

St. Mary's Canossian College
School Management and Administration Structure 2020-2021

Incorporated Management Committee (IMC)
Supervisor Principal Vice Principals
Senior Administration Team (SAT)
Middle Management Committee (MMC)

Student Support & Quality Development Section:
Student Guidance & Discipline <ul style="list-style-type: none"> ▪ Guidance Team ▪ Discipline Team
Religious, Moral & Civic Education <ul style="list-style-type: none"> ▪ Religious Activities & Formation Team ▪ Civic Education ▪ Health and Sex Education ▪ Environmental Education
Careers and Life Planning <ul style="list-style-type: none"> ▪ Careers & Further Studies Team
Other Learning Experiences <ul style="list-style-type: none"> ▪ Other Learning Experiences Coordination Team ▪ Aesthetic Development Team ▪ Drama Core Team ▪ Co-curricular Activities ▪ Community Service Union ▪ Cultural Enrichment Team
Student Quality Development <ul style="list-style-type: none"> ▪ Student Council ▪ Prefects' Board ▪ Ambassadors ▪ Houses ▪ Student Publications Team
Graduation Affairs Advisory
Parent-Teacher Association
Alumnae & Community Relations <ul style="list-style-type: none"> ▪ Past Students Association ▪ Public/Community Relations
Scholarships & Awards Coordinating Team

Learning & Teaching Section:
Key Learning Areas
Subject Departments
Assessments Monitoring Team
F.1 Bridging Programme Coordination Team
Academic Assessment & Advancement Team
Language Environment Support Team
IT in Education Coordination Team
Reading & Thinking Enhancement Team
Student Support Team
STEM Education Team

School Management & Administration Section:
School Improvement Committee
School Administration Team <ul style="list-style-type: none"> ▪ School Calendar Design ▪ School Time-tabling Team ▪ Examination Affairs & Assessment Team ▪ School IT Infrastructure & Logistics Team ▪ Student Reports Team ▪ WebSAMS ▪ eClass Administration ▪ Central Information Archive (CIA) Team ▪ Student Admission & Allocation Team ▪ School Documents & Publications ▪ Staff Meetings Recording Team ▪ General Administration
School Maintenance & Safety Team
School Emergency & Crisis Management Team
'Feeder-to-Through-train' Steering Committee
Staff Development & Appraisal Team
Staff Welfare Team
School Financial Management Team <ul style="list-style-type: none"> ▪ School Budget & Control Team ▪ School Tender Opening and Vetting Team ▪ School Tender Approving Committee ▪ Supplies/Inventory Inspection Team ▪ General Inventory ▪ Trading Operation Team
AV/IT Provision Team
Graduation Day Co-ordination Committee