

**xxx Kindergarten**

**20xx/20xx**

**School Report**

**Content of the School Report**

Part One Our School

* 1. School Mission and Vision
  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

Part Three Development Plan

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

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| **Part One Our School** |

* 1. **School Mission and Vision**

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* 1. **Our Children**

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

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| --- | --- | --- | --- | --- | --- | --- |
| 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

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| * 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 　　　 full-time teachers last school year, and this accounted for 　　　% |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Teacher qualification | Bachelor Degree in Early Childhood Education (ECE) | Post-graduate Diploma in ECE | Certificate in ECE |
| Number of Teachers |  |  |  |
| % |  |  |  |

1. Teaching experience in ECE

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching experience in ECE | 0 – 3 years | 4 – 6 years | 7 years or more |
| Number of Teachers |  |  |  |
| % |  |  |  |

1. Teachers’ Professional Development

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| *Schools may outline the professional development needs of the teachers for this school year, then elaborate the arrangement of professional development activities, including school-based activities and others.* |
| **Teachers’ Professional Development Needs** |
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| **School-based Teacher Professional Development Activities** |
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| **Other Activities** |
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* 1. **Management and Administration**

1. Members of the School Management Committee and their Duties

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| *Schools have to indicate the category of the managers, including manager nominated by the operator, member of other stakeholders of the kindergarten, or independent manager.* |
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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).* |
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* 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**

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| *Based on the “Work Plan for the Next School Year” in Part Three of the report of last school year, fill in the columns of Major Concern, Task Objectives and Strategies. If the content of the major concern has been revised, please briefly describe the reasons and content of the revisions in the “Remarks”.* | | | |
| **Major Concern (1)** | | | |
|  | | | |
| **Task Objectives and Strategies** | | | |
|  | Task Objectives | Strategies | |
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| **Remarks (if any)** | | | |
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| *Make use of the formulated success criteria and the collected review data, consider promoting children’s learning, analyse the effectiveness and/or shortcomings of the major concern, summarise success and hindrance factors, and briefly comment on the extent to which the major concern has been achieved.* | | | |
| **Effectiveness** | | | |
| 1. Comments on the Effectiveness | | | Evidence |
|  | | |  |
| 1. Comment on the extent to which the major concern has been achieved | | | |
| *Please “✓” as appropriate.* | | | |
| □ Fully achieved  □ Partially achieved  □ Unable to carry out the plan  □ Others (please specify) | | | |

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| *Considering the degree of achievement of the major concern, briefly describe the follow-up measures and/or consider the room for further development. (For example: integrating into regular practices or adjusting the goals and regard it as the major concern for the next school year)* |
| **Follow-ups/ Recommendations for Sustainable Development** |
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* 1. **Our Learning and Teaching**

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| *Analyse the work effectiveness of the school in three areas, namely Curriculum Planning, Child Learning and Teaching, and Curriculum Evaluation. Identify areas for improvement or further development, and provide examples of children’s performance as needed for illustration.* | |
| **Comments on the Effectiveness of Our Work** | **Evidence** |
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| **Recommendations for Improvement/ Further Development** | |
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* 1. **Our Support to Children**

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| **Services Arranged for Children with Special Needs** | |
| Multifaceted Services | *Please “✓” as appropriate.* |
| □ On-site Pre-school Rehabilitation Services (OPRS) (including Tier 1 Support Services)  □ Social Work Service in Kindergarten  □ Integrated Programme in Kindergarten-cum-Child Care Centre  □ Others (Please specify) |

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| *Briefly describe the work/measures taken* ***in response to changes in school conditions or service needs during this school year*** *and evaluate their effectiveness, and suggest areas for improvement or further development.* | | |
| 1. **Comments on the Effectiveness of our Work on Caring and Support** | **Evidence** | |
| *Targets may include children with special needs, those from diverse backgrounds, newly-admitted, and transiting to Primary One. In case the multifaceted services team listed in the above table has provided regular support, schools need not assess the effectiveness of their services.* |  | |
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| 1. **Comments on the Effectiveness of Establishing School Partnerships** | **Evidence** | |
| *How does the school foster home-school cooperation and external connections? Please introduce the measures of the related work, and the effectiveness in promoting children’s learning or growth.* |  | |
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| **Recommendations for Improvement/ Further 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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* 1. **Major Concerns**

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| *Refer to item 3.1 and formulate major concerns.* |
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* 1. **Work Plan for Next School Year**

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| *Formulate the major concern(s) for the next school year and plan related tasks.* | | | | | | | | |
| **Major Concern (1):** | | | | | | | | |
|  | Objectives | Strategies | Time Scale | Success Criteria | Evaluation Tools/ Information | People in Charge | Resources Required | Remarks |
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| --- | --- |
| 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)