

**EDUCATION BUREAU**  
**CIRCULAR MEMORANDUM NO. 94/2017**

From : Permanent Secretary for Education  
Ref. : EDB(ESP)/FLS/25/5/2  
Date : 26 May 2017

To : Supervisors and Heads of Government, Aided (including Special Schools) and Direct Subsidy Scheme Primary Schools

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**Provision of Free Lunch at Schools for Primary Students from Low-income Families  
2017/18 School Year**

**Summary**

This circular memorandum invites whole-day government, aided (including special schools) and Direct Subsidy Scheme (DSS) primary schools to continue to apply for the funding under the programme of Free Lunch at Schools in the 2017/18 school year.

**Background**

2. The Community Care Fund has launched the programme since the 2011/12 school year on a pilot basis to provide free lunch at schools to students in receipt of full grant assistance under the Student Financial Assistance Schemes (SFAS) studying in the whole-day public sector or DSS primary schools. Starting from the 2014/15 school year, the programme has been incorporated into the Government's regular assistance and the implementation details will remain essentially the same as in the previous years, which are set out in the ensuing paragraphs.

**Details**

***Eligible Students***

3. Participating schools will be provided with the relevant funding with respect to the number of Primary 1 to Primary 6 students meeting all the following criteria for making lunch charges on behalf of them:

- (i) receiving SFAS full grant in the 2017/18 school year;
- (ii) studying in whole-day government, aided (including special schools) or DSS primary schools; and
- (iii) having lunch as arranged by their attending schools<sup>1</sup>.

4. As stated in paragraph 3, one of the eligibility criteria is that students are in receipt of full grant under SFAS. As such, we wish to seek your assistance in reminding parents to submit applications for SFAS at their earliest convenience so that the Notification of Result

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<sup>1</sup> There are various modes in arranging lunch for students, e.g. selecting lunch suppliers in accordance with the guidelines on tendering and procurement, hiring of staff to provide lunch for students, etc.. Should students meeting the criteria as stated in paragraph 3(i) and (ii) bring their own packed lunch to school, participating schools will not be provided with the relevant funding for these students.

for Assessment of Eligibility 2017/18 or Eligibility Certificate 2017/18 issued by the Student Finance Office of the Working Family and Student Financial Assistance Agency could be timely produced to their attending schools to facilitate schools to arrange lunch payment for the eligible students who will have lunch as arranged by schools. Since it is common for schools to make lunch charges in advance, we encourage schools to liaise with the lunch suppliers on the pre-payment arrangements (as well as the related refund arrangements) to shorten the time between students' receiving the above documentary proof and pre-paying the lunch charges so as to minimise parents' enquiries.

5. Schools should make appropriate lunch arrangements for students, including among others the requirement of the lunch suppliers to provide, in addition to healthy, balanced and adequate diets, diversified food options to cater for students' individual needs which would arise out of the health, religious or cultural reasons, etc.

### ***Disbursement and Accounting Arrangements***

6. The relevant funding will be disbursed to participating schools direct in two instalments: the funding to be disbursed in late August 2017 will be based on the estimated number of SFAS full grant recipients of each school, the lunch charges per day and the number of days having lunch arrangement as reported by the school in the attached Application Form. When disbursing the second instalment (in late December for non-government primary schools; in April 2018 for government primary schools to tie in with the prevailing accounting arrangement), we will also adjust the amount of the first instalment based on the latest number of the schools' full grant recipients. Under special circumstances, schools may apply to the EDB for further funding adjustment (for example, schools enrolling a number of eligible students in the middle of the school year).

7. Participating schools should validate the balance at the end of the school year for returning any surplus, which could not be carried forward to the next year, to or recovery of any deficit from the EDB. Detailed arrangements will be issued under a separate cover in June 2018. Schools should keep relevant receipts. In addition to the amount of expenditure, the number of eligible students, the lunch charges and the number of days for lunch should be indicated on the receipts for audit purposes.

8. The relevant funding for the programme of Free Lunch at Schools should be deployed for the specific purpose and participating schools should compile a separate ledger for it. Aided schools should observe the requirements as stipulated in the relevant circular memorandums and their annexes calling for audited annual accounts to prepare and submit the said accounts to the EDB for scrutiny. For government primary schools, the funding will be disbursed in the form of budget allocation. The expenditure should be charged to a specified account and should not exceed the allocation in the respective financial years.

### ***Related Issue***

9. We have provided an additional recurrent grant equivalent to the salary of a Clerical Assistant for public sector primary schools since the 2014/15 school year. This will help schools cope with the additional administrative and clerical work arising from the implementation of various initiatives, in particular those relating to poverty alleviation (including the programme of Free Lunch at Schools). For details, please refer to the [Education Bureau Circular No. 10/2014](#).

### ***Application***

10. Schools are requested to complete the attached Application Form and return it to the Extended Support Programmes Section **on or before 26 June 2017**.

### ***Enquiries***

11. To facilitate schools responding to parents' enquiries, we have devised a set of frequently asked questions in light of our implementation experience for reference of schools. For details, please visit the EDB Homepage at: <http://www.edb.gov.hk> → Students and Parents Related → Support and Subsidies → Free Lunch at Schools. For enquiries, please contact the Extended Support Programmes Section of EDB at 2892 6659.

Ms Eileen WONG  
for Permanent Secretary for Education

c.c. Heads of Sections – for information

**APPLICATION FORM**

*(All whole-day primary schools are requested to return this Application Form to EDB by fax or by mail **on or before 26 June 2017**)*

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)

**2017/18 School Year  
Provision of Free Lunch at Schools for Primary Students from Low-income Families**

My school **will /will not\*** participate in the captioned programme (\*please delete as appropriate). For participating schools, please complete Part A of the application form whereas for non-participating schools, please complete Part B.

**Part A**

My school will properly inform parents of the programme of Free Lunch at Schools, in particular the requirements for participation detailed in the Education Bureau Circular Memorandum No. 94/2017 to provide free lunch at schools for eligible primary students. Details are as follows:

*(Please ✓ in the box as appropriate and fill in the relevant information as required)*

**(1)** My school will adopt the following mode in arranging lunch for students at school:

- (i)  My school has complied with the existing guidelines on tendering and procurement for the selection of lunch suppliers.
- (ii)  My school has hired staff to provide lunch for students.
- (iii)  Others, please specify \_\_\_\_\_

**(2)** The price per lunch for a student in the 2017/18 school year is as follows *(enter separately if separate lunch prices are applicable for different groups of students, such as junior/senior primary or local/non-Chinese speaking students; for single price, please fill in Price 1.)*:

Price 1 (Target students: \_\_\_\_\_) HKD 


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Price 2 (Target students: \_\_\_\_\_) HKD 


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*(Please enter according to the price stated in the contract signed by the lunch supplier or as informed to parents when other modes of lunch arrangements are involved.)*

**(3)** The estimated number of days for providing free lunch at schools (Note: Number of days of providing lunch may be different from number of school days):

- (i) from September to December 2017 (up to March 2018 for government primary schools) is \_\_\_\_\_ days; and
- (ii) from January (from April for government primary schools) to July 2018 is \_\_\_\_\_ days.

**Part B**

My school will NOT participate in the captioned programme. The main reason is as follows: \_\_\_\_\_

Signature of Head: \_\_\_\_\_

Name of Head: \_\_\_\_\_

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

School Code: 

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Teacher/Staff as Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

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

