

**Shau Kei Wan Government Secondary School
Annual School Plan (2016-2017)**

Major Concern 1 – To enhance learning and teaching effectiveness by creating an active learning environment

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enrich students' active learning capacity	<p>1.1 To adopt enhancement measures to promote active learning for S.1 students in an EMI environment</p> <p>1.1.1 To cater for students' diverse needs and stretch their active learning capacity through effective measures</p> <p>1.1.2 To immerse students in an English-rich learning environment by organizing a wide array of language enrichment programmes</p>	<ul style="list-style-type: none"> • S.1 students find enhancement measures useful for them to learn actively in an EMI environment. • S.1 students build confidence in using English in an active manner. 	<ul style="list-style-type: none"> • Teachers' observation • Students' feedback 	Sept 2016-May 2017	<ul style="list-style-type: none"> • Head of English Department • NET • English teachers • Teaching Assistant • S1 Class teachers & Subject teachers 	<ul style="list-style-type: none"> • Service providers • Subject & Curriculum Block Grant • School-based Grant
	<p>1.2 To nurture students' learning capabilities through effective study skills</p> <p>1.2.1 To equip students with the study skills needed to enrich their active learning capacity by subject departments</p> <p>1.2.2 To conduct training programmes on effective study skills for students</p> <p>1.2.3 To strengthen students' participation in lessons through cultivating pre-lesson preparation habits</p>	<ul style="list-style-type: none"> • Students agree that they are better equipped with the study skills. • Students make preparation for lessons. 	<ul style="list-style-type: none"> • Lesson Observation • Feedback from teachers and students 	Sept 2016-May 2017	<ul style="list-style-type: none"> • Curriculum Development Team • HoDs • Subject Teachers 	<ul style="list-style-type: none"> • Service providers

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>1.3 To foster active learning during lessons and beyond the classroom by adopting e-learning strategies</p> <p>1.3.1 To integrate e-resources in class activities to promote active learning for students of different needs A list of updated e-resources will be compiled by HoDs.</p> <p>1.3.2 To set up the WiFi infrastructure optimizing students' e-learning opportunities</p> <p>1.3.3 To adopt e-learning / mobile learning strategy in at least 2 subjects</p> <p>1.3.4 To set up Google for education and Microsoft for education platform to promote e-learning and collaboration among students beyond the classroom</p>	<ul style="list-style-type: none"> The e-resource banks of subject departments at eClass are enriched and updated to facilitate active learning. The school's WiFi infrastructure is enhanced. Teachers are equipped with e-learning strategies and knowledge and develop learning and teaching materials for mobile learning Students are able to facilitate their e-learning by using Google Classroom. 	<ul style="list-style-type: none"> Feedback from teachers and students Lesson observation Evaluation meeting 	Sept 2016- June 2017	<ul style="list-style-type: none"> IT Team HoDs Subject teachers Head of Computer Department and Physics Department Computer and Physics teachers 	<ul style="list-style-type: none"> Service provider EDB training courses Composite IT Grant
	<p>1.4 To promote Science, Technology, Engineering and Mathematics (STEM) Education</p> <p>1.4.1 To arouse students' interest in learning science and broaden students' knowledge in STEM by organizing science-related activities</p> <p>1.4.2 To enhance students' ability to integrate and apply knowledge across related disciplines through the participation of internal and external competitions</p> <p>1.4.3 To enable students to explore scientific and technological development by participating in Cross-curricular Study Tour</p>	<ul style="list-style-type: none"> Science learning atmosphere is enhanced. Students show good participation rate in science-related activities. Students can apply their knowledge and skills to solve problems in various competitions. Students gain new insight into the recent development of science and technology 	<ul style="list-style-type: none"> Feedback from teachers and students Teachers' observation Students' project reports 	Sept 2016- Aug 2017	<ul style="list-style-type: none"> HoDs of Science Departments, Computer and DT. Computer, DT and Science teachers Teachers of Science & Astronomy Club 	<ul style="list-style-type: none"> Service providers DLG Grant School-based Grant

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.4.4	To provide opportunities for students to share their learning experiences during class periods/ morning assemblies	<ul style="list-style-type: none"> Peer learning through sharing of experiences is enhanced. 				
1.5	<p>To strengthen positive learning atmosphere in campus</p> <p>1.5.1 To award top achievers of mid-term tests and internal examinations</p> <p>1.5.2 To introduce a Star Award Programme to boost the learning atmosphere in S1 and S2 classes</p> <p>1.5.3 To display names of top achievers in mid-term tests and exams on display board for outstanding academic achievements</p> <p>1.5.4 To provide students with opportunities to share their academic achievements and learning experiences during class periods / morning assemblies and through reflections to be posted up for peer learning</p> <p>1.5.5 To set up Student Corner in classroom for displaying good students' assignments / subject- related materials to foster positive learning atmosphere and facilitate peer learning</p> <p>Good students' work / subject-related materials will be displayed according to a monthly subject focus to provide more opportunities for peer sharing.</p>	<ul style="list-style-type: none"> Students' motivation in learning is raised through peer learning, sharing and award systems. Record of good assignments and sharing in class and morning assemblies 	<ul style="list-style-type: none"> Teachers' observation Students' feedback 	Sept 2016- June 2017	<ul style="list-style-type: none"> Class teachers Subject teachers Teaching Assistants Prize-giving Team 	<ul style="list-style-type: none"> PTA sponsorship Alumni sponsorship

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2 To strengthen teachers' pedagogical skills with a view to promoting active learning	<p>2.1 To strengthen collaboration in teaching and cultivate a sharing culture of pedagogy</p> <p>2.1.1 To further enhance collaboration through Collaborative Lesson Preparation (CLP)</p> <p>Active learning is promoted through CLP by focusing on engaging students in active learning activities. Each subject teacher attends at least 3 hours of CLP per term.</p> <p>2.1.2 To conduct focused Peer Lesson Observation (PLO) to encourage professional dialogue among teachers</p> <p>Each teacher is encouraged to conduct at least 2 focused PLO per school year.</p>	<ul style="list-style-type: none"> Subject teachers find sharing and collaborating with colleagues enhance their teaching effectiveness. Number of CLP and focused PLO conducted. A culture of professional exchange is fostered. 	<ul style="list-style-type: none"> Teachers' feedback & observation Records of CLP and PLO 	Sept 2016- July 2017	<ul style="list-style-type: none"> KLA Coordinators Curriculum Development Team HoDs Subject teachers 	
	<p>2.2 To boost the teaching effectiveness so as to foster active learning</p> <p>2.2.1 To adopt Cooperative Learning strategies in S.4, S.5 & S6 Liberal Studies lessons to enhance students' motivation in learning and cater for learner diversity</p> <p>2.2.2 To adopt mobile learning strategies to enhance teaching effectiveness</p>	<ul style="list-style-type: none"> Teachers find Cooperative Learning strategies useful. Teachers develop learning / teaching lesson plans / materials for Cooperative Learning. Students show greater participation in lessons. 	<ul style="list-style-type: none"> Teachers' observation & reflection Students' feedback 	Sept 2016- June 2017	<ul style="list-style-type: none"> Head of LS Department LS teachers of S.4, S.5 & S6 Head of Computer & Physics Departments, Computer & Physics teachers 	<ul style="list-style-type: none"> EDB School-based Support
	<p>2.3 To enhance teachers' professional development for the growth of a professional learning community</p> <p>2.3.1 To encourage all teachers to participate in various</p>	<ul style="list-style-type: none"> Teachers find the activities and sharing with other school teachers useful for their professional growth. 	<ul style="list-style-type: none"> Feedbacks from teachers 	Sept 2016- July 2017	<ul style="list-style-type: none"> HoDs Subject teachers 	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>modes of Continuous Professional Development (CPD) programmes by giving administrative support.</p> <p>All teachers formulate their CPD plans and update themselves regularly to familiarize with the current education trend, EDB polices, effective pedagogy, assessment methodology and e-learning strategies. They are encouraged to reach a minimum of 15 CPD hours.</p> <p>2.3.2 To establish a professional sharing network outside school</p> <p>Sharing sessions with teachers from other secondary schools on pedagogical skills and professional growth will be arranged to enrich teachers' exposure and experiences in learning and teaching.</p>	<ul style="list-style-type: none"> • Records of sharing sessions with other secondary schools are compiled. • Record of continuous professional development plans and CPD hours 			<ul style="list-style-type: none"> • Staff Development i/c 	

Programme Team: Major Concern 1 i/c and members, Academic Affairs Committee i/c and members, Curriculum Development Team i/c & members, Heads of Subject Departments

Budget: \$50,000

**Shau Kei Wan Government Secondary School
Annual School Plan (2016-2017)**

Major Concern 2 – To strengthen life planning education and careers guidance

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop students' academic and careers aspirations in accordance with their personal abilities, interest and values	<p>1.1 To foster self understanding and self discipline in junior form students as the first step for careers development</p> <p>1.1.1 To help students make realistic self-assessment of qualities, abilities, achievements and personal goals so as to encourage them to act on own commitments through workshops in Class Teachers' Periods</p> <p>1.1.2 To cultivate in students the basic qualities of self-disciplined and respectful individuals by different inter-class competitions, talks and training programmes</p>	<ul style="list-style-type: none"> • Students agree that they have a better understanding of themselves. • Students build up a positive self image. • Students show good self-discipline. 	<ul style="list-style-type: none"> • Feedback from students • Feedback and observation from teachers • Class Teachers' meetings 	Sept 2016- July 2017	<ul style="list-style-type: none"> • Guidance Team • Discipline Team • Class teachers 	<ul style="list-style-type: none"> • Service providers
	<p>1.2 To promote positive attitudes and life values towards work and learning through a wide array of activities organised by functional teams</p> <p>1.2.1 To fine-tune <i>Life Education</i> lesson plans with emphasis on positive attitudes and life values towards work and learning</p> <p>1.2.2 To nurture core values and a healthy lifestyle in students through different learning activities and competitions</p>	<ul style="list-style-type: none"> • Students' follow-up reports can summarise learning outcomes. • Students are engaged actively in learning activities in class. 	<ul style="list-style-type: none"> • Follow-up reports and sharing sessions • Observation of students' participation • Feedback from teachers and students • Student Survey 	Sept 2016- July 2017	<ul style="list-style-type: none"> • Moral and Civic Education Team • Health and Sex Education Team • Environmental Education Team • SEN Team • Class Teachers 	<ul style="list-style-type: none"> • Beat Drug Fund • Service providers

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop students' academic and careers aspirations in accordance with their personal abilities, interest and values	<p>1.3 To nurture students' careers interest and explore potential through <i>extra-curricular activities</i></p> <p>1.3.1 To organise careers-oriented programmes initiated by different OLE academic and interest clubs</p> <p>1.3.2 To help S3 students explore potential careers options and their respective qualities through training sessions and a themed-based performance</p>	<ul style="list-style-type: none"> Students agree that the activities are relevant to their careers interests. S3 students agree that the activity is effective in helping them explore careers options. 	<ul style="list-style-type: none"> Feedback from teachers and students OLE Activity Evaluation Form Student survey 	Sept 2016- July 2017	<ul style="list-style-type: none"> OLE Team OLE Clubs S3 Class Teachers 	<ul style="list-style-type: none"> OLE Fund Service providers Beat Drug Fund
	<p>1.4 To integrate learning activities across <i>subject departments</i> for careers exploration</p> <p>1.4.1 To encourage students to explore oneself, possible careers options and prospects through subject-related activities</p> <p>1.4.2 To enable students to acquire knowledge and skills related to possible careers options through project work</p> <p>1.4.3 To provide students with opportunities to investigate careers options and pathways through outbound study tours</p>	<ul style="list-style-type: none"> Students agree that they have a better understanding of different careers, respective skills required, careers prospects and pathways. Completion of learning activities and project work 	<ul style="list-style-type: none"> Assessment of learning activities and project work Feedback from students Observation of students' participation Feedback from teachers 	Sept 2016- July 2017	<ul style="list-style-type: none"> Chin Lang Department Eng Lang Department LS Department Subject Departments Study Tour Team Life Planning Team 	<ul style="list-style-type: none"> CLP Grant

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To facilitate students in careers planning and management	<p>2.1 To help senior form students set their study / career plan and make informed choices of further studies and careers</p> <p>2.1.1 To arouse students' awareness of multiple pathways for further studies and careers through mass programmes and workshops</p> <p>2.1.2 To help students investigate options of learning and prepare their study / careers plan by careers development tools</p> <p>2.1.3 To provide students with individual and group careers guidance counselling on further educational opportunities, career and life planning</p>	<ul style="list-style-type: none"> Students agree that they learn the pathways available for further studies and careers. Students find the careers development tools useful in helping them set career plans. Students are able to devise their own study / career plan. Students find the Life Planning counselling helpful. 	<ul style="list-style-type: none"> Feedback from teachers Feedback from students Student survey 	Sept 2016- July 2017	<ul style="list-style-type: none"> Life Planning Team Class Teachers 	<ul style="list-style-type: none"> CLP Grant Service providers Hong Kong Association of Careers Masters and Guidance Masters
	<p>2.2 To enrich students' learning experiences about work and future studies by seeking support from alumni, community sources, universities and external organisations</p> <p>2.2.1 To organise <i>Alumni Sharing Day</i> to allow students' face to face interaction with alumni from different professions and consolidate their knowledge about the world of work</p> <p>2.2.2 To help students enroll in different careers-related learning activities and university taster programmes organised by tertiary institutions and external organisations</p> <p>2.2.3 To arrange careers talks, seminars, workshops, workplace visits or work simulation games to help students acquire the knowledge and skills required at work</p>	<ul style="list-style-type: none"> Students agree that the activities increase their knowledge and skills required at work. Students find the Alumni Sharing Day useful. Students are actively engaged in the activities and share their learning experiences with schoolmates. 	<ul style="list-style-type: none"> Feedback from students Feedback from teachers Student survey 	Sept 2016- Aug 2017	<ul style="list-style-type: none"> Life Planning Team Alumni Association OLE Team 	<ul style="list-style-type: none"> EDB Business School Partnership Programme JAHK Youth Employment Start Service Providers Tertiary institutions NGO

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To facilitate students in careers planning and management	<p>2.3 To develop students' careers management competence for a smooth transition from study to work</p> <p>2.3.1 To conduct mass programmes, seminars and workshops to equip students with CV writing, interviewing skills and personal statement writing skills</p>	<ul style="list-style-type: none"> • Students find the mass programmes and workshops useful. • Completion of CV and personal statement 	<ul style="list-style-type: none"> • Feedback from teachers • Feedback from students • Student survey • Assessment of CV and personal statement 	Sept 2016- July 2017	<ul style="list-style-type: none"> • Life Planning Team • Eng Lang Department 	<ul style="list-style-type: none"> • CLP Grant
3. To strengthen the role of parents in life planning	<p>3.1 To provide parents with careers-related information and support</p> <p>3.1.1 To organise talks to equip parents with up-to-date careers-related information and skills in guiding their children in life planning</p> <p>3.1.2 To provide parents with access to careers-related information through the Google Classroom and teacher-parent meetings</p>	<ul style="list-style-type: none"> • Parents find the talks informative and useful. • Parents can access careers-related information readily when necessary. 	<ul style="list-style-type: none"> • Feedback from parents • Feedback from teachers 	Sept 2016- July 2017	<ul style="list-style-type: none"> • Parents-Teachers' Association • Life Planning Team • Teachers in charge of e-Class 	<ul style="list-style-type: none"> • CLP Grant

Programme Team: Major Concern 2 i/c and members, Whole Person Development Committee & Heads of Subject Departments