

ABC School

School Report

20xx/xx

Template

(For reference by primary,
secondary and special schools)

Updated in April 2026

**When drawing up School Report, please refer to the related
compilation guidelines available on the EDB website
(URL: <https://www.edb.gov.hk/sse/en>)**

Key Elements of the School Report

- (1) Our School
- (2) Achievements and Reflection on Major Concerns; Feedback and Follow-up
- (3) Student Performance
- (4) Financial Summary
- (5) Appendix
 - Please include related documents.

(1) Our School

- Provide the general information about your school. You can cite the relevant information on your school's homepage or respective "School Profiles" for public reference.

(2) Achievements and Reflection on Major Concerns; Feedback and Follow-up

(Schools may refer to paragraph 5.2 of the related compilation guidelines when compiling the following parts)

- **Major Concern 1**

Achievements
◆ Summarise the progress and achievements of the Major Concern with reference to the set targets in the School Development Plan and the success criteria in the Annual School Plan. (The analysis of key evaluation information and data, for example, Stakeholder Survey findings, Key Performance Measures data and school data, may be included as evidence.)
Reflection
◆ Based on the evaluation findings, analyse the facilitating and hindering factors, and consolidate the experience and reflection derived from the process of planning, implementation and evaluation.
Feedback and Follow-up
◆ With reference to the above “Achievements” and “Reflection” of the Major Concern, suggest follow-up measures to further help students achieve the seven learning goals ¹ , so as to inform the planning of the next Annual School Plan / School Development Plan.

¹ The seven learning goals of primary education are national identity, proper values and attitudes, knowledge of key learning areas, language skills, generic skills, reading and digital literacy, and healthy lifestyle. The seven learning goals of secondary education are national identity and global perspective, breadth of knowledge, language proficiency, generic skills, digital literacy, life planning, and healthy lifestyle.
School Report (SR)

- **Major Concern 2**

Achievements
<ul style="list-style-type: none">◆ Summarise the progress and achievements of the Major Concern with reference to the set targets in the School Development Plan and the success criteria in the Annual School Plan. (The analysis of key evaluation information and data, for example, Stakeholder Survey findings, Key Performance Measures data and school data, may be included as evidence.)
Reflection
<ul style="list-style-type: none">◆ Based on the evaluation findings, analyse the facilitating and hindering factors, and consolidate the experience and reflection derived from the process of planning, implementation and evaluation.
Feedback and Follow-up
<ul style="list-style-type: none">◆ With reference to the above “Achievements” and “Reflection” of the Major Concern, suggest follow-up measures to further help students achieve the seven learning goals, so as to inform the planning of the next Annual School Plan / School Development Plan.

- **Major Concern 3**

Achievements
<ul style="list-style-type: none">◆ Summarise the progress and achievements of the Major Concern with reference to the set targets in the School Development Plan and the success criteria in the Annual School Plan. (The analysis of key evaluation information and data, for example, Stakeholder Survey findings, Key Performance Measures data and school data, may be included as evidence.)
Reflection
<ul style="list-style-type: none">◆ Based on the evaluation findings, analyse the facilitating and hindering factors, and consolidate the experience and reflection derived from the process of planning, implementation and evaluation.
Feedback and Follow-up
<ul style="list-style-type: none">◆ With reference to the above “Achievements” and “Reflection” of the Major Concern, suggest follow-up measures to further help students achieve the seven learning goals, so as to inform the planning of the next Annual School Plan / School Development Plan.

(3) Student Performance

- ◆ Provide a brief account of students' attitude and behavior.

- ◆ Provide a brief account of students' participation and achievement, which include:
 - (i) academic performance (*In using and reporting the data, schools must not publish their data on Territory-wide System Assessment and Academic Value-added Performance for public reference. If schools choose to release their public examination results to the public, they should abide by the relevant protocol*). Relevant items for reporting (*which may vary according to primary, secondary and special schools*) are suggested as follows :
 - ✧ Public Examination Results (*Please refer to KPM 19 for the content and format of reporting.*)
 - ✧ Academic Value-added Performance (*For SMC/IMC's reference only. Please refer to KPM 20 for the content and format of reporting.*); and

 - (ii) non-academic performance.

(4) Financial Summary

- Use a table to summarise the school's financial position of the year. Items for reporting include the total amount of subsidy received from the government (excluding staff's salaries), balance in the Subscription Account, salaries of administrative staff and workmen, daily running cost and the accumulated surplus/deficit brought forward from the current school year and carried forward to the next school year, etc.
- The use of grants/funds should be elaborated with reference to the circular memoranda or circulars regarding their disbursement and use. Relevant documents could be attached if necessary.
- For DSS schools, please find the template for reporting schools' annual financial position at the Annex.

(5) Appendix

Template for Reporting DSS Schools' Annual Financial Position
Financial Summary for the _____ / _____ School Year

	Government Funds	Non-Government Funds
INCOME <i>(in terms of percentages of the annual overall income)</i>		
DSS Subsidy (including government grants not subsumed in the DSS unit rate payable to schools)	%	N.A.
School Fees	N.A.	%
Donations, if any	N.A.	%
Other Income, if any	N.A.	%
Total	%	%
EXPENDITURE <i>(in terms of percentages of the annual overall expenditure)</i>		
Staff Remuneration		%
Operational Expenses (including those for Learning and Teaching)		%
Fee Remission / Scholarship ¹		%
Repairs and Maintenance		%
Depreciation		%
Miscellaneous		%
Total		100%
Surplus/Deficit for the School Year [#]	XX months of the annual expenditure	
Accumulated Surplus/Deficit in the Operating Reserve as at the End of the School Year [#]	XX months of the annual expenditure	
[#] <i>in terms of equivalent months of annual overall expenditure</i>		

Details of expenditure for large-scale capital works, if any:

¹ The % of expenditure on fee remission/scholarship is calculated on the basis of the annual overall expenditure of the school. This % is different from that of the fee remission/scholarship provision calculated on the basis of the school fee income as required by the Education Bureau, which must be no less than 10%.

It is confirmed that our school has set aside sufficient provision for the fee remission / scholarship scheme according to Education Bureau's requirements (Put a "✓" where appropriate).

School Report (SR)