



# **Caritas Charles Vath College Annual School Plan**

**School Year  
2013 - 2014**

## School Vision & Mission

CCVC was established as a senior secondary school in 2003 to recruit post-S3 students and help them to upgrade their academic performances and professional competences, and through envisaged personal career planning, students are encouraged to proceed to higher levels of studies via the mainstream system or the Caritas through-train pathways. Young people's talents are unleashed to strive for their personal success and living in harmony through bringing knowledge, professionalism, kindheartedness and righteousness to their growing and learning experiences.

# **Caritas Charles Vath College**

## **Annual School Plan**

### **School Year**

#### **Major Concerns**

- 1. To Cultivate Student Self-Esteem**
- 2. To Enhance School Team Collaborative Efficiency**
- 3. To Establish School Specialized Development**

1. Major Concern: To Cultivate Student Self-Esteem

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>Students respect and observe school rules and common values of the society;</li> <li>Students identify themselves with the school and the society;</li> <li>Students have a sense of belonging to the school;</li> <li>Students have a sense of responsibility for their learning and behavior</li> </ul>	<ul style="list-style-type: none"> <li>To strengthen the recognition for students achievement               <ul style="list-style-type: none"> <li>(i) Teachers will encourage students to share their achievements in other learning experiences;</li> <li>(ii) School will provide opportunities for students to participate in outside school programmes, exchange programmes, tours and competitions;</li> <li>(iii) Teachers will nominate students to join award scheme to recognize their achievement;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>75% of the teachers indicated that the school had helped students develop correct values.</li> <li>75% of the teachers indicated that the school's extra-curricular activities had helped extend students' learning experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder Survey</li> <li>School-based questionnaire</li> <li>Daily observation and statistical results</li> </ul>	<ul style="list-style-type: none"> <li>Whole-Year</li> </ul>	<ul style="list-style-type: none"> <li>TIC of Academic Affairs</li> <li>TIC of Student Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Diversity Learning Grant (Details to be shown in the 3-year plan for Diversity Learning Grant)</li> </ul>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	(iv) Students' academic and non-academic achievements will be promoted throughout different channels; (v) School will provide split-classes, after-school lessons and part-time teachers to cater for student needs.	<ul style="list-style-type: none"> <li>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.</li> <li>The student attendance and late records have an</li> </ul>				
	<ul style="list-style-type: none"> <li>To strengthen student responsibility, accountability and self-management.</li> <li>(i) More inter-class competitions and activities will be held by students.</li> </ul>			<ul style="list-style-type: none"> <li>Whole-Year</li> </ul>	<ul style="list-style-type: none"> <li>TIC of Student Affairs</li> <li>TIC of Discipline &amp; Guidance Team</li> </ul>	N/A

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>(ii) The procedure of handling student's late and absent issues will be formulated. Discipline and Guidance Team will take the follow up action for those students who have any difficulty.</p> <p>(iii) Discipline and Guidance will provide different ways to promote healthy student image and the important of self-discipline.</p>	<p>obvious improvement.</p> <ul style="list-style-type: none"> <li>• 50% of the students and parents indicated that they had known how to set learning goals for themselves.</li> <li>• 50% of the students and parents indicated that the teachers were able to help the students solve problems they</li> </ul>				

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	(iv) School will provide support to students with special education needs, emotional/behavioral difficulties and intermittent absence tendency.	encountered in their growing process. • 70% of staff members indicated that the school strategically arranges different learning modes and opportunities for students in the light of students' abilities, interests and needs.				
	<ul style="list-style-type: none"> <li>Students' action plans on study, future studies or potential careers will be formulated.</li> <li>(i) Different programmes will be provided to help students better understand their own potential.</li> <li>(ii) Interview skills and resume writing workshop will be held after school.</li> </ul>			• Whole-Year	• TIC of Student Affairs	N/A

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	(iii) Guests and past school graduates will be invited to share their achievements and successful experiences in weekly assemblies.	<ul style="list-style-type: none"> <li>50% of the students indicated that the teachers often give them encouragement in lessons.</li> </ul>				



**2. Major Concern: To Enhance School Team Collaborative Efficiency**

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
<ul style="list-style-type: none"> <li>• Staff members value respect, discipline and esteem for self and others;</li> <li>• Staff members maintain collaborative and collegial relationships;</li> <li>• The shared sense of purpose and values are consistent across staff members;</li> </ul>	<ul style="list-style-type: none"> <li>• To reinforce a sense of responsibility and commitment among staff members               <ul style="list-style-type: none"> <li>(i) School structure will be refined and explained among staff members;</li> <li>(ii) Staff duties and responsibilities will be stipulated in the staff manual and communicated through different channels;</li> <li>(iii) Expectations of staff</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 70% of the staff members indicated that the school had monitored its work effectively.</li> <li>• 70% of the staff members indicated that the school had an amicable working relationship with teachers.</li> <li>• 70% of the staff</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder Survey</li> <li>• Meetings</li> <li>• Daily Observation</li> </ul>	<ul style="list-style-type: none"> <li>• Whole-Year</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• TIC of Academic Affairs</li> <li>• TIC of Student Affairs</li> <li>• TIC of Discipline and Guidance Team</li> </ul>	N/A

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>members' behaviour will be explicitly communicated in staff meetings, including classroom management, handling student's discipline problem, preparing student assessment, e.g., exercise books and exam papers</p> <p>(iv) Staff achievement &amp; successes will be shared through different channels.</p> <p>(v) Staff social gathering and celebration will be held regularly.</p>	<p>members indicated that the school effectively facilitates communication between the management and teachers.</p> <ul style="list-style-type: none"> <li>• 70% of the staff members indicated that the school had promoted teachers' professional interflow and collaboration.</li> </ul>				

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<ul style="list-style-type: none"> <li>To promote whole-school approach to facilitate the collaboration and communication among staff members               <ul style="list-style-type: none"> <li>(i) Collaboration among subjects, committees and teams will formulate guidelines and schedules, e.g., Preparation of Exam, Conduct of SBA, Whole school monthly schedule, JUPAS schedule, ECA schedule</li> <li>(ii) The collaboration with different subjects in co-curricular activities will be strengthened.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>50% of the staff members indicated that the school had actively commended teachers for their fine performance at work and/or personal achievements.</li> <li>70% of staff members indicated that they had found satisfaction in working in the school.</li> </ul>		<ul style="list-style-type: none"> <li>Whole-Year</li> </ul>	<ul style="list-style-type: none"> <li>TIC of Academic Affairs</li> <li>TIC of Student Affairs</li> <li>TIC of Discipline and Guidance Team</li> </ul>	N/A

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<ul style="list-style-type: none"> <li>To strengthen the awareness of staff members of their code of conduct and ethics towards their professional roles.               <ol style="list-style-type: none"> <li>Teachers will be encouraged to attend training to enrich their subject knowledge and teaching strategies;</li> <li>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.</li> </ol> </li> </ul>			<ul style="list-style-type: none"> <li>Whole-Year</li> </ul>	<ul style="list-style-type: none"> <li>TIC of Academic Affairs</li> <li>TIC of Discipline and Guidance Team</li> </ul>	N/A



**3. Major Concern: To Establish School Specialized Development**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>Specialized programme and school-based specialized curriculum are developed to cater for different learner needs;</li> <li>The development of school is being identified by the public to have an alternative choice of study pathway.</li> </ul>	<ul style="list-style-type: none"> <li>To develop Work-based Learning Programmes               <ul style="list-style-type: none"> <li>(i) Different industries will be explored to cater for senior secondary student needs.</li> <li>(ii) Job matching will be promoted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>70% of the Staff members indicated that the school had a clear direction of development;</li> <li>Students were willing to participate in different activities, competition and services.</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder Survey</li> <li>School-based questionnaire</li> <li>Daily Observation</li> </ul>	• Whole-Year	<ul style="list-style-type: none"> <li>Principal</li> <li>TIC of Academic Affairs</li> </ul>	N/A
	<ul style="list-style-type: none"> <li>To promote student support and growth               <ul style="list-style-type: none"> <li>(i) Different programmes will be arranged to help students better understand their own potential.</li> <li>(ii) Students will be given</li> </ul> </li> </ul>			• Whole-Year	<ul style="list-style-type: none"> <li>TIC of Student Affairs</li> </ul>	N/A

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	to participate in outside school programmes, exchange programmes, tours and competitions.					
	<ul style="list-style-type: none"> <li>To devise a comprehensive promotion strategy to promote the school image more effectively.</li> </ul>			<ul style="list-style-type: none"> <li>Whole-Year</li> </ul>	<ul style="list-style-type: none"> <li>Principal</li> <li>Promotion Team IC</li> </ul>	N/A