

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 80/2018**

From : Permanent Secretary for Education                      To : Supervisors and Heads of all  
Ref. : EDB(ESP)/SALSP/11/3/1(1)                                      Government, Aided and Caput  
Date : 18 May 2018    Schools and Schools under the  
Direct Subsidy Scheme

---

**School-based After-school Learning and Support Programmes**  
**2018/19 School Year**

**Summary**

This circular memorandum invites schools to apply for the School-based Grant under the School-based After-school Learning and Support Programmes (the Programme) for the 2018/19 school year to complement the after-school activities organized by the schools to support the disadvantaged students.

**Details**

***Objectives of the Programme***

2. The EDB has implemented the Programme since the 2005/06 school year to support the disadvantaged students to participate in after-school activities with a view to facilitating their whole-person development and personal growth. Currently, we provide School-based Grant and Community-based Project Grant for public sector (including special schools) schools as well as schools under the Direct Subsidy Scheme and non-governmental organisations (NGOs) respectively to organize school-based and district-based activities for the disadvantaged students. The target students of the Programme are those Primary 1 to Secondary 6 students in receipt of Comprehensive Social Security Assistance (CSSA) and full grant under the Student Financial Assistance (SFA) Schemes. For details, please visit the EDB Homepage (<http://www.edb.gov.hk> → Students and Parents Related → Support and Subsidies → School-based After-school Learning and Support Programmes).

***Flexibility***

3. Under the School-based Grant of the Programme, schools are given the discretion to use not more than 25% of the places of their after-school activities to benefit more disadvantaged students who are identified by schools but not in

receipt of CSSA or full grant under the SFA Schemes. Besides, schools may utilise the School-based Grant for procurement of necessary materials/equipment as appropriate (such as sports equipment, educational toys, chess sets and books, snacks and beverages etc.), and for subsidizing travelling expenses of individual students to participate in the after-school activities. However, these types of expenses must be for meeting the needs of the activities, and are only applicable to the disadvantaged students who participate in the after-school activities. In order to avoid the aforesaid expenses being out of proportion with the School-based Grant provided, they should be capped at 5% of the total provision of the School-based Grant.

### ***Incentive Funding***

4. We will provide schools with incentive funding based on the participating schools' annual accounts<sup>1</sup> of the most recent year and taking into account the utilisation of the School-based Grant. Specifically, for participating schools with a utilisation rate of the School-based Grant of 80%<sup>2</sup> or above, we will increase the annual subsidy rate of each eligible student under the School-based Grant from \$400 to \$600; and the schools concerned will also be provided with the 25% of additional School-based Grant funding from discretionary quota, which is calculated at the rate of \$600 per eligible student. The School-based Grant of the remaining participating schools will be calculated at the rate of \$400 per eligible student per annum.

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

5. Schools are requested to complete and return the attached Reply Form to the Extended Support Programmes Section on or before 11 June 2018. We will arrange for disbursement of the grant in end-July 2018 as with our existing arrangement, and inform all participating schools of the calculation details.

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

6. Schools in collaboration with NGOs organizing Community-based Projects in the 2018/19 school year, if applicable, are requested to help monitor the project progress as well as NGOs' performance and maintain proper

---

1 For aided and caput schools and schools under the Direct Subsidy Scheme, the annual accounts are compiled on the basis of school year and the accounts of the most recent year submitted by schools are those of the 2016/17 school year. As for government schools, their accounts are compiled on the basis of financial year which are the accounts of the 2017-18 financial year.

2 Utilisation rate is calculated on the basis of total expenses and entitled total provision of the year.

communication with the NGOs concerned so as to ensure that the service provided could cater for the diverse needs of their needy students. Starting from the 2017/18 school year, refinements to financial arrangements under the Community-based Project are introduced with a view to facilitating more effective implementation of the Community-based Projects by NGOs, which include among others the percentage of three payment instalments and the due date for submission of annual accounts by NGOs, etc. For details, please refer to the Guideline for Community-based Projects available on the EDB Homepage (<http://www.edb.gov.hk> → Students and Parents Related → Support and Subsidies → School-based After-school Learning and Support Programmes → Community-based Projects).

### **Enquiries**

7. For enquiries, please contact the Extended Support Programmes Section at 2892 6653.

Ms N Y KWAN  
for Permanent Secretary for Education

c.c. Heads of Sections – for information

## Reply Form

(To be returned on or before 11 June 2018)

To: Permanent Secretary for Education  
[Attn: Senior Education Officer (Extended Support Programmes)]  
Education Bureau  
Room 1141, 11/F, Wu Chung House  
213 Queen's Road East, Wanchai, HK  
(Fax No. 3107 1306)

### School-based After-school Learning and Support Programmes 2018/19 School Year

(please "✓" as appropriate)

- My school, in compliance with the rules pertaining to the Programme, applies for the School-based Grant to organise school-based after-school activities for the eligible students.
- My school does not wish to receive the School-based Grant.

Reason: \_\_\_\_\_  
\_\_\_\_\_

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

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

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

School Code: 

--	--	--	--	--	--

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

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

School chop

#### Points to note:

1. The provision of the School-based After-school Learning and Support Programmes is complementary in nature. To cater for the diverse needs of needy students, schools are encouraged to flexibly deploy their resources and/or participate in various funding schemes launched by the Government/charity funds.
2. Schools should enable the stakeholders including parents to understand how schools organize after-school activities to support needy students so as to further enhance transparency. Besides, schools are required to include in their Annual School Plan the arrangements of their school-based programme and upload their Annual School Plan onto their Homepage by end-October 2018. Schools should conduct annual review on their school-based programme and reflect the outcomes in their School Report, which has to be uploaded onto their Homepage not later than end-November 2018. The School-based Grant disbursed for 2018/19 is subject to clawback if schools fail to fulfill the aforesaid requirements.
3. Schools may retain the unexpended amount under the School-based Grant subject to its not exceeding the total provision of the Grant for the current year. The excessive amount will be subject to clawback by EDB. For government schools, the said arrangement is based on financial year.