

____ / ____
School Year

School information									
1) Name of school unit				2) School unit code					
Please update the following information if necessary. (As for the required school information to be submitted, please refer to Section 11 of the "Procedure Guide for the Collection of Education Data".)									
3) Tel.			4) Fax.						
5) Website			6) E-mail						
7) Number of months that the teaching staff of the school can obtain the monthly basic remuneration in the whole year*: (Public schools need not to fill in this part.)			<input type="checkbox"/> 12 months <input type="checkbox"/> 13 months <input type="checkbox"/> 14 months <input type="checkbox"/> 15 months <input type="checkbox"/> Others (Please specify.)						
8) School's provident fund contribution rate (Public schools need not to fill in this part.)			Calculated items: (Please select only one item.) <input type="checkbox"/> Basic salary <input checked="" type="checkbox"/> Total remuneration <input type="checkbox"/> Others (Please specify.) Contribution rate (Please select only one item.) <input type="checkbox"/> 5% <input checked="" type="checkbox"/> 6% <input type="checkbox"/> 7% <input type="checkbox"/> 8% <input type="checkbox"/> Others (Please specify.)						
9) Normal weekly teaching hours (No. of periods) taught by teaching staff* (Public schools need not to fill in this part.)			Senior Secondary	Junior Secondary	Primary	Infant	Special Education	Teachers teach particularly between 18:00 and 24:00	
10) Teaching staff's monthly basic remuneration (Public schools need not to fill in this part.)			Senior Secondary	Junior Secondary	Primary	Infant			
11) Level 1									
12) Level 2									
13) Level 3									
14) Level 4									
15) Level 5									
16) Level 6									
17) School starting date and time*	Date	Time				Remarks			
		Secondary	Primary	Infant	Special Education				
	____(m) ____ (d)	____ : ____	____ : ____	____ : ____	____ : ____				
	____(m) ____ (d)	____ : ____	____ : ____	____ : ____	____ : ____				
	____(m) ____ (d)	____ : ____	____ : ____	____ : ____	____ : ____				
18) Summer Class	Date	Secondary	Primary	Infant	Special Education	Nil			
	____(m) ____ (d) to ____ (m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	____(m) ____ (d) to ____ (m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	____(m) ____ (d) to ____ (m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	____(m) ____ (d) to ____ (m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19) Grand Prix	Date	Class as usual		Educational activities			Class suspension		
		Not to count students' lateness	Handle students' lateness with flexibility	Picnic	Sports Day	Others (Please specify.)			
	____(m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
	____(m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		
	____(m) ____ (d)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

School Year Information Form

20)	End date of the school year*	/ / yyyy mm dd											
21)	Parent Association/ Parent-teacher Association	<input type="checkbox"/> Established <input type="checkbox"/> To be established in this school year <input type="checkbox"/> Being organised <input type="checkbox"/> Others (Please specify.) Name of contact person: _____ Tel: _____ E-mail: _____											
22)	Student Association	<input type="checkbox"/> Primary <input type="checkbox"/> Established <input type="checkbox"/> To be established in this school year <input type="checkbox"/> Being organised <input type="checkbox"/> Others (Please specify.) <input type="checkbox"/> Secondary <input type="checkbox"/> Established <input type="checkbox"/> To be established in this school year <input type="checkbox"/> Being organised <input type="checkbox"/> Others (Please specify.)											
23)	Curriculum Development and Education Research Team	Secondary <input type="checkbox"/> Established <input type="checkbox"/> Not established Primary <input type="checkbox"/> Established <input type="checkbox"/> Not established			Infant Education <input type="checkbox"/> Established <input type="checkbox"/> Not established Special Education <input type="checkbox"/> Established <input type="checkbox"/> Not established								
24)	Tuck shop	<input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school <input type="checkbox"/> Provided by outsourcing supplier											
25)	Vending machine	<input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school. Total no. of the machines _____ <input type="checkbox"/> Outsourcing. Supplier name: _____											
26)	AED machine	<input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school. Total no. of the machines _____											
27)	School bus service	<input type="checkbox"/> Provided (limited/unlimited) <input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school <input type="checkbox"/> Provided by outsourcing supplier											
28)	Day Care Class (After-school care)	<input type="checkbox"/> Infant education <input type="checkbox"/> Provided (limited/unlimited) <input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school <input type="checkbox"/> Primary education <input type="checkbox"/> Provided by outsourcing supplier											
29)	Lunch service	<input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school <input type="checkbox"/> Outsourcing: Supplier Name: _____ Address: _____											
30)	Hoisting and display of the national flag in the school	Are there any flagpoles for flag-raising at the school?		<input type="checkbox"/> Yes <input type="checkbox"/> No									
		Kinds of flags displayed in school. (More than one item can be selected.)		<input type="checkbox"/> National flag <input type="checkbox"/> Macao SAR flag <input type="checkbox"/> School flag									
		Is flag-raising ceremony carried out at school? If so, which flag(s) is/are raised?		<input type="checkbox"/> Yes (More than one item can be selected.) (○ National flag ○ Macao SAR flag ○ School flag) <input type="checkbox"/> No									
		The style of foot drill used in flag-raising ceremonies in the school		<input type="checkbox"/> Chinese-style foot drill <input type="checkbox"/> Portuguese-style foot drill <input type="checkbox"/> Others (please specify) _____									
31)	Flag bearers / flag-raising team in the school	How often is a flag-raising ceremony held?		<input type="checkbox"/> Every day <input type="checkbox"/> Every week <input type="checkbox"/> Every month <input type="checkbox"/> Festival event (Please specify.) _____									
		Are there flag raisers/ flag-raising team(s) at school?		<input type="checkbox"/> Yes <input type="checkbox"/> No									
		Number of flag bearers/flag-raising team members in the school		Number of male students _____ Number of female students _____									
		Department/personnel that assist in training flag bearers/flag-raising team (More than one item can be selected.)		<input type="checkbox"/> Teachers (in school) <input type="checkbox"/> Staff (in school) <input type="checkbox"/> Members of Macao Academia Flag-raising Team in the school <input type="checkbox"/> Chinese People's Liberation Army Macao Garrison <input type="checkbox"/> More experienced flag-raising team members in the school(not a member of Macao Academia Flag-raising Team) <input type="checkbox"/> Others (please specify)									
32)	Total number of teaching staff: (Each teaching staff is counted once in the same school unit, if a teaching staff works in several school units, he/she has to be calculated separately in each school unit.)						33)	Total number of staff					
		Secondary		Primary		Infant		Special education		Principal and middle & senior management staff			
34)	Number of Chinese and Putonghua teachers and their Putonghua proficiency test results: (Each teaching staff is counted once in the same school unit, if a teaching staff works in several units of the same school, he/she has to be calculated just once in any of these units.) *												
Education Level			Secondary				Primary						
Subjects taught			Teach Chinese and Putonghua simultaneously	Only teach Chinese or teach Chinese and other subject(s) simultaneously	Only teach Putonghua or teach Putonghua and other subject(s) simultaneously	Teach Chinese and Putonghua simultaneously	Only teach Chinese or teach Chinese and other subject(s) simultaneously	Only teach Putonghua or teach Putonghua and other subject(s) simultaneously					
Result of the "Putonghua Proficiency Test" of the State Language Commission	Grade obtained	Grade A, Level 1	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)					
		Grade B, Level 1	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)					
		Grade A, Level 2	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)					
		Grade B, Level 2	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)					
		Grade A, Level 3	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)					
	Grade B, Level 3	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)						
Did not attend the test		_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)						
Total number of teaching staff			_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)					

* Note: Please note the description of the items with * in the "Instruction".

Date _____ / _____ / _____
yyyy mm dd

Signature of person in charge

Seal of the school

35) For schools that tend to use online system for registration/filling in and submitting information, please fill in the information of the staff who will attend the training session (a maximum of 3 persons).
Within July

Name of staff		Training item(s)	
Teaching Staff / Staff Number: Name	<input type="checkbox"/> First-time user of the system	<input type="checkbox"/> Online student registration <input type="checkbox"/> Online teacher registration/ Online staff registration <input type="checkbox"/> Online record of information about the teaching staff rank promotion requirements <input type="checkbox"/> Timetable for each class/ School calendar	
	<input type="checkbox"/> Non-first time user of the system	<input type="checkbox"/> Online student registration <input type="checkbox"/> Online teacher registration/ Online staff registration <input type="checkbox"/> Online record of information about the teaching staff rank promotion requirements <input type="checkbox"/> Timetable for each class/ School calendar	
Teaching Staff / Staff Number: Name	<input type="checkbox"/> First-time user of the system	<input type="checkbox"/> Online student registration <input type="checkbox"/> Online teacher registration/ Online staff registration <input type="checkbox"/> Online record of information about the teaching staff rank promotion requirements <input type="checkbox"/> Timetable for each class/ School calendar	
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	<input type="checkbox"/> Non-first time user of the system	<input type="checkbox"/> Online student registration <input type="checkbox"/> Online teacher registration/ Online staff registration <input type="checkbox"/> Online record of information about the teaching staff rank promotion requirements <input type="checkbox"/> Timetable for each class/ School calendar	

Note: Training for the first-time users will be focused on the general operation of the system; trainees will practice on a computer. For non-first time users, training will be mainly on the newly added or optimised functions of the system.

36) Information of grades and classes in this school year

Grade *	For schools with a grade-level system		Group *	Type of class* (Only applicable to classes of vocational-technical education or special education classes)	Capacity of the classroom *	The number of students admitted *
	Class					
	Code*	Name*				
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		

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	Class					
	Code*	Name*				
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				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education class (Please select one of the items.) <input type="radio"/> Mild class <input type="radio"/> Moderate class <input type="radio"/> Severe class <input type="checkbox"/> Special Education small class		

Instruction

- This form consists of 4 pages and it is only valid after stamping the school seal in the lower right corner of every page and filling in the school unit code on the upper right corner of every page.

Page No.	Item	Instruction
Page 1	Number of months that teaching staff can obtain the monthly basic remuneration in the whole year	In general circumstances, the number of months that most teaching staff obtain salary in the school should be selected.
Page 1	Normal weekly teaching hours (No. of periods) taught by teaching staff	Refer to the normal weekly teaching hours, including normal teaching hours and exempted teaching hours, but excluding overtime teaching hours.
Page 1	Monthly basic salary	Please refer to Article 40 of “The Private School Framework”.
Page 1	School starting date and time	If students of different grades have school opening ceremony at different time on the first day of school, e.g. 9:00 a.m. for K1 students, 10:00 a.m. for K2 and K3 students; please specify in the “Remarks” column.
Page 2	End date of the school year	Subject to the end date of the educational activities in the school year, excluding summer classes.
Page 2	Total number of teaching staff	Teaching staff teach in several school units should be calculated respectively in each school unit. “The educational level taught” refers to the education level in which a teaching staff has the most lessons. In case of teaching the same numbers of lessons in more than one education level, only the highest education level where he/she teaches will be calculated once.
Page 2	Number of Chinese and Putonghua teachers and their Putonghua proficiency test results.	1. If a teaching staff teaches both secondary and primary education levels, fill in the level in which he/she teaches Putonghua; if he/she is a Putonghua teacher in both secondary and primary education levels, fill in this part in accordance with the education level in his/her teacher registration. 2. If a teaching staff teaches in different units of the same school, fill in the unit in which he/she teaches Putonghua, e.g. he/she teaches Chinese in School Unit A; but Chinese and Putonghua in school unit B, then this part should be filled in by School Unit B; however, if he/she is a Putonghua teacher in both School Units A and B, then the school will decide which school unit in charge of filling in the information.
Page 3, 4	Grade	Please refer to Appendix 2 “Grade code list” of the “Procedure Guide for the Collection of Education Data”.
Page 3, 4	Class—code	Must be in English letters; set by the school; only one class can be filled in each space.
Page 3, 4	Class—name	The actual name of classes in school, for example “Flower”, “Bird”, “Worm”, “Fish”, “A”, “B”, “C”, “Faith”, “Love”, “Hope”, etc.
Page 3, 4	Type of class	Only applicable to classes of vocational- technical education and special education.
Page 3, 4	Group	For example: No grouping, arts group, science group, business group; or other groups (Please specify.)
Page 3, 4	Capacity of the classroom	For example: 45 seats can be placed in Classroom P1A, that means the capacity of the classroom is 45.
Page 3, 4	The number of students admitted	The number of students admitted as at the date of filling in this form.