

Education Bureau Circular Memorandum No. 88/2024

From : Secretary for Education

Ref : EDB(HSC)/1/55/12A(2024/25)

Date : 6 June 2024

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 (Grants) for the 2024/25 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 the Grants by the Government is to encourage schools to set up Parent-Teacher Associations (PTAs) and organise home-school co-operation activities and / or parent education programmes or activities.

3. All kindergartens, kindergarten-cum-child care centres, primary and secondary schools (including special schools) are eligible to apply for the Grants, details are set out in the Appendix, which can also be downloaded from the website of the Committee on Home-School Co-operation (CHSC) (<https://www.chsc.hk/grants/eng>). CHSC will be responsible for vetting the applications.

4. Schools interested in applying for the grants are requested to log in the Home-School Co-operation Grants e-Application System (<https://hscg.chsc.hk/en>) to submit the e-application form, or duly complete the enclosed application form(s) and send them to the Home-School Co-operation and Parent Education Section of EDB by mail [Address: Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon].



Enquiries

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

Ms Mandy HO
for Secretary for Education

c.c. Heads of Sections - for information

Arrangements for 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 organise activities to enhance home-school co-operation. CHSC promotes positive attitudes among parents towards home-school co-operation and parent education through publicity activities on good practices and by organising seminars.

2. The Government provides PTAs of schools with funding to support them in organising school-based home-school co-operation activities and / or parent education programmes or activities.

Types of Grants

3. For the 2024/25 school year, the following three types of grants are available for application by schools:

Type 1: Subsidy for PTAs

(a) Set Up Grant:

For schools planning to set up PTAs within the 2024/25 school year. The subsidy amounts for different types of schools are tabulated below:

Types of schools	Subsidy amount
Primary and secondary schools (including special schools)	\$5,000
Kindergartens (KGs) / kindergarten-cum-child care centres (KG-cum-CCCs)	\$10,000

(b) Annual Grant:

For schools with PTAs set up on or before 31 August 2024 to subsidise the recurrent expenditure of their PTAs. The subsidy amounts for different types of schools are tabulated below:

Types of schools	Subsidy amount
Primary and secondary schools (including special schools)	\$6,044
KGs / KG-cum-CCCs	\$12,088

(The rates have been adjusted in accordance with the Composite Consumer Price Index in April 2024.)

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

Each school can apply for the subsidy for a maximum of two activities. The subsidy amount per activity is capped at \$10,000. Activities should aim at deepening home-school co-operation and enhancing parent education, such as:

- (a) promoting the establishment and development of PTAs (e.g. understanding the effective planning and evaluation of activities, and sharing of good practices and experience in planning and organising activities);
- (b) promoting the co-operation and communication between parents and schools (e.g. understanding the roles of PTA in school affairs, and acquiring the skills for effective communication with school personnel);
- (c) training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education); and
- (d) enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes or activities, making reference to the “4Rs Mental Health Charter” launched by EDB to promote student and parent mental health, and sharing with parents the ways to raise happy and positive children).

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

Each school can apply for the subsidy for a maximum of one joint home-school co-operation project. A subsidy 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 schools / their PTAs with schools / PTAs under the same School Sponsoring Body or within the same district**.

Note:

- i) *PTAs may use Type 1 grant for purchasing furniture, publishing newsletters, acquiring stationeries, other commodities, etc. All fixed assets must be listed in detail in the PTAs’ “Inventory Stores Ledgers” for the schools’ record.*
- ii) *Expenses on refreshment and / or 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 PTAs based on their specific situation. Unspent amount of Type 2 and Type 3 grants should be returned to the HKSAR Government at the end of the 2024/25 school year as specified in paragraph 13.*

Eligibility and Application Deadline

4. All KGs, KG-cum-CCCs, primary and secondary schools (including special schools) are eligible to apply.

5. Application deadlines for various types of schools are tabulated below:

Type of grants	Type of schools	Application deadlines
Type 1: Set Up Grant under Subsidy for PTAs	➤ Schools planning to set up PTAs within the 2024/25 school year	Not applicable (applications are accepted throughout the school year)
Type 1: Annual Grant under Subsidy for PTAs	➤ Schools with PTAs set up on or before 31 August 2024	13 September 2024
Type 2: Subsidy for Home-School Co-operation Activities; and Type 3: Subsidy for Joint Home-School Co-operation Project	➤ Schools with PTAs newly set up in the 2024/25 school year	Not applicable (applications are accepted throughout the school year)
	➤ Schools with PTAs set up on or before 31 August 2024; and ➤ Schools without PTA	13 September 2024

Application

6. To apply for the grants mentioned above, schools may log in the Home-School Co-operation Grants e-Application System (<https://hscg.chsc.hk/en>) to submit the e-application form or duly complete the enclosed application form(s) and send them to the Home-School Co-operation and Parent Education Section of EDB by mail [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.** Password of the e-Application System will be sent to applicant schools in the 2023/24 school year in early June 2024. For schools which have not applied for the Home-School Co-operation Grants before, they may contact the Home-School Co-operation and Parent Education Section of EDB at 3698 4376 for creation of an e-Application System account, or submit their applications by mail.



7. If applicant schools fail to return the 2023/24 Home-School Co-operation Activities Evaluation Form (with Activity Evaluation Data and Analysis Document enclosed) **on or before 30 August 2024**, their applications will not be considered.

Vetting Criteria

8. Applications for Type 2 and Type 3 grants will be vetted and approved by CHSC according to the following criteria:

- (a) the total amount of government funding allocated to CHSC;
- (b) the number of applications received;
- (c) the nature of the proposed activity;
- (d) the estimated number of participants of the proposed activity; and
- (e) for each proposed activity, the applicant school does not include any estimated expenditure on refreshment and / or entertainment; or undertakes to allocate no more than 10% of the approved grant for refreshment and / or entertainment.

Priorities

9. On vetting and approving applications for Type 2 and Type 3 grants, priority will be given to:

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

Schools are advised to submit their applications as early as possible. Applications meeting the above criteria will be processed on a first-come, first-served basis.

Points to Note

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

- (a) schools should provide precise and concise information for every item in the application form for processing;
- (b) the processing time varies depending 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 will take effect only after approval is granted. EDB reserves the right to withdraw the subsidy if any changes are made without prior approval;
- (d) schools should return the unspent funds to the HKSAR Government via EDB according to the accounting arrangements set out in Paragraph 13 (Guideline 2) if the approved activity is not carried out or the subsidy is not exhausted; and
- (e) **schools and parents should jointly evaluate the effectiveness of the activities or share the outcome, and submit the home-school co-operation activities evaluation forms (enclosed with the activity evaluation data and analysis documents)** after the approved activities have been carried out. Schools can log in the Home-School Co-operation Grants e-Application System (<https://hscg.chsc.hk/en>) to submit the e-



evaluation form and the enclosure, or send the completed form and the enclosure to the Home-School Co-operation and Parent Education Section of EDB by mail on or before 29 August 2025. The evaluation forms can also be downloaded from CHSC website (<https://www.chsc.hk/grants/eng>).



11. CHSC reserves the right to reject any applications.

Payment Arrangements

12. 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, Direct Subsidy Scheme (DSS) schools, KGs and KG-cum-CCCs receiving subsidies from EDB, the grants will be paid to EDB Grant Payment Account.
 - (c) For schools without EDB Grant Payment Account, the grants will be disbursed by cheques, on which the payee's name will be **the school name registered with EDB**.

Accounting Arrangements

13. 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 a 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 its plan for using the grants and the related financial arrangements, and seek advice from the school to ensure the effective use of the subsidies. The PTA should also report regularly to the school on its financial position. Furthermore, the PTA should prepare an annual financial statement for reporting in the annual general meeting of the PTA and such statements 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 and KG-cum-CCCs joining the Kindergarten Education Scheme 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 PTAs based on their specific situation. Unspent amounts of 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. EDB will claw back the unspent amount based on the audited accounts and the schools will be notified to return the unspent funds in due course. For government schools, DSS schools, private 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 and Parent Education Section of EDB by crossed cheque payable to the “HKSAR Government”.
- (c) In the event of a 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 cover the deficit. 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 cover the deficit.
- (d) All schools should be responsible for monitoring the activities subsidised by the grants. All activity reports, evaluation forms, 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 the Grants

(a) Schools with PTAs

PTAs should maintain separate bank accounts, so that 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 deployment. 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 2024/25 school year

Schools are responsible for keeping the grants until their PTA has been set up, and should thereafter transfer the whole amount of grants from the school account to the bank account of the newly established PTA.

(c) Schools without PTAs or schools with PTAs which do not have an independent bank account

Schools are responsible for the administration of the grants.

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



Insurance Coverage under Block Insurance Policy

15. 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

16. A briefing session on the Grants will be organised on 4 July 2024 (Thursday). Interested school heads, teachers and parents may apply to join the briefing session through CHSC website (<https://www.chsc.hk/eng>).



Committee on Home-School Co-operation
2024/25 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*: (Only applicable to schools without an EDB Grant Payment Account)	
Name of Contact Person: _____	Post: _____
E-mail Address: _____	Tel. No.: _____
PTA information	
Our School : <input type="checkbox"/> has set up a PTA on or before 31 August 2024. <input type="checkbox"/> is planning to set up a PTA in the 2024/25 school year. <input type="checkbox"/> has no plan to set up a PTA.	
Our PTA : <input type="checkbox"/> is registered under the Companies Ordinance. <input type="checkbox"/> is registered under the Societies Ordinance. <input type="checkbox"/> does not have any independent registration.	
Name of PTA: _____	
Name of PTA Chairperson: _____	
Contact e-mail Address of PTA: _____	

* Note: The payee name should be the same as the school name registered with EDB.

Committee on Home-School Co-operation
2024/25 School Year Home-School Co-operation Grants Application Form

(Please put a ✓ in the appropriate box ☐)

Declaration

Our school:

1. would like to apply for the following grants:

Type 1: Subsidy for PTA

- Set Up Grant (Applications are accepted throughout the school year.)
(Only applicable to schools planning to set up a PTA within the 2024/25 school year)
- Annual Grant for the 2024/25 school year
(Only applicable to schools with PTA established on or before 31 August 2024)

Type 2: Subsidy for Home-School Co-operation Activities (Schools with PTAs newly set up in the 2024/25 school year may submit their applications throughout the school year.)

- Subsidy for Home-School Co-operation Activities (Activity 1)
 [with duly completed Form 2 (P.1) enclosed]
- Subsidy for Home-School Co-operation Activities (Activity 2)
 [with duly completed Form 2 (P.2) enclosed]

Type 3: Subsidy for Joint Home-School Co-operation Project (Schools with PTAs newly set up in the 2024/25 school year may submit their applications throughout the school year.)

- Subsidy for Joint Home-School Co-operation Project
 (with duly completed Form 3 enclosed)

2. confirms that the Home-School Co-operation Activities Evaluation Form (with Activity Evaluation Data and Analysis Document enclosed) for the 2023/24 school year has been submitted;

(Applicable to schools receiving Type 2 and/ or Type 3 grants in the 2023/24 school year.)

3. confirms that all the information provided in the application forms is correct;

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

5. will endeavour to implement the proposed activities or project to take forward home-school co-operation. We will complete the **home-school co-operation activities evaluation forms (enclosed with the activity evaluation data and analysis documents)** after the approved activities have been carried out, and send them to the Home-School Co-operation and Parent Education Section of EDB on or before 29 August 2025. (Applicable to schools applying for Type 2 and/ or Type 3 grants.)

Signature of Supervisor / School Head:

Signature of PTA Chairperson:
 (for schools with PTAs only)

School Chop

Date: _____ / _____ / _____

2024/25 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)

Name of the Activity: _____

Objectives (Please select one option only):

- Promoting the establishment and development of PTAs (e.g. understanding the effective planning and evaluation of activities, and sharing of good practices and experience in planning and organising activities)
- Promoting the co-operation and communication between parents and schools (e.g. understanding the roles of PTA in school affairs, and acquiring the skills for effective communication with school personnel)
- Training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education)
- Enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes or activities, making reference to the “4Rs Mental Health Charter” launched by EDB to promote student and parent mental health, and sharing with parents the ways to raise happy and positive children)
- Others (please specify): _____

Mode:

- Educational activities (e.g. seminar, workshop, course, sharing session)
- Social activities (e.g. outing, day camp)
- Others (please specify): (e.g. mutual support group for parents) _____

Mode of Home-School Co-operation (Please select at least one option):

- Co-organise the activity
- Jointly participate in the activity
- Jointly evaluate the effectiveness of the activity or share the outcome after the activity has been carried out
- 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): _____

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. \$10,000)

- The applied amount **does not include** any estimated expenditure on refreshment and / or entertainment.
- The applied amount **includes** estimated expenditure on refreshment and / or entertainment. Our school / PTA undertakes to allocate **no more than 10% of the approved grant** for refreshment and / or entertainment.

2024/25 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)

Name of the Activity: _____

Objectives (Please select one option only):

- Promoting the establishment and development of PTAs (e.g. understanding the effective planning and evaluation of activities, and sharing of good practices and experience in planning and organising activities)
- Promoting the co-operation and communication between parents and schools (e.g. understanding the roles of PTA in school affairs, and acquiring the skills for effective communication with school personnel)
- Training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education)
- Enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes or activities, making reference to the “4Rs Mental Health Charter” launched by EDB to promote student and parent mental health, and sharing with parents the ways to raise happy and positive children)
- Others (please specify): _____

Mode:

- Educational activities (e.g. seminar, workshop, course, sharing session)
- Social activities (e.g. outing, day camp)
- Others (please specify): (e.g. mutual support group for parents) _____

Mode of Home-School Co-operation (Please select at least one option):

- Co-organise the activity
- Jointly participate in the activity
- Jointly evaluate the effectiveness of the activity or share the outcome after the activity has been carried out
- 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): _____

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. \$10,000)

- The applied amount **does not include** any estimated expenditure on refreshment and / or entertainment.
- The applied amount **includes** estimated expenditure on refreshment and /or entertainment. Our school / PTA undertakes to allocate **no more than 10% of the approved grant** for refreshment and / or entertainment.

2024/25 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)

Particulars of Co-organising School(s) / PTA(s)					
	Name of Co-organising School / PTA#	District	Contact Person	Post	Contact Tel. No.
1.					
2.					

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

Name of the Activity: _____

- Objectives (Please select one option only):**
- Promoting the establishment and development of PTAs (e.g. understanding the effective planning and evaluation of activities, and sharing of good practices and experience in planning and organising activities)
 - Promoting the co-operation and communication between parents and schools (e.g. understanding the roles of PTA in school affairs, and acquiring the skills for effective communication with school personnel)
 - Training parents to support the learning activities in schools (e.g. collaborating with schools in promoting values education, e-learning, life planning, national education, national security education, information literacy, vocational and professional education)
 - Enhancing parenting skills, assisting parents to support their children in joyful learning and healthy development (e.g. making reference to the Curriculum Framework on Parent Education published by EDB to design parent education programmes or activities, making reference to the “4Rs Mental Health Charter” launched by EDB to promote student and parent mental health, sharing with parents the ways to raise happy and positive children)
 - Others (please specify): _____

- Mode:**
- Educational activities (e.g. seminar, workshop, course, sharing session)
 - Social activities (e.g. outing, day camp)
 - Others (please specify): (e.g. mutual support group for parents)

- Mode of Home-School Co-operation (Please select at least one option):**
- Co-organise the activity
 - Jointly participate in the activity
 - Jointly evaluate the effectiveness of the activity or share the outcome after the activity has been carried out
 - 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): _____

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 / or entertainment.
- The applied amount **includes** estimated expenditure on refreshment and / or entertainment. Our school / PTA undertakes to allocate **no more than 10% of the approved grant** for refreshment and / or entertainment.

**2024/25 School Year Home-School Co-operation Grants Application Form
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 assessment on eligibility and counter-checking of the form for individual grant and subsidy as well as education service provided by EDB;
 - (b) Activities relating to matching of the personal data with the database of other relevant Government bureaux / departments in connection with the processing, authentication, assessment on eligibility and counter-checking of the form 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; and
 - (d) Activities relating to compilation of statistics, research and Government publications.
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 form.

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 bureau 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, required or permitted 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 should be made in writing to Education Officer (Home-School Co-operation and Parent Education)³ at Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon or email to eohscped3@edb.gov.hk.