

# **School Administration Guide**

**Education Bureau**

# Acknowledgement

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- ★ Home Affairs Bureau
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- ★ Department of Health
- ★ Social Welfare Department
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- ★ Television and Entertainment Licensing Authority
- ★ Student Financial Assistance Agency

## **【Points to Note】**

- This Guide is applicable to aided schools.
- The term “School Management Committee” (SMC) in this Guide covers the incorporated management committee (IMC).
- Schools should also make reference to the Education Ordinance, Education Regulations, Codes of Aid and the relevant legislations in Hong Kong.
- Aided IMC schools should read this Guide in conjunction with the [“Supplement to the School Administration Guide”](#).
- The Education Bureau circulars/ circular memoranda mentioned in the various chapters of this Guide are highlighted in **RED**. The relevant circulars/ circular memoranda can be searched and retrieved via the [“Circular”](#) section at EDB homepage.
- Hyberlinks provided in this Guide are highlighted in **BLUE**.

## Preamble

Society owes its future to education.

Our education system should keep pace with the rapid changes in society. In a global and information-based economy, our young people will need to develop attitudes and skills for lifelong learning and to go beyond the narrow confines of rote learning and academic achievements to the nurturing of multiple intelligences. Their creativity and critical capacity have to be developed in a school environment conducive to maximizing the potential of each and every student.

School-based management involves decentralization of decision-making from the Education Bureau (EDB) to schools. It establishes the capacity of each school to manage its own affairs including curriculum, finances and personnel matters within the HKSAR statutory framework and requirements. It also draws together different key stakeholders (including for example the school sponsoring body, school head, teachers, parents and community members) in spearheading the direction for development. Together, they work towards establishing a clear vision for the school and a set of values commonly shared by the school community. The School Development Plan and the Annual School Plan are the products of such collaboration between management, community, parents and staff, setting out their aspirations and commitment to quality education pertinent to their own circumstances.

In recent years, the EDB has been actively increasing the autonomy and flexibility for schools to grow and excel. Procedures have been streamlined and responsibilities devolved to the school level. To provide a more comprehensive source of information, support schools in their day-to-day operation, recommend good practices and outline their principles and rationale, this School Administration Guide has been developed to elucidate key educational policies, legislative requirements and regulatory requirements in the Codes of Aid (COA). It is hoped that schools would make reference to the guidelines herein in establishing procedures and practices that are transparent and accountable, make good use of the flexibility accorded to them, and translate them into effective school-based practices that reap the best benefits possible for students, i.e. improved learning outcomes which stand at the heart of our education reform.

School-based Management Section  
Education Bureau