School Annual Plan 2007/2008

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 continue using the school intranet as a platform for enhancing staff communication and internal 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	• Comments from Staff Representatives and Teachers • Staff Meetings • Evaluation Meeting at year-end	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 encourage peer lesson observation and collaborative lesson preparation	Whole year	• Positive feedback from subject panels concerned	• Minutes of Panel Meetings. • List of teacher participants available in Panels files.	Subject Panel Chairs concerned	
• To maximize student learning by enhancement of the classroom management and homework assignment practices at both administrative and front-line levels.		• Learning atmosphere in classrooms. • Quality of homework and class assignments. • Students' readiness to hand in homework.	• Observation in class • Review reports of subject panels • Students' feedback in questionnaire survey • Discipline records	Chairman of Academic Committee and Subject Panel Chairs	
• 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 information release	• Review reports of ECA Committee / related ECA Clubs	Chairman 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
• Continuous employment of a Chinese and an English subject teacher each, so as to provide more split classes and to support 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, and for the implementation of collaborative lesson preparation.	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 reinforce teaching strategies which would help students master their specific subject languages in English.	Whole year	• Subject panels to draw up, and review if necessary, 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-Aug 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 held 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 articles in the School Newspaper 'Exordium', and mainly English in 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 Programme Team English page Editor of the 'Exodium'	Operating Expenses Block Grant (General Domain) Jockey Club Life Wide Learning Grant

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.	Whole year	• Teachers' feedback	• Inventory record	Chairman of the IT in Education Committee	Composite IT Grant
• To support capacity building of EMI subject teachers by participating in the DOLACEE and ILLIPS training projects initiated by EDB.		• Positive feedback of teacher participants • Teachers' awareness of the important role played by language in content subjects is enhanced.	• Sharing at Staff Meetings	Teacher trainees participating in the projects.	SBM Supplementary Grant
• 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
• 20 teachers, including all S.1 & S.2 class teachers and 10 other teachers, are trained to take up the role of advisors of the respective students in the Scheme.	Aug - Sept	• Teachers are able to guide the students to set up their personal annual target and the corresponding action plan.	• Students are able to complete their own handbook – setting annual target, keeping record of their own involvement, making appropriate reflections.	• Project Coordinator and LBS Steering Committee	TPPG to support the implementation of the LBS Project by employing a Project Coordinator
• Participating students implement their personal developmental plan.	Whole year	• Each student is able to show 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.	• Student's handbooks are collected and checked in December and June of each school year.	• Project Coordinator and Class Advisors.	Operating Expenses Block Grant for the cost and printing of the student's handbooks

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• A Student Committee is formed to play a subsidiary role in planning activities that address to the two virtues, Learnedness & Love, in the School Motto. The Committee members are also responsible for providing peer advice to other students in this scheme.	Whole year	• Series of activities, 3 times for each team addressing to their respective themes of emphases, are planned and conducted by the Committee: S.1 - Learnedness, S.2 - Love.	• Yearly review with the Committee members, and survey conducted through questionnaires after each activity.	• Project Coordinator	
• Parents are involved in setting and implementing students' development plan.	Whole year	• Parents give remark on the students' performance half-yearly	• Students' handbooks are collected for evaluation on half-yearly basis.	• Project Coordinator and Class Advisors	