

# WONG SHIU CHI SECONDARY SCHOOL

## ANNUAL PLAN 2018/2019

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## School Annual Plan 2018 – 2019

### Major Concern I: To equip students as competent learners in the 21<sup>st</sup> century

Targets	Strategies	Success criteria	Evaluation methods	Time scale	In-charge	Resources required
To cultivate students' interest in Science, Technology, Engineering and Mathematics (STEM)	<ul style="list-style-type: none"> <li>To coordinate school-based curriculum and extra-curricular activities related to STEM</li> <li>To nominate students to participate in external trainings and projects and competitions related to STEM</li> <li>The coral aquarium is monitored by the Science Club and the Environmental Conservation Club.</li> <li>The aquaponics system is monitored by the Environmental Conservation Club and Horticulture Club</li> </ul>	<ul style="list-style-type: none"> <li>Majority of students agree that the activities and programmes can enhance their interests in STEM-related areas</li> <li>Majority of teachers agree that the activities and programmes can enhance students' interests in STEM-related areas</li> <li>Teacher advisors of different activities and programmes agree that student participants' interests in STEM is enhanced</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaires</li> <li>Reports of related Clubs</li> <li>Students' achievements</li> <li>Students' reflections</li> </ul>	Whole year	Assistant Principal (Academic) + STEM team	EOEBG
To develop among students a solid knowledge base of STEM	<ul style="list-style-type: none"> <li>To adopt more lively and innovative curricula of the Science, Technology and Mathematics Education KLAS</li> <li>The junior Computer Literacy (CY) and Design and Technology (DT) curricula are enhanced to involve more elements related to coding and robotics</li> </ul>	<ul style="list-style-type: none"> <li>Majority of related subject teachers consider students have stronger knowledge base of STEM</li> <li>Majority of students pass the questions / complete the tasks related to coding &amp; robotics in CY and DT</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum documents</li> <li>Nomination records</li> <li>Students' performance in questions / tasks related to coding &amp; robotics</li> <li>Students' reflections</li> </ul>	Whole year	Assistant Principal (Academic)  IT and DT Panel Chair	EOEBG
To enhance the effectiveness of learning through quality learning experiences	<ul style="list-style-type: none"> <li>To collect, design and provide learning and teaching resources in STEM disciplines</li> <li>To enhance learning and teaching effectiveness through e-learning and e-teaching strategies</li> <li>To maximize the Moodle platform in developing students' self-regulated learning habits</li> <li>To enhance students' interaction in lessons</li> <li>To enhance the professional development of teachers in STEM education and the use of IT</li> <li>To adopt strategies in catering for the learners' diversity in lessons</li> </ul>	<ul style="list-style-type: none"> <li>Higher overall score of TPS of the whole school than last year</li> <li>Higher overall score in "My view on Student Learning" of SHS (Students, Teachers and Parents) than last year</li> <li>Higher scores in SHS (parents Q.1&gt;3.4, Q.2&gt;3.6, Q.3&gt;3.5,</li> <li>Higher scores in APASO (Academic Self Concept, senior [mean]&gt;2.65 ; junior [mean]&gt;2.83)</li> <li>More courses or seminars related to STEM and IT teaching attended</li> <li>Majority of teachers consider the STEM &amp; IT courses helpful to teaching effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>SHS</li> <li>TPS</li> <li>APASO</li> <li>Records in WSC Portal</li> <li>School-based questionnaires</li> </ul>	Whole year	Assistant Principal (Academic)  Subject Department Chairs  IT coordinators	EOEBG

**Major Concern II: To develop students' leadership traits through character building**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	In-charge	Resources Required
To help students set and achieve meaningful goals	<ul style="list-style-type: none"> <li>To help students set and evaluate the Goals on                             <ol style="list-style-type: none"> <li>academic performance</li> <li>extra-curricular activities</li> <li>career and life planning</li> </ol>                             through improvement in Life Building Scheme (LBS) and other formal and informal functions                         </li> <li>To strengthen the role of Teachers by giving them thorough student portfolios so that they could advise and help students better in setting and evaluating their set goals</li> <li>To strengthen the role of parents in guiding students towards their set goals through parent meetings and parents' education</li> </ul>	<ul style="list-style-type: none"> <li>LBS teacher advisors agree that most students set better action plans in pursuing their studies, career and personal development goals</li> <li>Higher scores in SHS (students Q.12&gt;3.7, Q.15&gt;3.8)</li> <li>Higher scores in SHS (teachers Q.41&gt;2.9, Q.43&gt;3.1, Q.46&gt;3.8)</li> <li>Higher scores in SHS (parents Q.2&gt;3.4, Q.4&gt;3.7).</li> <li>Higher scores in APASO (Goal setting, senior [mean]&gt;2.82 ; junior [mean]&gt;3.13; Perseverance, senior&gt;2.8; junior&gt;3.01)</li> </ul>	<ul style="list-style-type: none"> <li>SHS</li> <li>TPS</li> <li>APASO</li> <li>Questionnaire on Specialized areas</li> <li>Parents' feedback</li> <li>Teachers' feedback</li> </ul>	Whole year	Assistant Principal (Student Affairs)  Life Building Scheme i/c  PTA i/c	EOEBG  PTA fund
To help students take responsibility for every aspect in their life and work well with others under mutual respect	<ul style="list-style-type: none"> <li>To offer chances to strengthen students' sense of responsibility such as programmes to train students to help one another in learning (e.g. peer learning through forming study groups)</li> <li>To develop 'The Leader in Me' training programme for all students</li> <li>To encourage students to achieve their set goals through activities and award schemes</li> </ul>	<ul style="list-style-type: none"> <li>Higher scores in SHS (students Q.15&gt;3.8, Q.17&gt;3.7, Q.18&gt;3.8, Q.22&gt;3.8, Q.24≥4.0, Q.26&gt;3.9)</li> <li>Higher scores in SHS (teachers Q.47&gt;3.7, Q.48&gt;3.7)</li> <li>Higher scores in SHS (parents Q.8&gt;3.8, Q.11&gt;3.9, Q.13≥4.1)</li> <li>Higher scores in APASO (Social Integration, senior [mean]&gt;2.89 &gt; ; junior [mean]&gt;3.11; Commitment, senior&gt;2.98, junior&gt;3.17)</li> <li>More merit / credit records and fewer misbehavior records issued throughout the year than last year</li> </ul>	<ul style="list-style-type: none"> <li>SHS</li> <li>APASO</li> <li>Discipline records</li> </ul>	Whole year	Assistant Principal (Student Affairs)  Life Education Committee  Discipline Committee  Guidance Committee	EOEBG

**The Leader in Me (Stephen R. Covey, Sean Covey):**

*The Leader in Me* is a whole school transformation process in teaching 21st century leadership and life skills to students so as to create a culture of student empowerment based on the idea that every child can be a leader.

**Major Concern III: To fully explore and develop the potential of gifted students**

Targets	Strategies	Success Criteria	Evaluation methods	Time Scale	In-charge	Resources Required
<p>To nurture students' diverse talents and provide sequential and multiple educational activities to gifted students at different levels</p>	<ul style="list-style-type: none"> <li>• To strengthen “The three-tiered implementation mode” in gifted education that has fully realized the spirit of curriculum reform</li> <li>• To strengthen the three key elements of gifted education (high-order thinking skills, creativity and personal-social competence) align with the nine generic skills, positive values and attitudes, advocated in the curriculum reform</li> <li>• To identify students' strengths and talents through closer teacher-student interactions and communications</li> <li>• To develop the atmosphere to recognize and appreciate students' achievements, strengths and contributions to school in different occasions through award schemes and various acknowledgement strategies</li> <li>• To provide more opportunities for students to explore and develop their talents through comprehensive nomination schemes e.g. awards, trainings and career attachment programmes (EDB and Alumni)</li> <li>• To offer more chances for students to approach and contribute to the community and nation through local voluntary work and services in sister schools in the Mainland respectively</li> <li>• To strengthen the role played by students in cross-boundary exchanges and overseas tours</li> </ul>	<ul style="list-style-type: none"> <li>• Higher scores in SHS (students Q.21&gt;3.8)</li> <li>• Higher scores in SHS (Teacher, Q29&gt;3.7, Q.47≥4.0, Q.51≥4.1)</li> <li>• Higher scores in APASO (Achievement, senior&gt;2.53, junior&gt;2.79)</li> <li>• Higher scores in Teaching Performance Survey (2<sup>nd</sup> Term), Q4&gt;3.24; Q.26&gt;3.25)</li> <li>• Majority of teaching staff agree that students exert their diverse talents better</li> <li>• Majority of teaching staff agree that gifted education has been strengthened</li> </ul>	<ul style="list-style-type: none"> <li>• SHS</li> <li>• APASO</li> <li>• Questionnaire on Specialized areas</li> <li>• Students' feedback and reflections</li> <li>• Subject Panels' Report</li> </ul>	<p>Whole year</p>	<p>Assistant Principal (Academic)</p>	<p>EOEBG</p>

## Plan on use of Capacity Enhancement Grant in 2018/2019 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: 24

Task area	Major area(s)	Strategies/Tasks	Benefits anticipated	Time scale	Resources required	Success criteria	Methods of evaluation	People responsible
Liberal Studies Teaching	S.4 and S.6 LS classes	To employ a qualified contract teacher (GM, Point 17) who will take up 4 classes of LS and perform the same duties as required of a regular teacher	The class sizes at the respective forms are reduced and greater attention can be given to students.	2018/2019 School Year	GM Salary of contract teacher for 12 months, including MPF \$421,920	LS teachers show improvement in their teaching effectiveness	Questionnaire and interviews	Liberal Studies Panel
Enhancement of English Language Teaching	All the supportive administrative work of the English Language Department	To employ one teaching assistant who will provide general supports to the English Panel by taking up routine non-teaching duties, and after-school remedial class.	English teacher can spare more time on teaching by releasing their administrative duties	2018/2019 School Year	Salary of contract teaching assistant for 12 months, including MPF [(\$14,000 x 1.05) x 12 = \$176,400]	English teachers show improvement in their teaching effectiveness	Questionnaire and interviews	English Panel

Funding	Income	Expenditure	Surplus / (Deficit)	
<b>Capacity Enhancement Grant</b>	\$613,766			
GM (Point 17) in English		\$421,920		
Teaching Assistant for English Panel		\$176,400	\$15,446	

## School-based After-school Learning and Support Programmes 2018/19 School Year Programme Plan

Name of School : Wong Shiu Chi Secondary School

Staff-in-charge : Ms. Choi Wai Yin Contact Telephone No. : 2656 1270

A. The estimated number of students (count by heads) benefitted under this programme is 169 (including A. 44 CSSA recipients, B. 120 SFAS full-grant recipients and C. 5 under school's discretionary quota).

B. Information on Activities to be subsidised / complemented by the Grant.

Name	Objective	Success Criteria	Method(s) of evaluation	Period/Date	Estimated no. of target students benefitted			Estimated expenditure (\$)	Name of partner/service provider
					A	B	C		
Pre-S1 English Bridging Class	To enhance students' English abilities for their transition to an English learning environment	<ul style="list-style-type: none"> <li>- Attendance</li> <li>- Improvement in their reading, speaking and comprehensive ability</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance record</li> <li>- Reports prepared by tutors</li> </ul>	23.7.2018 – 3.8.2018	4	15		5,700	Synergy Education
Musical Instrument Training Classes	To develop students' skills in musical instruments and their ability in musical appreciation	Regular attendance and mastery of the performing skills of the musical instrument	Attendance record and comments from the tutors	Year round	8	14		33,000	Sunstar Creation / Vincent Music

Field Trip and Training Camp for difference subject	Transport fee	- Attendance	- Attendance record	Year round	6	13		1,000	-
Music & Speech Festival Competitions	To develop students' skills in musical and speech	Competitions can enrich their experience	Competition results	Nov 2018 – April 2019		3		500	-
English / Chinese Enhancement Activities	To extend students' exposure to authentic English / Chinese	Improvement in the standard of English / Chinese	Attendance and their performance in the activities	Year round		4		500	-
Japanese Class	To enhance students' Japanese abilities	- Attendance	- Attendance record - Reports prepared by tutors	Year round		7		7,000	-
Exchange tour	To widen the students' scope of life exposure	- Attendance	Comments from teacher	March to April 2017	10	18		27,500	-
Leadership Training e.g. Outward bound, AYP, Head Prefects, Red Cross	To instill the virtues of leaders among students	Students showing improvement in collaboration, communicative and self-management	Attendance record and comments from the tutors	Year round	6	18		18,000	-

Training ... etc									
Sports training, e.g. soft ball, badminton, table tennis .....etc	To develop the spirit of collaboration, self management, and skills in sports	Active participation in the respective sports events	Attendance record and comments from the tutors	Year round		4		5,000	-
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	10	24	5	8,000	Miscellaneous agents
Total no. of activities <u>10</u>					44	120	5	106,200	

## Budget Summaries 2018/2019

<b>EOEBG (Baseline)</b>	<b>Income /\$</b>	<b>Expenditure /\$</b>
General Administrative Expenditure	1,951,227.19	614,400.00
Light & Power		395,000.00
Library Books and CD-ROM's		70,000.00
Extra-Curricular Activities		144,000.00
Integrated Science		46,000.00
Visual Art		28,000.00
Home Economics		33,500.00
Design & Technology		37,000.00
Biology		32,200.00
Physics		15,000.00
Chemistry		63,000.00
Chinese Language		27,900.00
English Language		30,000.00
Enrichment Course Taught By NET		160,000.00
Staff Development and Training		12,000.00
Other Learning Experiences		18,000.00
Lift Maintenance Grant		55,000.00
Composite Furniture & Equipment		880,000.00
Deficit transferred to EOEBG		786,731.59
	<u>1,951,227.19</u>	<u>3,447,731.59</u>

### EOEBG (Specific)

Administration Grant	3,887,868.00	3,958,341.00
Composite Information & Technology	407,214.00	380,000.00
Air-Conditioning Grant	541,156.00	400,000.00
Capacity Enhancement Grant (Note 1)	613,766.00	598,320.00
	<u>5,450,004.00</u>	<u>5,336,661.00</u>

### Other Grants Account

	<b>Income &amp; Reserves /\$</b>	<b>Expenditure /\$</b>
Teacher Relief Grant (\$51405.99+\$212000+\$457980) (Note 2)	721,385.99	913,610.00
Home-school Co-operation Activities Grant	15,372.00	14,000.00
Extra Senior Sec. Curriculum Support Grant (Note 3)	568,312.70	1,202,250.00
School-based After School Learning	106,200.00	106,200.00
HKJC LW Learning Fund	918,225.00	918,225.00
Learning Support & Professional Support Grant (SEN) (Note 4)	558,558.00	555,000.00
Diversity Learning Grant - Others Languages (Japanese) (Note 5)	159,900.00	220,500.00
Diversity Learning Grant - Others Programme	84,000.00	84,000.00
Diversity Learning Grant - NSS Applied Learning Courses (ApL)	28,050.00	28,050.00
Moral & National Education Support Grant	80,597.00	20,000.00
Understanding Our Motherland	64,000.00	64,000.00
Extra Recurrent Grant Under ITE4	66,740.00	66,144.00
Sister School Scheme	150,000.00	150,000.00
e-Learning in Schools	8,277.00	8,277.00
Promotion of STEM	71,686.72	85,000.00
Information Technology Staffing Support Grant (Note 6)	307,200.00	243,773.00
Promotion of Chinese Hist. and Culture	122,005.10	50,000.00
Promotion of Reading	60,000.00	43,800.00
	<u>3,521,340.69</u>	<u>4,341,979.00</u>

### Notes

- To cover the salaries for 1 no.TA (\$176,400), 1 no. LS GM (\$421,920).
- To cover the salaries for 1 no. TA (\$163,800), 1 no. Maths GM (\$729,810) and supply teachers, the deficit (\$192,224.01) is covered by EOEBG.
- To cover the salaries for 3 no. TA (\$488,670), 1 no. IS GM (\$713,580), the deficit (\$633,937.3) is covered by EOEBG.
- To cover the salaries for 1 no. TA (\$163,800), and SEN Courses.
- The deficit (\$60,600) is covered by EOEBG.
- To cover the salaries of 1 no. IT Staff (\$243,773).

## Plan on the Use of the Promotion of Reading Grant 2018-2019

The major objectives for Promotion of Reading : To nurture students' reading habit and to build the school's reading culture

	Item	Estimate Expenses
1.	<b><u>Purchase of Books</u></b>	
	Chinese Language Extensive Reading Scheme Printed books	\$8,000
	English Language Extensive Reading Scheme Printed books	\$11,000
	Moral Education	
	Discipline Committee Printed books	\$1,000
	Guidance Committee Printed books	\$1,200
	Life Education Committee Printed books	\$1,200
	STEM printed books	\$1,000
2.	<b><u>Reading Activities</u></b>	
	Chinese Language Extensive Reading Scheme Hiring of writers	\$9,800
	Activities miscellaneous fee and competitions related fee	\$8,600
3.	Reading Across the Curriculum Printed books	\$2,000
	Total	\$43,800

# 姊妹學校交流計劃書

2018-2019 學年

學校名稱：王肇枝中學 姊妹學校名稱：1. 廣州南武中學;  
2. 貴州安順市鎮寧自治縣行知學校

締結日期：廣州南武中學 (18-12-2012)  
貴州安順市鎮寧自治縣行知學校 (29-4-2016)

本校擬於 2018-2019 學年舉辦下列姊妹學校交流活動：

項目編號	交流項目名稱及內容	日期	預期目標	監察/評估	津貼分配
1.	姊妹學校老師交流日	4-1-2019	<ul style="list-style-type: none"><li>增進兩校老師間的認識和友誼</li><li>讓本校老師更了解內地重點中學的硬件與軟件配套</li><li>讓本校老師透過觀課及專業討論，加深對內地教育及課程的了解</li></ul>	網上問卷調查	\$ 50,000
2.	姊妹學校中五學生領袖訓練	15-4-2019 至 18-4-2019	<ul style="list-style-type: none"><li>增進兩校學生間的認識和友誼</li><li>透過本地或內地領袖訓練機構的培訓安排，提升兩地學生領袖的領袖素質及團隊精神</li></ul>	網上問卷調查 周會中匯報成果	\$ 100,000



校長簽署： 

校長姓名：鄭思宏

日期：11-12-2018