

Education Bureau Circular No. 23/2024

Life-wide Learning Grant

[Note: This circular should be read by

- (i) Supervisors and heads of all government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme – for action; and
- (ii) Heads of sections – for information.]

Summary

This circular aims to update the principles on the use of the Life-wide Learning Grant (the Grant) and other related details for schools to make better use of the Grant to support student learning. This circular supersedes the Education Bureau (EDB) Circular No. 16/2019 issued on 31 May 2019.

Details

2. Life-wide learning extends learning beyond the classroom, and attaches great importance to learning in authentic contexts as it enables students to achieve learning objectives which are difficult to achieve through classroom learning alone. The knowledge, skills, proper values and attitudes that students acquire in experiential learning are important in developing their lifelong learning capabilities and fostering of their whole-person development.

3. Starting from the 2019/20 school year, the EDB has been providing a recurrent Life-wide Learning Grant with an annual provision of about \$900 million to all public sector schools¹ (including special schools). For schools under the Direct Subsidy Scheme (DSS), the provision of the Grant is subsumed in the DSS unit subsidy rates.

4. Since disbursement of the Grant, schools are in general able to, in light of their school contexts and students' needs, flexibly deploy the Grant to organise more out-of-classroom experiential learning activities in different Key Learning Areas (KLAs) and curriculum areas, so as to enliven and enrich the learning experiences² of students to broaden their horizons, and enhance their learning motivation and interest.

5. The school curriculum has been continuously renewed in response to the latest development, such as introduction of the notion of “learning time”³, increase in the flexible lesson time in primary

¹ Excluding Caritas Chan Chun Ha Field Studies Centre, Ho Koon Nature Education cum Astronomical Centre, and Arts and Technology Education Centre.

² The school curriculum should provide students with five essential learning experiences, i.e. values education, intellectual development, community service, physical and aesthetic development, and career-related experiences.

³ Learning time refers to not only classroom periods as students can gain learning experiences anywhere and anytime. Learning

schools and optimisation of the four senior secondary core subjects, has created space and favourable conditions for schools to further promote life-wide learning. As announced in “The Chief Executive’s 2023 Policy Address”, the Government would roll out patriotic education, strengthen the promotion of STEAM⁴ education in primary and secondary schools as well as promote student mental health.

6. Building on present strengths, to help schools strategically deploy the Grant for planning and implementing life-wide learning activities that align with the policy directions, as well as evaluating its effectiveness, the EDB has updated the ambit of the Grant, the Guidelines on The Use of the Grant, templates of the Plan and the Report on the Use of the Grant as well as the related examples. Schools are encouraged to promote patriotic education within and outside campus, so as to systematically help students understand the history and culture of our country and national affairs, strengthen their affection for and sense of belonging to our country, enhance their national confidence and patriotism. Schools are recommended to take forward STEAM education, so as to enhance students’ innovative thinking and strengthen gifted education to identify and develop talents of students. Schools are also suggested to promote student mental health by providing more opportunities for relaxation and reduction of stress, helping them build positive interpersonal relationships, strengthening their sense of well-being and resilience, thereby enhancing the overall healthy culture in schools.

Ambit of the Grant

7. Schools should, having regard to the needs of school development and student learning, formulate appropriate objectives and strategies for life-wide learning in accordance with the learning goals of Hong Kong school curriculum recommended by the Curriculum Development Council and the curriculum objectives of relevant KLAs / subjects concerned and arrange life-wide learning activities that are appropriate to the cognitive and affective developmental stages of students. The allocation of the resources should be aptly made to benefit as many students as possible. The Grant should be used directly on enriching students’ learning experiences. Excessive allocation on the procurement of resources and meeting the expenses incurred by teachers for leading student activities should be avoided. Moreover, the use of the Grant should not be confined to a single project / area or a small number of students. Schools should not use the Grant for employing teaching or non-teaching staff, nor outsource the overall planning and implementation of life-wide learning to outside parties.

8. Schools should make good use of the Grant, in conjunction with resources provided by the EDB or others where suitable, to organise diversified life-wide learning activities for students. Schools may deploy the Grant to:

- organise experiential learning activities, which are in line with the learning goals and curriculum objectives, cognitive and affective developmental stages of students, and infuse

time includes lesson time (teacher-student contact hours in settings not limited to the classroom), the time outside class at school (such as recess, lunch breaks, after-school time, open days, examination days) as well as the time spent outside school including holidays. Schools should holistically plan and arrange students’ learning time.

⁴ STEAM is an acronym that refers to the academic disciplines of Science, Technology, Engineering, the Arts and Mathematics collectively.

life-wide learning into different KLAs / subjects and cross-curricular learning;

- enrich students' five essential learning experiences, including values education, intellectual development, community service, physical and aesthetic development, and career-related experiences (covering life planning education from upper primary to secondary levels). For details, please refer to [Primary Education Curriculum Guide \(2024\)](#) (currently in Chinese only), [Secondary Education Curriculum Guide \(2017\)](#) and the curriculum documents of relevant KLAs / subjects;
- in response to the latest educational development and students' needs, enhance the effort in promoting the following three areas:
 - patriotic education⁵;
 - STEAM education⁶;
 - student mental health⁷;
- procure equipment (including repair and maintenance fees), consumables, and learning resources necessary for implementation of life-wide learning⁸ (Note: capped at 15% of the Grant allocated for the respective school year); and
- defray the expenses incurred by teachers for leading student activities⁹.

Calculation of the Grant

9. The Grant comprises a school-based component and a class-based component, the method of calculation remains unchanged. For the 2024/25 school year, the school-based provision for each public sector school will be \$160,154; the class-based provision is calculated based on the number of approved classes at the per class rates of \$44,844 and \$26,691 for secondary and primary schools respectively. The Grant amount is adjusted annually in accordance with the movement of the Composite Consumer Price Index.

Disbursement Arrangement

10. The Grant is disbursed to aided schools and caput schools every school year in September,

⁵ As an integral part of the school curriculum, national education and national security education at primary and secondary levels has included elements and spirit of patriotic education. It covers national history, national affairs, Chinese culture, national geography, the Constitution and Basic Law education, which have been incorporated in various KLAs and related subjects in Hong Kong at different levels. It is intertwined with values education and life-wide learning and contributes crucial learning experiences of students.

⁶ Related link: <https://stem.edb.hkedcity.net/en/home/>

⁷ Related link: <https://mentalhealth.edb.gov.hk/en/promotion-at-the-universal-level/promotional-resources-for-schools/index.html>

⁸ The learning resources or equipment, such as sports equipment and musical instruments, purchased by deployment of the Grant, if any, should be school property.

⁹ Expenses incurred by teachers (for special schools, relevant teaching and non-teaching staff of the school may be included as necessary) for leading student activities (including the expenditures approved by the School Management Committees / Incorporated Management Committees for teachers to escort students in study tours in relation to the discharge of their duties) should be reasonable, necessary for educational purposes and spent in a cost-effective manner.

November, February and May. For government schools, the Grant is allocated in the form of budget allocation in two batches in September and April of each school year. As for DSS schools, the Grant is subsumed in the DSS unit subsidy rates.

Evaluation and Accountability

11. Schools (including public sector schools and DSS schools) are required to observe relevant EDB guidelines when using the Grant and are accountable for its proper use. In line with the principle of school-based management, schools are required to prepare a plan on the use of the Grant in accordance with its objectives, and incorporate the Plan for the school year into the Annual School Plan for endorsement by their School Management Committees¹⁰ (SMCs). Schools should also regularly monitor the use of the Grant, and include the report on the use of the Grant consisting of the expenses and the evaluation results, in the School Report of the school year concerned for submission to and endorsement by their SMCs. Schools are required to upload the Annual School Plan and School Report (which consist of the Plan and Report on the Use of the Life-wide Learning Grant respectively) endorsed by their SMCs onto the homepage of the schools for enhancing transparency.

12. To facilitate DSS schools to handle and monitor the use of the Grant, the EDB has provided reference data and suggested calculation of the Grant in **Annex 1**. Where practicable, DSS schools are also required to adopt the templates provided by the EDB for preparation and upload of the Plan and the Report on the use of the Grant for more systematic planning and evaluation of the implementation of life-wide learning and the use of the Grant.

13. Please refer to **Annexes 2 to 4** for the updated Guidelines on the Use of the Grant, templates of the Plan and the Report on the Use of the Grant respectively. The templates with built-in formulas are available on the webpage of Life-wide Learning of the EDB (www.edb.gov.hk/en/lwlg) for download and use by schools.



Accounting and Financial Arrangement

14. Aided schools and caput schools are required to keep a separate ledger account to record all incomes and expenditures chargeable to the Grant and submit the annual audited accounts to the EDB in accordance with the existing requirements. Schools should also make available such records and related receipts / invoices to the EDB for inspection when necessary. For government schools, all relevant expenditures should be charged to the user code assigned. The Grant is financial year-based and the expenditure could not exceed the allocation in the respective financial year.

15. As the Grant is a purpose-specific grant, schools should use the Grant to meet the expenses for the implementation of life-wide learning as mentioned in Paragraph 8. Schools should manage their finances in a prudent manner. In case of deficit, aided schools and caput schools can top up the Grant by deploying the surplus under the Expanded Operating Expenses Block Grant / General Domain of the Operating Expenses Block Grant (for aided schools) and the surplus under the Fee Subsidy (for caput schools). If there is still unsettled deficit, it has to be met by the schools' own funds. Government schools may deploy the surplus under the Expanded Subject and Curriculum

¹⁰ School Management Committees broadly refers to school management committees and incorporated management committees.

Block Grant to top up the Grant, if necessary.

16. Schools should observe the relevant EDB circulars and guidelines as appropriate when procuring outside services and goods.

Surplus Retention and Clawback Arrangement

17. As the Grant is a recurrent grant, schools are required to optimise the use of the Grant for the respective school year to provide diversified life-wide learning activities for students. Schools are, in principle, not expected to retain surplus of the Grant. Nevertheless, we understand that some schools may have cogent reasons for not fully utilising their funding within the school / financial year to better meet their operational needs. We thus allow schools to retain a reasonable amount of unspent balance in a school / financial year and carry it forward for use in the subsequent school / financial year as detailed in paragraphs 18 and 19.

18. For aided schools and caput schools, we allow schools to retain an amount of unspent balance up to 12-month provision of the Grant disbursed for each school year and carry it forward for use in the subsequent school year. The EDB will claw back any amount in excess of the said cap based on schools' annual audited accounts. Transfer of funds / unspent balance out of the Grant is not allowed.

19. The arrangement for government schools is basically the same as that for aided schools and caput schools, except that government schools will be accounted for on a financial year basis. Separate allocation for the unspent balance (if any) of the preceding financial year will be provided at the beginning of the next financial year, and any unspent balance in excess of the cap will lapse at the end of the relevant financial year. Transfer of funds / unspent balance out of the Grant is not allowed.

Briefing Session

20. The EDB will organise an online briefing session on 10 October 2024 to introduce to schools the latest measures and implementation details of the Grant. For details and enrolment of the briefing session, please refer to the Training Calendar System on the EDB website (Course ID: [QA0020240077](#)).



Enquiry

21. For the latest information about the Grant, the Guidelines on the Use of the Grant, templates of the Plan and the Report on the Use of the Grant, Frequently Asked Questions, and examples of life-wide learning activities, please refer to the webpage of Life-wide Learning of the EDB (www.edb.gov.hk/en/lwlg).



22. For enquiries, please contact Life-wide Learning and Mainland Exchange Section 1 of the Quality Assurance Division on 3540 7436 or 2892 6490.

Dr. Jacob HUI
for Permanent Secretary for Education

**Life-wide Learning Grant
Rates for the 2024/25 School Year**

Public sector schools (including special schools):

School Level	School-based Provision	Class-based Provision
Primary	\$160,154	\$26,691
Secondary	\$160,154	\$44,844

For DSS schools:

Life-wide Learning Grant is subsumed in the DSS unit subsidy rates. DSS schools may adopt the same method of calculation and deploy the DSS unit subsidy to implement life-wide learning as before. Alternatively, they may estimate the amount of the Grant in the DSS unit subsidy rate with reference to the grant rates for public sector schools and the following formula:

$$\frac{\text{Estimated amount of Life-wide Learning Grant in unit rate} = (\text{school-based provision} + \text{class-based provision} \times \text{no. of classes})}{\text{Total no. of students in school}}$$

Guidelines on the Use of Life-wide Learning Grant

Principles on the use of the Life-wide Learning Grant (the Grant)

1. Schools should properly deploy the Grant and make use of other suitable resources provided by the EDB or other organisations in taking forward, on the present foundation, life-wide learning with enhanced efforts to promote students' whole-person development.
2. Schools should, having regard to the needs of school development and student learning, formulate appropriate objectives and strategies for life-wide learning in accordance with the learning goals of Hong Kong school curriculum recommended by the Curriculum Development Council and curriculum objectives of relevant Key Learning Areas (KLAs) / subjects concerned and arrange life-wide learning activities that are appropriate to the cognitive and affective developmental stages of students. For details, please refer to relevant [curriculum documents of the KLAs / subjects](#) concerned.
3. School leaders should maintain good communication with teachers of all KLAs / functional groups to discuss the resource needs of different projects and make appropriate allocation of the resources. Sufficient manpower should be arranged to coordinate the management of the Grant. Regular review should be conducted to evaluate whether the resources are effectively utilised according to the set objectives.
4. Adhering to the principles of fiscal prudence and avoiding extravagance, schools should ensure that all expenditures are incurred to serve the purposes specified for the Grant and should keep in view the cost-effectiveness in order to benefit as many students as possible.
5. While the Grant is applicable to all students, it does not mean that the provision for each student has to be equal nor that schools have to provide all life-wide learning activities free of charge. If a school needs to charge a fee for an activity, it should, following the established practice, set out the school-based criteria for determining the fee and inform parents and students accordingly.
6. Schools should strictly observe relevant circulars and guidelines on the use of public funds issued by the EDB, deploy the Grant in a fair and transparent manner subject to the established principles and requirements and be held accountable for the use of the Grant.
7. Schools should not confine the use of the Grant to a single project / area or a small number of students. Prior approval from the School Management Committees¹ (SMCs) must be obtained for organising individual activities / projects that incur higher costs.

¹ School Management Committees broadly refers to school management committees and incorporated management committees.

Ambit

8. Schools may deploy the Grant to:

- organise experiential learning activities, which are in line with the learning goals and curriculum objectives, and are appropriate to the cognitive and affective developmental stages of students, and infuse life-wide learning into different KLAs / subjects and cross-curricular learning;
- enrich students' five essential learning experiences, including values education, intellectual development, community service, physical and aesthetic development, and career-related experiences (covering life planning education from upper primary to secondary levels). For details, please refer to [Primary Education Curriculum Guide \(2024\)](#) (currently in Chinese only), [Secondary Education Curriculum Guide \(2017\)](#) and the curriculum documents of relevant KLAs / subjects;
- in response to the latest educational development and students' needs, enhance the effort in promoting the following three areas:
 - patriotic education²;
 - STEAM education³;
 - student mental health⁴;
- procure equipment (including repair and maintenance fees), consumables, and learning resources for necessary for implementation of life-wide learning⁵ (Note: capped at 15% of the Grant allocated for the respective school year); and
- defray the expenses incurred by teachers for leading student activities⁶.

Examples on the use of Grant

9. Listed below are examples on the use of the Grant that are in line with the principles:

² As an integral part of the school curriculum, national education and national security education at primary and secondary levels has included elements and spirit of patriotic education. It covers national history, national affairs, Chinese culture, national geography, the Constitution and Basic Law education, which has been incorporated in various KLAs and related subjects in Hong Kong at different levels. It is intertwined with values education and life-wide learning and contributes crucial learning experiences of students.

³ Related link: <https://stem.edb.hkedcity.net/en/home/>

⁴ Related link: <https://mentalhealth.edb.gov.hk/en/promotion-at-the-universal-level/promotional-resources-for-schools/index.html>

⁵ The learning resources or equipment, such as sports equipment and musical instruments, purchased by deployment of the Grant, if any, should be school property.

⁶ Expenses incurred by teachers (for special schools, relevant teaching and non-teaching staff of the school may be included as necessary) for leading student activities (including the expenditures approved by SMCs for teachers to escort students in study tours in relation to the discharge of their duties) should be reasonable, necessary for educational purposes and spent in a cost-effective manner.

- Subsidising students' participation in life-wide learning activities organised or recognised⁷ by schools, including hire-of services, co-organised activities, school-based learning activities, extra-curricular / co-curricular activities or theme-based cross-curricular activities with clear learning objectives.
- Enriching students' learning experiences by defraying the necessary activity expenses incurred (including travelling expenses⁸):
 - Values education: e.g. leadership training and experiential learning camps
 - Intellectual development (in line with the curriculum): e.g. visits to exhibitions and field trips
 - Community service: e.g. service learning and uniformed groups
 - Physical and aesthetic development: e.g. sports training / competitions and drama learning / performances
 - Career-related experiences: e.g. job shadowing experience programmes and visits to enterprises
- Promoting patriotic education by defraying the necessary activity expenses incurred (including travelling expenses):
 - taking part in the activities organised by the EDB or other relevant organisations, organising school programmes, such as training for flag-guards, visits to patriotic education bases and arrangement of competitions / exhibitions on national affairs in school, to provide students with diversified learning experiences, inheriting the national spirit and enhancing nationhood
 - organising Chinese classical prose reading appreciation / competition, learning and appreciation of the prestigious Chinese traditional culture (e.g. calligraphy, teaism, Chinese musical instruments, Chinese martial arts)
 - visits to the anti-Japanese War monuments / facilities (such as “Wu Kau Tang Martyrs Memorial Garden”, “Hong Kong Sha Tau Kok Anti-Japanese War Memorial Hall”, “Hong Kong Museum of the War of Resistance and Coastal Defence”), film shows about national affairs, Mainland exchanges / study tours (including sister schools)
- Stepping up the promotion of STEAM education and innovation and technology (I&T) learning for all by defraying the necessary activity expenses incurred (including travelling expenses):
 - organising STEAM / I&T learning day
 - procuring STEAM / I&T materials / kits / reading materials, subscription of applications / accounts for conducting related learning activities
 - conducting STEAM-related thematic visits, study trips, learning activities / competitions (e.g. National Aerospace Technology / Earth Science / Space Science / I&T related themes)

⁷ Activities recognised by schools refer to those organised by external organisations, and the schools have confidence in such organisations and acknowledge that the contents of the activities could help students achieve the objectives of life-wide learning (e.g. schools may nominate students to participate in programmes / activities / competitions organised by post-secondary institutions, sports associations and the Leisure and Cultural Services Department).

⁸ Schools should select the most suitable and economical mode of transportation according to needs.

- subsidising students’ participation in visits, study trips, learning activities related to environmental education and nature conservation (e.g. related activities offered by education venues or organisations, such as theme parks and Hong Kong Wetland Park)
 - subsidising students’ participation in exhibitions for showcasing of their STEAM learning outcomes, and participating in related internship programmes offered by tertiary institutes / professional bodies
 - organising or participating in related exchange programmes / study tours / competitions in the Mainland
- Heightening promotion of student mental health by defraying necessary expenses incurred (including travelling expenses):
 - in reference to the 4Rs Mental Health Charter⁹, organising activities that are related to the promotion of student mental health or procuring related services or materials (including the respective repair and maintenance fees) and learning and teaching resources
 - Subsidising students’ participation in local or non-local competitions / activities by covering the expenses incurred for registration, transportation, accommodation, and procuring related materials / apparel.
 - Subsidising students’ participation¹⁰ in exchange activities outside Hong Kong¹¹.
 - The EDB takes out a Block Insurance Policy for aided (including Government schools) and Caput schools (details are available on <https://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety.html>), yet the related insurance policy should not be regarded as a comprehensive personal insurance coverage for the participants (including students and teachers) of life-wide learning activities organised / recognised by schools. When organising exchange activities outside Hong Kong, schools should request quotations from local licensed travel agents for the provision of Group Comprehensive Travel Insurance Policy and procure such services. Nevertheless, if the participants of life-wide learning activities wish to have a comprehensive personal insurance coverage, they may acquire it separately from any insurance company.
 - Subsidising students’ participation in fee-charging activities / training programmes (e.g. educational camps, scientific exploration activities and sports training) that are closely linked with different KLAs / subjects and cross-curricular learning and organised by local post-secondary institutions, non-profit-making organisations, academic associations and professional bodies.

⁹ Please refer to EDBCM No. 60/2024 Mental Health@School – 4Rs Mental Health Charter for details: <https://applications.edb.gov.hk/circular/upload/EDBCM/EDBCM24060E.pdf>

¹⁰ The Grant should not cover personal items, consumer articles / items, or personal comprehensive travel insurance.

¹¹ Schools may organise more expeditions and exchange activities to the Mainland or countries / regions along the Belt and Road for students to know more about the development of our country. Provided that the principles on the use of relevant funding(s) are observed, schools may use the Grant in conjunction with the EDB’s funding(s) for the Mainland Exchange Programmes for students (including the subvention schemes) or the Sister School Scheme to make up for the subsidies as necessary when organising the related activities.

- Deploying a portion of the Grant to purchase equipment, instruments, tools (including repair and maintenance fees) and consumables (e.g. virtual reality tools) necessary for implementation of life-wide learning.
- Deploying a portion of the Grant to purchase or develop mobile applications or relevant software (e.g. software for virtual reality or 3D graphics) for life-wide learning.
- Deploying a portion of the Grant to procure or develop tools / related learning and teaching resources for life-wide learning.
- Deploying a portion of the Grant to purchase materials and equipment (e.g. musical instruments, sports equipment, self-learning resource packages) necessary for life-wide learning activities or training.
- Engaging scholars and professionals, etc. as speakers in thematic seminars.
- Procuring services from external organisations or professionals / coaches to help schools organise life-wide learning activities (e.g. training on multiple intelligences, physical and aesthetic training, life planning activities).

10. Listed below are examples on the use of the Grant that are not in line with the principles:

- Organising activities that are not aligned with the learning goals, curriculum objectives or inappropriate to the cognitive and affective developmental stages of students (e.g. outdoor activities under inclement weather, field coverage on current affairs as reporters).
- Organising activities that contravene the circulars, instructions or guidelines issued by the EDB.
- Employing teaching or non-teaching staff (except for procuring services from professionals / coaches to assist in organising life-wide learning activities).
- Outsourcing the overall planning and implementation work for life-wide learning to external parties.
- Subsidising students' participation in activities that primarily focus on academic performance, e.g. tutorial groups.
- Subsidising students' participation in any form of assessment and / or procuring services or materials to drill students for assessment (e.g. international competitions and assessments for schools, English language assessments offered by overseas universities).
- Subsidising teachers' participation in local or non-local training courses or professional exchange activities (as an exception, expenses incurred by teachers for leading students in exchange activities outside Hong Kong can be covered).

- Subsidising seminars or activities for parents (e.g. defraying fees incurred by parents when going on outings with their children).
 - Meeting the costs of renovation / works in the school campus.
 - Purchasing equipment or tools for handling clerical work of the school.
 - Purchasing mobile computing devices, electronic equipment, computer software, etc. for general purposes.
 - Meeting banquet- or courtesy-related expenses.
 - Meeting the expenses for promotional and publicity activities, social events or celebrations (e.g. graduation dinners, parties).
 - Meeting the expenses on food and beverages (as an exception, meal expenses included in the fees of educational / training camps, non-local exchange activities can be covered).
11. The above examples are by no means exhaustive. SMCs should prudently deploy the Grant and properly allocate the resources, and should not confine the use of the Grant to a single project / area or a small number of students. SMCs should also ensure that the resources are utilised in a cost-effective manner and that each item of expenditure incurred is used appropriately and in line with the principles and ambit of the Grant.

Points to note in conducting life-wide learning activities

12. Schools should step up the prevention of and stopping school activities undertaken by any parties that are in breach of the Basic Law, the National Security Law, the Safeguarding National Security Ordinance and all laws applicable to Hong Kong. The same principle should apply to off-campus student activities arranged / approved by the school. For details, please refer to [EDBC No. 9/2023](#).
13. Schools should make good use of the resources to promote a change in pedagogy in different subjects panels by organising more out-of-classroom experiential learning activities that are relevant to everyday life, in line with the learning goals and curriculum objectives, connected with the KLAs and closely linked with the essential learning experiences, with a view to enhancing students' learning interest and facilitating their learning.
14. Schools should organise activities which are appropriate to the cognitive and affective developmental stages of students to cater for their developmental needs at different learning stages.
15. If the Grant is deployed to purchase facilities, instruments, tools (including repair and maintenance fees) and consumables, applications or software, equipment, etc. necessary for

implementation of life-wide learning, such procurement should not exceed 15% of the Grant allocated for the respective school year and the purchased items should be school property. Based on the school context and students' learning needs, schools may devise a mechanism to provide those items for student use on a fair basis and keep proper loan records.

16. Regarding student safety when participating in extra-curricular activities, schools should observe relevant guidelines or information provided by the EDB and other relevant government departments (e.g. Hong Kong Observatory, Department of Health), such as “Guidelines on Outdoor Activities”, “Guidelines on Extra-curricular Activities in Schools”, “Guidelines on Study Tours Outside Hong Kong” and “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools”. When planning and organising activities (including those co-organised with other parties), schools should ensure that the activities are free from danger to ensure the safety of students, and that the expected learning objectives could be achieved. Please refer to the [School Activities Guidelines webpage of the EDB](#) for more details.
17. With the implementation of the Sexual Conviction Record Check Scheme by the Hong Kong Police Force, schools should, when appointing instructors or other persons to provide educational and related services for students, adopt the procedures under the Scheme to further ensure the safety of students. Details are set out in the [EDB Circular No. 14/2023](#).
18. For DSS schools, the provision of the Grant is subsumed in the DSS unit subsidy rates. Schools may adopt the same method of calculation and deploy the DSS unit subsidy to implement life-wide learning as before. Alternatively, they may estimate the amount of the Grant in the DSS unit subsidy rate with reference to the grant rates for public sector schools and the following formula:

Estimated amount of Life-wide Learning Grant in unit rate

$$= \frac{(\text{school-based provision} + \text{class-based provision} \times \text{no. of classes})}{\text{Total no. of students}}$$

19. Since 10 July 2024, non-Chinese Hong Kong permanent residents may apply for “Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Non-Chinese Citizens)” via China Travel Service Entry Permit Service Hong Kong Limited. Schools should remind students who are eligible and plan to visit the Mainland to apply early so that they may use the fast lanes at the Mainland border checkpoints without the need of arrival cards for efficient border crossing. Details are available on the related webpage (https://www.ctshk.com/mep/zh/nrep_notice_mep/).

(Template)
 _____ (School Year) Plan on the Use of the Life-wide Learning Grant
 _____ (School Name)

Schools are required to upload this Plan or the Annual School Plan which consists of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Category 1: To organise / participate in life-wide learning activities

Schools are required to complete this part							Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain ¹ (Including KLAS, cross-curricular, latest education development directions; more than one option can be selected)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						V	I	P	S	C	
1.1	Local Activities: To organise life-wide learning activities in different KLAS / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students proper values and attitudes														
1															
2															
3															
Sub-total of Item 1.1															
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons														
1															

¹ In response to the latest educational development and students' needs, schools could make suitable use of the Grant to enhance the effort in promoting patriotic education, STEAM education and student mental health.

Schools are required to complete this part							Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain ¹ (Including KLAS, cross-curricular, latest education development directions; more than one option can be selected)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						V	I	P	S	C	
2															
3															
Sub-total of Item 1.2															
Total for Category 1															

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)

No.	Item	Purpose	Estimated Expenses (\$)
1			
2			
3			
Estimated Expenses for Category 2			
Estimated Expenses for Categories 1 & 2			

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	
Estimated number of student beneficiaries:	
Percentage of students benefitting from the Grant (%):	--

Name of Contact Person for LWL:	
Post of Contact Person for LWL:	

(Template)
 _____ (School Year) Report on the Use of the Life-wide Learning Grant
 _____ (School Name)

Schools are required to upload this Report or the School Report which consists of this Report endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.

Category 1: To organise / participate in life-wide learning activities

No.	Name, Brief Description and Objective of the Activity	Date	Target Students		Actual Expenses (\$)	Actual Expenses per Person (\$)	Nature of Expenses*	Domain ¹ (Including KLAS, cross-curricular, latest education development directions; more than one option can be selected)	Evaluation Results	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Number of Participants						V	I	P	S	C
1.1	Local Activities: To organise life-wide learning activities in different KLAS / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students proper values and attitudes													
1														
2														
3														
Sub-total of Item 1.1														
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons													
1														
2														
3														
Sub-total of Item 1.2														

¹ In response to the latest educational development and students' needs, schools could make suitable use of the Grant to enhance the effort in promoting patriotic education, STEAM education and student mental health.

No.	Name, Brief Description and Objective of the Activity	Date	Target Students		Actual Expenses (\$)	Actual Expenses per Person (\$)	Nature of Expenses*	Domain ¹ (Including KLA's, cross-curricular, latest education development directions; more than one option can be selected)	Evaluation Results	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Number of Participants						V	I	P	S	C
Expenses for Category 1														

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning

No.	Item	Purpose	Actual Expenses (\$)
1			
2			
3			
Expenses for Category 2			
Expenses for Categories 1 & 2			

Category 3: Number of Student Beneficiaries

Total number of students in the school:	
Number of student beneficiaries:	
Percentage of students benefitting from the Grant (%):	--

Name of Contact Person for LWL:	
Post of Contact Person for LWL:	

* Input using the following codes; more than one code can be used for each item.

- | | |
|--|---|
| E1 Activity fees (registration fees, admission fees, course fees, camp fees, venue fees, learning materials, activity materials, etc.) | E6 Fees for students attending courses, activities or training organised by external organisations recognised by the school |
| E2 Transportation fees | E7 Purchase of equipment, instruments, tools, devices, consumables |
| E3 Fees for non-local exchange activities / competitions (students) | E8 Purchase of learning resources (e.g. educational softwares, resource packs) |
| E4 Fees for non-local exchange activities / competitions (escorting teachers) | E9 Others (please specify) |
| E5 Fees for hiring expert / professionals / coaches | |