

Education Bureau Circular Memorandum No. 036/2026

From : Secretary for Education

To : Heads of Kindergartens, Primary and
Secondary Schools

Ref. : 1125-2035-8060-9110-00006-P001

- for necessary action

Date : 2 March 2026

Use of Sports Facilities of the Leisure and Cultural Services Department, the Housing Department and Sites under Private Recreational Leases by Schools for the 2026/27 School Year

Summary

The purpose of this circular memorandum is to inform secondary and primary schools providing Physical Education (PE) curriculum as well as kindergartens of the details about booking sports facilities of the Leisure and Cultural Services Department (LCSD), the Housing Department (HD), sites under Private Recreation Leases (PRLs) and Kai Tak Sports Park (KTSP) for the 2026/27 school year.

Details

2. The PE curriculum aims to help students develop motor skills and acquire necessary knowledge through physical activities, and cultivate proper values and attitudes for the development of healthy lifestyle. To provide students with more opportunities to take part in physical activities, schools can apply directly to the LCSD and the HD for using their sports facilities through annual booking arrangements, to organise swimming galas, athletic meets, PE lessons and sports activities.

3. For the 2026/27 school year, the period for schools' annual booking is from **1 September 2026 to 10 July 2027** (except the "LCSD Recreation Facilities Free Use Scheme", which is from 1 September 2026 to 30 June 2027). Applications should be made through LCSD's SmartPLAY system (applicable to LCSD facilities) or reach the relevant booking offices of the HD Estate Offices/Management Offices by post or fax (applicable to HD facilities) not later than the deadlines as stated in the **Annex**. Late applications will be treated as ordinary advance bookings and processed together with other organisations and the public. Details of the facilities information, application form and deadline for application, please refer to the **Annex**. Regarding the use of SmartPLAY, please refer to the Frequently Asked Questions (FAQs) for using the LCSD and the HD sports facilities by schools.

4. Schools may also apply for the use of sports facilities operated on sites under PRLs and KTSP. Relevant information of PRLs, such as location, hiring charges, opening hours, facilities available, procedures governing the use and booking of various facilities, are available on the Culture, Sports and Tourism Bureau website (<https://www.cstb.gov.hk/en/other-information/prls.html>). For school booking enquiries at KTSP, please contact via email schoolbooking@kaitaksportspark.com.hk.



5. Schools should pay special attention to booking and allocation methods of the swimming pools as stated in the "General Information on Hiring of the LCSD Swimming Pools by Schools". Schools should also observe the updated "Terms and Conditions of Hire of LCSD Public Swimming Pools" in addition to the safety precautions laid down by the LCSD. Violations of the "Terms and Conditions" will lead to the cancellation of booking priority in the next school year. In addition, LCSD has introduced a trial scheme of "Flexible Use of Public Swimming Pool Facilities". For details, please refer to the following website: <https://www.lcsd.gov.hk/en/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>



6. To strengthen the management of its swimming pools, the LCSD requires all students to either wear school uniform or show student identity card/student handbook when entering the pool complexes. Students should also put on proper swimming wear and uniform swimming cap or wristband during the lessons/trainings for identification.

7. If cancellation of an allocated session is required, schools are required to cancel the booked sessions 14 days in advance (for swimming pools) and 20 days in advance (for other sports venues) through the SmartPLAY system. For urgent cancellation, schools should inform the LCSD by phone immediately followed by a notification letter. Schools should also observe the updated “Conditions of Use of the LCSD Recreation and Sports Facilities”.

8. If schools would like to rearrange the National Flag raising time to tie in with the ceremonies for athletic meets and swimming galas, please submit written request to the officers-in-charge of the LCSD venues one month in advance. The LCSD will, on behalf of the schools, seek approval from the Protocol Division, Government Secretariat.

9. When conducting PE lessons and related activities, schools should closely observe the updated “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” which is available at the EDB website (<https://www.edb.gov.hk/en/pe/safety>).



Enquiry

10. Frequently Asked Questions (FAQs) for using the LCSD and the HD sports facilities can be found at the EDB website (https://www.edb.gov.hk/en/curriculum-development/kla/pe/references_resource/index.html). For enquiries about individual sports facilities, please contact the respective sports venues/district offices of the LCSD or the estate/management offices of the HD direct. For enquiries about the SmartPLAY system, please contact 3954 5150. For other enquiries, please contact the PE Section, Curriculum Development Institute, Education Bureau at 2762 2538 or 2760 7794.



Ms Annie WONG
for Secretary for Education

c.c. Heads of Sections - for information

Use of Sports Facilities of the Leisure and Cultural Services Department and the Housing Department by Schools for the 2026/27 School Year

2

LCSD Sports Facilities/Scheme URL: https://www.lcsd.gov.hk/specials/facility/documents.htm		Deadline for Application	Applicable to	
			Secondary and Primary Schools (with PE in the curriculum)	Kindergartens
Swimming pools (swimming gala)		27/3/2026	✓	
Sports grounds (athletic meets)		4/5/2026	✓	
Swimming pools (swimming lessons and/or training)		15/5/2026	✓	
Sports grounds (athletic trainings) *		1/6/2026	✓	✓
Tennis and squash courts			✓	
Natural and artificial turf pitches			✓	
Sports centres			✓	✓ (except squash courts)
Hard-surfaced recreation grounds (free use of football, basketball, handball and volleyball courts)			✓	✓
“LCSD Recreation Facilities Free Use Scheme”			✓	✓

* Remark: Priority will be given to secondary and primary schools for the booking of sports grounds to conduct athletic training. The sports grounds can also be booked by the kindergartens to organise activities related to the learning area of "Physical Fitness and Health".

HD Sports Facilities URL: https://www.housingauthority.gov.hk/en/common/pdf/public-housing/estate-management/property-management/recreation.pdf		Deadline for Application	Applicable to	
			Secondary and Primary Schools (with PE in the curriculum)	Kindergartens
Hard-surface recreation grounds (free use of mini-soccer pitches, basketball, volleyball and badminton courts, etc.)		1/6/2026	✓	✓