

Education Bureau Circular Memorandum No. 67/2021

From : Secretary for Education

Ref : EDB(HSC)/1/55/12A(2021/22)

Date : 25 June 2021

To : Supervisors and Heads of Kindergartens,
Kindergarten-cum-Child Care Centres,
Primary and Secondary Schools (including
Special Schools)

Home-School Co-operation and Parent Education

Summary

This circular memorandum invites schools to apply for the Home-School Co-operation Grants for the 2021/22 school year.

Details

2. Parents play a vital role in their children's development and learning. In promoting home-school co-operation and parent education, the Education Bureau (EDB)'s major strategy is to forge home-school partnership through the platform of kindergartens, primary and secondary schools to facilitate students' effective learning and healthy development. The provision of Home-School Co-operation Grants by the Government is to encourage schools to set up Parent-Teacher Associations (PTAs) and to organise home-school co-operation activities.

3. The Government announced in the 2018 Policy Address to increase the recurrent funding to PTAs of schools for organising more school-based parent education programmes or activities, starting from the 2019/20 school year. Information on the application details is listed at the Appendix which can also be downloaded from the webpage of the Committee on Home-School Co-operation (<https://www.chsc.hk/grants/eng>). The Committee on Home-School Co-operation will be responsible for vetting the applications.

4. Schools which wish to apply for the grants are requested to log in the Home-School Co-operation Grants e-Application System (<https://www.chsc.hk/grants/eng>) for submission of e-application form or to submit the duly completed application form(s) to the Home-School Co-operation Section of the EDB by mail. [Address: Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon.] The application deadline is 10 September 2021.

Enquiries

5. For enquiries, please contact the Home-School Co-operation Section of the EDB at 3698 4376.

(M K CHENG)
for Secretary for Education

**Committee on Home-School Co-operation
and Arrangements of Home-School Co-operation Grants**

Background

1. The major tasks undertaken by the Committee on Home-School Co-operation (CHSC) are to encourage schools to set up Parent-Teacher Associations (PTAs) and to organise activities to enhance home-school co-operation. The CHSC promotes parents' positive attitudes towards home-school co-operation and parent education through publicity programmes, publicity for good practices and organising seminars.
2. The Government provides PTAs of schools with funding to assist them in organising school-based home-school co-operation activities. The Government announced in the 2018 Policy Address to increase the recurrent funding to PTAs of schools for organising more school-based parent education programmes or activities, starting from the 2019/20 school year.

Types of Grants

3. For the 2021/22 school year, the following three types of grants are available for application by schools:

Type 1 - Subsidy for PTA

- (a) Set Up Grant:

A grant for setting up PTA within the school year. Subsidy amounts for primary and secondary schools (including special schools) are \$5,000; Subsidy amounts for kindergartens (KGs) / kindergarten-cum-child care centres (KG-cum-CCCs) are \$10,000; or

- (b) Annual Grant:

A grant for subsidising the recurrent expenditure of existing PTAs. Subsidy amounts for primary and secondary schools (including special schools) are \$5,780; Subsidy amounts for KGs / KG-cum-CCCs are \$11,560.

(The rates have been adjusted in accordance with the Composite Consumer Price Index in April 2021.)

Type 2 - Subsidy for Home-School Co-operation Activities

Each school can apply for project grants for a maximum of two activities. The ceiling for subsidy will be capped at \$10,000 for each activity. Activities should aim at enhancing home-school co-operation such as:

- (a) nurturing students' positive values and life style (e.g. moral and national education, family core values, healthy life, awareness of tragedy from drug abuse, caring culture, environmental education, etc.);

- (b) organising activities to promote the “Happy Kids Charter” and parent education (e.g. recognition of emotions, promotion of parent-child relationship, development of child communication skills, protection of children, prevention of sexual abuses of children, etc.);
- (c) assisting parents to support their children in learning (e.g. understanding of the New Academic Structure, the new teaching modes, life planning, etc.);
- (d) training parents to support the learning activities in schools (e.g. learning to read, life-long learning, etc.);
- (e) organising activities related to information technology in education to enhance the involvement of parents in students’ learning (e.g. understanding e-learning, computer operation skills, nurturing students’ information literacy, etc.);
- (f) organising joint activities for parents, students and teachers; and
- (g) organising vocational and professional education and training (VPET) promotion activities (e.g. hosting talks on the progression pathways of VPET, arranging workplace visits, and sharing sessions by parents with VPET or industry experience).

Type 3 - Subsidy for Joint Home-School Co-operation Project

A grant capped at \$20,000 will be allocated to each joint home-school co-operation project according to the nature of the activities. The proposed project can be jointly organised by individual school / its PTA with schools / PTAs under the same School Sponsoring Body or with schools / PTAs in the same district, etc.

Note:

- i) The PTAs may use Type 1 grant for purchasing furniture, publishing newsletters, acquiring stationeries and other commodities and so on. All fixed assets must be listed in detail in the PTAs’ “Inventory Stores Ledgers” for record of the schools.*
- ii) Expenses on refreshment and entertainment for the above three types of grants should not exceed 10% of the approved amount of each grant.*
- iii) Unspent amount of Type 1 grant can be retained by the PTAs based on their specific situation. Unspent amount of Type 2 and Type 3 grants at the end of the 2021/22 school year should be returned to the HKSAR Government as specified in paragraph 11.*

Application Procedures

4. All KGs, KG-cum-CCCs, primary and secondary schools (including special schools) are eligible to apply. Applicant schools are required to log in the Home-School Co-operation Grants e-Application System (<https://www.chsc.hk/grants/eng>) for submission of e-application form or

to submit the duly completed application form(s) to the Home-School Co-operation Section of the EDB by mail on or before 10 September 2021. [Address: Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon.] Late applications will not be considered. The password will be sent to schools which have submitted applications in the 2020/21 school year in July.

5. If applicant schools fail to return the 2020/21 School / PTA Home-School Co-operation Activities Evaluation Form on time, their applications will not be considered.

Vetting Criteria

6. Type 2 and Type 3 grants applications will be vetted and approved according to the following criteria:

- (a) the amount of government funding allocated to the CHSC;
- (b) the total number of applications received;
- (c) the nature of the proposed activity;
- (d) the estimated number of participants of the proposed activity; and
- (e) the expenses on refreshment and entertainment for the proposed activities should not exceed 10% of the total project grant approved for each activity.

Priorities

7. On the vetting and approval of applications for Type 2 and Type 3 grants, priority will be given to:

- (a) applications from schools with established PTAs;
- (b) applications from schools with a higher proportion of students with special educational needs; and
- (c) applications for activities with quality, innovation or long-term goal.

Points to Note

8. Applicable to schools applying for Type 2 and Type 3 grants:

- (a) schools should provide precise and concise information for every item of the application form for processing;
- (b) the processing time depends on the number of applications received;
- (c) schools should seek approval in advance via the Home-School Co-operation Grants e-Application System or in writing if there are **changes in the name or mode of the approved activity**. Such changes would take effect only after approval is granted;
- (d) schools should return the unspent funds to the HKSAR Government through the EDB if

the approved activity is not carried out or the subsidy is not exhausted as proposed by following the accounting arrangements under Paragraph 11 (Guideline 2); and

- (e) schools should submit School / PTA Home-School Co-operation Activities Evaluation Form after the approved activities have been carried out. The evaluation form can be downloaded from the CHSC webpage (<https://www.chsc.hk/grants/eng>). Schools can log in the Home-School Co-operation Grants e-Application System (<https://www.chsc.hk/grants/eng>) for submission of e-evaluation form or return the completed form to the Home-School Co-operation Section of the EDB by mail on or before 31 August 2022.

- 9. The CHSC reserves the right to reject any applications.

Payment Arrangements

- 10. Payment arrangements for different types of schools are as follows:

- (a) For government schools, the grants will be paid to the Bank Account for Extra-curricular Activities Fund.
- (b) For aided schools, caput schools, schools under the Direct Subsidy Scheme (DSS), KGs and KG-cum-CCCs receiving subsidies from the EDB, the grants will be paid to the EDB Grant Payment Account.
- (c) For schools without EDB Grant Payment Account, cheques with the approved amount will be mailed to schools. The payee name of cheque payment **should be the school name registered with EDB**.

Accounting Arrangements

- 11. Schools should collaborate with PTAs to ensure compliance with the following three guiding principles when using the grants:

Guideline 1: Basic Principles

- (a) To ensure proper and cost-effective use of the grants, the school and the PTA should work together to reach consensus with all stakeholders on the scope and use of the grants and related rules. It is mandatory to adhere to proper accounting and financial guidelines. The participation of stakeholders in the accounting and auditing procedures will enhance transparency and accountability.
- (b) The PTA should inform the school of their plan for using the grants and the related financial arrangement and seek the school's comments or suggestions for ensuring effective use of the subsidies. The PTA should also report regularly to the school about the financial position. Furthermore, the PTA should prepare an annual financial statement for reporting at the annual general meeting of the PTA and such statement should also be included in the School Annual Report for information of all stakeholders.

Guideline 2: Handling of the Grants

- (a) Schools should maintain a separate ledger account to record all the income and expenditure chargeable to each of the three types of grants. Aided schools, caput schools, DSS schools, KGs joining the kindergarten education scheme (Scheme-KGs) should reflect the income and expenditure of all subsidised activities in the annual audited accounts of the schools.
- (b) Schools are not allowed to transfer the funds of the three types of grants to other ledger accounts. Unspent amount of Type 1 grant can be retained by the PTAs based on their specific situation. Only Type 2 and Type 3 grants are subject to claw back. For aided schools and caput schools, the unspent funds of Type 2 and Type 3 grants should be kept in the school account. Subsequent claw back of the unspent amount will be based on the audited accounts and the schools will be notified to return the unspent funds in due course. For government schools, private schools, DSS schools, KGs and KG-cum-CCCs, the unspent amount of each activity under Type 2 and Type 3 grants should be returned to the Home-School Co-operation Section of the EDB by crossed cheque payable to the “HKSAR Government”.
- (c) In case of deficit, government schools may deploy the surplus of the Expanded Subject and Curriculum Block Grant to cover the deficit. Aided schools and special schools may deploy the surplus under the Expanded Operating Expenses Block Grant / General Domain of the Operating Expenses Block Grant to top up or the schools’ own funds to absorb. DSS schools and caput schools can deploy government funds or non-government funds to cover the deficit. Private schools, KGs and KG-cum-CCCs can deploy schools’ own funds to absorb the deficit.
- (d) All schools should be responsible for monitoring the activities subsidised by the grants. All activity reports, evaluation reports, financial records, original copy of payment vouchers/invoices and relevant documents must be kept by the school for accounting and auditing purposes.

Guideline 3: Keeping and Transfer of Grants

(a) Schools with PTAs

PTA is advised to have an independent bank account. Upon receipt of the grants, schools can transfer the whole amount of grants from the school account to the bank account of the PTA for action. Schools should closely monitor and keep records of all incomes, including subsidies and grants, and activities expenditure of the PTAs for inspection upon request.

(b) Schools planning to set up PTAs in the 2021/22 school year

School is responsible for keeping the grants until the PTA has been set up, and thereafter transfers the whole amount of grants from the school account to the bank account of the newly established PTA.

(c) Schools without PTAs

School is responsible for the administration of the grants.

12. For more information about the operation arrangements of PTAs, schools may refer to the PTA Handbook on the CHSC webpage (<https://www.chsc.hk/handbook/eng>).

Insurance Coverage under Block Insurance Policy

13. Home-school co-operation activities, organised by all aided schools or organised by their PTAs and endorsed by schools, will be covered by the Block Insurance Policy. Schools / PTAs may acquire additional insurance coverage if deemed necessary and applicable.

Briefing Session

14. A briefing session on Home-School Co-operation Grants will be organised on 13 July 2021. Interested school heads, teachers and parents may apply to join the briefing session through the CHSC website (<https://www.chsc.hk/eng>).

Committee on Home-School Co-operation
2021/22 School Year Home-School Co-operation Grants Application Form

(Please put a ✓ in the appropriate box)

School information

Name of School: _____

Address: _____

Telephone No.: _____

Fax No.: _____

Cheque Payee Name: _____

(Applicable to schools without EDB Grant Payment Account)

Name of Contact Person: _____

Post: _____

E-mail Address: _____

Tel. No.: _____

PTA information

- Our School : has set up PTA.
 will set up PTA in the 2021/22 school year.
 has no plan to set up PTA.

- Our PTA : is registered under Companies Ordinance.
 is registered under Societies Ordinance.
 does not have any independent registration.

Name of PTA: _____

Name of PTA Chairman: _____

Contact E-mail Address of PTA: _____

Committee on Home-School Co-operation
2021/22 School Year Home-School Co-operation Grants Application Form

(Please put a ✓ in the appropriate box ☐)

Declaration

I / We:

1. would like to apply for the following grants:

Type 1: Subsidy for PTA

Set Up Grant
(Applicable to schools planning to set up PTA in the 2021/22 school year)

Annual Grant for the 2021/22 school year
(Applicable to schools having set up PTA)

Type 2: Subsidy for Home-School Co-operation Activities

Subsidy for Home-School Co-operation Activities (Activity 1)
[For details of application, please refer to Form 2 (P.1)]

Subsidy for Home-School Co-operation Activities (Activity 2)
[For details of application, please refer to Form 2 (P.2)]

Type 3: Subsidy for Joint Home-School Co-operation Project

Subsidy for Joint Home-School Co-operation Project
(For details of application, please refer to Form 3)

2. confirm that submission of the School / PTA Home-School Co-operation Activities Evaluation Form for 2020/21 has been made;

(Applicable to schools receiving Type 2 and Type 3 grants in the 2020/21 school year.)

3. confirm all the information provided in the completed application forms is factually correct;

4. will ensure proper and economic use of the grants. I/We will follow the guiding principles of accounting arrangements in utilising the grants and return unspent amount; and

5. endeavour to implement the proposed activity / project to take forward home-school co-operation. I/We will complete the School / PTA Home-School Co-operation Activities Evaluation Form and return it to the Home-School Co-operation Section on or before 31 August 2022. *(Applicable to schools applying for Type 2 / Type 3 grants.)*

<p>Signature of Supervisor / School Head:</p>	<p>Signature of PTA Chairman: (for schools with PTAs only)</p>	<p>School Chop</p>
--	--	---------------------------

Date: ____ / ____ / 2021

2021/22 School Year Home-School Co-operation Grants Application

Type 2: Subsidy for Home-School Co-operation Activities Application Form (Activity 1)

Name of School: _____

(Please put a ✓ in the appropriate box)

<p>Name of the Activity: _____</p>
<p>Objectives:</p> <p><input type="checkbox"/> Nurturing students' positive values and life style</p> <p><input type="checkbox"/> Organising activities to promote the "Happy Kids Charter" and parent education</p> <p><input type="checkbox"/> Assisting parents to support their children in learning</p> <p><input type="checkbox"/> Training parents to support the learning activities in schools</p> <p><input type="checkbox"/> Organising activities related to information technology in education to enhance the involvement of parents in students' learning</p> <p><input type="checkbox"/> Organising joint activities for parents, students and teachers</p> <p><input type="checkbox"/> Organising vocational and professional education and training promotion activities</p> <p><input type="checkbox"/> Others (please specify): _____</p>
<p>Mode:</p> <p><input type="checkbox"/> Educational Activities (e.g. Seminar, Workshop, Training Course)</p> <p><input type="checkbox"/> Social Activities (e.g. Parent-Child Day, Carnival)</p> <p><input type="checkbox"/> Outdoor Activities (e.g. Outing, Day Camp)</p> <p><input type="checkbox"/> Others (please specify): _____</p>
<p>Details of the Proposed Activity:</p> <p>Format: <input type="checkbox"/> one-off activity <input type="checkbox"/> a series of activities (No. of Events: _____)</p> <p>Date: _____</p> <p>Time: from _____ a.m./p.m.* to _____ a.m./p.m.* (*Please delete as appropriate)</p> <p>Venue: <input type="checkbox"/> inside school <input type="checkbox"/> outside school (please specify): _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> outside Hong Kong (please specify): _____</p> <p>Estimated total no. of participants for each event:</p> <p>Teachers _____ Parents _____ Students _____ Others _____ (Total: _____)</p> <p>Method of Evaluation: <input type="checkbox"/> Questionnaire <input type="checkbox"/> Interview <input type="checkbox"/> Group Discussion</p> <p style="padding-left: 40px;"><input type="checkbox"/> Others (please specify) : _____</p>
<p>Amount of Subsidy Applied:</p> <p>Subsidy applied from CHSC: \$ _____ (max. \$10,000)</p> <p><input type="checkbox"/> The applied amount <u>does not include</u> any estimated expenditure on refreshment and entertainment.</p> <p><input type="checkbox"/> The applied amount <u>includes</u> estimated expenditure on refreshment and entertainment. Our school / PTA acknowledge and understand the actual expenditure should not exceed 10% of the approved amount.</p>

2021/22 School Year Home-School Co-operation Grants Application

Type 2: Subsidy for Home-School Co-operation Activities Application Form (Activity 2)

Name of School: _____

(Please put a ✓ in the appropriate box)

<p>Name of the Activity: _____</p>
<p>Objectives:</p> <p><input type="checkbox"/> Nurturing students' positive values and life style</p> <p><input type="checkbox"/> Organising activities to promote the "Happy Kids Charter" and parent education</p> <p><input type="checkbox"/> Assisting parents to support their children in learning</p> <p><input type="checkbox"/> Training parents to support the learning activities in schools</p> <p><input type="checkbox"/> Organising activities related to information technology in education to enhance the involvement of parents in students' learning</p> <p><input type="checkbox"/> Organising joint activities for parents, students and teachers</p> <p><input type="checkbox"/> Organising vocational and professional education and training promotion activities</p> <p><input type="checkbox"/> Others (please specify): _____</p>
<p>Mode:</p> <p><input type="checkbox"/> Educational Activities (e.g. Seminar, Workshop, Training Course)</p> <p><input type="checkbox"/> Social Activities (e.g. Parent-Child Day, Carnival)</p> <p><input type="checkbox"/> Outdoor Activities (e.g. Outing, Day Camp)</p> <p><input type="checkbox"/> Others (please specify): _____</p>
<p>Details of the Proposed Activity:</p> <p>Format: <input type="checkbox"/> one-off activity <input type="checkbox"/> a series of activities (No. of Events: _____)</p> <p>Date: _____</p> <p>Time: from _____ a.m./p.m.* to _____ a.m./p.m.* (*Please delete as appropriate)</p> <p>Venue: <input type="checkbox"/> inside school <input type="checkbox"/> outside school (please specify): _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> outside Hong Kong (please specify): _____</p> <p>Estimated total no. of participants for each event:</p> <p>Teachers ____ Parents ____ Students ____ Others ____ (Total: _____)</p> <p>Method of Evaluation: <input type="checkbox"/> Questionnaire <input type="checkbox"/> Interview <input type="checkbox"/> Group Discussion</p> <p style="padding-left: 40px;"><input type="checkbox"/> Others (please specify) : _____</p>
<p>Amount of Subsidy Applied:</p> <p>Subsidy applied from CHSC: \$ _____ (max. \$10,000)</p> <p><input type="checkbox"/> The applied amount <u>does not include</u> any estimated expenditure on refreshment and entertainment.</p> <p><input type="checkbox"/> The applied amount <u>includes</u> estimated expenditure on refreshment and entertainment. Our school / PTA acknowledge and understand the actual expenditure should not exceed 10% of the approved amount.</p>

2021/22 School Year Home-School Co-operation Grants Application
 Type 3: Subsidy for Joint Home-School Co-operation Project Application Form
 (Note: to be completed and submitted by **one** of the co-organisers)

Name of School: _____

(Please put a ✓ in the appropriate box)

Joint School / PTA Information					
	Name of Joint School / PTA [#]	District	Contact Person	Post	Contact Telephone
1.					
2.					
3.					

All co-organised schools/ PTAs **have been informed** and **have agreed** that the application will be submitted by our school/PTA.

Name of the Activity: _____

Objectives:

Nurturing students' positive values and life style

Organising activities to promote the "Happy Kids Charter" and parent education

Assisting parents to support their children in learning

Training parents to support the learning activities in schools

Organising activities related to information technology in education to enhance the involvement of parents in students' learning

Organising joint activities for parents, students and teachers

Organising vocational and professional education and training promotion activities

Others (please specify) : _____

Mode:

Educational Activities (e.g. Seminar, Workshop, Training Course)

Social Activities (e.g. Parent-Child Day, Carnival)

Outdoor Activities (e.g. Outing, Day Camp)

Others (please specify) : _____

Details of the Proposed Activity:

Format: one-off activity a series of activities (No. of events: _____)

Date: _____

Time: from _____ a.m./p.m.* to _____ a.m./p.m.* (*Please delete as appropriate)

Venue: inside school outside school (please specify): _____

outside Hong Kong (please specify): _____

Estimated total no. of participants for each event:

Teachers ____ Parents ____ Students ____ Others ____ (Total: _____)

Method of Evaluation: Questionnaire Interview Group Discussion

Others (please specify) : _____

Amount of Subsidy Applied:

Subsidy applied from CHSC: \$ _____ (max. \$20,000)

The applied amount does not include any estimated expenditure on refreshment and entertainment.

The applied amount includes estimated expenditure on refreshment and entertainment. Our school / PTA acknowledge and understand the actual expenditure should not exceed 10% of the approved amount.