



ST. PAUL'S COLLEGE PRIMARY SCHOOL

ANNUAL SCHOOL PLAN
2018-2019

OUR SCHOOL MISSION STATEMENT AND SCHOOL MOTTO

The offering to Chinese youths of a modern, liberal education in the English language (but including the subject of Chinese language in the curriculum) upon Christian principles, Protestant and Evangelical, as professed by the Sheng Kung Hui. Our school motto is **The Fear of the Lord is the Beginning of Wisdom** 寅畏上主是為智之本 (**Proverbs 9:10**)

OUR GOALS

The educational goals of the College, in accordance with its mission, may be described as:

To cultivate a healthy attitude to life and the world and to expose boys to the Christian message.

To inculcate civic awareness in boys and to develop them into responsible and useful citizens of community with respect for intellectual property, human rights, freedom and justice.

To enable boys to develop their intellectual potential fully, to think logically and creatively, to study and solve problems independently, and to communicate effectively in English and Chinese.

To develop boys' skills and abilities in Information Technology and to arouse interest in life-long learning.

To develop boys' physical and musical skills and abilities and to encourage enjoyment in sports and music.

To encourage the appreciation of the arts and development of artistic talents and skills.

To promote respect for the views and opinions of others, harmonious relationships in school, the family and the community, and participation in community affairs.

To develop in boys the ability to cope with adverse situations and to overcome emotional problems.

OUR ETHOS

Our ethos is summed up in the College song: "Brothers here we stand together, all for each and each for all". The College strives to provide a vibrant, caring, happy and healthy environment conducive for boys' learning based on mutual respect and trust.

St. Paul's College Primary School
Annual School Plan 2018-2019

Major Concern 1: Sustain School improvement / development in line with the school expansion plan from 18 to 24 classes

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.1 Strengthen governance and internal control	1.1.1	Monitor the implementation of the guidelines and polices	Sep 2018 – Aug 2019	Guidelines and policies are closely observed	Conduct spot check	H DHs SS	
	1.1.2	Review and reinforce the existing guidelines and policies and their implementation Formulate guidelines to provide practical help to staff in carrying out their duties		Views and suggestions of colleagues are studied and taken into consideration; Guidelines and polices have been reviewed and formulated; Staff carry out their duties more effectively	Regular inspection by Headmaster / Supervisor Feedback from staff	H DHs	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.2 Realise collaborative leadership	1.2.1	<p>Review the new organisation structure;</p> <p>Task force groups have been set up to address the needs of our school's development;</p> <p>Staff have been invited to join and contribute to different task forces;</p> <p>Duties and responsibilities have also been assigned to staff members, commensurate with their expertise and experience;</p>	Sep 2018 – Jul 2019	<p>The organisation chart has been reviewed;</p> <p>Task force groups have been set up;</p> <p>An increase in staff involvement in school operation and decision making</p>	<p>Feedback from staff;</p> <p>List of responsibilities for teachers</p>	<p>H</p> <p>DHs</p> <p>STs</p>	
	1.2.2	Panel chairs, vice chairs, team leaders and middle managers to attend workshops or seminars in relation to the items in Major Concern 2		About 50% of panel chairs and vice chairs received relevant training	<p>Staff Development Record;</p> <p>Staff Performance Appraisal</p>	<p>ST-SD</p> <p>PCs and VPCs of all subjects</p>	
	1.2.3	Strengthen the role of panel chairs and team leaders in the decision-making process		Core subject panel chairs and team leaders are invited to attend the SMT meeting on a regular basis		<p>H</p> <p>DHs</p> <p>PCs of core subjects</p>	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
	1.2.4	Contrive collegiality in execution of programmes / projects		Regular PC meetings have been arranged in exchanging of ideas between the administration and the middle managers; Effective communication and consensus among members of their subject panels and teams		H DHs PCs PCs and VPCs of all subject panels	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.3 Uphold quality assurance in Learning and Teaching	1.3.1	Review and revised the lesson observation arrangements	Sep 2018 – Oct 2019	The arrangements have been reviewed and revised	Lesson observation schedules; Pre / Post lesson observation discussion/sharing documents; Teachers' feedback	DH (CD) ST-SD PCs (Chi/Eng/Maths/GS)	
	1.3.2	Lesson observations focused on our major concerns in Learning and Teaching by panel chairs of Chi / Eng / Maths / GS and the Deputy Head (CD)	Sep 2018 – Jul 2019	Comments are given by panel chairs and DH(CD) to teachers concerned; Over 80 % of teachers being observed accepted that lesson observations and the post lesson observation discussion are useful means for staff development	Lesson observation records; Teachers' feedback	DH (CD) PCs (Chi/Eng/Maths/GS)	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.3 Uphold quality assurance in Learning and Teaching	1.3.3	Continue with peer lesson observations – focused on the co-planned lessons in relation to the major concerns expressed the Learning and Teaching domain	Sep 2018 – Jul 2019	At least 1 peer lesson observations are conducted Over 80 % of teachers accepted that peer lesson observation is useful and practical for their future planning in learning and teaching	Pre / Post lesson observation discussion/sharing documents; Teachers' feedback	DH (CD) ST-SD PCs (Chi/Eng/Maths/GS)	
	1.3.4	Promote the sharing of exemplar practice among heads of department, and among teachers within a department.	Sep 2018 – Jul 2019	Regular sharing sessions are arranged in PC meeting; Sharing of exemplar practices among teachers as parts of the Professional Development	Number of sharing sessions arranged; Teachers feedbacks	DH (CD) ST-SD PCs (Chi/Eng/Maths/GS)	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.3 Uphold quality assurance in Learning and Teaching	1.3.5	Deputy Head (CD) and subject panel chairs and vice chairs are encouraged to attend trainings in internal quality assurance regarding learning and teaching	Sep 2018 – Jul 2019	Training received	Training records	DH (CD) ST-SD PCs + VPCs	
1.4 Maximise human and capital resources to improve learning and teaching practices	1.4.1	Explore the possibility of extending the double class teacher system to JC 6	Sep 2018 – Jul 2019	A task force is set up to study the situation and recommendations will be made for the SMT consideration	Feedback from teachers; Human and finance resources allocation	DHs PCs + VPCs	
	1.4.2	Review the loading of teachers and highlight curriculum development as a priority		Loading of teachers have been reviewed and adjusted	Teacher allocation records		

Major Concern 2: Enhance quality Learning and Teaching practices

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.1 Enhance quality capabilities for e-learning and/or m-learning (Hardware and infra-structure)	2.1.1	Monitor and maintain the performance of the network (including Wi-Fi) and other IT facilities	Sep 2018 – Aug 2019	The performance of the network and facilities has been monitored and maintained;	Inventory records check; Teachers' and students' feedback; Procurement records	DH (CD) PC + VPC (CL)	
	2.1.2	Maintain and review the need for replacement or purchase of items for e-Learning		Items for enhancing e-Learning have been maintained and necessary replacement and purchase has been done			

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.2 Enhance quality capabilities for e-learning and/or m-learning (Teachers' competence and readiness)	2.2.1	Review and fine-tune action plans to facilitate the enhancement of e-Learning	Sep 2018 – Jul 2019	Action plans have been reviewed, carried out and fine-tuned; Enhancement has been made and monitored	Departmental minutes/reports/plans	DH (CD) PCs + VPCs	
	2.2.2	Provide trainings for teachers in using various ICT skills to increase collaboration and enhance STEM education		At least two training sessions per academic year; Teachers have used the ICT skills to carry learning and teaching, share teaching resources, student information or administrative information and find it useful	Training records; Survey for Teachers' feedback; Departmental reports	DH (CD) ST-SD PC (CL) PCs + VPCs	
	2.2.3	Enhance the curriculum of Computer Literacy for J. C. 2 – 6 to ensure our boys are equipped with skills in coding, using mobile devices and online Apps for collaborative learning		Curriculum has been enhanced and refined; Students are equipped	Scheme of work; Departmental minutes/reports; Lesson observation; Students' feedback		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
	2.2.4	Use of mobile technology and online Apps in learning and teaching beyond and/or within classrooms	Sep 2018 – Jul 2019	<p>Learning activities are planned and conducted in topics that teachers see fit with the use of the mobile devices in senior J. C. classes;</p> <p>Exemplar lesson plans and materials are kept as teaching resources;</p> <p>PD sharing sessions are arranged for teachers</p>	<p>Lesson observation records and departmental minutes/reports;</p> <p>Attendance of the sharing sessions</p>	DH (CD) PCs + VPCs	
2.3 Strengthen STEM/STEAM education	2.3.1	Strengthen teachers' skills of STEM/STEAM education by arranging intermediate trainings, such as coding workshop, for teachers (especially J. C. 4-6 GS2 and CL teachers)		Trainings arranged and 50% of teachers agreed that the training workshop(s) served the purpose and met students' learning needs	Training records and teachers' feedback	H DH (CD) ST-SD	
	2.3.2	Enhance the action plan for the development of STEM/STEAM education		The action plan has been enhanced, evaluated and fine-tuned	Evaluation report, teachers' feedback and comments on the action plan		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.4 Strengthen discovery and experiential learning (GS, Mathematics and English)	2.4.1	Extend the use of discovery and experiential approaches in Maths/GS/ English	Sep 2018 – Jul 2019	Teaching modules that teachers see fit are designed in J. C. 4 to 6 and kept as teaching resources; Students have benefited in their learning	Departmental minutes; Scheme of work; Evaluation reports; Lesson co-planning records;	PCs + VPCs (GS/Maths/Eng)	
	2.4.2	Foster collaboration of teachers in developing lesson modules		Lesson modules have been developed	Feedback from teachers and students;		
	2.4.3	Arrange sharing sessions on good practices by the panel members		Good lesson materials are kept and shared; Teachers find them useful;	Minutes; Evaluation reports; Peer lesson observation sharing reports	DH (CD) PCs + VPCs	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.5 Enhance quality and capabilities for students' skills of organisation and note-taking	2.5.1	<p>Formulate a framework of skills of organisation and note-taking that students should develop in different KS;</p> <p>Encourage teachers to have professional development trainings on strategies to develop students' skills of organisation and note-taking</p>	Aug 2018 – Jul 2019	<p>A framework of skills of organisation and note-taking has been formulated;</p> <p>Training sessions have been taken by teachers;</p> <p>50% of teachers find the training meet students' learning needs</p>	<p>Departmental minutes and report;</p> <p>Teachers' comments</p>	<p>H</p> <p>DH (CD)</p> <p>ST-SD</p> <p>PCs + VPCs</p>	
	2.5.2	<p>Departments are requested to incorporate self-directed learning in lessons;</p> <p>The IT in Ed team will explore various learning platforms and tools which can facilitate self-directed learning and introduce them to various departments</p>	Sept 2018 – Jul 2019	<p>Students take a more active role in learning through class observation;</p> <p>More student centred activities will be adopted in lessons</p>	<p>Departmental Annual Plan;</p> <p>Minutes;</p> <p>Lesson observations and records;</p> <p>Teachers' feedback</p>		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.6 Cater for learner diversity	2.6.1	Using differentiated instruction and learning activities and/or assignment tasks to cater for learner diversity	Sep 2018 – Jul 2019	<p>The curriculum, teaching strategies, assignments and assessment methods of the special programmes and arrangements have been reviewed and refined by the subject panels;</p> <p>Different grouping of students is used;</p> <p>Students with different learning needs participated actively in lessons and their learning is enhanced;</p>	<p>Scheme of work, departmental minutes, evaluation reports;</p> <p>Feedback from participants;</p> <p>Feedback from the Stakeholders' survey</p>	<p>DH (CD)</p> <p>PCs + VPCs</p> <p>Teachers</p>	
	2.6.2	Continue with the split class arrangement for classes A and C in J.C. 4 – 6 for Chinese and Mathematics lessons and review it		Alternative arrangements have been raised, discussed and implemented.		<p>PCs + VPCs (Chi / Maths)</p> <p>Teachers</p>	

Major concern 3: Strengthen the students' sense of belonging to school; sense of love and care for the world; Nurture potential leaders

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.1 Strengthen students’ sense of belonging to the school and students' sense of responsibility at home, in school, in the community, in their own country and in the world	3.1.1	Help students develop three attributes of St. Paul’s boys: courtesy, respect and fraternity (GIVER’S HEART)	Sep 2018 – Jul 2019	70% out of 20 classes have planes that reach all continents;	Scheme record; Teachers’ observation and feedback from students	DH (D/G) SGT	\$10,000
	3.1.2	Stress the importance of wearing school uniforms properly		Attributes of St. Paul’s boys developed among the students			
	3.1.3	Launch the Universe Exploration Tour					
	3.1.4	Whole school guidance programme Phase 5 – Embrace the World					
	3.1.5	Paul’s Action	April 2019	Students are willing to serve through the service learning programmes	Feedback from teachers and students	DH (PC Chi)	\$250,000

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.1 Strengthen students' sense of belonging to the school and students' sense of responsibility at home, in school, in the community, in their own country and in the world	3.1.6	Organise overseas educational tours	Sep 2018 – Jul 2019	<p>Educational tours are organised which provide students with opportunities for overseas exchange experience</p> <p>Students gain international exposure which is enjoyable and rewarding</p>	<p>Number of students who have participated</p> <p>Feedback from participating students will be collected</p>	Overseas and Exchange Programme Team (or with the support of other subject departments)	\$100,000
	3.1.7	Organise activities with the sister school in Beijing	Sep 2018 – Jul 2019	<p>Activities for teachers and/or students are organized</p> <p>Students and teachers are willing to join the exchange programmes and find it enjoyable and rewarding</p>	Feedback from teachers and students	DH (PC Chi)	\$150,000

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
	3.1.8	Explore the possibility to set up new partner school in China	Sep 2018 – Jul 2019	Several schools in China are contacted and recommended for Council consideration	Council minutes	DH (PC Chi)	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.2 Boost the morale of prefects and maintain high standards among all prefects	3.2.1	Review the new structure of the Prefect Team; Strengthen the roles of prefect captains and the senior prefects in the daily routine duties; Conduct regular meetings with prefect captains and the senior prefects	Sep 2018 – Jul 2019	The structure has been reviewed; System in place; Meetings have been conducted;	Meeting records; Students’ log books; Feedback from teachers, prefects and other students;	DH (D/G) SGT	\$5,000
	3.2.2	Review the award system and trainings for prefects in the peer evaluation exercise		Leadership skills improved; Award scheme has been reviewed;	Student records		
	3.2.3	Evaluate the performance of prefects half-yearly Recognise the outstanding performance of our prefects		Trainings have been arranged; Personal development goal achieved; Awards have been given to JC 6 outstanding prefects in the last assembly			

Major Concern 4: Discover, develop and stretch the potentials of the students in non-academic areas

Intended Outcomes / Targets	Strategies / Tasks		Times Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
4.1 Develop students' healthy living habits, positive outlook on life and values and techniques to deal with adversity.	4.1.1	Integrate elements of value education in the weekly assembly and daily routine	Sep 2018 – Jul 2019	Students' good habits fostered;	Feedback from teachers and students.	PCs + VPCs (GS/PE)	
	4.1.2	Provide students with opportunities of learning through real-life situations, e.g. participate school picnic, "Joyful Fruit Month", "EatSmart@school.hk Campaign", "the School Physical Fitness Award Scheme" etc.		80% of students get a certificate in the School Physical Fitness Award Scheme;	Records of students' performance in the School Physical Fitness Award Scheme and A Healthy Life Month.	Class Teacher	
	4.1.3	Organise "A Healthy Life Month" to encourage students to establish healthy living habits	Mar 2019 – Apr 2019	80% of students participate in outdoor activities		ST-A	

Intended Outcomes / Targets	Strategies / Tasks		Times Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
4.2 Enhance students' learning motivation through experiential learning	4.2.1	Provide the students with learning opportunities in real contexts and authentic settings through Life-wide Learning to provide	Sep 2018 – Jul 2019	Students get satisfaction in learning and a sense of achievement;	Feedback from teachers and students; Students' reflection after activities.	ST-A	
	4.2.2	Provide opportunities for students to serve others through different school teams, e.g. Cub scouts, Prefects, Librarians, etc.		Students can take the initiative to participate in service;			
	4.2.3	Provide opportunities to organise or assist with school events, e.g. Sports Day, Swimming Gala, Singing Contest etc.		Students work collaboratively and harmoniously;			

Intended Outcomes / Targets	Strategies / Tasks		Times Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
4.3 Identify students' potentials through a range of activities	4.3.1	Provide the students with learning opportunities within the timetable (compulsory; one hour and ten minutes per week)	Sep 2018 – Jul 2019	<p>All students have the exposure to different learning experiences and find their own interest area for further development;</p> <p>Students' potentials discovered and stretched – students get satisfaction in learning and a sense of achievement;</p> <p>Students work collaboratively and harmoniously;</p> <p>Students' good habits fostered;</p> <p>Team spirit fostered</p>	<p>Observation and feedback from teachers, students and parents;</p> <p>Competition results;</p> <p>Feedback from teachers and students</p>	ST-A PCs + VPCs	
	4.3.2	Provide the students with learning opportunities after school (optional)					
	4.3.3	Provide selected groups of students within the school timetable and after school (participants subsidized by the School) and an even wider spectrum to accommodate the interests and talents of students					

Legend:

H	Headmaster	ST-R	Senior Teacher - Resources	PC	Panel Chairperson
DH (D/G)	Deputy Head (Discipline / Guidance)	PM	Project Manager	VPC	Vice Panel Chairperson
DH (PC Chi)	Deputy Head (PC - Chinese)	SS	School Secretary		
DH (CD)	Deputy Head (Curriculum Development)	SGP	Student Guidance Personnel		
ST-A	Senior Teacher - Activities	SGT	Student Guidance Teacher		
ST-SD	Senior Teacher - Staff Development	CoW	Clerk of Works		