

**Cheung Chuk Shan College**  
**Annual School Plan (2011 – 2012)**

Major Concern 1: Facilitating effective learning of students under the New Senior Secondary (NSS) Curriculum

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
a. Monitoring the teaching of the NSS Curriculum	Whole year	<ul style="list-style-type: none"> <li>◆ Regular sharing / reflective sessions conducted to evaluate the teaching and plan the follow-up work needed to improve it</li> </ul>	<ul style="list-style-type: none"> <li>◆ Meeting minutes of subject panels</li> </ul>	<ul style="list-style-type: none"> <li>◆ Panel Heads of NSS subjects</li> <li>◆ Teachers of NSS subjects</li> </ul>	
b. Conducting peer lesson observation	Whole year	<ul style="list-style-type: none"> <li>◆ More than 70% of host teachers finding the practice useful in assessing the pedagogical methods adopted in their lessons</li> <li>◆ More than 70% of visiting teachers agreeing the practice inspires them to select appropriate pedagogical methods</li> </ul>	<ul style="list-style-type: none"> <li>◆ Peer lesson observation record form</li> <li>◆ Evaluation form for pedagogical methods</li> <li>◆ Teacher survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal responsible for professional development</li> <li>◆ New Staff Mentoring and Induction Committee</li> </ul>	<ul style="list-style-type: none"> <li>◆ Guidelines on peer lesson observation</li> <li>◆ Peer lesson observation record form</li> <li>◆ Evaluation form for pedagogical methods</li> <li>◆ Teacher survey form</li> </ul>
c. Promoting English speaking through an award scheme	Whole year	<ul style="list-style-type: none"> <li>◆ More than 60% of S1 – S3 students agreeing that they make an effort to communicate with teachers in English</li> </ul>	<ul style="list-style-type: none"> <li>◆ Student survey</li> <li>◆ Teacher survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Panel Heads of EMI subjects</li> <li>◆ Teachers of EMI subjects</li> </ul>	<ul style="list-style-type: none"> <li>◆ Administrative support on data analysis</li> <li>◆ Grant on awards</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
		<ul style="list-style-type: none"> <li>◆ More than 60% of English teachers agreeing that the students make an effort to improve the speaking proficiency through the award scheme</li> </ul>			<ul style="list-style-type: none"> <li>◆ Survey forms for students and teachers</li> </ul>
d. Nominating students to attend gifted education programmes	Whole year	<ul style="list-style-type: none"> <li>◆ All students attending the programmes concerned and their attendance rate being at least 80%</li> <li>◆ All students attending the university credit-bearing courses obtaining a satisfactory grade</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attendance records</li> <li>◆ Transcripts</li> </ul>	◆ Member concerned of the Careers Team	<ul style="list-style-type: none"> <li>◆ Diversity Learning Grant</li> <li>◆ Guidelines on the use of Diversity Learning Grant</li> <li>◆ Student feedback form</li> </ul>
e. Subsidizing S4 students to join other languages programmes	Whole year	<ul style="list-style-type: none"> <li>◆ All students taking the AS-level examination offered by the Cambridge International Examinations and administered by the HKEAA</li> </ul>	<ul style="list-style-type: none"> <li>◆ Attendance records</li> <li>◆ Results slips/ reports</li> </ul>	◆ Member concerned of the Careers Team	<ul style="list-style-type: none"> <li>◆ Diversity Learning Grant</li> <li>◆ Guidelines on the use of Diversity Learning Grant</li> </ul>

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
f. Helping students prepare for the Putonghua Proficiency Examination held by Peking University	Whole year	<ul style="list-style-type: none"> <li>◆ Students attending the relevant examination</li> </ul>	<ul style="list-style-type: none"> <li>◆ Results slip</li> </ul>	<ul style="list-style-type: none"> <li>◆ Panel Head of Putonghua</li> </ul>	
g. Providing students with sufficient opportunities and also more evenly distributed types of Other Learning Experiences (OLE)	Whole year	<ul style="list-style-type: none"> <li>◆ Minimum hours of the five areas of OLE set by the EDB fulfilled</li> <li>◆ Well-balanced opportunities offered to students to showcase their talents</li> <li>◆ More than 60% of students participating in activities in all five OLE areas</li> </ul>	<ul style="list-style-type: none"> <li>◆ OLE Coordination Committee checking against the number of activities</li> <li>◆ S4 Form-teachers and Assistant Form-teachers checking each student's Student Learning Profile</li> </ul>	<ul style="list-style-type: none"> <li>◆ OLE Coordination Committee</li> <li>◆ Physical Education Panel, Visual Arts Panel and Music Panel</li> <li>◆ Subject panels</li> <li>◆ Careers Team, Moral and Civic Education Committee, Community Services Team &amp; Life-wide Learning Coordination Committee</li> <li>◆ S4 Form-teachers and Assistant Form-teachers</li> </ul>	

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h. Developing an organized Student Learning Profile (SLP) for each student	Whole year	<ul style="list-style-type: none"> <li>◆ An organized SLP for each student developed</li> <li>◆ Students' achievements in OLE properly recorded in their SLPs</li> </ul>	<ul style="list-style-type: none"> <li>◆ OLE Coordination Committee checking of each student's SLP by the end of each school term</li> </ul>	<ul style="list-style-type: none"> <li>◆ OLE Coordination Committee</li> <li>◆ Physical Education Panel, Visual Arts Panel and Music Panel</li> <li>◆ Subject panels</li> <li>◆ Careers Team, Moral and Civic Education Committee, Community Services Team &amp; Life-wide Learning Coordination Committee</li> </ul>	<ul style="list-style-type: none"> <li>◆ WebSAMS SLP module</li> <li>◆ iPortfolio</li> </ul>

## Major Concern 2: Helping students develop positive values

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a. Organizing programmes covering most of the major areas of concern under the Healthy School Policy	Whole year	<ul style="list-style-type: none"> <li>◆ Related programmes organized</li> </ul>	<ul style="list-style-type: none"> <li>◆ Reports of the subject panels and functional committees</li> </ul>	<ul style="list-style-type: none"> <li>◆ Healthy School Committee</li> <li>◆ Heads of subject panels and functional committees</li> </ul>	
b. Launching a series of campaigns encouraging students to show greater care and concern for others	Whole year	<ul style="list-style-type: none"> <li>◆ More than 60% of teachers agree that students have active participation in the programmes</li> <li>◆ More than 60% of students agree that they have shown active participation in the programmes</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observation</li> <li>◆ Students' self-reflection</li> <li>◆ Teachers' and students' questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>◆ Moral and Civic Education Committee, Careers Team, Community Services Team, Life-wide Learning Coordination Committee, OLE Coordination Committee and Pupil Guidance Team</li> <li>◆ Chinese Panel, Computer Panel, English Panel, Home Economics Panel, Liberal Studies Panel and Visual Arts Panel</li> <li>◆ Form-teachers and Assistant Form-teachers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Administrative support on data analysis</li> </ul>

## Major Concern 3: Enhancing the effectiveness of teachers

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
a. Providing an induction programme for new Form-teachers	1 <sup>st</sup> term	◆ New Form-teachers finding the programme helpful to them in performing their duties	◆ Teacher Survey	◆ Assistant Principal responsible for general school administration ◆ Pupil Guidance Team ◆ Designated teachers	◆ Teacher survey form
b. Collecting students' views on teachers' teaching	Whole year	◆ More than 70% of teachers concurring that the subject-based questionnaire provides useful feedback to their teaching	◆ Teacher survey	◆ Assistant Principal responsible for general school administration ◆ All teachers	◆ Subject-based questionnaire ◆ Teacher survey form

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
c. Utilizing better the ability of teachers and offering additional support to them	Whole year	<ul style="list-style-type: none"> <li>◆ Over 60% of Form-teachers receiving support offered by designated guidance teachers in counselling students finding the assistance provided helpful</li> <li>◆ Those guidance teachers concerned considering the policy of assigning them to offer additional support to Form-teachers in counseling students as effective</li> <li>◆ Over 70% of teachers thinking that the supportive administrative measures introduced can enhance their effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>◆ Meeting minutes of the Pupil Guidance Team</li> <li>◆ Teachers survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal responsible for general school administration</li> <li>◆ 2 designated members of the Pupil Guidance Team</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teacher survey form</li> </ul>