

Education Bureau Circular Memorandum No. 37/2025

From : Secretary for Education

To : Heads of Kindergartens, Primary and
Secondary Schools

Ref. : 1125-2035-8060-9110-00006-P001

- for necessary action

Date : 3 March 2025

Use of Sports Facilities of the Leisure and Cultural Services Department, the Housing Department and Sites under Private Recreational Leases by Schools for the 2025/26 School Year

Summary

The purpose of this circular memorandum is to inform secondary and primary schools providing Physical Education (PE) curriculum, as well as kindergartens of the details about booking sports facilities of the Leisure and Cultural Services Department (LCSD), the Housing Department (HD) and sites under Private Recreation Leases (PRLs) for the 2025/26 school year.

Details

2. Providing the PE curriculum aims to help students develop motor skills and acquire necessary knowledge through physical activities, and cultivate positive values and attitudes for the development of healthy lifestyle. To provide students with more opportunities to take part in physical activities, schools can block-book the LCSD and the HD sports facilities yearly for conducting swimming galas, athletic meets, PE lessons and sports activities.

3. For the 2025/26 school year, the period applicable for schools' block-booking is from **1 September 2025 to 11 July 2026** (except the "LCSD Recreation Facilities Free Use Scheme", which is from 1 September 2025 to 30 June 2026). Applications should reach the relevant booking offices of the LCSD or the HD Estate Offices/Management Offices by post or fax not later than the deadlines as stated in the **Annex**. Late applications will be treated as ordinary advance bookings and processed together with other organisations and the public. Details of the facilities information, application form and deadline for application, please refer to the **Annex**. Regarding the use of SmartPLAY, an intelligent sports and recreation services booking and information system developed by LCSD, please refer to the Frequently Asked Questions (FAQs) for using the LCSD and the HD sports facilities.

4. Schools may also apply for the use of sports facilities operated on sites under Private Recreational Leases (PRLs). Relevant information, such as location, hiring charges, opening hours, facilities available, procedures governing the use and booking of various facilities, are available on the Culture, Sports and Tourism Bureau website (<https://www.cstb.gov.hk/en/other-information/prls.html>).



5. Schools should pay special attention to different booking and allocation methods of the swimming pools in New Territories and Urban Areas as stated in the "General Information on Hiring of the LCSD Swimming Pools by Schools". Schools should also observe the updated "Terms and Conditions of Hire of LCSD Public Swimming Pools" in addition to the safety precautions laid down by the LCSD. Violations of the "Terms and Conditions" will lead to the cancellation of booking priority in the next school year. In addition, LCSD has introduced a trial scheme of "Flexible Use of Public Swimming Pool Facilities". For details, please refer to the following website:



<https://www.lcsd.gov.hk/en/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>

6. To facilitate the management of its swimming pools, the LCSD requires all students to either wear school uniform or show student identity card/student handbook when entering the pool complexes. Students should also put on proper swimming wear and uniform swimming cap or wristband during the lessons/trainings for identification.

7. If an allocated session is no longer required, schools should inform the relevant District Leisure Manager or officer-in-charge of the LCSD in writing 14 days in advance (swimming pools) and 20 days in advance (other sports venues). For urgent cancellation, schools should inform the LCSD by phone immediately followed by a letter. Schools should also observe the updated “Conditions of Use of the LCSD Recreation and Sports Facilities”.

8. If schools would like to rearrange the National Flag raising time to tie in with the ceremonies for athletic meets and swimming galas, please make their request to the officers-in-charge of the LCSD venues one month in advance. The LCSD will, on behalf of the schools, seek approval from the Protocol Division, Government Secretariat.

9. When conducting PE lessons and related activities, schools should closely follow the updated “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” which is available at the EDB website (<https://www.edb.gov.hk/en/pe/safety>).



Enquiry

10. Frequently Asked Questions (FAQs) for using the LCSD and the HD sports facilities can be found at the EDB website (https://www.edb.gov.hk/en/curriculum-development/kla/pe/references_resource/index.html). For enquiries about individual sports facilities, please contact the respective sports venues/district offices of the LCSD or the estate/management offices of the HD direct. For other enquiries, please contact Ms Abby LAU of the PE Section, Curriculum Development Institute, Education Bureau at 2762 2538.



Ms Annie WONG
for Secretary for Education

c.c. Heads of Sections - for information

Use of Sports Facilities of the Leisure and Cultural Services Department and the Housing Department by Schools for the 2025/26 School Year

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LCSD Sports Facilities/Scheme URL: https://www.lcsd.gov.hk/specials/facility/documents.htm		Deadline for Application	Applicable to	
			Secondary and Primary Schools (with PE in the curriculum)	Kindergartens
Swimming pools		28/3/2025	✓	
Sports grounds (athletic meets)		2/5/2025	✓	
Sports grounds (athletic trainings) *		2/6/2025	✓	✓
Tennis and squash courts			✓	
Natural and artificial turf pitches			✓	
Sports centres			✓	✓ (except squash courts)
Hard-surfaced recreation grounds (free use of football, basketball, handball and volleyball courts)			✓	✓
“LCSD Recreation Facilities Free Use Scheme”			✓	✓

* Remark: Priority will be given to secondary and primary schools for the booking of sports grounds to conduct athletic training. The sports grounds can also be booked by the kindergartens to organise activities related to the learning area of "Physical Fitness and Health".

HD Sports Facilities URL: https://www.housingauthority.gov.hk/en/comm/pdf/public-housing/estate-management/property-management/recreation.pdf		Deadline for Application	Applicable to	
			Secondary and Primary Schools (with PE in the curriculum)	Kindergartens
Hard-surface recreation grounds (free use of mini-soccer pitches, basketball, volleyball and badminton courts, etc.)		2/6/2025	✓	✓