

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 136/2024**

From : Permanent Secretary for Education                      To : Supervisors and heads of all  
Ref. : EDB(SSS)/SALSP/11/3/1(3)    government, aided and caput  
Date : 24 June 2024    schools and schools under the  
Direct Subsidy Scheme

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**School-based After-school Learning and Support Programmes**  
**2024/25 School Year**

**Summary**

This circular memorandum invites schools to apply for the School-based Grant (SBG) under the School-based After-school Learning and Support Programmes (Programme) for the 2024/25 school year to complement the after-school learning activities they organise for the needy students.

**Details**

***Objectives of the Programme***

2. To support needy students to participate in after-school learning activities with a view to facilitating their whole-person and all-round development, the Education Bureau (EDB) has implemented the Programme since the 2005/06 school year. Public sector schools (including special schools) and schools under the Direct Subsidy Scheme as well as non-governmental organisations (NGOs) are provided with the SBG and Community-based Project Grant respectively to organise school-based and district-based after-school learning activities for needy students. The target students of the Programme are those Primary 1 to Secondary 6 students in receipt of Comprehensive Social Security Assistance (CSSA) and full grant under the Student Financial Assistance (SFA) Schemes. For details, please visit the relevant EDB website (<http://www.edb.gov.hk/en/salsp>).

***Flexibility***

3. To extend the benefits to more students who are not in receipt of CSSA or full grant under the SFA Schemes but identified by schools as needy students requiring greater care, schools are given discretionary quota. Such quota has been increased from 10% to 25% starting from the 2014/15 school year to benefit more students. Besides, schools may utilise SBG for procurement of necessary

items/equipment as appropriate (such as sports equipment, educational toys, chess sets and books, snacks and beverages, etc.), and for subsidising the travelling expenses of individual students in after-school learning activities. However, these types of expenses must be relevant to the needs of the activities and are only applicable to the needy students who participate in after-school learning activities. In order to avoid the aforesaid expenses being out of proportion with SBG provided, they should be capped at 5% of the total provision of SBG.

### ***Special Arrangement of Incentive Funding***

4. Under the prevailing arrangement, we have been providing participating schools with incentive funding based on their annual accounts of the most recent year and taking into account the utilisation of SBG. Due to the COVID-19 epidemic, after-school learning activities organised by schools for needy students might be affected during a certain period within the 2022/23 school year, and the schools' normal utilisation of SBG may not be truly reflected in the audited accounts of the 2022/23 school year. In this connection, a special arrangement is made by considering the annual accounts of the most recent year and the two years before the wake of COVID-19 epidemic<sup>1</sup> of the participating schools for the utilisation of SBG to determine whether schools are eligible for the SBG incentive funding in the 2024/25 school year for supporting needy students' whole-person development.

5. Specifically, EDB will consider schools' utilisation rate<sup>2</sup> of SBG in the 2022/23 school year or the average utilisation rate of the 2018/19 and 2017/18 school years, whichever is higher. If participating schools have reached an 80% or above utilisation rate, the annual subsidy rate of each eligible student will be increased from \$400 to \$600 and the schools concerned will also be provided with the 25% of additional SBG funding from discretionary quota which is calculated at the rate of \$600 per eligible student. The SBG of the remaining participating schools will be calculated at the rate of \$400 per eligible student per annum.

### ***Application for School-based Grant***

6. Schools are invited to complete the attached Reply Form or the electronic Application Form via the Common Log-On System (<https://clo.edb.gov.hk/>) (Common Log-on System → e-Form Submission System → e-Forms

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<sup>1</sup> For aided and caput schools and schools under the Direct Subsidy Scheme, the annual accounts are compiled on the basis of school year, that is, the annual accounts submitted by schools for the school years of 2022/23, 2018/19 and 2017/18. As for government schools, their accounts are compiled on the basis of financial year, that is, the annual accounts for the financial years of 2023-24, 2019-20 and 2018-19.

<sup>2</sup> Utilisation rate is calculated on the basis of total actual expenditure and total entitled provision of the year.

Application → School-based After-school Learning and Support Programmes - Application for the School-based Grant) and return it to the Student Special Support Section of EDB on or before 9 July 2024. We will arrange for disbursement of grant and inform participating schools of the detailed calculation in end-August 2024.

### ***Community-based Projects***

7. For schools that collaborate with NGOs in organising Community-based Projects in the 2024/25 school year (if applicable), they are expected to monitor the progress of the projects and the performance of NGOs. They should maintain close communication with the NGOs concerned so as to ensure that the service provided could cater for the diverse needs of their needy students. Starting from the 2017/18 school year, refinements to financial arrangements under the Community-based Projects have been introduced to facilitate more effective implementation of the Community-based Projects through among others, adjusting the percentage of the three payment instalments and the due date for NGOs' submission of annual accounts, etc. For details, please refer to the Guideline for Community-based Projects available on EDB website (<http://www.edb.gov.hk/en/salsp> → Community-based Projects).

### **Enquiries**

8. For enquiries, please contact the Student Special Support Section at 2892 6653.

Ms Cynthia CHAN  
for Permanent Secretary for Education

encl.  
c.c. Heads of sections – for information

## Reply Form

*(To be returned by fax or by post or*

*return the electronic Application Form via the Common Log-On System on or before 9 July 2024 to EDB)*

To: Permanent Secretary for Education  
[Attn: Senior Education Officer (Student Special Support)1]  
Education Bureau  
Room 1141, 11/F, Wu Chung House  
213 Queen's Road East, Wanchai, HK  
(Fax No. : 3107 1306)

### School-based After-school Learning and Support Programmes 2024/25 School Year

*(Please put a "✓" in the appropriate box)*

- My school, in compliance with the requirements of the Programme, applies for the School-based Grant to organise school-based after-school learning activities for eligible students.
- My school does not wish to receive the School-based Grant.  
Reason(s): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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

School Code: 

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School Tel. No.: \_\_\_\_\_

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

*School chop*

#### **Points to note:**

1. The provision of the School-based After-school Learning and Support Programmes is complementary in nature. To cater for the diverse needs of needy students, schools are encouraged to flexibly deploy their resources and/or participate in various funding schemes launched by the Government/charitable organisations.
2. Schools should enable the stakeholders including parents to understand how schools organise after-school learning activities to support needy students so as to further enhance transparency. Besides, schools are required to include in their Annual School Plan for the arrangements of their school-based programme and upload their Annual School Plan onto their website by end-October 2024. Schools should conduct annual review on their school-based programme and reflect the outcomes in their School Report, which has to be uploaded onto their website not later than end-November 2024. Failing this will result in the clawback of the School-based Grant disbursed for the 2024/25 school year.
3. Schools should complete the questionnaire of School-based Grant every year and return it to EDB, so as to allow EDB to understand about the situation of schools' usage of School-based Grant.
4. Schools may retain the unutilised amount of the School-based Grant subject to its not exceeding the total provision of the Grant for the current year. The excessive amount will be subject to clawback by EDB. For government schools, the said arrangement is based on financial year.

## **School-based After-School Learning and Support Programmes Reply Form Personal Information Collection Statement**

### Purpose of Collection

1. The personal data provided by you in this form will be used by EDB for one or more of the following purposes:
  - (a) Activities relating to the processing, authentication and counter-checking of the application for funding for School-based Grant of School-based After-School Learning and Support Programmes;
  - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication and counter-checking of the application mentioned in (a) above;
  - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of EDB;
  - (d) Activities relating to training and development including invitation of participation in programmes/activities, applications for reimbursement of course fees, assessment of nominations, awards and scholarship, and monitoring of attainment progress;
  - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
  - (f) Activities relating to compilation of statistics, research and Government publications; and
  - (g) Activities relating to the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279), its subsidiary legislation (such as the Education Regulations and the Grant/Subsidized Schools Provident Fund Rules) and the Codes of Aid.
  
2. The provision of personal data required by this form and during the processing of this form is obligatory. In the event that you do not provide those personal data, we may not be able to handle or further process the application.

### Classes of Transferees

3. The personal data you provide will be made available to persons working in EDB. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureau and departments for the purposes mentioned in paragraph 1 above;
  - (b) the school in which the form relates for the purposes mentioned in paragraph 1 above;
  - (c) where you have given your prescribed consent to such disclosure; and
  - (d) where such disclosure is authorised or required under the law or court order applicable to Hong Kong.

### Access to Personal Data

4. You have the right to request access to and correction of your personal data held by EDB. Request for access or correction of personal data should be made in writing to Assistant Education Officer (Student Special Support)<sup>18</sup> at Student Special Support Section, Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to [aeosss18@edb.gov.hk](mailto:aeosss18@edb.gov.hk).