



明愛華德中書院

Caritas Charles Vath College

## Annual School Plan 2009 – 2010

### Major Area of Concern 1: To Develop a Positive School Culture

Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
<ul style="list-style-type: none"> <li>- There is a widely shared sense of purpose and values that is consistent across staff members.</li> <li>- Staff members and students value respect, discipline and esteem for self and others.</li> <li>- Staff members maintain collaborative and collegial relationships.</li> <li>- Staff members have a sense of responsibility for student learning.</li> </ul>	<ol style="list-style-type: none"> <li>1. The core mission and vision of the school will be explicitly communicated to teachers and students during special school occasions and regular sharing sessions held by Principal with student leaders and staff, to parents through newsletters and activities organized by Parent Teacher Association and to the public through school promotion.</li> <li>2. Staff &amp; student achievement &amp; successes will be recognized and celebrated.               <ol style="list-style-type: none"> <li>i. The Student Inauguration Ceremony will be held</li> <li>ii. A Prize-giving Ceremony will be held to commend students and staff.</li> <li>iii. Small-class teaching will be implemented for the academically high achievers.</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>- More than 60% of the teachers agree that the staff team has high morale and their achievements are recognized in school</li> <li>- 70% or more of the students like the school and have a good relationship with other students.</li> <li>- Students' attitude towards the school is more than 3 and negative affect towards the school lower than 2 (in a scale of 4).</li> <li>- Students' behaviour improved.</li> <li>- Students are more motivated to learn.</li> </ul>	<ul style="list-style-type: none"> <li>- Stakeholder Survey</li> <li>- APASO</li> <li>- School-based questionnaires</li> <li>- Feedback by teachers in meetings</li> <li>- Daily observations</li> <li>- Students' demerit, lateness &amp; attendance Records</li> <li>- Lesson Observations</li> <li>- Exercise Book Inspections</li> <li>- Students' Academic Results</li> </ul>	<p>Whole year</p> <ul style="list-style-type: none"> <li>- Regular staff meetings</li> <li>- Regular evaluation meetings with teachers</li> <li>- Daily observations</li> <li>- Revision of Subject Panels' assessment system</li> <li>- Small-class teaching</li> <li>- Feedback by teachers in meetings</li> <li>- Display of students' achievements in school.</li> <li>- Collaborative lesson planning</li> <li>- EDB training sessions</li> </ul> <p>September</p> <ul style="list-style-type: none"> <li>- Staff Orientation Day</li> </ul> <p>October</p> <ul style="list-style-type: none"> <li>- Lesson Observation for small class teaching</li> <li>- Staff Development Day.</li> <li>- Student Union Election</li> </ul>	<p><u>Strategy 1</u></p> <p>Stephen Lee Chili Chan Melissa Lee</p> <p><u>Strategy 2</u></p> <p>i. Gloria Iu Ryan Tse</p> <p>ii. Joe Li Anthony Tsui</p> <p>iii. Wong Wai</p>



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<ul style="list-style-type: none"> <li>Staff members believe in the importance of staff learning and continuous improvement in the school.</li> </ul>	<ul style="list-style-type: none"> <li>iv. Piloted subjects including Chinese, Math and ICT will revise their existing assessment system to cater for learner diversity so that more students' achievements are recognized.</li> <li>v. Students' academic and non-academic achievements will be displayed in the school campus and announced in the morning assemblies.</li> <li>3. To reinforce a sense of responsibility and commitment among staff members,               <ul style="list-style-type: none"> <li>i. staff duties and responsibilities will be stipulated in the staff manual and communicated through different channels;</li> <li>ii. staff promotion and demotion policies will be devised;</li> </ul> </li> </ul>			<p>November</p> <ul style="list-style-type: none"> <li>Student Inauguration ceremony</li> <li>Exercise Book Inspection</li> </ul> <p>January</p> <ul style="list-style-type: none"> <li>S5 Stakeholder Survey &amp; APASO</li> <li>February</li> <li>School-based questionnaire for S5 students</li> <li>S4 Mid-term Examination</li> </ul> <p>February</p> <ul style="list-style-type: none"> <li>School-based questionnaire for S5 students</li> </ul> <p>March</p> <ul style="list-style-type: none"> <li>Display of students' work/achievements on Parents' day</li> <li>S4 Stakeholder Survey &amp; APASO</li> <li>S5 Mock Examination</li> </ul>	<p><u>Strategy 2</u></p> <ul style="list-style-type: none"> <li>iv. Ariel Ho</li> <li>Luke Choi</li> <li>Wong Wai</li> <li>v. Wong Wai</li> <li>Chili Chan</li> </ul> <p><u>Strategy 3</u></p> <ul style="list-style-type: none"> <li>i &amp; ii Erika Ng</li> </ul>



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	<ul style="list-style-type: none"> <li>iii. the leadership role of middle managers in the evaluation of staff performance will be strengthened;</li> <li>iv. more teachers will be empowered with leadership roles to give them a sense of ownership.</li> </ul> <p>4. To raise the awareness of staff members of their code of conduct and ethics towards their professional roles,</p> <ul style="list-style-type: none"> <li>i. expectations of staff behaviour will be explicitly communicated in staff meetings;</li> <li>ii. staff members who misbehaved will be warned and disciplined.</li> </ul> <p>5. Staff Orientation Day will be held to reinforce a positive school culture.</p>			<p>April</p> <ul style="list-style-type: none"> <li>- Exercise Book Inspection</li> <li>- School-based questionnaires for S4 students</li> </ul> <p>May</p> <ul style="list-style-type: none"> <li>- Display students' work/achievements on School Open Day</li> </ul> <p>June</p> <ul style="list-style-type: none"> <li>- S4 Final Examination</li> </ul> <p>July</p> <ul style="list-style-type: none"> <li>- Prize-giving Ceremony</li> </ul>	<p><u>Strategy 3</u></p> <p>iii. Erika Ng Wong Wai</p> <p>iv. Erika Ng <u>Strategy 4</u> Stephen Lee</p> <p>Erika Ng <u>Strategy 5</u> Wong Wai</p>



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	<p>6. Panel coordinators will play a more active role in encouraging collaboration among panel members in lesson design, planning, preparation and implementation.</p> <p>7. The school environment and school facilities will be improved to help develop a greater sense of belonging.</p> <p>8. The role of Student Union will be strengthened to bridge the gap between the school and the students.</p>				<p><u>Strategy 6</u> Wong Wai</p> <p><u>Strategy 7</u> Melissa Lee</p> <p><u>Strategy 8</u> Turbo Chan</p>



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### Annual School Plan 2009 – 2010

#### Major Area of Concern 2: To Enhance the Teachers' Competence in Teaching

Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
<ul style="list-style-type: none"> <li>- Teachers use effective instructional processes, strategies and classroom management techniques to enhance learning.</li> <li>- Teachers are able to design appropriate, valid and reliable assessment tools to indicate levels of achievement.</li> <li>- Teachers provide learners with informative feedback so that learners are clear on what has been achieved and what they can do to improve or develop.</li> </ul>	<ol style="list-style-type: none"> <li>1. Train the Trainer Programme will be initiated to provide training to panel coordinators on lesson planning, classroom management skills, organizing learning activities, lesson observation and post-observation feedback so that they can then provide guidance for their members.</li> <li>2. Panel coordinators will be encouraged to attend training to enrich their subject knowledge and teaching strategies so as to strengthen their leadership role.</li> </ol>	<ul style="list-style-type: none"> <li>- Teachers' abilities in lesson planning, classroom management skills and organizing learning activities improved</li> <li>- Students' and teachers' opinions towards teachers' teaching scores higher than last year's (3.7 and 3.9 out of 5 respectively).</li> </ul>	<ul style="list-style-type: none"> <li>- Lesson Observations</li> <li>- Exercise Book Inspections</li> <li>- School-based Questionnaires</li> <li>- Feedback by teachers in meetings</li> <li>- Daily Observations</li> <li>- Stakeholder Survey</li> </ul>	<p>Whole Year</p> <ul style="list-style-type: none"> <li>- EDB training sessions</li> <li>- Feedback by teachers in meetings</li> <li>- Daily Observations</li> <li>- Train the Trainer Programme</li> </ul> <p>November</p> <ul style="list-style-type: none"> <li>- Exercise Book Inspection</li> </ul> <p>January</p> <ul style="list-style-type: none"> <li>- S5 Stakeholder Survey</li> </ul> <p>February</p> <ul style="list-style-type: none"> <li>- School-based questionnaire for S5 students</li> </ul> <p>March</p> <ul style="list-style-type: none"> <li>- S4 Stakeholder Survey</li> </ul> <p>April</p> <ul style="list-style-type: none"> <li>- School-based questionnaires for S4 students</li> <li>- Exercise Book Inspection</li> </ul>	<p><u>Strategy 1</u> Erika Ng Wong Wai</p> <p><u>Strategy 2</u> Wong Wai</p>



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	<p>3. The Discipline and Guidance Team will be trained on Classroom management skills, so that they can set good examples for other teachers.</p> <p>4. Panel Coordinators will train their panel members in order to enhance their abilities in lesson planning, classroom management skills and organizing learning activities.</p> <p>5. School-based training will be provided for teachers on classroom management techniques</p> <p>6. Teachers will be encouraged to attend training to enrich their subject knowledge and teaching strategies.</p>			<p>May</p> <p>- Teachers' Stakeholder Survey</p>	<p><u>Strategy 3</u> Erika Ng Anthony Tsui Lee Ming Fai</p> <p><u>Strategy 4</u> Chili Chan Ariel Ho Tracey Yeung Luke Choi</p> <p><u>Strategies 5 &amp; 6</u> Ariel Ho</p>



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#### Major Area of Concern 3: To Improve Students' behaviour

Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
<ul style="list-style-type: none"> <li>- Students behave cooperatively.</li> <li>- Students respect and observe school rules and common values of the society.</li> <li>- Students have a sense of responsibility for their behaviour.</li> </ul>	<ol style="list-style-type: none"> <li>1. A formal lesson for Ethics and Religious Studies will be added to the curriculum which will consist of development of interpersonal relationship, respects and sense of responsibility, etc.</li> <li>2. The element of self-discipline and self management will be integrated in school activities.</li> <li>3. Silence rooms will be set up for student self-reflection.</li> <li>4. School rules will be explained and communicated clearly to the students in the morning assemblies.</li> <li>5. Discipline and Guidance team will implement school rules persistently, consistently and fairly.</li> <li>6. To reinforce and recognize students' desirable behaviours</li> <li>7. Training Camp to reinforce self-discipline will be held.</li> </ol>	<ul style="list-style-type: none"> <li>- Students' behaviour improved</li> <li>- 70% of the teachers are satisfied with the performance of Perfect team, Student Union and Committee member of ECA clubs</li> </ul>	<ul style="list-style-type: none"> <li>- Students' attendance, lateness and demerit records.</li> <li>- Feedback from teachers in meetings.</li> <li>- Daily observations of students' behaviour.</li> <li>- School-based Questionnaires</li> </ul>	<p>Whole year</p> <ul style="list-style-type: none"> <li>- Regular evaluation meetings among teachers</li> <li>- Clearly explain and emphasis the school rules to students in morning assemblies</li> <li>- Consistent implementation of school rules</li> <li>- Organize Inter-class competitions to reinforce desirable student behaviour</li> <li>- Daily observations</li> </ul> <p>September</p> <ul style="list-style-type: none"> <li>- Set up Silence Rooms</li> </ul> <p>September to November</p> <ul style="list-style-type: none"> <li>- Provide training to all student leaders</li> <li>- Commend exemplary students and behaviours.</li> </ul>	<p><u>Strategy 1</u> Shirley To</p> <p><u>Strategy 2</u> Peony Sit</p> <p><u>Strategy 3</u> Joe Li</p> <p><u>Strategy 4</u> Anthony Tsui</p> <p><u>Strategy 5</u> Lee Ming Fai</p> <p><u>Strategy 6</u> Anthony Tsui</p> <p><u>Strategy 7</u> Lee Ming Fai</p> <p>Bactee Wong</p> <p>Ryan Tse</p>



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	<p>8. The Prefect Team &amp; Student Union will be trained as exemplary students for other students to look up to.</p> <p>9. Committee members will be assigned in ECA Clubs and school teams in order to provide more opportunities for students to organize activities and to promote desirable behaviour.</p> <p>10. Organize Inter-class competitions will be organized to reinforce and recognize desirable behaviour.</p> <p>11. Communication with parents will be strengthened.</p>			<p>November</p> <ul style="list-style-type: none"> <li>- Fire Camp for self-discipline training</li> <li>- February</li> <li>- School-based questionnaire for S5 students</li> </ul> <p>April</p> <ul style="list-style-type: none"> <li>- School-based questionnaires for S4 students</li> </ul>	<p><u>Strategy 8</u> Bactee Wong Turbo Chan</p> <p><u>Strategy 9</u> Peony Sit</p> <p><u>Strategy 10</u> Joe Li</p> <p><u>Strategy 11</u> Lee Ming Fai</p>