

**Cheung Chuk Shan College**  
**Annual School Plan (2018 – 2019)**

13 June 2018
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Major Concern 1: Reinforcing the culture of active learning

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a. Arranging for S1 – S5 students to set goals for their studies, select strategies to realize them and evaluate the success of the efforts made	Whole year	<ul style="list-style-type: none"> <li>◆ At least 70% of students seriously making planning as well as interim and year-end evaluations of the success of the efforts made</li> <li>◆ At least 50% of respondents agreeing that planning and evaluations done have helped them attain success in studies</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teacher’s inspections and follow-up work</li> <li>◆ Teacher survey</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> <li>◆ Careers Team</li> <li>◆ Moral &amp; Civic Education Committee</li> <li>◆ Form-teachers and Assistant Form-teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Record form</li> <li>◆ Survey forms</li> </ul>
b. Strengthening the element of peer interaction in lessons	Whole year	<ul style="list-style-type: none"> <li>◆ Teachers understanding how to strengthen the element of peer interaction in lessons</li> <li>◆ At least 60% of respondents feeling that peer interaction was often carried out in lessons</li> </ul>	<ul style="list-style-type: none"> <li>◆ Response of teachers to the briefing on the implementation of the new measure</li> <li>◆ Meeting minutes of academic panels</li> <li>◆ Subject-based questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (Learning &amp; teaching)</li> <li>◆ Heads of academic panels concerned</li> <li>◆ Teachers of academic panels concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Subject-based questionnaire</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
c. Helping S1 and S2 students develop specific skills of active learning	Whole year	<ul style="list-style-type: none"> <li>◆ Coordinating academic panels in selecting specific skills to focus on, e.g. presentation, pre-lesson preparation, use of graphic organizers, reading, searching for information completing projects</li> <li>◆ At least 70% of respondents agreeing that they have developed the skills concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Meeting minutes of academic panels</li> <li>◆ Subject-based questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (Learning &amp; teaching)</li> <li>◆ Heads of academic panels</li> <li>◆ Teachers of academic panels concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Subject-based questionnaire</li> </ul>
d. Requiring S1 & S2 students to make personal notes for revision	Whole year	<ul style="list-style-type: none"> <li>◆ At least a chapter of notes in each school term of Chinese History, Geography, History, Integrated Science and Life &amp; Society revised so that application of learning skills are needed for students to produce a full set of notes</li> <li>◆ At least 50% of respondents finding the measure helps reinforce their habit of active learning</li> </ul>	<ul style="list-style-type: none"> <li>◆ Meeting minutes of academic panels concerned</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (Learning &amp; teaching)</li> <li>◆ Heads of academic panels concerned</li> <li>◆ Teachers of academic panels concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey form</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
e. Requiring S3 – S5 students to take notes during lessons	Whole year	<ul style="list-style-type: none"> <li>◆ At least 80% of respondents agreeing that teachers of academic subjects in general require students to take notes during lessons</li> <li>◆ At least 80% of respondents thinking that they have developed the habit of taking notes during lessons</li> </ul>	<ul style="list-style-type: none"> <li>◆ Meeting minutes of academic panels</li> <li>◆ Subject-based questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (Learning &amp; teaching)</li> <li>◆ Heads of academic panels</li> <li>◆ Teachers of academic panels concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Subject-based questionnaire</li> </ul>
f. Promoting reading further through various new activities	Whole year	<ul style="list-style-type: none"> <li>◆ At least 60% of respondents feeling that the activities organized can stimulate their interest in reading</li> </ul>	<ul style="list-style-type: none"> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Reading Promotion Working Group</li> <li>◆ School Librarian</li> <li>◆ Teachers in charge of those activities</li> </ul>	<ul style="list-style-type: none"> <li>◆ Reading grant</li> <li>◆ Survey form</li> </ul>
g. Using revised scoring rubrics for classroom performance	Whole year	<ul style="list-style-type: none"> <li>◆ At least 70% of teachers finding the revised scoring rubrics help reinforce the habit of active learning of students</li> <li>◆ At least 70% of respondents finding the revised scoring rubrics help reinforce their habit of active learning</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teacher survey</li> <li>◆ Subject-based questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> <li>◆ Heads of subject panels</li> <li>◆ Teachers of subject panels concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Revised scoring rubrics for classroom performance</li> <li>◆ Survey form</li> <li>◆ Subject-based questionnaire</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
h. Introducing the Active Learning Award for S1 – S5 students	Dec & May 2019	<ul style="list-style-type: none"> <li>◆ At least 50% of respondents finding the award helps reinforce their habit of active learning</li> </ul>	<ul style="list-style-type: none"> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> <li>◆ Form-teachers and Assistant Form-teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey form</li> <li>◆ Prizes</li> </ul>
i. Requiring students taking part in exchange programmes to adopt an active learning attitude	Whole year	<ul style="list-style-type: none"> <li>◆ Guidelines issued and tasks designed carried out to ensure an active learning attitude of participants during activities</li> <li>◆ At least 70% of participants adopting an active learning attitude during activities</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Meeting minutes of subject panels and functional committees concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Global Learning Committee</li> <li>◆ Teachers in charge of activities concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Guidelines concerned</li> </ul>

## Major Concern 2: Nurturing a caring culture

<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. Arranging for S1 & S2 students to set relevant behavioural goals, select strategies to realize them and evaluate the success of the efforts made	Whole year	<ul style="list-style-type: none"> <li>◆ At least 70% of students seriously making planning as well as interim and year-end evaluations of the success of the efforts made</li> <li>◆ At least 50% of respondents agreeing that planning and evaluations done have helped them improve their behaviour</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' inspections and follow-up work</li> <li>◆ Teacher survey</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> <li>◆ Discipline Board</li> <li>◆ Moral &amp; Civic Education Committee</li> <li>◆ Form-teachers and Assistant Form-teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Record form</li> <li>◆ Survey forms</li> </ul>
b. Holding class activities to promote inter-personal relationship	Whole year	<ul style="list-style-type: none"> <li>◆ Pleasing responses of students to activities held</li> <li>◆ At least 50% of respondents thinking that activities held can help promote inter-personal relationship</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Moral and Civic Education Committee</li> <li>◆ Pupil Guidance Team</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey form</li> </ul>
c. Organizing cross-level caring activities	Whole year	<ul style="list-style-type: none"> <li>◆ Pleasing responses of students to activities held</li> <li>◆ At least 50% of respondents thinking that activities held can help promote a caring culture</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Moral and Civic Education Committee</li> <li>◆ Careers Team</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey form</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
d. Requiring S1 students to clean their classroom	Whole year	<ul style="list-style-type: none"> <li>◆ Students completing cleaning work required</li> <li>◆ At least 70% of teachers finding the cleanliness condition of S1 classrooms satisfactory on whole</li> <li>◆ At least 50% of respondents agreeing that the measures have influenced them to keep their classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Teacher survey</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Moral and Civic Education Committee</li> <li>◆ S1 Form-teachers and subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey forms</li> </ul>
e. Organizing the Classroom Cleanliness Campaign	Whole year	<ul style="list-style-type: none"> <li>◆ Pleasing responses of students to the campaign</li> <li>◆ At least 50% of respondents agreeing that the campaign has influenced them to keep their classroom clean</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Moral and Civic Education Committee</li> <li>◆ Form-teachers and Assistant Form-teachers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey form</li> </ul>
f. Organizing and coordinating activities for students to help the disadvantaged	Whole year	<ul style="list-style-type: none"> <li>◆ Pleasing responses of students to activities held</li> <li>◆ At least 50% of respondents of each activity accepting that the activity held has helped them understand more about the disadvantaged</li> </ul>	<ul style="list-style-type: none"> <li>◆ Teachers' observations</li> <li>◆ Student survey</li> </ul>	<ul style="list-style-type: none"> <li>◆ Community Services</li> <li>◆ Global Learning Committee</li> <li>◆ Life-wide Learning Coordination Committee</li> <li>◆ Liberal Studies Panel</li> </ul>	<ul style="list-style-type: none"> <li>◆ Survey form</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>
g. Reviewing the environmental policy of the School	Whole year	<ul style="list-style-type: none"> <li>◆ Policy concerned reviewed</li> <li>◆ Measures related to school environment enforced</li> </ul>	<ul style="list-style-type: none"> <li>◆ Minutes of Moral &amp; Civic Education Committee</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> <li>◆ Moral and Civic Education Committee</li> <li>◆ School bodies concerned</li> <li>◆ School Office</li> </ul>	<ul style="list-style-type: none"> <li>◆ Revised guidelines for environmental protection</li> </ul>

## Major Concern 3: Building stronger ties with alumni

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a. Organizing Golden Jubilee celebration activities	Sept 2018, Dec 2018 & May 2019	<ul style="list-style-type: none"> <li>◆ Organizing activities for alumni to take part in on the Sports Day</li> <li>◆ Pleasing numbers of alumni attending the Open Day and joining the anniversary dinner</li> <li>◆ Pleasing response to the sale of the school magazine</li> </ul>	<ul style="list-style-type: none"> <li>◆ Programme book for Sports Day</li> <li>◆ Teachers' observation</li> <li>◆ Number of participants for anniversary dinner</li> <li>◆ Sale record of the school magazine</li> </ul>	<ul style="list-style-type: none"> <li>◆ Golden Jubilee Activities Coordination Committee</li> <li>◆ Golden Jubilee Open Day Organizing Committee</li> <li>◆ Golden Jubilee Alumni Activities Organizing Committee</li> <li>◆ Golden Jubilee Gallery of School History Working Committee</li> <li>◆ Golden Jubilee School Magazine Publication Committee</li> <li>◆ Old Students' Association</li> </ul>	<ul style="list-style-type: none"> <li>◆ Donation of alumni</li> </ul>
b. Setting guidelines for use of school campus for particular purposes	Whole year	<ul style="list-style-type: none"> <li>◆ Guidelines set and uploaded to the website of the School</li> </ul>	<ul style="list-style-type: none"> <li>◆ Website of the School</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Guidelines concerned</li> </ul>



Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
c. Compiling an alumni data bank	Whole year	<ul style="list-style-type: none"> <li>◆ Updated contact information of graduates collected through various means</li> </ul>	<ul style="list-style-type: none"> <li>◆ Record of information of graduates</li> </ul>	<ul style="list-style-type: none"> <li>◆ Assistant Principal (School administration)</li> <li>◆ Golden Jubilee Alumni Activities Organizing Committee</li> <li>◆ Old Students' Association</li> <li>◆ All teachers</li> </ul>	<ul style="list-style-type: none"> <li>◆ Data entry system</li> </ul>
d. Trying to procure support needed from alumni	Whole year	<ul style="list-style-type: none"> <li>◆ Donations from alumni collected on different occasions and through various means to support the major initiatives of the School</li> <li>◆ Suitable alumni invited to provide assistance to the organization of school activities and implementation of new initiatives or school policies</li> </ul>	<ul style="list-style-type: none"> <li>◆ Donation record</li> <li>◆ Minutes of subject panels and functional committees concerned</li> </ul>	<ul style="list-style-type: none"> <li>◆ Heads of subject panels and functional committees concerned</li> <li>◆ Teachers concerned</li> <li>◆ School Office</li> </ul>	