

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 64/2025**

From : Permanent Secretary for Education	To : Supervisors and heads of all
Ref. : 1145-2015-8030-9055-00003-P001	government, aided and caput schools
Date : 16 June 2025	and schools under the Direct Subsidy Scheme

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**School-based After-school Learning and Support Programmes**  
**2025/26 School Year**

**Summary**

This circular memorandum invites schools to apply for the School-based Grant (SBG) under the School-based After-school Learning and Support Programmes (Programme) for the 2025/26 school year to complement the after-school learning activities they organise for needy students.

**Details**

***Objectives of the Programme***

2. To support needy students to participate in after-school learning activities with a view to facilitating their whole-person development and personal growth, the Education Bureau (EDB) has implemented the Programme since the 2005/06 school year. Public sector schools (including special schools) and schools under the Direct Subsidy Scheme (DSS schools) as well as non-profit making non-governmental organisations (NGOs) are provided with SBG and Community-based Project (CBP) Grant respectively with an aim to provide additional subsidy for needy students to participate in school-based and district-based after-school learning activities. The target beneficiaries of the Programme are those Primary 1 to Secondary 6 students in receipt of Comprehensive Social Security Assistance (CSSA) or full grant under the Student Financial Assistance Schemes (SFAS). For details, please visit EDB “School-based After-school Learning and Support Programmes” website (<http://www.edb.gov.hk/en/salsp>).

***Flexibility***

3. To extend the benefits to more students who are not in receipt of CSSA or full grant under the SFAS but identified by schools as needy students requiring greater care (such as students in receipt of half grant under the SFAS), EDB provides participating schools with discretionary quota. Such quota has been

increased from 10% to 25% starting from the 2014/15 school year to benefit more students. Besides, participating schools may utilise SBG for procuring materials/equipment (such as sports equipment, educational toys, chess sets, books, etc.) relevant to the needs of the activities, and for subsidising the travelling expenses for individual students participating in the after-school learning activities. However, these types of expenses must be relevant to the needs of the activities and are only applicable to the needy students who participate in the after-school learning activities. To facilitate the effective use of SBG in supporting needy students to participate in the school-based after school learning activities, the aforesaid expenses should be capped at 5% of the total provision of SBG.

### ***Funding Arrangement***

4. Under the existing mechanism, SBG for participating schools is calculated at the rate of \$400 per eligible student per annum. EDB will review the annual audited accounts of the most recent year<sup>1</sup> submitted by participating schools and provide them with incentive funding based on their utilisation of SBG. Specifically, all participating schools with an SBG utilisation rate<sup>2</sup> of 80% or above will be eligible for the incentive funding. The annual subsidy rate of each eligible student will increase from the original \$400 to \$600. The eligible schools concerned will also be provided with an additional SBG funding calculated at the rate of \$600 per student within their 25% discretionary quota.

### ***Application for School-based Grant***

5. Schools are invited to submit the electronic application form via the Common Log-On System (<https://clo.edb.gov.hk/>) (Common Log-on System → e-Form Submission System → e-Forms Application → School-based After-school Learning and Support Programmes - Application for the School-based Grant) or complete and return the attached reply form by fax (fax no.: 3107 1306) or by post (address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, HK) to the Student Special Support Section of EDB. **Regardless of whether schools apply for SBG, they are required to submit the electronic application form/reply form on or before 30 June 2025 to confirm their application intention.** EDB will arrange for disbursement of grant and inform participating schools of the detailed calculation in late August 2025.

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1 For aided, caput and DSS schools, the annual audited accounts are compiled on the basis of school year and the latest annual audited accounts submitted by schools are those for the 2023/24 school year. As for government schools, their accounts are compiled on the basis of financial year and the latest accounts available are those for the 2024-25 financial year.

2 Utilisation rate is calculated on the basis of total actual expenditure and total entitled provision of SBG of the year.

### ***Community-based Projects***

6. For schools that collaborate with NGOs in implementing CBPs in the 2025/26 school year (if applicable), please monitor the progress of the projects and the performance of NGOs. Schools should maintain close communication with the NGOs concerned so as to ensure that the service provided could cater for the diverse needs of their needy students. For details, please refer to the Guidelines for CBPs on EDB website (<http://www.edb.gov.hk/en/salsp> → Community-based Projects).

### **Enquiries**

7. For enquiries, please contact the Student Special Support Section of EDB at 2892 6653.

C F HUI  
for Permanent Secretary for Education

encl.  
c.c. Heads of sections – for information

## **Reply Form**

*(Please return the completed reply form by fax or by post to the Student Special Support Section of EDB  
**on or before 30 June 2025**)*

To: Permanent Secretary for Education  
(Attn: Student Special Support Section)

Address: Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong

Fax No.: 3107 1306

### **School-based After-school Learning and Support Programmes (Programme)**

#### **2025/26 School Year**

*(Please put a "✓" in the appropriate box)*

☐ My school, in compliance with the requirements of the Programme, applies for SBG to organise school-based after-school learning activities for eligible students.

☐ My school does not wish to apply for SBG.

Reason(s): \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

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

School Code: \_\_\_\_\_

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School Tel. No.: \_\_\_\_\_

Name of Contact Person : \_\_\_\_\_

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

***School chop***

#### **Points to note:**

1. The provision of the Programme is complementary in nature. EDB encourages schools to flexibly deploy SBG and other related funding to enhance synergy, thereby providing appropriate additional subsidy for needy students to participate in diversified after-school learning activities.
2. Schools should enable the stakeholders including parents to understand how schools organise after-school learning activities to support needy students so as to further enhance transparency. Besides, schools are required to specify their school-based plans on using SBG to support needy students in the programme plan which is to be uploaded with their Annual School Plan onto the school website by the end of October 2025. Schools should also conduct annual review on the use of SBG and reflect the review results in the programme report which is to be uploaded with the School Report onto the school website not later than the end of November 2026. Failing this will result in the clawback of SBG disbursed for the 2025/26 school year.
3. Schools should complete the questionnaire of SBG every year and return it to EDB for EDB's understanding of schools' usage of SBG.
4. Aided, caput and DSS schools may retain the unspent amount of SBG subject to its not exceeding the total provision of the grant for the current school year. The excessive amount should be returned to EDB. For government schools, schools may apply in advance to retain SBG for each year according to their school context. The unspent SBG should be returned to EDB by the end of the financial year.

## **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 for SBG of the Programme;
  - (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 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 in 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 or correction of personal data in this form should be made in writing to Assistant Education Officer (Student Special Support)<sup>18</sup> at Student Special Support Section of Education Bureau, Room 1141, 11/F, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or email to aeosss18@edb.gov.hk.