

**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

**Ethos**  
1. School Ethos Approach  
2. Publication  
3. Parent Forum  
4. Mass / Start & End of Term Ceremony  
5. 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)  
5. System

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

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

**STEAM**  
1. Cross Curriculum  
2. STEAM Activities

**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