

## **Guidelines on the Use of Student Activities Support Grant**

### **Principles on the use of the Student Activities Support Grant (the Grant)**

1. Schools should properly use the Grant in conjunction with other suitable resources, such as the Life-wide Learning Grant and education funding schemes run by the Government or community organisations, to support students with financial needs to participate in life-wide learning activities for whole-person development.
2. Schools should strictly observe relevant circulars and guidelines on the use of public funds issued by the EDB, formulate school-based criteria in light of students' learning needs to ensure fair and impartial use of the Grant, and regularly examine and evaluate whether the resources are effectively utilised.
3. 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 Grant and should keep in view the cost-effectiveness.
4. Transparency should be enhanced for stakeholders, and the principles on the use of the Grant should be made known to them.
5. While the Grant disbursed to schools is based on the number of students in receipt of CSSA or STAS full-grant for the school year, the entitlement for such students in calculating the provision for schools should not be regarded as a set rate for each student beneficiary. Schools should holistically consider the school contexts and learning needs of students to effectively utilise the Grant to support students with financial needs to participate in life-wide learning activities.
6. Schools should not confine the use of the Grant to a single item / area or a minority of students. Under exceptional circumstances, if a school, upon careful consideration, considers it necessary to deploy the Grant to subsidise needy students to participate in activities / programmes that incur higher costs, it must obtain the prior approval from its SMC / IMC.
7. The Grant should be used for supporting students in receipt of CSSA or STAS full-grant in the school to participate in life-wide learning activities. Given that some families may lack means to support their children in joining life-wide learning activities but for various reasons do not receive CSSA or STAS full-grant, schools are allowed to formulate school-based criteria for identifying students with financial needs who are not CSSA or STAS full-grant recipients. However, the subsidy for supporting students who meet the school-based criteria should be capped at 25% of the total provision of the Grant for the school year. If there is a genuine need to allocate provision exceeding the capped amount,

schools may approach the respective Senior School Development Officers by January of the respective school year. Consideration will be given on a case-by-case basis.

## **Ambit**

8. Schools may deploy the Grant to subsidise students with financial needs to:

- participate in life-wide learning activities covering different KLAs and curriculum areas;
- participate in diversified learning activities with a view to enriching the five essential learning experiences (including intellectual development, moral and civic education, community service, physical and aesthetic development, and career-related experiences) for students; and
- purchase basic and essential learning materials and equipment for participating in life-wide learning activities.

9. Examples on the use of the Grant that are in line with the principles:

- Subsidising students with financial needs to participate in life-wide learning activities organised or recognised<sup>1</sup> by schools, including school-based learning activities, extra-curricular activities and after-school activities with clear learning objectives
- Enriching financially needy students' learning experiences by defraying the activity and travelling<sup>2</sup> expenses incurred:
  - Intellectual development (closely linked with curriculum): e.g. visits to exhibitions and field trips
  - Moral and civic education: e.g. leadership training, experimental learning camps and military camps
  - Community service: e.g. service learning and uniformed groups
  - Physical and aesthetic development: e.g. sports competitions and drama performances
  - Career-related experiences: e.g. work experience programmes and visits to enterprises
- Subsidising students with financial needs to participate in local or non-local competitions by covering the expenses incurred for registration, transportation,

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<sup>1</sup> Life-wide learning 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).

<sup>2</sup> Schools should select the most suitable and economical mode of transportation according to needs.

accommodation, and procuring materials / apparel for the competitions

- Subsidising<sup>3</sup> students with financial needs to participate in exchange activities outside Hong Kong<sup>4</sup>
- Subsidising students with financial needs to participate in fee-charging activities or training programmes (e.g. educational camps, scientific exploration activities and sports training) that are related to different KLAs / subjects and cross-curricular learning and organised by local post-secondary institutions, non-profit-making organisations, academic associations and professional bodies
- Subsidising students with financial needs to purchase learning materials or equipment (e.g. musical instruments and sports equipment) for participating in life-wide learning activities.

10. Examples of the use of Grant that are not in line with the principles:

- Employing teaching or non-teaching staff
- Subsidising students' participation in activities that are unrelated to different KLAs / subjects and life-wide learning
- Subsidising students' participation in activities that are primarily focused on academic performance, e.g. tutorial groups
- Subsidising students' participation in any form of assessment, or procuring services or materials to drill students for assessment
- Meeting the expenses on promotional and publicity activities, social events or celebrations (e.g. graduation dinners and parties)
- Meeting banquet- or courtesy-related expenses
- Meeting the expenses for food and beverages (however, meal expenses included in the expenditures on educational camps, training camps and non-local exchange activities can be covered)

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<sup>3</sup> The Grant should not cover personal items, consumer articles / items, or personal comprehensive travel insurance.

<sup>4</sup> Schools may organise more expeditions and exchange activities to the Mainland or countries/regions along the Belt and Road for students to know more about the development of our country. Provided that the principles on the use of relevant funds are observed, schools may use the Grant in conjunction with the EDB's funding for the Mainland Exchange Programmes for students (including the subvention schemes) or the Sister School Scheme to make up for the subsidies as necessary when organising the related activities. Besides, it is recommended that priority should be given to students who have never participated in exchange activities outside Hong Kong.

- Purchasing gifts or prizes for competitions or other activities.
  - Subsidising teachers or parent volunteers for leading student activities.
11. The above examples are by no means exhaustive. SMCs / IMCs should prudently deploy the Grant and properly allocate the resources, and should not confine the use of the Grant to a single item / area or a minority of students. SMCs / IMCs should also ensure that the resources are utilised in a cost-effective manner and that each item of expenditure incurred is in line with the principles and ambit of the Grant.

### **Points to note in conducting life-wide learning activities**

12. Regarding students' 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" and "Guidelines on Study Tours Outside Hong Kong". When planning and organising activities (including those co-organised with other parties), schools should ensure that the activities are free from danger to safeguard students, and that the expected learning objectives could be achieved.
13. With the implementation of the Sexual Conviction Record Check Scheme by the Hong Kong Police Force, schools should adopt the Scheme to further safeguard the well-being of students when appointing instructors or other persons to provide educational and related services for students. Details are set out in EDB Circular Memorandum No. 179/2011.