

## **Education Bureau Circular Memorandum No. 143/2024**

From: Secretary for Education

To: Supervisors and Heads of all Government Primary Schools, Aided Primary Schools and Primary Schools under the Direct Subsidy Scheme

Ref: EDB(SA1)/SA/POL/17(I)

Date: 18 June 2024

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### **School-based After School Care Service Scheme (Expanded Programme)**

#### **Summary**

This circular memorandum serves to invite government primary schools, aided primary schools and primary schools under the Direct Subsidy Scheme to apply for the “School-based After School Care Service Scheme (Expanded Programme)” (hereafter referred to as “Expanded Programme”) in the 2024/25 school year.

#### **Background**

2. To provide focused support for underprivileged families (especially single-parent families), the Labour and Welfare Bureau/Social Welfare Department (SWD) and Education Bureau (EDB) have implemented a one-year “School-based After School Care Service Scheme” (hereafter referred to as “the Scheme”) in the 2023/24 school year. With funding from the Community Care Fund (CCF), service operators will be responsible for operating school-based after school care service at venues provided by schools, with a view to allowing primary students in need to stay after school to receive care and learning support in a safe and familiar environment, while enabling parents, who are supposed to take care of their children after school, to take up jobs to improve their livelihood.

3. “The Scheme” has received positive feedback from the participating schools and other relevant stakeholders since its launch. In order to collect more comprehensive data and views from stakeholders for reviewing the effectiveness of “the Scheme” and planning of the way forward, the Government has decided to launch a one-year “Expanded Programme” in the 2024/25 school year and increase the number of beneficiary schools and service places.

#### **Details**

##### *Target Beneficiaries*

4. The “Expanded Programme” will be implemented in 100 primary schools with a greater preponderance of target students, providing about 6 000 service

places across all 18 districts in Hong Kong. The participating schools will invite eligible students from Primary One to Six to participate in the “Expanded Programme”. For continuity of service, the “Expanded Programme” will accord priority to considering and accepting applications from the schools which have participated in “the Scheme” in the 2023/24 school year.

5. Families of students will participate in the “Expanded Programme” free of charge provided that they meet the following eligibility criteria:

- (i) families meet the income requirements<sup>1</sup>; and
- (ii) parents/guardians are unable to take care of their children during after-school hours owing to work, job seeking, participation in retraining courses/job attachment or other reasons<sup>2</sup>.

6. If there are still vacancies in the participating schools, families of students who do not meet the above-mentioned eligibility criteria can also participate in the “Expanded Programme” by paying a fixed standard fee<sup>3</sup>.

#### *Content of the “Expanded Programme”*

7. The “Expanded Programme” provides homework guidance and revision (e.g. for examinations/tests/dictations) services to assist students in finishing their homework and revision in school as far as possible, with a view to alleviating the pressure on parents in respect of parenting and care giving. In addition, it provides services such as parental guidance and education, skill learning and social/developmental programmes/activities (games/extra-curricular activities), etc. to support parents to nurture and care for the students.

8. Under normal circumstances, service operators will provide school-based after school care service after school<sup>4</sup> till 6 p.m. every Monday to Friday. Service hours may be extended to 7 p.m. if the school conditions permit. Service operators will provide a total of six-hour service daily at the service units in the

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<sup>1</sup> Families receiving assistance under any one of the following schemes are deemed to have met the income requirement of the “Expanded Programme” as they have passed the specific means tests:

- (i) Comprehensive Social Security Assistance Scheme;
- (ii) full-rate allowance under the Working Family Allowance Scheme; or
- (iii) full level of assistance under the student financial assistance schemes (including the School Textbook Assistance Scheme/Student Travel Subsidy Scheme/Subsidy Scheme for Internet Access Charges).

For low-income families not receiving assistance from the Government under the 3 schemes as aforementioned, the income limit is set at 55% of the Median Monthly Domestic Household Income, and no asset test will be conducted. Service operators will require applicant families to provide income proof on a random basis.

<sup>2</sup> Other reasons include social and medical reasons as assessed by service operators, such as health issues of parents/guardians, special care needs of children or other family members or family relationship problems, etc.

<sup>3</sup> \$1,325 per month for ordinary students and \$2,650 per month for students with special educational needs.

<sup>4</sup> In general, service is commenced at around 3:00 to 3:30 p.m., depending on when school ends for individual participating schools. Service should be commenced earlier on special days (e.g. during the examination period or when activities are held outside school, etc.) according to the arrangements of individual schools.

district for students in need every Saturday and Sunday. During school holidays (including public holidays) and class suspension<sup>5</sup> where school campus is not available, service operators will make arrangement to provide service in service units within the district as far as possible.

9. If students are suspected to have learning difficulties, schools may refer them to school-based educational psychologists for follow-up. If families of students are identified as having welfare needs, service operators may refer them to service units of SWD or relevant organisations (such as integrated family service centres) for appropriate support and follow-up.

10. The tutor-to-student ratio of the “Expanded Programme” will be based on the After School Care Programme operated by district units (i.e. 1:8 for ordinary students and 1:5 for students with special educational needs). Arrangement will be made for students to receive service in groups of different levels according to their class levels/levels of studies.

### *Implementation Arrangements*

11. Service operators are required to, in accordance with the content, procedures and requirements set out in the Service Specifications signed with SWD, discuss and reach a consensus with the participating schools on the administrative arrangements for and the content of the “Expanded Programme”, including publicity, application methods, service hours, service content, ratio of tutors to students and “by class” arrangements, etc. Service operators will be responsible for drawing up arrangements for and the content of the “Expanded Programme”, whereas the participating schools will assist in promoting and introducing the service to parents and encourage eligible students to participate in the “Expanded Programme”. In addition, service operators are required to take out adequate insurance policies (including third party liability insurance) for activities organised under the “Expanded Programme”.

12. The “Expanded Programme” will provide an overtime work allowance<sup>6</sup> for janitors on-duty or contract staff every three months on a reimbursement basis by applying to the CCF Team of SWD for the allowance.

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<sup>5</sup> For example, the Hong Kong Observatory issues the Red or Black Rainstorm Warning Signal.

<sup>6</sup> If janitors on-duty or contract staff of participating schools work overtime from Monday to Friday (generally between 5:00 and 7:30 p.m.), as well as on Saturdays and Sundays under the “Expanded Programme”, they can apply for overtime allowance. The application quota is a maximum of two janitors on-duty or contract staff applying for overtime allowance each day. For janitors on-duty or contract staff in aided primary schools and primary schools under the Direct Subsidy Scheme, as well as contract staff in government primary schools, the overtime allowance is \$105 per hour (calculated on half-hourly basis); for civil service janitors in government primary schools, the overtime allowance must be calculated in accordance with the “Civil Service Regulations”, and schools must process and reimburse the overtime allowance of relevant janitors in accordance with the prevailing procedures of EDB and the “Civil Service Regulations”. As for non-civil service contract janitors in government primary schools, schools must comply with the regulations stipulated in the Civil Service Bureau Circular No. 2/2001 that overtime work should be compensated by time off in lieu.

## Online Briefing Session

13. To facilitate schools to have a better understanding of the details and application procedures of the “Expanded Programme”, SWD will organise an online briefing session on **26 June this year**. Schools should complete and return the “Enrolment Form for Online Briefing Session” at Annex 1 to SWD by email **on or before 24 June this year**, with a copy to EDB. Schools intending to participate in the “Expanded Programme” in the 2024/25 school year are advised to send a representative to attend the above-mentioned online briefing session to gain a clear understanding of the details of the “Expanded Programme” before submitting applications.

## Application Procedures

14. Schools intending to participate in the “Expanded Programme” in the 2024/25 school year should complete and return the “Reply Slip for Application” at Annex 2 to EDB by email or fax on or before **2 July this year**. Schools which have participated in “the Scheme” in the 2023/24 school year need not submit the aforementioned reply slip, and SWD will contact the relevant schools later to confirm whether they will participate in the “Expanded Programme”.

15. In view of limited number of service places, we will accord priority to inviting schools with a greater preponderance of target students to participate in the “Expanded Programme”. A written confirmation will be issued to the schools with applications accepted in early July this year. SWD will provide the participating schools with a list of approved service providers for schools’ negotiation with the service operators about the administrative arrangements and the content of the “Expanded Programme”, and the service operators will submit the application forms to CCF Team of SWD accordingly.

## Enquiry

16. For enquiries, please contact the following bureau/department:

<b>Bureau / Department</b>	<b>Section</b>	<b>Telephone No.</b>
EDB	School Administration 1 Section	3509 7454 / 3509 7457
SWD	Youth Section	3468 2941 / 3468 2944

Ms Rio CHEUNG  
for Secretary for Education

c.c. Heads of Sections – for information

**School-based After School Care Service Scheme (Expanded Programme)  
Enrolment Form for Online Briefing Session**

Please return this form to the Social Welfare Department (SWD) by email (email: sy7@swd.gov.hk), with a copy to the Education Bureau (email: schadm1@edb.gov.hk) **by 24 June 2024**.

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 To: Youth Section of the Social Welfare Department                      Email: sy7@swd.gov.hk  
 cc: School Administration 1 Section of the Education Bureau              Email: schadm1@edb.gov.hk

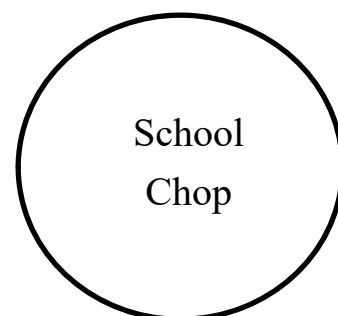
Date of Online Briefing Session : 26 June 2024  
 Time : 3:00p.m.  
 Log-in : The relevant hyperlink will be sent via email by SWD

Our school would like to apply for participation in the online briefing session of “School-based After School Care Service Scheme (Expanded Programme)” (hereafter referred to as “Expanded Programme”). The information of our school is given below:

Name of School: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone No. / Fax No.: \_\_\_\_\_ / \_\_\_\_\_  
 Contact Person (Position Held): \_\_\_\_\_ (        )  
 Email Address of Contact Person: \_\_\_\_\_

I have read the EDB Circular Memorandum No. 143/2024 regarding the “School-based After School Care Service Scheme (Expanded Programme)” and agreed with the content of the “Personal Information Collection Statement” appended in this enrolment form.

Signature of Principal: \_\_\_\_\_  
 Name of Principal: \_\_\_\_\_  
 Date: \_\_\_\_\_



**School-based After School Care Service Scheme (Expanded Programme)**  
**Reply Slip for Application**

Please return this reply slip to the Education Bureau by email or fax (email: schadm1@edb.gov.hk / fax no.: 2572 5402) **by 2 July 2024**. Please note that schools which have participated in the “School-based After School Care Service Scheme” in the 2023/24 school year need not submit the reply slip for application.

To: School Administration 1 Section of the Education Bureau      Email: schadm1@edb.gov.hk  
 Fax No.: 2572 5402

Name of School: \_\_\_\_\_

District: \_\_\_\_\_

Address: \_\_\_\_\_

Our school intends to apply for participation in the “School-based After School Care Service Scheme (Expanded Programme)” (hereafter referred to as “Expanded Programme”) in the 2024/25 school year and appoint the following persons as contact persons:

	Name	Position Held	Telephone No.	Email Address
1.				
2.				

Our school expects:

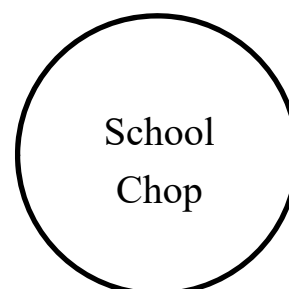
- (i) The total number of students who meet the eligibility criteria (i.e. receive service free of charge) and are intended to participate in the “Expanded Programme” in the 2024/25 school year (calculated on a capita basis)<sup>1</sup>: approximately \_\_\_\_\_ persons.
- (ii) The total number of students who do not meet the eligibility criteria (i.e. need to pay a fixed standard fee) and are intended to participate in the “Expanded Programme” in the 2024/25 school year (calculated on a capita basis)<sup>1</sup>: approximately \_\_\_\_\_ persons.

I have read the EDB Circular Memorandum No. 143/2024 regarding the “School-based After School Care Service Scheme (Expanded Programme)” and agreed with the content of the “Personal Information Collection Statement” appended in this reply slip.

Signature of Principal: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

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



<sup>1</sup> If two children from the same family participate in the “Expanded Programme”, the number of participants should be 2.

**School-based After School Care Service Scheme (Expanded Programme)  
Enrolment Form for Online Briefing Session and Reply Slip for Application**

**Personal Information Collection Statement**

Purpose of Collection

1. The personal data provided by you in this form will be used by the Social Welfare Department and/or Education Bureau for processing the school's application for the Briefing Session of "School-based After School Care Service Scheme (Expanded Programme)", issuing relevant result notifications, future contact, statistics and event opinion surveys, as well as the administration and enforcement of rules and regulations including the Education Ordinance (Cap. 279).
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, the Social Welfare Department and/or Education Bureau may not be able to handle or further process the application / notification mentioned in paragraph 1 above.

Classes of Transferees

3. The personal data you provide will be made available to persons working in the Social Welfare Department and/or Education Bureau. Apart from this, they may be transferred or disclosed to the parties or in the circumstances listed below:-
  - (a) other Government bureaux and departments, including Labour and Welfare Bureau, for the purposes mentioned in paragraph 1 above;
  - (b) the schools and the non-governmental organisations (NGOs) responsible for operating 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 or required 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 Education Bureau. Request for access or correction of personal data should be made in writing to School Administration 1 Section of the Education Bureau [Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong].