



中華人民共和國香港特別行政區政府總部教育局
Education Bureau

Government Secretariat, Government of the Hong Kong Special Administrative Region
The People's Republic of China

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4 April 2014

To: Supervisors/Heads of all schools under the Direct Subsidy Scheme (DSS)

Dear Sir/Madam,

Formal Version of Self-evaluation Checklist

To facilitate DSS schools' internal monitoring, the Education Bureau (EDB) has devised a Self-evaluation Checklist (Checklist) in collaboration with the Hong Kong DSS Schools Council (Council) for trial use by DSS schools in the 2012/13 school year.

Based on the experience gained and the feedback from the Council, we are pleased to inform you that the Checklist has been refined and is now available on the EDB webpage for formal use by DSS schools with effect from the 2013/14 school year. You may visit the EDB webpage at the address below:

<http://www.edb.gov.hk> > *Education System and Policy* > *Primary and Secondary School Education* > *Applicable to Primary and Secondary School* > *Direct Subsidy Scheme* > *Useful/reference Materials for the Implementation of the Improvement Measures Put Forward by the Working Group on Direct Subsidy Scheme* > *Self-evaluation Checklist for Formal Use*

DSS schools may adapt the Checklist to suit their own needs. Nevertheless, any variation from the Checklist should be approved by the SMC/IMC and documented.

To ensure timely review of school-based policies and procedures, DSS schools are expected to complete the Checklist within three months after the end of each school year. In this connection, it is anticipated that DSS schools will have completed the formal version of the Checklist of the 2013/14 school year by the end of November 2014. Please be reminded that all DSS schools will have to forward a completed Checklist of a certain school year to their respective governance review sub-committees for review in the following school year.

For enquiries, please feel free to contact the undersigned on 3509 7490 or Mr Cliff HO on 3509 7459.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Amy Cheng', written in black ink.

(Ms Amy CHENG)

for Permanent Secretary for Education