



明愛華德中書院

Caritas Charles Vath College

Annual School Plan 2010 – 2011

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"> - Staff members maintain collaborative and collegial relationships. - Staff members have a sense of responsibility for student learning. - Staff members believe in the importance of staff learning and continuous improvement in the school. - Staff members and students value respect, discipline and esteem for self and others. 	<ol style="list-style-type: none"> 1. Staff members will be raised the awareness of their code of conduct and ethics towards their professional roles, <ol style="list-style-type: none"> i. School administrative structure will be revised to strengthen the sense of responsibility, ownership and accountability for different panel coordinators and team leaders; ii. Staff promotion and demotion policies will be devised and made known to all staff; iii. Panel coordinators will play a more active role in encouraging collaboration among panel members in lesson design, planning, preparation and implementation. 	<ul style="list-style-type: none"> - 50% of the teachers agree that teachers are on harmonious terms. - 50% of the teachers agree that teachers always evaluate their teaching strategies according to the progress of students' learning. - 50% of teachers agree that teachers find satisfaction in working in this school. - 80% of the students agree that schoolmates are self-discipline. 	<ul style="list-style-type: none"> - Stakeholder Survey - APASO - School-based questionnaires - Daily Observations 	<p>Whole year</p> <ul style="list-style-type: none"> - Implement Teacher Development Plan scheme - Organize ECA activities by club's leaders - Organize whole school activities <p>September</p> <ul style="list-style-type: none"> - Revise the School Administrative Structure <p>October</p> <ul style="list-style-type: none"> - Lesson Observation Scheme <p>October to December</p> <ul style="list-style-type: none"> - Provide training to Student Union 	<p><u>Strategy 1</u> Wong Wai</p> <p><u>Strategy 2</u> Wong Wai</p> <p><u>Strategy 3</u> i. Rainy Lam ii. Peony Sit iii. TICs of ECA</p> <p><u>Strategy 4</u> Chili Chan Peony Sit Joe Li</p>



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Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
<ul style="list-style-type: none"> Staff members and students identify themselves with the school. 	<ol style="list-style-type: none"> Teacher Development Plan's scheme will be developed to help teachers' to achieve self-improvement. From the scheme, consultative session, lesson observation and evaluation meetings will be conducted such that teachers will be given chance for <ol style="list-style-type: none"> Self-reflection on student's academic results; Self-evaluation on working performance; Suggestions for continuous improvement. Recognition and celebration for staff & students achievement will be strengthened. <ol style="list-style-type: none"> Students' academic and non-academic achievements will be displayed in the school campus and announced in the morning assemblies. 	<ul style="list-style-type: none"> 80% of the students agree that schoolmates participated in school activities actively. Students' behavior improved. 70% of the teachers are satisfied with the performance of Perfect team, Student Union and Committee member of ECA clubs. 		<p>November</p> <ul style="list-style-type: none"> Peer Lesson Observation Scheme Provide training to ECA club's leader Exercise Book Inspection <p>January</p> <ul style="list-style-type: none"> S4&5 Mid-term Examinations <p>March</p> <ul style="list-style-type: none"> Lesson Observation Scheme Stakeholder Survey and APASO for teachers, parents and students <p>April</p> <ul style="list-style-type: none"> Exercise Book Inspection School-based teaching questionnaires for students 	



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Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
	<ul style="list-style-type: none"> ii. Prize-giving ceremonies will be held twice a year to commend students and staff. iii. Past school graduates will be invited to share their achievements and successful experiences in weekly assemblies. 4. To reinforce a sense of future planning of students, <ul style="list-style-type: none"> i. life planning lessons will be added in form period; ii. work- based and applied learning programe will be provided for students; iii. career oriented workshop will be held in weekly assemblies. 5. workshop for learning and examination skills will be held in weekly assemblies. 			May <ul style="list-style-type: none"> - Staff Annual Evaluation - Announce Staff promotion and demotion policies June <ul style="list-style-type: none"> - S4&5 Final examinations 	



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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"> - Teachers use effective instructional processes, strategies and classroom management techniques to enhance learning. - Teachers are able to design appropriate, valid and reliable assessment tools to indicate levels of achievement. - Panel coordinators are able to bring their leadership role to their panel members. 	<ol style="list-style-type: none"> 1. Staff Development Team will actively be expanded to devise more school-based staff development programmes. <ol style="list-style-type: none"> i. Discipline and Guidance Team will provide trainings and sharing on Classroom management skills ii. Special Educational Needs training will be held for teachers to enrich their knowledge and teaching strategies for SEN students. 2. Subject Panels will be encouraged to develop and revise a comprehensive assessment system to cater for learner diversity so that more students' achievements are recognized. 	<ul style="list-style-type: none"> - 50% of the teachers agree that teachers always evaluate their teaching strategies according to the progress of students' learning. - 50% of the teachers agree that teachers often arrange various learning activities such as group discussion and oral presentation in lessons. - 50% of the teachers agree that the teacher professional development activities organized by the school are of great help to me in performing my duties. 	<ul style="list-style-type: none"> - Stakeholder Survey - School-based questionnaires - All members of D & G Team should comment and give opinions on this guideline at the end of school term. - A post-lesson observation evaluation is helped, which the D & G teacher can assess and give comment after the peer lesson observation. 	<p>Whole Year</p> <ul style="list-style-type: none"> - Classroom Management & Peer Lesson Observation <p>September</p> <ul style="list-style-type: none"> - Release of part of the D&G Guideline <p>April</p> <ul style="list-style-type: none"> - Special Educational Needs training <p>June</p> <ul style="list-style-type: none"> - Completion of D&G Guideline 	<p><u>Strategy 1</u> Ariel Ho Cedric Lam</p> <p><u>Strategy 2</u> Panel Coordinators</p> <p><u>Strategy 3</u> Panel Coordinators</p> <p><u>Strategy 4</u> Panel Coordinators</p> <p><u>Strategy 5</u> Anthony Tsui and Peony Sit</p> <p><u>Strategy 6</u> Anthony Tsui</p>



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Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
<ul style="list-style-type: none"> - Teachers should reinforce the teachers' efficiency (class management, discipline and guidance skills). 	<ul style="list-style-type: none"> 3. Panel Coordinators will be involved in the training of panel members on instructional processes, strategies and classroom management techniques. 4. Outside support will be sought. <ul style="list-style-type: none"> i. School-based Support Services; ii. CEG Funding; iii. EES Funding; iv. IT Grant; v. LS Grant 5. A D & G Guideline will be given as a reference to all teachers while facing different G & G problems. 6. Class Management and Peer Lesson Observation are implemented. <ul style="list-style-type: none"> i. TIC of D& G would explain the requirement of class management to all teachers. 	<ul style="list-style-type: none"> - 60% of the students agree that teachers were able to provide students with guidance in learning - The D & G Guideline can help the teachers to be more systematically and effectively on their work. - All teachers should reach the requirements of class management and D & G skills which is set by D & G Team. 			



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	7. The D & G teachers would sit in and observe the class and give comments.				



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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"> - Students behave cooperatively. - Students respect and observe school rules and common values of the society. - Students have a sense of responsibility for their behaviour. - The students' attendance and late frequency should be improved - Students conscious of obeying the school rules are strengthened. 	<ol style="list-style-type: none"> 1. To build student responsibility, accountability and self-management, <ol style="list-style-type: none"> i. leadership training will be organized to Student Union; ii. workshop for planning and organizing activities will be held for ECA club's leaders; iii. each ECA club's leader will be assigned to hold one activity during the year. 2. Whole school activities will be held to reinforce and recognize desirable behaviour and to discourage undesirable behaviour. 3. A new arrangement for the late students and truants is executed. 	<ul style="list-style-type: none"> - 80% of the students agree that schoolmates are self-discipline. - 80% of the students agree that schoolmates participated in school activities actively. - Students' behavior improved. - 70% of the teachers are satisfied with the performance of Perfect team, Student Union and Committee member of ECA clubs. - The student's late frequency and attendance have improved obviously. 	<ul style="list-style-type: none"> - Stakeholder Survey - APASO - School-based questionnaires - Daily Observations - Comparing the record/statistics of student's late frequency and attendance between 0910 and 1011 - To assess the students by questionnaire at the end of school term. - To reduce the number of demerit. 	<p>Whole year</p> <ul style="list-style-type: none"> - Organize ECA activities by club's leaders - Organize whole school activities - A new arrangement for the late students and truants. - The activity of「One School Rule One Week」 - The activity of「The Prefect's self-improvement」 - The Plan of TWGHs Cross's Healthy Life. - To check students' lockers and school bag regularly. <p>October to December</p> <ul style="list-style-type: none"> - Provide training to Student Union 	<p><u>Strategy 1</u></p> <ol style="list-style-type: none"> i. Rainy Lam ii. Peony Sit iii. TICs of ECA <p><u>Strategy 2</u></p> <p>Chili Chan Peony Sit Joe Li</p> <p><u>Strategy 3</u></p> <p>Anthony Tsui</p> <p><u>Strategy 4</u></p> <p>Anthony Tsui</p> <p><u>Strategy 5</u></p> <p>Cedric Lam</p> <p><u>Strategy 6</u></p> <p>Wing Leung TWGHs Cross Centre jointly organized</p>



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<ul style="list-style-type: none"> - The school prefects' ability of self-improvement skills is promoted. - Students are able to erase their bad habits (drug-taking). - Students should give up the smoking habit. - Students should realize the effects of bringing illegal stuffs back to school. 	<p>4. The activity of 「One School Rule One Week」</p> <p>i. The student prefects would remind and elaborate the school rules during the morning assembly once a week. We hope that it would be more influencing and encouraging if it is said by the peer group</p> <p>5. The activity of 「The Prefect's self-improvement」 is implemented</p> <p>i. This activity can improve the efficiency as well as the recognition of prefect's team. Prefects should set three objectives themselves at the beginning of school term.</p> <p>6. The Plan of TWGHs Cross's Healthy Life is implemented, which includes Body Checkup and Group Training</p>	<ul style="list-style-type: none"> - The student's non-compliance behavior will be reduced. - Prefects should achieve all three objectives by the end of school term. - Students should increase the sense of saying no drugs. - Students should increase the awareness of anti-smoking. - Students' sense of responsibility as well as their social skills are reinforced. - The students would less bringing banned stuffs to school. 	<ul style="list-style-type: none"> - Comparing the demerit record with past years, which should be improved after the implementation of 「One School Rule One Week」. - D & G teacher will review their objectives. - over 70% students say the activity is helpful - Over 70% students say The Plan of TWGHs Cross's Healthy Life is helpful. - Over 70% students say Behaviour Improvement Scheme (2) is helpful. 	<p>November</p> <ul style="list-style-type: none"> - Provide training to ECA club's leader <p>November to December</p> <ul style="list-style-type: none"> - The Plan of TWGHs Cross's Healthy Life (Anti-smoke) <p>March to June</p> <ul style="list-style-type: none"> - Behaviour Improvement Scheme (2) <p>April</p> <ul style="list-style-type: none"> - The Plan of TWGHs Cross's Healthy Life (Anti-drugs) <p>July</p> <ul style="list-style-type: none"> - Students Questionnaire for 「One School Rule One Week」 	<p><u>Strategy 7</u> Wing Leung</p> <p><u>Strategy 8</u> Anthony Tsui Cedric Lam Peony Sit</p>



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	7. Behaviour Improvement Scheme (2) is implemented, which we have an activity named “Good Teenager Group and Adventure Camp” for students. 8. Teachers would check students’ lockers and school bag regularly. 9. Behaviour Improvement Scheme (2): Good Teenager Group and Adventure Camp 10. To check students’ lockers and school bag regularly.			<ul style="list-style-type: none"> - Students Questionnaire for 「The Prefect’s self-improvement」 - D & G Evaluation Meeting on 「The Prefect’s self-improvement」 - Students Questionnaire for The Plan of TWGHs Cross’s Healthy Life - D & G Evaluation Meeting on Students’ lockers and school bag checking. 	