

致：教育局常任秘書長

【經辦人：高級教育主任（學位安排及支援）】

To: Permanent Secretary for Education

【Attn: Senior Education Officer (Placement and Support)】

香港灣仔皇后大道東 213 號

胡忠大廈 14 樓 1424 室

教育局學位安排及支援組

新來港兒童支援分組

Newly Arrived Children Support Unit

Placement and Support Section

Room 1424, 14/F, Wu Chung House

213 Queen's Road East

Wan Chai

Hong Kong

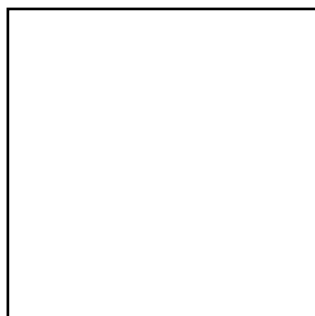
申辦 2026-2027 財政年度

新來港兒童適應課程

Application for Operation of Induction Programme for Newly Arrived Children in the 2026 – 2027 Financial Year

本人現遞交 2026-2027 財政年度新來港兒童適應課程的開辦申請及所須的機構資料，並聲明就本人所知，申請表內所填報的資料真確無誤。

I forward herewith an application for operation of the Induction Programme for Newly Arrived Children in the 2026 – 2027 financial year. Please find attached the completed form for the information of our organisation. I declare that to the best of my knowledge, the information contained in this application is true and correct.



機構印鑑
Official Chop

簽名

Signature

姓名

Name

職位

Position

機構

Organisation

電話號碼

Telephone No.

傳真號碼

Facsimile No.

日期

Date

機構資料
Information of the Organisation

注意：請連同稅務局根據稅務條例第八十八條發出以證明機構為認可慈善團體的信件副本一併交回。

Note : Copies of relevant documents certifying that the Organisation is an approved charitable institution of a public character under Section 88 of the Inland Revenue Ordinance must be attached to this application.

1. 機構資料 Information of the Organisation

機構名稱 Name of Organisation	英文 in English		電話號碼 Telephone No.
	中文 in Chinese		傳真號碼 Fax No.
地址 Address	英文 in English		
	中文 in Chinese		

2. 機構負責人 Main Office Bearers and Chief Executives

(a) *主席 / 會長 *Chairman / Director	姓名 Name	英文 in English	
		中文 in Chinese	
	電話號碼 Telephone No.		
(b) *會計師 / 司庫 *Accountant / Treasurer	姓名 Name	英文 in English	
		中文 in Chinese	
	電話號碼 Telephone No.		
(c) 課程負責人及聯絡人 Programme Administrator and Contact Person	姓名 Name	英文 in English	
		中文 in Chinese	
	電話號碼 Telephone No.		
	電郵地址 Email address		

*請刪去不適用者 *Please delete as inappropriate*

3. 機構服務宗旨 Objectives of the Organisation:

4. 舉辦課程/活動經驗 Experience of Organising Programmes /Activities:

注意：請列出機構在過去兩年為新來港人士舉辦的活動，並連同相關證明文件副本一併交回：

Note : Please list below the projects/programmes/activities which were organised for new arrivals by your organisation in the past two years and attach copies of relevant supporting documents to this application:

期間 Period	活動性質 Nature of projects/programmes/activities (例如：個人發展、家庭生活教育、社區適應等) (e.g. personal development, family life education, social adaptation, etc.)	服務對象 Target participants (例如：新來港兒童、新來港人士等) (e.g. newly arrived children, newly arrived adults, etc)

**申辦2026-2027財政年度新來港兒童適應課程
個人資料收集聲明**

收集個人資料的目的

1. 你在本表格提供的個人資料，會供教育局用於以下一項或多項用途：
 - (a) 處理、核實及查證就新來港兒童適應課程的申請；
 - (b) 就上文(a)項所述申請的處理、核實及查證，將個人資料與政府相關政策局／部門資料庫進行核對；
 - (c) 將個人資料與教育局資料庫進行核對，以核實／更新教育局的記錄；
 - (d) 培訓及發展，包括發出計劃／活動邀請、處理發還課程費用申請、評審提名、獎項和獎學金，以及監察達標進度；
 - (e) 處理及審核撥款／補助／津貼申請、發放撥款／補助／津貼，以及審計；
 - (f) 編製統計資料、研究及政府刊物；以及
 - (g) 執行規則及規例[包括《教育條例》(香港法例第279章)及其附屬法例(例如《教育規例》、《補助學校公積金規則》、《津貼學校公積金規則》和《資助則例》)]。
2. 你必須按本表格的要求及於本局處理本表格的過程中提供個人資料。假如你沒有提供該等個人資料，本局可能無法辦理或繼續處理申請。

可獲轉移資料者

3. 你提供的個人資料會供教育局人員取閱。除此之外，本局亦可能會向下列各方或在下述情況轉移或披露該等個人資料：
 - (a) 政府其他政策局及部門，以用於上文第1段所述的用途；
 - (b) 與本表格相關的學校，以用於上文第1段所述的用途；
 - (c) 你曾就披露個人資料給予訂明同意；以及
 - (d) 根據適用於香港的法例或法庭命令授權或規定披露個人資料。

查閱個人資料

4. 你有權要求查閱及更正教育局所持有關於你的個人資料。如需查閱或更正個人資料，請以書面向助理教育主任(學位安排及支援)32提出(地址：香港灣仔皇后大道東213號胡忠大廈14樓1424室或電郵：aeops32@edb.gov.hk)。

**Application for Operation of Induction Programme for
Newly Arrived Children in the 2026-2027 financial year
Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by the EDB for one or more of the following purposes:
 - (a) Activities relating to the processing, authentication and counter-checking of the application for the operation of Induction Programme for Newly Arrived Children;
 - (b) 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 mentioned in (a) above;
 - (c) Activities relating to matching of the personal data within the database of EDB for purposes of verifying / updating records of the EDB;
 - (d) 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;
 - (e) Activities relating to the processing and vetting of applications for, and disbursement of, funding / grants / subsidies, and conducting of audits;
 - (f) Activities relating to compilation of statistics, research and Government publications; and
 - (g) 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/Subsidized 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, we may not be able to handle or further process the application.

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 to which the form relates for the purposes mentioned in paragraph 1 above;
 - (c) where you have given your prescribed consent to such disclosure; and
 - (d) 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 to or correction of personal data should be made in writing to Assistant Education Officer (Placement and Support)³² at Room 1424, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to aeops32@edb.gov.hk

2026-2027財政年度 新來港兒童適應課程 行政指引

1. 課程目的

幫助新近來港的兒童適應本港環境及教育制度。

2. 申辦手續

課程是由教育局資助非牟利非政府機構舉辦。機構須填妥申請表格並交回教育局學位安排及支援組轄下的新來港兒童支援分組。一經批核，機構可在該財政年度中按季度形式申請資助舉辦課程。

3. 報讀課程資格

(內地來港兒童)

年齡介乎六歲至十八歲，由內地來港定居不足一年或在本地學校接受教育不足一年的兒童。

(非華語兒童)

年齡介乎六歲至十八歲，來港定居不足一年或來港後在本地學校接受教育不足一年的兒童。

(回流兒童)

年齡介乎六歲至十八歲，回港定居不足一年及在過去三年沒有在本地學校接受教育的兒童。

機構須要求家長在報讀課程表格上簽署確認其子女過往從未參加過由教育局資助舉辦的啟動課程或適應課程。同時，機構須**核實及確保**報名的兒童符合入讀課程的資格，並須妥為保存有關兒童的資料以供教育局職員查核。

此外，機構若一方面以某校為課程中心舉辦適應課程，而另一方面又為某校提供收取費用的支援服務，則該機構須確保所提供的服務(如課程內容或上課時間等)不會與適應課程重疊，以避免雙重收益。

4. 申請豁免學校註冊手續

機構須按申請表上填報的地點舉辦課程，並須為擬舉辦課程的每一個上課地點申請豁免學校註冊手續。申請表格請參閱附件I及Ia。

5. 費用

參加課程的兒童**毋須**繳付任何費用。

6. 課程內容

課程內容包括社區適應、學習適應、個人成長及公民責任等。課程概要請參閱附件II。

7. 課程安排

課程每班為期六十小時。舉辦課程的機構可因應兒童的需要將課程安排於平日、週末的早、午或晚上舉行。

8. 每班人數

每班人數十至十五人。為減低因年齡及能力差異所引致的教學困難，各機構應盡量將學生分為六至十歲及十一至十八歲兩組上課。

若機構已取錄了一班十個或以上符合入讀課程資格的兒童，可彈性安排一些仍然有學習困難和適應問題的兒童重讀或入讀該班的課程。

9. 開班通知書

機構須用指定的開班通知書，通知教育局每班獲批准舉辦課程的開班資料，並連同表格上列明所需的文件，在開班日期前的七個工作日送交教育局。

10. 增班申請書

如機構認為有確切需要增加開班，須**先向**教育局申請；機構可將填妥的增班申請書連同表格上列明所需的文件，於建議開班日期前的七個工作日送交教育局。申請增班的批核與否，須視乎確實的需要及資源的調配。

11. 導師資歷

機構須聘用合資格教師(具師資訓練或同等學歷者較佳)或註冊社工為課程導師。機構亦應透過性罪行定罪紀錄查核機制察悉有關資料,確保聘用的所有人員為適合及適當人選。受聘導師的學歷文件副本須連同開班通知書/增班申請書一併送交教育局。

在特殊情況下,若機構認為需要聘用另類合適的導師任教非華語兒童及回流兒童適應課程,必須先向教育局申請及經批核後方可聘用。

12. 改動課程安排

機構須依照開班通知書/增班申請書所填報的資料舉行課程。課程安排如有任何改動,機構須預早通知教育局。

13. 取消舉辦已獲批准的課程

如機構欲取消舉辦已獲批准的課程,須盡快通知教育局,並須將因取消開班而獲多撥的款項(如有),一概退回教育局。下列第14節將闡述如何處理此類在每季度中可能出現的多撥款項。

14. 資助安排

教育局按季度(即四至六月、七至九月、十月至十二月及一至三月)以整筆津貼形式資助機構舉辦課程。機構須於每一季度開始前一個月將填妥的申請書交回教育局。教育局會在每一季度結束後,發放按實際開班數目(包括增班)計算的資助予機構。第一至三季度內因任何原因多撥的款項(如有),將在下季度的資助額中被扣除;至於在第四季中獲多撥的款項,則須在該財政年度結束後退回教育局。為方便計算,課程所屬季度將以開課日期作準。

現時每班的資助額為\$26,360。資助範圍包括導師薪金、中心行政費用、購置教材及核數師費用;當中每班不少於60%須用作支付導師薪金(包括僱主為強制性公積金計劃的供款)。若導師薪金的支出(包括僱主為強制性公積金計劃的供款)少於資助額的60%,其剩餘款項一概須每年在該財政年度結束後退回教育局。

15. 課程資料統計及意見調查表

機構須於每班課程結束後一星期內，將有關課程的統計資料及意見調查表填妥並交回教育局。

16. 核數報告

機構須在財政年度結束後向教育局遞交有關課程的核數報告。如機構在多個中心舉辦課程，須將每中心的賬目清楚列明，並將所有剩餘或因取消開班而獲多撥的款項，一概退回教育局。如機構因舉辦課程出現超支情況，須由機構承擔所有超額開支。

17. 購買保險

機構須為學童及有關的員工購買足夠的保險，確保意外發生時得到賠償。

18. 公開及競爭性原則

機構應根據公開及競爭性的原則招聘導師或進行採購工作；同時，亦須提醒職員在進行以上或其他與課程有關的工作時，應避免涉及利益衝突，倘若不能避免，便須事前向機構申報。

19. 教育局發出的行政指引

機構必須嚴格遵照由教育局發出與舉辦課程有關的行政指引。

教育局

學位安排及支援組

2025 年 12 月

Induction Programme for Newly Arrived Children

Administrative Guide

(2026–2027 Financial Year)

1. Objectives

To help the newly arrived children adapt to the local environment and education system.

2. Operators and Application

The programme is operated through non-profit-making non-governmental organisations (NGOs) with the subsidy of the Education Bureau (EDB). NGOs need to complete and return the application forms to the Newly Arrived Children Support Unit of the Placement and Support Section, EDB. Approval for operating the programme is given for one financial year and subvention is disbursed on a quarterly basis.

3. Target Participants

(For children from the Mainland)

Children aged 6 to 18, who have arrived in Hong Kong from the Mainland for less than one year, or have studied in local schools in Hong Kong for less than one year.

(For non-Chinese speaking children)

Non-Chinese speaking children aged 6 to 18, who have arrived in Hong Kong for less than one year, or have studied in local schools in Hong Kong for less than one year after arriving in Hong Kong.

(For returnee children)

Returnee children aged 6 to 18, who have returned to Hong Kong for less than one year, and have not studied in Hong Kong for the past three years.

Parents are required to declare in writing on the enrolment forms that their children have not attended the Initiation Programme or Induction Programme subvented by EDB before. NGOs have to **verify the documents and ensure that the children are eligible** to attend the programme. They should keep proper records and make them available for inspection by EDB officers.

If a school buys support services from an NGO which also operates the Induction Programme at the school, the NGO should ensure that the programme and schedule of the support services offered to the school should be different from those for the Induction Programme so as to avoid double benefits.

4. Exemption from Registration as a School

The programme must be conducted at the premises specified in the application. NGOs must apply for exemption from registration as schools for each of the premises. A sample of the application form is at Appendix I & Ia.

5. Programme Fee

The programme should be offered to the children **free of charge**.

6. Programme Contents

The programme contents include social adaptation, basic learning skills, personal development and civic education. A programme outline is at Appendix II.

7. Programme Duration and Time Allocation

Each class of the programme will last for 60 hours. It may be operated during daytime or evening, weekdays or weekends, at the discretion of NGOs and depending on the needs of the children.

8. Class Size

There should be 10 to 15 children per class of the programme. It is suggested that separate classes, say one for the age group of 6 to 10 and the other for 11 to 18, should be run as far as possible so as to minimize learning difficulties arising from age and ability differences.

NGOs are allowed to exercise their discretion in admitting or retaining the children who still have learning difficulties and adjustment problems to a class provided that they have admitted 10 or more eligible children to the class concerned.

9. Notification of Operation of Classes

NGOs are required to notify EDB of the operation of the approved classes by completing the prescribed forms for operating classes and returning them, together with the relevant documents as specified in the forms, to EDB 7 working days before the start-date of classes.

10. Application for Operation of Additional Classes

If NGOs find genuine need to run additional classes, they are required to seek **prior approval** from EDB by completing the prescribed forms and returning them, together with the relevant documents as specified in the forms, to EDB 7 working days before the proposed start-date. Approval would be given subject to the proven demand and availability of funds.

11. Instructor Qualifications

NGOs should ensure that only qualified teachers (preferably those with Teacher's Certificates or equivalent) or registered social workers are employed as course instructors. NGOs should also check related information through the "Sexual Conviction Record Check Scheme" to ensure that all the appointees are fit and proper persons for employment. NGOs have to submit copies of relevant documents on the qualifications of the instructors to EDB together with the Notification of Operation of Classes/Application for Operation of Additional Classes.

However, if NGOs find it necessary to employ special instructors rather than qualified teachers to teach the programme for non-Chinese speaking children and returnee children, **prior approval** from EDB must be sought.

12. Change of Programme Particulars

The programme should be conducted according to the proposed arrangements stated in the Notification of Operation of Classes/Application for Operation of Additional Classes. Should an NGO find it necessary to make any subsequent modification, it should notify EDB in advance.

13. Cancellation of Approved Classes

In the event of cancellation of any approved class(es) by an NGO, EDB must be informed immediately. The NGO is also required to refund to EDB all the subvention overpaid due to the cancellation of class(es) (if any). Such overpayment in each quarter, if any, should be dealt with as detailed in Section 14 below.

14. Government Subvention

Government subvention is in the form of a block grant payable to NGOs in each quarter covering periods from April to June, July to September, October to December and January to March. NGOs have to submit to EDB the application for subvention in the prescribed forms one month in advance of each quarter. The subvention will be disbursed to NGOs after the end of each quarter, calculated based on the number of classes (including additional classes) actually operated in the quarter. The subvention overpaid due to any reasons in the 1st, 2nd and 3rd quarters, if any, will be brought forward to and adjusted in the following quarter whilst the overpayment in the 4th quarter has to be refunded to EDB upon the end of the financial year. For the sake of calculating the amount of subvention, a class that strides over two quarters is counted by the quarter the start-date falls on.

The current rate of subvention is \$26,360 per class. The subvention will cover expenses on instructors' salaries, centre administration, basic teaching equipment and auditor's fees. **At least 60% of the subsidy of each class should be spent on instructors' salaries (including employer's contribution to the Mandatory Provident Fund Scheme). In case the expenditure for instructors' salaries (including employer's contribution to the Mandatory Provident Fund Scheme) is less than 60% of the subvention, such underspending has to be refunded to EDB annually upon the end of that financial year.**

15. Statistics and Opinion Survey Form

NGOs are required to complete and return the statistics and opinion survey form to EDB within one week after completion of each class.

16. Audited Accounts

NGOs have to submit audited accounts to EDB at the end of each financial year. For NGOs operating more than one centre, the expenses for each centre should be shown separately and clearly. Any underspending/subvention overpaid due to cancellation of class(es) for the year has to be refunded to EDB. Any deficit under the account should be met by the NGO's own funds.

17. Insurance to Cover Public Liabilities for Staff and Children

NGOs are strongly advised to consider the need for obtaining adequate insurance to cover public liabilities arising from accidents and personal injuries to staff and children.

18. Principles of Openness and Competitiveness

NGOs are required to adhere to the principles of openness and competitiveness in dealing with recruitment of instructors and purchases of stationery, equipment and services. They should also draw to the attention of their staff the need to observe the rules on conflict of interest in dealing with the above-mentioned work and in dealing with any other matters relating to the programme and to declare to the NGOs in advance if this is inevitable.

19. Administrative Directives from the Education Bureau

NGOs should follow strictly the administrative directives issued by EDB pertaining to the operation of the programme.

Placement and Support Section
Education Bureau
December 2025

豁免學校註冊申請書
Application for Exemption from Registration As a School
(二零二五年十二月修訂版)
(Revised in December 2025)

(填妥的表格須交回香港灣仔皇后大道東 213 號胡忠大廈 14 樓 1424 室教育局學位安排及支援組新來港兒童支援分組)
(The completed form should be returned to the Newly Arrived Children Support Unit, Placement and Support Section of the Education Bureau at Room 1424, 14/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.)

I. 主辦機構 Organisation

名稱 Name	英文 in English		電話號碼 Telephone No.
	中文 in Chinese		傳真號碼 Fax No.
地址 Address	英文 in English		
	中文 in Chinese		
非牟利機構 Non-profit making	是 <input type="checkbox"/> (如是，請附文件（如稅務局信件）證明主辦機構為非牟利慈善團體。） Yes (If yes, please attach document (e.g. letter from Inland Revenue Department) giving evidence that the organisation is a non-profit-making charitable incorporated body.) 否 <input type="checkbox"/> No		

II. 擁有人/主辦者 Owner/Operator

姓名 Name	英文 in English	Mr / Ms	身份證號碼 ID Card No.
	中文 in Chinese	先生 / 女士	電話號碼 Telephone No.
地址 Address	英文 in English		傳真號碼 Fax No.
	中文 in Chinese		

III. 聯絡人 Contact Person

姓名 Name		電話號碼 Tel. No.	
電郵地址 Email Address			
聯絡地址 Correspondence Address			

IV. 申請豁免學校註冊地址 Full Address(es) of the Venue(s) under Application

備註 Notes

1. 如以非為學校用途而設計和建造的房產(即商業或商住樓宇等)為上課中心，請填寫甲部。機構負責人應確保所有上課地點俱符合下列各項規定 –

- 上課地點不得位於高度超出地面 24 米的位置
- 上課地點不能設於單梯樓宇的上層
- 上課地點不能位於工廠、貨倉、戲院或可能危害學生的生命或安全的任何行業在進行的樓宇內
- 上課地點不得有任何違例建築工程
- 上課地點如有容納超過 30 人的房間或樓層，應最少有兩個出口

Please complete Part A if the programme is operated at the premises not designed and constructed as a school (premises at commercial or mixed commercial residential building). Programme Administrator has to ensure that the venue concerned satisfies the following requirements -

- venue shall not be situated at a height of more than 24m above the ground level
- venue shall not be situated on an upper floor of a single staircase building
- venue shall not be situated in a factory, warehouse, cinema or premises whereby the undertakings therein may endanger the lives or safety of students
- venue shall not have any unauthorised building works
- a minimum of two exits shall be provided for any room or storey which can accommodate more than 30 persons

2. 如在學校校舍開辦課程，請填寫乙部。

Please complete Part B if the programme is operated at school premises.

3. 如空位不足，請另紙填寫。

Please use a separate sheet if space below is not enough.

4. 《教育條例》第9條第(5)款規定 –

常任秘書長可藉書面命令，按其認為適當的條件(如有的話)，豁免— (由 2003 年第 3 號第 11 條修訂)

- (a) 所提供的教育只由一系列講座，或一學科或題目的授課課程所組成的學校；
- (b) 每週提供的學術授課少於10小時的學校；及
- (c) (a)段或(b)段所提述的任何學校的利害關係人，受本條例所有或任何條文管限。

Section 9(5) of the Education Ordinance stipulates that -

The Permanent Secretary may, by order in writing, exempt from all or any of the provisions of this Ordinance- (Amended 3 of 2003 s.11)

- (a) any school which provides education consisting only of a series of lectures, or a course of instruction in a particular subject or topic;
- (b) any school which provides less than 10 hours of academic instruction each week; and
- (c) the interested persons of any school referred to in paragraph (a) or (b),
on such conditions, if any, as he thinks fit.

甲部：以“非為學校用途而設計和建造的房產”為上課中心

Part A: Using “premises not designed and constructed as a school” as venues

[請附上有效的證明文件，以證明房產在豁免學校註冊期內符合消防規定，例如 F.S. 251 – 消防裝置及設備證書。]

[Please attach valid documents to certify the premises concerned fulfill the relevant fire safety requirements in the exemption period, e.g., F.S. 251 – Certificate of Fire Service Installations and Equipment.]

中心名稱 Centre Name	地址 Address	電話 Tel. No

乙部：以學校校舍為上課中心

Part B: Using school premises as venues

[借出校舍的校長須填寫同意書一份(附件 Ia)]

[School Heads concerned are required to complete the letter of authorisation (Appendix Ia)]

學校名稱 School Name	地址 Address	電話 Tel. No

5. 申請豁免日期由 2026 年 4 月 1 日 至 2027 年 3 月 31 日

Period of Exemption Applied for From 1 April 2026 to 31 March 2027

V. 擁有人 / 主辦者聲明 Declaration by owner / operator

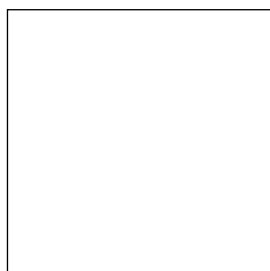
(i) 本人有 / 沒有*被裁定已犯有刑事罪行；

I have / have not* been convicted of a /any criminal offence;

(ii) 就本人所知所信，本申請書一切內容均屬真實及詳盡。

I declare that the contents of this application are true and complete to the best of my knowledge and belief.

* 請將不適用者刪去。Please delete where inappropriate.



(機構印鑑/Official Chop)

申請人簽署Applicant's Signature : _____

申請人姓名Applicant's Name : _____

職位Position : _____

日期Date : _____

致：教育局常任秘書長

【經辦人：高級教育主任(學位安排及支援)】

To: Permanent Secretary for Education

【Attn: Senior Education Officer (Placement and Support)】

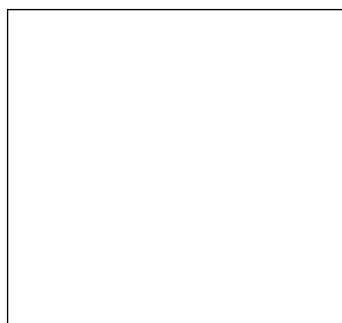
新來港兒童適應課程
Induction Programme for Newly Arrived Children

本人同意授權 _____ 於 2026–2027 財政年度
(機構名稱)

在本校開辦新來港兒童適應課程；惟課程必須在有適當空置課室及不影響校務正常運作的情況下方可進行。若機構未能符合以上規定，本授權書當作無效。

I agree to authorise _____ to operate the
(Name of Non-government Organisation)

captioned programme at this school premises in the 2026 – 2027 financial year on condition that vacant classrooms are available and the activities relating to the programme do not affect the normal school functions. This agreement of authorisation will become ineffective should the organisation fail to comply with the above conditions.



學校印鑑
School Chop

學校名稱

School Name

校長簽署

Principal's Signature

校長姓名

Principal's Name

電話號碼

Telephone No.

日期

Date

新來港兒童適應課程 課程內容建議

為幫助新來港兒童盡快適應本港環境及教育制度，教育局建議非政府機構將下列課題包括在新來港兒童適應課程內。在擬訂課程內容時，非政府機構應就兒童的年齡、學業水平及家庭背景等因素，靈活調配各項課題所佔的比重。

1. 社區認識

- 認識社區設施 / 公共交通工具
 - 參觀各類設施及服務，例如：圖書館、公園及康樂設施、郵政服務等
 - 使用公共設施及服務時要遵守的規則
 - 熟悉公共運輸工具及使用時各項安全守則，例如：上落車時應守的秩序、道路標誌及遵守道路安全守則等
- 了解香港的居住環境 / 家居安全意識
 - 接受目前的居住環境
 - 灌輸有關家居安全意識，例如：正確使用電器、煮食爐等
 - 遇有緊急事故時的處理方法，包括：正確使用緊急電話“999”、認識香港的醫療及緊急服務等
 - 日常生活教育
- 了解兩地文化差異 / 達致兩地文化共融
 - 學習廣東話
 - 透過閱讀、寫作和時事討論（年紀較大者適用）等，鼓勵學童多了解本地文化和生活習慣
 - 參觀廉政公署及有關的政府部門，如消防局等
 - 與本地兒童多作交流，例如：一起參加學習活動或義務工作等

2. 學習適應

- 學習基本英語及日用英語
- 學習繁體字
- 學習廣東話及基本中文
- 培養正確的學習態度及掌握學習技巧
- 培養自學的良好習慣
- 加插一些資訊科技內容提高學習興趣，例如：透過互聯網絡學習
- 了解香港的教育制度及進修途徑

3. 個人成長

- 人際關係 / 溝通技巧
 - 學習與人相處和溝通，例如：與朋輩、師長及父母等相處之道
 - 學習如何去接受別人
- 自我形象 / 自信心的提升
 - 透過小組活動或分享去幫助建立正確自我形象或提升自信心
 - 培養自律精神及自我監管的能力
 - 培養分辨是非和善惡的能力
 - 建立正確價值觀及進取的人生態度
- 情緒智能 / 逆境智能
 - 學習舒緩情緒和表達感受，例如：多與導師、朋友及家人溝通等
 - 學習如何處理不安的情緒，例如：壓力和寂寞等
 - 學習如何處理隔膜/危機/困境，例如：拓闊視野、視困境為鍛練等
- 個人健康衛生 / 對疾病的認識和預防
 - 注重個人衛生
 - 培養健康生活習慣，均衡飲食，作息定時，有病及早求醫
 - 加強對一些傳染病的認識和預防，例如：非典型肺炎、登革熱病等
 - 認識及學習處理青春期出現的問題

4. 公民教育

- 遵守法律，保持秩序
- 愛護公物，保護環境生態

教育局

學位安排及支援組

新來港兒童支援分組

2025 年 12 月

Induction Programme for Newly Arrived Children

Suggested Programme Content

The following suggested programme content should be essential to helping newly arrived children adapt better in their learning as well as their living in Hong Kong. Non-governmental organisations are advised to adjust the “weighting” of the different topics having considered other factors such as the age of the participating children, their family background, the academic level attained etc. so as to meet the different needs of the children.

1. Knowing the Local Community

- Know the community / public transport
 - visit the different public facilities and services, e.g. public libraries, parks and amenities, postal services etc.
 - know about the regulations and manners when using the public facilities and services
 - know about the different modes of public transport and the related safety regulations, including the order which has to be observed when boarding or alighting from a vehicle / train, the different road signs and the road safety rules etc.
- Know the living environment in Hong Kong / home safety awareness
 - understand the housing conditions in Hong Kong in general, and learn to accept the present living condition
 - increase awareness of home safety, e.g. proper use of electrical appliances and fuel, safety rules in the kitchen etc.
 - know what to do in case of emergencies, e.g. use of emergency call “999”, the emergency services and medical services available in Hong Kong
 - basic life education
- Understand the cultural differences / achieve cultural harmony
 - teach the children to understand and speak Cantonese
 - encourage the children to understand more about the local culture through reading and writing, discussing about current affairs (for older children)
 - arrange visits to the ICAC and other Government departments such as the Fire Station etc.
 - organise programmes to improve communication between the local children and the children from the Mainland e.g. learning activities and voluntary services etc.

2. Adaptation Needs in Learning

- learn fundamental English / English for daily use
- learn traditional Chinese characters
- learn Cantonese and basic Chinese
- develop good learning attitude and acquire basic learning skills
- develop self-learning habits
- include content of Information Technology to arouse interest in learning, e.g. learning through the Internet
- understand the education system in Hong Kong and the channels to pursue further education

3. Personal Development

- Interpersonal Relationship / Communication Skills
 - acquire communication skills of how to get along with peer, teachers and parents
 - learn how to accept the others
- Enhance Self-esteem / Confidence
 - enhance positive self-image and self-confidence through group activities or sharing
 - develop self-discipline and the ability to exercise self-control
 - cultivate the ability to distinguish between right and wrong, vice and virtue
 - establish positive value and lead a pro-active life
- Emotional Quotient / Adversity Quotient
 - learn how to let go emotions and express feelings, e.g. to express such feelings to teachers, friends and family members etc.
 - learn how to handle unrest, e.g. tension and loneliness etc.
 - learn how to handle misunderstanding / crisis / adversity, e.g. to broaden perspective and to treat adversity as trial
- Health Education / Knowledge and Prevention of Diseases
 - personal hygiene
 - healthy life-style, maintain balanced diet and take adequate rest, consult the doctor promptly when not feeling well
 - increase awareness of those highly infectious diseases, e.g. Atypical Pneumonia and Dengue Fever etc.
 - learn how to handle problems faced during adolescence / puberty

4. Civic Education

- Law and order in Hong Kong
- Protection of public facilities and environment

Newly Arrived Children Support Unit
Placement and Support Section
Education Bureau
December 2025