

To: Tai Po Waterfront Park  
Fax No. : 2665 2613

*(LCSD shall accept applications commencing at 9:00 am on 1 September 2026. The applications will be processed on a first-come-first-served basis. Applications by fax or by post received before the said dates will not be entertained.)*

2026 – 27 Primary School Outdoor Learning Activities -  
Tai Po Waterfront Park Insect House  
Application Form for Guided Visit

Name of School : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_  
Name of Teacher : \_\_\_\_\_ Tel No. : \_\_\_\_\_

We would like to apply for one / two\* session(s) of guided tour(s) for the captioned activity. The following date(s) of visit \*is / are listed in order of priority:

*\*Delete as appropriate*

| Priority | Date | Time                  | Class | No. of Students |
|----------|------|-----------------------|-------|-----------------|
| 1        |      | *0930–1045/*1330-1445 |       |                 |
| 2        |      | *0930–1045/*1330-1445 |       |                 |
| 3        |      | *0930–1045/*1330-1445 |       |                 |
| 4        |      | *0930–1045/*1330-1445 |       |                 |
| 5        |      | *0930–1045/*1330-1445 |       |                 |

*Note 1 : Each organization will only be offered maximum two sessions of guided visit due to limited places*

*Note 2 : The group size should be restricted from 20 to 45 and they should be accompanied by at least 2 teachers*

*Note 3 : Guide Visit would be conducted by Cantonese*

We agree to abide all regulations of the above activity. (Please refers to “Guidelines” for details)

Signature of Headmaster/

Headmistress : \_\_\_\_\_

Name (in Block Letters) : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
(School Chop)

Remarks: Handling of Personal Data (1) The personal data provided in this form will only be used for processing applications, statistics, future contact and opinion survey in relation to the activities organised by the Leisure and Cultural Services Department. Only those who are authorised by the Department may have access to such information. (2) For correction of or access to personal data such as contact number and postal address collected by means of the application form, you may contact our staff on 2664 2107. (3) The personal data provided in this form may, where necessary, be disclosed to other government bureaux or departments for cross-referencing purposes.

Guidelines for School Outdoor Learning Activities -  
School Guided Visits to Leisure and Cultural Services Department's Facilities

1. Visits will be cancelled when: -
  - (1) radio or television announcements are made by the Secretary for Education that all schools are to be closed due to inclement weather conditions (e.g. typhoon or rainstorm);
  - (2) a tropical cyclone warning signal is issued;
  - (3) the Red or Black Rainstorm Warning Signal is issued;
  - (4) a thunderstorm forecast/warning is issued;
  - (5) the Environmental Protection Department announces the health risk of the Air Quality Health Index (AQHI) reaches "Serious" level in the district where the activities are conducted (AQHI scale of 10+); or
  - (6) the Government makes an "extreme conditions" announcement.
2. School members should arrive at the designated meeting place 10 minutes prior to the scheduled time.
3. School members may continue their activities at the visited venues (except nurseries) after the guided visits if the venue condition permits.
4. For visiting the venues, the number of pupils per session ranges from 20 to 45. They should be accompanied by at least 2 teachers during the visits. For visiting the facilities of Hong Kong Park, the number of pupils per session ranges from 20 to 35.
5. Schools should be responsible for their own transport arrangement and safety measures.
6. Use of loudspeakers is not allowed to avoid causing disturbance to the visitors and other animals in the parks.
7. Pupils are encouraged to bring their own drinks in containers to keep the venues clean.
8. Pupils are advised to wear long trousers and bring along their own caps, raincoats and mosquito repellent spray/cream.
9. Pupils should not chase around or make excessive noises.
10. Participating schools should read all relevant regulations as laid down in school circulars in conjunction with the latest "Guidelines on Outdoor Activities" issued by the Education Bureau before the visits. Teachers should brief pupils on the objectives of the activities and the regulations / guidelines to be observed.