

____ / ____
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.)		<u>Calculated items:</u> (Please select only one item.) <input type="checkbox"/> Basic salary <input type="checkbox"/> Total remuneration X <input type="checkbox"/> Others (Please specify.) _____			<u>Contribution rate</u> (Please select only one item.) <input type="checkbox"/> 5% <input 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)	____ : ____	____ : ____	____ : ____	____ : ____		
____(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"/>

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.)			
	<input type="checkbox"/> Primary <input type="checkbox"/> Established <input type="checkbox"/> Not established			<input type="checkbox"/> Infant Education <input type="checkbox"/> Established <input type="checkbox"/> Not established <input type="checkbox"/> Special Education <input type="checkbox"/> Established <input type="checkbox"/> Not established			
23) Curriculum Development and Education Research Team	<input type="checkbox"/> Secondary <input type="checkbox"/> Established <input type="checkbox"/> Not established <input type="checkbox"/> Infant Education <input type="checkbox"/> Established <input type="checkbox"/> Not established <input type="checkbox"/> Primary <input type="checkbox"/> Established <input type="checkbox"/> Not established <input type="checkbox"/> Special Education <input type="checkbox"/> Established <input type="checkbox"/> Not established						
24) Moral Education Working Group	<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.)						
25) Tuck shop	<input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school <input type="checkbox"/> Provided by outsourcing supplier						
26) 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: _____						
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				
	<input type="checkbox"/> Not provided <input type="checkbox"/> Provided by the school <input type="checkbox"/> Outsourcing: Supplier Name: _____ Address: _____						
30) Flag raising at 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.) (<input type="radio"/> National flag <input type="radio"/> Macao SAR flag <input type="radio"/> School flag) <input type="checkbox"/> No	
	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.) _____	
31) Are there flag raisers/ flag-raising team(s) at school?	<input type="checkbox"/> Yes <input type="checkbox"/> No						
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)
		Grade B, Level 1	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)
		Grade A, Level 2	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)
		Grade B, Level 2	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)
		Grade A, Level 3	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)	_____ person(s)
		Grade B, Level 3	_____ 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)
Total number of teaching staff		_____ 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) Number of minutes of weekly physical training activities for students in this school year. (Excluding Health and Physical Education lessons, leave the box blank for "0" minute.)																							
	All grades	Infant/Special education small class in kindergarten			Primary/Special education small class in primary school						Secondary/Special education small class in secondary school/ Special education small class in vocational-technical school						Special education				Recurrent education		
		I 1/ EI 1	I 2/ EI 2	I 3/ EI 3	P1/ EP1	P2/ EP2	P3/ EP3	P4/ EP4	P5/ EP5	P6/ EP6	SG1/ ESG1	SG2/ ESG2	SG3/ ESG3	SC1/ ESC1	SC2/ ESC2	SC3/ ESC3	E1	E2	E3	EE	PR	GR	CR
Stretching exercises (number of minutes)																							
Eye exercises (number of minutes)																							
Other group exercises * (number of minutes)																							

36) 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). Between 1 st and 15 th July, 2019 (within 2 hours)			
Name of staff		Training item(s)	
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"/> Leisure activity information for different units of the school <input type="checkbox"/> Online record of information about the teaching staff participating in professional development activities	
	<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 <input type="checkbox"/> Leisure activity information for different units of the school <input type="checkbox"/> Online record of information about the teaching staff participating in professional development activities	
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"/> Leisure activity information for different units of the school <input type="checkbox"/> Online record of information about the teaching staff participating in professional development activities	
	<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 <input type="checkbox"/> Leisure activity information for different units of the school <input type="checkbox"/> Online record of information about the teaching staff participating in professional development activities	
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"/> Leisure activity information for different units of the school <input type="checkbox"/> Online record of information about the teaching staff participating in professional development activities	
	<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 <input type="checkbox"/> Leisure activity information for different units of the school <input type="checkbox"/> Online record of information about the teaching staff participating in professional development activities	

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.

37) Information of grades and classes in this school year						
Grade *	For schools with a grade-level system			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		Group *			
	Code*	Name*				
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe		

37) Information of grades and classes in this school year						
Grade *	For schools with a grade-level system			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		Group *			
	Code*	Name*				
				<input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select one of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		
				<input type="checkbox"/> Vocational-technical <input type="checkbox"/> Special Education (Please select of the items.) <input type="radio"/> Mild <input type="radio"/> Moderate <input type="radio"/> Severe <input type="radio"/> Small class <input type="radio"/> Vocational-technical oriented programme		

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	Other group exercises	Including sports leisure activities and organised group sports activities during break time.
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.