

EDUCATION BUREAU CIRCULAR MEMORANDUM NO. 183/2008

From: Permanent Secretary for Education To: Heads of all government and aided primary, secondary and special schools (including caput schools and schools under the Direct Subsidy Scheme)
Ref.: EDB(QA/Ind)PI/1/1(5)
Date: 23 December 2008

The School Development and Accountability Framework – Key Performance Measures Reference Data

[Note: This circular memorandum should be read in conjunction with the EDB Circular No. 13/2008 issued on 3 July 2008]

Summary

This circular memorandum invites schools having their school development planning cycle to be completed by the end of the 2008/09 school year to submit their Key Performance Measures (KPM) and Stakeholder Survey (SHS) data to the Education Bureau (EDB) through the E-platform for School Development and Accountability (ESDA). The data should reach EDB before 31 March 2009 for the compilation of KPM Reference Data to support school self-evaluation (SSE).

Background

2. The collection of KPM and SHS data by schools primarily serves their need for self-evaluation and development planning. Territory figures compiled by EDB in the form of KPM Reference Data have been made available for schools to support self-evaluation. In the light of the revised performance indicators and SSE tools for the next phase of School Development and Accountability starting from the 2008/09 school year, an updated set of KPM Reference Data will be produced for schools' reference.

3. The timing for the collection of KPM and SHS data by EDB aims to dovetail with schools' holistic review before formulating a new School Development Plan (SDP) to avoid duplication of efforts, and to ensure that the targets set and strategies devised in the new SDP are data-driven and evidence-based.

Details

4. Schools having their school development planning cycle ended in the 2008/09 school year are now invited to submit their KPM and SHS data as stipulated in the Appendix to EDB electronically via ESDA before 31 March 2009. Other schools with their KPM and SHS data ready are also welcome to contribute using the same channel. For details on the collection and submission of the KPM and SHS data to EDB, as well as the way to obtain KPM Reference Data for SSE purpose, please refer to the EDB websites at <http://kpm.edb.gov.hk> and <http://esda.edb.gov.hk>.

5. The updated set of KPM Reference Data will be available for schools' reference by the end of May 2009 via the ESDA. Schools should make optimal use of the data to conduct SSE for their continuous improvement. In this connection, they may refer to the guidelines and templates of SDP, Annual School Plan and School Report available on the EDB website at <http://www.edb.gov.hk/index.aspx?langno=1&nodeID=2707> to better embed SSE in their routine work.

Enquiry

6. Enquiries concerning the content of this circular memorandum can be directed to the Indicators Section, Quality Assurance Division, at 2892 6538.

Tony TANG
for Permanent Secretary for Education

c.c. Heads of Section – for information

Key Performance Measures (KPM) and Stakeholder Survey (SHS) data to be submitted

KPM/SHS Item ¹	Applicable School Type ²			Remarks
	S	P	SP ³	
1 Stakeholders' perception of School Management	✓	✓	✓	Schools are requested to collect the data of the current school year using the Stakeholder Survey.
2 Stakeholders' perception of Professional Leadership	✓	✓	✓	
3 Stakeholders' perception of Teachers' Professional Development	✓	✓	✓	
4 Number of active school days	✓	✓	✓	Schools are requested to collect the data of the current school year with reference to the relevant school documents.
5 Percentage of lesson time for Key Learning Areas	✓	✓	✓	
6 Stakeholders' perception of Curriculum and Assessment	✓	✓	✓	Schools are requested to collect the data of the current school year using the Stakeholder Survey.
7 Stakeholders' perception of Teaching	✓	✓	✓	
8 Stakeholders' perception of Student Learning	✓	✓	✓	
9 Stakeholders' perception of Support for Student Development	✓	✓	✓	
10 Stakeholders' perception of School Climate	✓	✓	✓	
11 Destinations of graduates	✓		✓	As the data will not be available until the end of the school year, schools are requested to collect the data of the previous school year for submission.
12 Stakeholders' perception of Home-school Cooperation	✓	✓	✓	Schools are requested to collect the data of the current school year using the Stakeholder Survey.
13 Students' attitudes to school	✓	✓	✓	Schools are requested to collect the data of the current school year using the "Attitudes to School" scale in Assessment Program for Affective and Social Outcomes.
Submission of KPM items 14 – 17 is NOT required				
18 Percentage of students participating in territory-wide inter-school competitions	✓	✓	✓	As the data will not be available until the end of the school year, schools are requested to collect the data of the previous school year for submission.
19 Percentage of students participating in uniform groups/social and voluntary services	✓	✓	✓	
20 Students' attendance rate	✓	✓	✓	
21 Percentage of students within the acceptable weight range	✓	✓	✓	Schools are requested to collect the data of the current school year with reference to the relevant school documents.

¹ For details of the KPM and SHS, please refer to the EDB website at <http://kpm.edb.gov.hk>. Schools are requested to make full use of the E-platform to collect their KPM and SHS data to alleviate teachers' workload.

² S: Secondary schools; P: Primary schools; Sp: Special schools.

³ Special schools are requested to observe the *Suggested KPM Items for Different Categories of Special Schools* available on the EDB website at <http://kpm.edb.gov.hk> and flexibly adopt the KPM items according to their own school context.