

## Outdoor Education Camp Scheme (2023/24)

### Objectives

This is to invite primary and secondary schools to participate in the “Outdoor Education Camp Scheme” (OECS).

### Details

2. The Education Bureau (EDB) encourages schools to organise outdoor education (OE) camps to provide opportunities for students to gain life experience in the natural environment and extend classroom learning.

3. For details of the OECS in the 2023/24 school year, please refer to EDB webpage:

[https://www.edb.gov.hk/en/curriculum-development/kla/pe/references\\_resource/oecamp/index.html](https://www.edb.gov.hk/en/curriculum-development/kla/pe/references_resource/oecamp/index.html).



4. The camp places of the 2023/24 school year (i.e. from 1 September 2023 to 12 July 2024) will be open for telephone booking by schools from **9:00 a.m. on 16 May 2023 (Tuesday) onwards**. Schools that are interested in the OECS should download the application form from the above webpage. Procedures and points to note for application are as follows:

Procedures	Details
Step 1: At least <b>two months</b> before the commencement of the OE Camp	Schools should directly contact the respective camp offices <u>by telephone</u> to reserve the camp places. A deposit at a rate of \$25 (3-day camp) or \$50 (5-day camp) per head may be collected by the camp offices, except those operated by the Leisure and Cultural Services Department (LCSD).
Step 2: Within <b>one week</b> after the telephone booking	Schools should <u>return the duly completed “OECS” Application Form (the Form)</u> to the respective camp offices by fax or email. Schools should clearly indicate if they also wish to apply for the OECS subsidy in the Form. <ul style="list-style-type: none"> <li>■ For submission of the Form via <u>fax</u>: upon receiving the Forms acknowledged by the camps, EDB will reply and notify schools of the result of subsidy application via fax.</li> <li>■ For submission of the Form via <u>email</u>: upon receiving the Forms acknowledged by the camps, EDB will reply</li> </ul>

	<p>and notify schools the result of subsidy application via the email provided by the schools.</p> <p>Camp offices will verify the information on the application form against the telephone booking record, and then forward it to EDB for follow up action.</p> <p>If any school does not receive any notifications within 20 days after the submission of application, the school may contact the PE Section, EDB for enquiry (Tel No.: 2762 2538).</p>
Step 3: At least <b>six weeks</b> before the commencement of the OE Camp	Schools should <u>confirm the number of camp places and programme design with the respective camp offices</u> to facilitate the deployment of manpower and resources.
Step 4: At least <b>four weeks</b> before the commencement of the OE Camp	For any changes of the number of camp places reserved, schools are required <u>to notify the respective camp offices and EDB in writing</u> at least four weeks before the commencement of the OE Camp. The camp offices will then confirm the updated information and provide the information to EDB to revise the subsidy accordingly. For those schools which have not timely confirmed the changes of the number of camp places with the respective camp offices, the camp offices may refuse other additional campers to the campsites. The camp offices may also charge schools in accordance with the original numbers of campers proposed through Step 3 above. Besides, <u>schools should arrange the payment according to the specified period of time provided by the camps.</u>
Step 5: In the OE Camp	On arrival at the camp, the responsible teacher and the camp officer should confirm and sign a record of actual number of campers attended. EDB will provide the OECS subsidy according to this record.
Step 6: Within <b>one week</b> after the completion of the OE Camp	Schools should complete the <u>“Outdoor Education Camp Scheme” Evaluation Form in duplicate</u> and return them to the respective camp offices and EDB.

5. The OECS subsidy rates are as follows:

	5-day Camp (applicable to primary schools only)	3-day Camp
Camping Days	Monday to Friday (or other arrangements as agreed with the camp offices)	Monday to Wednesday or Wednesday to Friday (or other arrangements as agreed with the camp offices)
Subsidy Rate per Student	\$ 310	\$156
Subsidy to Accompanying Teachers	Subsidy to Accompanying Teachers is calculated based on the ratio of 1:25 (i.e. one accompanying teacher will be subsidised full charges for 25 participating students), and at least two teachers <sup>Note</sup> will be subsidised in each application.  <i>[Note: According to the “Guidelines on Outdoor Activities”, at least two teachers are required for each camp period.]</i>	

6. To plan for an OE camp, schools should set clear learning objectives, work collaboratively with respective camp offices on the programme design, assign teachers to look after their students, and help conduct some of the activities as necessary.

7. Schools should closely observe the “Schools Safety and Insurance” and related guidelines on the EDB website, particularly the “Guidelines on Extra-curricular Activities in Schools”, “Guidelines on Outdoor Activities”, “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” and take necessary precaution measures. For details, schools may refer to EDB webpage:



<https://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety.html>

### Contact Person

8. For enquiries on OECS, please contact Ms Abby LAU of the Physical Education Section, Curriculum Development Institute, Education Bureau on 2762 2538.