School Annual Plan 2006/2007

1. Major Concern: To promote teaching-learning effectiveness by catering for the diverse needs of students and teachers.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• To strengthen the use of school intranet as a platform for staff communication and references.	Whole year	• Subject panels and functional committees to upload their minutes, review reports etc onto the intranet	Evaluation Meeting at year-end	All subject panel chairs and functional committee heads. Information Technology in Education Committee	Composite IT Grant, Operating Expenses Block Grant (General Domain)
• Principal-in-the-Administrative & Development Committee to hold regular meetings to review past issues and plan ahead for future actions.		• Minutes of the meeting are made open and transparent to the teaching staff • Enhanced dialogues at both administrative and front-line levels	Same as above Comments from Staff Representatives and Teachers Staff Meetings	Chairman of Administrative & Development Committee	
• To facilitate staff training in respect of 　- NSS workshops and seminars 　- SBA workshops and seminars 　- On-job Continuous Professional Development (CPD) programmes and seminars		• Professional sharing at panel meetings • Each teacher ready to report his/her own CPD hours at year end.	Staff training record sheets Staff Self-evaluation reports	Chairman of NSS Preparation Committee Related Subject Panel Chairs LS Co-ordinator Chairman of Staff Development Committee	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• To enhance whole-school development by joining the 'Self-evaluation of Teaching and Learning' Project organized by CUHK		• Staff attendance rate at each training workshop >80% • Project report and recommendations to school ready school's refrence by August 2007	Evaluation Meeting at year-end Feedback of teachers and project organizer	Self-evaluation ad hoc Team	School-based Supplementary Grant
• To encourage peer lesson observation and collaborative lesson preparation		• Positive feedback from pilot panels	Minutes of Panel Meetings. List of teacher participants available in Panels files.	Subject panel Chairs on pilot basis	
• Students with special talents are encouraged to take part in cultural activities or sports, and to develop their potentials.		• Comprehensive list of award recipients available for release	Review reports of ECA Committee / related ECA Club	Chairmen of ECA Committee, Teacher Advisers of related ECA Clubs	Operating Expenses Block Grant (General Domain)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• Employment of a Chinese and an English teacher each, with a view to providing more split classes and supporting students of different abilities in language learning at junior and senior streams. • Employment of a Mathematics teacher to partially relieve the workload of existing Mathematics teachers for the provision of enrichment and consolidation classes after school.	Whole year	• Benchmark for teaching/learning effectiveness to be discussed and adopted in related subject panel meetings. • Staff appraisal of new recruits. • Record of lesson observation by peers. • Quality of homework and class assignments • Students attending the consolidation classes show progress as reflected by their PIF's in school internal examinations. • The cream of the capable students to participate in inter-school competitions.	• Minutes of Panel meetings • Record book of teachers • Questionnaire survey of teacher efficacy by students • Peers' feedbacks after lesson observation • Teachers' feedback of the marked assignments to class/individual students •	Chairpersons of the Chinese, English and Mathematics Panels, assisted by their panel members	Administrative support Clerical support IT Technician support Capacity Enhancement Grant

2. Major Concern: To enhance students' proficiency in English and Putonghua through various formal, informal and non-formal programmes.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• Subject panels to revise teaching strategies which would help students master their specific subject languages in English.	Whole year	• Subject panels to formulate their own language strategies conducive to learning in EMI classrooms. • Students' confidence to learn and understand subject matters in English is enhanced.	• Direct observation in class by subject teachers. • Subject teachers' feedbacks in panel meetings. • Students' feedbacks	Subject Panel Chairs and their panel members	Administrative support
• Subject teachers to encourage students to speak English proactively in classrooms.	Whole year	• Students' willingness and readiness to communicate in English is enhanced.	• Observation in class • Subject teachers' feedbacks	EMI subject teachers	Administrative support
• Pre-S.1 Summer Bridge Programme to prepare new S.1 students more adaptable to an EMI learning environment.	July-August before school year starts.	• S.1 students are able to learn and understand in English comfortably in 1st term.	• Subject material taught in class, by sampling • Students' learning assessment reports.	English Panel Chair	Capacity Enhancement Grant Administrative support
• English-across-the-Curriculum Committee to collaborate with S.1 form subject teachers for review of classroom language at transient stage.	Whole year	• Glossary uploaded onto school intranet for staff's general reference.	• Enrichment/additions from time to time.	English-across-the-Curriculum Committee	IT Technician support

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• A language rich policy to be implemented: students are trained to make more announcements, presentations, and sharing in English in public. • The use of English to be reinforced in Assemblies, Morning Gatherings, and announcements via the school public address system. • Theme-based English activities to be organized jointly by the English Panel and other clubs. • English debates and cross-curricular projects to be introduced and increased in quantities progressively. • External professionals invited for activities such as drama, debate, public speaking, creative writing etc to broaden students' perspectives in the English speaking world. • After school activities to be organized in the English Corner. • Print-rich environment to be provided: more English in the School Newspaper 'Exordium', notices, posters, leaflets, photo captions etc.	Whole year	• Students have more exposure to English in school campus • Active and continuous participation of the students. • Students' interest in the use of English is enhanced.	• Evaluation Meeting at year end. • Review reports of related activities.	English Panel Chair and her panel members Teacher Advisers of ECA Clubs and their assistants. English Corner Committee English page Editor of the 'Exodium'	Operating Expenses Block Grant (General Domain) Jockey Club Life-Wide learning

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• Information Technology in Education Committee to apportion more funding in support of students' autonomous /programmed learning e.g. self-access learning software's.		• Teachers' feedback	• Inventory record	Chairman of the IT in Education Committee	Pairing Grant for Enhancement of IT Infrastructure in Schools
• Putonghua Promotion Group to make announcements in Putonghua, and to organize extracurricular activities such as Putonghua Expedition and Song Dedication.		• Students are able to use Putonghua outside classrooms with confidence.	• Evaluation Meeting at year end • Review reports of related activities.	Teacher adviser of Putonghua Promotion Group and her assistants.	Operating Expenses Block Grant

3. Major Concern: To enrich students' life-wide learning experiences by exploring a school-based Life Building Scheme

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• S.1 students and selected student leaders take initiative in planning their personal developmental plans	Sept-Oct	• Each participant is able to use a single sentence to describe his/her developmental goal which addresses to his/her personal need.	• Teacher adviser examines each student's developmental goal and makes appropriate comment for adjustment, whenever necessary.	S.1 students: Project Coordinator Student leaders: Appointed members of the Discipline and Guidance Committees	A Project Coordinator is employed through the TPPG to support the implementation of the Project. A handbook is designed and printed for each student.
• Participating students implement their personal developmental plans	Whole year	• Each student makes records and reflection on his/her extracurricular involvements, at least 6 in simple version and 1 in full version in each of the two terms in a year.	• Handbooks for students' record are collected in December and June of each school year.	Same as above	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• The four virtues stated in the school motto is Learnedness, Love, Dedication and Integrity serve as the core values in setting the goal in a student's development plan.	Whole year	• A value matrix is developed to illustrate how the four virtues of the school motto can be applied in six different areas: personal, family, school, society, national and global. • Students are able to integrate the values in their activity reflection and the annual personal reflection.	• Evaluation by the Project Steering Team, and by all staff in the Evaluation Meeting at year-end	Members of the Project Steering Team and all staff	
• Extra talks and workshops are arranged for S.1 students to broaden their scope of exposure.		• Over 60% of responses show favourable comment on the talk.	• Survey conducted through questionnaires after each talk.	Project Coordinator and the Steering Team	Administrative support from the IT Technician for the analysis.