School Annual Plan 2008/2009

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.	Composite IT Grant
		• Form co-ordinators and subject panel chairs to review students' general performance across classes at same level, and report findings on quarterly basis.		Form co-ordinators Information Technology in Education Committee	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. • Related subjects to be categorized under key learning areas to enhance cross-panel communication		• Minutes of the meeting are made open and transparent to the teaching staff • Enhanced dialogues at both administrative and front-line levels, and among the panel in the same category	• 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 - In-service 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 • To maximize student learning by enhancement of the classroom management and homework assignment practices at both administrative and front-line levels. • Academic and Discipline Committees to review existing homework policy and to report at Staff Meeting. • Subject Panel Chairs to monitor teaching pedagogy at classroom level. • Class teaching to focus on EMI learning, higher order thinking skills, interactive learning, creativity, and learner differences.	Whole year	• Positive feedback from subject panels concerned • Learning atmosphere in classrooms. • Quality of homework and class assignments. • Students' readiness to hand in homework. • Sharing of good classroom practices within subject panels	• Minutes of Panel Meetings. • List of teacher participants available in Panels files. • Observation in class • Review reports of subject panels • Students' feedback in questionnaire survey • Discipline records • Observation in class • Review reports of subject panels	Subject Panel Chairs concerned Chairman of Academic Committee and Subject Panel Chairs Subject Panel Chairs All subject teachers	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teachers Responsible	Resources Required
• Students with special talents are encouraged to take part in cultural activities or sports, and to develop their potentials. • 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	• Comprehensive list of award recipients available for information release • 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.	• Review reports of ECA Committee / related ECA Clubs • Minutes of Panel meetings • Record book of teachers • Questionnaire survey of teacher efficacy by students • Peers' feedback after lesson observation • Teachers' feedback of the marked assignments to class/individual students	Chairman of ECA Committee, Teacher Advisers of related ECA Clubs Chairpersons of the Chinese, English and Mathematics Panels, assisted by their panel members	Operating Expenses Block Grant (General Domain) 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' feedback in panel meetings. • Students' feedback	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' feedback	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
• EMI Support 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.	EMI Support 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, guidelines, posters, leaflets, photo captions, display works 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 EMI Support Committee 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
• Subject panels to apply the theoretical underpinning and practical strategies in the DOLACEE project and implement their action plans at classroom level	Whole year	• Positive feedback of subject panel members • Teachers' awareness of the important role played by language in content subjects is enhanced. • Students are able to maximize learning from a truly bilingual education	• Sharing at Staff and Subject Panel Meetings	Subject Panel Chairs and DOLACEE trained teachers	
• To support capacity building of EMI subject teachers by participating appropriate in-service teacher development programmes conducted by tertiary institutes or EDB		• Teacher confidence in classroom teaching through English • Better performance of students in the acquisition as well as in the use of subject knowledge	• Class observation	Principal and EMI Support Committee	SBM Supplementary Grant
• Putonghua Promotion Team 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 Team 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	Teacher Responsible	Resources Required
• Overall review of the Scheme for the necessary improvements	July - August	• The objectives and the administration of the Scheme are better defined for both teachers and students to follow	• Feedback from teachers is collected all the year round. Comments from students are collected by their teacher advisor	LBS Steering Team	
• Re-editing the Teacher Manual and the Student Record Book	August	• The documents are user friendly and able to guide students to draft their personal development plan and make reflection	• Same as above	LBS Steering Team	30 nos. of teacher manuals and 650 nos. of student handbooks to be printed
• 30 teachers, including all S.1, 2 & 3 class teachers and 15 other teachers are engaged to take up the role of Class Advisors	Aug - Sept	• Teachers are able to guide the students to set up their annual target and the corresponding action plan	• Students are able to complete their handbook – setting annual target, keeping record of their involvement, making appropriate reflections	Projector Coordinator and the LBS Steering Team	A Project Coordinator is employed through the TPPG to support the implementation of the Project

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Teacher Responsible	Resources Required
• Participating students implement their personal developmental plan	Whole year	• Each student can set his/her development plan, and make record and reflection on his/her progress	• Student handbooks are collected in December and June for review	• Project Coordinator and Class Advisors	
• A Student Committee is formed to play a subsidiary role in planning activities addressing to 3 of the four virtues in the school motto – Learnedness, Love & Dedication, and to offer peer counseling to other participating students	Whole year	• Series of activities addressing to their respective themes of emphases are planned and conducted by the Committee, twice for each form, S.1 – Learnedness, S.2 – Love, S.3 - Dedication	• 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	• Student Handbooks are collected for evaluation half-yearly	• Project Coordinator and Class Advisors	
• Integrating the Scheme with the OLE curriculum in NSS levels	June	• Prepare the implementation plan for the OLE curriculum to be started in senior secondary levels in 2009	• The plan is accepted by teachers in the annual evaluation meeting	• LBS Steering Committee	