

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/).