WONG SHIU CHI SECONDARY SCHOOL ANNUAL PLAN 2010/2011

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ANNUAL PLAN 2010/2011

Major Concern I: Revitalizing the School Curriculum to foster leaders of the age – to give greater emphasis on the development of students' language proficiency, self-regulated learning and critical thinking skills

Intended Outcomes	Strategies	Time Scale	Success Criteria	Method of Evaluation	Teachers Responsible	Resources
						Required
To have smooth implementation of the NSS curriculum	 Subject teachers attend their respective training courses to gain thorough understanding of their curricula, pedagogies, assessments and subject contents. 	Whole year	 Subject teachers attend all the basic and some other relevant training workshops 	 CPD records and Department reports Stakeholder survey and the school based teaching performance survey 	Department Chairs + subject teachers	Administrative support
	 Various generic skills will be introduced to junior form students to prepare them to fit into NSS curriculum 		 Each department identifies and teaches relevant generic skills to junior form students 	Department reports	Department Chairs and subject teachers	
	 To allocate resources for LS implementation e.g. collaboration lesson planning, small class teaching 		 Participating teachers recognise the practice is helpful 	Feedback from the LS Panel report	LS Panel Chair and the respective module coordinator	SSCSG
	To widen the exposure of students, Japanese classes and Applied Learning courses are offered		 Positive feedback from students' survey (≥3.0) 	Students survey	Academic Committee + NPK + Japanese Teacher + Careers & Further Studies Committee Academic Committee + IS, IH and ICT panel chairs + S1 IS and S2 IH subject teachers	Diversity Learning Grant + EOEBG
 To strengthen the communicative ability of students 	 Metacognitive skills will be introduced. IS and IH teachers are trained to 	Whole year	 Teachers in the pilot scheme are able to articulate the 	 Panel report, stakeholder survey questionnaire, pre-test 		EOEBG

through improvement in language proficiency, reasoning skills and expressive power	apply metacognitive skills in teaching through a series of workshops, collaborative lesson planning, trial teaching and class observation		•	metacognitive skills in their teaching Improvement shown in the tests before and after the trial teaching		and post-test in the trial teaching		
	 As a means to sharpen students' critical thinking skills, debates are promoted 	Whole year	•	Debaters show better debating skills	•	Reports from the Debate Club advisors and adjudicators, English and Chinese Panel Chairs	Debate Club Advisor, English and Chinese Panel Chairs	EOEBG
 To ensure students make academic achievement in keeping with their abilities 	 Enrichment measures for high achievers and remedial measure for below-par performers will be adopted 	Whole year	•	Students show good performance in external competitions Students in the remedial classes show improvement in internal assessments	•	Report from EC Committee and Panel Chairs Comparison of students' performance in examinations and term tests	EC Master , Academic Committee and Panel Chairs	EOEBG

Major Concern II: Enabling both teaching and non-teaching staff to develop into a Learning Organization through shared visions, defined performance expectations and collaboration

Intended Outcomes	Strategies	Time Scale	Success Criteria	Method of Evaluation	Teachers Responsible	Resources Required
To have all staff understand their areas of responsibility and the school administrative routines	The school administrative and procedural guidelines and teacher handbook are updated and their contents are disseminated to all staff	Whole year	The guidelines and handbook are updated in October and teaching staff is able to discharge their duties effectively	Stakeholder survey questionnaire	AP (School Affairs) + A&D Committee	Administrative support
 To ensure all newly appointed teachers can receive timely support and render quality teaching in classroom 	 Induction Programme is organized to enable new teachers to familiarize the school visions, administration, and performance expectations. 	Whole year	 Quality teaching and classroom management can be perceived among new teachers 	 Appraisal report prepared by the respective appraiser Student survey on teaching performance 	Staff Development Committee and respective panel chairs	
To develop the environment that encourages professional growth	 An appraisal system is introduced to appraise the performance of teaching staff 'Collaborative lesson planning' exercise is conducted 	Whole year 2 nd School Term	 Teaching staff understands and performs up to the expected standards Teachers try out different teaching approaches and have the opportunity to discuss their applicability 	 Appraisal reports produced by the respective appraisers Survey on teaching performance 	A&D Committee Academic Committee + AP (School Affairs)	Administrative support
 To ensure non teaching staff have their performance up to the school requirements 	 An appraisal system is developed for non teaching staff The job descriptors are reviewed with the emphasis on a positive serving attitude 	Whole year	 The development of the appraisal system for non teaching staff is completed The performance of non teaching staff receives 	Comments from stakeholder	AP(School Affairs) + A&D Committee	

				positive comment from stakeholders				
trac dev	ensure staff keep ck of the latest velopment in ucation	 Sharing of the recent programmer in the education field after attending external seminar and workshops 	•	Teachers are well informed of the current education development	•	Department and committee reports	Department and committee chairs	

Major Concern III: Developing a School Ethos that cherishes the pursuit of excellence and social responsibility

Intended Outcomes	Strategies	Time Scale	Succ	cess Criteria	Me	thod of evaluation	Teachers Responsible	Resources
								required
 To provide diverse opportunities for students to have their potential explored 	 Providing opportunities for students to participate community services, training courses, award schemes and different competitions. 	Whole year	•	Students of diverse capacities are nominated	•	Reports from the Student Affairs Committee	Student Affairs Committee	Administrative support & EOEBG
	 Developing the school reading culture and offering chances for book sharing. 	Whole year	•	Increase in number of books borrowed from the library, number of books read in the ERS of Chinese and English, the number	•	Questionnaire on students' reading habit. Report produced by the Library Committee	Library Committee Panel Chairs	
				of reading awards got, the number of students participated in different kinds of reading workshops / groups.		Elaidi y committee		
	 Acknowledging, Publicizing and celebrating students' achievement. (academic and non-academic) 	Whole year	•	Positive response in APASO.	•	APASO questionnaire	Academic Committee and Student Affairs Committee	
To empower students' self confidence to air opinions	 Conducting the School-Student Consultative Meetings on school policies with the participation of school representatives, committee members of the Students Association and the representatives from each class. 	Two meetings are scheduled in November and May respectively	•	Students can proactively make contributions in formulating school policies. Both Q17 and Q27 of the Stakeholder (Student) Survey Questionnaire attain a mean of 3.8.	•	Stakeholder (Student) Survey Questionnaire Report from the Student Affairs Committee	Chair of Student Affairs Committee, ECA Master	Administrative support & EOEBG
To develop students' positive	 Organizing Gospel assemblies, Christian fellowship and Bible 	Whole year	•	The school forms a coherent, harmonious	•	Reports from the Discipline Committee,	BK department, Christian Fellowship	Administrative support &

attitude towards life and sense of social responsibility	 Using the school motto as the guideline in the Life Building Scheme. Learning packages related to life values are adopted as the materials for class periods Cooperating with external organizations (governmental and non-governmental) to offer long-term and continuous services by students 		•	and safe environment for students. Students show empathy towards deprived groups in the society and are ready to render services for the betterment of them. Q18 and Q19 of the Stakeholder (Student) Survey Questionnaire attain a mean of 3.8. Students gain high scores in the Conduct Assessment Scheme and positive response in APASO	•	Life Education Committee and Student Affairs Committee. Stakeholder (Student) Survey Questionnaire APASO questionnaire	OLE Committee Life Education Committee ECA Committee, OLE Committee & Discipline Committee	EOEBG
To enable students to have self management on their development	 Helping students develop the habit of tracking their personal development, evaluating their progress and making reflections through the Life Building Scheme. 	Whole year	•	Students are able to produce their development plans and make self evaluation annually.	•	Reports from the OLE Committee and the Career & Further Studies Committee	OLE Committee Career & Further Studies Committee	Administrative support & EOEBG
	 Helping students in the senior forms compile their Student Learning Profiles together with their Self Accounts through the Career and Further Studies Committee and their respective class advisors. 		•	S4 and S5 students can produce their Student Learning Profiles and Self Accounts that are articulated with their extra-curricular participations.	•	Evaluation made by class teachers and Careers & Further Studies Committee	Guidance Committee	

Wong Shiu Chi Secondary School 2010/2011 Healthy School Policy

1. Introduction

The school establishes a healthy school environment and promotes a caring school culture by implementing a school-based healthy school policy and reintegrating existing resources. It aims to help students reach a state of physical, mental and social well-being with a focus on developing students' healthy lifestyles, positive attitudes and values, practical life skills and refusal skills to resist temptation.

2. Objective

- 2.1 Foster a healthy school environment
- Encourage students to set their own targets and work hard to fulfill them so as to develop their potential and reflect their personal development
- Instill positive attitudes and values to students and encourage them to learn to respect and appreciate others and themselves
- Encourage students to develop healthy lifestyles
- Identify needy students and establish a corresponding mechanism

3. Committees involved

- Student Affairs Committee
- **Guidance Committee**
- Discipline Committee 3.3
- Life Education Committee
- Extra-curricular Activities Committee
- Other Learning Experience Committee
- Careers and Further Studies Committee

- 4. Community Support and Partnership Institutions
 - Hong Kong Young Women's Christian Association
 - The Society for Truth and Light
 - Teen AIDS
 - Adventure-Ship Limited
 - The Salvation Army Tai Po Integrated Service for Young People
 - 4.6 Department of Health
 - Tai Po Committee on the Promotion of Civic Education
 - Hong Kong Children and Youth Services
 - Hong Kong Christian Service
 - 4.10 Alice Ho Miu Ling Nethersole Hospital

5. Working Plan

	Targets	Content	Stra	ategy	Organizing Committee /
					Institution / Co-organizing
					Institution
1	Foster a healthy school	(1) School Hygiene	♦	Ensure safe use of water by	Student Affairs Committee
	environment			checking the water supply	
				system regularly	
			♦	Provide well-maintained	
				washroom facilities	
			♦	Clean and disinfect all	
				classrooms and facilities with	
				diluted household bleach	
				regularly	
			♦	Clean air-filters of all	

	T				Г
				air-conditioners regularly	
			•	Dispose of stagnant water to	
				prevent breeding of	
				mosquitoes	
2		(2) Prevent	♦	Students with symptoms of	
		Communicable Diseases		communicable diseases	
				during school hours will be	
				sent to the medical room and	
				their parents will be informed	
				to take them to seek medical	
				services	
			♦	Students can resume their	
				learning in school only after	
				their doctors certified that	
				they no longer have	
				affiliation with communicable	
				disease	
			♦	If a high number of	
				absentees in school had	
				similar symptoms, the school	
				will inform the Department of	
				·	
				· · · · · · · · · · · · · · · · · · ·	
				<u>-</u>	
			♦	·	
				vomitus	
			•	Health immediately for further investigation and follow-up action Use bleach to dispose of vomitus	

			•	
	(3) Health Education	♦	Distribute leaflets related to	
			communicable diseases to	
			students and staff and post	
			information related to	
			measures for preventing and	
			handling communicable	
			diseases in school	
		♦	Issue notices to students and	
			parents to remind them on	
			the preventive measures	
			against communicable	
			diseases and measures	
			taken by the school	
		♦	Inform students on	
			developing healthy lifestyles	
			and preventive measures	
			against communicable	
			diseases through the	
			morning assembly, class	
			teacher lesson and posters	
			in school	
	(4) Student Health	♦	Encourage students to	Student Affairs Committee and the
	Service		participate in Student Health	Sports Committee
			Service	
		♦	Information related to	
			students' health and	
			anamnesis will be collected	

		♦	Provide guidance to senior	
			form students in planning	
			their personal careers and	
			completing their personal	
			learning profile	
		♦	Each teacher is responsible	
			to mentor 20 students	
		•	Teacher advisors will meet	
		·	students regularly to help	
			them set personal goals,	
			evaluate their	
			accomplishments, introspect	
			and modify their plans	
			· ·	
		•	Teachers will provide advice	
			and encourage students	
			according to their personal	
			situations	
	(2) Guidance on Careers	♦	Help students formulate	Careers and Further Studies
	and Further Studies		plans of personal	Committee
			development through	
			arranging seminars, visits,	
			class teacher periods and	
			assemblies so as to motivate	
			them to strive for further	
			development	
1			·	

	(3) Voluntary Service	•	Develop students' potential	Life Education Committee, the
			through encouraging them to	Salvation Army Tai Po Integrated
			participate in different	Service for Young People, Hong
			voluntary service	Kong Christian Service and the
		♦	Voluntary service includes:	Adventure-Ship Limited
			- Adventure-Ship	
			Partnership Programme	
			- "One person one service"	
			award for voluntary	
			service	
			- Multi-cultural School	
			Training Programme	
	(4) Internal and external	♦	Provide opportunities for	Extra-curricular Activities
	service team		students to develop their	Committee, Discipline Committee,
			potential	Guidance Committee and Life
		♦	Instill positive values and	Education Committee
			promote healthy lifestyle to	
			students through training,	
			organizing, implementing	
			and participating in different	
			activities. This can help	
			students locate their	
			strengths and weaknesses,	
			be responsible and strive for	
			their goals so as to benefit	
			themselves and others	
		♦	Internal service team	

				includes: - Students' Association - School Prefects - Students counselor - Angels' Project	
				 House Captains and committee members 	
				- Club Chairmen and	
				committee members	
				- Green Prefects	
				 Library Prefect 	
			♦	External service team	
				includes:	
				- Red Cross	
				- Scouts	
				- Girl Guides	
				- Community Youth Club	
3	Instill positive attitudes	(1) S. 1 Adolescent	♦	Strengthen their personal	Department of Health
	and values to students	Health Programme		understanding and	
	and encourage them to			recognition, equip them to	
	learn to respect and			handle personal emotions	
	appreciate others and			and pressure, foster a caring	
	themselves			environment and enhance	
				their problem-solving skills	
			♦	Nurses from the Department	
				of Health will come to school	
				to host the programme and	

				class teachers would act as assistants. Pre-sessional meetings and post-sessional debriefings will be organized	
		(2) Class Teacher Lesson and Assembly	•	Instill positive values through arranging class teacher lessons and assemblies with different themes	Life Education Committee, Guidance Committee, Discipline Committee, Extra-curricular Activities Committee, Career and Further Studies Committee and Other Learning Experience Committee
		(3) Activity "One person one bookmarker"	•	Encourage peer support through making bookmarks	Life Education Committee
4	Encourage students to develop healthy lifestyles	(1) Concepts of healthy diet	•	Arrange "Healthy Breakfast" and "Fruit Day" to promote healthy diet to students	Life Education Committee
		(2) Trial Scheme on School Drug Testing in Tai Po District	*	Instill anti-drug values in school through participating in the Trial Scheme on School Drug Testing Introduce the purpose and contents of the scheme to	Guidance Committee

		(7) Care for the environment	•	Promote environmental hygiene to students through cleaning activities	Life Education Committee
5	Identify needy students and establish a corresponding mechanism	(1) Handling drug related incident in school	•	Elaborate the roles played by the school management, Guidance teachers, class teachers, subject teachers, school social workers and other staff in handling drug related incident in school	Student Affairs Committee, Guidance Committee and Discipline Committee
		(2) Transfer of cases, follow-up and support	*	Formulate a clear instruction for internal sharing of messages, including keeping sensitive information confidential Formulate follow-up action to students	

Plan on use of Capacity Enhancement Grant/New Senior Secondary Curriculum Support Grant in 2010/2011 School Year

Name of School: Wong Shiu Chi Secondary School

Means by which teachers have been consulted: Opinion survey followed by staff meeting

No. of operating classes: 29

Task area	Major area(s)	Strategies/Tasks	Benefits	Time	Resources required	Success	Methods of	People
		_	anticipated	scale	_	criteria	evaluation	responsible
Enhancement of Chinese Language Teaching	To adopt continuously split class teaching among students at bottom 40% at junior secondary and the implementation of Putonghua without additional staff resources	To employ a qualified contract teacher (CM, Point 16) who will take up 3 classes of Chinese and perform the same duties as required of a regular teacher	The teaching load will be reduced on average by 2 periods per 6-day cycle across the Chinese Panel. Hence Chinese subject teachers will spare time to prepare new teacher materials of the NSS curriculum.	2010/2011 School Year	Salary of contract teacher for 12 months, including MPF [(22,005 + 1000)x12=276,060]			Chinese Panel
		To employ one teaching assistant who will provide general supports to the English Panel by taking up routine non-teaching duties, and hence English subject			Salary of contract teaching assistant for 12 months, including MPF [(11000 + 550)x12 = 138600]			

		teachers					
Giving support to the implementation of NSS Liberal Studies	To adopt small group teaching in Liberal Studies, such that the 5 classes at each NSS1 and NSS2 levels can be split into 7 groups	To employ a qualified teacher (GM, Point 20) who will take up classes in Science and perform the same duties as required of a regular teacher	The teaching load of existing Science teacher will be released and they will be spared to take up split classes in Liberal Studies	2010/2011 School Year	Salary of contract teacher for 12 months, including MPF [(26,735 + 1000)x12 = 332820]		
Giving support to the implementation of NSS Liberal Studies	To adopt small group teaching in Liberal Studies, such that the 5 classes at each NSS1 and NSS2 levels can be split into 7 groups	To employ a qualified teacher (GM, Point 19) who will take up classes in Liberal Studies and Integrated Humanities, and perform the same duties as required of a regular teacher	The teacher will share the Liberal Studies classes or other Humanities teachers can be released to take up Liberal Studies classes. Small group teacher is therefore possible for NSS LS	2010/2011 School Year	Salary of contract teacher for 12 months, including MPF [(25460+1000)12 = 317520]		

	Amount (\$)	Total (\$)	
Funding			
Capacity Enhancement Grant	458,927		
Senior Secondary Curriculum Support Grant	635,220	1,094,147	
Expenses			
CM (Point 16) in Chinese	276,060		
GM (Point 20) in Science	332,820		
GM (Point 19) in Liberal Studies	317,520	926,400	
Teaching Assistant for English Panel	138,600	1,065,000	

Diversity Learning Grant 2009/2010

	Amount (\$)	Total (\$)
Funding		
DLG (OL)	171,500	
DLG (OP)	35,000	206,500
Expenses		
DLG (OL) PT Japanese Teacher	189,792.50	189,792.5

Diversity Learning Grant 2010/2011

	Amount (\$)	Total (\$)
Funding		
DLG (OL) S5 (First Cohort)	171,500	
DLG (OP) S5 (First Cohort)	35,000	206,500
DLG (OL) S4 (Second Cohort)	87,500	
DLG (OL) S4 (Second Cohort)	35,000	122,500
DLG (ApL)	81,975	410,975
Expenses		
DLG (OL) PT Japanese Teacher		
DLG (OP)		
DLG (ApL)		

Wong Shiu Chi Secondary School School-based After-school Learning and Support Programmes 2010/11 School Year Programme Plan

Guiding Principles:

- 1. Students in receipt of the Comprehensive Social Security Assistance (CSSA) or full grant under the Student Financial Assistance Schemes (SFAS) are eligible to receive full subsidy from the Grant.
- 2. Disadvantaged students identified by the school are also discretionary eligible for the subsidy, but the amount is limited to 10% of the grant.
- 3. The subsidy would enable the target group to have opportunities outside classroom to develop their life skills, life skills, self esteems, exposures and life enrichment.
- 4. Parents can declare their financial needs in the reply slip of the parent letters of the respective activities. Families in receipt of CSSA have to produce the confirmation letter issued by the Social Welfare Department to prove their financial status; while student of full grant under SFAS can be checked from the list provided by Student Financial Assistance Agency.

Activities

Name	Objective	Success Criteria	Method(s) of	Period/Date	Estimated no.	Estimated	Name of
			evaluation		of target	expenditure (\$)	partner/service
					students		provider
					benefitted		
Pre-S1 English	To enhance	- Attendance	- Attendance	19.7.2010 –	20	10,000	Q-Language
Bridging Class	students'	- Improvement	record	7.8.2010			
	English	in their	- Reports				
	abilities for the	reading,	prepared				
	their transition	speaking	by tutors				
	to an English	and					

Sports training, e.g. fencing, judo, badminton, table tennis, soft balletc	To develop the spirit of collaboration, self management, and skills in	Active participation in the respective sports events	Attendance record and comments from the tutors	Year round	20	10,000	
After school tutorial class	To enable low achievers to make improvement in their studies	Improvement in the learning outcome	Examination results	Year round	10	4,000	
Miscellaneous activities for developing student self esteem, skills development and enrichment of learning experiences	To widen the students' scope of life exposure	Regular attendance and having development in self esteem and skills	Comments from instructors and interviews	Year round	30	20,000	Miscellaneous agents