Shau Kei Wan Government Secondary School

Annual School Plan

2015/2016

Shau Kei Wan
Government Secondary School

Contents

Shau Kei Wan
Government Secondary School

School Vision

We provide students with opportunities to strive for excellence in all aspects of life.

School Mission

We strive to provide our students with a positive learning environment; with a moral, intellectual, physical, social and aesthetic education; to develop their potential; to prepare them for further education and encourage them to follow our school motto "VINCIT VERITAS" in the pursuit of truth, so that they become independent, confident, responsible and contributing citizens.

Shau Kei Wan Government Secondary School
Annual School Plan (2015-2016)

Major Concern 1 – To enhance learning and teaching effectiveness by creating an active learning environment

Targets	Strategies		Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enrich students' active learning capacity	**1.1**	**To adopt enhancement measures to promote active learning for S1 students in an EMI environment**	• S1 students find enhancement measures useful for them to learn actively in an EMI environment • S1 students build confidence in using English in an active manner	• Teachers' observation • Students' feedback	Sept 2015- May 2016	• Head of English Department • NET • English teachers • Teaching Assistant • S.1 class teachers & subject teachers	• Service providers • Subject Block Grant • School-based After-school Learning & Support Grant
	1.1.1	To cater for students' diverse needs and stretch their active learning capacity through effective measures					
	1.1.2	To immerse students in an English-rich learning environment by organizing a wide array of language enrichment programmes					
	1.2	**To nurture students' learning capabilities through effective study skills**	• Students agree that they are better equipped with the study skills. • Students make preparation for lessons.	• Lesson Observation • Feedback from teachers and students	Sept 2015- May 2016	• Curriculum Planning Team • HoDs • Subject teachers	• Service providers
	1.2.1	To equip students with the study skills needed to enrich their active learning capacity by subject departments					
	1.2.2	To conduct training programmes on effective study skills for students					
	1.2.3	To strengthen students' participation in lessons through cultivating pre-lesson preparation habits					

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	1.3 To foster active learning during lessons and beyond the classroom by adopting e-learning strategies 1.3.1 To integrate e-resources into class activities to promote active learning for students of different needs A list of updated e-resources will be compiled by HoDs. 1.3.2 To explore new teaching pedagogies to enhance the effectiveness of e-learning through professional development courses 1.3.3 To hire a service provider to design, build and operate the whole WiFi infrastructure under the *WiFi Infrastructure Plan* to optimise students' e-learning opportunities	• The e-resource banks of subject departments at eClass are enriched and updated to facilitate active learning. • The school's WiFi infrastructure is enhanced. • Teachers are equipped with e-learning strategies and knowledge.	• Feedback from teachers and students • Lesson observation • Evaluation meeting	Sept 2015-May 2016	• IT Team • HoDs • Subject teachers • Head of Computer Literacy Department and Physics Department • Computer Literacy and Physics teachers	• Service provider • EDB training courses • Composite IT Grant

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	1.4 To strengthen the positive learning atmosphere on campus 1.4.1 To award top achievers of mid-term tests and internal examinations 1.4.2 To introduce a Star Award Programme to boost the learning atmosphere in S1 and S2 classes 1.4.3 To display the names of top achievers in mid-term tests and exams on the display board for outstanding academic achievements 1.4.4 To provide students with opportunities to share their academic achievements and learning experiences during class periods / morning assemblies and through reflections to be posted up for peer learning 1.4.5 To set up a Student Corner in classroom for displaying good students' assignments / subject-related materials to foster a positive learning atmosphere and facilitate peer learning Good students' work / subject-related materials will be displayed according to a monthly subject focus to provide more opportunities for peer learning.	• Students' motivation in learning is raised through peer learning and award systems. • Record of good assignments and presentations in class and morning assemblies	• Teachers' observation • Students' feedback	Sept 2015-May 2016	• Class teachers • Subject teachers • Teaching Assistants • Prize-giving Team	• PTA sponsor-ship • Alumni sponsor-ship

Targets	Strategies		Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To strengthen teachers' pedagogical skills with a view to promoting active learning	**2.1**	**To strengthen collaboration in teaching and cultivate a culture of exchanges of good teaching practices**	• Subject teachers agree that the collaborations with colleagues can enhance their teaching effectiveness. • Number of CLPs and focused PLOs conducted. • A culture of professional exchange is fostered.	• Teachers' feedback & observation • Records of CLP and PLO	Sept 2015-May 2016	• KLA Coordinators • Curriculum Review & Planning Team • HoDs • Subject teachers	
	2.1.1	To further enhance collaboration through Collaborative Lesson Preparation (CLP) Active learning is promoted through CLP by focusing on engaging students in active learning activities. Each subject teacher attends at least 3 hours of CLP per term.					
	2.1.2	To conduct focused Peer Lesson Observation (PLO) to encourage professional dialogue among teachers Each teacher is encouraged to conduct at least 2 focused PLO per school year.					
	2.1.3	To provide opportunities for internal professional exchanges of teaching practices and strategies to enhance teachers' capabilities Each teacher uploads the learning/teaching materials of at least one topic to the shared folder of the subject department. Subject departments take turn to share their teaching practices / strategies in staff meetings.					

Targets	Strategies		Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	2.2	**To boost teaching effectiveness so as to foster active learning**	• Teachers find Cooperative Learning strategies useful.	• Teachers' observation & reflection	Sept 2015-May 2016	• Head of LS Department	• EDB School-based Support
	2.2.1	To adopt Cooperative Learning strategies in S4 and S5 Liberal Studies lessons to enhance students' motivation in learning and cater for learner diversity	• Teachers develop learning / teaching lesson plans / materials for Cooperative Learning.	• Students' feedback		• LS teachers of S4 & S5	
	2.2.2	To prepare for the Lesson Study to be conducted on mobile learning to enhance teaching effectiveness.	• Students show greater participation in lessons.			• Head of Computer Literacy Department	
						• S1 Computer teachers	
	2.3	**To enhance teachers' professional development for the growth of a professional learning community**	• Teachers find the activities and exchanges with other school teachers useful for their professional growth.	• Feedbacks from teachers	Sept 2015-May 2016	• HoDs	
	2.3.1	To encourage all teachers to participate in various modes of Continuous Professional Development (CPD) programmes by giving administrative support	• Records of exchanges with other secondary schools are compiled.			• Subject teachers	
		All teachers formulate their CPD plans and update them regularly on the current education trend, EDB polices, effective pedagogy and assessment methodology. They are encouraged to reach a minimum of 15 CPD hours.	• Record of continuous professional development plans and CPD hours			• Staff Development i/c	
	2.3.2	To establish a professional network of exchanges of good teaching practices outside school					
		Discussions on pedagogical skills and professional growth with teachers from other secondary schools will be arranged to widen teachers' horizons and enhance their professionalism.					

Programme Team: Major Concern 1 i/c and members, Curriculum Review & Planning Team i/c & members, Heads of Subject Departments
Budget: $16,000

Major Concern 2 – To strengthen life planning education and career guidance

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop students' academic and career aspirations in accordance with their personal abilities, interest and values	**1.1 To foster the importance self-understanding and self-discipline among junior form students as the first step for career development** 1.1.1 To help students make realistic self-assessment of qualities, abilities, achievements and personal goals so as to encourage them to take on commitments to them through workshops in Class Teachers' Periods 1.1.2 To instil into students the basic qualities of self-disciplined and respected individuals by organising different inter-class competitions, talks and training programmes	• Students agree that they have a better understanding of themselves. • Students build up a positive self-image. • Students show good self-discipline.	• Feedback from students • Feedback and observation from teachers • Class Teachers' meetings	Sept 2015-July 2016	• Guidance Team • Discipline Team • Class teachers	• Service providers
	1.2 To promote positive attitudes and life values towards work and learning through a wide array of activities organised by functional teams 1.2.1 To fine-tune *Life Education* lesson plans with an emphasis on positive attitudes and life values towards work and learning 1.2.2 To instil core values and a healthy lifestyle into students through different learning activities and competitions	• Students' follow-up reports can summarise their learning outcomes. • Students are engaged actively in learning activities in class.	• Follow-up reports and exchange sessions • Observation of students' participation • Feedback from teachers and students • Student Survey	Sept 2015-July 2016	• Moral and Civic Education Team • Health and Sex Education Team • Environmental Education Team • SEN Team • Class Teachers	• Beat Drug Fund • Service providers

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop students' academic and career aspirations in accordance with their personal abilities, interest and values	**1.3** **To nurture students' career interest and explore their potential through** *extra-curricular activities* 1.3.1 To organise career-oriented programmes initiated by different ECA academic and interest clubs 1.3.2 To help S3 students explore potential career options and their respective qualities through training sessions and a themed-based performance	• Students agree that the activities are relevant to their careers interests. • S3 students agree that the activity is effective in helping them explore career options.	• Feedback from teachers and students • ECA Activity Evaluation Form • Student survey	Sept 2015-July 2016	• ECA Team • ECA Clubs: - IT Club - Econ. & BAFS Club - Art Club - D & T Club - Video Production Team - Movie Club • OLE Team • S3 class teachers	• ECA Fund • Service providers • Beat Drug Fund
	1.4 **To integrate learning activities into lessons across** *subject departments* **for career exploration** 1.4.1 To encourage students to explore themselves, possible career options and prospects through subject-related activities 1.4.2 To enable students to acquire knowledge and skills related to possible careers options through projects 1.4.3 To provide students with opportunities to investigate careers options and pathways through outbound study tours	• Students agree that they have a better understanding of different professions, the respective skills required, career prospects and pathways. • Completion of learning activities and project work	• Assessment of learning activities and project work • Feedback from students • Observation of students' participation • Feedback from teachers	Sept 2015-July 2016	• Chinese Lang Department • English Lang Department • LS Department • Geography Department • VA Department • Phy Department • Study Tour Team • Career Guidance Team	• CLP Grant

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To facilitate students' career planning and management	**2.1 To help senior form students set their study / career plan and make informed choices of further studies and careers** 2.1.1 To arouse students' awareness of multiple pathways for further studies and career development through mass programmes and workshops 2.1.2 To help students investigate options of learning and prepare their study / career plan with career development tools 2.1.3 To provide students with individual and group career guidance counselling on further education opportunities, career and life planning	• Students agree that they know more about the pathways available for further studies and career development. • Students find the career development tools useful in helping them set career plans. • Students are able to devise their own study / career plan. • Students find the career guidance counselling helpful.	• Feedback from teachers • Feedback from students • Student survey	Sept 2015-July 2016	• Career Guidance Team • Class Teachers	• CLP Grant • Service providers • Hong Kong Association of Careers Masters and Guidance Masters
	2.2 To enrich students' learning experiences about work and future studies by seeking support from alumni, community resources, universities and external organisations 2.2.1 To organise *Alumni Sharing Day* to allow students' face-to-face interaction with alumni from different professions and consolidate their knowledge about the world of work 2.2.2 To help students enrol in different career-related learning activities and university taster programmes organised by tertiary institutions and external organisations 2.2.3 To arrange career talks, seminars, workshops, workplace visits or work simulation games to help students acquire the knowledge and skills required in the	• Students agree that the activities increase their knowledge and skills required in the workplace. • Students find Alumni Sharing Day useful. • Students are actively engaged in the activities and share their learning experiences with schoolmates.	• Feedback from students • Feedback from teachers • Student survey	Sept 2015-Aug 2016	• Career Guidance Team • Alumni Association • ECA Team	• EDB Business School Partnership Programme • JAHK • Youth Employment Start • Service Providers • Tertiary institutions • NGO

Targets	Objectives & Strategies		Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	workplace						
2. To facilitate students' career planning and management	**2.3**	**To develop students' career management competence for a smooth transition from study to work**	• Students find the mass programmes and workshops useful. • Completion of CV and personal statement	• Feedback from teachers • Feedback from students • Student survey • Assessment of CVs and personal statements	Sept 2015-July 2016	• Career Guidance Team • English Lang Department	• CLP Grant
	2.3.1	To conduct mass programmes, seminars and workshops to equip students with CV writing, interview skills and personal statement writing skills					
3. To strengthen the role of parents in life planning	**3.1**	**To provide parents with careers-related information and support**	• Parents find the talks informative and useful. • Parents can access career-related information readily when necessary.	• Feedback from parents • Feedback from teachers	Sept 2015-July 2016	• Parents-Teacher s' Association • Career Guidance Team • Teachers in charge of e-Class	• CLP Grant
	3.1.1	To organise talks to equip parents with up-to-date career-related information and skills in guiding their children in life planning					
	3.1.2	To allow parents to access career-related information through the school Intranet and teacher-parent meetings					

Programme Team: Major Concern 2 i/c and members, Whole Person Development Committee & Heads of Subject Departments
Budget: $5,000