

## The “Outdoor Education Camp Scheme” (OECS) (2023/24)

### Frequently Asked Questions (FAQs)

**Q1 :** How can schools apply for participating in the OECS ?

**A1 :** Invitation for schools to participate in the OECS (2024/25) was sent through the Education Bureau Circular Memorandum “Curriculum Development Institute Application for Participation in Educational Activities and Event” on 2 May 2024. Camp places of the 2024/25 school year (i.e. from 2 September 2024 to 11 July 2025) will be open for telephone booking by schools from 16 May 2024 (Thursday) at 0900 hours onwards. Schools may firstly reserve camp periods with camp offices over the phone followed by downloading the “OECS (2024/25) Application Form” from the EDB website for completion. The completed application form should be sent to the camp offices by email within one week after the successful telephone booking.

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. <ul style="list-style-type: none"> <li>● 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 managed by the Leisure and Cultural Services Department (LCSD).</li> </ul>
Step 2: Within <b>one week</b> after the telephone booking	Schools should <u>return the duly completed “OECS” Application Form (the Form) to the respective camp offices by email</u> . Schools should clearly indicate if they also wish to apply for the OECS subsidy in the Form. <ul style="list-style-type: none"> <li>● Camp offices will verify the information and then forward to EDB for follow-up on <u>school application for OECS subsidy</u>.</li> <li>● EDB will reply to schools on the application result via the email provided by schools upon receipt of the verified Form(s) from the camp offices.</li> <li>● 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).</li> </ul>
Step 3: At least <b>six weeks</b> before the commencement of the OE Camp	Schools should <u>confirm the number of campers / 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 in writing (copy to the EDB)</u> at least four weeks before the commencement of the OE Camp. The camp offices will verify and send the updated information to the EDB to <u>revise the OECS subsidy</u> accordingly. For those schools which do not timely confirm the changes of the number of camp places with the respective camp offices, the camp offices may refuse the additional campers to the campsites. The camp offices may also charge schools in accordance with the original numbers of campers in Step 3 above if the number of actual campers is smaller than the confirmed number. Besides, <u>schools</u>

	<u>should arrange the payment according to the specified period of time provided by the camps.</u>
Step 5: In the OE Camp	The responsible teacher and the camp officer should <u>confirm and sign a record of actual number of campers attended</u> . 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 and send the <u>“Outdoor Education Camp Scheme” Evaluation Form</u> to both respective camp offices and EDB by email.

Q2 : [Is there defined duration required for participating in the OECS \(2023/24\) ?](#)

A2 : Education camp to be organised from 2 September 2024 to 11 July 2025 in consecutive 3-day (applicable to both primary and secondary schools) or 5-day (applicable to primary schools only) are eligible to apply for participating in the OECS. If the camp periods fall into Sundays and public holidays, schools are required to discuss with the camp offices.

Q3 : [Is there any restriction for the use of the OECS subsidy in the camp duration and choice of camp?](#)

A3 : The OECS subsidy applies to education camps organised in the 37 camps approved by the EDB (website: [http://www.edb.gov.hk/en/curriculum-development/kla/pe/references\\_resource/oecamp/index.html](http://www.edb.gov.hk/en/curriculum-development/kla/pe/references_resource/oecamp/index.html)). The camps should be 3-day camp (for primary and secondary schools) or 5-day camp (for primary school).

Q4 : [What are the subsidy rates of the OECS? Is there any restriction on the time\(s\) for a school to apply for it?](#)

A4 : Schools can apply for OECS subsidy for many times. The subsidy rates are as follows :

	5-day Camp (applicable to primary schools only)	3-day Camp
Camping Days	Monday to Friday (Or agreed with camp offices)	Monday to Wednesday or Wednesday to Friday (Or agreed with camp offices)
Subsidy Rate per Student	\$ 318	\$ 160
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 every 25 participating students), and at least two teachers <sup>Note</sup> will be subsidised in each application.  [Note: With reference to the “Guidelines on Outdoor Activities”, at least two teachers are required for each camp period.]	

Q5 : [How to apply for the OECS subsidy ?](#)

A5 : Schools intend to apply for the OECS subsidy should mark clearly in the “Outdoor Education Camp Application Form”. Camp offices will verify the information on the application form against the telephone booking record and then forward it to the EDB for follow up school application for

OECS subsidy. The EDB will reply respective schools and camp offices by **email**.

**Q6 :** What is the ratio of teacher to student in leading outdoor education camp ?

**A6 :** There are two kinds of teacher-student ratio for leading outdoor education camp, one for subsidy approval and the other for safety purpose. For subsidy approval, the ratio of teacher to student is 1:25 (with at least two teachers in one camp period); For safety purpose, the ratio of teacher to student is at least 1:30.

**Q7 :** How to change of the number of campers after the submission or approval of the OECS subsidy?

**A7 :** For any changes of the number of camp places reserved, schools should inform the camp offices at their earliest convenience. Schools have to **notify the respective camp offices** by updating the number of participants on the original application form with the signature of teacher-in-charge or the school head at least four weeks before the commencement of the OE Camp by **email** to the camp offices for processing. The camp offices will verify the updated information and **send** it to the EDB for record keeping and subsidy revision. In case of insufficient notification period from schools, the camp offices may refuse the additional campers to the campsites or charge schools in accordance with the confirmed numbers of campers even if there is less number of campers attended.

**Q8 :** Will the change of number of campers affect the OECS subsidy ?

**A8 :** Schools are required to **email** the updated “Outdoor Education Camp Application Form” to the camp offices as earliest as possible after the telephone agreement with camp offices. The handling procedures are as follows:

	Number of campers increased	Number of campers decreased
Inform the camp offices <b>4 weeks or more</b> prior to the camping date	The EDB will pay camp offices according to the number of students and teachers (eligible for OECS subsidy), revise the OECS subsidy approval, <b>email</b> the revised approval letter to schools and camp offices concern.	The same procedures as the number of campers increase as list on the left box.
Inform camp offices <b>less than 4 weeks</b> prior to the camping date	<b>The EDB may not be able to subsidise schools.</b>	According to the request of camp offices, schools may need to pay the amount of camp fees and subsidy respectively according to the number of campers’ schools has agreed with camp offices earlier.

Q9 : How to handle outdoor education camp under special circumstances (e.g. adverse weather and the announcement of class suspension by the EDB) ?

A9 : Handling outdoor education camp under the following special circumstances:

- a) Adverse weather: No outdoor activities should be organised in case of the **tropical cyclone No.1 or above, the Red or Black Rainstorm** etc. warning signals were issued. **When Typhoon Signal No.1 or above is in force, schools should arrange students to leave the camp under a safe circumstance.** Schools should discuss with camp offices to postpone or cancel the camp if they were yet to enter the camp.
- b) Schools should discuss with camp offices to postpone or cancel the camp in case of the announcement of class suspension by the EDB.

**Example:** The camp period of the school is scheduled for 5 March to 7 March. (On 5 March, the Hong Kong Observatory issued Typhoon Signal No.1 on 7:00am, and then replaced it by Signal No. 3 on 3:00pm. All typhoon signals were lowered at 8:00pm).

**The arrangement is suggested as below:**

- The camp of 5 March will be cancelled;
- School may consider to resume the camp on 6 March (Either in the morning or the time as discussed with the camp offices) or discuss with the camp offices to postpone.

Q10 : Will the paid fees be refunded for cancellation of outdoor education camp under special circumstances (e.g. adverse weather and the announcement of class suspension by the EDB) ?

A10 : Under the following circumstances, the camp offices accept schools to cancel, postpone, delay or leave earlier. Schools should discuss with the camp offices for the postponement of the camp (must be within the same school year). If the camp needed to be cancelled, the camp office would arrange refund to schools and the EDB:

- The Education Bureau announces suspension of classes;
- The Hong Kong Observatory issues the red or black rainstorm warning signal;
- The Hong Kong Observatory issues Tropical Cyclone Warning Signal No. 3 or above;
- The Air Quality Health Index (AQHI) at the district where the campsite located reaches 10+ (Severe); and
- Serious flooding in the district at which the campsite is located.

**The End**