


The Salvation Army
Lam Butt Chung Memorial School
Parent Handbook for Newcomers
AY 2025-2026



Curriculum

Subjects:	Chinese, English, Mathematics, General Studies(P.2,3,5,6), Humanities(P.1,4), Science(P.1-4), Bible Studies, Visual Arts, Music, Physical Education (P.E.), Computer Studies, Putonghua and Library Studies.
Teaching Modes:	<p>Small class teaching has been implemented in P1-P6 and e-Learning Classes are offered starting from P.4. There are Chinese Small Group Learning Classes and Teaching Chinese in Putonghua Classes in P.2-P.6.</p> <p>To maximize the effectiveness of learning and teaching, especially in fostering students' generic skills and self-directed learning abilities, as well as catering for learner diversity, teachers will apply various teaching strategies in class, such as "Cooperative Learning", "Assessment for Learning", "e-learning" and "Self-Directed Learning Approach", with reference to students' prior knowledge and skills, learning attitudes and life experience.</p>
Reading to Learn:	<p>"Reading Scheme" and "Reading across the Curriculum" are implemented throughout the whole academic year in accordance with the school-based curriculum and subject learning contents. In Chinese and English lessons, teachers will also systematically teach students reading strategies to strengthen their reading skills and cultivate an interest in reading, so as to enhance their Chinese and English competence.</p>

School-based Curriculum: 	English:	P.1-3 Ready by Oxford and Space Town English Programme (EDB), P.4-6 Ready by Oxford and Keys 2 English Programme (EDB), Reading across Curriculum, Native English Teacher (NET) Lessons
	Chinese:	“Read to Write”, Non-Chinese Students Classes (NCS)
	Maths:	Inquiry Learning, Multi-sensory Learning and Mathematical Problem Solving Teaching
	G.S.:	Scientific Inquiry Learning, Life Skills Learning, Thematic learning (Life education) and Outdoor Learning
	Humanities :	Life Skills Learning, Thematic learning (Life education) and Outdoor Learning
	Science :	Scientific Inquiry Learning and Outdoor Learning
	Library Studies (reading):	Regular Morning Reading Sessions, Reading Award Scheme, Reading across Curriculum and Subject Extension Reading
Thematic Learning:	<ul style="list-style-type: none"> - Inquiry-based Learning Week - Subject-based Thematic Learning Activities - Moral, Civic and National Education 	

Half-day Schooling Period Arrangement

School hours:

(1st- 3rd September)

- ✧ School starts: 8:15 a.m.
- ✧ School dismissal: (P1) 11:45 a.m. ; (P2-P6) 12:00 p.m.

(Starting from 4th September)

- ✧ School starts: 8:15 a.m.
- ✧ School dismissal: Monday to Thursday 3:25 p.m. ; Friday 2:25 p.m.
- ✧ Lunch: at school (12:40 - 1:10 p.m.) (Ways of lunch : prepare own food / delivery of lunch boxes / order lunch from school lunch vendor)
- ✧ School dismissal:
 - a. Picked up by parents
 - b. Follow School Escort Teams
 - c. Picked up by school bus
 - d. Follow Bus Route Teams

****All P1 students and newcomers must be picked by parents/guardians on all school days in September.**

Things to bring:

- ✧ Basic stationery: A pencil case with a few pencils, an eraser and a ruler (Please label all pieces of stationery and water bottles with the student's name and class.)
- ✧ Glue and scissors
- ✧ Laminated name tag enclosed in the class information letter (P1 students need to pin their name tags on their uniform.)
- ✧ Student Handbook (Students should bring it to school every day starting from 1st September.)



Things need to be handed in to the class teacher:

- ✧ Six student photos (40mm x 50 mm) in school uniform with student's name and class written on the back of each photo. (If you have purchased the photos at school, there is no need to submit the photos.)

Students Support

Daily Routines for Mornings

According to the Centre for Health Protection, it is recommended by the Education Bureau that parents shall take body temperatures of their children and for them every morning and record the results on their students' handbooks.

Any student having a body temperature at or higher than 37.5°C or a tympanic temperature at or higher than 38.5°C shall not return to school.

Time	Daily Routines	Points to note
7:50 a.m.	School opens; Students may enter school	/
8:15 a.m.	School bell rings - Students who arrive after 8:15 a.m. are considered late. - Students being late for five times or more in one semester will be followed up by the Disciplinary Team. Their lateness will also be recorded on their Student's Reports.	/
8:15 a.m. - 8:30 a.m.	Morning Assembly / Morning Reading Class Teacher Period	Morning Reading session is set every Monday to Friday. Students shall bring and read their own books or reading materials.

Recess

Two 15-minute recesses in the morning.

School Dismissal



- a. Picked up by parents
- b. Follow School Escort Teams
- c. Picked up by school bus
- d. Follow Bus Route Teams

Sick Leave/Special Leave

- ❖ If students need to take a sick leave/special leave for a day, parents shall contact the school office at 21090328 and fill in the leave forms in the Student Handbooks. Students should also present the doctor certificates (for sick leave) to their class teachers when returning to school on the next day.
- ❖ If students need to leave the school early, either due to illness or special events, parents shall go to the school office for registration and wait for the students. Parents shall not go to the classrooms to pick up the students and all students are NOT allowed to go home on their own in this case.

Other Matters

- ❖ Students are advised to bring enough water to school every day. Drinking-water machines are installed in school for water refill.
- ❖ Students should bring their raincoats every day. They may also store their raincoats in their classroom cabinets.
- ❖ For details of other matters, parents may refer to the notice 2526-061.

Dates of dictation, assessment and examination

- ❖ Chinese dictations and English dictations are held in alternative weeks. For example, if there is a Chinese dictation in Week 7, the English dictation will be held in Week 8.
- ❖ P1 dictations will start in October. (The marks of the first and second dictation will not be counted as the daily scores in dictation)
- ❖ Dates of dictations and assessments will be stuck on the Student Handbooks.
- ❖ Assessments and examination:

Form of Assessment	Month
*Unit test 1	October
Diverse Assessment (non-written)	November
Assessment 2	March
*Unit test 3	April to May
Final Examination	June

Note: *Unit tests are only for Chinese, English and Maths (One subject in a week) and will be conducted during lessons.

Notes for assessment and examination

- ❖ Students who cannot participate in any assessment or examination due to illness or accident may send a request to school for a supplementary assessment within 3 days. The calculation of marks will be subject to school's discretion.

- ❖ During assessment or examination week, if the EDB announces a school suspension, the assessment(s) or examination(s) on the affected day(s) will be postponed. Assessment of unaffected subjects will be carried out following the original schedule.

Lunch and Snacks for Recesses

Student Lunch

Starting from 4th September, 2025 (Thursday) onwards, all students in the school will have lunch at school. The time is 12:40-13:10 from Monday to Friday. Students can choose the form of lunch: prepare own food, delivery of lunch boxes or order lunch from school vendor.

✧ Prepare own food

1. Parents please prepare insulated rice pots or lunch boxes for their children. Do not carry easy-to-break glass containers or cutlery(Chopsticks are not recommended).
2. Do not put too much food in the lunch box, and do not bring refrigerated food, soup or cups of drinks.
3. Please put the rice pot or lunch box in a handbag, and put a name tag on it. (Must write down students' names and class.

✧ Delivery of lunch boxes

1. Time: Monday to Friday: 12:00-12:25p.m.
2. Location: the school lobby. The lunch boxes will be placed on the lunch cart according to students' class.
3. Please put the "Parents Meal Card" on the outside of the handbag. (Must have name and class, which will be distributed to students later)
4. In order to ensure the hygiene of students' lunch, the school will not accept staff from restaurants in the estate as substitutes of parents to bring lunch to school.

✧ **Order lunch from school vendor**

1. The lunch supplier of our school is "Luncheon Star".
2. The lunch box is priced at \$27.If there is some special case, parents have to order lunch on a particular day.It is priced at \$29.
3. The details of ordering lunch box are as follows:
 - ⇒ Parents can use ‘Luncheon Star’ APP (on or before August 23) or fill in the printed lunch ordering form to pay for **September** lunch fee.
 - ⇒ Lunch ordering forms will be distributed to students on 1st September.
 - ⇒ Parents should finish the ordering lunch procedure via ‘Luncheon Star’ APP or hand in the completed lunch ordering form to class teachers on or before 3rd September, together with the payment receipts.

✧ **October:** Order via the ‘Luncheon Star’ APP

- Procedures for the first login to ‘Luncheon Star’ APP:

1. Download the app “Luncheon Star” through APPLE STORE/ APP STORE



iPhone



Android



Huawei

2. Input student ID (9-digit number lunch code) in the home page



4. Input the one-time digit code sent to your mobile phone via the app's system, then click “continue”



3. Input guardian's contact number, email and password (customised) in “account settings” page, then click “submit”

5. After the words “Registration successful” are shown on the screen, login to your account and submit the payment for lunch fee

*A student number will be given to each student by Luncheon Star via eClass. Existing students should use the student number given last year.

✧ Payment Methods:

- a. via credit cards; b. Alipay c. via PPS
- d. pay by cash at any convenient store; e. FPS f. WeChaPay

✧ Students who joined ‘Free Lunch at School’ (Please refer to the notice 2526-041) and wish to order lunch boxes must also place their orders via the APP.

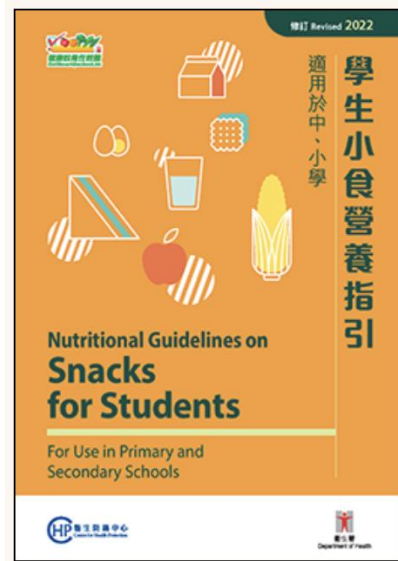
✧ For students who cannot take certain kind(s) of food due to religious reasons or allergies, parents are advised to clearly

state the food item(s) on the reply slip of the notice 2526-040 and pick the appropriate lunch boxes carefully from the menu.

- ✧ In case, students are absent from school (either casual leave or sick leave) and wish to cancel their lunch boxes, parents should call the school office at 7:30-8:30 a.m. (tel.: 2109 0328) on that day. School will then inform the supplier to cancel the order. Late cancellation will not be handled. The supplier will reimburse the payment of the successfully canceled lunch boxes either by deducting the lunch fee of the upcoming second month, or making a bank transfer in the mid of July.
- ✧ You can order lunch for the next month from the 15th to the 23rd of each month, and no additional orders will be accepted during this period.
- ✧ If it is necessary to order meals temporarily due to special circumstances, students need to submit the lunch fee on the first morning recess (10:10-10:25) of the day and order lunch from the supplier in the canteen on the first floor. If the student forgets to bring the lunch fee, the school will call the parents and contact the staff of the lunch supplier, and ask the parents to pay the fee to the staff from the lunch vendor on the next school day.

Snacks for Recesses

- ✧ Students are advised to place their snacks in resealable food containers or bags for easy handling of any remains.
- ✧ Healthy snacks are suggested. Parents may refer to the “Nutritional Guidelines on Snacks for Students” from the Centre for Health Protection.



Student Health Service

Vaccination

- ✧ **P.1 and P.6 students will receive vaccination for Diphtheria, Tetanus, acellular Pertussis & Inactivated Poliovirus Vaccination (DTaP-IPV), measles prevention, mumps, rubella (integrated MMR vaccine) .**
- ✧ **P.1-P.6 students will receive seasonal influenza vaccination.**
- ✧ **P.5 and P6 girls will receive Human Papillomavirus Vaccination.**
- ❖ All these vaccination services will be conducted by the professionals from the Department of Health.
- ❖ To ensure a smooth process, students need to hand in the true copy of the immunization records (including any records issued from the Mainland or other countries) to their class teacher on or before 5th September. All records will be returned to parents after injection in the second term.
- ❖ Here is an example of immunization records issued by the Department of Health in Hong Kong:

DEPARTMENT OF HEALTH
THE GOVERNMENT OF THE HONG KONG
SPECIAL ADMINISTRATIVE REGION
香港特別行政區政府衛生署

IMMUNIZATION RECORD
免疫注射紀錄

姓 名: _____ Sex: _____
性 別

Date of Birth: _____ Birth Certificate No.: _____
出生日期 出生證明書編號

Case No.: _____
編號

MCH Centre: _____
兒童健康院

Please keep this record.
This record should be presented when the child is to receive
immunisation in maternal & child health centre or at school.
此記錄應妥為保存。
兒童在母嬰健康院或學校接種疫苗時須出示此記錄。

For further information about the vaccination, you may refer to the following websites:

<https://www.chp.gov.hk/tc/features/18877.html>

https://www.fhs.gov.hk/tc_chi/health_info/child/14828.hi



Student Health Service

School Dental Care Service and Student Health Service

✧ Students who wish to participate in these two health services are reminded of the following important dates:

Events	Dates
Distribute e-notices and application forms	1 st September
Reply the e-notices and the copies of relevant identification documents (Appendix 1)	5 th September
Students who participate in “School Dental Care Service” need to pay \$36 through Department of Health Online Portal	Parents need to wait for SMS message sent from (#DH_payment) and pay through Department of Health Portal

✧ Reminders for Parents/Guardians:

To apply for the 2025/2026 student health and dental care services, parents need to submit an online application form, provide the hard copies of relevant identification documents to class teacher and settle the payment via the Department of Health Portal. The QR code or weblink of School’s electronic portal from Department of Health is as below (from 1st September to 14th September):



<https://eenrol.clinical.dh.gov.hk/OnlineBookingWeb/#/stdhs-eeenrol/spa/spa-eeenrol/form/a6f5a6486c31efae0abad4c7905e0d63852f264edf8e708aeaf03b668c9e31af>

✧ Applicants can refer to the video link or QR code below about the demonstration of online application of the Department of Health Portal:

<https://www.youtube.com/watch?v=gfxX23Yq7LY>



School Textbook Assistance Scheme

- ✧ For 2025/26 School Textbook Assistance Scheme, the Student Financial Assistance Agency should have sent the “Household Application Form for Student Financial Assistance Schemes” (a family as a unit) (Please refer to Appendix 2) to eligible families of 2024/2025. Applicants should have submitted the completed application form and sent it to the SFO before the end of May. (Applicants do not need to hand it in to the school). **If applicants passed the means test, the SFO should have released the application results (printed on yellow paper) and the provisional School Textbook Assistance by autopay to them in August. (Please refer to Appendix 3). Parents should keep the true copy of the application result.**
- ✧ For other applicants (Including all 2025/26 P1 students, or new applicants) who submitted their applications and provided all necessary supporting documents applications by May 2025, the SFO will issue the student-based EC “Eligibility Certificates” (A yellowish form) (Please refer to Appendix 4) starting from end August 2025. Parents should return the completed ECs to the class teachers in **the first week of September 2025** for further procedures.
- ✧ The SFO will check and review the eligibility of the applications based on the returned ECs. The SFO will release the provisional School Textbook Assistance by autopay to eligible applicants starting from October 2025. The SFO will contact the applicants directly for any updates of information.

- ✧ Parents/Guardians should contact the SFO (Tel: 2802 2345) if they do not receive any notifications in early September.
- ✧ **All P1 students, newcomers or new applicants** can obtain the application form (Form A) from **Tung Chung District Office** during office hours.(Address:1/F, Tung Chung Post Office Building, 6 Mei Tung Street, Tung Chung, Lantau Island, New Territories) The school office may have a few copies of Form A available. **Parents should send the completed application forms to SFO on or before 31st October 2025.**
- ✧ Schools will not be responsible for the assessment of eligibility.

Extra-curricular activities

Aim	To achieve our goal “One Student, One Art or Sport” and develop students’ potential in different learning areas
Mode	An “extra-curricular activities” lesson is set every week in the school timetable. Every student is given the opportunity to participate in various activities. The activities are mainly the extension of the subjects learning contents, and students will participate in at least one art or one sports activity in each academic year.

P1 Extra Curricular Activity (Free)

In late August, the school conducted an evaluation test for all P1 students to assess their capabilities, interests and strengths. Based on the test results, the school will arrange a free curricular activity consisting of ten sessions for P1 students. Selected classes and further details will be announced later. For more information, please contact Mr. Chui Hiu Fung.

P1 Extra Curricular Activity (Free)

- ❖ Community Arts Class
- ❖ Creative 3D Handcraft
- ❖ Jazz Dance
- ❖ K-Pop dance
- ❖ Martial Arts
- ❖ Djembe



Information Technology

✧ To apply information technology in learning and teaching:

eClass Mobile App (Parent's Account)	e-Handbook (for everyday homework) Checking E-payment account e-Notice Students attendance record e-Payment
Student Smart Card:	e-Attendance Library books borrow and return record
Curriculum :	Online homework / Online platforms of each subject elearning (pre-and-post learning / classroom learning activities) ebooks reading Computational thinking (3D printing/ games/ robots) STEAM education

Useful Websites:	
http://www.salbcms.edu.hk	(School website)
http://eclass.salbcms.edu.hk	(School Intranet)

eClass Parents App

- ✧ Applicable to iPhone and Android phones.
- ✧ The account login information of the **Parents'** Account has been distributed in August.
- ✧ For detailed information of installation, please refer to the school website. (Home » Parents and School » eClass Parents App)
- ✧ Each parent account can log in up to five different devices.
- ✧ Please keep the password safe, as it allows parents to sign notices and make payment.



e-Notice

- ✧ Signing the e-Notice is very convenient. After logging into the parent account through the eClass Parents App, you can sign according to the following process.
- ✧ *When pressing [Sign], you need to enter the parental password for confirmation.





Android

iOS

Step 4

Sign the notice

← 通告

回條

本人已知悉 2018「我們一起悅讀的日子」活動通告內容

*同意敝子女參加是次活動

☒ 同意

☐ 不同意

*敝子弟參加2018「我們一起悅讀的日子」活動。本人明白學生的作文若於日後被挑選匯編成書及出版，其版權將歸主辦機構所擁有。

☒ 同意

☐ 不同意

* 請填妥以上回條，再按簽署。

密碼

簽署

← 通告

同意

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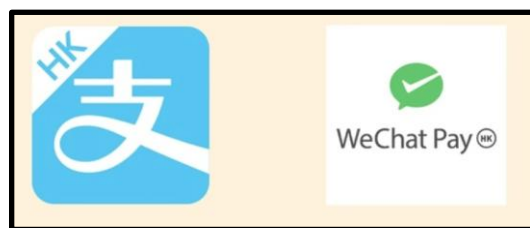
密碼

簽署

首頁 即時訊息 學校宣佈 通告 更多

eClass e-Payment

When there is fees to be paid, the school will issue ePayment Notices. Parents can use either Alipay HK or WeChat Pay HK to make payment.



- There will be a special mark on the payment notice (golden coin icon)

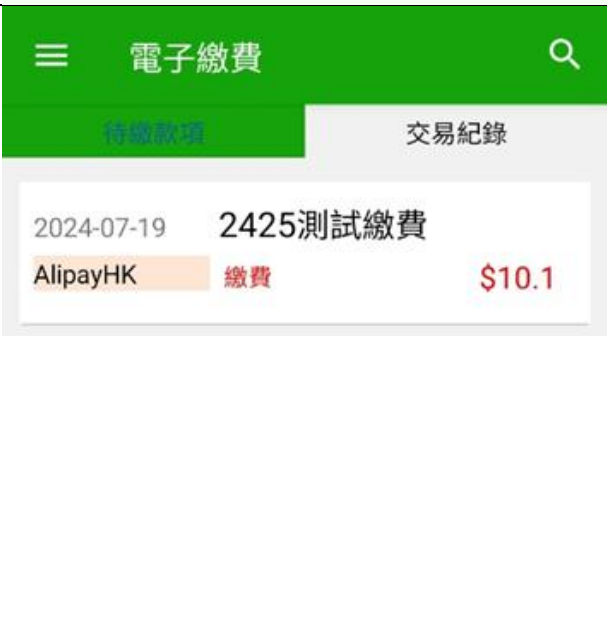


- Remarks: Not applicable for lunch payment



ePayment Process

1	Open the eClass Parent App Find ePayment Notice under eNotices	A screenshot of the eClass Parent App interface. The top bar is green with a menu icon, the word '通告' (Notice), and a search icon. Below the bar are three tabs: '全部' (All), '待簽署' (Waiting for Signature), and '已標註' (Marked). The '待簽署' tab is selected. The main content area shows a user profile for '陳大文' (Chan Da Wen) with the ID '1G-1'. Below the profile is the same ePayment Notice screenshot as shown in the previous image.
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<p>2</p>	<p>Reply with your choice.</p> <p>You can select the payment method you like.</p>	
<p>3</p>	<p>Enter Parent' s password. The app will call the payment app or show the payment QR code for you to make payment. Transaction records can be checked in the app.</p>	

School Library

Opening :

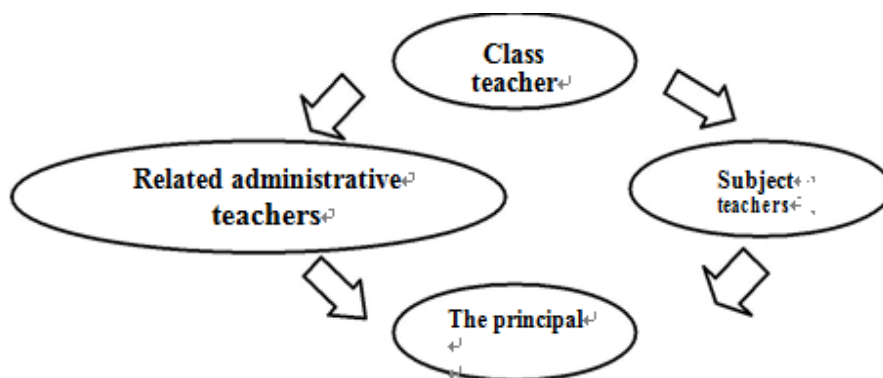
- ✧ 15th September, 2025.
- ✧ Books borrowing: 50 persons limited
 1. Reading lesson (1 lesson a week)
 2. Library opening hours
 - 1st Recess: 10:10-10:25 a.m.
 - 2nd Recess: 11:25-11:40 a.m.
 - Lunch break: 1:10-1:40 p.m.
- ✧ After class: (15 persons limited)
 - Monday to Thursday 3:30-4:40 p.m
 - Friday 2:30-3:30 p.m.

Registration : (apply After class reading in School Library)

1. Submit the student handbook to the librarian for registration at 7:50 - 8:15 a.m. (Location: stairs No.2)
2. **Parents Signature on the handbook**
3. On the day of staying after school in school library students gather in the school hall (4/F) with handbooks
4. How to leave school
 - Parents pick up (P1-P6)
 - Self-guided return (P3-P6)

*Parents are welcome to stay in the school library and read with the students together.

Who should I contact for queries?



- ❖ Make an appointment for a talk
- ❖ Phone call to teachers (Recess: 10:10 - 10:25 a.m. / 11:15 - 11:40 a.m. ; After school: after 3:45p.m.)
- ❖ Office hours: 8:00 a.m. - 6:00 p.m. (Mon-Fri on school day)
- ❖ School phone no. :2109 0328
- ❖ School website: www.salbcms.edu.hk
- ❖ School email: lbcps@esd.salvation.org.hk



Principal and Administrative teachers:

Scope	Principal/ Responsible teachers
School policy	Principal Mr. Ma
Parents and Teachers Association, class arrangement	Vice Principal, Ms. Ha
School curriculum, Learning and Teaching	Vice Principal, Ms. Poon
Assessments and examinations, Students lunch	Vice Principal, Ms. Ngai
Healthy Campus, Service Learning, Student Exchange Program	Mr. Chau Sui Man
Information technology	Mr. Chan Yu Kei
Students activities coordinator, P.1 extra-curricular activities (after school)	Mr. Chui Hiu Fung
Special educational needs coordinator	Ms. Lam Wing Sze
School discipline and counseling, school bus	Mr. Law Chi Wai

matters	
Academic Coordinator (Non-Chinese Speaking Students/Newly Arrived Children)	Ms. Yuen Bik Shan
Vaccination, student health and dental service	Ms. Chong Man Yan
Textbook Allowance	Ms. Wong Lai San
Students textbooks, uniforms and photos	Ms. Tsang Mei Yi
School Library and Reading activities	Ms. Lam Kit Yee

Appendix 1

2025-2026 Guidelines to verification of eligibility of Student Health Service and Student Dental Care Service

Guidelines to Verification of Eligibility

With effect from 1st September 2003, students joining the **Student Health Service (StdHS)** / **School Dental Care Service (SDCS)** have been charged according to their “eligible persons” and “non-eligible persons” status.

Department of Health may obtain the relevant documentation relating to the students from the students and the parents/guardians concerned for verification of their eligibility status for fee-determination purpose.

Students with one of the following valid identity documents belong to “eligible persons”:

- i) Hong Kong Permanent Identity Card / Hong Kong Identity Card (subject to further checking)
- ii) Hong Kong Birth Certificate with permanent resident status of Hong Kong Special Administrative Region (HKSAR) indicated as “ESTABLISHED”
- iii) Hong Kong Birth Certificate with permanent resident status of HKSAR indicated as “NOT ESTABLISHED”, but the Permit to Remain in the HKSAR shows that:
 - a) unconditional stay in HKSAR has been granted
 - b) the holder is permitted to remain until (date) and provided that the holder **is not a visitor** and **has not overstayed in Hong Kong**
- iv) HKSAR Passport
- v) HKSAR Re-entry Permit
- vi) HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong
- vii) Travel documents with one of the following labels /stamps issued by Immigration Department:
 - a) “The right to land in Hong Kong”
 - b) “The holder was permitted to land”
 - c) “Previous conditions of stay are hereby cancelled”
 - d) “Eligibility for Hong Kong permanent identity card verified”
 - e) “Certificate of Entitlement to the right of abode in HKSAR”
 - f) “Unconditional stay” (subject to further checking)
 - g) “Permitted to remain until (date)” / “permission to remain extended until (date)” provided that the holder **is not a visitor** and **has not overstayed in Hong Kong** (subject to further checking)
- viii) Certificate of Exemption
- ix) Consular Corps Identity Card

Student Health Service:

The service is provided free to those students who are “eligible persons”. Those students who are **non-eligible persons**, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, have to pay on the appointment day the gazetted annual fee (**the prevailing rate is HK\$615**). Students may have to provide relevant identity documents for checking of their eligibility for free service.

School Dental Care Service:

Students who are “eligible persons” are required to pay HK\$36. Those students who are **non-eligible persons**, e.g. holders of travel document (passport, Two-way Permit) showing their status as “Visitors” or holders of Form of Recognizance, **will have to pay HK\$835** to enrol in SDCS. After receiving the online application forms, SDCS will inform the parents / guardians of these students via SMS message to submit the required fee. For those who are eligible for medical waiver or able to provide a Medical Waivers Certificate, please contact the corresponding School Dental Clinic directly. The said payment would be waived after verification of their eligibility.

Please note:

Application will only be accepted after full payment is verified. Once enrolled, the fee is not refundable.

P.1 Students, transfer students and those who participate in the services for the first time should submit the following documents to class teacher to confirm their identity:

1. Application form
2. A copy of one of the following items
 - i. Student's Hong Kong Identity Card or
 - ii. Student's Hong Kong Birth Certificate or
 - a) With permanent resident status of HKSAR and marked with word "ESTABLISHED"
 - b) With permanent resident status of HKSAR marked with words "NOT ESTABLISHED", but the Permit to Remain in the HKSAR shows that:
 - unconditional stay in HKSAR has been granted
 - the holder is permitted to remain until (date) and provided that the holder is not a visitor and has not overstayed in Hong Kong.
 - iii. Student's HKSAR Passport or
 - iv. Student's HKSAR Re-entry Permit or
 - v. Student's HKSAR Document of Identity for Visa Purpose bearing valid visa endorsement to stay in Hong Kong or
 - vi. Valid travel documents stamped with the "right of entry/ residence/ unconditional stay" stamp or
 - vii. Certificate of Exemption or
 - viii. Consular Corps Identity Card.


Appendix 2

Sample: “Household Application Form for Student Financial Assistance Schemes”

A smart tip before you start filling out the application :
Isn't submission in person or by post too much a hassle ?

Apply Online to save time and money !

<https://ess.wfsfoa.gov.hk/espps>





在職家庭及學生資助事務處
學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY

STUDENT FINANCE OFFICE (SFO)

HOUSEHOLD APPLICATION FORM FOR STUDENT FINANCIAL ASSISTANCE SCHEMES

(Please read the Guidance Notes and "Notes on How to Complete and Return Household Application Form" carefully before completion.)

學生資助計劃綜合申請表格

2025/26

[Applicable to the Kindergarten and Child Care Centre Fee Remission Scheme (KCPRS), Grant for School-related Expenses for Kindergarten Students (Grant-KG), School Textbook Assistance Scheme (TA), Student Travel Subsidy Scheme (STS), Subsidy Scheme for Internet Access Charges (SIA), Diploma of Applied Education Fee Reimbursement (DAEFR) / Diploma Yi Jin Fee Reimbursement (DYJFR) and Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses) (FR(FAEAC))]
You may obtain the Sample Form for people of diverse race from the SFO starting from May 2025, if necessary.

本申請表格備有中文版本。如有需要，請向學生資助處索取。

Please fill in the form clearly in black or blue ink.

(# Please put “/” in the appropriate box(es), * delete the inappropriate item(s) and @ are optional items.)

Part I Particulars of the Applicant

(The Applicant must be the parent or guardian (as recognised under Guardianship of Minors Ordinance, Cap 13) of the student-applicant(s).)

1. Name in Chinese	<input type="text"/>	2. Title @#	<input type="checkbox"/> A. Mr. <input type="checkbox"/> B. Ms. <input type="checkbox"/> C. Miss	
3. Name in English	<input type="text"/>			
4. Correspondence Address	(Please fill out in English)			
	Flat <input type="text"/>	Floor <input type="text"/>	Block <input type="text"/>	
Name of Building	<input type="text"/>			
Estate / Village	<input type="text"/>			
No. & Name of Street	<input type="text"/>			
District	<input type="text"/>			
Area	# <input type="checkbox"/> 1. HK <input type="checkbox"/> 2. KL <input type="checkbox"/> 3. N <input type="checkbox"/> HK (Outside HK)			
5. Year of Birth	<input type="text"/>			
6. HKID Card No.	<input type="text"/>			
	(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)			
	Other Identity Document Type: <input type="text"/> (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")			
	Other Identity Document No.: <input type="text"/>			
7. Home Tel No. @	<input type="text"/>			
8. HK Mobile Phone No.	<input type="text"/> (The SFO will send various notifications by means of SMS. Please fill in the phone number that can receive SMS.)			
9. Email Address	<input type="text"/>			
10. Your marital status during the period from 1.4.2024 to 31.3.2025	# <input type="checkbox"/> A. Married <input type="checkbox"/> B. * Divorced / Separated / Widowed / Single / Others (Please specify : _____)			
	(Please provide spouse's information in Part II) (Please provide copies of supporting documents, and spouse's information need not be provided in Part II)			
11. <input type="checkbox"/> Paper-based application form is needed in the next school year	(Note: Applicants who do not put “/” in the box will be treated as opting for electronic application form in the next school year. To facilitate application and for environmental protection, the SFO encourages applicants to submit electronic application.)			
12. Ethnicity ^{Note} @# <input type="checkbox"/> A. Chinese <input type="checkbox"/> B. Pakistani <input type="checkbox"/> C. Nepalese <input type="checkbox"/> D. Others (Please specify: _____)	(Note: The collection of information about the ethnicity is for statistical and research purposes and will not affect the processing or assessment of the household application for student financial assistance schemes.)			

Part II Particulars of Family Members and Financial Assistance Schemes being Applied for

A. Spouse				
1. Name in Chinese	<input type="text"/>			
2. Name in English	<input type="text"/>			
3. Year of Birth	<input type="text"/>			
4. HKID Card No.	<input type="text"/>			
	(If HKID Card No. is not available, please provide Other Identity Document No. with copy of relevant proof)			
	Other Identity Document Type: <input type="text"/> (Please refer to paragraph 1.1 of "Notes on How to Complete and Return Household Application Form")			
	Other Identity Document No.: <input type="text"/>			
5. HK Mobile Phone No. @	<input type="text"/>			

Appendix 3

Sample: Application Result of “Household Application Form for Student Financial Assistance Schemes” (A yellowish letter)



在職家庭及學生資助事務處

學生資助處

WORKING FAMILY AND STUDENT FINANCIAL ASSISTANCE AGENCY
STUDENT FINANCE OFFICE

Appendix 2

九龍協調道 3 號工業貿易大樓 5 樓

5/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

[Applicant's name]

[Applicant's address]

[Applicant's address]

[Applicant's address]

[Applicant's address]

Household Application No. :

Date :

Dear Sir / Madam,

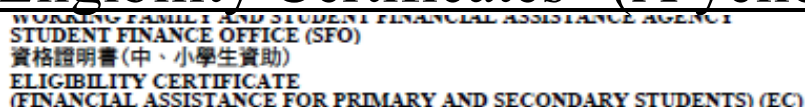
HOUSEHOLD APPLICATION FOR STUDENT FINANCIAL ASSISTANCE SCHEMES 2025/26

NOTIFICATION OF RESULT

The Student Finance Office (SFO) has completed the assessment of your Household Application for Student Financial Assistance Schemes for the 2025/26 school year. The application result(s) is/are as follows-

Student Name (HKID Card No.)	Level of Assistance (Effective Date)	Remarks
CHAN YAT MAN A123****	HALF (1 September 2025)	Since the grant rates for School Textbook Assistance (TA) for the 2025/26 school year are being formulated, the SFO has preliminarily disbursed the provisional TA to you with reference to the respective TA grant rates for the 2024/25 school year. The Subsidy for Internet Access Charges (if applicable) will also be disbursed to you concurrently. The Student Travel Subsidy will normally be disbursed to eligible applicants starting from around end October/November 2025.
CHAN YEE MAN B123****	HALF (1 September 2025)	
CHAN SAM MAN C123****	HALF (1 September 2025)	The Eligibility Certificate(s) (EC) (applicable to Financial Assistance for Primary and Secondary Students) is/are enclosed. Please complete the EC(s) according to the enclosed “Guidance Notes on How to Complete the Eligibility Certificate (Financial Assistance for Primary and Secondary Students) (SFO 189)” and return the EC to the attending school for processing (i) within one week from the commencement date of school or (ii) within two weeks from the issue date of EC, whichever is the later. After verifying whether the students are eligible for the respective Schemes and upon the completion of the assessment procedures, the SFO will release financial assistance to the eligible applicants.
CHAN SAI MAN D123****	3/4 level	The “School Certificate(s) (SC) (Pre-filled)” of relevant student(s) is/are hereby enclosed for continuing applicants for student financial assistance at pre-primary level. For the student(s) who is/are not provided with “SC(s) (Pre-filled)” in this letter, including those who newly attend kindergartens/child care centres in the 2025/26 school year, applicants must obtain SC(s) from schools or download SC(s) from the website of the Working Family and Student Financial Assistance Agency. Please complete the SC(s) according to the enclosed “Notes on How to Complete and Return SC (applicable to Kindergarten and Child Care Centre Fee Remission Scheme/Grant for School-related Expenses for Kindergarten Students) (SFO 293E)”, and return the SC(s) to the attending school(s) for processing as soon as possible. After receiving the SC(s) from schools and verifying whether the students are eligible for the respective Schemes and upon the completion of the assessment procedures, the SFO will arrange disbursement of the fee remission to the eligible applicants through the schools concerned. The SFO will notify applicants of the fee remission amount and payment arrangement in writing separately (except for those applicants whose child(ren) is/are not required to pay tuition fee under the kindergarten education scheme). In addition, the Grant for School-related Expenses for Kindergarten Students will be disbursed to the eligible KG students attending nursery, lower and upper classes (K1-K3). The Grant will be disbursed through autopay to the bank accounts of eligible applicants starting from end September 2025.

Sample: “Eligibility Certificates” (A yellowish form)



本資格證明書備有中文版本。如有需要，請向學資處索取。

Please read the "Guidance Notes on How to Complete the Eligibility Certificate (SFO 189)" (Guidance Notes) carefully before completion.

(Please return this EC to the attending school for processing (i) within 1 week from the commencement date of school; or (ii) within 2 weeks from the issue date of EC, whichever is the later.

(Please refer to Guidance Notes - A, Section 2-3 for examples). The SFO will generally not process EC submitted after the deadline and no financial assistance will be released to the concerned applicant.)

1. Name in Chinese	<i>(For amendment, please provide the complete address in the boxes below.)</i> <div style="display: flex; justify-content: space-around;"> <div>Flat </div> <div>Floor </div> <div>Block </div> </div> <div style="display: grid; grid-template-columns: repeat(16, 1fr); border: 1px solid black; height: 100px; margin-top: 5px;"></div>																
2. Name in English																	
3. Correspondence Address																	
Name of Building																	
Estate / Village																	
No. & Name of Street																	
District																	
Area	#		1. HK Island			2. KLN			3. NT			4. Outside HK					

Particulars of the Student-applicant 1. Name in Chinese 2. Name in English 3. Year of Birth 4. HKID Card No. <i>(Only prefix and the first 3 digits are shown)</i> 5. Name of School <hr/> 6. Class Attending <div style="display: flex; align-items: center; margin-top: 10px;"> <input style="width: 40px; height: 25px; border: 1px solid black;" type="text"/> <input style="width: 40px; height: 25px; border: 1px solid black;" type="text"/> <i>(2025/26)</i> </div> <p style="font-size: small; margin-top: 5px;">Form Class (numeric) (alpha)</p> 7. Account Holder's Name in English Bank Account Number <p style="font-size: x-small; color: gray;">(Note: Please verify whether the above bank account number is correct. In order to protect personal data, the seventh to the ninth digits of the bank account number are marked as "***". If amendment is required, please provide the correct account number in the spaces provided on the right-hand side so that subsidies can be transferred to the correct account by autopay.)</p> 8. According to the household application form submitted by you, your application includes the following schemes indicated with a "✓". If you wish to apply for other scheme(s), please put "✓" in the appropriate box(es). (You may choose more than 1 scheme. Please make sure that the student-applicant meets the eligibility criteria of relevant scheme(s).) (Please refer to "Household Application for Student Financial Assistance Schemes - Guidance Notes" (relevant parts of "Details of the scheme" and "Application Deadline") and Guidance Notes - B, Part II, Section 4 for details.)	<div style="text-align: center; border-bottom: 1px dashed black; margin-bottom: 10px;"> <u>Eligibility Assessment Result</u> </div> <p>According to the information you provided in the household application form, your assistance level is <u>initially</u> assessed as follows:</p> <p>Eligibility level: _____ Effective Date: _____</p> <p>Issue Date of Certificate: _____</p> <p>The SFO will later conduct authentication on application for student finance, including home visit and random checking. If the findings are different from the initial assessment result, the SFO will adjust the level and the amount granted to you. If you would like to apply for re-assessment due to substantial changes in your family particulars after the assessment period or other reasons, you should first submit this EC to school and then appeal in writing to the SFO, providing documentary evidence in support of your appeal. Since longer processing time will be needed for re-assessment, applicant should apply for re-assessment within one month from the issue date of this EC as promptly as possible. The SFO may give special consideration to appeal cases which cannot be submitted within the aforesaid period with satisfactory reasons.</p> <div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 10px;"> <div style="width: 30%;">Bank Name</div> <div style="width: 30%;">Bank Code</div> <div style="width: 40%;">Bank Account Number</div> </div> <p style="font-size: x-small; color: gray; margin-top: 5px;">(eg. Standard Chartered Bank 003; HSBC 004; Hang Seng Bank 024)</p>
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Student-based :

<input type="checkbox"/> (A) School Textbook Assistance	<input type="checkbox"/> (B) Student Travel Subsidy
<input type="checkbox"/> (C) Diploma of Applied Education / Diploma Yi Jin Fee Reimbursement	<input type="checkbox"/> (D) Fee Reimbursement (Financial Assistance Scheme for Designated Evening Adult Education Courses)

Family-based : ☐ (E) Subsidy for Internet Access Charges

For Office Use	
TA	STS

9. **Term-time Residential Address** (For assessment of Student Travel Subsidy. Please refer to Guidance Notes - B, Part II, Section 5 for details.)
(If there is any amendment or the address pre-filled at the left is not the student's residential address during term-time, please provide the complete address in the boxes below.)

(b) There is any amendment of the business program at the age of the business's investment under <u>Article 14</u> (Article 14, please provide the complete address in the below table)																									
Name of Building Estate / Village No. & Name of Street	<table border="1"> <tr> <td>Flat</td> <td><input type="text"/></td> <td>Floor</td> <td><input type="text"/></td> <td>Block</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> <tr> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> <td></td> <td><input type="text"/></td> </tr> </table>	Flat	<input type="text"/>	Floor	<input type="text"/>	Block	<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>
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