

WONG SHIU CHI SECONDARY SCHOOL

ANNUAL PLAN 2021/2022

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Annual Plan 2021/2022

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School Annual Plan 2021–2022

Major Concern I: To strengthen teachers' knowledge and techniques on using effective pedagogies to facilitate students' learning

Targets	Strategies	Success criteria	Evaluation methods	Time scale	In-charge	Resources required
To cultivate teachers to be life-long learners	<ul style="list-style-type: none"> To encourage and facilitate teachers' professional training through providing financial and administrative support 	<ul style="list-style-type: none"> SHS scores (Teachers Q21\geq3.8; Q22\geq3.8) Higher average CPD hours of teaching staff than 2020/21 Positive feedback from teachers 	<ul style="list-style-type: none"> CPD records SHS (teachers) Teachers questionnaire 	Whole year	Principal Assistant Principal (Admin & Support)	EOEBG
To enhance teachers' efficacy by exploring and adopting diversified pedagogical strategies	<ul style="list-style-type: none"> To familiarize teachers with the cutting edge pedagogical strategies including Cooperative Learning, Blended Learning and Flipped Classroom To incorporate the elements of STEM, Entrepreneurial Spirits, Career and Life Development in lessons To explore opportunities to liaise with universities and other external resources to enhance teachers' competence in teaching To enrich the knowledge among teachers through organizing "Communities of Practice" (CoP) To encourage more effective and meaningful peer lesson observation and professional dialogue To liaise different schools to exchange experiences on effective teaching strategies 	<ul style="list-style-type: none"> SHS scores (Teachers Q21\geq3.8; Q22\geq3.8); (Students Q2 \geq 4.0; Q.6\geq3.9) Higher overall scores in TPS in T1$>$3.34, T2$>$3.31, T4$>$3.34, T8$>$3.33 and T9$>$3.36 More professional exchanges in related topics within subject panels/ KLA More sharing of good practices concerning related topics in subject panel meetings, staff meetings and staff development days More CoP in related topics within subject panels, within and across KLAs At least one Peer lesson observation on another colleague from the same KLA 	<ul style="list-style-type: none"> TPS SHS (teachers) Teachers questionnaire Lesson observation records 	Whole year	Principal Assistant Principal (Academic, Admin & Support) Staff Development Committee STEM Committee Careers and Further Studies Committee Subject Departments	EOEBG

Remarks:

*Entrepreneurial spirit is a mindset with an attitude and approach to thinking that actively seeks out change, rather than waiting to adapt to change. It's a mindset that embraces critical questioning, innovation, service and continuous improvement.

Major Concern II: To nurture students to be proactive and positive learners

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	In-charge	Resources Required
To enhance students' ability to set and achieve meaningful goals	<ul style="list-style-type: none"> To strengthen the "Life Building Scheme" (LBS) To incorporate the "Leader in Me" elements into the "Life Building Scheme" in S3 and S4 	<ul style="list-style-type: none"> SHS scores (Students Q12\geq3.9) APASO scores in areas : Junior: goal Setting\geq3.05 Situation Control\geq2.85 Perseverance\geq2.96 Senior: goal Setting\geq2.93 Situation Control\geq2.87 Perseverance\geq2.85 Students are able to set goals in LBS by applying the elements of the LiM Majority of teachers and students agree that the LBS and LiM can help them set and achieve their goals 	<ul style="list-style-type: none"> SHS (Students) APASO TPS Teachers' and students' questionnaire 	Whole year	Assistant Principal (Student Affairs) OLE Committee	EOEBG
To strengthen students' confidence in their future and work systematically towards their goals	<ul style="list-style-type: none"> To implement the Hong Kong Benchmarks for Career and Life Development To incorporate the elements of the "Leader in Me" into Career and Life Development 	<ul style="list-style-type: none"> SHS scores (Students Q21\geq4.0) APASO scores (Senior) in areas: Goal Setting$>$2.93 Achievement$>$2.46 Task$>$3.15 Majority of students agree that the strategies adopted could effectively enhance their confidence in their future careers and further studies 	<ul style="list-style-type: none"> SHS (Students) APASO Students' questionnaire 	Whole year	Assistant Principal (Student Affairs) Career and Further Studies Committee Subject Departments LiM Lighthouse Team	EOEBG LWL grant Funding from the HKJCCT
To nurture students' capacity to live positively	<ul style="list-style-type: none"> To explore "Positive Education" elements and strategies To enrich the school atmosphere on the "Positive Education" To enrich the Christianity atmosphere with the assistance of "Love Foundation" to guide students to live positively according to words in the Bible 	<ul style="list-style-type: none"> SHS scores (Students Q15\geq3.9; Q18\geq4.0; Q22\geq4.0; Q23\geq4.1; Q24\geq4.2; Q25\geq4.1) APASO scores (Junior) in areas : Emotional Stability\geq2.78 Perseverance\geq2.96 Social Integration\geq2.93 Majority of students agree that Class periods, Biblical Knowledge and LiM lessons help them build up a positive attitude. Majority of students agree that colleagues of "Love Foundation" help them build up a positive attitude. 	<ul style="list-style-type: none"> SHS (Students) APASO Teachers' and students' questionnaire 	Whole year	Assistant Principal (Student Affairs) Assistant Principal (Admin & Support) Guidance Committee Life Education Committee Teacher-in-charge of Gospel activities	EOEBG LWL grant

Major Concern III: To unleash students' potential through experiential learning

Targets	Strategies	Success Criteria	Evaluation methods	Time Scale	In-charge	Resources Required
To offer diversified opportunities for students with different talents and strengths	<ul style="list-style-type: none"> To strengthen the Clubs, Associations and Teams to offer more meaningful and challenging activities To offer more chances for enhancing the exposures and experiences of students including academic and non-academic areas 	<ul style="list-style-type: none"> SHS scores (Students Q20\geq4.0; Q21\geq4.0); (Teachers Q29$>$4.0, Q51 \geq 4.1) APASO scores in areas : Junior: Interpersonal Competence\geq 2.88 Perseverance\geq 2.96 Senior: Interpersonal Competence\geq 2.71 Perseverance\geq 2.85 Positive feedback shown in ECA records from Clubs, Teams and student participants Majority of teaching staff agree that school provide appropriate opportunities for students of different talents and strengths 	<ul style="list-style-type: none"> SHS (Students) APASO Teachers' and student' Questionnaire 	Whole year	Assistant Principal (Student Affairs) Assistant Principal (Academic) Gifted Education Subcommittee Extra-curricular Activities Committee	EOEBG LWL grant DLG
To widen students' horizon through a diversity of experiences	<ul style="list-style-type: none"> To offer more chances for students to STEM To offer more chances for students to approach and contribute to the community and nation through local voluntary work and services in sister schools in the Mainland respectively To enhance students' role in cross-boundary and overseas exchanges tours 	<ul style="list-style-type: none"> SHS scores (Students Q1\geq3.6;Q21\geq4.0); (Teachers Q50\geq4.1;Q51\geq4.1); (Parent Q10\geq3.9) APASO scores in areas: Junior: Emotional Attachment to the Nation\geq 2.98 Commitment\geq 3.05 Social Integration\geq 2.93 Senior: Emotional Attachment to the Nation$>$ 2.57 Commitment\geq 2.98 Social Integration\geq 2.88 Positive feedback from volunteers' team members and students participants Majority of teaching staff and students agree that school provide diversified opportunities for students 	<ul style="list-style-type: none"> SHS (Teachers & Students) APASO Teachers' and students' Questionnaire 	Whole year	Assistant Principal (Student Affairs) OLE Committee STEM Committee	EOEBG LWL grant DLG GSSS

Appendix : Implementation plan on the use of the Citizenship and Social Development Grant (CS Grant)

Items / Programmes	Budget	Remarks
S4 field studies	\$7,500	5 times transportation fee
S4 and S5 local guided tours	\$14,400	\$1,800 x 8 times
C & S Club activities	\$500	\$250 x 2 times
Teaching materials from publishers	\$2,400	
Total :	\$24,800	

Plan on use of Capacity Enhancement Grant in 2021/2022 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
Physical Education (P.E.) Teaching	S.4 and S.6 P.E. classes	To employ a qualified contract teacher (GM, Point 17) who will take up 25 classes of P.E. and perform the same duties as a regular teacher	Teaching all male students to build their capacity to maintain their physical health	2021/2022 School Year	GM Salary of contract teacher for 12 months, including MPF \$438,480	Teachers display the competence to teacher effectively	Appraisal by P.E. Department Head	PE 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 quality teaching by releasing their administrative duties	2021/2022 School Year	Salary of contract teaching assistant for 12 months, including MPF [(\$17,000 x 1.05) x 12 = \$214,200]	English teachers show improvement in their teaching effectiveness	Appraisal by English Department Head	English Panel

Funding	Income	Expenditure	Surplus / (Deficit)
Capacity Enhancement Grant	\$642,934		
GM (Point 17) in PE		\$438,480	
Teaching Assistant for English Panel		\$214,200	(9,746)

School-based After-school Learning and Support Programmes 2021/22 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 189 (including A. 30 CSSA recipients, B. 144 SFAS full-grant recipients and C. 15 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 Classes (21-22)	To enhance students' English abilities for their transition to an English learning environment	<ul style="list-style-type: none"> - Attendance - Improvement in their English reading, writing, listening and speaking ability 	<ul style="list-style-type: none"> - Attendance record - Reports prepared by tutors 	14.9.2020 – 25.9.2020		20		4,000	Chatteris Educational Foundation
Pre-S1 English Bridging Classes (22-23)	To enhance students' English abilities for their transition to an English learning environment	<ul style="list-style-type: none"> - Attendance - Improvement in their English reading, writing, listening and speaking ability 	<ul style="list-style-type: none"> - Attendance record - Reports prepared by tutors 	26-7.2021 – 6.8.2021	4			1,200	

Chinese 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	1	8		13,500	Vincent Music
Orchestral 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	1	19		20,000	MusicFriendly
Guitar Classes	To develop students' skills in musical instruments and their ability in musical appreciation	Regular attendance and mastery of the performing skills of the guitar	Attendance record and comments from the tutors	Year round	1	10		16,500	
Field Trip and Training Camp for different subjects	Transport fee	- Attendance - Field trip assessment reports completed	- Attendance record - Field trip assessment reports	Year round	5	20		5,000	-

Music & Speech Festival Competitions	To develop students' skills in music and speech	Students have their experience enriched	Competition results	Nov 2021 – April 2022		3		500	-
English / Chinese Enhancement Activities	To extend students' exposure to authentic English / Chinese	Improvement in the proficiency of English / Chinese	Attendance and students' performance in the activities	Year round		5		10,000	-
Japanese Classes	To enhance students' Japanese writing & speaking abilities	- Attendance	- Attendance record - Reports prepared by tutors -	Year round	2	17		19,000	-
Leadership Training for student leaders e.g. Outward bound, AYP, Prefects, Red Cross ... etc	To instill the virtues of leaders among students	Students showing improvement in collaboration, communicative and self-management skills	Attendance record and evaluation from the tutors	Year round	6	18		5,000	-

Sports training, e.g. soft ball, badminton, table tennisetc	To develop the spirit of collaboration, self management, and various sports skills	Active participation and performance in the respective sports events	Attendance record and comments from the tutors	Year round		4		500	-
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	20	15	1,000	Miscellaneous agents
Total no. of activities <u>12</u>					30	144	15	96,200	

Budget Summaries 2021/2022

EOEBG (Baseline)	Income /\$	Expenditure /\$	
General Administrative Expenditure	2,002,034.59	683,000.00	
Light & Power		430,000.00	
Integrated Science		38,400.00	
Visual Art		30,000.00	
Home Economics		40,000.00	
Design & Technology		40,000.00	
Biology		32,600.00	
Physics		20,000.00	
Chemistry		30,000.00	
Geography		14,000.00	
Chinese Language		53,000.00	
English Language		42,000.00	
Staff development and training		70,000.00	
Career and Further Studies		15,000.00	
Lift Maintenance Grant		73,400.00	
Composite Furniture & Equipment		950,000.00	
Deficit transferred to EOEBG		106,488.00	
	<u>2,002,034.59</u>	<u>2,667,888.00</u>	(665,853.41)

Life-wide Learning Grant

Extra-Curricular Activities (\$1,174,267+\$527,458)	1,701,725.00	336,000.00	
Discipline		41,000.00	
Design & Technology		25,000.00	
Chinese Language		26,400.00	
Computer Studies		23,000.00	
English Language		169,000.00	
Integrated Humanities		20,000.00	
Integrated Science		33,000.00	
Liberal Studies		28,900.00	
Value Education (S2 Leader-in-Me programme)		21,500.00	
Music		100,000.00	
Physical Education (included coach)		260,000.00	
Life Education		20,000.00	
Other Learning Experiences		18,000.00	
Religious Activities		9,200.00	
STEM		140,000.00	
	<u>1,701,725.00</u>	<u>1,271,000.00</u>	430,725.00

EOEBG (Specific)

Administration Grant	4,072,524.00	3,885,470.00	
Composite Information & Technology	494,240.00	516,811.00	(22,571.00)
Air-Conditioning Grant	591,793.00	400,000.00	
Capacity Enhancement Grant (Note 1)	642,934.00	652,680.00	(9,746.00)
SBM Top-up Grants (\$50,702+\$77,283)	127,985.00	50,000.00	
	<u>5,929,476.00</u>	<u>5,504,961.00</u>	

Budget Summaries 2021/2022

Other Grants Account	Income & Reserves /\$	Expenditure /\$	
Teacher Relief Grant (\$1,130,320+\$564,507) (Note 2)	1,694,827.00	1,147,793.00	
School Executive Officer Grant (Note 3)	534,660.00	528,540.00	
Home-school Co-operation Activities Grant	20,000.00	20,000.00	
School-based After School Learning	124,800.00	95,000.00	
Student Activities Support Grant	109,200.00	100,000.00	
Learning Support Grant (SEN) (\$460,000+\$113,000) (Note 4)	573,000.00	510,000.00	
Diversity Learning Grant - Others Languages (Japanese) (Note 5)	143,100.00	217,200.00	(74,100.00)
Diversity Learning Grant - Others Programme (\$84,000+\$69,952)	153,952.00	90,000.00	
Diversity Learning Grant - NSS Applied Learning Courses (ApL)	72,700.00	72,700.00	
Moral & National Education Support Grant	27,607.00	10,000.00	
Sister School Scheme (\$157,126+\$137,419)	294,545.00	150,000.00	
IT Staffing Support Grant (Note 6)	321,796.00	321,867.00	(71.00)
Promotion of Reading (\$62,851+23,681)	86,532.00	73,340.00	
One-off Grant for Subj. Citizenship & Social Development	300,000.00	0.00	
	<u>4,456,719.00</u>	<u>3,336,440.00</u>	

Notes

1. To cover the salaries for 1 no.TA (\$214,200), 1 no. PE GM (\$438,480).
2. To cover the salaries for 3 no. TA (\$604,800),1 no. 0.7 of AT (\$143,993), 1 no. Eng. GM (\$399,000) and supply teachers.
3. To cover the salaries for 1 no. EO (\$528,540).
4. To cover the Educational Psychologist service charge and SEN courses.
5. The deficit (\$74,100) is covered by EOEBG.
6. To cover the salaries of 1 no. IT Staff (\$321,867).

Plan on the Use of the Promotion of Reading Grant 2021-2022

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

	Item	Estimate Expenses
1.	<u>Purchase of Books</u>	
	Chinese Language Extensive Reading Scheme Printed books	\$8,500
	English Language Extensive Reading Scheme Printed books	\$4,000
	Library books	\$57,800
	Discipline Committee Printed books	\$1,000
	Guidance Committee Printed books	\$1,000
	Life Education Committee Printed books	\$1,000
2.	<u>Reading Activities</u>	
	Chinese Language Extensive Reading Scheme Hiring of authors	\$5,000
	Total	\$78,300

No.	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)				
				Level	Estimated Number of Participants			Intellectual Development (closely linked with curriculum)	Moral and Civic Education	Physical and Aesthetic Development	Community Service	Career-related Experiences
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness , or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes											
4												
5												
6												
7												
8												
(Please insert rows above if the space provided is insufficient.)												
Sub-total of Item 1.2							\$0.00					
Estimated Expenses for Category 1							\$1,071,100.00					

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning

No.	Item	Domain (Please select or fill in the domain as appropriate)	Purpose	Estimated Expenses (\$)	
1	Archery Equipmnet	Physical Education	Physical Education		120000
2	Rowing Equipment	Physical Education	Physical Education		30000
3	Softball Equipment	Physical Education	Physical Education		50000
(Please insert rows above if the space provided is insufficient.)					
Estimated Expenses for Category 2				\$200,000.00	
Estimated Expenses for Categories 1 & 2				\$1,271,100.00	

Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school:	696
Estimated number of student beneficiaries:	696
Percentage of students benefitting from the Grant (%):	100%
(Please insert rows above if the space provided is insufficient.)	
Contact Person for LWL (Name & Post):	Ms. Choi Wai Yin (CO)