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Add : 30 Kwok Man Road, Cheung Chau

Date: 1st September, 2023

Dear Parents,

Free Lunch at Schools in the 2023/24 School Year

The Education Bureau will continue to provide Free Lunch at Schools for eligible primary students in the 2023/24 school year. You are now invited to join the programme. Before making an application, please read the details below:

Eligibility: Primary 1 to Primary 6 students meeting all of the following criteria can participate in the programme:

(i) receiving full grant under the Student Financial Assistance (SFA) Schemes in the 2023/24 school year;

[Note: Parents are required to submit to the school documentary proof of full grant status under SFA Schemes (i.e. Notification of Result for Assessment of Eligibility 2023/24 or Eligibility Certificate 2023/24 issued by the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency) so that the school can settle payment for eligible students who will have lunch arranged by the school.]

(ii) studying in a whole-day government/aided primary school (including special schools) or a primary school under the Direct Subsidy Scheme; and

(iii) having lunch arranged by the schools they attend (students bringing their self-packed lunch to schools will not be provided with the subsidy).

Principles: The funding will be disbursed directly to participating schools by the Education Bureau and schools should pay lunch expenses on behalf of eligible students.

Points to Note: (i) Participation in the programme is voluntary. Parents who wish to participate should provide the documentary proof required.

(ii) In principle, the provision of lunch subsidy should start from the date on which parents submit an application under the programme. Parents should not make a retrospective claim for any lunch subsidy before the date of application.

(iii) Since it takes time for vetting applications under the SFA Schemes and it is a common practice to make prepayment for lunch expenses, for parents who are pending the assessment result of the SFA Schemes when submitting an application for Free Lunch at Schools and have already settled the payment for their children's lunch expenses, on condition that they can produce the required documentary proof, the school will arrange for a refund by the lunch supplier.

(iv) Parents with no intention to apply for Free Lunch at Schools at the beginning of the school year may submit an application later. However, the provision of lunch subsidy will only start from the date on which they submit an application to the school. Parents should not make a retrospective claim for any lunch subsidy before the date of application.

(v) The school is required to verify a student's eligibility according to the information provided by SFO. If a student's full grant status under SFA Schemes cannot be proven/ is rejected upon the review of SFO, the school would ask parents to pay the lunch expenses to the lunch supplier and to refund the sum that the school has paid on behalf of the student.

(vi) The information provided by parents is only used for processing applications for Free Lunch at Schools.

(vii) [If it is necessary for the school to provide their lunch supplier with the information of students participating in Free Lunch at Schools, the following disclaimer should be added as item (vii):]

If required, the school may provide the lunch supplier with the name of the students concerned but the use of this piece of information is only confined to matters in relation to Free Lunch at Schools.

(1) Scheme period: September 2023 to June 2024

(2) Procedures and reimbursement of lunch subsidy for September:

- a) Students or parents need to **submit the document that shows the full grant under the School Textbook Assistance Scheme from the SFO and the receipt issued by the restaurant from which they have ordered the lunch for September to their child's class teacher from the 2nd September to 9th September. The school will verify the eligibility status and do the registration. Eligible students will have their lunch expense reimbursed for September in October.**
- b) Registered students will be given **a lunch voucher between the 20th to 22nd of each month. Parents should submit the lunch voucher together with the lunch order form to the restaurant chosen no later than the 26th of each month. Parents should also return the reply slip on lunch arrangements to class teachers.** By following the arrangement above, the students will then have their lunch boxes for each month. The lunch box ordering procedure will proceed in the same way in the following months.
- c) **All eligible applicants should register as soon as possible as the subsidy is not retroactive. If a student fails to submit the necessary documents to the school before the 20th of each month, he/she cannot be granted the lunch subsidy for the following month.** Whenever a student gets the full grant under the School Textbook Assistance Scheme, he/she can register for the 'Free Lunch at Schools' Scheme.
- d) Qualified students only need to submit the supporting documents to prove the qualification once and complete the registration; there is no need to submit it again the next month.



Mr Yung Chi Ming (Supervisor)

Ms Kwok Yuen Ki (Principal)

-- Reply Slip --

To: School Principal

I fully understand the arrangements for the provision of Free Lunch at Schools in the 2023/24 school year.

(Please put a "✓" in the appropriate box)

- I am a parent who is receiving a "full grant" under The School Textbook Assistance Scheme and will apply for "free lunch" and return a copy of the supporting document for "full grant" for the 2023/24 school year. I undertake to notify the school as soon as possible if my child is confirmed to be ineligible for the "full grant" after being reviewed by the Student Finance Office, and the lunch fee paid by the school will be refunded.
- I do NOT need to apply for "free lunch".

Name of student : _____

Class of student : _____

Name of parent/guardian : _____

Signature of parent/guardian : _____

Date : _____