

## **EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 25/2023**

From: Permanent Secretary for Education      To: Supervisors and Heads of aided special schools

Ref: EDB(SES1)/F&A/65/1/1(10)

Date: 2 March 2023

---

### **One-off Grant on New Technology in Classroom for Aided Special Schools**

#### **Summary**

This circular memorandum informs all aided special schools (special schools) of the details about the disbursement of a one-off Grant on New Technology in Classroom.

#### **Background**

2. According to the standing policy of the Government, the Education Bureau (EDB) will, subject to the assessment and recommendation of specialists and the consent of parents, refer students with more severe or multiple disabilities to aided special schools for intensive support services. All along, special schools are committed to helping students overcome their limitations and difficulties in order to maximise their learning effectiveness, and realise their potential at different developmental stages so that they can gradually become independent persons with adaptability and the learning-to-learn capabilities to embrace the challenge in life. With the rapid development of science and technology, many countries or regions have been applying new technology for developing learning and teaching tools to support the learning of students with special educational needs (SEN).

#### **Details**

3. To further help special schools appropriately cater for the learning needs of students with more severe or multiple disabilities, EDB provides special schools with a one-off Grant on New Technology in Classroom (the Grant) to support their use of new technology to design teaching and learning activities that meet students' ability and needs, enhance the learning effectiveness of students with SEN and enable them to develop abilities in different areas. All special schools will receive the Grant at a rate

determined by the number of approved classes for the 2022/23 school year as follows:

<b>Number of approved classes</b>	<b>Grant rate</b>
11 classes or fewer	\$300,000
between 12 and 23 classes	\$500,000
24 classes or more	\$700,000

Use of the Grant

4. Special schools may, premise upon school context and needs of students, flexibly deploy the Grant **from the 2022/23 to 2025/26 school years** to enhance support for students’ learning by acquiring new technological products, including software, hardware and procuring relevant services, in classrooms/learning places (including the schools’ boarding sections subvented by EDB). According to the principle of school-based management, special schools are required to formulate a plan for the use of the Grant for submission to the Incorporated Management Committee (IMC) for approval. In accordance with the broad principle of enhancing support for students’ learning with the use of new technology, the areas of usage and examples of using the Grant include but not limited to the following:

- acquiring facilities and equipment required for using new technology in classrooms/learning places, such as robots to assist learning, eye trackers, augmented reality settings and virtual reality settings;
- procuring learning software for using new technology in teaching and learning; and
- procuring relevant services (such as production of learning software, provision of relevant training and consultation services).

5. Special schools are required to note that the Grant is **not to be used for employing teaching or non-teaching staff**. When deploying the Grant, schools are required to plan in the best interests of students and budget prudently. The deployment of resources should cover different areas of usage so as to ensure the Grant is used appropriately. At the same time, school staff are required to participate in the design and implementation of respective learning activities in order to enhance their ability of using new technology in teaching.

6. EDB provides special schools with the Grant with a view to encouraging schools to make more use of new technology in teaching and developing school-based materials or resources. The relevant knowledge, experience and confidence gained by the school staff in the process of using the new technology would enhance their professional capacity in using the new technology and establish a professional learning culture to facilitate teaching and learning of students with SEN. In the long run, schools may make good use of existing resources or capitalising on other fundings, such as Quality Education Fund, to implement appropriate teaching activities and promote ongoing application of new technology in school in support of students' learning in classroom.

7. In procuring the respective goods and services, special schools are required to refer to the relevant points to note set out in EDB Circular No. 3/2022 "Acceptance of Advantages and Donations by Schools and their Staff" for actions. Special 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)".

#### Evaluation and Accountability

8. Under the enhanced School Development and Accountability framework, schools are required to assess annually the effectiveness of their provision of education and support for students through a self-evaluation mechanism to promote school development on an ongoing basis. In this connection, starting from the 2022/23 school year, special schools are required to explain their school-based measures and the effectiveness of using the one-off Grant on New Technology in Classroom in their Annual School Plan and School Report every school year until the Grant is used up, which should be uploaded onto the school website upon endorsement by the IMC for information of stakeholders (including school staff, parents and students). A sample report on the one-off Grant on New Technology in Classroom is provided at **Annex 1** for schools' reference and action.

#### Disbursement Arrangement

9. Application is **not** required. The Grant is disbursed on school registration basis. Special schools operating both primary and secondary levels are counted as one school. The Grant will be disbursed to the schools' EDB Grant Payment Account in March 2023.

## Financial and Accounting Arrangements

10. Special schools are required to keep a separate ledger account to properly record all income and expenditure of the Grant on New Technology in Classroom. All books of accounts, receipts, invoices, financial records and related documents must be handled in accordance with the accounting procedures and properly filed for inspection when necessary. Schools should comply with EDB's requirements on submission of audited accounts set out in the relevant circular memoranda as well as their appendices in preparing ledger accounts and annual accounts. EDB may request schools to provide relevant documents for inspecting the use of the Grant if necessary. Schools are required to ensure the effective use of the Grant, all of which should be spent on applying new technology to enhance support for students' learning as mentioned in paragraph 4 of this circular memorandum. Schools failing to provide relevant documents for inspection or found not spending the Grant according to the ambit stated in this circular memorandum will be required to return the disbursed Grant to EDB.

11. Special schools are required to note that the Grant is outside the Expanded Operating Expenses Block Grant (EOEBG). If a deficit is incurred, it can be borne by the surplus of EOEBG as appropriate. Any outstanding deficit should then be borne by the schools' own fund. Transfer of the Grant and/or its unspent balance to any other accounts is not allowed.

12. Special schools may use the Grant across school years until the end of the 2025/26 school year, i.e. schools may carry forward the unspent balance of the Grant for use in the subsequent school year until **31 August 2026**. Any unspent balance of the Grant as at 31 August 2026 will be clawed back by EDB. Schools have to return the completed "Report on the Use of the One-off Grant on New Technology in Classroom" (**Annex 2**) to the Special Education Support 1 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 are required to properly use the Grant in accordance with the above said principles and file related financial records and documents for auditing and inspection when necessary.

## **Enquiries**

13. For enquiries about this Grant, please contact the Senior Inspector of the Special Education Support 1 Section on 3698 4271. For enquiries about procurement and administrative matters, please contact the respective Senior School Development Officers.

Ms Mandy HO

for Permanent Secretary for Education

c.c. Heads of Sections - for information

**[Sample]**  
**Report on**  
**One-off Grant on New Technology in Classroom for Aided Special Schools**  
**(20\_\_\_ / \_\_\_ school year)**

Starting from the 2022/23 school year, special schools are required to explain their school-based measures and the effectiveness of using the One-off Grant on New Technology in Classroom in their Annual School Plan and School Report every school year until the Grant is used up, which should be uploaded onto the school website upon endorsement by the IMC for information of stakeholders (including school staff, parents and students).

1. Utilisation of the Grant on New Technology in Classroom as at the end of the 20\_\_\_ / \_\_\_ school year (i.e. 31 August 20\_\_\_) is shown below:

Item	Amount (\$)
Total expenditure of the Grant on New Technology in Classroom	
Balance of the Grant	

2. Our school has spent the Grant on New Technology in Classroom on the following use(s):

*\* Please delete as appropriate*

\* Acquiring facilities and equipment required for using new technology (please provide a brief description)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Procuring learning software for using new technology in teaching and learning (please provide a brief description)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Procuring relevant services (please provide a brief description)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Others (please specify)\_\_\_\_\_

\_\_\_\_\_

3. Brief description of the realised outcomes as expected in using the Grant on New Technology in Classroom:

---

---

---

---

---

4. Brief description of the areas of that school can improve or continue to develop:

---

---

---

---

---

To: Permanent Secretary for Education  
(Attn: Special Education Support 1 Section, Special Education Division)

Address: Special Education Support 1 Section  
Room W229, 2/F, West Block, Education Bureau Kowloon Tong Education  
Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon

Fax No.: 2147 1406

*[Please complete and return this report to the Special Education Support 1 Section of EDB **on or before 30 September 2026.**]*

**Report on the Use of  
One-off Grant on New Technology in Classroom for Aided Special Schools**

1. Our school has spent the Grant on New Technology in Classroom on the following use(s):

Area	Actual Expenses (\$)
• Acquiring facilities and equipment required for using new technology	
• Procuring learning software for using new technology in teaching and learning	
• Procuring relevant services	
• Others (please specify): _____	
<b>Total expenditure:</b>	
<b>Unspent Balance:</b>	

2. As at 31 August 2026, the Grant on New Technology in Classroom  
(Please put a “√” in the appropriate box)

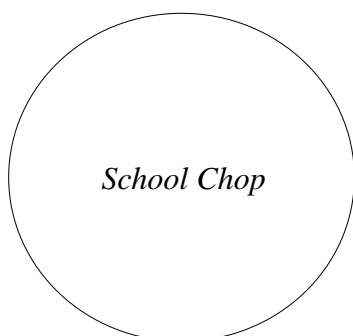
- has been fully spent.
- has an unspent balance of \$ \_\_\_\_\_ which will be returned to EDB.



### 3. Declaration

This is to certify that:

- (i) Our school has observed the principle and areas on using the Grant as set out in EDBCM 25/2023, as well as the requirements of relevant guidelines, circulars and letters issued by EDB from time to time on using other relevant grants and subsidies. All of the expenditure is in line with the principle and usage of the Grant, 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 expenses are supported by receipts. All books of accounts, receipts, invoices, financial records and related documents were handled in accordance with the accounting procedures and properly filed for inspection when necessary;
- (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\* : \_\_\_\_\_

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

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

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

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