



明愛華德中書院

Caritas Charles Vath College

Annual School Plan 2012 – 2013

1. Major Area of Concern: To Cultivate Student Self-Esteem

Target	Strategies	Success Criteria	Method(s) of Evaluation	Time Frame	People in charge / involved	Resources Required
<ul style="list-style-type: none"> - Students respect and observe school rules and common values of the society - Students identify themselves with the school and the society - Students have a sense of belonging to the school 	1. To strengthen the recognition for students achievement <ul style="list-style-type: none"> (i) Teachers will encourage students to participate in public activities, competitions and services; (ii) Teachers will nominate students to join award scheme to recognize their achievement; (iii) Students' academic and non-academic achievements will be promoted throughout different channels; (iv) After-school supplementary classes will be held for students' enhancement and/or remedial purposes. 	<ul style="list-style-type: none"> - 70% of the teachers indicated that the school had helped students develop correct values; - 70% of the teachers indicated that the school's extra-curricular activities had helped extend students' learning experiences; 	<ul style="list-style-type: none"> - Stakeholder Survey - School-based questionnaire - Daily Observation 	- Whole-Year	<ul style="list-style-type: none"> - <u>Mr Wong Wai</u> - <u>Ms Chili Chan</u> - <u>Activities Team IC</u> - <u>ECA Clubs IC</u> - <u>Subject Teachers</u> 	<ul style="list-style-type: none"> - <u>ECA Budget</u> - <u>Diversity Learning Grant</u>



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Target	Strategies	Success Criteria	Method(s) of Evaluation	Time Frame	People in charge / involved	Resources Required
	(iii) Guests and past school graduates will be invited to share their achievements and successful experiences in weekly assemblies.	- 50% of the students indicated that their learning opportunities in respect of extra-curricular knowledge and life skills, etc. had been increased through participation in the school's extra-curricular activities.				
	4. To strengthen student responsibility, accountability and self-management, (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.			- Whole-Year	- <u>Ms Chili Chan</u> - <u>Mr Anthony Tsui</u> - <u>Activities Team IC</u> - <u>ECA Clubs IC</u> - <u>Subject Teachers</u>	- <u>ECA Budget</u>



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2. Major Area of Concern: To Enhance School Team Collaborative Efficiency

Target	Strategies	Success Criteria	Method(s) of Evaluation	Time Frame	People in charge / involved	Resources Required
<ul style="list-style-type: none"> - Staff members have a sense of responsibility for student learning and continuous improvement in the school. - Staff members maintain collaborative and collegial relationships. - The shared sense of purpose and values are consistent across staff members. 	1. To reinforce a sense of responsibility and commitment among staff members <ul style="list-style-type: none"> (i) staff duties and responsibilities will be stipulated in the staff manual and communicated through different channels; (ii) expectations of staff members' behaviour will be explicitly communicated in staff meetings; (iii) staff members who misbehaved will be warned and disciplined. 	<ul style="list-style-type: none"> - 70% of the staff members indicated that the school had monitored its work effectively; - 70% of the staff members indicated that the school had an amicable working relationship with teachers; 	<ul style="list-style-type: none"> - Stakeholder Survey - Meetings - Daily Observation 	- Whole-Year	<ul style="list-style-type: none"> - <u>Mr Wong Wai</u> - <u>Ms Chili Chan</u> - <u>Mr Anthony Tsui</u> - <u>Committee/ Team/ Club ICs</u> - <u>Panel Coordinators</u> 	



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Target	Strategies	Success Criteria	Method(s) of Evaluation	Time Frame	People in charge / involved	Resources Required
	2. To strengthen the evaluation of teaching and learning effectiveness (i) Teaching and learning of teachers' self-reflection will be encouraged; (ii) Lesson Collaborative Planning Periods will be provided for teachers to share their teaching experiences and develop an adapted curriculum; (iii) Regular subject panel meeting will provide a channel to help teachers to evaluate and suggest for improvement for the teaching and learning effective.	<ul style="list-style-type: none"> - 70% of the staff members indicated that the school effectively facilitates communication between the management and teachers; - 70% of the staff members indicated that the subject panel/ committee heads had promoted teachers' professional interflow and collaboration; 		- Whole-Year	<ul style="list-style-type: none"> - <u>Mr Wong Wai</u> - <u>Panel Coordinators</u> 	



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	3. To recognize and celebrate staff achievement & successes. (i) Staff achievement & successes will be shared through different channels. (ii) Staff social gathering and celebration will be held regularly.	- 70% of the staff indicated that the school had actively commended teachers for their fine performance at work and/or personal achievements;		- Whole-Year	- <u>Staff Welfare Team IC</u>	
	4. To strengthen the awareness of staff members of their code of conduct and ethics towards their professional roles. (i) Teachers will be encouraged to attend training to enrich their subject knowledge and teaching strategies;	- 70% of the staff members indicated that the teacher professional development activities organized by the school had been of great help to them in performing their duties;		- Whole-Year	- <u>Mr Wong Wai</u> - <u>Panel Coordinators</u> - <u>Staff Development Team IC</u>	



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	(ii) The school would invite external experts to help in identifying causes for some of the problems faced and in organizing possible actions for improvement in teaching and learning, organizing activities and discipline and guidance skills.	- 70% of staff members indicated that they had found satisfaction in working in the school.				



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3. Major Area of Concern: To Establish School Specialized Development

Target	Strategies	Success Criteria	Method(s) of Evaluation	Time Frame	People in charge / involved	Resources Required
<ul style="list-style-type: none"> Varieties of specialized programme and school-based specialized curriculum are developed to cater for different learner needs. The development of school is being recognized in the educational sector. 	1. To develop a Work-based Learning Programme in Hospitality & Hotel.	<ul style="list-style-type: none"> 70% of the Staff members indicated that the school had a clear direction of development; WBL Programme had provided students to wider their learning; 	<ul style="list-style-type: none"> Stakeholder Survey School-based questionnaire Daily Observation 	- Whole Year	<ul style="list-style-type: none"> <u>Mr. Wong Wai</u> <u>Mr Kelvin Cheung</u> 	- <u>Subject Grant</u>
	2. To develop an English Learning Enhancement Programme to help students to improve their English Language			- Whole Year	<ul style="list-style-type: none"> <u>Mr Wong Wai</u> <u>Ms Rainy Lam</u> 	- <u>Subject Grant</u>
	3. To encourage students to participate in public activities, competitions and services.			- Whole Year	<ul style="list-style-type: none"> <u>Ms Chili Chan</u> <u>Ms Rainy Lam</u> <u>Mr Tsui Kin</u> 	- <u>ECA Budget</u>
	4. To devise a comprehensive promotion strategy to promote the school image more effectively.			- Whole Year	<ul style="list-style-type: none"> <u>Ms Rainy Lam</u> 	- <u>Promotion Budget</u>



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	5. To explore and develop students talents i. Magic classes and handicraft classes will be provided.	<ul style="list-style-type: none"> - The students had found the English Learning Enhancement Programme could help them to improve their English; - Students were willing to participate in different; activities, competition and services. 		- Whole Year	<ul style="list-style-type: none"> - <u>Ms Chili Chan</u> - <u>Ms Rainy Lam</u> - <u>Mr Tsui Kin</u> 	- <u>ECA Budget</u>