

香港道教聯合會圓玄學院石圍角小學
2023/24 學年「在校免費午膳」通告 (202309005)

各位家長：

教育局在 2023/24 學年會繼續為合資格小學生提供「在校免費午膳」。現邀請家長提交申請參加該計劃，有關申請詳情如下：

合資格學生：符合下列所有條件的小一至小六學生均可參加題述計劃：

- (i) 在學生資助計劃下，獲得 **2023/24 學年「全額津貼」**；
〔註：家長須向本校提交學生資助「全額津貼」的證明(即由在職家庭及學生資助事務處轄下的學生資助處發出的「2023/24 資格評估申請結果通知書」或「2023/24 資格證明書」)，以便校方跟進為符合資格並需由學校安排午膳的學生繳付有關費用〕
- (ii) 就讀全日制官立、資助(包括特殊學校)或直接資助計劃(直資)小學；及
- (iii) 由其就讀的學校安排午膳(學生自備午膳不會獲提供資助)。

資助原則：有關撥款將會由教育局直接發放予參加學校，由學校代合資格學生繳付有關費用。

注意事項：

- (i) 家長自行決定參加與否。申請的家長須向學校提交所需的證明文件。
- (ii) 原則上，午膳資助的生效日期應以家長提出「免費午膳」申請的日期起計算，家長不可追溯申請日期之前的午膳費用。
- (iii) 由於學生資助計劃的申請審核需時，而午膳費用普遍是預繳的，對於提交「免費午膳」申請時正等候學生資助計劃的審批結果，並已為其子女繳付午膳費用的家長，若日後能提交所需的證明文件，學校會安排午膳供應商將有關款項退回予家長。
- (iv) 至於在學年開始時不擬申請「免費午膳」的家長，日後亦可向學校提交申請，但午膳資助只會自家長向學校提交申請「免費午膳」的日期起計算，家長不可追溯該日期之前的午膳費用。
- (v) 學校會根據學生資助處提供的資料核實學生的資格，若發覺學生不符合及／或經該處覆核後證實不符合「全額津貼」資格，學校會通知家長自行支付午膳費用予午膳供應商，並會要求家長退還學校已代繳的午膳費用。
- (vi) 家長提交的資料只會用於處理「免費午膳」的申請。
- (vii) 如有需要，本校會將貴子弟的姓名轉交午膳供應商，惟只限作處理「免費午膳」的相關用途。

-- 回條 (202309005) --

致香港道教聯合會圓玄學院石圍角小學郭校長：

本人已知悉有關 2023/24 學年「在校免費午膳」(「免費午膳」)的事宜。

- 擬申請「免費午膳」，並夾附 2023/24 學年「全額津貼」資格證明副本，(*並承諾若本人的子女日後經學生資助處覆核後證實不符合「全額津貼」資格，會盡快通知學校，並退還學校已代繳的午膳費用。)
- 擬申請「免費午膳」，並稍後補充 2023/24 學年「全額津貼」資格證明副本。(*同上)
- 不擬申請「免費午膳」。

學生姓名：_____

班 別：_____ ()

家長/監護人姓名：_____

家長/監護人簽署：_____

日 期：_____

* 請在適當的□內加上「✓」號

(回條連副本請由班主任轉交校務處)

HKTA The Yuen Yuen Institute Shek Wai Kok Primary School
Free Lunch at Schools in the 2023/24 School Year (202309005)

Dear Parents,

The Education Bureau (EDB) 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;
- (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 EDB 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 have to submit the following two documents to schools, including
 - the duly completed reply slip attached to schools' circular with parents' consent on students' participation in Free Lunch at Schools;
 - the Notification of Result for Assessment of Eligibility or Eligibility Certificate issued by the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency (WFSFAA) to prove that their children meet the eligibility criteria for receiving full grant under the SFA Schemes.
- (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 the 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 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.

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 wish to apply for Free Lunch at Schools and attach a copy of the required documentary proof of my child's full grant status under the 2023/24 Student Financial Assistance Schemes. I undertake to inform the school as soon as possible if my child's full grant status is rejected upon the review of the Student Finance Office and refund to the school the lunch expenses already settled on behalf of my child.
	I wish to apply for Free Lunch at Schools and will submit a copy of the required documentary proof of my child's full grant status under the 2023/24 Student Finance Assistance Schemes later. I undertake to inform the school as soon as possible if my child's full grant status is rejected upon the review of the Student Finance Office and refund to the school the lunch expenses already settled on behalf of my child.
	I do not wish to apply for Free Lunch at Schools. [Note: Please refer to item (iv) of Points to Note.]

Name of parent/guardian: _____

Signature of parent/guardian: _____

Name of student: _____

Class of student: _____

Date: _____

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