



# **ABC School**

## **School Report**

**School Year**

### **Template**

(For reference by primary,  
secondary and special schools)

## **Key Elements of the School Report**

- (1) Our School
- (2) Achievements and Reflection on Major Concerns
- (3) Our Learning and Teaching
- (4) Support for Student Development
- (5) Student Performance
- (6) Financial Summary
- (7) Feedback on Future Planning
- (8) Appendix

- Related documents, if applicable, should be attached. In addition, schools are reminded to take note of the simplified reporting requirements for various grants and support schemes. Please refer to EDB Circular No. 1/2008 for details.

## **(1) Our School**

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

(Secondary and Primary School Profiles [https://chsc.hk/main.php?lang\\_id=1](https://chsc.hk/main.php?lang_id=1);

Special School Profiles <http://www.chsc.hk/spsp/index.php>)

## **(2) Achievements and Reflection on Major Concerns**

**Priority Task 1:** Write the corresponding major concern in order of priority as listed in the School Development Plan.

<b>Achievements</b>
<ul style="list-style-type: none"><li>Summarise the progress of this task for the whole reporting period and give an account of related achievements with reference to your School Development Plan and Annual School Plan; report only the major achievements that have impact on the targets; stakeholder survey findings, KPM data and school data may be included as evidence.</li></ul>
<b>Reflection</b>
<ul style="list-style-type: none"><li>Evaluate the extent of targets achieved against the success criteria listed in your Annual School Plan; based on the results of your evaluation, summarise the past experience and reflection derived from the process of planning, implementation and evaluation, and make suggestions for improvement where possible.</li></ul>

**Priority Task 2:** Write the corresponding major concern in order of priority as listed in the School Development Plan.

<b>Achievements</b>
<ul style="list-style-type: none"><li>Summarise the progress of this task for the whole reporting period and give an account of related achievements with reference to your School Development Plan and Annual School Plan; report only the major achievements that have impact on the targets; stakeholder survey findings, KPM data and school data may be included as evidence.</li></ul>
<b>Reflection</b>
<ul style="list-style-type: none"><li>Evaluate the extent of targets achieved against the success criteria listed in your Annual School Plan; based on the results of your evaluation, summarise the past experience and reflection derived from the process of planning, implementation and evaluation, and make suggestions for improvement where possible.</li></ul>

**Priority Task 3:** Write the corresponding major concern in order of priority as listed in the School Development Plan.

**Achievements**

- Summarise the progress of this task for the whole reporting period and give an account of related achievements with reference to your School Development Plan and Annual School Plan; report only the major achievements that have impact on the targets; stakeholder survey findings, KPM data and school data may be included as evidence.

**Reflection**

- Evaluate the extent of targets achieved against the success criteria listed in your Annual School Plan; based on the results of your evaluation, summarise the past experience and reflection derived from the process of planning, implementation and evaluation, and make suggestions for improvement where possible.

### **(3) Our Learning and Teaching**

- Provide a brief account of the salient features of learning and teaching beyond the scope of your school's major concerns, especially those which are responsive to the key tasks and measures linked to the education reform.

### **(4) Support for Student Development**

- Provide a brief account of the salient features of student support beyond the scope of your school's major concerns especially those priority tasks and supporting services which nurture students' healthy development, and report the progress of the implementation of Integrated Education. (Please refer to Appendix 12 of the Operation Guide on The Whole School Approach to Integrated Education at [http://www.edb.gov.hk/attachment/en/edu-system/special/support/wsa/ie%20guide\\_en.pdf](http://www.edb.gov.hk/attachment/en/edu-system/special/support/wsa/ie%20guide_en.pdf) for the reporting of the policy, resources and measures adopted in implementing the Whole School Approach to Integrated Education.)

### **(5) Student Performance**

- Provide a brief account of students' 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 protocol with the Education Bureau*). 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 17 for the content and format of reporting.*)
  - ✧ Academic Value-added Performance (*For IMC/SMC's reference only. Please refer to KPM 18 for the content and format of reporting.*)
- Provide a brief account of students' non-academic performance.

## (6) Financial Summary

- Use a table to summarise the school’s financial position of the year. Items for reporting include 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 following table shows a sample format for summarising the school’s annual financial position\*\*:

	Income (\$)	Expenditure (\$)
<b>Balance B/F (Government Funds and School Funds)</b>		
<b>I. Government Funds</b>		
<b>(1) OEBG Grant</b>		
<b>(a) General Domain</b>		
① Admin Grant / Revised Admin Grant		
② School & Class Grant		
③ Subject Grants		
④ Other Grants		
⑤ .....		
⑥ .....		
.....		
<b>Sub-total</b>		
<b>(b) Special Domain #</b>		
① Capacity Enhancement Grant		
② Other Grants		
③ .....		
④ .....		
.....		
<b>Sub-total</b>		
<b>(2) Composite Furniture and Equipment Grant</b>		
<b>II. School Funds (General Funds)</b>		
<b>(1) Tong Fai</b>		
<b>(2) Donations</b>		
<b>(3) Fund-raising</b>		
<b>(4) Collection of fees for specific purposes (including electricity charges for air-conditioning)</b>		
<b>(5) Others</b>		
<b>Sub-total</b>		
<b>Total surplus for school year</b>		
<b>Accumulated surplus as at the end of school year</b>		

# Please refer to the related Circular Memorandum issued by EDB.

\*\* For DSS schools, please find the template for reporting schools’ annual financial position at Appendix I



## **(7) Feedback on Future Planning**

- The school should formulate its next Annual School Plan or School Development Plan by making reference to the achievements and reflection on major concerns as stated in the School Report.

## **(8) Appendix**

**Template for Reporting DSS Schools' Annual Financial Position**  
**Financial Summary for the \_\_\_\_\_ / \_\_\_\_\_ School Year**

	<b>Government Funds</b>	<b>Non-Government Funds</b>
<b>INCOME</b> <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.	%
<b>Total</b>	%	%
<b>EXPENDITURE</b> <i>(in terms of percentages of the annual overall expenditure)</i>		
Staff Remuneration		%
Operational Expenses (including those for Learning and Teaching)		%
Fee Remission / Scholarship <sup>1</sup>		%
Repairs and Maintenance		%
Depreciation		%
Miscellaneous		%
<b>Total</b>		100%
<b>Surplus/Deficit for the School Year</b> <sup>#</sup>	XX months of the annual expenditure	
<b>Accumulated Surplus/Deficit in the Operating Reserve as at the End of the School Year</b> <sup>#</sup>	XX months of the annual expenditure	
<sup>#</sup> <i>in terms of equivalent months of annual overall expenditure</i>		

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

---



---



---

<sup>1</sup> *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)