



明愛華德中書院

Caritas Charles Vath College

Annual School Plan 2011 – 2012

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 and students value respect, discipline and esteem for self and others. - Staff members and students identify themselves with the school. 	<ol style="list-style-type: none"> 1. Staff members will be reinforced the awareness of their code of conduct and ethics towards their professional roles, <ol style="list-style-type: none"> i. Staff members will be strengthened their sense of responsibility, ownership and accountability for different panel coordinators and team leaders; ii. Wide varieties of sharing sessions, meetings and dialogues conducted by middle management will strengthen the professional roles of staff members; 	<ul style="list-style-type: none"> - 60% of teachers agree the school actively commends teachers for their fine performance at work and/or personal achievements. - 60% of teachers agree the subject panel/committee heads provide effective guidance to the development of their panels/committees. - 60% of teachers agree staff appraisal is conducive to my professional development. 	<ul style="list-style-type: none"> - Stakeholder Survey - APASO - School-based questionnaires - Daily Observations 	<p>Whole year</p> <ul style="list-style-type: none"> - Life planning lessons - Work-based Learning programs - Applied learning course <p>October</p> <ul style="list-style-type: none"> - Lesson Observation in Classroom Management - New Teacher Dialogue <p>November</p> <ul style="list-style-type: none"> - Peer Lesson Observation - Exercise Book Inspection <p>December</p> <ul style="list-style-type: none"> - Career oriented workshop - Guests and past school graduates sharing 	<p><u>Strategy 1</u> Wong Wai</p> <p><u>Strategy 2</u> i. Pang Hoi Yi ii. Pang Hoi Yi iii. Pang Hoi Yi iv. Pang Hoi Yi & Rainy Lam v. Kelvin Cheung</p> <p><u>Strategy 3</u> i. Chili Chan & Rainy Lam ii. Chili Chan & Rainy Lam iii. Chili Chan & Candy Au</p> <p><u>Strategy 4</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"> - Students have a positive attitude to life, pursue correct value and enjoy self-learning. 	<ul style="list-style-type: none"> iii. Senior teachers, panel coordinators and team leader might act as mentors to provide mentorship for new staff members. 2. Students' action plans on study, future studies or potential careers will be formulated, <ul style="list-style-type: none"> i. Life planning lessons will be organized in weekly assemblies; ii. Career oriented workshop will be held in weekly assemblies; iii. Interview skills and resume writing workshop will be held in weekly assemblies and after school; 	<ul style="list-style-type: none"> - 60% of teachers agree the subject panel/committee heads and teachers have an amicable working relationship. - 60% of teachers the staff is on harmonious terms. - 60% of teachers agree the staff cooperate with one another happily. - 60% of students agree the teachers have high expectation for us. - 65% of the students indicated that they liked the school. 		January <ul style="list-style-type: none"> - Interview skills and resume writing workshop February <ul style="list-style-type: none"> - Mid-term Teacher Dialogue - Staff Development Day April <ul style="list-style-type: none"> - Exercise Book Inspection 	



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	<ul style="list-style-type: none"> iv. Guests and past school graduates will be invited to share their achievements and successful experiences in weekly assemblies; v. Work-based and Applied Learning programs will be provided for students. <p>3. Recognition for students achievement will be strengthened.</p> <ul style="list-style-type: none"> i. Teachers will encourage outstanding students to join public competitions; ii. Teachers will nominate students to join award scheme to recognize their achievement; 	<ul style="list-style-type: none"> - 70% of the students stated that they maintained a good relationship with other students and teachers. - 60% or more of the students agree that students respect teachers. - 60% of the students agree that schoolmates are self-discipline. 			



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	<p>iii. Students' academic and non-academic achievements will be displayed in the school campus, Parent Teacher Association Newsletters, Graduate Ceremony and announced in the morning assemblies.</p> <p>4. Students will be responsible for the topics and contents of the morning assembly.</p>				
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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. - Panel coordinators are able to bring their leadership role to their panel members. 	<ol style="list-style-type: none"> 1. Teachers' teaching performance will be monitored and evaluated. Suggestion for improvement will also be given for their continuous development. The evaluation will be conducted from: <ol style="list-style-type: none"> i. Lesson observation; ii. Exercise Book Inspection; iii. Subject Panel Meeting, etc. 2. Teachers will be encouraged to take part in Teacher Professional Development held by: <ol style="list-style-type: none"> i. School-based training; ii. EDB; iii. HKEAA; iv. Caritas Joint-School; v. Others; 	<ul style="list-style-type: none"> - 60% of teachers agree the subject panel/committee heads provide effective guidance to the development of their panels/committees. - 60% of teachers agree subject panels are able to monitor curriculum implementation of their own subjects, e.g. through systematic use of data on Student Learning and Teaching and evaluation data to inform curriculum implementation. 	<ul style="list-style-type: none"> - Stakeholder Survey - APASO - School-based questionnaires - Lesson Observation - Exercise Book Inspection - Daily Observations 	<p>October</p> <ul style="list-style-type: none"> - Lesson Observation in Classroom Management <p>November</p> <ul style="list-style-type: none"> - Peer Lesson Observation - Exercise Book Inspection <p>January</p> <ul style="list-style-type: none"> - Mid-term Teacher Dialogue <p>April</p> <ul style="list-style-type: none"> - Exercise Book Inspection 	<p><u>Strategy 1:</u> Wong Wai</p> <p><u>Strategy 2:</u> Wong Wai</p> <p><u>Strategy 3:</u> Wong Wai & April Shek</p> <p><u>Strategy 4:</u></p> <ol style="list-style-type: none"> i. Wong Wai ii. Wong Wai iii. Kelvin Cheung iv. Wong Wai v. Chili Chan



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Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
	3. Teachers will be encouraged to take part in open lecture conducted by Head of VTES and other guests. 4. Outside support will be sought. i. School-based Support Services; ii. CEG Funding; iii. Diversity Learning Grant; iv. IT Grant; v. LS Grant;	<ul style="list-style-type: none"> - 60% of teachers agree they often arrange various learning activities such as group discussion and oral presentation in lessons. - 60% of students agree the teachers often provide us with guidance in learning strategies, such as doing pre-lesson preparation, using concept maps, tool books and on-line resources, etc. - 60% of students agree the teachers often give them encouragement in lessons. 			



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Major Area of Concern 3: To Improve Students' behavior

Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
<ul style="list-style-type: none"> - Students have a sense of responsibility for their behaviour. - Students have a sense of responsibility, accountability and self-management. 	<ol style="list-style-type: none"> 1. To strengthen student responsibility, accountability and self-management, <ol style="list-style-type: none"> i. Prefect Team, Student Union and Clubs Committee assist teacher to handle simple discipline tasks and run school activities; ii. The element of responsibility, accountability and self-management will be integrated in whole school activities. 2. Inter-class competitions will be organized to reinforce and recognize desirable behavior and to discourage undesirable behavior. 	<ul style="list-style-type: none"> - 60% or more of the students agree that schoolmates participated in school activities actively. - More than 60% of the students agreed that schoolmates were self discipline. - 70% of the teachers are satisfied with the performance of Perfect team, Student Union and Committee member of ECA clubs. - Students absent and late records are significantly reduced. 	<ul style="list-style-type: none"> - Stakeholder Survey - APASO - School-based questionnaires - Data on student performance, e.g., attendance records, award and punishment records, etc. - Daily Observations 	<p>Whole year</p> <ul style="list-style-type: none"> - Organize whole school activities - Organize ECA and school teams activities by club's committee members - After-school suspension classes - Student uniform, school bags and lockers' inspection <p>September to February</p> <ul style="list-style-type: none"> - Inter-class competitions <p>July</p> <ul style="list-style-type: none"> - Students Probation Scheme 	<p><u>Strategy 1</u></p> <ol style="list-style-type: none"> i. Anthony Tsui, Rainy Lam & TICs of ECA ii. Tsui Kin <p><u>Strategy 2</u></p> <p>Tsui Kin</p> <p><u>Strategy 3</u></p> <p>Team Coordinators of ECA clubs</p> <p><u>Strategy 4</u></p> <p>Anthony Tsui</p> <p><u>Strategy 5</u></p> <ol style="list-style-type: none"> i. Anthony Tsui ii. TK & Kelvin Cheung iii. Wing Leung iv. Anthony Tsui



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Objectives	Strategies / Implementation Plan	Success Indicators	Method(s) of Evaluation	Time Frame	Person(s)-in-charge
	3. 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 behavior. 4. A new late and truancy procedure will be set up to monitor and take followup action to the students' attendance problem. i. A standard procedure will be introduced. ii. Meetings will be held among class teachers and Discipline & Guidance Team.	<ul style="list-style-type: none"> - There are 8 meeting held between class teachers and Discipline & Guidance Team to take the followup actions for students' attendance problem. - Students are motivated in morning assemblies. - Prefects should complete all three goals set at the beginning. - 30% of the students who has high potential in touch with drugs are successfully recruited by this program, will be giving follow-up services to them. - 			



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	<p>5. Students will be reinforced the awareness of their behaviour.</p> <p>i. The activity of “One Rule per Week” will be implemented. The school prefects would explain the meanings and significance of school rules to all students once a week during the morning assembly.</p> <p>ii. The activity of “Self-enhancement for Prefect’s team” which strengthens the effectiveness of the prefect’s team and enhancing students’ sense of identity.</p>	<ul style="list-style-type: none"> - 60% students should raise the awareness of their own body and health. - 70% students agree that the activities are helpful. - 80% teachers satisfy the arrangement for the suspension classes - 80% of participated students can pass the probation scheme. 			



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	iii. Varieties of activities will be provided to help students to develop a better behaviour. - Acme healthy living program: Medical examination and personal / activity training - Meditation time activities: Power ignition - Student's Seminar: Mental health, Sex education and Dating with compensation - Festival Lunch Special functions: - Behaviour Improvement program (I): Cocoon / individual interviews				



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	<ul style="list-style-type: none"> - Behaviour Improvement project (II): Youth action and adventure camp - School and community support scheme iv. Some arrangements will be strengthened to develop students' a sense of responsibility, accountability and self-management. - After-school suspension class - Student uniform, lockers and school bags' inspection - Students Probation Scheme 				