



聖公會中學(澳門)
Macau Anglican College

學校章程 School Constitution

生效年度 Effective School Year 2022/2023

MACAU ANGLICAN COLLEGE SCHOOL CONSTITUTION

1. VISION & MISSION

The purpose of the school is to spread Christian principles of holistic education as professed by the Anglican Church (Sheng Kung Hui). The school shares the Christian value of “not to be served, but to serve” and is dedicated to providing high quality education in Macau therefore all students experience the love of Christ and understand the teaching of the Gospel.

COLLEGE VISION

Our vision is **to inspire a new generation of learners** to become **successful learners, confident individuals, responsible citizens** and **effective contributors**:

Successful learners, with enthusiasm and motivation for learning and a determination to reach high standards of achievement. Learners will be engaged, have openness to new thinking and ideas and be able to use literacy, communication and numeracy skills along with technology. They will think creatively, independently and as part of a group. Finally learners will make reasoned evaluations and link and apply different kinds of learning in new situations.

Confident individuals will develop self- respect, a sense of physical mental and emotional wellbeing as well as secure values and beliefs along with ambition for the future. Learners will also be able to relate to others, manage themselves and pursue a healthy and active lifestyle. Furthermore learners will be self -aware and reflective, develop and communicate their own beliefs and view of the world, live as independently as they can, assess risk and make informed decisions and achieve success in different areas of activity.

Responsible citizens will develop respect for others and a commitment to participate responsibly in political, economic, social and cultural life. Learners will be able to develop knowledge and understanding of the world, and Macau

Anglican College's ecumenical place in it, along with an understanding of different beliefs and cultures, making informed choices and decisions, evaluating environmental, scientific and technological issues and develop informed, ethical views of complex issues.

Effective contributors to society who are enterprising, innovative, resilient and self-reliant. Learners are also able to communicate in different ways and in different settings, work in partnership with teams, take the initiative and lead, apply critical thinking and new contexts along with the ability to create and develop and solve problems.

COLLEGE MISSION

We achieve our vision through upholding our three core **mission values** – a **multicultural** outlook, **maximising potential**, and being **all-inclusive**:

Multicultural

Macau Anglican College embraces a multicultural, international ethos, and fosters respect for all cultures and faiths. Our teachers come from many countries around the world, and our student population **effectively contributes** to our ethnically diverse school. Through the teaching of the Cambridge curriculum, we encourage our students to have an international outlook for their future paths, while becoming **responsible citizens**.

Maximising potential

The college has a child-centred approach and a focus on holistic learning. We create **successful learners** and **confident individuals** by celebrating individual achievements in academics, sport, music, visual and performing arts, community service, and volunteering. Our staff are encouraged and supported to enhance their skills through regular professional development activities.

All-inclusive

We respect differing strengths and talents amongst our student cohort, and affirm the importance of differentiated teaching and learning within the classroom. Specialist staff provides additional learning support and adjustments

for individual needs. The college promotes an ecumenical, positive and reflective attitude to learning, and respects learners of all abilities, from all backgrounds.

2. BUSINESS NATURE

Associação de Sheng Kung Hui Escola Choi Kou Macau established **the school: Macau Anglican College (MAC)**. MAC is a non-profit, private non tertiary educational institution.

3. ORGANIZATION CHART

Please refer to Appendix 1.

4. MEMBERS OF THE ORGANIZATION

Principal		
Assistant Principal		
Leading Bodies:		
School Management Team	Members	Principal
		Assistant Principal
		Head of Kindergarten
		Head of Primary
		Head of Secondary
		HR & Admin Manager
		Finance Manager
Administration	Person(s) in charge	HR & Admin Manager
		Finance Manager
	Other members	Officer(s)
Education	Person(s) in charge	Head of Kindergarten
		Head of Primary
		Head of Secondary
	Other members	Lead Teacher(s)
		Class/Form/Subject Lead Teacher(s)
		Coordinator(s)
		Senior Teacher(s)
	Student Council Coordinator(s)	
	Career Counselor	
Pastoral Care/Moral Education (Discipline)	Person(s) in charge	Principal
		Assistant Principal
	Other members	Pastoral Care Coordinator
		Student Counselors
		Pastoral Care Teacher(s)

V. Operational regulations

1. Principal

Main responsibilities of the Principal:

- 1.1 Implement the resolutions of the school board;
- 1.2 Responsible for the daily management of the school;
- 1.3 Ensure that the school operates in accordance with the school's constitution and current laws, and effectively plans and uses various educational resources, especially financial and human resources;
- 1.4 Formulate and implement the school's development plan;
- 1.5 Planning, leading and guiding the educational activities of the school;
- 1.6 Establishing and improving various rules and regulations of the school;
- 1.7 Planning and supervision curriculum;
- 1.8 Ensure the quality of teaching;
- 1.9 Promote school self-evaluation and write related reports;
- 1.10 Issuing the student's enrollment certificate, academic certificate and graduation diploma;
- 1.11 Coordinating, supervising and promoting the work of the school's administration, training or guidance, teaching and other leading bodies;
- 1.12 Manage school staffing/personnel;
- 1.13 Formulate the school's budget and accounting accounts;
- 1.14 Decide on the amount of fees other than school tuition fee;
- 1.15 Responsible for keeping school documents, especially student registration and enrollment records, employment contracts of school personnel, and financial management records;

- 1.16 Implement the guidelines of the DSEDJ timely;
- 1.17 Provide the DSEDJ with the required information and explanations;
- 1.18 Report the use of government financial support to the DSEDJ;
- 1.19 Notify the DSEDJ of important changes and information in school management, organization and operation;
- 1.20 Promote interaction and cooperation between schools, families and communities.

(2). Assistant Principal

Main responsibilities of the Assistant Principal:

- 2.1 Assist the Principal to lead and manage the school;
- 2.2 Serving the work assigned by the Principal;
- 2.3 When the Principal is absent, vacant or unable to take care of the situation for some reasons, the Assistant Principal shall act as the Principal in accordance with the school's regulations.

(3) Leading Body - Administration

A. The composition and person in charge of the Administration leading body

The Administration leading body has two departments: the HR and Administration Department and the Finance Department.

Person in Charge: HR and Administration Manager and Finance Manager

B. The main responsibilities of the Administration leading body

The responsibilities of the HR and Administration Department are as follows:

- (1) Assist in the formulation and implementation of school policies;
- (2) Guiding and coordinating the registration and registration of students;
- (3) Establish and keep personal files of school staffing/personnel and students;
- (4) Establish and save the evaluation data of school staffing/personnel and students;
- (5) Prepare the info/ materials that must be submitted to the DSEDJ, especially info/materials that received government's funding;
- (6) Planning and coordinating administrative management, personnel management, equipment and facility management, and external relations management;
- (7) Formulate relevant management rules and regulations and supervise their implementation.

The responsibilities of the Finance Department are as follows:

- (1) Assist in the formulation of school budgets and accounting accounts;
- (2) Planning and coordinating the work of financial management;
- (3) Formulate relevant management rules and regulations and supervise their implementation.

(4) Leading Body – Education

A. The composition and person in charge of the Education leading body:

The Education leading body has three departments: Kindergarten, Primary and Secondary

Person in charge: Head of Kindergarten, Head of Primary and Head of Secondary

B. The main responsibilities of the Education leading body:

- (1) Optimize the teaching culture of the school;
- (2) Enhance/promote the professional development of teaching staff;
- (3) Provide teaching aids to teaching staff;
- (4) Coordinating and supervising the teaching activities of the school;
- (5) Monitor students' academic performance and notify parents of the results in due course;
- (6) Promote lifelong learning of students;
- (7) Enhance the teaching effectiveness of the school;
- (8) Coordinate planning and activities related to curriculum development, teaching, student evaluation, and academic research, and monitor their implementation.

(5). Leading Body – Pastoral Care/Moral Education (Discipline)

A. The composition and person in charge of the Pastoral Care/Moral Education (Discipline) leading body:

The Pastoral Care/Moral Education (Discipline) leading body has a moral education team

Person in charge: Principal and Assistant Principal

Group members: group coordinating teachers, appointed teacher representatives (from Kindergarten, Primary and Secondary) and school student counsellors

B. The main responsibilities of the Pastoral Care/Moral Education (Discipline) leading body:

- (1) Supervise students' compliance with discipline and deal with students' violations of discipline;
- (2) Maintain communication and cooperation with parents to promote the healthy growth of students;
- (3) Provide support and training to personnel (teachers/staff) that responsible for disciplinary and counseling work;
- (4) Formulate rules for student discipline and guidance, and plans for school moral and civic education, and supervise their implementation;
- (5) Coordinating, planning and implementing discipline, guidance and student development activities.

(6). School Leading Team

A. The composition of the school leading team and person in charge:

The school management team is composed of the Principal, Assistant Principal, Persons in charge of leading bodies (Administration, Education, Pastoral Care/Moral Education) and co-opted managers/members

Team in charge: Principal

B. The main responsibilities of the school management

- (1) Assist in implementing the resolutions of the Principal/school management;
- (2) Assist the Principal in supervising the implementation, suggestion, review and improvement of all aspects of the school's work.

(7) School Meeting

School management team usual meeting: Under normal circumstances, once a week on school days

Convening of the meeting: Email notification to all management members no less than 24 hours before the meeting

Attendance: 50% of the management team members constitute a meeting quorum

Resolutions: Any resolution must be decided by a majority of the members present; if the number of votes for and against is the same, the Principal shall cast a decisive vote

Conflict of interests: When members of the management team have their own interests in the matters of the meeting, they should leave the meeting after explaining their own interests at the meeting, and shall not participate in discussions or voting

Meeting minutes: The minutes of each meeting must be reviewed and approved at the next meeting; be signed by the Principal; filed in the school meeting record book and stored in the Principal's office.