

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 and Sister School Grant (please refer to [EDB Circular No. 9/2025](#) for details) 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 their whole-person development. For details, please refer to the [EDB Circular No.10/2025](#).
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 School Management Committee (SMC)/ Incorporated Management Committee (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. 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 Key Learning Areas (KLAs) and curriculum areas; foster students' whole-person development, nurture their lifelong learning capabilities, proper values and attitudes;
- participate in diversified learning activities with a view to enriching the 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 students. 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; and
- deploy a portion of the Grant to 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 recognised¹ by schools, including activities arranged through hire of services, activities co-organising by different parties, school-based learning activities or extra-curricular/ co-curricular activities, with clear learning objectives
- Enriching financially needy students' learning experiences by defraying the activity and travelling² expenses incurred:
 - Values education: e.g. patriotic education activities, leadership training and experiential learning camps
 - Intellectual development (closely linked with curriculum): e.g. participation in digital education, AI and STEAM education activities, visits to exhibitions and field trips
 - Community service: e.g. service learning and uniformed groups
 - Physical and aesthetic development: e.g. sports training/ competitions and drama performances

¹ 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).

² The most suitable and economical mode of transportation should be selected according to needs.

- 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/ activities by covering the expenses incurred for registration, transportation, accommodation, and procuring materials/ apparel for the competitions
- Subsidising³ students with financial needs to participate in exchange activities outside Hong Kong
- 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:

- Organising activities that are not aligned with the learning goals, curriculum objectives or cognitive and affective developmental stages of students (e.g. activities under inclement weather, with political orientations or political demands, field coverage on current affairs as reporters)
- Organising activities that are not in line with the circulars, instructions or guidelines issued by the EDB
- Employing teaching or non-teaching staff
- Subsidising students' participation in activities that are primarily focused 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 Competitions and Assessments for Schools, English language assessments offered by overseas universities)
- 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 (as an exception, meal expenses included in the expenditures on educational camps, training camps and non-local exchange activities can be covered)

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

- 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. SMC/ IMC 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. SMC/ IMC should also ensure that the resources are utilised in a cost-effective manner and that each item of expenditure incurred is used appropriately and in line with the principles and ambit of the Grant.

Points to note in conducting life-wide learning activities

12. 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](#).
13. 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", "Guidelines on Study Tours Outside Hong Kong" and "Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools". 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.
14. When procuring services from professionals/coaches to assist in organising activities, schools are advised to 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.

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