

**SKH Bishop Mok Sau Tseng Secondary School
Annual School Plan (2008/09)**

Major concern 1 : To further enhance the quality of EMI teaching and learning - a whole school approach

Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People/Committee responsible	Resources required
1. To fortify students' language skills for learning in EMI classroom	Sept 08 – Aug 09				
<ul style="list-style-type: none"> ● To organize a year-round bridging course to help S1 students to adapt to the new EMI learning Environment ● To help S1 students build necessary vocabulary and skills of reading and writing to meet the language demand of different subjects 		90% of the S1 students take part in the program Over 75% of them display ease in adapting to the new EMI learning environment.	S1 teachers' observation Questionnaires completed by students	Heads of English Dept. Academic Committee	
<ul style="list-style-type: none"> ● To vary pace and content of S1 teaching syllabus to cater for diversity in English ability 		Language is not an obstacle in the understanding of teachers' instruction and completion of assignments.	S1 teachers' observation of students' performance in lessons & daily work	EMI Subject Dept. Heads	
<ul style="list-style-type: none"> ● To initiate and develop cross-curricular joint projects between the English Department and other subject departments 		Notes/ materials for the chosen projects are prepared in collaboration with subjects concerned.	Relevant notes/materials are prepared	Heads of English Dept. Dept Heads of Science Subjects (for the science project)	
<ul style="list-style-type: none"> ● To encourage wide reading by exposing students to books, magazines and reading materials of different subjects and diverse interests for the Morning Reading Program ● To organize EMI book exhibitions and book-sharing sessions 		Students are reading more widely. One book exhibition and one book-sharing session on books of EMI subjects are organized	Teachers' observation Library's loan record	Teacher Librarian Reading Promotion Team	

2. To provide an authentic and nurturing environment to build students' confidence in the use of English outside classroom					
● To encourage more EMI subjects/ committees/societies to conduct activities in English		At least two more activities are conducted in English.	Questionnaires	EMI Team EMI Subject Dept. Heads	
● To strengthen the use of English in assemblies / morning talks/ school functions and events		Two more assemblies / morning talks / school functions and events employ English as medium of presentation.	Questionnaires	Assembly Committee, EEC, ECA Committee, English Society, English Department,	
● To encourage more collaboration between the Eng Dept, EEC and other clubs and societies providing students with language opportunities				EMI Team	
● To organize more language arts activities to enhance appreciation of the English culture		Students show greater interest and better appreciation of language arts activities Students speaking performance improved.	Teachers' observation and students' impression of the general atmosphere and attitude	Heads of Eng. Dept. EEC English Society	School subsidy and students' contribution \$3,500 from EMI Fund
● To encourage more students to take part in competitions, cultural activities and workshops on language skills organized by outside organizations and institutes		Students' participation in outside language arts activities increased.	The number of attendance certificate and prizes awarded	Heads of Eng Dept, ECA Committee English Society	
3. To enhance teaching in EMI subjects					
● To encourage EMI teachers to attend related courses to further facilitate teaching and learning in English		At least one teacher of EMI subjects attends a related course, preferably those newly appointed in recent years or whose subjects are adopting English as teaching medium in the coming year	School CPD record	Principal	
4. To promote English learning at home					
● To inform parents of the school's reading program and viewing activities so that they can actively participate in supporting and monitoring their children's progress when necessary		<ul style="list-style-type: none"> ● Students report reading English books / newspaper / magazines and watching English TV programs regularly at home. ● Junior form students have their reading and viewing record signed by parents. 	Questionnaire Junior form students reading and viewing record	English Dept	

Major concern 2 : To cultivate students' positive values and proper attitudes in whole school approach

Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People / Committee responsible	Resources required
<p>1. To strengthen collaboration amongst committees of Student Affairs in planning and implementing school polices on student programmes</p> <ul style="list-style-type: none"> ● To hold regular Joint Meetings of Committees of Student Affairs: <ul style="list-style-type: none"> - To identify and prioritize major positive values and proper attitudes which should be cultivated among students - To implement programmes with better coordination and cooperation to enhance their effectiveness - To share and exchange views on school policies/ practices/ environment related to the cultivation of positive values & proper attitudes ● To attend meeting of different Committees of Student Affairs by Vice-Principal (Student Affairs) 	<p>Sept. 08– Aug. 09</p>	<p>At least 3 joint meetings of Committees of Student Affairs are held.</p> <p>Programmes implemented by Committees will be better scheduled.</p> <p>Programmes on selected values & attitudes are being smoothly & effectively run by Committees /joint effort of Committees.</p> <p>At least 1 meeting of 3 different Committees of Student Affairs are attended.</p>	<p>Minutes of joint meetings of Committees of Student Affairs</p> <p>Review of annual reports of various Committees of Student Affairs (the evaluation on the selected programmes)</p> <p>Minutes of Committees of Student Affairs</p>	<p>Vice-principal (Student Affairs) Teacher-in-charge of Moral & Civic Education Committee, Counselling & Guidance Committee, Discipline Committee, Extra-curricular Activities Committee, Student Union Advisory Committee, Religious & Evangelical Affairs Committee & Careers and Guidance Committee</p> <p>Vice-Principal (Student Affairs)</p>	<p>Human resources</p> <p>Human resources</p>
<p>2. To cultivate students' positive values & attitudes (Self-discipline & Commitment) through various educational & formative programmes</p> <ul style="list-style-type: none"> ● To launch various educational & formative programmes/ activities on selected values and proper attitudes by Committees of Student Affairs through different means, e.g. Assembly, Morning talk, Morning Reading Session, Careers Talks, Leadership training programmes, Form Teachers' Period, Posting Wisdom Words, Carnival, Fund Raising Activities and a Whole School Cleaning Activity etc. ● To educate and consolidate the selected values and attitudes from the view of Christianity by Religious & Evangelical Affairs Committee through different means, e.g. Assembly, Religious Broadcast, Morning Reading and Student Fellowship, etc. 	<p>Sept. 08– Aug. 09</p> <p>Sept. 08– Aug. 09</p>	<p>At least three activities on selected values & attitudes are run by each committee/ joint effort of committees from Student Affairs.</p> <p>Message of caring for self-discipline & commitment are conveyed to students in various programmes / activities.</p> <p>At least five activities on selected values & attitudes are held.</p> <p>Message of caring for Self-discipline & Commitment are delivered from the view of</p>	<p>Review from the joint meetings of Committees of Student Affairs</p> <p>Review of annual reports of Committees of Student Affairs</p> <p>Feedback from Form Committee meetings</p> <p>Questionnaires</p> <p>Observations</p> <p>Review of Report of Religious & Evangelical Affairs Committee</p>	<p>Vice-principal (Student Affairs) Teacher-in-charge of Moral & Civic Education Committee, Counselling & Guidance Committee, Discipline Committee, Extra-curricular Activities Committee, Student Union Advisory Committee & <i>Careers</i> and Guidance Committee Religious & Evangelical Affairs Committee</p>	<p>Human resources</p> <p>Outside speakers are invited</p>

		Christianity.	Review from the joint meetings of Committees of Student Affairs		
<ul style="list-style-type: none"> To direct the effort of all teachers in securing the enforcement of school rules to ensure better discipline in school <ul style="list-style-type: none"> remind teachers the focus of checking the school uniform provide monthly disciplinary records such as lateness, violating school uniform rules, misdemeanour, late in submitting sick-leave form to form teacher so that he/she can remind students or contact parents as soon as possible invite form teachers to participate in handling disciplinary cases To implement P.A.T.H.S. Project in S1 – S3 	<p>Sept. 08– Aug. 09</p> <p>Sept. 08– Aug. 09</p>	<p>Students' attitudes & behaviour improved.</p> <p>Students' performance is timely reviewed in Form Committee meeting.</p> <p>Teachers understanding of their roles in securing the enforcement of school rules is enhanced.</p> <p>Lessons of personal growth are conducted effectively in form teachers' periods.</p> <p>Tier 2 programmes for selected students are effectively run.</p>	<p>Observation</p> <p>Statistics of offences</p> <p>Feedback from Form Committee and Discipline Committee</p> <p>Evaluation Report of Tier 1 Programme</p> <p>Evaluation Report of Tier 2 Programme</p>	<p>Vice-Principal (Student Affairs) Discipline Committee</p> <p>P.A.T.H.S. Coordinator & Form Teachers</p> <p>Social workers Counselling & Guidance Committee</p>	<p>Human resources</p> <p>P.A.T.H.S. Project</p> <p>P.A.T.H.S. Project</p>
<p>3. To strengthen teachers and parents roles and efforts in cultivating students' proper values and proper attitudes</p> <ul style="list-style-type: none"> To strengthen teacher training on roles and duties in value education To recommend S1– S3 Form Teachers to attend the training courses in P.A.T.H.S. Project To strengthen roles and duties of form teachers in class management: classroom tidiness & board design To conduct programmes for parents on the importance and ways of value education in family 	<p>Sept. 08– Aug. 09</p> <p>Sept. 08– Aug. 09</p> <p>Sept. 08– Aug. 09</p>	<p>At least 5 Form Teachers attended the training courses in P.A.T.H.S. Project.</p> <p>Classroom tidiness & student performance in producing the board display are improved.</p> <p>At least 2 parents talks relating to their ways of educating children on proper values and attitudes are held.</p>	<p>Records of CPD</p> <p>Observations</p> <p>Feedback from Form Committee meetings</p> <p>Questionnaires</p>	<p>P.A.T.H.S. Coordinator</p> <p>Administrative Affairs Committee Members of Joint Meeting of Committees of Student Affairs Form Teachers</p> <p>Parents and Teachers Association Counselling & Guidance Committee</p>	<p>P.A.T.H.S. Project</p> <p>School fund</p> <p>PTA fund</p>

Major concern 3: To achieve academic excellence in public examinations

Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People / Committee responsible	Resources required
<p>1. To increase the number of students attaining outstanding results in the HKCEE</p> <ul style="list-style-type: none"> ● To award scholarships to students with outstanding results in internal and public examinations ● To arrange S6 high achievers as mentors for S5 high achievers ● To allow S4 high achievers to enroll in extra subjects (not offered in school formal curriculum) for the HKCEE 	Sept.08 – Aug. 09	<p>13 or above students attaining English Language / Chinese Language: “level 4”; Other subjects: 3 distinctions or above in the HKCEE.</p> <p>5 or above students are eligible for the University Early Admission Scheme.</p> <p>3 or more S4 high achievers enroll in extra subjects (not offered in school formal curriculum) for the HKCEE</p>	Review of HKCEE results	Vice Principal (Academic) Academic Committee Department Heads	School fund or donations
<p>2. To raise the percentage of students in attaining distinctions and credits in the HKCEE</p> <ul style="list-style-type: none"> ● To arrange S6 students to share their experiences with S4 students in preparing for the HKCEE ● To encourage teachers to provide learning materials to consolidate students’ learning ● To remind subject teachers the importance of mastering and following closely the latest assessment mode (e.g. School-based assessment) 	Sept.08 – Aug. 09	<p>The average percentage of distinctions and credits in the HKCEE is above 60.</p> <p>S4 students have learned from the experiences of the S6 students.</p> <p>Subject teachers provide more learning materials to students on regular basis.</p> <p>The latest assessment mode is followed closely by all teachers.</p>	<p>Review of HKCEE results</p> <p>Questionnaires completed by students and teachers</p> <p>Records of the supplementary learning materials kept in Departments</p> <p>Record of students’ work</p>	Vice Principal (Academic) Academic Master Department Heads,	
<p>3. To raise the number of subjects having a 100% pass in the HKCEE</p> <ul style="list-style-type: none"> ● To render extra care for the low achievers (e.g. lessons, homework, supplementary tests or examinations...etc.) ● To deploy alumni in giving supplementary lessons to average achievers after school or on Saturdays ● To deploy alumni in giving supplementary lessons to low achievers after school or on Saturdays 	Sept.08 – Aug. 09	<p>100% of students obtaining level 2 or above in Chinese Language, English Language.</p> <p>Number of subjects (other than Chinese Language and English Language) having 100% pass increased.</p>	Review of HKCEE results	Vice Principal (Academic) Academic Committee Department Heads	School fund

<p>4. To increase the number of students attaining outstanding results in the HKALE</p> <ul style="list-style-type: none"> ● To award scholarships to students with outstanding results in internal and public examinations ● To encourage more sharing among subject teachers on students learning attitude and progress ● To give more guidance on JUPAS to S7 students 	<p>Sept.08 – Aug. 09</p>	<p>8 or more students attaining 2A or above in AL or ASL subjects in the HKALE. The average percentage of distinctions and credits in the HKALE is above 50.</p> <p>100% pass in UE and CLC in the HKALE.</p> <p>Number of subjects having a 100% pass in the HKALE increased.</p> <p>The percentage of students entering into local universities increased.</p>	<p>Review of HKALE results</p> <p>Review of JUPAS results</p>	<p>Vice Principal (Academic) Academic Committee Department Heads Career Guidance Committee</p>	<p>School fund or donations</p>
<p>5. To raise the quality and effectiveness of teaching and to strengthen the skills of teachers in lessons and class management</p> <ul style="list-style-type: none"> ● To stimulate teachers to adopt more effective teaching methods, such as applying high order thinking skills and having more interactions in lessons ● To encourage mutual lesson observations for the purpose of sharing experience ● To arrange departmental sharing for good learning and teaching strategies 	<p>Sept.08 – Aug. 09</p>	<p>Effective teaching methods are promoted, discussed and implemented by more departments.</p> <p>More teachers are participating in peer class observations.</p> <p>1 departmental sharing session arranged.</p>	<p>Teachers' feedback from department meetings and Staff Development Day</p> <p>Records of peer class observation</p> <p>Records of departmental sharing</p>	<p>Vice Principal (Academic) Academic Committee Department Heads</p>	
<p>6. To broaden students' horizon in academic related activities</p> <ul style="list-style-type: none"> ● To promote reading in subject related articles ● To provide students with more opportunities to take part in external competitions and activities to attain academic related achievements. 	<p>Sept.08 – Aug. 09</p>	<p>60% of departments have provided book/articles list to students to promote reading in their subjects.</p> <p>60% of departments have students participated in external competitions.</p>	<p>Questionnaires filled by Department Heads</p>	<p>Academic Committee Department Heads</p>	
<p>7. To give recognitions to outstanding students over their academic achievements</p> <ul style="list-style-type: none"> ● To provide students with more opportunities to share their achievements at school 	<p>Sept.08 – Aug. 09</p>	<p>At least one sharing in school assembly or display of achievements at school.</p>	<p>Review of minutes of Academic Committee and departments</p>	<p>Academic Committee Department Heads</p>	

Major concern 4 : To prepare for the implementation of New Senior Secondary Curriculum

Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People/Committee responsible	Resources required
1. To ensure a smooth and coherent transition to NSS system <ul style="list-style-type: none"> ● To deploy and re-structure human resources on teaching staff ● To allocate financial resources 	Sept.08 – Aug. 09	<ul style="list-style-type: none"> - A human resources plan and a staff development plan to facilitate the migration of the school into the NSS system are worked out. - A financial resources plan to cope with the NSS preparation is prepared. 	<ul style="list-style-type: none"> - Evaluation in NSS Curriculum Committee meetings - Review of the Human resources plans prepared by the school and various departments - Review of the amount of money spent on the preparation of NSS Curriculum 	Principal Vice-principals NSS Curriculum Committee Department Heads	Human resources TPPG NSSCMG
2. To work out a school-based NSS curriculum <ul style="list-style-type: none"> ● To refine the Final Draft of the NSS curriculum if necessary ● To refine the plan for the implementation of Other Learning Experiences (OLE) in NSS curriculum ● To review the student report and I-file to align with the development of Student Learning Profile (SLP) ● To refine the tentative timetables (both senior and junior forms) for the years 2009-12 ● To explain the finalized NSS curriculum to S3 parents and students 	Sept.08 – Aug. 09	<ul style="list-style-type: none"> - New development relating to the HKDSE is considered. -- A more detailed plan for the implementation of OLE is prepared. - A second draft of Student Learning Profile is prepared. - Tentative timetables for the years 2009-12 are refined. - The finalized NSS curriculum is explained to S3 parents and students in Oct. and Nov. respectively. 	<ul style="list-style-type: none"> - Review of the report prepared by the OLE co-ordinator - Review of the second draft of Student Learning Profile. - Review of the refined tentative timetables for the years 2009-12 	NSS Curriculum Committee Academic Committee OLE co-ordinator ECA Committee SAMS Committee Timetable Committee	Human resources
3. To promote and regulate staff development and training <ul style="list-style-type: none"> ● To encourage teachers to attend workshops and seminars concerning NSS curriculum ● To use resources from EDB (e.g. TPPG) effectively 	Sept.08 – Aug. 09	<ul style="list-style-type: none"> -Teachers completed PDPs concerning NSS curriculum. -Teachers using TPPG for PDPs concerning NSS curriculum. 	<ul style="list-style-type: none"> - Record of the total hours of PDPs - Record of the use of TPPG 	Vice-principal(Academic) NSS Curriculum Committee	Human resources, TPPG

<p>4. To familiarize teachers with School-based Assessment (SBA) and Standards-referenced Reporting (SRR)</p> <ul style="list-style-type: none"> ● To familiarize with SBA through teachers' sharing within subject or across subjects ● To develop a moderation mechanism on SBA within subjects 	<p>Sept.08 – Aug. 09</p>	<ul style="list-style-type: none"> - Teachers understand SBA and SRR. - A moderation mechanism on SBA within subjects is available. 	<ul style="list-style-type: none"> - Teachers' feedback in department meetings - Review of the report of department-heads 	<p>Vice-principal(Academic)</p> <p>Academic Committee</p> <p>NSS Curriculum Committee</p> <p>Department Heads</p>	<p>Human resources</p>
<p>5. To prepare for the introduction of NSS Liberal Studies (LS)</p> <ul style="list-style-type: none"> ● To introduce Liberal Studies in S3 ● To deploy teachers to teach senior and junior secondary LS ● To deploy teachers to receive trainings of LS ● To prepare materials for senior secondary LS 	<p>Sept.08 – Aug. 09</p>	<ul style="list-style-type: none"> - A syllabus for S3 LS is written and implemented. - 7 teachers teaching junior form LS. - 6-8 teachers receiving trainings of LS. 	<ul style="list-style-type: none"> - Evaluation in LS Department - Review of the number of teachers teaching junior form LS - Survey on the number of teachers who received LS training 	<p>Department Head of Liberal Studies</p> <p>NSS Curriculum Committee</p>	<p>Human resources,</p> <p>TPPG</p>