**Summary Report on the Grant to Support Students’ Learning at Home**

***(To be returned on or before 31 August 2023 by post or fax)***

*(Please put a “✓” in the appropriate* boxes □*.)*

**To: Permanent Secretary for Education**

**(Attn: Kindergarten Inspection Section, Education Bureau**

**Room 1216, 12/F, Wu Chung House, 213 Queen’s Road East, Wan Chai, Hong Kong) (Fax: 3104 0865)**

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| **(i) Gift Book Scheme** |
| 1.  | [ ]  | Our school has spent the relevant grant according to the requirement of giving one printed book to each student in each of the 2020/21 and 2021/22 school year as stipulated in EDBCM No. 185/2020. |
| 1. Our school has implemented the following measures (e.g. parent-child reading scheme, book sharing scheme) to encourage children to share books and nurture reading interests:

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| 1. Please describe the effectiveness briefly.

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| 1. As at 31 August 2023, our school received the grant of $ in total in the 2020/21 and 2021/22 school years. The grant for Gift Book Scheme
 |
|  | [ ]  | is fully depleted; |
|  | [ ]  | has a balance of $  |
| **(ii) Do It Yourself (DIY) Handicraft and Learning Package Scheme *(Only to be filled by successful applicants)*** |
| 5. | [ ]  | Our school has spent the relevant grant according to the requirements stipulated in EDBCM No. 185/2020 to implement Do It Yourself (DIY) Handicraft and Learning Package Scheme in the 2020/21 and 2021/22 school years. |
| 1. Our school has implemented the following measures to support children’s learning at home:

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| 1. Please describe the effectiveness briefly.

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| 1. As at 31 August 2023, our school received the grant of $ in total in the 2020/21 and 2021/22 school years. The grant for Do It Yourself (DIY) Handicraft and Learning Package Scheme
 |
|  | [ ] [ ]  | is fully depleted; has a balance of $  |

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| **Declaration** |
| **I/We confirm that:**1. our school has kept separate ledger accounts for Gift Book Scheme and Do It Yourself (DIY) Handicraft and Learning Package Scheme (if appropriate) to properly record all income and expenditure and will report these items in the annual audited accounts for submission to the EDB. All books of accounts, records of purchase, receipts, payment vouchers and invoices will be kept for at least 7 years by the school for accounting and auditing purposes. If the actual balance of the annual audited accounts does not match with the above, the school will notify the EDB as soon as possible for follow up; and
2. if our school fails to provide relevant documents for examination, use the grant outside the ambit as stated in this Circular Memorandum, or fails to comply with the respective requirements under the grant, the amount of the grant received will be fully returned to the EDB.
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| Name of School Name of School | (Chinese): (English):  |
| School Registration No.: |   | (school chop) |
| Supervisor (Signature):  |   |
| Supervisor (Name): |   |
| Date: / /  |