

## Education Bureau Circular Memorandum No. 85 / 2009

From : Secretary for Education  
Ref : (10) in L/M No (1) in EDB(HSC)/ADM/55/12A (4)  
Date : 5 June 2009

To : Supervisors and Heads of Kindergartens,  
Kindergarten-cum-Child Care Centres,  
Primary, Secondary and Special Schools

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### Home-School Co-operation Grants

#### Summary

The purpose of this circular memorandum is to invite schools to apply for the Home-School Co-operation Grants for the 2009/10 school year.

#### Details

2. The provision of Home-School Co-operation Grants is to encourage schools to set up Parent-Teacher Associations (PTAs) and to organize home-school co-operation activities. Information on the application details is listed at the Appendix which can also be downloaded from the website of the Committee on Home-School Co-operation (<http://chsc.edb.hkedcity.net/> → PTA → Application for Project Grants). The Committee on Home-School Co-operation will be responsible for vetting the applications.

3. Heads of schools who wish to apply for the grants are requested to send the completed Application Forms A / B / C to the following office **on or before 11 September 2009**:

Home-School Co-operation Section  
Room W215, 2/F., West Block  
Education Bureau Kowloon Tong Education Services Centre  
19 Suffolk Road, Kowloon Tong, Kowloon  
[Attn.: Chief School Development Officer]

#### Enquiries

4. If you have any questions, please contact the Home-School Co-operation Section at 3698 4376.

**Y F LEE**

for Secretary for Education

c.c. Heads of Sections - for information

**Committee on Home-School Co-operation**  
**Disbursement of Home-School Co-operation Grants**

**Background**

1. The major tasks of the Committee on Home-School Co-operation (CHSC) are to encourage schools to set up Parent-Teacher Associations (PTAs) and to organize activities to enhance home-school co-operation.

**Types of Grants**

2. For the 2009/10 school year, there are three types of grants as follows for application by schools.

**Type 1 - PTA Subsidy**

(a) Set Up Grant (unspent amount can be retained by the PTA):

A grant of \$ 5,000 for setting up PTA within the school year, or

(b) Annual Grant (unspent amount can be retained by the PTA):

A grant of \$ 4,125 for subsidizing the recurrent expenditure of existing PTAs.

(The rate has been adjusted in accordance with the movement of the Composite Consumer Price Index in April 2009.)

*Note: The PTAs may use subsidies (a) and (b) for purchasing furniture and other commodities and so on. These fixed assets must be listed in detail in the PTAs' "Inventory Stores Ledgers" for record of the schools.*

**Type 2 - Home-School Co-operation Activities for Enhancing Parent Education**

Priority should be given to activities which aim at enhancing home-school co-operation such as:

- (a) nurturing students' positive values and life style (e.g. national education, healthy life, caring culture, environmental education etc.);
- (b) handling students' emotional and behavioural problems (e.g. cognition of emotions, awareness of tragedy from drug abuse etc.);
- (c) assisting parents to support their children (e.g. understanding of the New Academic Structure for Senior Secondary Education and the new teaching modes etc.);
- (d) training parents to support the learning activities in schools (e.g. learning to read, life-long learning etc.);

- (e) initiating information technology projects to enhance the involvement of parents in students' learning (e.g. webpage design, electronic media, etc); and
- (f) organizing joint activities for parents, children and teachers.

*Note: Each school can apply for project grants for a maximum of two activities. The ceiling for subsidy will be capped at \$5,000 for each activity.*

### **Type 3 - Joint School/Joint PTA Projects**

A grant of not exceeding \$10,000 will be allocated to each joint school / PTA project according to the nature of the activities. The proposed joint projects can be jointly organized by schools **under the same Sponsoring Body** or by schools / PTAs **in the same district**.

### **Application Procedures**

3. All kindergartens, kindergarten-cum-child care centres, primary, secondary and special schools are eligible to apply. Applicant schools are required to submit the duly completed application form(s) to the Home-School Co-operation Section **on or before 11 September 2009**. **Late applications will not be considered.**

### **Criteria and Conditions**

4. Type 2 and Type 3 applications will be vetted and approved according to the following criteria:
  - (a) the amount of government funding allocated to CHSC
  - (b) the total number of applications received
  - (c) the nature and number of participants of the proposed activity
  - (d) the proposed budget for the activities
  - (e) the expenses on refreshment and entertainment for the proposed activities will be capped at 10% of the total project grant applied for.
5. Schools applying for Type 2 and Type 3 Grants should:
  - (a) provide precise and concise information for every item of the application form for processing; and
  - (b) return the unspent funds to the HKSAR Government by means of a "crossed cheque" through the Education Bureau (EDB) if the approved activity is not carried out or the subsidy is not exhausted as proposed.
6. The CHSC reserves the right to reject an application.

## **Priorities**

7. In the disbursement of Type 2 and Type 3 grants, priority will be given to:
  - (a) applications from schools with established PTAs;
  - (b) applications from schools with a higher proportion of students with special educational needs; and
  - (c) applications for activities with quality, innovation and long-term goal.

## **Accounting and Auditing Arrangement**

8. Schools should collaborate with PTAs that they should comply with the three guiding principles listed below when using the grants:

### **Guideline 1 : Basic Principles**

- (a) To ensure the proper and economic use of the grants, the school and the PTA should work together to reach consensus with all stakeholders about the scope and use of the grant and related rules. It is mandatory to adhere to proper accounting and financial guidelines. The participation of stakeholders in the accounting and auditing procedures will enhance the transparency and accountability of the PTA over the financial management.
- (b) The PTA should inform the school of their plan for using the grants and the related financial arrangement and seek its comments or suggestions for ensuring the effective use of the subsidies. The PTA should also report regularly to the school about the financial position of the grant. Furthermore, the PTA should prepare an annual financial statement for reporting at the annual general meeting of the PTA and such statement should also be included in the “School Annual Report” for information of all stakeholders.

### **Guideline 2: Utilization of the Grant**

- (a) Aided schools should reflect the income and expenditure of all PTA activities on the annual audited accounts of the school. The unspent fund of activities should be kept in the school account. Subsequent claw back of the unspent amount will be based on the audited accounts and schools will be notified to return the unspent funds in due course.
- (b) For government schools, private schools, DSS schools, caput schools, kindergartens and kindergarten-cum-child care centres, the unspent amount of each item should be returned to the Home-School Co-operation Section by crossed cheque payable to the “HKSAR Government”.
- (c) All schools should be responsible for monitoring the activities subsidized by the grants. All activity reports, evaluation reports, ledger accounts, books of accounts, payment vouchers, invoices and relevant documents must be kept by the school for accounting and auditing purposes.

### **Guideline 3: Keeping and Transfer of Grants**

(a) Schools with PTAs

PTA is advised to have an independent bank account. Upon receipt of the grants, schools can transfer the whole amount of grants from the school account to the bank account of the PTA for action. Schools should closely monitor and keep records of all incomes, including subsidies and grants, and activities expenditure of the PTAs for inspection upon request.

(b) Schools planning to set up PTAs in the 2009/10 school year

School is responsible for keeping the grants until the PTA has been set up, and thereafter transfers the whole amount of grants from the school account to the bank account of the newly established PTA.

(c) Schools without PTAs

Schools are responsible for administration of the grant.

9. For more information of PTAs, schools may refer to the “PTA Handbook” at the CHSC web page. [http://chsc.edb.hkedcity.net/chi/pta\\_handbook.php](http://chsc.edb.hkedcity.net/chi/pta_handbook.php) and its Annex VII [http://chsc.edb.hkedcity.net/chi/content\\_pta/2009/EB\\_Appendix\\_7.pdf](http://chsc.edb.hkedcity.net/chi/content_pta/2009/EB_Appendix_7.pdf)

### **Insurance Coverage under Block Insurance Policy**

10. Home-school co-operation activities, organized by all aided schools or by their PTAs and **endorsed by schools**, will be covered by the Public Liability Insurance under the present Block Insurance Policy. Schools / PTAs may acquire additional insurance coverage if it is deemed necessary.

### **Sharing Session**

11. A sharing session has been scheduled to introduce the home-school co-operation activities to PTAs and schools as detailed below.

Date	Time	Venue
30 June 2009	2:30 pm to 4:30 pm	EP 12, East Block, Kowloon Tong Education Services Centre (19 Suffolk Road, Kowloon Tong, Kowloon)

12. Interested school heads, teachers, parents and others may apply through the Teacher Training Calendar System (Course ID: SD0020090090) or online at <http://chsc.edb.hkedcity.net/en/index.php> respectively.

**Committee on Home-School Co-operation**  
**2009/10 School Year Project Grants Application**

Name of School (English):					
(Chinese):					
Address (English):					
(Chinese):					
Telephone No. :	Fax No. :				
Name of Supervisor:	Name of School Head:				
Please put a ✓ in the appropriate box.					
<input type="checkbox"/> Our PTA has been set up	Set Up Date (dd/mm/yy): _____				
<input type="checkbox"/> Our PTA will be set up in 2009/10 school year	Anticipated Set up Date (dd/mm/yy): _____				
Our PTA <input type="checkbox"/> is registered under Companies Ordinance	<input type="checkbox"/> is registered under Societies Ordinance				
<input type="checkbox"/> does not have any independent registration					
Name of PTA (English): _____					
(Chinese): _____					
Name of PTA Chairman (English):	(Chinese):				
PTA e-mail address:					
<b>School Type</b>	<b>Payment Account</b>				
Please put a ✓ in the appropriate box.					
<input type="checkbox"/> Government Secondary School	The grants will be paid to the <b>Extra-curricular Activities Fund Account</b> .				
<input type="checkbox"/> Government Primary School					
<input type="checkbox"/> Aided Secondary School	The grants will be paid to the EDB Grant Payment Account. Please put the Treasury School Code in the box below.				
<input type="checkbox"/> Aided Primary School					
<input type="checkbox"/> Special School					
<input type="checkbox"/> Private Secondary School	Treasury School Code : <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				
<input type="checkbox"/> Private Primary School					
<input type="checkbox"/> Direct Subsidy Scheme Primary School					
<input type="checkbox"/> Direct Subsidy Scheme Secondary School					
<input type="checkbox"/> Caput School					
<input type="checkbox"/> Kindergarten					
<input type="checkbox"/> Kindergarten-cum-Child Care Centre					
<b>Type 1: PTA Subsidy</b>					
Please put a ✓ in the appropriate box (Choose one item only.)					
(a) <input type="checkbox"/> We apply the Set Up Grant.	Amount: \$ 5,000				
The PTA will be set up in _____ (month) _____ (year).					
(For schools with plan to set up its PTA in the 2009/10 school year only)					
(b) <input type="checkbox"/> We apply the Annual Grant for 2009/10 school year.	Amount: \$ 4,125				
<b>Signature of Supervisor / School Head:</b>	<b>School Chop</b>				
<b>Signature of PTA Chairman:</b> (for schools with PTAs only)					
<b>Submission Date:</b> _____					

**2009/10 School Year Project Grants Application**  
(For Type 2: Home-School Co-operation Activities)

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

Please put a ✓ in the appropriate box.

<b>Type 2: Home-School Co-operation Activities Subsidy</b> (To be organized by School and /or PTA) ( <u>max. 2 activities</u> )	
(1) <input type="checkbox"/> Application for the first activity Name of the Activity: _____	(2) <input type="checkbox"/> Application for the second activity Name of the Activity: _____
<b>Objectives:</b> <input type="checkbox"/> nurturing students' positive values and life style <input type="checkbox"/> handling students' emotional and behavioural problems <input type="checkbox"/> assisting parents to support their children <input type="checkbox"/> training parents to support the learning activities in schools <input type="checkbox"/> initiating information technology projects to enhance the involvement of parents in students' learning <input type="checkbox"/> organizing joint activities for parents, children and teachers <input type="checkbox"/> Others (please specify: _____)	<b>Objectives:</b> <input type="checkbox"/> nurturing students' positive values and life style <input type="checkbox"/> handling students' emotional and behavioural problems <input type="checkbox"/> assisting parents to support their children <input type="checkbox"/> training parents to support the learning activities in schools <input type="checkbox"/> initiating information technology projects to enhance the involvement of parents in students' learning <input type="checkbox"/> organizing joint activities for parents, children and teachers <input type="checkbox"/> Others (please specify: _____)
<b>Related Information</b>	
<input type="checkbox"/> One-off activity / publication (Proposed date: _____) <input type="checkbox"/> A series of activities / publications Starting from (date): _____ Number of Events / Issues: _____ Proposed time: _____ Proposed venue: _____ Estimated total no. of participants / total no. of copies issued: Teachers _____ Parents _____ Students _____ Others _____ (Total: _____) Estimated budget (\$): _____ Estimated other income: <input type="checkbox"/> not applicable <input type="checkbox"/> collect fee / charges from participants (Estimated Total: \$ _____) <input type="checkbox"/> subsidized by other organization (Amount subsidized: \$ _____) Method of Evaluation: <input type="checkbox"/> Questionnaire <input type="checkbox"/> Interview <input type="checkbox"/> Group Discussion <input type="checkbox"/> Others (please specify: _____)	<input type="checkbox"/> One-off activity / publication (Proposed date: _____) <input type="checkbox"/> A series of activities / publications Starting from (date): _____ Number of Events / Issues: _____ Proposed time: _____ Proposed venue: _____ Estimated total no. of participants / total no. of copies issued: Teachers _____ Parents _____ Students _____ Others _____ (Total: _____) Estimated budget (\$): _____ Estimated other income: <input type="checkbox"/> not applicable <input type="checkbox"/> collect fee / charges from participants (Estimated Total: \$ _____) <input type="checkbox"/> subsidized by other organization (Amount subsidized: \$ _____) Method of Evaluation: <input type="checkbox"/> Questionnaire <input type="checkbox"/> Interview <input type="checkbox"/> Group Discussion <input type="checkbox"/> Others (please specify: _____)
Subsidy applied from CHSC: \$ _____	Subsidy applied from CHSC: \$ _____
<b>(Official Use Only)</b>	
Subsidy Granted: \$ _____	Subsidy Granted: \$ _____

**2009/10 School Year Project Grants Application  
(For Type 3: Joint School/PTA Activity)**

(Note: Application form is to be submitted by one of the co-organizers)

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

Please put a ✓ in the appropriate box.

<b>Type 3: Joint School/PTA Activity</b> (Please submit only one application)				
	Names of Joint School / PTA	Type	Contact Person & Post	Contact Telephone
1.		<input type="checkbox"/> School in the same district <input type="checkbox"/> School under same Sponsoring Body		
2.		<input type="checkbox"/> School in the same district <input type="checkbox"/> School under same Sponsoring Body		
3.		<input type="checkbox"/> School in the same district <input type="checkbox"/> School under same Sponsoring Body		

- Objectives:**
- nurturing students' positive values and life style
  - handling students' emotional and behavioural problems
  - assisting parents to support their children
  - training parents to support the learning activities in schools
  - initiating information technology projects to enhance the involvement of parents in students' learning
  - organizing joint activities for parents, children and teachers
  - Others (please specify: \_\_\_\_\_)

**Related Information**

One-off activity / publication (Proposed date: \_\_\_\_\_)

A series of activities / publications Starting from (date): \_\_\_\_\_  
Duration / Issues: \_\_\_\_\_(times)

Proposed time: \_\_\_\_\_ Proposed venue: \_\_\_\_\_

Estimated total no. of participants / total no. of copies issued:  
 Teachers \_\_\_\_\_ Parents \_\_\_\_\_ Students \_\_\_\_\_ Others \_\_\_\_\_ Total: \_\_\_\_\_

Estimated budget (\$): \_\_\_\_\_

Estimated other income:

not applicable

collect fee/charges from participants (Estimated Total: \$ \_\_\_\_\_)

subsidized by other organization (Amount subsidized: \$ \_\_\_\_\_)

Method of Evaluation:

Questionnaire     Interview     Group Discussion     Others (please specify: \_\_\_\_\_)

Subsidy applied from CHSC: \$ _____	<b>(Official Use Only)</b> Subsidy Granted: \$ _____
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<b>(Official Use Only)</b>			
Category	Nature of Grant	Application approved	Amount approved
Type (1)	(a) PTA Set Up Grant ; or	Yes / No	\$ _____
	(b) PTA Annual Grant	Yes / No	\$ _____
Type (2)	Home-School Co-operation Activity (1)	Yes / No	\$ _____
	Home-School Co-operation Activity (2)	Yes / No	\$ _____
Type (3)	Joint School / Joint PTA Project	Yes / No	\$ _____
<b>Total:</b>			\$ _____
<b>Signature:</b>			