : Assistant Secretary (Community Relations) 2)  
 (Email : [schools@epd.gov.hk](mailto:schools@epd.gov.hk) Fax : 2827 8138)

## **The 18<sup>th</sup> Hong Kong Green School Award** **Registration Form for Primary School and Secondary School Categories**

*(Please complete and return this form to the ECC Secretariat by email or by fax **on or before** 13 December 2019 (Friday). The softcopy of this form is downloadable at <http://school.ecc.org.hk>.)*

- (1) Our school will participate in the following category of the 18<sup>th</sup> HKGSA.  
 (You may select more than one school category)  
 Primary School Category       Secondary School Category
- (2) Our school  wishes /  does not wish to have a facilitator for providing advice.

Please put “✓” in the appropriate box.

*(For details of the Facilitator Scheme, please refer to the “Hong Kong Green School Award Guidance and Self-assessment Manual” in the Schools Go Green website at <http://school.ecc.org.hk>)*

Signature of School Head : \_\_\_\_\_

Name of School Head : \_\_\_\_\_

Name of School ( English ) : \_\_\_\_\_

( Chinese ) : \_\_\_\_\_

Name of Teacher-in-charge ( English ) : \_\_\_\_\_

( Chinese ) : \_\_\_\_\_

Contact No. of Teacher-in-charge : \_\_\_\_\_

Email Address of Teacher-in-charge : \_\_\_\_\_

School Address : \_\_\_\_\_

Contact No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

Email Address : \_\_\_\_\_

Date : \_\_\_\_\_

	(School Chop)
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### **Consent Statement**

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- I object to the proposed use of my personal data in any marketing activities arranged by the EPD and/or the ECC and its Secretariat