

## EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 48/2024

From: Permanent Secretary for Education

Ref. : EDB(HSC)/4/65/4

Date: 13 March 2024

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

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### One-off Grant on Parent Education (Secondary)

#### Summary

This circular memorandum (“CM”) informs all public-sector secondary schools (including government secondary schools, aided secondary schools, caput schools as well as special schools operating secondary classes only) and secondary 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. EDB launched the Curriculum Framework on Parent Education (Kindergarten) and Curriculum Framework on Parent Education (Primary School) in September 2021 and December 2022 respectively, and plans to introduce the Curriculum Framework on Parent Education (Secondary School) “the Curriculum Framework (Secondary School)” in mid-2024. The Curriculum Frameworks serve as a common basis for relevant institutions, groups or organisations to provide systematic parent education courses with different objectives across stages through organising territory-wide, community-based, school-based and online parent education courses. Subsequent to

the launch of the Curriculum Framework (Secondary School), EDB will issue a CM to inform schools and encourage them to make reference to the Curriculum Framework (Secondary School) when designing related programmes or activities so as to give parents of secondary students an understanding of adolescent development, promote adolescents' healthy, happy and balanced development, foster parents' physical and psychological well-being, and foster home-school co-operation and communication.

## **Details**

4. Schools are the most direct and effective platform in promoting parent education. In the 2023/24 school year, EDB will provide the Grant of \$200,000 for each public-sector secondary school<sup>1</sup> and DSS secondary school to help schools embark on structured school-based parent education programmes or activities with reference to the Curriculum Framework (Secondary School). The funding will be disbursed to schools in March 2024 to facilitate schools in early planning and preparation of school-based parent education programmes or activities. Schools may use the Grant to organise structured parent education programmes from the launch of the Curriculum Framework (Secondary School) till the end of the 2026/27 school year. Schools and teachers should gain experience in the process, which will enable them 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 school-based or other resources 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 for schools. To ensure the quality of the programmes or activities, schools are required to observe the following principles in selecting services:

- (i) The parent education programmes or activities must be in line with the concepts and principles of the Curriculum Framework (Secondary School);
- (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; and

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<sup>1</sup> Excluding Caritas Chan Chun Ha Field Studies Centre, Ho Koon Nature Education cum Astronomical Centre, and Arts and Technology Education Centre.

- (iii) 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.

6. Since the parent education programmes or activities must be in line with the concepts and principles of the Curriculum Framework (Secondary School), schools can only conduct preparation work at this stage. Schools should note that they cannot conduct relevant procurement prior to the launch of the Curriculum Framework (Secondary School).

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 and caput 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 (June 2023)”, 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 secondary schools (such as forming clusters with other secondary 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. The schools responsible for carrying out the procurement activities have to provide copies of relevant procurement documents together with the apportionment details to other schools concerned for record and inspection purposes.

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 Grant of \$200,000 for each public-sector secondary school and DSS secondary school will be disbursed in March 2024. The Grant for aided secondary schools, caput schools, special schools operating secondary classes only and DSS secondary schools will be credited to the schools' accounts receiving government subvention. For government secondary schools, the Grant will be provided in the form of budget allocation under a designated user code.

### ***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), caput schools and DSS schools should adhere to EDB's requirements on submission of annual audited accounts set out in the relevant CMs/ letters 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 use the Grant 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 that do not belong to the subsidised items of the Grant 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 and caput schools may make use of the DSS Subsidy and Caput Fee Subsidy respectively 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 secondary schools and DSS secondary schools may use the Grant across school years from the launch of the Curriculum Framework (Secondary School) till the end of the 2026/27 school year. Schools may carry forward the unspent balance of the Grant for use in the subsequent school year/ financial year until 31 August 2027. Schools have to return the completed “Report on the Use of the Grant (Secondary)” (**Annex 1**) to the Home-School Co-operation and Parent Education Section of EDB **on or before 30 September 2027**. Any unspent balance of the Grant as at 31 August 2027 of aided secondary schools, caput schools, special schools operating secondary classes only and DSS secondary schools will be clawed back by EDB in accordance with the Report on the Use of the Grant submitted by the schools. Any unspent balance for government secondary schools will lapse immediately after the period for the use of the Grant. 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 schools to have more effective and systematic planning of parent education programmes, EDB will upload the Curriculum Framework (Secondary School) together with the “Needs Analysis for School-based Implementation of Parent Education” onto the 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. Apart from the Curriculum Framework (Secondary School) and the “Needs Analysis for School-based Implementation of Parent Education”, the “Smart Parent Net” website (<https://www.parent.edu.hk/en/home>) provides information about supporting children’s physical and psychological development for parents. The one-stop Parent Education Activity Information Hub of the Smart Parent Net allows parents to have easy access to 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**

17. For enquiries, please contact the Home-School Co-operation and Parent Education Section on 3698 4376.

Ms Mandy HO  
for Permanent Secretary for Education

c.c. Heads of Sections - for information

To: Permanent Secretary for Education

(Attn: Home-School Co-operation and Parent Education Section, Special Education Division)

Address: Home-School Co-operation and Parent Education Section

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

Fax No.: 2710 9970

*[Please complete and return this report to the Home-School Co-operation and Parent Education Section of EDB on or before 30 September 2027.]*

### Report on the Use of the One-off Grant on Parent Education (Secondary)

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"> <li>• Total expenditure on services provided by organisations</li> <li>• Total expenditure on services provided by individual speakers or experts</li> </ul>	
ii.	Designing and producing school-based parent education resources	
iii.	Organising school-based parent education promotional activities relating to the “Positive Parent Campaign”	
iv.	Others (please specify): _____	
	<b>Total Expenditure</b>	
	<b>Unspent Balance</b>	

2. As at 31 August 2027, the Grant

has been fully spent.

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

**[Applicable to aided, caput and DSS schools]**

has an unspent balance of \$ \_\_\_\_\_ which will lapse.

**[Applicable to government schools]**

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

