



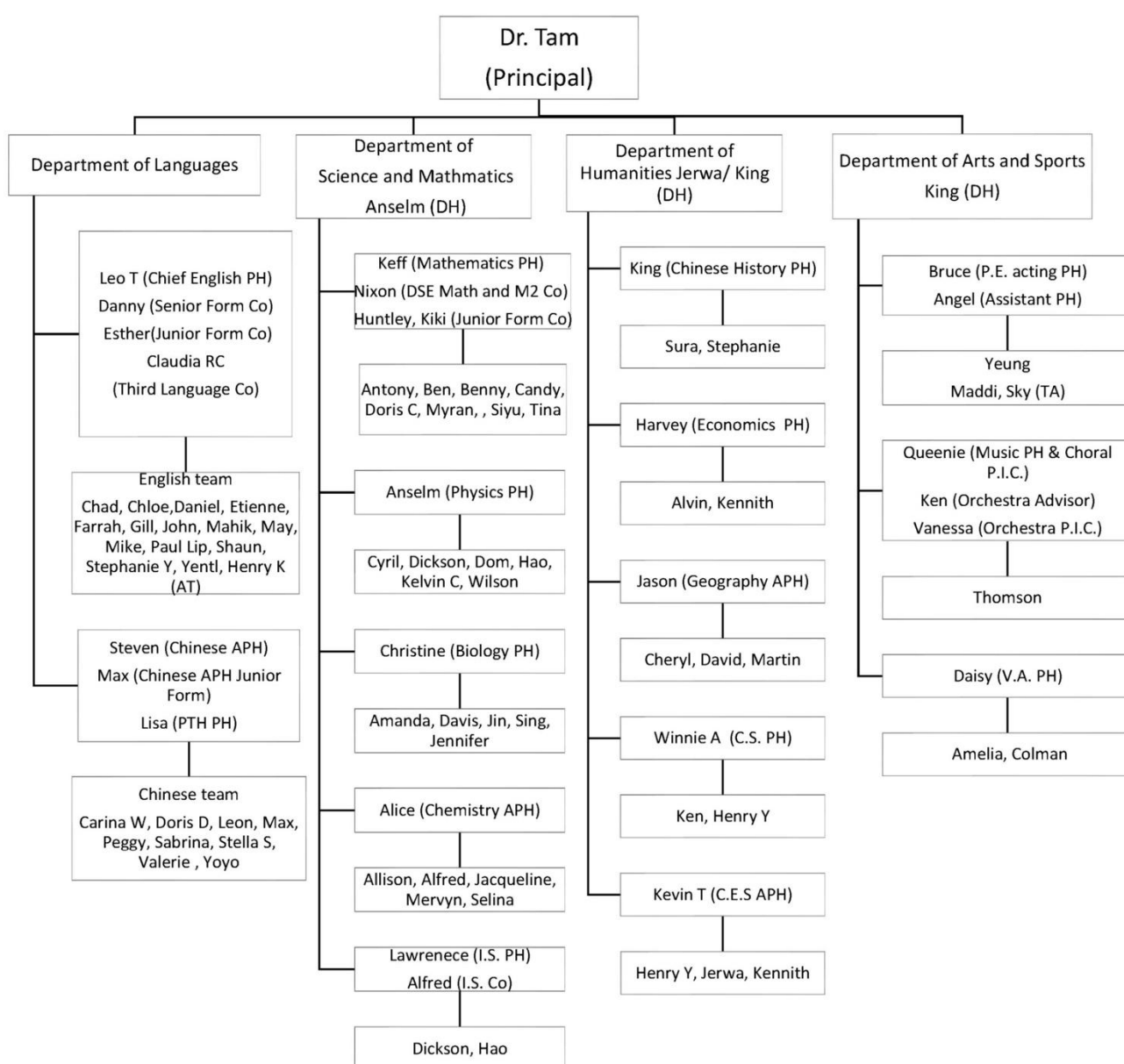
Dr. Tam's Memo 007 – 26/27 (20260812)

Updated on 18/8/2026

To : All teachers and Staff

Organisation Chart (2026/27)

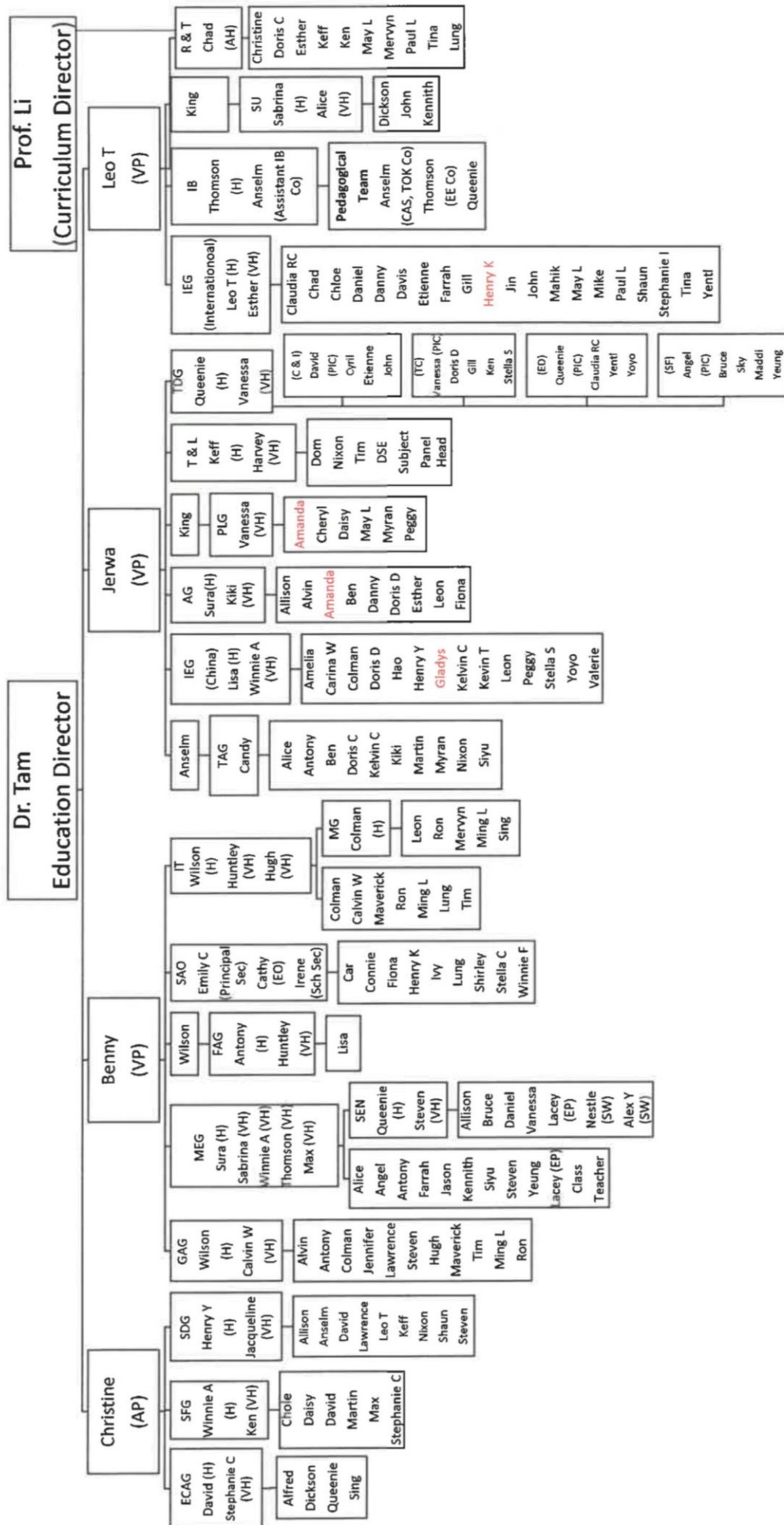
(1) Academic Organisation Chart



Note.

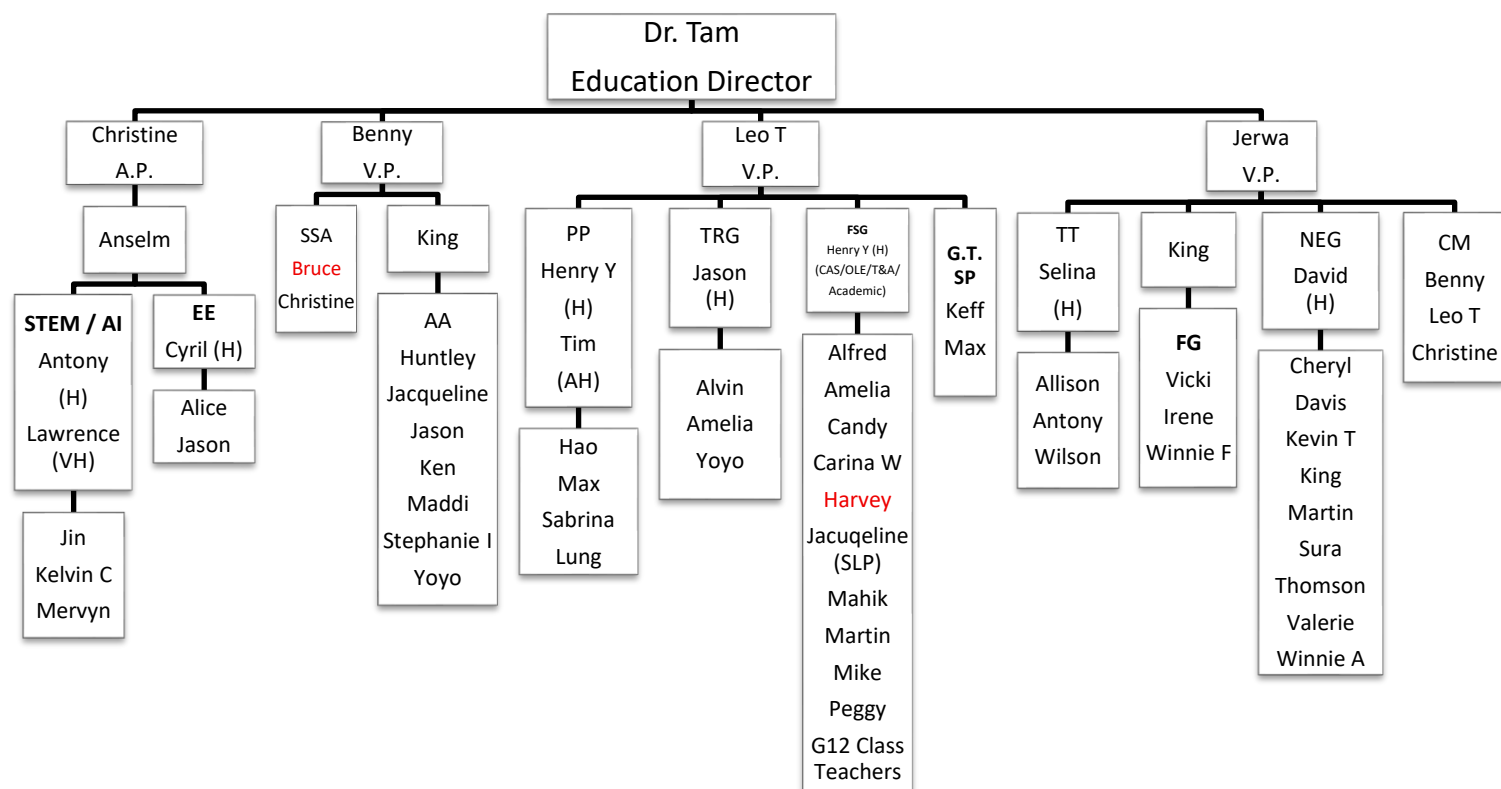
DH: Department Head, PH: Panel Head, APH: Acting / Assistant Panel Head, Co: Coordinator

(2) Functional Organization Chart



Note:
H: Group Head, AH: Acting Head, VH: Vice Group Head, Co: Coordinator, EP: Educational Psychologist

(3) Administrative Organization Chart



	Abbreviation	Full Name	全名
Functional	AG	Admission Group	收生組
	ECAG	Extra Curricular Activities Group	課外活動組
	GAG	General Affairs Group	總務組
	FAG	Fixed Assets Group	固定資產組
	IB	International Baccalaureate	國際預科課程組
	IEG	International Exchange Group	國際交流組
	IT	Information Technology	資訊科技
	MEG	Moral Education Group	德育組
	MG	Multimedia Group	多媒體組
	PLG	Parent Liaison Group	家聯組
	R&T	Research and Training	研究及訓練組
	SAO	School Administration Office	學校行政辦公室
	SDG	School Development Group	學校發展組
	SEN	Special Education Needs Group	特殊教育需要組
	SFG	School Functions Group	學校活動組
	SU	Students Union	學生會
	TAG	Teaching and Assessment Group	學務及評估組
	TDG	Talent Development Group	才華發展組
	T&L	Teaching & Learning	學與教組
Administrative	AA	Alumni Association	校友會
	CM	Crisis Management	危機處理
	EE	Environmental Education	環境教育
	FG	Finance Group	財務組
	FSG	Further Studies Group	升學輔導組
	G.T. SP	G.T. Star Project	優才摘星計劃
	NEG	National Educational Group	國民教育組
	PP	Promotion & Publication	推廣及宣傳出版
	SSA	Students Scholarship and Assistantship	學生獎助學金
	STEM	Science, Technology, Engineering and Mathematics	科學科技工程及數學
	TT	Time-tabling	編製時間表
	TRG	Teacher Representative Group	教師代表組
Talent Development	C&I	Clubs and Interests Groups	興趣小組
	ED	Elective Day	選修日
	SF	Sports Friday	週五運動日
	TC	Talent Class	才華班

(4) Allocation of Responsibilities

1	Staff recruitment	Curriculum Director, Education Director , Principal, Senior Consultant, V.P.	
2	New teachers training		
3	Teacher Leave (Sick / Official / ...)		
4	Staff Development Days		
5	Lesson Substitution	Vice Principals, Selina and Fiona	
6	Assessment report	Candy	TAG
7	Academic prize giving	Candy	
8	Report Card Comment	Candy	
9	Learning Support Group	Candy	
10	School Calendar	Jerwa, Anselm	
11	Allocation of classes	Anselm, Antony, Candy, Doris, Huntley	
12	Public examinations application	Local: Anselm, Alice International: Anselm, Nixon	
13	Registration and results release	Anselm, Antony, Candy, Huntley	
14	SBA, TSA	Doris	
15	Accelerated classes		
16	Parents’ Day	Candy, Kiki	MEG
17	Pre-S1 Attainment Test	Sura, Thomson	
18	Assembly / Morning Assembly	Sura, Social Workers	
19	G7- G9 camp	Sura, Steven	
20	Mobile phones	Benny & Social Worker	
21	Health and Civic Education	Keff, Harvey, Max	T&L
22	Administrative documents, Teaching Notes & Videos, Supplementary lesson, Star Project, Student teacher	King	PLG
23	Graduation Dinner	Jerwa, Sura	AG
24	Bridging Program	David	ECAG
25	Students’ Activities(School picnic, Christmas celebration and signing contest, Post exams activities)	King, Jerwa	PLG
26	Parents’ Night	Sura, Thomson	MEG
27	Class Association		
28	Communication between students and school	English panel	
29	Proof reading and language editing (Newsletter, blog, e-notice, website, RMI, etc)		
30	Staff meeting minutes taking		
31	Students’ Affairs - Students’ attendance, late and sick leave - Lost and Found - Students’ financial aids from government - Fees remission - Lunch arrangement - Students’ exchange affairs - Students’ profile management	Car	Benny & School Office
		Car & Shirley	
		Winnie	
		Irene, Winnie	
		Henry K	
		IE Officer	
		Ivy	
32	Teachers’ Registration & Teachers’ eClass attendance record	Irene	
33	Staff meeting	Connie	
34	Venue reservation	Ivy & Connie	
35	Photocopy of teaching materials	Office Staff	
36	Finance and Accounting	Vicki, Pauline, Winnie	
37	Research and Training(RMI, Reading Club)	Chad	PP
38	Research MI		
39	Newsletters	Lung	IT
40	Designing (Web-page, posters, banner)	Lung	
41	School Website Maintenance	Colman	
42	I.T., Computer Ownership and subsidy scheme, Class photo taking	Wilson	GAG
43	School Premises Maintenance		
44	Campus Improvement and major repair		
45	School Opening ceremony: Prize Giving Day, Speech Day, Prize record	Winnie A	SFG