**(Template)**

*[This template is for reference only. Schools can adapt its format to cater for their specific needs.]*

**Report on Sister School Exchanges**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year**

|  |  |
| --- | --- |
| Name of the Mainland Sister School (1): |  |
| (2): |  |
| (3): |  |

**Part 1: Details of Exchange Activities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Name and Content of the Exchange Activity** | **Intended Objective(s)** | **Evaluation Results** | **Reflection and Follow-up** |
| 1. | Name of the item   * Details of the exchange activities * Number of school management, teacher and student participants in the exchange activity | * The intended objective(s) of the exchange activity | * Have the intended objectives of the exchange activities been attained? | * How to improve subsequent exchange activities using the experience acquired from this exchange activity? |
|  | *(Please state the implementation details of the exchange activities.)* |  | *(Please evaluate the extent to which the intended objectives have been achieved by means of appropriate evaluation methods such as questionnaires or interviews.)* |  |

**Part 2: Financial Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Name of the exchange** | **Expenditure Item** | **Amount** | **Remarks** |
| 1. | Name of the item | **Examples:** |  |  |
|  |  | Tour fees for visiting Mainland sister school |  |  |
|  |  | Expenses on activities jointly organised by sister schools in Hong Kong |  |  |
|  |  | Transportation fees |  |  |
|  |  | Salary for the supporting staff for handling administrative work of sister school exchange activities |  |  |
|  |  | Expenses on video-conferencing facilities |  |  |
|  |  | Expenses on materials used in the exchanges |  |  |
|  |  | Others |  |  |
|  |  | Total: |  |  |
|  |  | Annual Balance of Grant: |  |  |