WONG SHIU CHI SECONDARY SCHOOL ANNUAL PLAN 2013/2014

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Major Concern I: To enhance students' learning outcome through improving language proficiency, developing self-regulatory learning habits and addressing diverse learning needs

Intended Outcomes	Strategies	Time scale	Success Criteria	Method of evaluation	Department(s)/ Committee(s)/ Teacher(s) Responsible	Resources Required
Enhancement of students' English proficiency	 To implement the refined teaching packages of those subjects participating in the Language-across-the-Curriculum Project (LAC) in previous 2 years To extend LAC Project to BAFS, Economics, Mathematics, ICT and History To implement the refined Reading-across-the-Curriculum Project (RAC) in S2 Integrated Humanities and S4 Science subjects To enhance the effectiveness of English lessons by graded exercises in junior forms, enrichment exercises for high-fliers in senior forms and more systematic 	Whole year Whole year Whole year	 Higher attainment (raw score) in S3 students' English in TSA than 2012 Passing percentages of S1-4 Half-yearly Exam (S1 > 96%, S2 > 98%, S3 > 97%, S4 > 99%) Score in Teaching Performance Survey (TPS, Second survey) (Q10 > 3.25, Q35 > 2.55) Average rating of English teachers in TPS Second survey 	 S3 TSA Internal assessment results Teaching Performance Survey 	 Panel Chairs of relevant subjects EMI Support Committee Chair Panel Chairs of relevant subjects EMI Support Committee Head English Panel Chair 	Administrative support of the school EMI Support Committee and the School-based Support Team from the EDB EOEBG
	 grammatical training To enhance the EMI skills of non-language EMI subject teachers by (i) nominating teachers for relevant courses, and (ii) compiling the electronic bank on the related references To build an English-rich campus to encourage the use of English by 	Whole year Whole year	> 3.2		AP (academic) Relevant committee	

	students in all aspects of school life				chairs, AP	
	To provide junior-form students	Whole			AP (academic)	EOEBG
	who are weak in English with	year			English Panel	
	afterschool remedial classes	,			Chairs	
Nurturing	To strengthen students'	Whole	Score in	Stakeholder	Relevant panel	
students as	metacognitive skills through (i) the	year	Stakeholder	survey	chairs	
lifelong learners	application of metacognitive tools		Survey(Student,	 Teaching 	AP (Academic)	
	and self-regulated learning in daily		Q2>3.8, Q8>3.6,	Performance		
	teaching under a structuralized		Q9>3.5,Q10>3.6,	Survey		
	plan and (ii) the integration of		Q12>3.7, Q13>3.6	• APASO		
	metacognitive tools into the lesson		and Q14>3.7)			
	design in the Collaborative Lesson		Score in TPS			
	Planning (CLP) exercise		(Second survey,			
	To enhance the habits and skills of	Whole	Q32>3.11,		• English and	Administrative
	reading by (i) promoting extensive	year	Q36>2.89) • Rating of reading		Chinese Panel	support from the
	reading, (ii) nurturing students'		Tracing of reading		Chairs • Library	Library and the School-based
	reading skills To diversify the book list for		strategy in APASO(senior >		Committee	Support Team
	extensive reading through		2.92, junior> 2.88)		Chair	from the EDB
	including subject-related readers		2.32, jamoi> 2.00)		EMI Support	Hom the LDB
	merading subject related readers				Committee	
					Chair	
	SUBJECT LEVEL:	Whole			Relevant panel	
	To better familiarize teaching staff	year			chairs	
	with pedagogies that are relevant					
	to small class teaching through					
	staff development seminars and					
	internal sharing					
	To have lessons tailor-made to					
	cater for students' diversified					
	abilities and aptitudes					
	To arrange enhancement classes or					
	activities for high achievers to					
	prepare them for examinations or					
	broaden their horizons by					

	respective departments					
Better attendance of learners' diversity	SCHOOL LEVEL: To coordinate the nomination of students to competitions, activities & awards through a centralized system such that students of different abilities can have the chances for further development	Whole year	 S3 TSA passing rates (Chi > 97%, Eng>99%, Maths>99%) S3 students with passing average mark in HYE > 73% Score in Teaching Performance Survey (Second survey, Q1>3.25, Q2>3.28, Q3>3.23, Q4>3.18, Q5>3.17, Q6>3.21, Q27>3.17, 	 S3 TSA and internal assessment Annual Assessment Teaching Performance Survey Stakeholder survey 	AP (Student Affairs) and KLA coordinators	EOEBG
	To offer after-school Chinese, English and Mathematics remedial classes for junior-form low-achievers in these three subjects	Whole year	Q28>3.16) • Higher score in Stakeholder Survey(Parent) Q1, 3, 10 & (Student) Q3, 21, 26		Relevant panel chairs	EOEBG

Major Concern II: To enable students to fully realize their potentials through character-building

Intended Outcomes	Strategies	Time Scale	Success Criteria	Method of Evaluation	Department(s)/ Committee(s)/ Teacher(s) Responsible	Resources Required
Enhancement of students' self-discipline	 SCHOOL LEVEL: To achieve better understanding and consensus among teaching staff on expected student behaviours To encourage students' self-disciplined behaviour through positive reinforcements 	Whole year	 Consensus of teaching staff on the expected behaviour among students and the implementation priority are drawn Overall 	 Students' discipline records Students' overall performances in assemblies and 	 Student Affairs Committee Discipline Committee Guidance Committee Life Education 	EOEBG, DLG, HKJC(LLF), ASLSPG

by giving them awards and commendations on more occasions • To continue organizing special counseling groups for students with learning difficulties and behavioural problems by the Guidance Committee and the School Social Workers • To organize parenting forums to synchronize parents' and school effort to develop self-discipline among students CLASS LEVEL: • To assist students to set and implement their goals with the element of self-discipline incorporated in the Life Building Scheme	Dec 2013, Apr 2014	improvements in the Discipline record Overall improvements in the performance assemblies Improvements in the Stakeholder survey (Student) on Q 16, 19, 23, 25, 26 (Q16>3.6, Q19>3.9, Q23>3.8, Q25>3.8, Q26>3.8) Stakeholder survey (Parent) scores of Q9,17,20>3.6; Q18,19,21,23>3.8 Improvements in the APASO in the area of "emotional stability" (score of junior forms >2.8; score of senior forms>2.63) Improvements in Stakeholder survey (Parent) on the areas "My view on support for student development" (Q6>3.5, Q7>3.8)	other school functions. Stakeholder Survey (Teacher, Parent & Student) APASO	Committee	
		"My view on support for student			

			cooperation" (Q17>3.6, Q18>3.7, Q19>3.7, Q20>3.6, Q21>3.7, Q22>3.1, Q23>3.7)			
Strengthening students'	SCHOOL LEVEL: To develop a centralized	Whole	Successfully	Nomination and	Student Affairs	EOEBG,
self-confidence	 To develop a centralized information system to monitor the nomination of students' to various internal and external extracurricular activities To organize training programmes for student leaders To develop students' career aspiration through career mapping programmes To recognize students' outstanding achievements in assemblies and through exhibitions To nurture students' confidence and responsibility through their participation in the Student Council CLASS LEVEL: To enhance the culture of appreciation on students' strengths and achievements by setting an honours list in each class 	year	 Successivity nominations for students to participate in different training activities and receive various awards by using the centralized information system Successfully organization of training camps and workshops meeting the expected number of participants Significant improvement in students' self-confidence and leadership after the training programmes through pre- and post-tests Stakeholder survey (student) Q.17 & 19 > 3.9. Improvements in the 	participation records of students • Stakeholder Survey (Student) • APASO • Pre- & post-tests	 Student Analis Committee Discipline Committee Guidance Committee Life Education Committee OLE Committee Career & Further Studies Committee 	DLG, HKJC(LLF), ASLSPG

			"Perseverance" (score of junior forms>2.98, senior, score of senior forms>2.91) "Social Integration" (score of junior forms>2.95, senior, score of senior forms>3.04) and "Interpersonal Competence" (score of junior forms>2.86, senior, score of senior, score of senior forms>2.92)			
Widening students' exposure	 SCHOOL LEVEL: To monitor the appropriate nominations of students to various award schemes outside school and overseas' exchange programmes through the centralized information system To broaden students' exposure on different careers through the developing Alumni Mentorship Scheme To organize "Cross Boundary Learning Activities" to Mainland China and Taiwan for 80 S5 students and 40 S3 students CLASS LEVEL: To organize wider variety of field studies for different levels 	Whole year Whole year Apr 2014	 A 10% increase in the number of students nominated to various award schemes outside school overseas' exchange programmes Successful organization of "Cross Boundary Learning Activities" for F.3 and F.5 students respectively Significant improvement in students' attitudes and knowledge on 	 Nomination and participation records of students. Stakeholder Survey (Student) APASO Pre- & post-tests 	Student Affairs Committee Career & Further Studies Committee Alumni Association Department chairs	EOEBG, DLG, HKJC(LLF), ASLSPG, CCF

	departments		through pre- and post-tests Improvements in the APASO in the area of "Opportunity" and "Emotional Attachment to the Nation" Successful organization of the first mentorship seminar and the mentor-mentee gathering Successful organization of different field study programmes Improvement in the Stakeholder Survey (students) Q1 (score of Q1>3.5)			
Early	SCHOOL LEVEL:		_, _,			
intervention to meet students' identified needs	 To ensure early intervention by prompt referral of students in need to guidance teachers, social workers & educational psychologists To set up a functional group under the Guidance Committee to address students' special educational needs To apply for the EDB's School-Based Educational Psychology Service (SBEPS) for 	Whole year	 The completion of various intervention procedures careful monitoring by the Guidance Committee according to the S1 student information record form and teachers' referral The successful acquirement of SBEPS 	 S1 students' records Reports from the Guidance Committee 	 Student Affairs Committee Guidance Committee School Social Workers 	EOEBG, SSB, Special grant from the EDB

the provision of a close and		
comprehensive support to the		
students in need		

Major Concern III: To enable the teaching staff to develop into a Learning Organization through collaboration and self-evaluation

Intended outcome	Strategies	Time scale	Success criteria	Method of evaluation	Department / Committee	Resources required
					responsible	•
Develop an environment that encourages professional dialogue for pursuing improvement	 To improve the effectiveness of Collaborative Lesson Planning(CLP) by increasing flexibility and closer supervision To help teachers performing well in CLP form some pilot quality circles and let them share their findings on Staff Development Days To report findings from the appraisal system and other surveys to staff and use them for the steering of staff development To arrange more chances of professional interflow among our staff on Staff Development Days 	Whole year Whole year Whole year	 Score in Stakeholder Survey (Teacher, Q11>3.7, Q14>3.7, Q15>3.7, Q18>4.1, Q19>4.2, Q21>3.0, Q22>3.4, Q23>3.1, Q25>3.1) Teachers' agreement on the fact that they have more professional dialogues about teaching and school improvement 	 Stakeholder Survey Comment from teachers in evaluation meeting 	 AP (academic) Staff Development Committee Chair AP Staff Development Committee Chair Staff Development Committee Chair Staff Development Committee Chair 	
	To create more chances for sharing of experiences between class teachers on class management and Life Building Scheme	Whole year			APStaffDevelopmentCommitteeChair	
	To offer professional training session for teachers, such as	Whole year			Staff Development	EOEBG \$10000

	those related to group dynamics, relationship, trust building and stress management				Committee Chair	
Improvement of the school planning-imple mentation-evalu ation (PIE) cycle	 Make better use of the data from evaluations, surveys and staff appraisal for planning by Subject Panels and Committees 	Whole year	• Score in Stakeholder Survey (Teacher, Q3>3.2, Q4>3.5, Q5>3.6, Q6>3.8,Q7>3.4,	Survey Comment from AP, teachers,	 AP Relevant panel and committee chairs 	
	 To refine the setting and evaluation of School, Panel and Committee Annual Plans by greater participation of staff in decision making 	Whole year	Q10>3.3,Q12>3.7, Q13>3.7,Q16>4.1, Q17>4.1,Q30>3.7, Q31>3.8, Q32>3.9) • Higher rating of	panel and committee chairs	P & APSubject Panel and Committee Chairs	
	To supervise better the implementation of Annual Plans by refining the rules of writing and submitting agendas and minutes of meetings	Whole year	Annual Plans (setting, implementation and evaluation) by AP • Teachers' better understanding and handling of PIE		● P & AP	•
Building shared vision among staff of different aptitudes and points of view	To align teachers' view upon school policies and their implementation through active involvement of all staff in the making of important decisions	Whole year	• Score in Stakeholder Survey (Teacher, Q1>3.6,Q3>3.2,Q7 >3.4, Q14>3.7, Q52>4.1,Q53>4.1, Q55>3.2, Q56>3.6)	Stakeholder Survey	• P & AP	

Plan on use of Capacity Enhancement Grant / Senior Secondary Curriculum Support Grant in 2013/2014 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: 27

Task area	Major area(s)	Strategies/Tasks	Benefits	Time	Resources required	Success	Methods of	People
			anticipated	scale		criteria	evaluation	responsible
Enhancement of	Small class	To employ the	The teaching	2013/2014	GM Salary of	Chinese	Questionnaire	Chinese
Chinese	teaching and	qualified contract	load will be	School	contract teacher for	teachers show		Panel
Language	the	teachers	reduced on	Year	12 months,	improvement		
Teaching	implementation	(1 GM, Point 19	average by 2		including MPF	in their		
	of Putonghua without	&	periods per		[(29,720x7 +	teaching		
	additional staff	1 CM, Point 14)	6-day cycle		30,908x5 + 1,250x9	effectiveness		
	resources	AND they will	across the		+ 1,500x3=378,330]			
	resources	take up 6 classes	Chinese Panel.					
		of Chinese and	Hence Chinese		CM Salary of			
		perform the same	subject teachers		contract teacher for			
		duties as required	will have their		12 months,			
		of a regular	heavy		including MPF			
		teacher	workload		[(23,285x7 +			
			practically		24,216x5 + 1,164x7			
			released.		+ 1,211x5=298,279]			
Enhancement of	English	To employ one		2013/2014	Salary of contract	English		English
English	teacher can	teaching assistant		School	teaching assistant	teachers show		Panel
Language	spare more	who will provide		Year	for 12 months,	improvement		
Teaching	time on	general supports			including MPF	in their		
	teaching by	to the English			[(13,000+650)x12]	teaching		
	releasing their	Panel by taking			= 163,800]	effectiveness		
	administrative	up routine						
	duties	non-teaching						
		duties, and						
		after-school						
		remedial class.						

Enhancement of	Small class in	To employ a	The class sizes	2013/2014	Salary of contract	Questionnaire	English
English	juniors form	qualified contract	at the	School	teacher for 12		Panel
Language	and S.5.	teacher (GM,	respective	Year	months, including		
Teaching		Point 19) who	forms are		MPF [(29,720x7 +		
		will take up 3	reduced and		30,908x5 + 1,250x9		
		classes of English	greater		+ 1,500x3=378,330]		
		and perform the	attention can be				
		same duties as	given to				
		required of a	students.				
		regular teacher					

Funding	Income	Expenditure	Surplus / (Deficit)	
Capacity Enhancement Grant	537,792			
GM (Point 19) in Chinese		378,330		
Teaching Assistant for English Panel		163,800	(4,338)	The deficit is
				covered by EOEBG

Funding	Income	Expenditure	Surplus / (Deficit)	
Senior Secondary Curriculum Support Grant	741,510			
GM (Point 19) in English		378,330		
GM (Point 21) in Science		298,279	64,901	

Wong Shiu Chi Secondary School School-based After-school Learning and Support Programmes 2013/14 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, 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	22.7.2013 –	18	9,000.00	Q-Language
Bridging Class	students'	- Improvement in	record	9.8.2013			
	English abilities	their reading,	- Reports				
	for their	speaking and	prepared				
	transition to an	comprehensive	by tutors				
	English learning	ability					
	environment						
School Prefect	To familiarize	Prefects can take	Comments	Oct 2013 & July	20	10,000.00	-

Training Camps	newly appointed	up their duty	from the	2014			
	prefects with the	confidently	teacher				
	operational		advisors				
	routines, to						
	develop the						
	team spirit and						
	collaboration						
School Picnic	Transport fee			Nov 2013	80	4,000.00	
Musical	To develop	Regular	Attendance	Year round	35	45,000.00	Music Friendly /
instrument	students' skills	attendance and	record and				Vincent Music
training classes	in musical	mastery of the	comments				
	instruments and	performing skills of	from the tutors				
	their ability in	the musical					
	musical	instrument					
	appreciation						
Leadership	To instill the	Students showing	Attendance	Year round	10	5,000.00	
Training e.g.	virtues of	improvement in	record and				
YLD, AYP, Head	leaders among	collaboration,	comments				
Prefects	students	communicative and	from the tutors				
Training etc		self-management					
Sports training,	To develop the	Active participation	Attendance	Year round	20	5,000.00	
e.g. fencing,	spirit of	in the respective	record and				
judo,	collaboration,	sports events	comments				
badminton,	self		from the tutors				

table tennis, soft	management,						
balletc	and skills in						
	sports						
After school	To enable low	Improvement in the	Examination	Year round	14	10,000.00	
tutorial class	achievers to	learning outcome	results				
	make						
	improvement in						
	their studies						
Music & Speech	To develop	Competitions can	Competition	Nov 2013 to Jan	20	2,000	
Festival	students' skills	enrich their	results	2014			
Competitions	in musical and	experience					
	speech						
Miscellaneous	To widen the	Regular	Comments	Year round	30	5,000.00	Miscellaneous
activities for	students' scope	attendance and	from				agents
developing	of life exposure	having	instructors and				
student self		development in self	interviews				
esteem, skills		esteem and skills					
development							
and enrichment							
of learning							
experiences							
						05.000	

95,000

Budget Summaries 2013/2014

EOEBG (Baseline) Income /\$ Expenditure /\$ Ceneral Administrative Expenditure 1,857,943.50 700,000,00 Library Books and CD-ROM's 83,600.00 Ictra-Curricular Activities (Note1) 20,000,00 Integrated Science 20,000.00 Visual Art 30,000,00 Home Economics 25,000.00 Design & Technology 42,000.00 Putonghua 22,000.00 Biology 22,000.00 Physics 20,000.00 Chinese Language 2,000.00 Enrichment Course Taught By NET 140,000.00 Chinese Etansive Reading Scheme 120,000.00 English Language 120,000.00 English Extensive Reading Scheme 120,000.00 Staff Development and Training 7,000.00 Guidance Programmes 92,000.00 Lift Maintenance Grant 38,000.00 Composite Intermite & Equipment 400,000.00 Replacement of the audio system in hall 400,000.00 Deficit transferred to EOEBG 1,857,943.50 3,244,009.00 Composite Information & T	Baaget Garminanes 2010	2017	
General Administrative Expenditure 1,857,943.50 700,000,000 Light & Power 380,000 380,000 Light & Power 380,000 380,000 Extra-Curricular Activities (Note1) 162,500,000 Integrated Science 20,000,000 Visual Art 33,000,000 Home Economics 25,000,00 Design & Technology 42,000,00 Putonghua 1,000,00 Biology 20,000,00 Physics 20,000,00 Chemistry 40,000,00 Chinese Language 2,000,00 English Language 2,000,00 English Extensive Reading Scheme 12,000,00 English Extensive Reading Scheme 12,000,00 Staff Development and Training 7,000,00 Guidance Programmes 20,000,00 Lift Maintenance Grant 400,000,00 Composite Furniture & Equipment 400,000,00 Replacement of the audio system in hall 400,000,00 Deficit transferred to EOEBG 1,857,943.50 3,244,009.00 Composite Furniture & Technology <t< td=""><td>EOEBG (Baseline)</td><td>Income /\$</td><td>Expenditure /\$</td></t<>	EOEBG (Baseline)	Income /\$	Expenditure /\$
Light & Power 380,000.00 Library Books and CD-ROM's 83,600.00 Extra-Curricular Activities (Note1) 162,500.00 Visual Art 20,000.00 Visual Art 25,000.00 Design & Technology 42,000.00 Putonghua 1,000.00 Biology 22,000.00 Physics 20,000.00 Chinese Language 20,000.00 English Language 20,000.00 Enrichment Course Taught By NET 140,000.00 English Extensive Reading Scheme 12,000.00 Staff Development and Training 7,000.00 Guidance Programmes 9,000.00 English Extensive Reading Scheme 12,000.00 Explacement of the audio system in hall 40,000.00 Defict transferred to EOEBG 1,857,943.50 2,881,168.00		1.857.943.50	
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Extra-Curricular Activities (Note1) 182,500.00 Integrated Science 20,000.00 Visual Art 33,000.00 Boesign & Technology 42,000.00 Putonghua 1,000.00 Biology 22,000.00 Physics 20,000.00 Chemistry 40,000.00 Chinese Language 20,000.00 English Language 20,000.00 Enrichment Course Taught By NET 140,000.00 Chinese Extensive Reading Scheme 12,000.00 English Extensive Reading Scheme 12,000.00 English Evensive Reading Scheme 12,000.00 Staff Development and Training 7,000.00 Guidance Programmes 20,000.00 Composite Furniture & Equipment 400,000.00 Replacement of the audio system in hall 400,000.00 Deficit transferred to EOEBG 1,857,943.50 3,244,009.00 Composite Information & Technology 392,943.00 350,000.00 Noise-abatement and air-conditioning 281,940.00 4,744,473.00 Composite Information & Technology 337,792.00 542,130.00 <td></td> <td></td> <td></td>			
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4,319,809.00 3,846,468.40	Moral & National Education Support Grant	469,150.00	80,000.00
		4,319,809.00	3,846,468.40

- Notes 1. An additional \$30,000 Subsidy from Beat Drug Fund will be received.
 - 2. To cover the salaries for 1 no. Eng. TA (\$163,800), 1 no. Chi. GM (\$378,330), the deficit (\$4,338) is covered by EOEBG.
 - 3. To cover the salaries for 1 no.Chi. GM (\$344,675), 1 no.Eng. CM (\$328,612), 1 no. Science GM (\$415,420), 2 nos. TA for Chi. & Adimin. (\$327,600), 1 no. TA for Math from Jan 14 (\$100,800) and supply teachers.
 - 4. To cover the salaries for 1 no. Eng. GM (\$378,330), 1 no. Chi. CM (\$298,279).
 - 5. To cover the salaries for 1 no. LS TA (\$176,400).
 - 6. To cover the salaries for 1 no. Eng. GM (\$361,112), the deficit (\$15,074) is covered by surplus from previous year
 - 7. The deficit (\$34,000) is covered by EOEBG.
 - 8. To cover the salaries for 1 no. LS. GM (\$378,330), the deficit (\$62,730) is covered by EOEBG.