

**St. Francis of Assisi's English Primary School
Administration Structure**

School Management Committee

Principal

Crisis Management Committee

Vice-principal

School Administration Committee

Admission
1. System
2. Interview
3. Registration
4. Orientation
5. Information Day

SSPA
1. EDB Circular
2. Interview
3. Recommendation

Substitution
1. Lesson
2. Duty

Staff Development
1. Training
2. Circular
3. Appraisal

SFAPTA/SFAAA
1. Connection

Activity
1. School Activities Approach
2. Day 3 ECA / SAT ECA/ After School ECA
3. School Picnic

Curriculum
1. School Curriculum Approach
2. Assessment & Examination
3. TSA/PS1/Public Examination
4. School Calendar
5. End of Term Activities
6. Teaching Allocation
7. STEAM Activities

Ethos
1. School Ethos Approach
2. Religious Activities
3. Publication
4. Parent Forum
5. Start & End of Term Ceremony
6. OLE / Class Teacher Lesson

Collaboration
1. Tour
2. Visit SFA

Reading
1. Library
2. Magazine
3. Scheme

Annual Activity
1. Variety Show
2. Sports Day
3. Swimming Gala
4. Graduation Ceremony
5. Competition (External)

Subject*
1. Subject Curriculum
2. Subject Activities English/Chinese/ Maths/G.S./ Science/R.E./I.T.
3. Quiz/Dictation
4. Competition (Internal)

eLearning
1. iPad & eBook
2. Hardware & Software
3. TSS (eClass & Server & Inventory)
4. TA(Studio)

Gifted Ed*
1. Pull Out
2. Selection
3. Competition
4. EP

#SAMS
1. EDB
2. Timetable
3. S. Report
4. Screening

D&G
1. Discipline
2. Service Team
3. Challenge Camp
4. Graduation Camp
5. APASO/SGO/EP
6. Announcement

SA
1. School bus /Uniform/ Lunch
2. Student photo/ Handbook
3. Prize Presentation

C&M
1. Growth Ed.
2. Brotherhood Scheme
3. Volunteer Service

School Environment
1. Gardening
2. Security Guards
3. Renovation
4. Safety & Hygiene