

Education Bureau Circular Memorandum No. 73/2024

From : Permanent Secretary for Education To : Supervisors/School Heads/Deputy
Heads/Physical Education Teachers of
all public-sector schools (including
government, aided, caput and special
schools), and schools under the Direct
Subsidy Scheme

Ref. : EDB(CD)-PE/ADM/150/1/28(2)

Date : 25 March 2024

One-off Grant for Promotion of a Sports Ambience and MVPA60 in Schools

Summary

The purpose of this circular memorandum (CM) is to inform all public-sector schools (including government, aided, caput and special schools) and schools under the Direct Subsidy Scheme (DSS) of the details about the disbursement of the “One-off Grant for Promotion of a Sports Ambience and MVPA60 in Schools” (“the Grant”).

Background

2. Helping students develop a healthy lifestyle is one of the seven learning goals of primary and secondary education. Schools are required to expose students to a wide variety of physical activities to help them develop sports skills, enhance physical fitness, gain knowledge of relevant physical activities, foster positive values and attitudes, and develop a habit of active participation in physical activities. To tie in with the World Health Organisation’s recommendation that children and adolescents aged 5-17 should accumulate at least an average of 60 minutes daily of moderate- to vigorous-intensity physical activities (i.e. MVPA60) across the week, the Curriculum Development Council of the Education Bureau (EDB) revised the *Physical Education Key Learning Area Curriculum Guide (Primary 1 – Secondary 6)* in 2017, with this recommendation incorporated into the direction for the schools to promote Physical Education (PE).

3. To further support students in developing an active and healthy lifestyle, the EDB launched the “Active Students, Active People” Campaign (the “ASAP” Campaign) in the 2021/22 school year to provide continuous support for schools to promote sports on all fronts and create a better sports ambience through conducting diversified student activities and developing different learning and teaching resources. Moreover, the

EDB circular No. 5/2024 on “Developing an Active and Healthy Lifestyle Through Promoting Physical Activities” was issued to all primary and secondary schools in Hong Kong in February 2024 to remind schools to provide sufficient opportunities for students to participate in physical activities within and beyond the classroom. Strategies and specific recommendations of measures as well as information on relevant curriculum resources and support measures were also provided. Heads of schools are advised to draw reference from this circular to formulate strategies to help students increase their level of physical activity and develop an active and healthy lifestyle, thereby improving their physical and mental health.

Details

4. In line with the PE curriculum development, the EDB will provide a grant of \$150,000 for each public-sector school and DSS school in the 2023/24 school year (see **Annex I** for the “Guidelines on the Use of the One-off Grant for Promotion of a Sports Ambience and MVPA60 in Schools”) to support schools in further promoting a sports ambience and MVPA60. Schools may deploy the Grant by the end of the 2026/27 school year to organise relevant activities and programmes, such as:

- developing or procuring PE-/sports-related information technology (IT) services, mobile applications and related software, as well as PE-/sports-related activity kits and supporting tools;
- organising diversified PE-/sports-related learning activities/competitions, or subsidising students to participate in such activities;
- organising or subsidising the participation of students, teachers and coaches in PE-/sports-related exchange activities or study visits held in the Mainland or overseas¹;
- organising sports-related activities involving the participation of various school stakeholders, including teachers and parents, with the students;
- purchasing or upgrading PE/sports equipment in schools;
- developing/enhancing the policy on the development of an active and healthy school campus/MVPA60; and
- hiring additional non-teaching staff/qualified coaches or procuring services to assist schools in promoting a sports ambience and MVPA60 in schools.

¹ The subsidies cover travelling and accommodation expenses but exclude any personal belongings, consumer items, and comprehensive personal travel insurance. The total amount of the subsidies for all exchange or study visits during the four school years must not exceed \$45,000 (i.e. 30% of the Grant).

Principles on the Use of the Grant

5. Schools can flexibly deploy the Grant before the end of the 2026/27 school year to support the development or enhancement of the policy on active and healthy school campus according to the school context and students' development needs to promote a sports ambience and MVPA60 in schools. Schools should refer to the points to note in EDB Circular No. 3/2022 "Acceptance of Advantages and Donations by Schools and their Staff". Aided schools (including special schools) and caput schools are also required to comply with the procurement procedures in EDB Circular No. 4/2013 "Procurement Procedures in Aided Schools" and "Guidelines on Procurement Procedures in Aided Schools (Updated in June 2023)", while government schools should follow the stores 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").

6. Schools may combine other subsidies from the EDB on a need basis to cover the cost of related learning activities. However, there should be no duplication of financial support for the same item. Schools shall deploy the Grant in a prudent manner and ensure that the subsidies concerned are utilised in line with relevant principles and ambits. The use of subsidies on students should also be documented for review and inspection.

Disbursement Arrangements

7. Application is **not required**. A one-off grant of \$150,000 will be disbursed for each aided school (including special school), caput school and DSS school in March 2024. The Grant will be credited directly to the school's bank account for receiving grants from the EDB. For government schools, the Grant will be provided in the form of budget allocation under a designated user code (to be notified separately).

Financial and Accounting Arrangements

8. Schools are required to observe the established principles and requirements on the use of public funds promulgated by the EDB when using the Grant. All schools receiving the Grant should keep a separate ledger account to properly record all the income and expenditures related to the Grant. Schools should keep all books of accounts, receipts, payment vouchers, invoices, financial records and relevant documents for at least 7 years for accounting and auditing purposes. Aided schools (including special schools), caput schools and DSS schools should adhere to the 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. The EDB may request schools to provide relevant documents for auditing the use of the Grant when necessary. In accordance with the principles of application listed in this CM, the Grant should be spent on the related expenses on promotion of sports ambience and MVPA60 in schools. 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 to the EDB the disbursed amounts of those items not subvented by the Grant.

9. Schools should manage their financial expenditure in a prudent manner. Aided schools should note that the Grant is not subsumed under the Operating Expenses Block Grant (OEBG)/Expanded Operating Expenses Block Grant (EOEBG). If the Grant is insufficient to cover all the expenses, aided schools may deploy the EOEBG/surplus under the General Domain of OEBG as appropriate. Any remaining deficit should be borne by the school's own fund/non-government funds. DSS schools and caput schools can deploy government funds or non-government funds to cover such deficit. For government schools, the expenditure must not exceed the allocation in the respective financial year. If necessary, the surplus under the Expanded Subject and Curriculum Block Grant to top up the Grant can be used. Transfer of the Grant and/or its unspent balance to any other accounts is not allowed in all schools.

10. Public-sector schools and DSS schools may use the Grant across school years from the current school year to 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(s)/financial year(s) **until 31 August 2027**. Schools are required to return the completed "Report on the Use of One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools" (**Annex 2**) to the Physical Education Section, Curriculum Development Institute **on or before 30 September 2027**. Based on the reports on the use of the Grant submitted by the schools, the EDB will claw back any unspent balance of the Grant **as at 31 August 2027** from aided schools (including special schools), caput schools and DSS schools. As for government schools, the period for using the Grant is the same as that of aided schools, and any unspent balance will lapse on 31 August 2027. While schools are not required to submit copies of invoices and receipts of the expenditure items to the EDB, they should properly use the Grant in accordance with the "Guidelines on the Use of Grant for Promotion of Sports Ambience and MVPA60 in Schools" (**Annex 1**) and file related financial records and documents for auditing and inspection when necessary.

Evaluation and Accountability

11. Schools are required to observe the relevant guidelines issued by the 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 for 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 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 “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools”) endorsed by their SMC/IMC should be uploaded onto the school website.

Briefing Session on the Provision of "One-off Grant for Promotion of a Sports Ambience and MVPA60 in Schools"

12. The EDB will organise a briefing session on "One-off Grant for Promotion of a Sports Ambience and MVPA60 in Schools" on 11 April 2024 (Thursday). Schools can apply through the training calendar (Website: <https://tcs.edb.gov.hk>; Course ID: CDI020241049). The deadline for application for the briefing session is 9 April 2024 (Tuesday).

Enquiry

13. For enquiries, please contact Mr LEE Hong-lai of the Physical Education Section, Curriculum Development Institute on 2624 4256.

Ms. LAW Kit Ling, Grace
for Permanent Secretary for Education

c.c. Heads of Sections – for information

Guidelines on the Use of the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools”

1. Principles on the Use of the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools”

- Schools should properly deploy the Grant together with other suitable resources provided by the EDB, such as the Life-wide Learning Grant and the Student Activities Support Grant, to further support teachers in promoting sports ambience and MVPA60 in schools, provide students with a wide variety of physical activities, and help them achieve the MVPA60 target through developing a habit of active participation in physical activities. When consolidating different subsidies/grants provided by the EDB to enrich students’ learning experiences, schools should refer to the guidelines on the use of the relevant subsidies/grants. There should be no duplication of financial support for the same item.
- Schools should formulate appropriate objectives and strategies according to their needs in terms of school development and student learning, and review and evaluate the use of the Grant based on the objectives set.
- Adhering to the principles of fiscal prudence and avoiding extravagance, schools should ensure that all the expenditures concerned are incurred to serve the purposes of the Grant, and that all the expenditures are cost-effective so as to benefit as many students as possible.
- While the Grant is applicable to all students, the provision for each student does not have to be equal. Neither does it imply that schools must provide sports activities/competitions free of charge. However, if schools are to collect fees from parents, they should follow the established practice of setting school-based criteria for determining the programme fees, and inform parents of the fee charging arrangements.
- Schools should strictly observe the relevant circulars and guidelines issued by the EDB on the use of public funds, and deploy the Grant in a fair and transparent manner in accordance with established principles and requirements.
- Schools should not allocate the Grant to a single project/area or a small number of students. Prior approval from the School Management Committee (SMC)/Incorporated Management Committee (IMC) must be obtained for organising individual activities/projects that incur higher costs.

2. Ambit

The “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools” can be deployed to:

- develop or procure PE-/sports-related information technology (IT) services, mobile applications and related software, as well as PE-/sports-related activity kits and supporting tools;
- organise or subsidise students’ participation in diversified PE-/sports-related learning activities/competitions;
- organise or subsidise the participation of students, teachers and coaches in PE-/sports-related exchange activities or study visits held in the Mainland or overseas²;
- organise sports-related activities involving the participation of various school stakeholders, including teachers and parents, with the students.
- purchase or upgrade PE/sports equipment in schools;
- develop/enhance the policy on the development of an active and healthy school campus/MVPA60; and
- hire additional non-teaching staff/qualified coaches or procure services to assist schools in promoting sports ambience and MVPA60.

3. Examples of Proper Use of the Grant

Areas	Examples
To develop or procure PE-/sports-related IT services, mobile applications and related software, as well as PE-/sports-related activity kits and supporting tools	<u>Development of Applications for Recording Students’ Physical Fitness Data and Activity Hours</u> <ul style="list-style-type: none">• Developing or procuring mobile applications to enable parents and students to easily record the number of hours of having moderate- to vigorous-intensity physical activities in a day• Connecting the mobile applications to smart devices (e.g. smart watches, smart weighing scales) to record and measure physical fitness data and health indicators such as weight, heart rate, body fat percentage

² The subsidies cover travelling and accommodation expenses but exclude any personal belongings, consumer items, and comprehensive personal travel insurance. The total amount of the subsidies for all exchange or study visits during the four school years **must not exceed \$45,000 (i.e. 30% of the Grant)**.

<p>To organise or subsidise students' participation in diversified PE-/sports-related learning activities/competitions</p>	<p><u>PE-/sports-related learning activities outside the classroom</u></p> <ul style="list-style-type: none"> • Organising school PE week/PE day • Arranging various sports interest classes (such as Chinese folk dance), specific sports training, physical fitness training • Subsidising students' participation in different sports experience classes/programmes or competitions, including different emerging/urban sports organised by national sports associations/sports-related organisations • Organising sports challenge programmes to encourage students to set goals through participating in various sports experience/physical fitness activities
<p>To organise or subsidise the participation of students, teachers and coaches in PE-/sports-related exchange activities or study visits held in the Mainland or overseas</p>	<p><u>Overseas Sports Exchange Experience</u></p> <ul style="list-style-type: none"> • Visiting sports organisations or schools in different places outside Hong Kong for short-term and systematic sports experience programmes
<p>To organise sports-related activities involving the participation of various school stakeholders, including teachers and parents, with the students.</p>	<p><u>Home-School Co-operation Activity</u></p> <ul style="list-style-type: none"> • Organising sports-related parent-child activities, such as physical fitness training/exercise training courses, and invite parents to participate with their children.
<p>To purchase or upgrade PE-/sports equipment in schools</p>	<p><u>Physical Activity Programme During Recess</u></p> <ul style="list-style-type: none"> • Purchasing additional PE/sports equipment for setting up fitness corners on different floors and in playgrounds on school campus to increase the amount of time and opportunities for students to engage in physical activities at school

<p>To develop/enhance the policy on the development of an active and healthy school campus/MVPA60</p>	<p><u>MVPA60 Award Scheme</u></p> <ul style="list-style-type: none"> • Launching the MVPA60 Award Scheme to encourage students to actively participate in physical activities within and outside the school campus, such as morning jog, physical fitness billboard, rope skipping challenge, brisk walking, school team training and housework, and awarding students who can achieve the target of MVPA60 <p>(Remarks: The Award Scheme aims to engage all students in school. Schools are reminded to consider the proportion/amount of each expenditure item and should not spend more than 10% of the total expenditure on the prizes.)</p>
<p>To hire additional non-teaching staff/qualified coaches or procure services to assist schools in promoting sports ambience and MVPA60</p>	<p><u>Station-in Fitness Instructor Programme</u></p> <ul style="list-style-type: none"> • Hiring of professional services through the Grant, for instance, allowing students to use facilities in the fitness centre under the supervision of qualified coaches during recess, lunchtime and after school, providing professional support for fitness programmes conducted within or outside the school campus and devising plans to improve the physical fitness of students in need, etc.

4. Examples of Improper Use of the One-off Grant

- Employing teaching staff
- Organising activities not related to PE/sports
- Outsourcing the overall planning and implementation work to external organisations
- Procuring services from external organisations or hiring professionals to organise professional development programmes or activities for teachers
- Hiring external organisations (e.g. local tertiary institutions, non-profit-making organisations, academic organisations) to organise seminars or activities that are not related to PE/sports for students
- Subsidising students' participation in activities that primarily focus on academic performance, e.g. tutorial groups
- Students' travel visa application fee

- Subsidising parents' participation in study tours or exchange activities (expenses incurred by parents who accompany their children on these study tours or exchange activities will also not be subsidised)
- Subsidising parents' participation in seminars or activities that are not related to PE/sports (e.g. expenses incurred when parents go on trips with their children)
- Purchasing mobile computing devices, electronic equipment or computer software for general purposes
- Banquet or courtesy-related expenses
- Expenses for social gathering, ceremonies or celebratory events (e.g. parties)
- Covering expenses related to food and beverages (except the meal expenses incurred in the experiential learning camps, Mainland study tours/exchange activities)

5. Points to note

- The examples above are by no means exhaustive. SMCs/IMCs should prudently deploy the Grant and properly allocate the resources, and should not use the Grant in a single area or a small number of students. SMCs/IMCs should also ensure that the resources are utilised in a cost-effective manner, and each item of expenditure incurred is used appropriately and in line with the principles and ambit of the Grant.
- Schools are required to make reference to the relevant circulars /guidelines /curriculum documents of the Education Bureau (EDB), including EDB Circular No. 14/2023 on " Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in Schools", "School Administration Guide", " Guidelines on Extra-curricular Activities in Schools ", " Guidelines on Study Tours Outside Hong Kong ", " Safety Guidelines On Physical Education Key Learning Area For Hong Kong Schools ", and documents such as " Physical Education - Reminder of Employment of Part-time Sports Coaches for Schools or School-National Sports Association Cooperation". When planning and organising (including co-organising with other organisations) activities, schools should ensure the safety of the activities to protect students, and achieve the intended learning objectives.

To: Permanent Secretary for Education
(Attn.: Physical Education Section, Curriculum Development Institute)

Address: Physical Education Section, Curriculum Development Institute, Education Bureau, 3/F,
323 Java Road, North Point, Hong Kong

Fax: 2761 4291

**[Please complete and return this report to PE Section, Curriculum Development Institute
on or before 30 September 2027]**

Report on the Use of One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools

1. Our school has spent the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools” (the “Grant”) on the following areas:

	Area	Actual Expenses (\$)
i.	To develop or procure PE-/sports-related IT services, mobile applications and related software, as well as PE-/sports-related activity kits and supporting tools	
ii.	To organise or subsidise students’ participation in diversified PE-/sports-related learning activities/ competitions	
iii.	To organise or subsidise the participation of students, teachers and coaches in PE-/sports-related exchange activities/study visits in the Mainland/overseas ³	
iv.	To organise sports-related activities involving the participation of various school stakeholders, including teachers and parents, with the students	
v.	To purchase or upgrade PE/sports equipment in the school	
vi.	To develop/enhance the policy on the development of an active and healthy school campus/MVPA60	
vii.	To hire additional non-teaching staff/qualified coaches or procure services to assist in promoting sports ambience and MVPA60 in the school	
viii.	Others (Please specify): _____	
Total Expenditure⁴:		
Unspent Balance:		

³ The total amount of the subsidies for all exchange or study visits must not exceed \$45,000 (i.e. 30% of the Grant).

⁴ The total amount for the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools” is \$150,000, and the total expenditure must not exceed the \$150,000; The amount on purchasing prizes should not exceed 10% of the total expenditure.

2. As at 31 August 2027, the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools”:

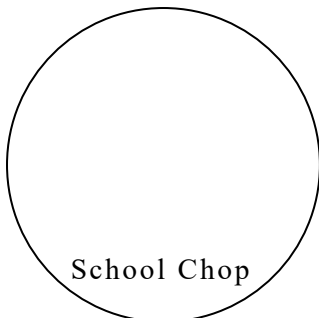
- is fully spent.
- has an unspent balance of \$_____ which will be returned to the EDB. **[Applicable to aided schools (including special schools), caput schools and schools under the Direct Subsidy Scheme]**
- has an unspent balance of \$_____ which will lapse. **[Applicable to government schools]**

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

3. Declaration

- i. Our school has observed the principles and the ambit as stated in EDBCM No. 73/2024, as well as the requirements stated in relevant guidelines, circulars and letters issued by the EDB from time to time when using the One-off Grant and other relevant grants and subsidies. All the expenditures are incurred in compliance with the principles and the use of relevant grants, guidelines on financial management, as well as circulars and guidelines on procurement procedures applicable to our school type;
- ii. Our school has kept a separate ledger account to properly record all the income and expenditure related to the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools”. 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 the EDB within the prescribed period after each school year, in which the total income and expenditure of the Grant will be recorded. In case of any discrepancy between this Report and the annual audited accounts, we will notify the EDB as soon as possible for follow-up actions; and
- iv. The information provided in this Report is true and accurate. We understand that the EDB has the right to request the documentary proof of the expenditure from our school for auditing and inspection purposes. The school is required to return to the EDB the disbursed amounts not subvented by the “One-off Grant for Promotion of Sports Ambience and MVPA60 in Schools”.

v.



Signature of Supervisor/School Head*: _____
Name of Supervisor/School Head*: _____
Name of School: _____
Contact Number: _____
Date: _____

** Please delete as appropriate*