

**SKH Bishop Mok Sau Tseng Secondary School**  
**Annual School Plan (2010 – 2011)**

**Major concern 1: To develop students' independence in learning**

**Intended Outcome (1): Students master their study skills, which are basics for learning independently and effectively**

Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People/Committee responsible	Resources required
(a) To strengthen study skills and self-management skills to consolidate students' learning ability. <ul style="list-style-type: none"> <li>● To help students develop a habit of lesson preparation and note-taking.</li>   <li>● To help students put into practice the self-management skills</li> </ul>	Sep 10 – Aug 11	<ul style="list-style-type: none"> <li>● Over 70% of students have developed the habit of lesson preparation and note-taking.</li> <li>● At least two 15- minute Morning Programmes / assemblies / form periods focusing on self-management.</li> <li>● Over 70% of students can self-manage their learning.</li> <li>● Over 70% of junior form students have set their own learning goals and their schedule of learning.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Review of annual reports of subject department</li>   <li>● Review of I-files by form teachers</li> </ul>	Subject Departments  Academic Committee Moral & Civic Education Committee Form Committees  I-file Working Group Academic Master Form Committees	Human resources
(b) To further develop students' generic skills in subjects, such as collaboration, communication, critical thinking skills and creativity.	Sep 10 – Aug 11	<ul style="list-style-type: none"> <li>● Students can display the skills of collaboration / communication / critical thinking / creativity in projects and task-based activities</li> <li>● Subject departments attend seminars/workshops on various generic skills relevant to curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>● Review of annual reports of subject departments</li> <li>● Student performance in projects and task-based activities.</li>   <li>● CPD records</li> </ul>	Subject Departments	Human resources

**Intended outcome (2): Students take initiative in learning and develop their own interest and desire to learn**

Strategies / Tasks	Time scale	Success Criteria	Method of Evaluation	People/Committee responsible	Resources required
<p>(a) To improve learning initiative through “Reading to Learn”.</p> <ul style="list-style-type: none"> <li>● To organize book exhibitions to expose students to a variety of texts.</li> <li>● To present reading scheme awards to further promote wider and general reading.</li> <li>● To issue an update list of new library books and organize new book display to inform students monthly.</li> <li>● To hold talks/book sharing activities to cultivate students’ interest in reading</li> <li>● To develop students’ independent learning through reading and learning across curriculum (QEF Project)</li> </ul>	<p>Sep 10 – Aug 11</p>	<ul style="list-style-type: none"> <li>● At least three book exhibitions are organized.</li> <li>● Over 100 students have obtained the reading scheme awards.</li> <li>● An update list of new library books is issued followed by new book display monthly.</li> <li>● At least two 15-minute Morning Programme Talks and six book sharing activities are held.</li> <li>● Students’ recorded reading performance has shown that subject departments concerned have made good use of this platform to help students to improve their reading and learning.</li> </ul>	<ul style="list-style-type: none"> <li>● Review of annual reports of Library, Chinese Department and English Department</li> <li>● Library record</li> <li>● Library record</li> <li>● Review of annual reports of Library, Chinese Department and English Department</li> <li>● Review of annual reports of subject departments</li> </ul>	<p>Library Chinese Department English Department</p> <p>Reading Promotion Team Library</p> <p>Library</p> <p>Library Chinese Department English Department Reading Club</p> <p>Principal Project Manager Subject Departments</p>	<p>Human resources</p> <p>Prizes for winners</p> <p>QEF Fund</p>
<p>(b) To instill in students a better understanding of their own strengths and weaknesses so that they can design plans and strategies to meet their own learning needs.</p>	<p>Sep 10 – Aug 11</p>	<ul style="list-style-type: none"> <li>● I-files are made use of to help junior form students to better understand themselves as regards their learning needs.</li> <li>● Orientation programmes are conducted for S1, S4 and S6 students.</li> </ul>	<ul style="list-style-type: none"> <li>● Review of minutes of Form Committees</li> <li>● Review of annual reports of Academic Committee and Counseling &amp; Guidance Committee</li> </ul>	<p>Form teachers Form coordinators</p> <p>Academic Committee Counseling &amp; Guidance Committee</p>	<p>Human resources</p>

<p>(c) To provide a supportive school environment and a positive and appreciative atmosphere to encourage students to strive for self-betterment.</p> <ul style="list-style-type: none"> <li>To help students to internalize what they have learnt from good models and reach for higher goals.</li> <li>To broaden students' exposure to the outside world</li> </ul>	<p>Sep 10 – Aug 11</p>	<ul style="list-style-type: none"> <li>At least three talks from peers / teachers / alumni are held and students are able to appreciate good models from them.</li> <li>Students' academic achievements are shared and displayed through prize presentation assembly and school webpage.</li> <li>A 10% increase of total number of students participating in external learning activities and competitions.</li> <li>Students' learning experiences are shared.</li> </ul>	<ul style="list-style-type: none"> <li>Student reflection form</li> <li>Review of annual reports of related committees</li> <li>Review of annual reports of departments and committees</li> </ul>	<p>Principal Academic Committee Alumni Committee Careers Guidance Committee Assembly Committee IT Committee</p> <p>ECA Committee Subject departments</p>	<p>Human resources</p>
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**Major concern 2: To enhance teaching effectiveness**

**Intended Outcome (1): Teachers improve in pedagogy and classroom teaching strategies**

Strategies / Tasks	Time scale	Success criteria	Method of Evaluation	People/Committee responsible	Resources required
<p>(a) To adopt appropriate approaches to facilitate quality interactions and students' participation in class</p>	<p>Sep 10 – Aug 11</p>	<ul style="list-style-type: none"> <li>A seminar/workshop of different approaches to facilitate quality interaction is conducted and over 70% of teachers find that useful.</li> <li>Peer lesson observations with sharp focus on class interaction are conducted by subject departments.</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaire</li> <li>Peer lesson observation form</li> <li>Review of annual report of subject departments</li> </ul>	<p>Principal Academic Committee</p> <p>Subject departments</p>	<p>Guest speaker</p>

<p>(b) To foster a better understanding and develop appropriate strategies to address learners' diversity</p> <ul style="list-style-type: none"> <li>● To enhance teachers' understanding of learners' diversity</li> <li>● To formulate policies in curriculum planning, teaching and assessment methods by Academic Committee</li> <li>● To encourage teachers to participate in the courses about developing appropriate strategies to address learners' diversity, such as Jigsaw, SEN etc. offered by EDB and tertiary institutions.</li> </ul>	<p>Sep 10 – Aug 11</p>	<ul style="list-style-type: none"> <li>● A seminar/workshop to enhance teachers' understanding of learners' diversity is conducted and over 70% of teachers find that useful.</li> <li>● Teachers are active in attending seminars/workshops/training courses organized by EDB on learners' diversity.</li> <li>● Teachers share within department knowledge gained from seminars / workshops/training courses, etc.</li> <li>● Department Heads have agreed to the policies in curriculum, teaching and assessment methods formulated by the Academic Committee.</li> <li>● At least two teachers have completed these courses.</li> </ul>	<ul style="list-style-type: none"> <li>● Questionnaire</li> <li>● CPD Record</li> <li>● Review of annual reports of subject departments</li> <li>● Review of minutes, memorandum and annual reports of subject departments</li> <li>● CPD Record</li> </ul>	<p>Principal Academic Committee</p> <p>Vice-principal (A) Subject departments</p> <p>Vice-principal (A) Academic Committee</p> <p>Principal relevant committees and teams</p>	<p>Guest speaker</p>
<p>(c) To improve teachers' questioning techniques in classroom teaching to provoke higher order thinking and critical thinking among students</p>	<p>Sep 10 – Aug 11</p>	<ul style="list-style-type: none"> <li>● Teachers include questions demanding higher order thinking in classroom teaching.</li> <li>● Peer lesson observations with sharp focus on questioning techniques are conducted by subject departments.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' feedback</li> <li>● Review of annual report of subject departments</li> <li>● Peer lesson observation form</li> </ul>	<p>Subject departments</p>	

**Intended outcome (2): Teachers' professional growth will be enhanced with improved teamwork and synergy**

Strategies / Tasks	Time scale	Success Criteria	Method of Evaluation	People/Committee responsible	Resources required
(a) To promote lesson study / collaborative lesson planning to improve the quality of lessons	Sep 10 – Aug 11	<ul style="list-style-type: none"> <li>● A department is invited to share the rationale and implementation process of the collaborative lesson planning.</li> <li>● Knowledge acquired in seminars/ workshops on learners' diversity is put into practice when NSSC topics are prepared in TCLT.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' feedback</li> <li>● TCLT records of subject department</li> </ul>	Vice-principal (A) Academic Committee  Subject Departments	
(b) To encourage sharing of good teaching practices among subject departments and with those from other schools	Sep 10 – Aug 11	<ul style="list-style-type: none"> <li>● Sharing of good teaching practices among subject departments or with those from other schools is conducted.</li> </ul>	<ul style="list-style-type: none"> <li>● Review of annual reports of subject departments</li> </ul>	Academic Committee Subject departments	