

# Keys 2 Literacy Development (Keys2) P4 APPLICATION FORM 2026/27

Please complete the form **in English** and return to the NET Section of the Education Bureau either:

**i) by post**

Native-speaking English Teacher Section  
Education Bureau,  
Rm1120, 11/F Tsuen Wan Multi-storey Carpark Building  
174-208 Castle Peak Road, Tsuen Wan,  
New Territories, **or**

**ii) by fax**

Fax No. 2334 8707

The completed application form should be received by the office **on or before Thursday, 30 April 2026.** Each school should submit ONE application form only. Application forms with incomplete information will NOT be considered.

## 1. School Details

1.1 Name of School:

\_\_\_\_\_

1.2 Name of Principal:      Mr/Ms      \_\_\_\_\_      Tel. No.      \_\_\_\_\_

1.3 Name of English Panel Head:      Mr/Ms      \_\_\_\_\_      Tel. No.      \_\_\_\_\_

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

\_\_\_\_\_

1.5 School Telephone No.: \_\_\_\_\_      1.6 Fax No.: \_\_\_\_\_

1.7 Space Town: Yes / No (Please circle)      If yes, please indicate year of joining \_\_\_\_\_

1.8 DTS: Yes / No (Please circle)      If yes, please indicate year of joining \_\_\_\_\_

1.9 KIP: Yes / No (Please circle)      If yes, please indicate year of joining \_\_\_\_\_

## 2. Student Details

Please provide the following information:

2.1 Estimated total number of P4 classes in 2026/27 school year: \_\_\_\_\_

2.2 Estimated total number of P4 students in 2026/27 school year: \_\_\_\_\_

2.3 Total number of **English** lessons for P4 classes per week/cycle\* in the 2026/27 school year:  
\_\_\_\_\_ lessons (per week / \_\_\_\_\_-day cycle\*)  
(\* delete where appropriate)

2.4 Textbook and supplementary materials for P4 in the 2026/27 school year:

| Level | Name of Textbook and Supplementary Material(s) to be used |
|-------|---|
| P4    |   |

## 3. Support Details from other EDB Sections

3.1 Are you currently receiving support for the implementation of the English language curriculum from other EDB Sections? **Yes/No\*** (\* delete where appropriate)

3.2 If **yes**, which Section(s)? What type of support are you currently receiving and in which year level? Would this support continue in the 2026/27 school year?

## 4. Commitment

4.1 Please indicate the availability of the following to support the implementation of Keys2 in September 2026. (Please put a tick in the appropriate box.)

|           | <b><u>Our school has:</u></b>   | <b><u>Yes</u></b> | <b><u>No</u></b> |
|-----------|---|-------------------|------------------|
| <b>A.</b> | a culture of co-planning in Key Stage 2   |                   |                  |
|           | <b><u>Our school will:</u></b>  |                   |                  |
| <b>B.</b> | identify a Keys2 programme coordinator  |                   |                  |
| <b>C.</b> | implement the <b>entire</b> programme (4 units per year)  |                   |                  |
| <b>D.</b> | allocate at least an hour for each co-planning meeting (about 4-5 co-planning meetings for each unit)   |                   |                  |
| <b>E.</b> | provide class time for the High Frequency Word self-assessment before the start of each unit  |                   |                  |
| <b>F.</b> | ensure teachers attend all required centralised PD workshops  |                   |                  |
| <b>G.</b> | allocate an annual budget for: <ul style="list-style-type: none"> <li>• learning and teaching resources</li> <li>• printing of materials, such as worksheets and teaching aids</li> </ul> |                   |                  |
| <b>H.</b> | work with AT to support Keys2 programme implementation and co-planning meetings   |                   |                  |
| <b>I.</b> | ensure appropriate storage and care of loaned resources from the Education Bureau during the programme implementation   |                   |                  |
| <b>J.</b> | provide regular feedback on Keys2 implementation  |                   |                  |
| <b>K.</b> | support data collection and assist in the dissemination of good practices   |                   |                  |

4.2 I certify that all the information given in this application is true and accurate and agree to:

- (a) commit to the Keys 2 Literacy Development Programme;
- (b) implement the Programme by providing full support for the areas listed above in Part 4.1; and
- (c) make the best use of the resources with the assistance of the Education Bureau.

Signature of School Principal: \_\_\_\_\_

Name in block letters: \_\_\_\_\_

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

|                    |
|--------------------|
| <b>School Chop</b> |
|--------------------|