

## **The Principal's Report (2003-2004)**

SKH Bishop Mok Sau Tseng Secondary School was established in Tai Po in 1975. It is a subsidized secondary school which aims to provide the best education for the all round development of students. Our school motto is “moral, intellectual, physical, social, aesthetic and spiritual education.”

### **The School Council**

Membership of the Council for the year 2003-2004 was as follows:

1.	The Rt. Rev. Louis Tsui	Chairman
2.	Mr. Michael Lai	Co-opted Member & Supervisor
3.	Miss Jennifer Wong	Diocesan Representative & Hon. Treasurer
4.	The Rev. Ng Yu Lam	Diocesan Representative
5.	The Rev. Wong Lai Ha	Diocesan Representative
6.	Mr. Wong Tak Lok	Diocesan Representative
7.	Mrs. Katherine Chau	Co-opted Member
8.	Mr. Moses Cheng	Co-opted Member
9.	Dr. Barley Mak Chan Shuk Yin	Co-opted Member
10.	Miss Leung Shui Chun	Representative of S.K.H. The Church of Our Saviour
11..	Dr. Anissa Chan	Hon. Secretary & Principal

The Council met four times during the school year on 23 October 2003, 15 March 2004, 21 May 2004 and 17 June 2004.

### **Staff**

There were 60 teachers (including the Principal), 3 laboratory technicians, 5 clerical staff, 1 library assistant and 13 janitor staff, making a total of 82. Our school also had the service of two social workers from the Hong Kong Children & Youth Services.

### **Staff Appointment and Resignation**

The following teacher was appointed on 1 September 2003:

Miss Wong Yi Ching, B.A., HKU, teaches Chinese and History (on 1-year contract basis).

The following staff members resigned / left from 1 September 2004:

1. Dr. Anissa Chan Wong Lai Kuen, Principal, who joined the school in 1993, resigned to take up the post as Principal in St. Paul's Co-educational College.
2. Mrs. Tang Leung Yim Sheung, (joined the school in 1983), Chinese teacher, Head of Chinese Department, left for personal reasons.
3. Mrs. Christine Keating, (joined the school in 1998), Native-speaking English teacher, left at the end of a 2-year contract.
4. Miss Chan Yuk Shan, Mathematics and Computer Literacy teacher, left at the end of a 2-year contract.
5. Miss Wong Yi Ching, Chinese and History teacher, left at the end of a 1-year contract.

### **Qualifications of Principal and Teachers**

Qualifications of the 60 teaching staff including the Principal are shown below:

- 58 are formally trained in teaching
- 30 possess a bachelor's degree
- 20 have a master's degree
- 1 has a doctor's degree

### **Teachers' Experience**

- 7 have taught for 1-5 years
- 6 have taught for 6-10 years
- 21 have taught for 11-15 years
- 25 have taught for over 15 years

### **Teachers' Professional Development and Further Studies**

Further studies of staff:

1. Mr. Leung Tak Ming completed Professional Development Course for Secondary Schools Chinese Panel Chairs / Curriculum Leaders 2003-04 offered by HKIEd.
2. Miss Kwong Siu Kuen completed Advanced Postgraduate Diploma in Education (Guidance and Counselling) offered by Hong Kong Institute of Educational Research, CUHK.
3. Miss Agatha Pang Chi Jing completed Postgraduate Diploma in Education (Physical Education) offered by CUHK.

4. Miss Wong Yi Ching completed Postgraduate Certificate in Education offered by HKU.
5. Mr. Kwong Pak Ho obtained Bachelor of Education in Physical Education (Hons.) (Secondary) from HKIEd.
6. Mr. Leung Tak Ming obtained Master of Arts in Chinese Literature, Language and Culture from Hong Kong Baptist University.
7. Mr. Wong Kwan Yin obtained Master of Science in Computing from City University of Hong Kong.

Professional development of teachers is a key feature of our school and 8 sessions were assigned in the school calendar for all teachers to conduct collaborative work on curriculum planning, lesson studies and professional sharing activities on a subject or key learning area basis to improve learning and teaching.

The School Development Day with the themes ‘Using praise to promote a positive culture of learning and teaching’ was held in January. We were glad to have Miss Law Nai Huen of ‘Family Heartware’ to share valuable experiences with us. The second School Development Day was held in June. The focus was on discussing action plans for the four items related to “school culture” and “student learning”, namely:

- i) perception management and communication to stakeholders on the achievements of the school,
- ii) using “praise” in creating a more positive culture of learning and teaching,
- iii) creation of an environment and condition to bring about effective learning and enhancement of student learning motivation,
- iv) enhancement of the effectiveness of form teacher periods.

In the Staff Seminar in August, teachers’ ideas about the proposed tasks of the two newly established boards (Student Affairs and Administration Board and Academic Affairs Board) and the six working groups for 30<sup>th</sup> Anniversary Celebrations were collected.

The school has been developing higher order thinking skills among students and teachers’ efforts in this area are commendable. To recognise their outstanding performance, our ex-Principal, Dr. Anissa Chan Wong Lai Kuen nominated 5 Chinese teachers, Mrs Tang Leung Yim Sheung, Mrs Fan Leung Lai Ha, Miss Kam Tung Yee, Mrs Ng Leung Lai Chong and Mr Leung Tak Ming, to the 1<sup>st</sup> “Chief Executive Outstanding Teaching Award” and they were awarded a Certificate of Merit.

## **Principal's Continuing Professional Development (CPD)**

During the year, the Principal has undertaken 209 hours in CPD activities in (i) structured learning: 55.5 hours; (ii) action learning: 41 hours; (iii) service to education and community: 112 hours.

## **Class Organization and Student Enrolment**

We have a total of 31 classes with the following structure:

Secondary 1 – 3 : 5 classes in each level

Secondary 4 – 5 : 5 classes in each level, with 3 in Science and 2 in Arts

Secondary 6 – 7 : 3 classes in each level, with 2 in Science and 1 in Arts

Student enrolment : 583 boys and 650 girls

Total number of students : 1233

In the 2003/04 Secondary School Places Allocation, all students allocated to our Secondary One are Band One students. All of our S.3 students were allocated a place in S.4 and all our S.6 places were filled by our own S5 students.

## **Medium of Instruction**

Academic subjects are taught in English. All students allocated to our Secondary One are Band 1 students and had their language proficiency assessed as being capable of learning through both English and Chinese mediums of instruction.

## **School Facilities**

Standard Classroom	30	Music Room	1
Assembly Hall	1	Discipline Room	1
Covered Playground	1	Prefect Room	1
Basketball Court	2	Counselling Room	1
Science Laboratory	4	Library	1
Computer Room	2	Student Union Room	1
Art Room	1	Study Activity Center	1
Geography Room	1	Dance Studio	1
Home Economics Room	1	Multimedia Learning Center	1
Design and Technology Room	1	Self-access Learning Center	1
Chapel	1		

All classrooms are equipped with computers, LCD projectors, Hi-fi systems, bookshelves and lockers.

## Curriculum

To cater for a range of student interests, abilities and needs as well as to develop their independent thinking, civic awareness and responsibilities, we offer a wide curriculum including Computer Literacy, Civic Education and Putonghua. There are a total of 27 subjects:

English	Chinese History
Use of English	Liberal Studies
Chinese	History
Chinese Language and Culture	Geography
Chinese Literature	Economics
Mathematics	Civic Education
Additional Mathematics	Putonghua
Pure Mathematics	Computer Studies
Mathematics & Statistics	Computer Literacy
Integrated Science	Art
Physics	Music
Chemistry	Physical Education
Biology	Religious Education
	Technology Fundamentals

The School operates on a six-day cycle with 9 periods a day. Assembly and Form Periods are subsumed under the curriculum timetable and each occupies one period per cycle.

## Religious Activities

Miss Kwong Siu Kuen, assisted by all Christian teachers, led the Religious Committee. Activities held in the year were:

- spiritual sharing and hymn singing in the assemblies on every Day 6;
- Christian fellowships assisted by Mr Wong Kam Tim of the SKH The Church of Our Saviour on Fridays after school;
- ‘Soul Friends Scheme’ in which senior students help junior students adapt to the new school life;
- a gospel week with the theme “Where did your help come from?” which was held in the 2nd term.

Special services were held at Thanksgiving, Christmas and Easter. We were delighted to have Miss Sham Yan Nga, social worker of Hong Kong SKH Home of Loving Care for the Elderly share a message at Thanksgiving Day. Rev. Li Yiu Keung, Priest-in-charge of SKH St. Titus' Church and Dr Lau Tze Yui, Senior Pastor of SKH St. Matthias' Church delivered speeches at Christmas and Easter Services respectively.

### **Civic and Moral Education**

The Civic Education Committee, headed by Mrs. Siu Tung Woon Siu and Mrs. Wong Ma Hau Ping is mainly responsible for the development of students' personal growth, social awareness and responsibilities. Under the auspices of the Committee are two student groups, the Community Youth Club (CYC) and Current Affairs Club. Activities organized by the Committee included:

- Form Period on moral and civic lessons;
- Personal Growth Profile Scheme for Secondary One, Two, Four, Five and Six students who had to set learning targets and plans on their personal, academic and extra-curricular development and record them in their I-Files;
- Social Services Scheme for all classes of Secondary Four students who planned, organized and participated in at least one social service;
- Display of proverbs and positive quotations;
- National Flag Raising Ceremony;
- Classroom Self-management Scheme under which two 'Classroom Management Captains' organized and monitored the daily classroom cleaning routine; and
- Inter-class bulletin competition.

Apart from these events, students also participated in many community services like flag selling and activities organized by external agencies. The school has participated in the 'One School One Designated Area Scheme' to promote environmental hygiene and also assisted RTHK in the production of the live broadcast of Newsrama. In collaboration with the Extra-curricular and Co-curricular Activities Committee, the Committee had organized two cultural exchange trips to Quangdong and Beijing. About 40 students and teachers participated in each trip.

## **Discipline, Guidance and Counseling**

The Discipline Committee was headed by Mrs Lam Lo Lai Fung and Mr Leung Kwong Wai, assisted by several committee members and two Head Prefects, Chiu Yu Koon and Yeung Suet Wing. As before, training of prefects was one of the major tasks of the Committee. A leadership training camp for all prefects was held at Wu Kai Sha Youth Village during Christmas holidays.

Overall the discipline of the school was satisfactory. The majority of offences were 'habitual lateness' and 'habitual violating school uniform rules'. Minor offences were 'inappropriate use of mobile phones' and 'improper application for sick leave'.

To maintain the school discipline, the Discipline Committee worked closely with the form teachers, Counseling Committee and social workers.

The Counseling and Guidance Committee was headed by Mrs Luk Lim Lok Tsai who worked closely with the school social workers, Mr Patrick Li and Ms Susanna Tsui. The theme of this year was 'Acceptance, Care, Support and Appreciation'. With the cooperation of subject teachers and committees, a great variety of programmes was held. Other preventive and developmental programmes such as leadership training and peer support groups were arranged. A series of programmes were organized for S.1 students including S.1 Orientation Day, life education workshops and day camps. A total of 88 cases were handled which were mainly in the areas of 'difficulties in social skills and making friends' and 'adjustment to school'. Working with the Parent-Teacher Association, the Committee organized talks and workshops to S.1 parents on adjustment to secondary education and parental guidance and to S.5 parents on preparing for the publication of the Hong Kong Certificate of Education Examination results.

The Careers Guidance Committee led by Mrs Ng Chan Yuk Mui provided guidance to S.3 students on their choice of subjects in S.4, advice and information to S.5-7 students on careers and further studies, and on joint university admission (JUPAS). Past students and people from universities and professional organizations were invited to give talks on various programmes of study and careers prospects. The Committee worked in collaboration with the Academic Committee to give a talk on the choice of subjects in S.4 to S.3 parents, a talk on Tai Po Joint S.6 Admission Scheme to S.5 students before the publication of the Hong Kong Certificate of Education results and to help with the Joint S.6 Admission on the day of the publication.

## **Extra-curricular and Co-curricular activities**

The Extra-curricular and Co-curricular Activities Committee was headed by Miss Esther Chan to promote and co-ordinate a variety of student activities. Through participation in these activities, students can develop some special knowledge, social skills, self-discipline and responsibilities to complement their learning in class.

There were a total of 36 clubs and societies under 6 categories of activities relating to academics, sports, interests, services, Christian Fellowship and those organized by the Student Union. All S.1 students had to join at least one club/society and the overall participation rate of S2 to S7 was over 90%.

Developing student leadership ability is an important goal. Students are entrusted with leading roles and responsibilities as prefects and student-librarians as well as in clubs, societies and the Student Union. Leadership training was organized in joint collaboration with Miss Susanna Tsui, our school's social worker and colleagues from Hong Kong Children and Youth Services and volunteers. There were workshops, sharing sessions and a 2-day day camp organized for the student leaders. Furthermore, our students were encouraged and nominated to attend a variety of leadership training programmes offered by external agencies like Breakthrough Limited and the Hong Kong Tourist Commission.

Our students performed very well in inter-school competitions in all aspects of their extra-curricular activities. Our Dance Team continued to excel at the 40<sup>th</sup> Hong Kong Schools Dance Festival obtaining 10 Honour Awards, 3 Highly Commended Awards and 4 Choreography Awards. They were also awarded the Overall Champion in Western Dance and the 1<sup>st</sup> Runner-up in Chinese Dance and Oriental Dance. At the 55<sup>th</sup> Hong Kong Schools Music and Speech Festival, our students won 6 Champions, 12 1<sup>st</sup> Runner-ups and 15 2<sup>nd</sup> Runner-ups in music in addition to 13 Champions, 12 1<sup>st</sup> Runner-ups and 16 2<sup>nd</sup> Runner-ups in English, Putonghua, and Cantonese verse speaking. In the Schools Creative Music Showcase 2003-2004, we won the Merit Prize and the Best Musical Interpretation Prize. As for sports, in the Tai Po & North District Secondary School Area, our Swimming Team won the 1<sup>st</sup> Runner-up in Girls' C Grade and 2<sup>nd</sup> Runner-up in Boys' C Grade in the Inter-Schools Swimming Competition. The Table Tennis Team won the Championship in Girls' A Grade and 2<sup>nd</sup> Runner-up in Boys' C Grade in the Inter-Schools Table Tennis Competition.

Au Wai Shan (6B), Yeung Suet Wing (6B), Lin Chung Ka (6A) and Lee Cheuk

Pui (7C) won the Summer Youth Programme Scholarship (2003-2004) in the Academic Achievement Category, Arts Achievement Category, Sports Achievement Category and Social Service Category respectively. Lam Hiu Man (6B) was one of the two individual finalists to represent Hong Kong to attend the 55<sup>th</sup> Intel International Science and Engineer Fair 2004 in America. Six students won the Taipo Outstanding Students Award. They were Yeung Tsang (1E), Lam Hiu Kwan (1E), Liu Man Ting (3E), Lam Hiu Man (6B), Yeung Suet Wing (6B) and Wong Man Chung (6C).

### **Student Union**

There were three nominations for the Executive Committee of the Student Union and Fung Hoi Ting (6B) of “Miracle” won the election. Under the guidance of the Chief Advisor, Mr. Luk Yiu Ming, activities and work carried out by the Student Union included ball matches, casual wear day, Christmas classroom decoration competition, music contest, paper-fashion competition, Principal-Student Interflow and Student Union Post. In collaboration with the Christian Fellowship, the Student Union initiated a prayer gathering to support the S.5 and S.7 students for their preparation of the public examinations.

Our Student Union is also a member of the Tai Po Joint Schools Student Association and the External Vice-Chairperson also served as the Chairperson of the Association.

### **Parent-Teacher Association**

The 9<sup>th</sup> Annual General Meeting of the Parent-Teacher Association was held on 25 October 2003. Mr Ho Yuk Wa was elected as Chairman of the Association. Activities organized by the Association included talks to S.1 parents on adaptation to secondary education, to S.3 parents on the choice of S.4 subjects and to S.5 parents before the publication of the results of the Hong Kong Certificate of Education Examinations. Other activities were a Christmas party, relay competitions on Sports Day, Principal-Parent Interflow, a day tour and computer workshops. All the activities were highly successful and attracted a large number of parents. The Association also published two issues of the School Newsletter and three issues of the Parent-Teacher Association Newsletter.

This year the PTA worked with the Student Union in the selling and buying of used books and the responses were good. Executive members shared their views in the school’s morning programme with a broadcast on ‘the Art of Criticism and Praise’.

## Performance of Students in Public Examinations

### Hong Kong Certificate of Education Examination

No. of candidates	: 207
No. of students obtaining 5E or above including Eng. & Chin.	: 202 (97.6%)
No. of students with points 14 or above in the best 6 subjects	: 167 (80.7%)
No. of distinctions	: 213 (13.8%)
No. of credits	: 716 (46.4%)

Students with outstanding results:

Chau Chi Man (8A)	Lin Sze Ki (7A 1C)
Fan Hoi Kit (6A 3B)	Ng Tsz Chung (6A 2B)
Yeung Shing Cheung (6A 2B)	Li Ding (6A 1B 2C)
Fok Pak Chuen (6A 1B 1C)	Leung Hei Man (6A 1B 1C)
Tsang Ching Yin (6A 1B 1C)	Wong Wing Na (6A 1B 1C)

### Hong Kong Advanced Level Examination

No. of candidates	: 91
No. of students obtaining passes in 2-3 AL subjects + U.E. and Chinese Language and Culture	: 87 (95.6%)
No. of distinctions	: 30 (6.6%)
No. of credits	: 195 (43.0%)

Students with outstanding results:

Chung Man Chiu (3A 1B)	Chan To Cheong (3A 1C)
Wong Kin Nga (2A 2B 1C)	Chan Ka Kit (2A 2B)
Wan Hoi Ying (2A 1B 2C)	Pau Tsz Ling (2A)

Out of a total of 91 candidates, 79 students were admitted to a degree programme, 3 students were admitted to a higher diploma programme and 3 students were admitted to an associate degree programme. The distribution of students into the various universities is as follows:

The University of Hong Kong	: 18
The Chinese University of Hong Kong	: 35
The Hong Kong University of Science and Technology	: 5
Hong Kong Baptist University	: 9
City University of Hong Kong	: 2
The Hong Kong Polytechnic University	: 6
Lingnan University	: 4

### **Early Admission Scheme**

The following students were admitted into universities through the Early Admission Scheme:

- Ho Sai Wah (6B) – Physics (CUHK)
- Koon Tung Leung (6B) - Medical Studies (CUHK)
- Lam Hiu Man (6B)- Architectural Studies (HKU)
- Au Wai Shan (6B) - Quantitative Finance (CUHK)
- Yeung Yee Ling (6B) - Medical Studies (CUHK)

### **Achievements of the Year**

#### **1. Use of the Capacity Enhancement Grant**

- i) Enhancement of student proficiency in English, Chinese and Mathematics

Three additional teachers were employed to relieve the workload of the teachers who would design and teach remedial / enhancement programmes. Tutorial lessons in English, Chinese and Mathematics were provided to the students with special needs. There were extra-curricular activities to create a language-rich environment and to expose students to competitions both inside and outside of school. Feedback and students' performance in academic results indicated that the remedial and enhancement programmes offered were quite effective in raising their academic performance and interest in the subjects. The Grant also sponsored the English Self-access Learning Programme to update and expand the stock of the Self-access Learning Centre in addition to organizing some on-line self learning activities for students of different levels. Both teachers and students found the programmes effective in raising students' interest in learning English.

ii) Life Education Programme

Professional services were bought from the Hong Kong Children & Youth Services to provide life education programme in the areas of learning, social development and emotion management for S.1 students. On the whole, both students and teachers provided positive feedback.

**2. School Self Evaluation (SSE)**

In accordance with the two areas of concern: “student learning” and “school culture”, four issues were identified:

- i) perception management and communication to stakeholders on the achievements of the school,
- ii) using “praise” in creating a more positive culture of learning and teaching,
- iii) creation of an environment and condition to bring about effective learning and enhancement of student learning motivation,
- iv) enhancement of the effectiveness of form teacher period.

The tasks corresponding to the above issues were taken up by the SAB, the Academic Committee, the Counseling Committee, the Civic and Moral Education Committee and the Assembly Committee. In January, a talk ‘To establish a culture of praise’ was given by Miss Law Nai Huen of ‘Family Heartware’. To enhance communication with stakeholders, students’ work was displayed twice to acknowledge their outstanding performance. A survey about the effectiveness of the form teacher period was conducted and the results analysed.

**3. Promotion of a reading culture**

To reinforce the reading habit of students, a Reading Journal and a Reading Achievement Award were introduced. As requested by teachers and students, the scope of reading materials in the morning reading session was expanded to include newspapers and magazines approved by the school.

The Chinese and English Departments organized a whole-school activity named “Book Festival” (書香節). A variety of reading activities in both languages were successful in raising students’ awareness of the importance of forming a good reading habit. A Reading Club convened by the Teacher Librarian was also formed as an extra-curricular activity. Students exchanged their reading

experiences and responses were good.

#### **4. Preparation for the 30<sup>th</sup> Anniversary**

The theme for the 30<sup>th</sup> Anniversary of the school (2004/05) is “Together we rejoice. Up high we fly.”(歡欣頌主齊參與, 騰飛躍進三十年). Activities include: Alumni Seminars, Thanksgiving Service, Fun Fair, Variety Show, Anniversary Dinner, production of the School Magazine, multi-media DVD and souvenirs. Six working groups were responsible for the above tasks.

#### **Plan for 2004-2005**

##### **1. Enhancement of student proficiency in English, Chinese and Mathematics**

Additional teachers will be employed to relieve the workload of the teachers. In turn, those teachers will then have the enhanced capacity to design and teach remedial / enhancement programmes and provide tutorial lessons in English, Chinese and Mathematics. Their additional duties will be to design and conduct extra-curricular activities to create a language-rich environment and to expose students to competitions in essay writing, verse speaking, etc. outside of school.

##### **2. School self evaluation**

The following tasks will be conducted in the coming year:

- i) follow up on the four tasks related to the two areas of concern: ‘students learning’ and ‘school culture’;
- ii) evaluate internal school appraisal system;
- iii) explore new items of self evaluation items and
- iv) prepare for External School Review.

##### **3. Implementation of the S4-5 and S6-7 curricula**

The new S4-5 and S6-7 curricula are being implemented and their effectiveness will be evaluated.

#### 4. 30<sup>th</sup> Anniversary Celebrations

Through a variety of celebration activities, teachers, students, parents, alumni and people from the community will gather to commemorate our 30<sup>th</sup> anniversary and celebrate our achievements in the past 30 years.

#### **Appreciation**

I would like to extend my heartfelt thanks to the Education and Manpower Bureau, our parents, alumni and friends for their advice and support. Special thanks are given to the Rt. Rev. Louis Tsui, our Council Chairman, and Mr. Michael Lai, our Supervisor for their unfailing trust and support.

The greatest asset of our school is a group of dedicated, competent and caring staff who have made MST a learning organization and a loving home. Approaching the 30<sup>th</sup> anniversary, I thank our Lord for His guidance in every step we have taken. With His unceasing love and showers of blessings, we will continue to provide our students with a caring and nurturing environment to develop their potentials and to participate fully in society in the future.