

**\*\*\*This Questionnaire is for schools' reference only\*\*\***

**Schools should submit the Self-assessment Questionnaire through the [online portal](#) (will open for filling in late Dec 2022). Submission in paper/PDF format will not be considered.**

**Submission Deadline: 3 March 2023 (Friday)**

**Important Notes to Applicant**

- Schools are required to answer the questions and submit information based on the environmental performance in the **past school year (i.e. 2021/22 school year)**.
- Schools can provide quantifiable data or relevant information such as charts, photos or statistics by uploading digital files on the online portal, with a maximum file size of 50MB. If you wish to provide more data or information, please upload the documents with no personal data contained to a cloud platform and send the link with your school name to [hkaee@wwf.org.hk](mailto:hkaee@wwf.org.hk).
- Schools may be required to submit additional information for assessment when necessary.
- Provision of any false or misleading information will lead to disqualification.

**Green Leadership (20%)**

Questions		Please tick and elaborate on your answer as appropriate.
<b>1.</b>	<b>Environmental Policy</b>	
1.1	"Education for Sustainable Development" and/or "Environmental Education" is embedded in annual school plan and/or multi-year school development plan, as one of the major concerns.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link)  <input type="checkbox"/> No
1.2	An environmental/sustainability policy and/or guideline is formulated.	<input type="checkbox"/> Yes (Please provide a copy of related document or website link)  <input type="checkbox"/> No

1.3	The policy and/or guideline is made known to different stakeholders through various media ( <i>e.g. website, newsletter, handbook, notice around campus, etc.</i> ).	<input type="checkbox"/> Yes Stakeholders included (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> Environmental management group</li> <li><input type="checkbox"/> All teachers</li> <li><input type="checkbox"/> All non-teaching staff (<i>e.g. janitors</i>)</li> <li><input type="checkbox"/> All students</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Visitors</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> (Please provide proof of the promotional method(s), e.g. website link or materials)  <input type="checkbox"/> No
1.4	The policy and/or guideline is reviewed at least once a year and revised (if necessary) to incorporate latest environmental initiatives ( <i>e.g. Hong Kong's Climate Action Plan 2050, Waste Blueprint for Hong Kong 2035, Clean Air Plan for Hong Kong 2035, etc.</i> ).	<input type="checkbox"/> Yes  <input type="checkbox"/> No
1.5	School members are involved in formulation, implementation and review of the policy ( <i>e.g. provide feedback and opinions</i> ).	<input type="checkbox"/> Yes Stakeholders involved (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> School management (principal and/or vice-principals)</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <input type="checkbox"/> No
1.6	An annual environmental/sustainability report is compiled to capture the performance and review.	<input type="checkbox"/> Yes (Please provide a copy of environmental/sustainability report)  <input type="checkbox"/> No
<b>2. School Management Support and Commitment</b>		
2.1	School management team ( <i>e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.</i> ) supports the school's environmental/sustainability direction.	<input type="checkbox"/> Yes  <input type="checkbox"/> No
2.2	School principal and/or vice-principals are involved in planning, implementation and review of the school's environmental/sustainability policy.	<input type="checkbox"/> Yes  <input type="checkbox"/> No

2.3	A team / task force / committee for environmental/sustainability issues is set up.	<input type="checkbox"/> Yes Members involved (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> School management team (e.g. Sponsoring Body (SSB), Incorporated Management Committee (IMC) or Board, etc.)</li> <li><input type="checkbox"/> Principal and/or vice-principals</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <input type="checkbox"/> No
2.4	Resources (e.g. manpower and monetary) are allocated for environmental/sustainability management and related education activities.	<input type="checkbox"/> Yes (Please provide the allocation plan or proof of funding, if any)  <input type="checkbox"/> No
2.5	Our school signed sustainability/environment-related charters to demonstrate our environmental commitment.	<input type="checkbox"/> Yes (Please select the charter(s) signed and provide a copy of certificate(s), can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Carbon Reduction Charter</a></li> <li><input type="checkbox"/> <a href="#">Food Wise Charter</a></li> <li><input type="checkbox"/> <a href="#">Energy Saving Charter</a></li> <li><input type="checkbox"/> <a href="#">4T Charter</a></li> <li><input type="checkbox"/> <a href="#">Charter on External Lighting</a></li> <li><input type="checkbox"/> <a href="#">Glass Container Recycling Charter</a></li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <input type="checkbox"/> No
<b>3.</b>	<b>Education for Sustainable Development / Environmental Education Plan in School Curriculum (Details of how the work is implemented will be assessed in the "Programme and Performance" Section.)</b>	
3.1	"Education for Sustainable Development" (ESD) and/or "Environmental Education" (EE) is integrated in different learning areas in the school curriculum.	<input type="checkbox"/> Yes (Please provide supporting document to illustrate how ESD and/or EE is integrated into school curriculum)  <input type="checkbox"/> No

3.2	Training was arranged for teachers and/or non-teaching staff to build up their knowledge on sustainability/environment-related issues (either organised by the school or external organisations).	<input type="checkbox"/> Yes (Please provide the information in a table for each activity: no. of teachers and/or non-teaching staff participated, organiser, theme/activity, no. of hours, etc.) <a href="#">[A template is provided at Appendix A]</a>  <input type="checkbox"/> No
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## Programme and Performance (55%)

Questions	Please tick and elaborate on your answer as appropriate.	
<b>Resource Usage and Management</b>		
<b>4. Energy Conservation and Carbon Reduction</b>		
4.1	Energy-saving and carbon reduction guideline is established and measures are implemented to reduce energy consumption and carbon emissions.	<input type="checkbox"/> Yes (Please provide a copy of guideline)  <input type="checkbox"/> No
4.2	Energy-saving devices are installed.	<input type="checkbox"/> Yes (Please list the items)  <input type="checkbox"/> No
4.3	Renewable energy facilities are installed.	<input type="checkbox"/> Yes (Please list the items)  <input type="checkbox"/> No
4.4	Energy consumption is monitored ( <i>e.g. by monitoring the electricity usage</i> ) and compared between the 2020/21 and 2021/22 school year.	<input type="checkbox"/> Yes (Please provide data) <a href="#">[A template is provided at Appendix B]</a>  <input type="checkbox"/> No
4.5	Carbon audit is conducted.	<input type="checkbox"/> Yes (Please provide a copy of audit report)  <input type="checkbox"/> No
4.6	Our school has implemented scheme(s) ( <i>e.g. organising competition</i> ) / provided incentives to encourage staff and students to practise energy saving.	<input type="checkbox"/> Yes (Please provide information about the scheme(s)/incentives)  <input type="checkbox"/> No

4.7	School members are encouraged to adopt low-carbon commute (e.g. walking, using public transport, bicycling or car pool, school bus contractor adopting green driving practice, etc.).	<input type="checkbox"/> Yes (Please list the items)  <input type="checkbox"/> No
<b>5. Water Conservation</b>		
5.1	Water-saving guideline is established and measures are implemented to reduce water consumption.	<input type="checkbox"/> Yes (Please provide a copy of guideline)  <input type="checkbox"/> No
5.2	Water-saving and/or wastewater control facilities are installed.	<input type="checkbox"/> Yes (Please list the items)  <input type="checkbox"/> No
5.3	Our school has measures to reuse greywater (e.g. water collected from wash basins, sinks and laundry machines, etc.) and rainwater.	<input type="checkbox"/> Yes (Please list the methods)  <input type="checkbox"/> No
5.4	Our school has implemented scheme(s) (e.g. organising competition) / provided incentives to encourage staff and students to save water.	<input type="checkbox"/> Yes (Please provide information about the scheme(s)/incentives)  <input type="checkbox"/> No
5.5	Water consumption is monitored and compared between the 2020/21 and 2021/22 school year.	<input type="checkbox"/> Yes (Please provide data) <a href="#">[A template is provided at Appendix B]</a>  <input type="checkbox"/> No
<b>6. Waste Management</b>		
6.1	Waste reduction guideline is established.	<input type="checkbox"/> Yes (Please provide a copy of guideline)  <input type="checkbox"/> No

6.2	Facilities for waste management ( <i>e.g. recycling bins, composter</i> ) are installed.	<input type="checkbox"/> Yes (Please list the items)  <input type="checkbox"/> No
6.3	There are different types of recyclables collected on campus.	<input type="checkbox"/> Yes (Please list the items)  <input type="checkbox"/> No
6.4	Measures to reduce generation of general wastes (excluding food waste) are implemented.	<input type="checkbox"/> Yes (Please briefly indicate in point form)  <input type="checkbox"/> No
6.5	Our school has implemented scheme(s) ( <i>e.g. organising competition</i> ) / provided incentives to encourage staff and students to reduce, reuse and recycle general waste.	<input type="checkbox"/> Yes (Please provide information about the scheme(s)/incentives)  <input type="checkbox"/> No
6.6	Latest waste reduction and recycling practices have been shared with staff, students and parents to encourage them to use the community recycling facilities effectively ( <i>e.g. 8 types of recyclables, correct recycling practices and recycling points in the neighbourhood, etc.</i> ).	<input type="checkbox"/> Yes  <input type="checkbox"/> No
6.7	Hazardous waste ( <i>e.g. laboratory chemicals, waste electronics, printer toners, fluorescent tubes/light bulbs, etc.</i> ) produced at school is specially treated.	<input type="checkbox"/> Yes (Please briefly indicate in point form)  <input type="checkbox"/> No
<b>7.</b>	<b>Sustainable School Catering</b>	
7.1	Our school adopts sustainable menus / offers sustainable food and drink choices ( <i>e.g. local/seasonal natural products, sustainable food, more vegetable and less meat, lower carbon footprint, etc.</i> ) for meals at school or banquets/functions.	<input type="checkbox"/> Yes (Please briefly indicate in point form)  <input type="checkbox"/> No




9.2	Environmental performance review results are made known to all school stakeholders.	<input type="checkbox"/> Yes Stakeholders involved (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> School management (principal and/or vice-principals)</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Students</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Public</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <input type="checkbox"/> No
9.3	Follow-up plans and actions from the environmental performance reviews are devised and implemented.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.4	School members are involved in the review and follow-up plan/action devising.	<input type="checkbox"/> Yes Stakeholders involved (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> School management (principal and/or vice-principals)</li> <li><input type="checkbox"/> Teachers</li> <li><input type="checkbox"/> Non-teaching staff responsible for facilities/procurement</li> <li><input type="checkbox"/> Parents</li> <li><input type="checkbox"/> Janitors</li> <li><input type="checkbox"/> Others (please specify): _____</li> </ul> <input type="checkbox"/> No
<b>10.</b>	<b>Environmental Compliance</b>	
10.1	Our school has received statutory notice or encounter prosecutions/convictions on non-compliance with environmental regulations in the past 24 months (i.e. 1/9/2020 to 31/8/2022).	<input type="checkbox"/> Yes (Please provide details) <input type="checkbox"/> No
10.2	(If yes in 10.1) Follow-up/remedial actions are taken.	<input type="checkbox"/> Yes (Please share the actions taken) <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>11.</b>	<b>Go Green under COVID-19</b>	
11.1	Our school encouraged staff, students and parents to adopt eco-friendly measures (e.g. avoid using disposables when buying takeaway lunch, re-using refillable hand sanitiser bottles, etc.) during the COVID-19 pandemic.	<input type="checkbox"/> Yes (Please share the measures suggested) <input type="checkbox"/> No



<b>Campus Environment</b>		
<b>12.</b>	<b>Greening</b>	
12.1	Green areas are available in suitable areas of school campus.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.2	Our school chooses suitable plant species that suit the campus environment and local weather, which also enhance biodiversity.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.3	Our school practises organic planting and/or farming.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.4	Students are involved in taking care of the green areas (e.g. taking care of plants, involving in farming, etc.).	<input type="checkbox"/> Yes <input type="checkbox"/> No
*12.5	<p>Our school has joined the (i) "<a href="#">Greening School Subsidy Scheme</a>" / (ii) "<a href="#">One Person, One Flower Scheme</a>" / (iii) "<a href="#">Planting Herbs in School Scheme</a>" organised by the Leisure and Cultural Services Department (LCSD) in the 2021/22 school year.</p> <p><i>[Maximum 1 bonus point will be given to schools for joining any of the Schemes organised by LCSD]</i></p>	<input type="checkbox"/> Yes Our school has participated in (can select more than one): <ul style="list-style-type: none"> <li><input type="checkbox"/> (i) "Greening School Subsidy Scheme 2021/22" (Please provide a copy of official funding record from LCSD)</li> <li>If the school joined the "Greening School Subsidy Scheme 2021/22", please also tick the following box to indicate whether your school obtained an award under the scheme:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Our school did not obtain the "Greening School Project Award 2021/22"</li> <li><input type="checkbox"/> Our school obtained the "Greening School Project Award 2021/22" (Please specify the award category obtained, and provide a copy of certificate or photo of trophy: _____ )</li> </ul> </li> <li><input type="checkbox"/> (ii) "One Person, One Flower Scheme 2021/22" (Please provide a copy of activity record book submitted to LCSD)</li> <li><input type="checkbox"/> (iii) "Planting Herbs in School Scheme 2021/22" (Please provide a copy of activity record book submitted to LCSD)</li> </ul> <input type="checkbox"/> No
<b>13.</b>	<b>Noise</b>	
13.1	There is/are source(s) of noise pollution on campus.	<input type="checkbox"/> Yes Source: _____ <input type="checkbox"/> No



## Hong Kong Green Organisation Certification

<p>#15.</p>	<p>Our school possessed a valid <a href="#">Wastewi\$e / Energywi\$e / IAQwi\$e / Carbon Reduction Certificate / recognition of "Hong Kong Green Organisation"</a> issued by Environmental Campaign Committee (ECC).</p> 	<p><input type="checkbox"/> Yes (Please provide a copy of certificate(s) with expiry date <u>not on or before 31 Aug 2021</u>, can select more than one):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Wastewi\$e Certificate</li> <li><input type="checkbox"/> Energywi\$e Certificate</li> <li><input type="checkbox"/> IAQwi\$e Certificate</li> <li><input type="checkbox"/> Carbon Reduction Certificate</li> <li><input type="checkbox"/> Recognised as "Hong Kong Green Organisation"</li> </ul> <p><input type="checkbox"/> No</p>
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## Environmental Education

16.	Implementation	
16.1	<p>"Education for Sustainable Development" and/or "Environmental Education" activities are conducted as part of school lessons.</p>	<p><input type="checkbox"/> Yes (Please provide the information in a table for each activity: no. and grade of student participated, organiser, theme/activity, no. of hours, etc.) <a href="#">[A template is provided at Appendix C]</a></p> <p><input type="checkbox"/> No</p>
16.2	<p>Outdoor learning activities are arranged for students to experience nature directly.</p>	<p><input type="checkbox"/> Yes (Please provide the information in a table for each activity: no. and grade of student participated, organiser, theme/activity, no. of hours, etc.) <a href="#">[A template is provided at Appendix C]</a></p> <p><input type="checkbox"/> No</p>
16.3	<p>Student ambassadors are trained up to promote and multiply sustainability and/or environmental initiatives.</p>	<p><input type="checkbox"/> Yes (Please provide the information in a table for each activity: no. and grade of student participated, organiser, theme/activity, no. of hours, etc.) <a href="#">[A template is provided at Appendix C]</a></p> <p><input type="checkbox"/> No</p>

16.4	Our school adopted innovative approaches when implementing environmental education.	<input type="checkbox"/> Yes (Please share the approaches in point form)  <input type="checkbox"/> No
<b>17.</b>	<b>Evaluation</b>	
17.1	Our school's "Education for Sustainable Development" and/or "Environmental Education" plan is monitored and evaluated.	<input type="checkbox"/> Yes (Please share evaluation methodology and result)  <input type="checkbox"/> No
17.2	Activity or initiative-based evaluation <sup>^</sup> is conducted (for activities in item 16), to assess students' environmental literacy (knowledge, attitude and behaviour).  <i>[^Evaluation format can include pre- and post-questionnaire or post-activity evaluation form or interview with parents, etc.]</i>	<input type="checkbox"/> Yes (Please share samples of the evaluation)  <input type="checkbox"/> No
17.3	Evaluation of students' overall environmental literacy (knowledge, attitude and behaviour) is conducted on a regular basis (at least once a year).	<input type="checkbox"/> Yes (Please share samples of the evaluation)  <input type="checkbox"/> No
17.4	Evaluation of teachers' overall environmental literacy (knowledge, attitude and behaviour) is conducted on a regular basis (at least once a year).	<input type="checkbox"/> Yes (Please share samples of the evaluation)  <input type="checkbox"/> No
17.5	Data and information collected from evaluations are used for environmental education plan and/or activity review.	<input type="checkbox"/> Yes  <input type="checkbox"/> No
17.6	Evaluation results are publicised for stakeholders' review and comments.	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>18.</b>	<b>Information Dissemination</b>	
18.1	Environmental information and reference materials are shared with school members.	<input type="checkbox"/> Yes (Please indicate format and related school members)  <input type="checkbox"/> No
18.2	Environmental information is regularly updated.	<input type="checkbox"/> Yes (Please indicate frequency)  <input type="checkbox"/> No

## Partner Synergy (25%)

Questions		Please tick and elaborate on your answer as appropriate.
<b>19.</b>	<b>Parents and Families</b>	
19.1	Our school has organised activities for parents and students' family members to promote environmental protection.	<input type="checkbox"/> Yes (Please provide details of activities organised) <a href="#">[A template is provided at Appendix D]</a>  <input type="checkbox"/> No
19.2	(If yes for 19.1) Parents and students' family members' participation is active.	<input type="checkbox"/> Yes  <input type="checkbox"/> No  <input type="checkbox"/> N/A
19.3	Parent-teacher Association (PTA) or similar parent association was formed and parents are involved in the organisation of activities which consist of environmental elements.	<input type="checkbox"/> Yes (Please provide details of activities organised by parents) <a href="#">[A template is provided at Appendix D]</a>  <input type="checkbox"/> No
19.4	Our school has initiatives to encourage students and their family members to adopt green practices at home.	<input type="checkbox"/> Yes  <input type="checkbox"/> No
<b>20.</b>	<b>School Network</b>	
20.1	Our school has conducted environmental activities for other schools' representatives.	<input type="checkbox"/> Yes (Please provide details for each activity: date, description of activity, school(s) involved, etc.)          <input type="checkbox"/> No
20.2	Our school has organised joint environmental activities in partnership with other schools.	<input type="checkbox"/> Yes (Please provide details for each activity: date, description of activity, school(s) involved, etc.)          <input type="checkbox"/> No
20.3	Our school has shared experiences with other schools on environmental management and other environmental issues ( <i>e.g. being facilitators for other schools</i> ).	<input type="checkbox"/> Yes (Please provide details and school(s) involved)          <input type="checkbox"/> No

21.	Community Members / Other Organisations	
21.1	Our school has organised activities (on campus) for general public to gain knowledge about sustainability/environmental issues or promote environmental protection.	<input type="checkbox"/> Yes (Please provide details for each activity: date, description of activity, etc.)  <input type="checkbox"/> No
21.2	Our school has organised environmental activities for general public by reaching out to the community (outside campus).	<input type="checkbox"/> Yes (Please provide details for each activity: date, description of activity, etc.)  <input type="checkbox"/> No
21.3	Our school representative(s) has taken up leading role ( <i>e.g. guest speaker</i> ) in external (i.e. organised by external institutions) environmentally specialised workshops, exhibitions, conferences or seminars.	<input type="checkbox"/> Yes (Please provide details for each activity: date, description of activity, name of event organiser, role of school representative(s), etc.)  <input type="checkbox"/> No
21.4	Our school has partnered with local/overseas organisations to implement environmental programmes or activities.	<input type="checkbox"/> Yes (Please provide details for each activity: date, description of activity, organisation(s) involved, etc.)  <input type="checkbox"/> No
22.	Service / Product Suppliers	
22.1	Our school has imposed environmental requirement to suppliers or contractors (including any outsourced fleet service).	<input type="checkbox"/> Yes (Please provide details)  <input type="checkbox"/> No

22.2	Green procurement specifications have been stated in the purchasing or tender documents ( <i>e.g. to request school lunch caterers to use reusable food container instead of disposable ones, or adopt sustainable food in their catering services, etc.</i> ).	<input type="checkbox"/> Yes (Please provide details)  <input type="checkbox"/> No
22.3	Preference is given to environmentally-friendly products or environmentally-responsible suppliers/contractors in the procurement process ( <i>e.g. school caterers who can demonstrate the product origins of their seafood supplied, suppliers providing sustainable products like those with eco-labels, refuse collection contractors who have signed the Charter on Proper Operation of Refuse Collection Vehicles, etc.</i> ).	<input type="checkbox"/> Yes (Please provide details)  <input type="checkbox"/> No
22.4	Our school has invited suppliers/contractors to participate in any external environmental support programme(s) / environmental partnership programme(s) ( <i>e.g. BEC Jockey Club Intelligent Resource Management Programme, Partnership for Sustainability Leadership in Business, etc.</i> ).	<input type="checkbox"/> Yes (Please provide details)  <input type="checkbox"/> No
<b>@23.</b>	<b>Promotion on HKAEE</b>	
23.1	Our school has promoted HKAEE through our school network and/or promotional channels / platforms ( <i>e.g. display the awarded logos and stickers on campus, website, and electronic screens, etc.; imprint the awarded logo in name cards, letterhead; and publish featured articles through media</i> ).	<input type="checkbox"/> Yes (Please provide proof of promotional method(s), e.g. screenshots, photos of materials with award logo imprinted)  <input type="checkbox"/> No
23.2	Our school has successfully referred our partners ( <i>e.g. schools that are not under the same Sponsoring Body, suppliers or contractors, external organisations, etc.</i> ) to join the HKAEE.	<input type="checkbox"/> Yes (Please list out the names of referred partners and provide corresponding communication record)  <input type="checkbox"/> No

#### **Remarks:**

- \* Bonus points will be awarded for efforts in other environmental schemes (maximum 3 bonus points)
- # Bonus points will be awarded for efforts in Hong Kong Green Organisation Certification (maximum 4 bonus points)
- @ Bonus points will be awarded for efforts in promoting HKAEE (maximum 3 bonus points)

**A maximum of 10 bonus points will be given to the eligible schools**

[Appendix A – Teacher training \(for Question 3.2\)](#)

[Appendix B – Resource consumption \(for Questions 4.4, 5.5\)](#)

[Appendix C – Environmental education \(for Questions 16.1, 16.2, 16.3\)](#)

[Appendix D – Parents involvement \(for Questions 19.1, 19.3\)](#)