

S.K.H. Bishop Mok Sau Tseng Secondary School
Annual School Plan
2005/2006

Major Concerns

1. To enhance student proficiency in English, Chinese and Mathematics
2. To conduct school self-evaluation
3. To review the new S4-5 and S6-7 curricula implemented since 2004/05
4. To complete and evaluate the 30th Anniversary Celebration Activities

1. Major Concern : To enhance student proficiency in English, Chinese and Mathematics

1.1 English

Strategies / Tasks	Time Scale	Success Criteria	Evaluation Method	People Responsible	Resources Required
1. To provide a rich English language environment by holding various English-related activities e.g. daily English announcement, regular role-play in Assembly for promotion of ECA activities, English Ambassador Scheme, English Morning PA Programs, Activities organized by English Society and English Enhancement Team, etc.	Sept.05 – July 06	<ul style="list-style-type: none"> - Students are more comfortable with the English environment. - Students’ participation in English activities increased. - Students are more ready and active in using English in different situations 	<ul style="list-style-type: none"> - Observation and general impression of both teachers and students - Level of participation - Questionnaires / surveys among students and teachers 	SW Choi , SP Cheung, PY Chiu	<ul style="list-style-type: none"> - English Society - English Enhancement Committee
2. To cultivate students’ reading interest and habit by organizing different programs such as ‘10-minute Morning Reading Time’, ‘Reading Journal’ writing and Reading Award, and to encourage wide-reading through self-access learning e.g. all students subscribe to SCMP and an online reading program for news and current issues locally and internationally	Sept 05 – July 06	<ul style="list-style-type: none"> - Students show positive attitude towards reading - Students’ learner autonomy and independence developed - Students’ awareness of the community and world raised 	<ul style="list-style-type: none"> - Students’ lending rate of books increased - Number of students awarded prizes for reading - Students’ opinion on activities organized collected through surveys and / or questionnaires 	M Hung, Heliena Lam, Mandy Lam	<ul style="list-style-type: none"> - \$4,300 (for reading articles) - \$120,000 (E-learning Grant)

<p>3. To arrange English immersion programmes for students (e.g. holiday English courses by outside language institute and overseas study tours)</p>	<p>Sept. 05– Aug 06</p>	<p>- Students taking part in these programmes demonstrate more confidence and ease with spoken English.</p>	<p>- Questionnaires - Performance in tasks and activities</p>	<p>Heliena Lam Cheung SP</p>	<p>- \$2,000 (for operation fee)</p>
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1.2 Chinese

Strategies/Tasks	Time Scale	Success Criteria	Evaluation Method	People Responsible	Resources
To enhance Chinese language skills of students by holding various activities e.g. language enhancement class, weekly prose reading practice for Form two students, writing class taught by veteran writers, inter-school debating activities, students' portfolio recording their participation in Chinese related activities, etc.	Sept.05 – July 06	<ul style="list-style-type: none"> - Active & continuous student participation - Students' willingness and readiness to master Chinese enhanced - Learner autonomy and independence promoted - Students' interest in Chinese raised 	<ul style="list-style-type: none"> - Observation - Level of participation - Questionnaires - Processing & analysis of examination results 	<ul style="list-style-type: none"> - TY Kam (Head of Chinese Department) - LH Fan (Assistant to Head of Chinese Department) 	<ul style="list-style-type: none"> - \$4,500 (Chinese language activities) - \$7,500 (Debate training workshop)

1.3 Mathematics

Strategies/Tasks	Time Scale	Success Criteria	Evaluation Method	People Responsible	Resource Required
<p>To enhance student proficiency in Mathematics</p> <p>(a) Programmes Catering for Individual Differences</p> <p>(1) Small group teaching in particular classes of S. 2-4 -- regular class</p> <p>(2) Remedial Programme -- each Saturday Morning for S.1-3</p> <p>(3) Enhancement Programme --after school about 6-7 sessions for S.1 to S.3</p> <p>(b) Bridging Classes for S.6 Pure Mathematics</p>	Sept. 05 – July 06	<p>(a)</p> <p>(1) Satisfactory performance shown in regular test and examination of respective small groups and their learning attitude</p> <p>(2) Improvements of learning attitudes of students weak in Mathematics and their performance in regular tests & examinations are observed</p> <p>(3) Students are more eagerness and show keen interests and effective skills in handling challenging Mathematics problems, the performance in various quizzes and inter-school competitions</p> <p>(b) S.6 students can build up a more concrete foundation of basic skills of definite integrals for their further pursuing knowledge in Pure</p>	<p>(a)</p> <p>(1) Review of the quantitative data of performance in regular tests and examinations</p> <p>(2) Statistical analysis for studying whether the participants of remedial programmes show significant improvements in Mathematics learning and assessments after attending the remedial classes</p> <p>(3) Questionnaire survey of the effectiveness of the programme and reviewing the students' performance in inter-school competitions.</p> <p>(b) A questionnaire survey for S.6 students to see whether they find the bridging course and tutorial classes useful.</p>	Leung Yiu-chung (Head of Mathematics Department)	<p>For conducting and remedial programme, bridging courses and preparation classes for S.5 and S.7, two teaching assistants will be employed</p> <p>Expense: Salary of the additional 2 Mathematics teaching assistants for 10 months – \$5000 $\times 1.05 \times 10 \times 2$ =\$105,000</p>

(c) Preparation Classes for S.5 and S.7 students		Mathematics. (c) S.5 and S.7 students will get satisfactory performance in Public Examinations	(c) Statistical analysis to study performance of the students in HKCEE and HKALE		
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2. Major Concern : To conduct school self-evaluation

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To evaluate the effectiveness of the work on 'praise' and 'perception management'	Whole year	<ul style="list-style-type: none"> - Achievement corner for students & alumni on the School Homepage is set up. - An atmosphere of appreciation on the achievements of students & alumni is cultivated in school. - Teachers & students make use of praise more fluently in their daily school life. - Students develop a positive self-image. - Teachers, students, parents & the public develop a positive impression of the school. 	<ul style="list-style-type: none"> - Students' feedback from 'Principal - student interflow' - S6 students' reflection on their achievements in form periods - Observation of students - Questionnaire filled by students 	School Development Committee (SDC)	

2. To evaluate internal school appraisal system	Sept.05 – Feb. 06	School appraisal system will be favourably accepted by the teachers.	<ul style="list-style-type: none"> - Teachers’ feedback from sharing sessions - Minutes of SDC meetings 	School Development Committee	
3. To evaluate student performance in HKCE examination	Sept.05 - June 06	Factors affecting students’ performance in HKCE examination are identified and follow-up actions are suggested.	<ul style="list-style-type: none"> - Questionnaire filled by students - Analysis of questionnaire by SDET - Interview of students & subject teachers - Minutes of SDC meetings 	School Development Committee	School Development & Evaluation Team (SDET) of Hong Kong Institute of Educational Research, Faculty of Education, CUHK
4. To prepare for External School Review	Sept. 05 – June 06	Teachers will understand the rationale & mechanism of School Self-evaluation & External School Review	<ul style="list-style-type: none"> - Teachers’ feedback from 2 whole school workshops - Questionnaire to stakeholders - Evaluation report from SDET 	School Self-evaluation Team	School Development & Evaluation Team (CUHK)

3. Major Concern : To review the new S4-5 and S6-7 curricula implemented since 2004/05

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To evaluate the effectiveness of the new S4-5 and S6-7 curricula	Sept. 05- July 06	<ul style="list-style-type: none"> - EMB's policy on 'split teaching allocation' is fulfilled. - The new curricula can cater for the needs & interests of S4-7 students. - The importance of English is noted by students when choosing S4 classes or admitting to S6 curriculum. - 4C students have the ability to study eight subjects. - S5 science students have more chances to study Physics in S6 curriculum. - No specific difficulty is encountered in terms of subject combination, curriculum time allocation & teaching establishment. - Students obtain satisfactory results in HKCE & HKAL examinations. 	<ul style="list-style-type: none"> - Teachers' & students' feedback from interviews - Questionnaire filled by students - Evaluation meeting of the Academic Committee - Analysis of 2006 CE & AL results & compare with the results of previous years 	Academic Committee	

4. Major Concern : To complete and evaluate the 30th Anniversary Celebration Activities

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To produce the 30 th Anniversary DVD and publish the 30 th Anniversary Magazine	Sept. 05 – Jan. 06	<ul style="list-style-type: none"> - The DVD is produced on schedule. - The magazine is published on schedule. - Positive feedback from council members, teachers, students, parents & alumni 	<ul style="list-style-type: none"> - Teachers, students' & parents' feedback on the content of DVD & Magazine - Evaluation meeting of the 30th Anniversary DVD & Magazine Organizing Committee 	30 th Anniversary DVD & Magazine Organizing Committee	\$44,000 (for production of DVDs) \$45,000 (for production of Magazines)
2. To evaluate the successfulness of the 30 th Anniversary Celebration Activities	Sept. 05 – July 06	<ul style="list-style-type: none"> - Active participation of council members, teachers, students, parents, alumni, office clerks & janitors - Vision of the 30th Anniversary is fulfilled. - Positive feedback from organizing committees & participants 	<ul style="list-style-type: none"> - Observation of participants - Students' feedback from 'Principal-student Interflow' - Evaluation meetings of organizing committees - Evaluation meeting of the Steering Committee 	- 30 th Anniversary organizing committees -30 th Anniversary Steering Committee	