From : Secretary for Education Ref. : 1125-2015-8075-9035-00063-0001 Date : 19 May 2025	To : Heads of Government, Aided (including Special Schools), Caput and Direct Subsidy Scheme Primary and Secondary Schools

The Digital Policy Office
End of Programme Arrangement of the
"IT Innovation Lab in Secondary Schools" Programme and
the "Knowing More About IT" Programme

Purpose

The purpose of this circular memorandum is to inform all publicly-funded primary and secondary schools about the end of programme arrangement for the "IT Innovation Lab in Secondary Schools" Programme and the "Knowing More About IT" Programme of the Digital Policy Office (DPO) in the 2025/26 school year.

Background

2.	The DPO launched the "IT Innovation Lab in Secondary Schools" Programme and the "Knowing More About IT" Programme in 2020 and 2021 respectively for three school years, to provide funding support for secondary and primary schools to organise IT-related extra-curricular activities, aiming to help young people build a foundation in IT, preparing them for pursuing IT-related tertiary education or careers. Both programmes have been extended through the 2025/26 school year.

Details

Exit Arrangement

3.	The "IT Innovation Lab in Secondary Schools" Programme and the "Knowing More About IT" Programme are set to conclude by the end of the 2025/26 school year. Schools must submit their final funding applications by **30 September 2025** to ensure consideration before the programmes end. This deadline allows sufficient time for planning and implementing activities under the programmes. All approved activities must be completed by **31 August 2026**, the official end of the 2025/26 school year.

4.   To ensure a smooth and orderly completion of the two programmes, all reports for the 2024/25 school year, including annual and financial reports, must be finalised and submitted by 31 October 2025 to facilitate the efficient processing of funding approvals, with the majority of applications expected to be granted by 31 December 2025.

5.   Key milestones for the closing arrangements are outlined below:

Milestones	Description
June 2025	Two identical online briefing sessions for the end of programme arrangement will be held
30 September 2025	Deadline for submission of funding applications
31 October 2025	Submission deadline for all annual reports and financial reports for the 2024/25 school year
31 December 2025	Completion of funding application processing and granting of approvals for the majority of applications
31 August 2026	End of programme and completion of all approved activities
31 October 2026	Submission deadline for all final school, financial and audit reports
31 March 2027	Return unspent funding and programme wrap up

Online Briefing Sessions

5.   The DPO will organise two identical online briefing sessions on 13 and 20 June 2025 to provide information on the end of programme arrangement.   Details of the briefing sessions are as follows:

Date:	13 and 20 June 2025 (Friday)
Time:	4:00 – 5:00 pm
Registration Deadline:	6 June 2025

6.   Principals and teachers who are interested in joining the online briefing sessions can register by completing the e-form at https://www.it-lab.gov.hk/briefing_202506_en.htm.   Confirmation of successful registration will be sent by email.

Enquiry

7.   For enquiries, please contact the DPO's One-stop Support Centre of the "IT Innovation Lab in Secondary Schools" Programme (at 2116 9083 or by email to it-lab@digitalpolicy.gov.hk) or the One-stop Support Centre of "Knowing More About IT" Programme (at 2231 5977 or by email to know-it@digitalpolicy.gov.hk).

Henry LIN

for Secretary for Education

c.c. Heads of Sections – for information