

Annual School Plan 2009-2010

1. Improve teaching and student learning

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1 To enhance quality capabilities for e-learning, and teaching and learning	1.1.1 Review and implement best-practice standards, facilities and equipment for ICT in all learning areas	Sep – Aug	School equipped with updated hardware and software	Updated inventory of equipment.	ICT Team PCs	\$50,000
	1.1.2 Upgrade the school’s computer network and system	Sep – Aug		Questionnaire on e-learning needs		\$15,000 (EDB Funding)
	1.1.3 Install visualizers in all classrooms	Dec – Mar				\$56,000 (EDB Funding)
	1.1.4 Upgrade out-dated computers with new ones	Dec – July				\$38,000 (EDB Funding)
1.2 To uphold the quality of student learning in all areas	1.2.1 Review and strengthen the Putonghua curriculum in junior classes	Sep – July	A concrete and clear foundation in Putonghua for J.C. 1 to 3	Formative / summative assessment	PC VPC Chinese	
	1.2.2 Review and strengthen the Chinese curriculum using Putonghua as the medium of instruction	Sep – July	Raised standard in Chinese Language	Formative / summative assessment; J. C. 6 to TSA Speaking in PTH	PC VPC Chinese	
	1.2.3 Continue with Paul’s Action (J. C. 5 students)	April	Participation of more than 90% of the students; national identity strengthened	Statistics; questionnaire; On-going observation	G / D Mistress	\$150,000
	1.2.4 Visit to Chung Ying Street Shenzhen (J. C. 4 students)	April	National identity strengthened	On-going observation; questionnaire	CDM PC GS	\$5,000
	1.2.5 Regular English activities (Drama Club for J. C. 4-6 and English Club for J. C. 1-3)	Sep – July	Production on stage in July	Feedback from boys, Parents and teachers	PC English VPC	

1.3	To strengthen project learning in all subject areas	1.3.1	Implement assessment system in project learning in all subject areas, especially in general studies	Sep – July	A better sense of mastering project learning skills	On-going observation, formative and summative assessment	H DH PCs GS	
		1.3.2	Review and improve peer assessment and self assessment in project learning	Sep – July	Self-reflection enhanced	On-going observation and formative assessment	DH PCs VPCs	
1.4	To strengthen self-regulated learning	1.4.1	Review and improve the goal-setting and progress checking programmes in all subject areas	Sep – Aug	A better sense of direction in attaining goals	On-going observation and Analysis of project work	DH PCs VPCs	
		1.4.2	Provide students with access to learning materials and extended study activities through the Intranet	Sep – Aug	Self-regulated learning fostered	On-going observation and Statistics	ICT Team CDM PCs	
1.5	To implement a 5-year gifted education Programme	1.5.1	Review and improve the Enhancement and Remedial Programme in English, Chinese and mathematics	Sep – July	Raised standard in the subjects	Feedback from teachers	CDM PCs Chinese / English / Mathematics	
		1.5.2	Establish a Gifted Education Focus Group	Sep – July	A systematic approach in gifted Education in place			CDM PCs
		1.5.3	Prepare a Gifted Education Reference Manual	Sep – July	Learning needs of gifted students met			
		1.5.4	Review and improve the Enhancement and Remedial Programme in English, Chinese and mathematics	Sep – July	Potentials of all students stretched			
		1.5.5	Implement whole-class enrichment operation model (*Level 1A – see Appendix: Three-tiered Implementation Mode)	Sep – July		Formative and summative assessment		
		1.5.6	Arrange pull-out programmes of generic nature (*Level 2A)	Sep – July				

	1.5.7	Arrange pull-out programmes for students with specific talents (*2B)	Sep – July					
	1.5.8	Arrange off-site individualised support for the exceptionally gifted (*Level 3)	Sep – July					
1.6	To continue to foster good reading habit	1.6.1	Provide reading materials at different corners of the school for easy access to books and periodicals	Sep – July	Reading habit fostered	Reading records / statistics	PCs Chinese / English Librarian	\$10,000
		1.6.2	Maximise the use of the class library cabinet	Sep – July	Reading habit fostered	On-going observation Feedback from boys	Librarian	\$1,000
1.7	To keep teachers abreast of education development	1.7.1	Provide teaching staff with the necessary professional development opportunities with different focus each year	Sep – Aug	Centralised plans and professional development in force	Record of CPD	Staff Development Mistress	
		1.7.2	Provide middle management team with necessary profession development opportunities	Sep – Aug	Centralised plans and professional development in force	Record of CPD	Staff Development Mistress	

2. Strengthen student support

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1 To strengthen students' sense of responsibility at home, in school, in the community, in their own country and in the world	2.1.1 Begin the second cycle of the whole school guidance programme Phase 1 – Service Starts from Home	Sep – July	Students' awareness of self-discipline developed	Teachers' review and parents' feedback	CDM D / G Mistress SGP	\$1,000
2.2 To strengthen class management and care given to students	2.2.1 Review the single class teacher system	Jan – July	Students better taken care of	Teachers' review	H AH STs	
2.3 To enhance teaching staff's capability in catering for special education needs (SEN) of students	2.3.1 Provide teaching staff with necessary training opportunities in catering for SEN of students	Oct – July	Centralised plans and individual professional development in force	Records of CPD	Staff Development Mistress D / G Mistress	
2.4 To raise the level of student achievement in all learning areas	2.4.1 Continue with allocating resources to cater for needs of SEN students. Buy service from NGO - Speech therapy - UPA (Understanding Adolescence Project)	Sep – July	More support for SEN students	Feedback from students and parents; Teachers' ongoing observation	D / G Mistress	\$37,800 \$85,940

3. Sustain School improvement / development in line with the Primary School expansion plan from 18 to 24 classes

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 To review all aspects of the School's operations	3.1.1 Undertake School Self-Evaluation (SSE) incorporating stakeholder surveys	Sep – July	Production of survey reports;	Analysis of results of surveys	H DH Staff Development Mistress	
3.2 Good maintenance of the current school building and its facilities	3.2.1 Apply for government funds for the removal of asbestos containing material, repair of spalling concrete, repair of rusted metal gates and repainting of external walls	Apr09 to Oct09	Effective use of data	Assessment by College Council and consultant	H, PM, Consultant	\$200,000+ (estimated)
	3.2.2 Draw up detailed proposal for the above with the help of Project Manager and Consultant	Sep + Oct	Adequate fund secured	Assessment by Edb and ArchSD	H, PM, Consultant	\$20,000+ (10% of the contract sum)
3.3 Relocation of the school from Hill Road to the Pok Fu Lam Road / Victoria Road new campus	3.3.1 Draw up plans to enhance the facilities to cope with school expansion	Sep 09 to Aug 10	Items in 'Client Initiated Change' approved	Comments from teachers and parents; assessment by College Council and consultant	Council members, H, PM DH + STs	\$21.9 M
	3.3.2 Study for add-on facilities to the campus with the help of Project Manager and Consultant		Fund paid up			
	3.3.3 Follow up with the monthly report from the EdB / ArchSD / Consultant		Effective communication among EdB, ArchSD, other government departments, consultants and school in place			
	3.3.4 Monitor the progress of the project by meeting with the EdB / ArchSD / Consultants		Needs of the school met			

3.4 Expansion of school size from 18 classes to 24 classes	3.4.1 Admit 96 students in JC1 (32 per class)	Sep 08 to Sep 09	Enrolment reaching 96 at JC1	Consultation with parents at PTA AGM	H+DH	
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Legend:

H	Headmistress	PC	Panel Chairperson	ICT	Information Communication Technologies
AH	Assistant Headmaster	VPC	Vice Panel Chairperson	PM	Project Manager
ST	Senior Teacher	SGP	Student Guidance Personnel		
CDM	Curriculum Development Mistress	D/G	Discipline / Guidance		