

Annual School Plan 2010-2011

1. Improve teaching and student learning practices

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 – Dec	Enriched learning via ICT	Feedback from teachers and response (participation) of students	ICT	
1.2 To uphold the quality of student learning in all areas	1.2.1 Review and strengthen the Chinese curriculum using Putonghua as the medium of instruction with the help of TSA results	Oct – Dec	Attainment rate 10% higher than that of the territory-wide assessed	TSA results Internal assessment results	PC + VPC Chinese	
	1.2.2 Deploy two Putonghua Teaching Assistants			Teacher’s observation	CDM + PC (1.2.2 – 1.5.7)	HK\$250,000 (salary)
1.3 To strengthen project learning in all subject areas	1.3.1 Review and improve peer assessment and self assessment in project learning	Sep – Dec	Peer assessment culture fostered	Teacher’s observation and feedback (1.3.1 – 1.4.2)		
	1.3.2 Strengthen project presentation and display	Jan – July	Skills improved			
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 – June	Better self-motivation			
	1.4.2 Provide students with access to learning materials and extended study activities through the Intranet	Sep – June				
1.5 To implement a 5-year gifted education Programme	1.5.1 Establish a Gifted Education Focus Group	Sep	Group formed	Feedback from teachers		HK\$50,000 (Music and P.E. mainly)
	1.5.2 Review and revise the Manual	Sep – Oct	Manual revised and endorsed		H	

	1.5.3	Implement whole-class enrichment operation model (*Level 1A – see Appendix: Three-tiered Implementation Mode)	Sep – June	On-going programme to cater for the needs of the gifted (1.5.3 – 1.5.7)	Feedback from teachers and parents (1.5.3 – 1.5.7)		
	1.5.4	Use differentiated teaching in regular lessons (*Level 1B)	Sep – June				
	1.5.5	Arrange pull-out programmes of generic nature (*Level 2A)	Sep – June				
	1.5.6	Arrange pull-out programmes for students with specific talents (*2B)	Sep – June				
	1.5.7	Arrange off-site individualised support for the exceptionally gifted (*Level 3)	Sep – June				
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 – June	Reading habit enhanced (1.6.1 – 1.6.2)	Stake-holder surveys; Reading records	Teacher Librarian; Librarian	
	1.6.2	Maximise the use of the class library cabinet	Sep – June		Students' feedback	Teacher Librarian	
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 – June	Continual staff professional development	CPD Records + Stake-holder Survey	ST-SD	
	1.7.2	Provide middle management team with necessary profession development opportunities	Sep – June	Continual staff professional development	CPD Records	ST-SD	

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 Whole school guidance programme Phase 2 – Love My Family Love My School	Sep – June	All activities completed	Teacher Observation and feedback from parents	D/GM	HK\$5500
2.2 To strengthen class management and care given to students	2.2.1 Develop a double class teacher system	Sep – June	JC 1 students provided with better care	Teacher Observation and feedback from parents	D/GM	
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	Sep – June	2 more teachers trained	Feedback from teachers	D/GM	

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 Quality assurance in all aspects of the School	3.1.1 Undertake School Self-Evaluation (SSE) incorporating stakeholder surveys	Jan	Stakeholder surveys completed	Data of Stakeholder surveys	Staff Development Mistress	
3.2 Good maintenance of the current school building and its facilities	3.2.1 Management of asbestos containing material, repair of spalling concrete, repair of rusted metal gates and repainting of external walls	July 2010 – Aug 2010	Task completed (3.2.1 – 3.4.1)	Inspection by Project Manager	PM H DH (3.2.1 – 3.4.1)	
3.3 Relocation of the school from Hill Road to the Pok Fu Lam Road / Victoria Road new campus	3.3.1 Follow up with the monthly report from the EdB / ArchSD / Consultant	Sep – Aug		Not applicable (3.3.1 – 3.4.1)		
	3.3.2 Monitor the progress of the project by meeting with the EdB / ArchSD / Consultants					
	3.3.3 Visit the construction site at regular intervals and when necessary until the construction is completed					
3.4 Expansion of school size from 18 classes to 24 classes	3.4.1 Admit 96 students in JC1 (32 per class)	Sep – Dec			H DH	

Legend:

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