

## **Education Bureau Circular No. 9/2025**

### **Life-wide Learning and Sister School Grant**

[Note: This circular should be read by

- (i) Supervisors and Heads of all government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme – for action; and
- (ii) Heads of Sections – for information.]

### **Summary**

The purpose of this circular is to announce to all government schools, aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme (DSS schools) the consolidation of the existing Life-wide Learning Grant, Grant for the Sister School Scheme and the Outdoor Education Camp Scheme subsidy into the Life-wide Learning and Sister School Grant (“LWLSSG”) starting from the 2025/26 school year and to set out the principles on its use and other related details. This circular supersedes the Education Bureau (EDB) Circular No. 23/2024 on *Life-wide Learning Grant* dated 25 September 2024, EDB Circular No. 5/2023 on *Grant for the Sister School Scheme* dated 25 May 2023 and the annex on *Outdoor Education Camp Scheme* to the EDB Circular Memorandum dated 2 May 2024.

### **Background**

#### **(i) Life-wide Learning Grant**

2. Life-wide learning extends learning beyond the classroom. The knowledge, skills, proper values and attitudes that students acquire in experiential learning are important in developing their lifelong learning capabilities and achieving the aim of whole-person development. Starting from the 2019/20 school year, the EDB has provided the recurrent Life-wide Learning Grant to all public sector schools<sup>1</sup> (including special schools), whereas the provision to DSS schools is subsumed in the DSS unit subsidy rates. Since its disbursement, in light of the school contexts and students’ needs, schools are in general able to flexibly deploy this grant to organise more out-of-classroom experiential learning activities in different Key Learning Areas (KLAs) and curriculum areas, so as to enrich students’ learning experiences<sup>2</sup>, broaden their horizons and enhance their learning motivation and interest. The school curriculum has been continuously renewed in response to the latest

---

<sup>1</sup> Excluding Caritas Chan Chun Ha Field Studies Centre, Ho Koon Nature Education cum Astronomical Centre, and Arts and Technology Education Centre.

<sup>2</sup> The school curriculum should provide students with five essential learning experiences, i.e. values education, intellectual development, community service, physical and aesthetic development, and career-related experiences.

development, such as introduction of the notion of “learning time”<sup>3</sup> and increase in the flexible lesson time in primary schools, which has created space and favourable conditions for schools to further promote life-wide learning.

(ii) Grant for the Sister School Scheme

3. Launched since 2004, the Sister School Scheme has served as a platform for professional interflows and cooperation for Hong Kong primary, secondary and special schools. Under the Sister School Scheme, schools arrange diversified exchange activities with their sister schools in the Mainland at various levels, including students, teachers and school management in light of their development needs, so as to enrich students’ learning experiences, deepen the understanding of the Mainland/ Hong Kong among teachers and students in the two places, enhance teachers’ professionalism, and promote cultural exchanges between the two places and school development. For instance, students in the two places can have in-depth exchanges in different aspects, learn from one another and enhance their friendship through reciprocal sister school visits, joint participation in cultural, arts and sports activities, etc. Teachers in the two places can enhance their teaching effectiveness through professional development activities, such as collaborative lesson preparation and teaching demonstration. Members of the school management in the two places can strengthen their capabilities in managing and leading the school through activities such as symposiums and experience sharing. Since the 2018/19 school year, the EDB has been providing the recurrent Grant for the Sister School Scheme to local public sector schools (including special schools) and DSS schools that have formed sister schools with their Mainland counterparts, with a view to helping schools plan sister school exchange activities in the long run and fostering sustainable development of sister school exchanges.

(iii) Outdoor Education Camp Scheme subsidy

4. The Outdoor Education Camp Scheme aims to encourage schools to organise outdoor education camps to provide opportunities for students to gain life experiences in the natural environment and extend classroom learning. When planning an outdoor education camp, schools should set clear learning objectives and work collaboratively with respective camp offices to design various learning contents. Under the Outdoor Education Camp Scheme, schools may apply for the subsidy in light of their development needs.

## **Overview**

5. The existing Life-wide Learning Grant, Grant for the Sister School Scheme and Outdoor Education Camp Scheme subsidy support schools in organising extended learning activities outside the classroom, so as to provide students with rich and diversified learning experiences to broaden their horizons and share a common goal of fostering their whole-person development. For more effective use of public resources, starting from the 2025/26 school year, the EDB will consolidate the aforementioned grants and subsidy into the LWLSSG, with a view to improving flexibility, utilisation

---

<sup>3</sup> Student learning can take place anywhere and anytime. Learning time refers not only to classroom periods. Learning time includes lesson time (teacher-student contact hours in settings not limited to the classroom), the time outside class at school (such as recess, lunch breaks, after-school time, open days, examination days) in addition to the time spent outside school including holidays and visits (including local, Mainland and other areas).

and synergy. Schools would be able to deploy the LWLSSG more flexibly to organise student learning activities outside the classroom (including Mainland educational exchange activities, local and non-local study tours, and outdoor education camps) and arrange sister school exchange activities to enrich students' learning experiences, help them develop lifelong learning capabilities and achieve the aim of whole-person development. By planning and organising educational exchange activities in the Mainland and sister school exchange activities at different levels, schools may enable teachers and students to gain first-hand experience of different aspects of our country's development from multiple perspectives, thereby deepening their understanding of our country and enhancing their sense of national identity. This also facilitates educational exchange and collaboration between the two places, jointly advancing educational development.

6. Starting from the 2025/26 school year, the EDB will provide the LWLSSG to all public sector schools<sup>1</sup> (including special schools) and DSS schools. The LWLSSG should be used for enriching students' learning experiences and organising exchange activities with sister schools in the Mainland at student, teacher and school management levels. Schools should aptly allocate resources to benefit as many students as possible, fulfill their learning needs, and promote teachers' professional development and school development. Therefore, specific expenditure items are capped. Confining the use of the LWLSSG to a single project/ area or a small number of students should be avoided.

## **Details**

### **(i) Ambit**

7. Having regard to the needs of school development and student learning, schools are required to formulate appropriate objectives and strategies in accordance with the learning goals of Hong Kong school curriculum recommended by the Curriculum Development Council and the curriculum objectives of relevant KLAs/ subjects concerned and arrange life-wide learning activities that suit the stages of students' cognitive and affective development; and conduct exchange activities with Mainland sister schools at various levels to tie in with the objectives of the Sister School Scheme and based on schools' development needs.

8. The LWLSSG is comprised of two components, namely, the Life-wide Learning Grant and the Sister School Grant. Schools should flexibly deploy the LWLSSG, in conjunction with the resources provided by the EDB and others where appropriate, to holistically plan and arrange diversified life-wide learning in line with the learning goals and curriculum areas as well as sister school exchange activities. Within the ambit of the LWLSSG, schools may flexibly deploy the aggregate amount for life-wide learning activities (including outdoor education camps) and exchange activities with Mainland sister schools, without being bound by respective provisions (except for the specified expenditure items subject to allocation limits). For details of the use of the LWLSSG (including the principles on its use, ambit, examples and points to note), schools should read the Guidelines on the use of the LWLSSG at **Annex 1**.

(ii) Calculation of the LWLSSG

9. The calculation methods of the LWLSSG for public sector schools (excluding special schools) and that for DSS schools are the same, comprising the Life-wide Learning Grant component and the Sister School Grant component. The Life-wide Learning Grant component is calculated on a per capita basis<sup>4</sup>, and the rates for primary and secondary schools are \$1,100 and \$1,500 per pupil per school year respectively. As for the Sister School Grant component, each public sector school (except special schools) and DSS school having formed sister school(s) with the Mainland counterpart(s) will be provided with \$165,000 per school year. Generally speaking, the aggregate amount of the LWLSSG for each school is capped at the total sum<sup>5</sup> derived from the level of the Life-wide Learning Grant<sup>6</sup> and that of the Grant for the Sister School Scheme<sup>7</sup> for the 2024/25 school year. The calculation is illustrated at **Annex 2**.

10. To ensure that schools of different scales have resources to organise appropriate life-wide learning and sister school exchange activities, the amount of the LWLSSG to be provided by the EDB for each public sector school (except special schools) and DSS school is no less than \$300,000<sup>8</sup>.

11. The calculation method of the LWLSSG for special schools also comprises the Life-wide Learning Grant component and the Sister School Grant component. In view of the unique contexts and practical needs of special schools in terms of class structure, class size and students' needs, the provisions for the Life-wide Learning Grant component and Sister School Grant component of the LWLSSG for special schools will respectively follow the provisions and calculation methods<sup>9</sup> used for the Life-wide Learning Grant<sup>6</sup> and Grant for Sister School Scheme<sup>7</sup> for the 2024/25 school year.

(iii) Records of Mainland sister schools

12. Schools can form sister schools with their Mainland counterparts either through the coordination of the EDB or on their own initiative. In accordance with the record of Mainland sister schools as reported by schools and verified by the EDB as of 15 September of each year, the EDB will confirm whether a school will be provided with the provision of the Sister School Grant component for the respective school year. If schools did not receive the Grant for the Sister School Scheme in the 2024/25 school year, or they have no Mainland sister schools in the existing record of the EDB, they will be invited separately to update/ confirm the relevant record in June 2025. In case schools have formed sister schools with their Mainland counterparts on their own initiative later on, they should proactively submit the completed Reporting Form on Mainland Sister Schools and copies of relevant supporting documents to the EDB. As verification takes time, schools should submit

---

<sup>4</sup> Based on the result of head counts in September every year.

<sup>5</sup> Under special circumstances (e.g. schools which did not operate all year levels in the 2024/25 school year, or schools which have formed sister schools with their Mainland counterparts but did not apply for the Grant for the Sister School Scheme), the EDB may adjust the ceiling as necessary.

<sup>6</sup> For the 2024/25 school year, the rate of school-based provision for the Life-wide Learning Grant is \$160,154 per school. The rates for the class-based provision are \$26,691 (primary) and \$44,844 (secondary) per class. The calculation method is the school-based provision plus the product of class-based provision and the approved number of operating classes in the 2024/25 school year.

<sup>7</sup> The amount of the Grant for the Sister School Scheme for the 2024/25 school year is \$165,439 per school.

<sup>8</sup> This amount includes the Sister School Grant component (\$165,000) for each public sector school (except special schools) and DSS school having formed sister schools with the Mainland counterparts. Public sector schools (excluding special schools) and DSS schools that have not yet formed at least one Mainland sister school and reported it to the EDB will not receive the provision of the Sister School Grant component. That means such schools can each be provided with no less than \$135,000 of the LWLSSG.

<sup>9</sup> The calculation of the Life-wide Learning Grant is based on the approved number of operating classes in the respective school year.

relevant documents as soon as possible, and allow sufficient time for verification to be completed before the deadline. The Reporting Form on Mainland Sister Schools at **Annex 5** has been uploaded to the Sister School Scheme website of the EDB (<https://sss.edb.gov.hk/>) for schools' use. Schools can also complete the electronic form via the Common Log-On System (<https://clo.edb.gov.hk/>).

13. If schools wish to form sister schools through the coordination of the EDB, please submit the completed Indication of Preference for Pairing Up with Mainland Schools (**Annex 6**) to the EDB, or complete the electronic form via the aforementioned Common Log-On System. The relevant form has also been uploaded to the Sister School Scheme website of the EDB for schools' use.

## **Evaluation and Accountability**

14. All public sector schools (including special schools) and DSS schools are required to observe the established principles and requirements on the use of public funds as promulgated by the EDB when using the LWLSSG and are held accountable for its proper use. In line with the principle of school-based management, schools in receipt of the LWLSSG are required to prepare the Plan on the Use of the LWLSSG in accordance with its stipulated objectives, and incorporate the Plan for the school year into the Annual School Plan for endorsement by their School Management Committee (SMC)/ Incorporated Management Committee (IMC). Schools are also required to regularly monitor the use of the LWLSSG, attach the Report on the Use of the LWLSSG, consisting of the details of the activities, expenses and evaluation results, to the School Report of the school year concerned, and submit it to their SMC/ IMC for endorsement. While schools are **not** required to submit the Plan and the Report on the Use of the LWLSSG to the EDB, to enhance transparency and in accordance with the established practices, they are required to upload the Plan and the Report on the Use of the LWLSSG endorsed by their SMC/ IMC to the school website.

15. The templates of the Plan and the Report on the Use of the LWLSSG are set out in **Annexes 3** and **4** respectively. Schools **have to** adopt the electronic templates available on the LWLSSG webpage ([www.edb.gov.hk/en/lwlssg](http://www.edb.gov.hk/en/lwlssg)) when preparing the Plan and the Report on the Use of the LWLSSG and upload them to the school website by the end of November every year.



## **Disbursement, Accounting and Financial Arrangement**

16. The LWLSSG will be disbursed to all aided schools (including special schools), caput schools and DSS schools in two batches in October and April of each school year. For government schools, the LWLSSG will be allocated in the form of budget allocation in two batches in October and April of each school year.

17. Aided schools (including special schools), caput schools and DSS schools are each required to keep a separate ledger account to record all incomes and expenditures chargeable to the LWLSSG. They should adhere to the EDB's requirements on submission of the annual audited accounts set out in the relevant EDB circular memoranda/ letters, and the annexes therein, in preparing ledger accounts and annual accounts, and submit the annual audited accounts to the EDB in accordance with the prevailing requirements. For government schools, all expenditures chargeable to the LWLSSG should be charged to the designated user code in accordance with the prevailing financial guidelines;

the LWLSSG is accounted for on a financial year basis and the expenditure spent by schools cannot exceed the allocation in the respective financial year.

18. As the LWLSSG is a purpose-specific grant, schools must use the LWLSSG only to meet the expenses for implementation of life-wide learning and sister school exchange activities at different levels as specified in paragraphs 7 to 8 and **Annex 1**. Schools are required to manage their finances in a prudent manner, keep all records of incomes and expenditures, and make available such records and related receipts/ invoices to the EDB for inspection when necessary. In case of deficit, schools can top up the LWLSSG by deploying other government funding, including the Operating Expenses Block Grant/ Expanded Operating Expenses Block Grant (for aided schools), Fee Subsidy (for caput schools) and DSS subsidy (for DSS schools). Any remaining deficit thereafter should then be met by the school's own fund/ non-government funds. Government schools may deploy the surplus of the Expanded Subject and Curriculum Block Grant to top up the LWLSSG, if necessary. Schools are required to observe the prevailing relevant EDB circulars and guidelines as appropriate in case of procurement of outside services and goods.

### **Surplus Retention and Clawback Arrangement**

19. As the LWLSSG is a recurrent grant, schools should optimise its use in the respective school year/ financial year by organising diversified life-wide learning activities (including outdoor education camps) for the students and sister school exchange activities at different levels. Under the principle of flexible use of the LWLSSG, schools may retain the unspent balance and carry it forward for use in the subsequent school year/ financial year. Nevertheless, retention of excessive surplus should be avoided and transfer of funds/ unspent balance out of the LWLSSG account is not permitted. The EDB will continually evaluate the use of the LWLSSG by schools and review the related arrangements in a timely manner.

20. The unspent balance of the Life-wide Learning Grant and the Grant for the Sister School Scheme in the 2024/25 school year (for aided schools (including special schools), caput schools and DSS schools)/ 2024-25 and 2025-26 financial years (for government schools) (if any) can be used in the 2025/26 school year, in accordance with the stipulated principles and requirements on the use of respective grants, for flexible implementation of life-wide learning or sister school exchange activities. Schools are not required to prepare additional plans and reports on the use of the original grants, but the unspent balance should be kept in the original ledgers. Under no circumstances shall the unspent balance be transferred to the newly set up LWLSSG account/ other accounts. When the 2025/26 school year ends (i.e. as of 31 August 2026), the EDB will claw back any unspent balance of these two grants from aided schools (including special schools), caput schools and DSS schools<sup>10</sup> based on their annual audited accounts. For government schools, any unspent balance in the designated user codes as of 31 August 2026 will lapse.

---

<sup>10</sup> For DSS schools, the EDB will claw back the unspent balance of the Grant for the Sister School Scheme.

## Briefing Sessions

21. The EDB will organise briefing sessions on 5 June 2025 to introduce to schools the implementation details of the LWLSSG. For details and enrolment of the briefing sessions, please refer to the Training Calendar System on the EDB website (Course ID: [QA0020250041](#)).



## Enquiry

22. The latest information about the LWLSSG, Guidelines on the Use of the LWLSSG, templates of the Plan and the Report on the Use of the LWLSSG and related Frequently Asked Questions will be uploaded in turn to the LWLSSG webpage of the EDB ([www.edb.gov.hk/en/lwlssg](http://www.edb.gov.hk/en/lwlssg)).



23. Please contact us for enquiries about:

<i>Life-wide learning -</i>	Life-wide Learning and Mainland Exchange Section 1 on 3540 7436 or 2892 6490
<i>Sister School Scheme -</i>	School Development Support Section on 3509 8464 or 3509 8482

Ms S. M. YIP  
for Permanent Secretary for Education

## Guidelines on the Use of the Life-wide Learning and Sister School Grant (LWLSSG)

### Principles on the use of the LWLSSG

1. Having regard to the needs of school development and student learning, schools are required to formulate appropriate objectives and strategies in accordance with the learning goals of Hong Kong school curriculum recommended by the Curriculum Development Council and curriculum objectives of relevant Key Learning Areas (KLAs)/ subjects concerned (please refer to relevant [curriculum documents of the KLAs/ subjects](#) for details) and arrange life-wide learning activities that suit the stages of students' cognitive and affective development; and conduct exchange activities with Mainland sister schools at different levels to tie in with the objectives of the Sister School Scheme and schools' development needs. These activities can **enrich students' learning experiences, consolidate and deepen their classroom learning, help them develop lifelong learning capabilities and achieve the aim of whole-person development. In addition, they enable teachers and students to deepen their understanding of our country through first-hand experiences, enhance their sense of national identity, or promote teachers' professional development and school development.**
2. Schools should flexibly deploy the LWLSSG, in conjunction with resources provided by the EDB or others where appropriate, to holistically plan and arrange life-wide learning activities (such as Mainland educational exchange activities, local and non-local study tours, outdoor education camps) in line with the learning goals and curriculum areas, and conduct exchange activities with Mainland sister schools at different levels.
3. School leaders should maintain good communication with teachers of all KLAs/ functional groups to discuss the resources needed for different projects and allocate resources as appropriate. Sufficient manpower should be arranged for coordination and management of the LWLSSG. Timely review should be conducted to evaluate whether the resources are effectively utilised in accordance with the stipulated objectives.
4. The LWLSSG should be used for enriching students' learning experiences and conducting exchange activities with Mainland sister schools. It should not be used for employing teaching or non-teaching staff. Adhering to the principles of fiscal prudence and avoiding extravagance, schools should ensure that all expenditures are incurred to serve the purposes specified for the LWLSSG and within their applicable allocation ceilings. They should also keep in view the cost-effectiveness in order **to benefit as many students as possible**, fulfill their learning needs, and promote teachers' professional development and school development.
5. While the LWLSSG is applicable to all students, it does not mean that each student must receive equal funding or an amount equivalent to the per capita grant rate. Nor does it mean that schools have to provide all life-wide learning and sister school exchange activities free of charge. If a school needs to charge a fee for an activity, it should follow the established

practice to set out the school-based criteria for determining the fee and inform parents and students of the arrangement accordingly.

6. Schools should strictly observe the relevant circulars and guidelines on the use of public funds issued by the EDB, deploy the LWLSSG in a fair and transparent manner subject to the stipulated principles and requirements, and be held accountable for its proper use. For instance, aided schools (including special schools) and caput schools are required to follow the procedures in the EDB Circular No. 4/2013 on *Procurement Procedures in Aided Schools and the “Guidelines on Procurement Procedures in Aided Schools”*. DSS schools are also required to follow the procurement procedures for aided schools or any school-based procurement policy and procedures approved by the School Management Committee (SMC)/ Incorporated Management Committee (IMC) concerned, and documented for information of stakeholders.
7. Schools **should not confine the use of the LWLSSG to a single project/ area or a small number of students**, but this does not imply that the LWLSSG can only be used for whole-school functions. Prior approval from the SMC/ IMC must be obtained for organising individual activities/ projects that incur higher costs.
8. Schools should set up school-based mechanisms to handle issues in relation to the LWLSSG, for example, the fee arrangements for students who request to withdraw after being approved to participate in an activity.

## Ambit

9. Schools may deploy the LWLSSG to:
  - organise experiential learning activities, such as Mainland educational exchange activities, local and non-local study tours<sup>1</sup>, and outdoor education camps, which are in line with the learning goals and curriculum objectives, and suit the stages of students’ cognitive and affective development, so as to infuse life-wide learning strategies into different KLAs/subjects and cross-curricular learning activities;
  - enrich students’ five essential learning experiences, including values education, intellectual development, community service, physical and aesthetic development, and career-related experiences (covering life planning education from upper primary to secondary levels). For details, please refer to [Primary Education Curriculum Guide \(2024\)](#) (currently in Chinese only), [Secondary Education Curriculum Guide \(2017\)](#) and the curriculum documents of relevant KLAs/ subjects;
  - organise exchange activities with Mainland sister schools at student, teacher and school management levels;

---

<sup>1</sup> Schools may organise more expeditions and exchange activities to the Mainland or countries/regions along the Belt and Road to enhance students’ understanding of national conditions and policies. Provided that the principles on the use of relevant funding are observed, schools may use the LWLSSG in conjunction with the Mainland Exchange Programmes for students (including the subvention schemes) of the EDB to make up for the subsidies as necessary when organising related activities.

- in response to the latest educational development and students' needs, enhance the effort in promoting the following three areas -
  - patriotic education<sup>2</sup>;
  - digital education, artificial intelligence (AI) and STEAM education, etc.;
  - student mental health<sup>3</sup>;
- procure equipment, apparatus, instruments (including repair and maintenance fees), mobile applications or software, devices, consumables, and learning resources necessary for implementation of activities under the ambit of the LWLSSG<sup>4</sup> (Note: The annual total expenditure should not exceed 15% of the allocation of the LWLSSG for the respective school year); and
- defray the expenses incurred by teachers for leading student activities<sup>5</sup>.

### Examples on the use of the LWLSSG

10. Listed below are some examples on the use of the LWLSSG that are in line with the principles:

- Subsidising students' participation in life-wide learning activities organised or recognised<sup>6</sup> by schools, such as activities with clear learning objectives through hire of services, co-organised activities, school-based learning activities, extra-curricular/ co-curricular activities, or theme-based cross-curricular activities;
- Defraying the necessary activity expenses incurred in enriching students' learning experiences -
  - Values education: e.g. leadership training and experiential learning camps;
  - Intellectual development (in line with the curriculum): e.g. visits to exhibitions and field trips;
  - Community service: e.g. service learning and uniformed group activities;

---

<sup>2</sup> As an integral part of the school curriculum, national education (NE) and national security education (NSE) at primary and secondary levels have included elements and spirit of patriotic education, covering national history, national affairs, Chinese culture, national geography and the Constitution and Basic Law education, which have been incorporated into various KLAs and related subjects at secondary and primary levels in Hong Kong. Intertwined with values education and life-wide learning activities, NE and NSE contribute to students' crucial learning experiences.

<sup>3</sup> Related webpage: <https://mentalhealth.edb.gov.hk/en/promotion-at-the-universal-level/promotional-resources-for-schools/index.html>

<sup>4</sup> The equipment or items purchased by deployment of the LWLSSG are school property. Schools may lend the items to students based on school context and students' learning needs. If so, schools are required to devise a fair borrowing mechanism and keep proper loan records.

<sup>5</sup> Expenses incurred by teachers (for special schools, relevant teaching and non-teaching staff of the school may be included as necessary) for leading student activities (including the expenditures approved by SMC/ IMC for teachers to escort students in study tours outside Hong Kong or sister school exchange activities in the Mainland in relation to the discharge of their duties) should be reasonable, necessary for educational purposes and spent in a cost-effective manner.

<sup>6</sup> Activities recognised by schools refer to those organised by external organisations, and the schools have confidence in such organisations and acknowledge that the contents of the activities could help students achieve the objectives of life-wide learning (e.g. schools may nominate students to participate in programmes/ activities/ competitions organised by post-secondary institutions, sports associations and the Leisure and Cultural Services Department).

- Physical and aesthetic development: e.g. sports training/competitions, drama courses/performances and outdoor education camps;
- Career-related experiences: e.g. job shadowing programmes and visits to enterprises;
- Defraying the necessary activity expenses incurred in the promotion of patriotic education -
  - taking part in the activities organised by the EDB or other relevant organisations, and organising school programmes, such as training for flag-guards, visits to patriotic education bases and arrangement of competitions/ exhibitions on national affairs in school, in order to provide students with diversified learning experiences, inheriting the national spirit and enhancing nationhood;
  - organising Chinese classical prose reading appreciation/ competition, learning and appreciation of the prestigious Chinese traditional culture (e.g. calligraphy, teaism, Chinese musical instruments, Chinese martial arts);
  - paying visits to the anti-Japanese War monuments/facilities (such as “Wu Kau Tang Martyrs Memorial Garden”, “Hong Kong Sha Tau Kok Anti-Japanese War Memorial Hall”, “Hong Kong Museum of the War of Resistance and Coastal Defence”), watching film shows about national affairs, and participating in Mainland exchanges/study tours;
- Defraying the necessary activity expenses incurred in the promotion of digital education, AI and STEAM education, etc. and innovation and technology learning for all, such as planning and organising relevant learning activities, purchasing relevant learning materials, subsidising student visits to relevant education venues or organisations (including theme parks and Hong Kong Wetland Park) and subsidising students’ participation in relevant local and non-local competitions and exchange activities;
- Defraying the necessary activity expenses incurred in heightening the promotion of student mental health -
  - With reference to the *4Rs Mental Health Charter*<sup>7</sup>, organising activities relevant to the promotion of student mental health or procuring related services or materials and learning and teaching resources;
- Subsidising students’ participation in local or non-local activities/ competitions by covering the expenses incurred for registration, transportation<sup>8</sup>, accommodation, and procuring related materials/ apparel; and
- Subsidising students’ participation<sup>9</sup> in study tours outside Hong Kong;

---

<sup>7</sup> Please refer to the EDBCM No. 60/2024 on *Mental Health@School – 4Rs Mental Health Charter* for details: <https://applications.edb.gov.hk/circular/upload/EDBCM/EDBCM24060E.pdf>

<sup>8</sup> The most suitable and economical mode of transportation according to needs should be selected.

<sup>9</sup> The LWLSSG should not cover personal items and consumption, or personal comprehensive and/or travel insurance (except comprehensive group travel insurance). The EDB takes out a Block Insurance Policy (“BIP”) for government, aided and caput schools (details are available on <https://www.edb.gov.hk/en/sch-admin/admin/about-sch/sch-safety.html>); yet the related insurance policy should not be regarded as a comprehensive personal insurance coverage for the participants (including students, teachers and school management) of life-wide learning or sister school exchange activities organised/ recognised by schools. When organising study tours outside Hong Kong or conducting exchange activities with sister schools in the Mainland by procuring

- Subsidising students' participation in fee-charging activities/ training programmes (e.g. outdoor education camps, scientific exploration activities and sports training) that are closely linked with different KLAs/ subjects and cross-curricular learning organised by local post-secondary institutions, non-profit-making organisations, academic associations and professional bodies;
- Deploying a portion of the LWLSSG to purchase -
  - equipment (including video-conferencing devices<sup>10</sup>), apparatus, instruments and consumables (e.g. virtual reality tools) necessary for implementation of activities under the ambit of the LWLSSG;
  - mobile applications or relevant software (e.g. software for creating virtual reality or 3D graphics) necessary for implementation of activities under the ambit of the LWLSSG;
  - materials and equipment (e.g. musical instruments, sports equipment, self-learning resource packages) necessary for implementation of activities under the ambit of the LWLSSG;
- Engaging scholars and professionals, etc. as speakers in thematic seminars under the ambit of the LWLSSG;
- Procuring services from external organisations or professionals/ coaches to assist in organising activities under the ambit of the LWLSSG (e.g. training on multiple intelligences, physical and aesthetic training, life planning, digital education, AI and STEAM education promotion activities);
- Meeting the fees of outdoor education camp, including camp and course fees;
- Defraying the expenses on the visa for students or teachers participating in non-local study tours or sister school exchanges in the Mainland<sup>11</sup> (Note: The annual total expenditure should not exceed 5% of the allocation of the LWLSSG for the respective school year);
- Utilisation on sister school exchange activities and relevant support, such as:
  - expenses incurred by school management, teachers and students for visiting Mainland sister schools<sup>9,12</sup>;

---

services, schools should invite quotations from local licensed travel agents for the provision of Group Comprehensive Travel Insurance Policy and procure such services. Nevertheless, if the participants of life-wide learning or sister school exchange activities wish to have a comprehensive personal insurance coverage, they may acquire it separately from any insurance company.

<sup>10</sup> If schools conduct online exchanges, they should make use of their existing resources/ equipment. In case there are genuine needs to deploy the LWLSSG for related procurement, schools should plan the usage prudently and ensure that the equipment can be fully utilised for activities under the ambit of the LWLSSG.

<sup>11</sup> The expenses on the visa for students and teachers should be indispensable for the participation in activities and be cost-effective.

<sup>12</sup> For sister school exchange activities which involve only teachers/ school management (except for preparation for sister school exchange activities at student level or participating in sister school contract signing ceremonies), schools can utilise the LWLSSG of the respective school year (bound by the provision for the Sister School Grant component of the respective school year) or the unspent balance previously retained.

- expenses on activities jointly organised with Mainland sister schools incurred in Hong Kong;
- expenses on breakfasts/ lunches/ dinners of school principals and teachers in relation to their discharge of duties in sister school activities organised in the Mainland<sup>13</sup> (bound by the limits of such expenses per occasion and per head quoted in the “Expanded Operating Expenses Block Grant User Guide for Aided Schools which have established an Incorporated Management Committee”/ “Operating Expenses Block Grant User Guide for Aided Schools”); and
- expenses on food and beverage for reception in relation to exchange activities with Mainland sister schools taking place in Hong Kong<sup>13</sup> (the annual total expenditure should not exceed 5% of the provision for the Sister School Grant component for the respective school year, i.e. \$8,250 (for primary and secondary schools) or \$8,272 (for special schools)).

11. Listed below are examples on the use of the LWLSSG that are not in line with the principles:

- Organising activities that are not aligned with the learning goals, curriculum objectives or inappropriate to the stages of students’ cognitive and affective development (e.g. outdoor activities under inclement weather, field coverage on current affairs as reporters);
- Organising activities that contravene the circulars, instructions or guidelines promulgated by the EDB;
- Employing teaching staff (including supply teacher) or non-teaching staff (except for procuring services from professionals/ coaches to assist in organising activities under the ambit of the LWLSSG);
- Procuring services or hiring temporary supporting staff for handling LWLSSG-related administrative work;
- Outsourcing the overall planning and implementation work for life-wide learning and sister school exchanges to external parties;
- Subsidising students’ participation in activities that primarily focus on academic performance, e.g. tutorial groups;
- Subsidising students’ participation in any form of assessment and/ or procuring services or materials to drill students for assessment (e.g. international examinations and assessments for schools, English language assessments offered by overseas universities);
- Subsidising teachers’ participation in local or non-local training courses or professional exchange activities (except for the expenses incurred by teachers for leading students in

---

<sup>13</sup> Schools are required to avoid lavishness and make prudent decision in meeting such expenses.

non-local exchange activities or sister school exchanges in the Mainland, and those for sister school exchange activities at teacher level);

- Subsidising parents' participation in seminars or activities with their children (e.g. defraying fees incurred by parents for outings with their children, sister school exchange activities or non-local study tours);
- Meeting the costs of school renovation/ construction works;
- Purchasing equipment or tools for handling clerical work of the school;
- Purchasing mobile computing devices, electronic equipment, computer software, etc. for general purposes;
- Meeting banquet- or courtesy-related expenses (e.g. crystal pedestal, pennant);
- Meeting the expenses for promotional and publicity activities, social events or celebrations (e.g. graduation dinners, parties);
- Meeting the expenses on food and beverage (except for the meal expenses included in the fees of outdoor education camps, training camps and non-local study tours, tour fares of sister school exchanges, expenses on food and beverage for reception in relation to exchange activities with Mainland sister schools taking place in Hong Kong, as well as expenses on breakfasts/lunches/dinners of school principals and teachers in relation to their discharge of duties in sister school activities organised in the Mainland);
- Meeting the expenses on travelling, boarding and lodging for the school personnel and students of Mainland sister schools on their visits to Hong Kong;
- Meeting the expenses on personal items and consumption; and
- Purchasing personal comprehensive and/ or travel insurance for teachers and students participating in non-local study tours or sister school exchange activities organised in the Mainland (except for the Group Comprehensive Travel Insurance Policy<sup>9</sup> included in the fees for the activities under the ambit of the LWLSSG).

12. The above examples are by no means exhaustive. The SMC/ IMC should prudently deploy the LWLSSG and properly allocate the resources. They should also ensure that the resources are utilised in a cost-effective manner and that every expenditure item incurred is used appropriately and falls within the ambit and complies with the principles on the use of the LWLSSG.

### **Points to note in conducting life-wide learning and sister school exchange activities**

13. Schools should step up the prevention of and stopping school activities undertaken by any parties that are in breach of the Basic Law, the National Security Law, the Safeguarding National Security Ordinance and all laws applicable to Hong Kong. The same principle should apply to off-campus student activities arranged/ approved by schools. For details, please refer to [EDB Circular No. 9/2023](#).
14. Schools should make good use of the resources to promote a change in pedagogy in different subject panels and functional groups for organising more out-of-classroom experiential learning activities that are relevant to everyday life, in line with the learning goals and curriculum objectives, connected with the KLAs and closely linked with the essential learning experiences, with a view to enhancing students' learning interest and facilitating their learning.
15. Schools should organise learning activities in line with the curriculum and in accordance with the learning goals and curriculum objectives. The activities should suit the stages of students' cognitive and affective development to cater for their development needs at different learning stages.
16. Regarding student safety when participating in extra-curricular activities, schools should observe relevant guidelines provided by the EDB, such as "Guidelines on Outdoor Activities", "Guidelines on Extra-curricular Activities in Schools", "Guidelines on Study Tours Outside Hong Kong" and "Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools"; and make reference to the guidelines and information provided by other relevant government departments (e.g. Hong Kong Observatory, Department of Health). When planning and organising activities (including those co-organised with other parties), schools should ensure that the activities are free from danger to ensure the safety of students, and that the expected learning objectives could be achieved. Please refer to the [School Activities Guidelines webpage of EDB](#) for more details.
17. When procuring services from professionals/coaches to assist in organising activities, schools should adopt the mechanism in the Sexual Conviction Record Check Scheme (the Scheme) by the Hong Kong Police Force to ensure the safety of students. Please refer to [EDB Circular No. 14/2023](#) for details. When procuring services from external organisations to assist in organising activities, schools should also request the relevant organisations to adopt the procedures under the Scheme when hiring instructors or other persons who provide educational and related services for students.
18. Since 10 July 2024, non-Chinese Hong Kong permanent residents may apply for the "Mainland Travel Permit for Hong Kong and Macao Permanent Residents (Non-Chinese Citizens)" via China Travel Service Entry Permit Service Hong Kong Limited. Schools should remind students who are eligible and plan to visit the Mainland to apply early so that they may use the fast lanes at the Mainland border checkpoints without the need of arrival cards for efficient border crossing. Details are available on the related webpage ([https://www.ctshk.com/mep/zh/nrep\\_notice\\_mep/](https://www.ctshk.com/mep/zh/nrep_notice_mep/)).

## Life-wide Learning and Sister School Grant

### Examples of calculation

#### **(I) For public sector and DSS primary and secondary schools**

Example	Total number of students	Schools which have reported their Mainland sister schools to the EDB	Allocation of the LWLSSG for the respective school year	
			Based on calculation formula	Actual provision
Primary School A	648	✓	$648 \times \$1,100 + \$165,000 = \$877,800$	<b>\$877,800</b>
Secondary School B	594	✗	$594 \times \$1,500 = \$891,000$	<b>\$891,000</b>
Primary School C	884	✓	$884 \times \$1,100 + \$165,000 = \$1,137,400$ ( exceeds the sum of Life-wide Learning Grant and the Grant for the Sister School Scheme, which is \$1,126,323 (with 30 approved operating classes) in the 2024/25 school year )	<b>\$1,126,323</b>
Primary School D	100	✓	$100 \times \$1,100 + \$165,000 = \$275,000$ ( less than \$300,000 )	<b>\$300,000</b>

#### **(II) For special schools**

Example	Number of classes		Schools which have reported their Mainland sister schools to the EDB	Allocation of the LWLSSG for the respective school year
	Primary	Secondary		
Special School E	6	6	✓	$\$160,154 + 6 \times \$26,691 + 6 \times \$44,844 + \$165,439 = \$754,803$
Special School F	8	9	✗	$\$160,154 + 8 \times \$26,691 + 9 \times \$44,844 = \$777,278$

(The templates of the Plan on the Use of the LWLSSG is available on the LWLSSG webpage ([www.edb.gov.hk/en/lwlssg](http://www.edb.gov.hk/en/lwlssg)))

\_\_\_\_\_ (School Year) Plan on the Use of the Life-wide Learning and Sister School Grant (Template)

May 2025 ver.

\_\_\_\_\_ (School Name)

Schools are required to upload this Plan on the Use of the Life-wide Learning and Sister School Grant endorsed by their SMCs / IMCs to the school website for the sake of enhancing transparency and in accordance with the established practices. Our school will use this Grant in compliance with relevant requirements as stipulated in circulars, guidelines and other documents issued by the EDB. Our school understands that in case of inappropriate use of the Grant, our school should make good relevant expenses by deploying other suitable resources.

^ List of Category of the Activity and Evaluation Method for reference (Schools can select one or more suitable option(s) from the pull-down list): [ School may click on the "-" on the left to hide this part ]

<b>Category of the Activity:</b>	<b>A1</b> Values Education	<b>A2</b> Intellectual Development	<b>A3</b> Community Service	<b>A4</b> Physical and Aesthetic Development	<b>A5</b> Career-related Experiences	<b>A6</b> Patriotic Education
	<b>A7</b> Digital Education, Artificial Intelligence and STEAM Education	<b>A8</b> Student Mental Health	<b>A9</b> Others (Please specify in column L)			
<b>Evaluation Method:</b>	<b>B1</b> Questionnaire	<b>B2</b> School Meeting and Discussion	<b>B3</b> Professional Sharing in School	<b>B4</b> Interview	<b>B5</b> Observation	<b>B6</b> Written report and record
						<b>B7</b> Others (Please specify in column N)

#### Category 1: Details of Activities

No.	Name and Description of the Activity	Proposed Date	Objective(s) of the Activity	Target & Estimated Number of Participants (Fill in the estimated number of participants of each type; please indicate "0" if a particular type is not involved)				Estimated Expenses (\$)	Name(s) of Mainland sister school(s) (If sister school exchange activity is involved)	Category of the Activity^		Evaluation Method^	
				Students (Please specify levels and number)	Teachers	School Management	Others (Please specify target and number)			(Select one or more suitable option(s) from the pull-down list)	(If "A9 Others" is chosen, please provide details in this column)	(Select one or more suitable option(s) from the pull-down list)	(If "B7 Others" is chosen, please provide details in this column)
1.1	Local Activities (including online exchanges)												
1													
2													
3													
4													
5													
(Please insert rows above if the space provided is insufficient.)													
Total estimated expenses of item 1.1								\$0.00					
1.2	Non-local Activities												
1													
2													
3													
4													
5													
(Please insert rows above if the space provided is insufficient.)													
Total estimated expenses of item 1.2								\$0.00					
Total estimated expenses (sum of items 1.1 and 1.2)								\$0.00					

Name of Teacher Responsible for Life-wide Learning:		Position:	
Name of Teacher Responsible for the Sister School Scheme:		Position:	

(The templates of the Report on the Use of the LWLSSG is available on the LWLSSG webpage ([www.edb.gov.hk/en/lwlssg](http://www.edb.gov.hk/en/lwlssg)))

\_\_\_\_\_ (School Year) Report on the Use of the Life-wide Learning and Sister School Grant (Template)

May 2025 ver.

\_\_\_\_\_ (School Name)

Schools are required to upload this Report on the Use of the Life-wide Learning and Sister School Grant endorsed by their SMCs / IMCs to the school website for the sake of enhancing transparency and in accordance with the established practices.

^ List of Category of the Activity and Evaluation Method for reference (Schools can select one or more suitable option(s) from the pull-down list): [ School may click on the "-" on the left to hide this part ]

<b>Category of the Activity:</b>	<b>A1</b> Values Education	<b>A2</b> Intellectual Development	<b>A3</b> Community Service	<b>A4</b> Physical and Aesthetic Development	<b>A5</b> Career-related Experiences	<b>A6</b> Patriotic Education
	<b>A7</b> Digital Education, Artificial Intelligence and STEAM Education	<b>A8</b> Student Mental Health	<b>A9</b> Others (Please specify in column L)			
<b>Evaluation Method:</b>	<b>B1</b> Questionnaire	<b>B2</b> School Meeting and Discussion	<b>B3</b> Professional Sharing in School	<b>B4</b> Interview	<b>B5</b> Observation	<b>B6</b> Written report and record
						<b>B7</b> Others (Please specify in column N)

#### Category 1: Details of Activities

No.	Name and Description of the Activity	Date	Objective(s) of the Activity	Target & Number of Participants (Fill in the number of participants of each type; please indicate "0" if a particular type is not involved)				Actual Expenses (\$)	Name(s) of Mainland sister school(s) (If sister school exchange activity is involved)	Category of the Activity^		Evaluation Method^		Evaluation Results (Select the suitable option from the pull-down list)
				Students (Please specify levels and number)	Teachers	School Management	Others (Please specify target and number)			(Select one or more suitable option(s) from the pull-down list)	(If "A9 Others" is selected, please provide details in this column)	(Select one or more suitable option(s) from the pull-down list)	(If "B7 Others" is selected, please provide details in this column)	
1.1	Local Activities (including online exchanges)													
1														
2														
3														
4														
5														
(Please insert rows above if the space provided is insufficient.)														
Total actual expenses of item 1.1								\$0.00						
1.2	Non-local Activities													
1														
2														
3														
4														
5														
(Please insert rows above if the space provided is insufficient.)														
Total actual expenses of item 1.2								\$0.00						
Total actual expenses (sum of items 1.1 and 1.2)								\$0.00						

**Category 2: Overall Evaluation and Reflection on the Effectiveness on Grant Utilisation for Planning and Organising/Participating in [Life-wide Learning Activities](#) (Please holistically evaluate the effectiveness on grant utilisation and explore ways to further optimise its use, avoiding an in-depth analysis of each activity)**

	Students' Learning Need	Anticipated Target	Evaluation Result, Reflection and Follow-up
<b>Areas</b>	<i>(What is the current situation of students' participation in life-wide learning activities? Overall, what do students need in life-wide learning?)</i>	<i>(Overall, what specific target does the school expect to meet with the Grant to align with the seven learning goals? How does the Grant support student participation in life-wide learning activities in line with the curriculum?)</i>	<i>(Overall, how does the school make use of this Grant to arrange suitable life-wide learning activities for students? For students' participation in life-wide learning, to what extent do they meet the expected target? What aspects have been done well, and what aspects still need improvement?)</i>
<b>Evaluation &amp; Reflection</b>			

**Category 3: Overall Evaluation and Reflection on the Effectiveness on [Sister School Exchange Activities](#)**

No.	Areas	Content of Reflection and Follow-up
1	Form/Content of the activity	
2	Time arrangement of the activity	
3	Organisation and arrangements of the activity	
4	Others (Please specify)	

**Category 4: Under the Total Actual Expenses, the Expenditure Items with Ceilings**

No.	Item	Actual Expenditure* (\$)
1	<b>Procuring equipment, apparatus, instruments (including repair and maintenance fees), mobile applications or software, devices, consumables, and learning resources necessary for implementation of activities under the ambit of the LWLSSG</b> (Note: The annual total expenditure should not exceed 15% of the allocation of the LWLSSG for the respective school year.)	
2	<b>Expenses on the visa for students or teachers participating in non-local exchanges or sister school exchanges in the Mainland</b> (Note: The annual total expenditure should not exceed 5% of the allocation of the LWLSSG for the respective school year.)	
3	<b>Expenses on breakfasts/lunches/dinners of school principals and teachers in relation to their discharge of duties in sister school activities organised in the Mainland</b> (Note: Bound by the limits of such expenses per occasion and per head quoted in the "Expanded Operating Expenses Block Grant User Guide for Aided Schools which have established an Incorporated Management Committee"/ "Operating Expenses Block Grant User Guide for Aided Schools".)	
4	<b>Expenses on food and beverage for reception in relation to exchange activities with Mainland sister schools taking place in Hong Kong</b> (Note: The annual total expenditure should not exceed 5% of the provision for the Sister School Grant component for the respective school year, i.e. \$8,250 (for primary and secondary schools) or \$8,272 (for special schools).)	
5	<b>For sister school exchange activities which involve only teachers/school management</b> (Note: Schools can utilise the LWLSSG of the respective school year (bound by the provision for the Sister School Grant component for the respective school year) or the unspent balance previously retained.)	

\* Our school **confirms** that the LWLSSG is used in accordance with the circulars, guidelines and other documents issued by the EDB and that all the expenditures, including but not limited to the expenditure items with ceilings as specified in Category 4 in this report, fall within the ambit and comply with the principles on the use of the LWLSSG. In case of inappropriate use of this Grant, our school shall make good the relevant expenses by deploying other suitable resources.

Name of Teacher Responsible for Life-wide Learning:		Position:	
Name of Teacher Responsible for the Sister School Scheme:		Position:	

Please return the completed Reporting Form **by post** to the School Development Support Section, Education Bureau.  
 (Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong)  
*(Note: Please ensure that sufficient postage is paid to avoid unsuccessful delivery of mails.  
 Any underpaid mail items will be disposed of by the Hongkong Post.)*

**Sister School Scheme**  
**Reporting Form on Mainland Sister Schools**  
**(Only applicable to those sister school pairs not reported to EDB before)**

To: Permanent Secretary for Education  
 [Attn: Executive Officer (School Development Support)]

**We have paired up/newly paired up\*** with Mainland schools as sister schools. Details are as follows: *(Please attach copies of relevant supporting documents. If there are more than two sister schools, please use a separate sheet to provide the information.)*

Name of Sister School (1) :

School Type :

Secondary/Primary/Special\*

Year of Forming Sister School:

Location of Sister School:

Province

City

Area

Name of Sister School (2) :

School Type :

Secondary/Primary/Special\*

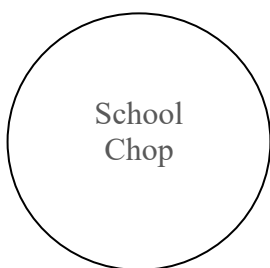
Year of Forming Sister School:

Location of Sister School:

Province

City

Area



Signature of Supervisor/SMC

Chairman/Principal\* :

Name of Supervisor/SMC

Chairman/Principal\* :

Name of Teacher-in-charge :

Name of School :

School Level : Secondary/ Primary/ Special\*

School Telephone No.:

Date:

\* Please delete as appropriate.

Please return the completed Indication of Preference **by post** to the School Development Support Section, Education Bureau.  
 (Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong)  
*(Note: Please ensure that sufficient postage is paid to avoid unsuccessful delivery of mails.  
 Any underpaid mail items will be disposed of by the Hongkong Post.)*

**Sister School Scheme**  
**Indication of Preference for Pairing Up with Mainland Schools**

To: Permanent Secretary for Education  
 [Attn: Executive Officer (School Development Support)]

We would like to form sister school pair(s) through the coordination of EDB. Our preference is as follows:  
*(Please put a tick (✓) in the box as appropriate.)*

**Part A: Location**

- ☐ Forming sister school pair(s) according to the preference below. *(Please put down the preference from 1 to 8 in the boxes below.)*

Location	Bay Area#	Sichuan Province	Hainan Province	Shanghai Municipality	Beijing Municipality	Fujian Province	Cities in other Guangdong Province (Please specify)	Other provinces/cities (Please specify)
Preference								

#refers to Guangzhou, Shenzhen, Zhuhai, Foshan, Huizhou, Dongguan, Zhongshan, Jiangmen and Zhaoqing

Cities in other Guangdong provinces (Please specify: \_\_\_\_\_)

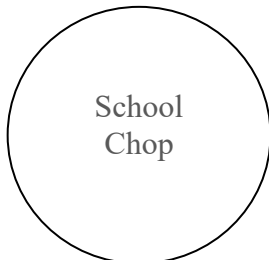
Other provinces and cities (Please specify: \_\_\_\_\_)

- ☐ Any provinces or cities arranged by EDB

**Part B: School Characteristics**

- ☐ school in remote area      ☐ experimental school      ☐ foreign language school      ☐ vocational education  
☐ technology education      ☐ sports      ☐ arts  
☐ subject area (please specify: \_\_\_\_\_)  
☐ others (please specify: \_\_\_\_\_)  
☐ no specific choice

We understand that the preferences indicated above are used as reference for pairing only and the final result of pairing is subject to the actual circumstances. Should we have very special reasons for not pairing up with the school arranged by EDB, we will inform and explain to EDB in writing.



Signature of Supervisor/SMC Chairman\* : \_\_\_\_\_

Name of Supervisor/SMC Chairman\* : \_\_\_\_\_

Name of Teacher-in-charge : \_\_\_\_\_

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

School Level : Secondary/ Primary/ Special\*

School Telephone No.: \_\_\_\_\_

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

\* Please delete as appropriate.

## **Sister School Scheme**

### **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 or form related to the Sister School Scheme;
  - (b) Activities relating to assisting schools in pairing up with Mainland schools as sister schools;
  - (c) 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 or form mentioned in (a) & (b) above;
  - (d) Activities relating to matching of the personal data within the database of EDB for purposes of verifying/ updating records of EDB;
  - (e) 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;
  - (f) Activities relating to the processing and vetting of applications for, and disbursement of, funding/ grants / subsidies, and conducting of audits;
  - (g) Activities relating to compilation of statistics, research and Government publications; and
  - (h) 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/ Subsidised 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, EDB may not be able to handle or further process the application or form.

#### 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 bureaux 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) the service contractors commissioned by EDB for the purposes mentioned in paragraph 1 above;
  - (d) relevant government departments in the Mainland for the purposes mentioned in paragraph 1 above;
  - (e) where you have given your prescribed consent to such disclosure; and
  - (f) 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 Executive Officer (School Development Support) at 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong or email to [exosds@edb.gov.hk](mailto:exosds@edb.gov.hk).