**xxx Kindergarten**

**20XX/20XX**

**School Report**

**Content of the School Report**

Part One Our School

* 1. School Mission and Goals
  2. Our Children
  3. Our Teaching Staff
  4. Management and Administration
  5. Safety and Hygiene Measures
  6. Activities of the Year
  7. Summary of Expenditure

Part Two Self-evaluation

* 1. Reviewing the Effectiveness of the Work Plan for the Current School Year
  2. Our Learning and Teaching
  3. Our Support to Children and Teachers

Part Three Development Plan

* 1. Exploring Ways for Sustainable Development
  2. Major Concerns
  3. School Work Plan for Next School Year

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| **Part One Our School** |

* 1. **School Mission and Goals**

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* 1. **Our Children**

The school has classes, which comes up to a total of children, this year. The structure of classes and the number of children are as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Class | AM Session | | PM Session | | Whole-day Session | |
| No. of Classes | No. of Children | No. of  Classes | No. of  Children | No. of Classes | No. of Children |
| Upper KG |  |  |  |  |  |  |
| Lower KG |  |  |  |  |  |  |
| Nursery |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

* 1. **Our Teaching Staff**

1. Number of Teaching Staff

|  |
| --- |
| * Besides the School Head, there are a total of full-time teachers,  part-time teachers, and supporting staff (clerk and janitor staff) * There was a turnover of teachers last school year, and this accounted for % |

1. Qualification and Number of Teachers (Including the School Head)

|  |  |  |  |
| --- | --- | --- | --- |
| Teacher Qualification | Bachelor’s degree in Early Childhood Education | Certificate in Early Childhood Education | Qualified Kindergarten Teacher |
| Number of Teachers |  |  |  |
| % |  |  |  |

1. Teaching Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching Experience | 0-3 years | 4-6 years | 7 years or more |
| Number of Teachers |  |  |  |
| % |  |  |  |

1. Teachers’ Professional Development

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| --- |
|  |

* 1. **Management and Administration**

1. Members of the School Management Committee and their Duties

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1. Administrative Structure

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| *Schools may use words or diagrams to describe the administrative structure of the leading echelons, management, teachers and supporting staff (clerk and janitor staff).* |
|  |

* 1. **Safety and Hygiene Measures**

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* 1. **Activities of the Year**

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| --- | --- | --- |
| Month | Class | Activity |
|  |  |  |
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* 1. **Summary of Expenditure[[1]](#footnote-1)**

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| **Part Two Self-evaluation** |

* 1. **Reviewing the Effectiveness of the Work Plan for the Current School Year**

**Objective of Major Concern (1):**

|  |  |
| --- | --- |
| **Strategies and Tasks of the Work Plan** | **Evidence:** |
| *Please explain the strategies and tasks that were implemented in the domains of “Management and Organisation”, “Learning and Teaching” and/or “School Culture and Support for Children”.* |  |
|  |
| **Comments on the Effectiveness of the Work Plan** |
| *From the perspective of promoting children’s learning, briefly comment on whether the objectives of the tasks were achieved with reference to the success criteria listed in the work plan and relevant data collected.* |
|  |
| **Recommendations for Further Improvement/Development** | |
|  | |

**Objective of Major Concern (2):**

|  |  |
| --- | --- |
| **Strategies and Tasks of the Work Plan** | **Evidence:** |
| *Please explain the strategies and tasks that were implemented in the domains of “Management and Organisation”, “Learning and Teaching” and/or “School Culture and Support for Children”.* |  |
|  |
| **Comments on the Effectiveness of the Work Plan** |
| *From the perspective of promoting children’s learning, briefly comment on whether the objectives of the tasks were achieved with reference to the success criteria listed in the work plan and relevant data collected.* |
|  |
| **Recommendations for Further Improvement/Development** | |
|  | |

* 1. **Our Learning and Teaching**

|  |  |
| --- | --- |
| **Comments on the Effectiveness of Our Work** | **Evidence:** |
| *Please comment on the effectiveness of the domain of Learning and Teaching, and, where appropriate, children’s performance may be included as evidence.* |  |
|  |
| **Recommendations for Further Improvement/Development** | |
|  | |

* 1. **Our Support to Children and Teachers**

|  |  |
| --- | --- |
| **Comments on the Effectiveness of Our Work** | **Evidence:** |
| *Other than the above comments, over the past year, what other support was made available for children and teachers to cater for changes in the school or service needs? Please provide a brief account and evaluate the effectiveness of the relevant measures.* |  |
|  |
| **Recommendations for Further Improvement/Development** | |
|  | |

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| **Part Three Development Plan** |

* 1. **Exploring Ways for Sustainable Development**

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| --- | --- | --- |
| *In order to explore future key work for promoting children’s learning, please review the school’s recent development. To come up with major concerns that require follow-ups, please also consider the foundation for development, opportunities and challenges of each key work.* | | |
| **Key Work in the Future** | **Foundation for Development** | **Opportunities/Challenges** |
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|  |  |  |
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* 1. **Major Concerns**

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* 1. **School Work Plan for Next School Year**

**Objective for Major Concern ( ):**

|  | Task Objectives | Strategies/Tasks | Time Scale | Success Criteria | Evaluation Tools/Information | People in Charge | Resources Required | Remarks |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Signature of Supervisor: |  |
| Signature of School Head: |  |
| Date: |  |

1. Excerpts from *Profile of Kindergartens and Kindergartens-cum-Child Care Centres*, such as “School Expenditure Information” may be used [↑](#footnote-ref-1)