

4. To support KGs in promoting national education through home-school co-operation, EDB has developed the Reference Guide on Promoting National Education in Kindergartens through Home-school Co-operation, and uploaded it onto the EDB webpage for KGs' reference (path: <https://www.edb.gov.hk> > Homepage > Education System and Policy > Kindergarten Education > Kindergarten Education Scheme > 4. Circular Parent Education [Education Bureau Circular Memorandum No. 249/2024](#)).

Reference Guide on Promoting National Education
in Kindergartens through Home-school Co-operation:



5. In addition, EDB will provide Scheme-KGs with a one-off “Grant for Promotion of National Education through Home-school Co-operation”, to support KGs in organising school-based parent education or parent-child activities relating to national education, so as to deepen parents’ understanding of Chinese culture and national development, thereby helping them nurture in their children a sense of belonging, pride and affection for our country. Each KG will receive a two-tier one-off Grant of \$50,000 and \$80,000 respectively based on their number of students.

Use of the Grant

6. KGs receiving the Grant may use these funds to organise school-based parent education or parent-child activities relating to national education from the 2024/25 to the 2026/27 school years, so as to support parents in teaching their children about Chinese culture, traditional virtues, national history and development, etc. By promoting active parental involvement, home and school can work together to instil in children a sense of belonging, pride and affection for our country. KGs can refer to the Reference Guide on Promoting National Education in Kindergartens through Home-school Co-operation when designing school-based activities.

7. To ensure the quality of the activities, KGs should set clear objectives and implementation strategies, and adhere to the following principles when organising school-based parent education or parent-child activities relating to national education:

- (i) The activity content must be in line with the rationales and guidelines set out in the Curriculum Guide and the Curriculum Framework on Parent Education (Kindergarten); and
- (ii) The activity content should comply with the prevailing government policies and abide by the laws of the Hong Kong Special Administrative Region, including but not limited to the Basic Law and the National Security Law.

8. KGs should note that the Grant **should not be used** for the following purposes:

- (i) activities taking place outside Hong Kong;
- (ii) employment of staff;

- (iii) purchases of furniture and/or equipment;
- (iv) social events, celebrations and interest classes not relating to parent or parent-child activities promoting national education; or
- (v) expenses on refreshments during activities (except for materials related to parent or parent-child activities promoting national education).

The above examples are by no means exhaustive. KGs should prudently deploy the Grant and properly allocate the resources to avoid utilising a large portion of the Grant to a single item, and ensure that each item of expenditure is well spent and in line with the scope and requirements of the Grant.

9. To enhance flexibility in organising parent education or parent-child activities, KGs may deploy up to 20% of the Grant to procure services from individual speakers or experts. These speakers must possess relevant expertise and proven experience in providing parent education for KG parents.

10. KGs are required to follow the procurement procedures laid down in the Guidelines on Procurement Procedures in Kindergartens issued by EDB when deploying the Grant. Besides, as service users, KGs should monitor the procured services to ensure that they meet the requirements stipulated in paragraphs 6 to 9 above. Schools should arrange for teachers to participate in these activities alongside parents to oversee the running of the activities (e.g. the content, the mode of delivery and feedback from parents). KGs are also required to evaluate the effectiveness of these activities through means such as questionnaires and parent surveys. If the activity content deviates from the requirements set out in paragraph 7 above, KGs should make immediate rectification by, for example, considering termination of the service contract(s). In this regard, KGs should document relevant terms and conditions in their quotation(s)/tender(s) and contract(s).

Disbursement and Accounting Arrangements

11. The Grant will be provided on a per-school basis based on school registration. A Scheme-KG, regardless of the number of its registered locations under the same school registration, will be counted as one eligible KG. The amount of the Grant will be \$50,000 for KGs with 66 eligible half-day students or below (one whole-day/ long whole day student is counted as two half-day students) and \$80,000 for KGs with 67 or more eligible half-day students ¹. School sponsoring bodies/operators can play a coordinating role by leveraging the synergy among their KGs in designing school-based activities and developing materials ².

12. KGs in receipt of the “Enhanced Grant for Promotion of Chinese Art and Culture” ³ in the 2023/24 school year will receive the Grant in February 2025. KGs are required to complete **Annex 1** and return it to the EDB Kindergarten Inspection Section (KGI Section) to acknowledge receipt of

¹ The EDB will determine the amount of the Grant for each KG according to the number of students eligible for subsidy as of November 2024, based on the result of the 1st Adjustment verified by the school.

² School sponsoring bodies/operators can arrange procurement for their KGs with the permission and authorisation of the School Management Committee. For details on procurement procedures and accounting arrangements, please refer to Guidelines on Procurement Procedures in Kindergartens, P.13 (paras. 66-68), and Kindergarten Administration Guide, Chapter 4 (para.4.4.3(3)).

³ Please refer to [EDBCM No. 45/2024 “Enhanced Grant for Promotion of Chinese Art and Culture”](#) for details.

the Grant and make declaration for the proper use of the Grant. In the event that KGs decide to return the Grant after assessing their school-based circumstances, they should also complete **Annex 1**. EDB will then arrange to claw back the disbursed Grant. KGs are required to return the completed **Annex 1** to the KGI Section by post **on or before 28 February 2025**. For KGs that were not provided with the “Enhanced Grant for Promotion of Chinese Art and Culture”, regardless of whether they intend to apply for the Grant, they are required to return the completed **Annex 2** to the KGI Section by fax and post **on or before 8 January 2025** for further processing and disbursement of the Grant (if applicable) in February 2025.

13. KGs upon receipt of the Grant can use it up to the 2026/27 school year (i.e. until **31 August 2027**). Should there be a deficit, KGs can top up the Grant with the other operating cost portion (i.e. the 40% portion) of unit subsidy under the Scheme and/or school funds depending on the situation. KGs should complete a usage report of the Grant (**Annex 3**) and return it within three months after the expiry of the usage period of the Grant, i.e. **on or before 30 November 2027**. EDB will claw back the unspent amount of the Grant as of 31 August 2027. In the event that a KG fails to comply with the aforementioned requirement to submit a usage report of the Grant, EDB may request a refund to the Government of the full amount of the Grant disbursed to the KG. Schools can download the aforementioned **Annexes** (in Word format) from the EDB webpage (path: <https://www.edb.gov.hk> > Homepage > Education System and Policy > Kindergarten Education > Kindergarten Education Scheme > 4. Circular Parent Education [Education Bureau Circular Memorandum No. 249/2024](#)).

14. If a KG ceases operation, has its status as a Scheme-KG revoked, or withdraws from the Scheme before the end of the 2026/27 school year, it should submit a usage report of the Grant within three months from the effective date of the above-mentioned circumstances, and the unspent amount of the Grant must be returned to the Government as per EDB’s request. In the event that a KG fails to comply with the aforementioned requirement to submit a usage report of the Grant, EDB may request a refund to the Government of the full amount of the Grant disbursed to the KG.

15. KGs are required to follow the established mechanism regarding accounting procedures stipulated in Chapter 4 of the EDB’s Kindergarten Administration Guide by keeping a separate ledger account to properly record all the income and expenditure items of the Grant. KGs are also required to record all the related income and expenditure in the statements/note of the annual audited accounts to reflect the income and expenditure of the Grant, and submit the annual audited accounts to EDB in accordance with the existing requirements. KGs are not allowed to transfer the funds/unspent balance of the Grant to any other subsidies or accounts. No expenditure item of the Grant should be included in the calculation of school fee revision in the fee revision exercise.

16. KGs are responsible for ensuring the effective use of the Grant on organising school-based parent education or parent-child activities relating to national education, and keeping the activity plans and documents, photos or multimedia video clips properly. KGs are required to observe the established principles and requirements on their use of public funds as promulgated by EDB when deploying the Grant. These include making purchases according to fair and transparent procedures in accordance with Chapter 4 of the Kindergarten Administration Guide and the Guidelines on Procurement Procedures in Kindergartens issued by EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices, etc., must be kept by KGs for accounting and

auditing purposes. As a usual practice, the relevant records should be kept for a minimum period of seven years. EDB may request KGs to provide relevant documents for examining the use of the Grant, if necessary. If KGs are found to be using the Grant for purposes other than those specified and/or failing to meet the requirements set out in this circular memorandum, they will be required to return to the Government the amount of Grant as specified by EDB.

Enquiries

17. For enquiries about this circular memorandum, please contact the EDB Kindergarten Inspection Section at 2892 6104.

Ms W S LEUNG
for Permanent Secretary for Education

c.c. Heads of Sections - for information

Kindergarten Education Scheme
Reply Slip for the “Grant for Promotion of National Education
through Home-school Co-operation”

(Only applicable to Kindergartens (KGs) receiving the “Enhanced Grant for Promotion of Chinese Art and Culture” in the 2023/24 school year and the “Grant for Promotion of National Education through Home-school Co-operation” in February 2025)

*(Please complete this reply slip and submit **the original by post** to the Kindergarten Inspection Section, Education Bureau, **on or before 28 February 2025 (Friday)**.)*

To: Permanent Secretary for Education
(Attn: Kindergarten Inspection Section)
Address: Room 1216, 12/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong

Name of school: _____

School No.:

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Please put a “√” in the appropriate box and provide relevant information.

I/Our school acknowledge(s) receipt of the “Grant for Promotion of National Education through Home-school Co-operation” (the Grant), and

(a) will continuously use the Grant to organise school-based parent education or parent-child activities relating to national education from the 2024/25 to 2026/27 school years;

(b) will organise one or more activities relating to national education for parents each year starting from the 2024/25 school year; and

(c) will ensure proper use of the disbursed Grant, and undertake to follow the requirements stipulated in the Education Bureau Circular Memorandum No. 249/2024 (Kindergarten Education Scheme – Promotion of National Education through Home-school Co-operation), and to return the Grant to the Government as appropriate.

I have/Our school has decided to return the disbursed “Grant for Promotion of National Education through Home-school Co-operation” **after assessing the school-based circumstances.**

Reason: _____

I/Our school understand(s) that the disbursed Grant will be returned to the Government, and will continue to utilise the school’s existing resources to organise one or more activities relating to national education for parents each year starting from the 2024/25 school year.

I/Our school confirm(s) that all the information provided in the reply slip is correct.

Signature of Supervisor: _____ Name of School Head: _____

Name of Supervisor: _____ Tel No.: _____

Date: _____

School Chop

Kindergarten Education Scheme
Application Form for the “Grant for Promotion of National Education
through Home-school Co-operation”

(Applicable to Kindergartens (KGs) not provided with the “Enhanced Grant for Promotion of Chinese Art and Culture” in the 2023/24 school year)

*(Please complete this form and submit **the original by fax and by post** to the Kindergarten Inspection Section, Education Bureau, **on or before 8 January 2025 (Wednesday).**)*

To: Permanent Secretary for Education (Attn: Kindergarten Inspection Section) Address: Room 1216, 12/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong Fax No.: 3104 0865
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Name of school: _____

School No.:

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Please put a “√” in the appropriate box and provide relevant information.

<input type="checkbox"/> <u>I/Our school acknowledge(s) the application</u> for the “Grant for Promotion of National Education through Home-school Co-operation” (the Grant), and (a) will continuously use the Grant to organise school-based parent education or parent-child activities relating to national education from the 2024/25 to 2026/27 school years; (b) will organise one or more activities relating to national education for parents each year starting from the 2024/25 school year; and (c) will ensure proper use of the Grant provided, and undertake to follow the requirements stipulated in the Education Bureau Circular Memorandum No. 249/2024 (Kindergarten Education Scheme – Promotion of National Education through Home-school Co-operation), and to return the Grant to the Government as appropriate.

<input type="checkbox"/> <u>I/Our school confirm(s) that NO application will be made</u> for the “Grant for Promotion of National Education through Home-school Co-operation”. Reason: _____ _____ I/Our school will continue to utilise the school’s existing resources to organise one or more activities relating to national education for parents each year starting from the 2024/25 school year.

I/Our school confirm(s) that all the information provided in the application form is correct.

Signature of Supervisor: _____ Name of School Head: _____

Name of Supervisor: _____ Tel No.: _____

Date: _____

School Chop

Kindergarten Education Scheme
Report on Use of the “Grant for Promotion of National Education
through Home-school Co-operation”

Please complete this report and submit **the original by post** to the respective Regional Education Office School Development Section/Joint Office for Kindergartens and Child Care Centres **on or before 30 November 2027 (Tuesday)**.

To: Permanent Secretary for Education

(Attn: _____ District School Development Section/Joint Office for Kindergartens and Child Care Centres*)

*Please delete as appropriate.

Please put a “√” in the appropriate boxes and provide relevant information.

The Use of the “Grant for Promotion of National Education through Home-school Co-operation” (the Grant)

1. Our school has spent the Grant according to the requirements stipulated in the Education Bureau (EDB) Circular Memorandum No. 249/2024 (Kindergarten Education Scheme – Promotion of National Education through Home-school Co-operation) and has organised parent education or parent-child activities relating to national education during the period for deployment of the Grant.

Our school has organised one or more activities relating to national education for parents each year starting from the 2024/25 school year.

2. Our school has carried out the following activities (More than one option may be chosen):

Objectives: To enhance parents’ understanding of Chinese culture and national development so that they can impart knowledge about the culture and achievements of the Motherland to their children, fostering a sense of belonging and pride in our country

To support parents in helping their children appreciate our country’s arts and culture and foster a sense of national identity

To encourage parents to read picture books about Chinese culture with their children and provide parental guidance for the young children to put into practice the traditional virtues

To enable parents and their children to explore different facets of the Chinese culture, thereby enhancing children’s self-awareness and self-confidence in traditional culture and developing their affection for our country

Others: _____

Strategies: Conduct seminars for parents

Arrange parent workshops/parent-child experiential activities

Form parent-child paired-reading groups

Organise parent-child local cultural tours

Others: _____

Details: _____

3. Brief description of the effectiveness of the activity:

4. Our school has received the Grant from the EDB in the 2024/25 school year at an amount of \$_____ . As of 31 August 2027, the Grant

has been fully depleted.

has an unspent balance of \$_____ to be returned to the EDB.

Declaration

I confirm that:

- (a) our school has used the entirety of the Grant disbursed in organising school-based parent education or parent-child activities relating to national education, so as to enhance parents' understanding of Chinese culture and national development, and help them nurture in their children a sense of belonging, pride and affection for our country. The plans and documents, photos or multimedia video clips of the related activities are properly maintained;
- (b) our school has observed the requirements stipulated in the EDB Circular Memorandum No. 249/2024 (Kindergarten Education Scheme – Promotion of National Education through Home-school Co-operation) to keep a separate ledger account to properly record all the income and expenditure items of the Grant, and will report these items in the annual audited accounts for submission to EDB. All books of accounts, records of procurement, receipts, payment vouchers and invoices will be kept for at least seven years by our school for accounting and examination purposes. If the actual balance of the annual audited accounts does not match the above, our school will notify EDB as soon as possible for follow-up action; and
- (c) if our school fails to provide relevant documents for EDB's checking and inspection upon request/ has used the Grant for purposes other than those specified by EDB/ fails to comply with the respective requirements under the Grant, the amount of the Grant as specified by EDB will be returned to the Government.

Signature of Supervisor: _____ Name of Supervisor: _____

Name of School: _____

School No.:

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Name of School Head: _____ Tel No.: _____

Date: _____

