

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 24/2023

From: Permanent Secretary for Education

Ref.: EDB(Ped)/4/65/2

Date: 28 February 2023

To : Supervisors and Heads of all aided primary schools (including special schools operating primary classes), government primary schools and primary schools under the Direct Subsidy Scheme

One-off Grant on Parent Education (Primary)

Summary

This circular memorandum (“CM”) informs all public-sector primary schools (including government and aided primary schools as well as special schools operating primary classes) and primary schools under the Direct Subsidy Scheme (“DSS”) of the details about the disbursement of the One-off Grant on Parent Education (“the Grant”).

Background

2. The Education Bureau (EDB) has all along been supporting home-school co-operation, forging home-school partnership and promoting parent education through schools. The Education Commission set up the Task Force on Home-School Cooperation and Parent Education (“the Task Force”) and submitted a report to EDB in April 2019, giving recommendations on further promoting home-school co-operation and parent education. EDB has fully accepted the recommendations of the Task Force and relevant measures are being taken forward and implemented progressively. Among them, EDB has commissioned post-secondary institutions to develop a curriculum framework on parent education by phases that is applicable to kindergarten, primary and secondary levels, in order to meet the needs of parents, and equip them with the knowledge and skills necessary for bringing up their children at different stages.

3. Subsequent to the launch of the Curriculum Framework on Parent Education (Kindergarten) in September 2021, EDB introduced the Curriculum Framework on Parent Education (Primary School) (“the Curriculum Framework”)¹ in December 2022. For details, please refer to EDBCM No. 198/2022. The Curriculum Framework serves as a common basis for systematic provision of courses for parents by relevant institutions, groups or organisations with different objectives across stages

¹ The Curriculum Framework on Parent Education (Primary School) is available on EDB’s “Smart Parent Net” website: https://www.parent.edu.hk/en/article/framework_pri

through organising territory-wide, community-based, school-based as well as online parent education courses. Schools are encouraged to make reference to the Curriculum Framework when designing related programmes or activities so as to give parents of primary students an understanding of the holistic development of children, promote children's healthy, happy and balanced development, enhance parents' physical and psychological well-being, and foster home-school communication and co-operation.

Details

4. Schools are the most direct and effective platform in promoting parent education. In the 2022/23 school year, EDB will provide the Grant of \$200,000 for each public-sector primary school and DSS primary school to help schools embark on structured school-based parent education programmes or activities. Schools may use the Grant to kick off and organise structured parent education programmes **from the 2022/23 to 2025/26 school years**. Experience gained in the process will enable schools and teachers to develop school-based parent education resources and build a culture of positive parent education. Schools may, in light of their needs, flexibly and strategically deploy the Grant and pool together various resources to organise various parent education programmes or activities. Based on the practical experiences and enhancement of the professional knowledge and competency, schools are advised to capitalise on their own resources and other resources (such as the Quality Education Fund) to develop school-based parent education programmes as appropriate and promote parent education continuously in the long run.

Principles for the Use of the Grant

5. Schools may deploy the Grant to procure services from service providers and/ or individual speakers or experts for the provision of parent education programmes or activities. To ensure the quality of the programmes or activities, schools are required to observe the following principles in selecting service providers:

- (i) The parent education programmes or activities must be in line with the concepts and principles of the Curriculum Framework; and
- (ii) Schools should, in light of the school context, procure structured or thematic parent education programmes with suitable modes of delivery (such as workshops, seminars or online programmes) to cater for different needs of parents.

6. Schools should mainly deploy the Grant for organising structured or thematic parent education programmes. To allow flexibility for schools to organise school-based parent education programmes or activities, schools may deploy not more than 20% of the Grant to procure services from individual

speakers or experts and should ensure that the speakers and experts concerned possess relevant expertise.

7. In procuring relevant services, schools are reminded to refer to the Points to Note in the Purchase of Goods/ Services in EDB Circular No. 3/2022 “Acceptance of Advantages and Donations by Schools and their Staff” and follow the procurement procedures listed therein. Aided schools are also required to follow the procedures and guidelines promulgated in EDB Circular No. 4/2013 “Procurement Procedures in Aided Schools” and “Guidelines on Procurement Procedures in Aided Schools (April 2013)”, while government schools should follow the store and procurement guidelines promulgated in relevant EDB Internal Circulars. DSS schools should follow the guidelines on procurement procedures of aided schools, or the school-based procurement policies formulated upon the endorsement of their School Management Committee (“SMC”)/ Incorporation Management Committee (“IMC”).

8. In deploying the Grant, taking into consideration the actual situation of the schools or the benefit of cost-effectiveness, schools may collaborate with other primary schools (such as forming clusters with other primary schools under the same school sponsoring bodies or in the vicinity) to jointly organise parent education programmes. One of the schools in the cluster should be responsible for carrying out the procurement exercise and the co-operation details should be agreed among all schools concerned. Apportionment of expenditure can be based on the proportion of planned number of participating parents of individual schools. Each school should pay to the service provider/ speaker/ expert separately in accordance with the apportionment ratio of expenditure specified in the agreement. Transfer of funding from one school to another for payment is not allowed.

9. The Grant should not be used for any purposes other than parent education programmes or activities stated in paragraph 4 to 6 of this CM, such as:

- (i) organising activities which are irrelevant to parent education;
- (ii) employing teaching or non-teaching staff;
- (iii) subsidising parents to take part in study tours or exchange activities; and
- (iv) paying the expenses on meals, food and beverages of parent education activities.

The above examples are by no means exhaustive. Schools should deploy the Grant in a prudent manner and ensure compliance with the principles governing the use of the Grant.

Disbursement Arrangements

10. Application is **not** required. The One-off Grant of \$200,000 for each public-sector primary school and DSS primary school will be disbursed in March 2023. For government primary schools,

the Grant will be provided in the form of budget allocation under a designated user code. For other schools receiving government subvention (including aided primary schools, special schools operating primary classes and DSS primary schools), the Grant will be credited to the schools' accounts.

Financial and Accounting Arrangements

11. Schools are required to observe the established principles and requirements on the use of public funds promulgated by EDB when using the Grant. All schools receiving the Grant should keep a separate ledger account to properly record all income and expenditure of the Grant. All books of accounts, receipts, payment vouchers and invoices must be kept for at least 7 years by schools for accounting and auditing purposes. Aided schools (including special schools) and DSS schools should adhere to EDB's requirements on submission of annual audited accounts set out in the relevant CMs as well as their appendices in preparing ledger accounts and annual accounts. EDB may request schools to provide relevant documents for auditing the use of the Grant if necessary. Schools shall ensure the effective use of the Grant, all of which should be spent on the related expenses of the parent education programmes or activities in accordance with the principles set out in paragraph 4 to 9 above. Schools failing to provide relevant documents for auditing or not spending the Grant according to the ambit stated in this CM will be required to return the disbursed amounts to EDB.

12. Schools should manage their financial expenditure in a prudent manner. Aided schools should note that the Grant is outside the Operating Expenses Block Grant (OEBG)/ the Expanded Operating Expenses Block Grant (EOEBG). If a deficit is incurred by aided schools, it can be borne by the EOEBG/ surplus under the General Domain of OEBG as appropriate, while DSS schools may make use of the DSS Subsidy to cover the deficit. Any outstanding deficit should then be borne by the school's own fund/ non-government fund. For government schools, the expenditure must not exceed the allocation in the respective financial year. They may use the surplus under the Expanded Subject and Curriculum Block Grant to top up the Grant, if necessary. Transfer of the Grant and/or its unspent balance to any other accounts is not allowed in all schools.

13. Public-sector primary schools and DSS primary schools may use the Grant across school years from the 2022/23 school year to the end of the 2025/26 school year. Schools may carry forward the unspent balance of the Grant for use in the subsequent school year/ financial year until **31 August 2026**. Any unspent balance of the Grant as of 31 August 2026 will be clawed back by EDB. As for government schools, the period for using the Grant is the same as that of aided primary schools (**until 31 August 2026**), and any unspent balance will lapse immediately after the period for the use of the Grant. Schools have to return the completed "Report on the Use of the Grant" (**Annex 1**) to the Parent Education Section of EDB **on or before 30 September 2026**. While schools are not required to submit copies of invoices and receipts of the expenditure items, they should properly use the Grant in

accordance with the above said principles and file related financial records and documents for auditing and inspection when necessary.

Evaluation and Accountability

14. Schools are required to observe the relevant guidelines issued by EDB when using the Grant and be accountable for its use. According to the principle of school-based management, schools should draw up an implementation plan on the use of the Grant and incorporate the plan into the Annual School Plan for submission to their SMC/ IMC for endorsement. Schools should also evaluate the use of the Grant on a regular basis and include the report on its use with details of the subsidised items or activities, relevant expenses and the evaluations in the Annual School Report for submission to their SMC/ IMC for endorsement. For the sake of greater transparency and in accordance with the established arrangements, the Annual School Plan and School Report (incorporating the implementation plan and report on the use of the Grant respectively) endorsed by their SMC/ IMC should be uploaded onto the school website.

15. Schools are encouraged to analyse their school-based needs, make plan for parent education programmes accordingly, continuously evaluate the effectiveness of the programmes and make timely amendments. To facilitate more effective and systematic planning of parent education programmes, EDB will provide the relevant template on EDB website (Path: <https://www.edb.gov.hk> > Main Page > Students and Parents Related > Parents Related > Parent Education) for schools' reference in due course.

Resources on Parent Education

16. The Curriculum Framework has already been uploaded onto the “Smart Parent Net” website for parents' reference. To facilitate schools in designing and implementing relevant parent education programmes or activities with reference to the Curriculum Framework, a printed copy of the Curriculum Framework in both Chinese and English is made available to each public-sector primary school and DSS primary school. Schools should send their staff to collect their copies by presenting the collection slip at **Annex 2** at respective Regional Education Offices of EDB **between 20 March 2023 and 21 April 2023.**

17. In addition, the “Smart Parent Net” website provides information about supporting children's physical and psychological development for parents. The Parent Education Activity Information Hub of the Smart Parent Net allows parents to have easy access to one-stop information on parent education programmes and activities. Schools are encouraged to promote the above parent education resources

to parents and make good use of the Grant to provide appropriate parent education programmes, so that parents can systematically acquire the knowledge and skills necessary for bringing up their children.

Enquiries

18. For enquiries, please contact the Parent Education Section on 3698 4343.

Ms Mandy HO
for Permanent Secretary for Education

c.c. Heads of Sections - for information

To: Permanent Secretary for Education
(Attn: Parent Education Section, Special Education Division)

Address: Parent Education Section
Room W215, 2/F, West Block, Education Bureau Kowloon Tong Education Services
Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2391 0470

[Please complete and return this report to the Parent Education Section of EDB on or before 30 September 2026.]

Report on the Use of the One-off Grant on Parent Education

1. Our school has spent the Grant on the following:

| | Area | Actual Expenses (\$) |
|------|---|----------------------|
| i. | Organising structured or thematic parent education programmes <ul style="list-style-type: none"> Total expenditure on services provided by organisations Total expenditure on services provided by individual speakers or experts | |
| ii. | Designing and producing school-based parent education resources | |
| iii. | Organising school-based parent education promotional activities relating to the “Positive Parent Campaign” | |
| v. | Others (please specify): _____ | |
| | Total Expenditure | |
| | Unspent Balance | |

2. As at 31 August 2026, the Grant

☐ has been fully spent.

☐ has an unspent balance of \$ _____ which will be returned to EDB.

☐ has an unspent balance of \$ _____ which will lapse.

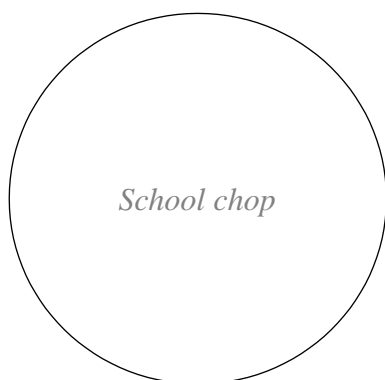
[Applicable to government schools]

(Please put a “✓” in the appropriate box)

3. Declaration

This is to certify that:

- (i) Our school has observed the principles and ambit set out in EDBCM 24/2023, as well as the requirements of relevant guidelines, circulars and letters issued by EDB from time to time when using the Grant and other relevant grants and subsidies. All of the expenditure is in line with the principles and purposes of using the relevant grants, and in compliance with the financial management guidelines as well as circulars and guidelines on procurement procedures applicable to our school;
- (ii) Our school has kept a separate ledger account to properly record all the income and expenditure of the Grant. All expenditure items are supported with documentary proof. All the financial records, books of accounts, receipts, payment vouchers and invoices will be kept for at least 7 years by our school for accounting and auditing purposes;
- (iii) Our school will submit the annual audited accounts (if applicable) to EDB within the prescribed period after the end of the 2025/26 school year, in which the total income and expenditure of the Grant will be recorded. In case of any discrepancy between the report and the annual audited accounts, we will notify EDB as soon as possible for follow-up actions; and
- (iv) The information provided in this Report is true and accurate. We understand that EDB has the right to request the school to provide documentary proof of the expenditure for auditing and inspection purposes. The school is required to return the disbursed amounts that do not belong to the subsidised items of the Grant to EDB.



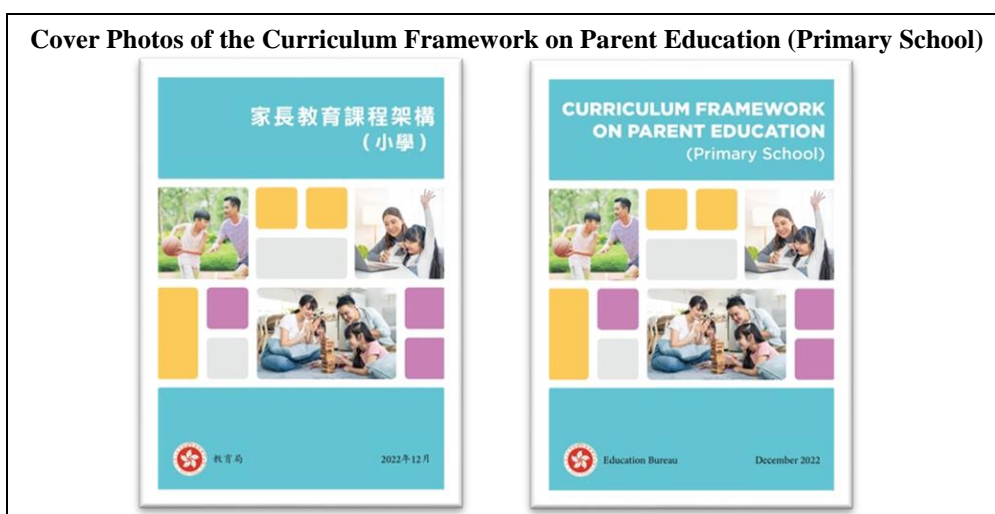
Name of School(Chinese)* : _____
Name of School(English)* : _____
School No. & Location No. : _____
(Format : xxxxxx-0001) _____
Signature of Supervisor : _____
Name of Supervisor : _____
Date : _____

* Must be identical to the name shown on the school chop

Curriculum Framework on Parent Education (Primary School)

Collection Slip

*(Schools should send their staff to collect one English copy and one Chinese copy of the Curriculum Framework by presenting this slip at respective Regional Education Offices **from 20 March 2023 to 21 April 2023**. Each copy is about 210 mm x 297 mm and staff should bring their own bag. For enquiries, please contact the Parent Education Section of EDB on 3698 4343.)*



| | | |
|--------------------------|--|---|
| School Name: | | <div style="border: 1px solid black; border-radius: 50%; width: 150px; height: 150px; display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>School Chop</p> </div> </div> |
| School Number (6-digit): | | |
| Date of Collection: | | |

Collection points:

| | |
|--|---|
| Hong Kong Regional Education Office | 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong |
| Kowloon Regional Education Office | Podium-1/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon |
| New Territories East Regional Education Office | 22/F, Landmark North, 39 Lung Sum Avenue, Sheung Shui, New Territories |
| New Territories West Regional Education Office | 19/F, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, New Territories |

Collection hours:

| | |
|------------------|--|
| Monday to Friday | 9:30 a.m. - 12:30 p.m. and 2:30 p.m. - 5:30 p.m. |
|------------------|--|