

Po Leung Kuk Ngan Po Ling College

**Annual School Plan
2003 / 2004**

School Mission

1. We aim at providing students with a happy, harmonious and positive learning environment conducive to moral, academic, physical, social, personal and artistic development.
2. We nurture students with solid foundation for further studies and better career prospects.
3. We promote students' language proficiency in English, Chinese and Putonghua and skills in information technology.
4. We help students build up confidence, thinking skills, analytical skills and perpetual learning ability in order to better prepare them for the challenge in the 21st century.

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Major Concerns 2003 / 2004

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1. Major Concern: To develop a school based management system to streamline communication, to enhance participation in management and sense of ownership among teachers and staff.

| Strategies/Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
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| <ul style="list-style-type: none"> ✧ A teacher's handbook for all teachers and staff before the commencement of the school year stipulating school mission, major concerns of the years, staff assessment system, school organization and decision making process, duty lists, school calendar and staff contact list. ✧ All plans and initiatives proposed by committees and individual staff have to be discussed in Executive Committee and consulted among all teaching staff before finalizing the plans for implementation. ✧ Staff meetings are held twice a semester. ✧ Staff meetings are held every Friday after school reporting and discussing | <p>September 2003 – August 2004</p> | <ul style="list-style-type: none"> ✧ More than 70 % of the interviewed school stakeholders (teachers, students and parents) consider the existing communication network can : <ul style="list-style-type: none"> – help them to understand the development of the school – provide opportunities for them to reflect ideas and opinions ✧ The school website is renewed once a week ✧ School magazines were published twice a year | <ul style="list-style-type: none"> ✧ Parents' questionnaires and interviews ✧ Staff survey and interviews ✧ Observations ✧ Scrutiny of artifacts. | <ul style="list-style-type: none"> ✧ School Principal ✧ Executive Committee members ✧ Subject in charge ✧ Parents ✧ Information Technology Committee | <ul style="list-style-type: none"> ✧ HK\$6,000, printing of school magazine |

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| <p>major concerns in the past week and the coming week.</p> <ul style="list-style-type: none"> ✧ Minutes of staff meeting, reminders and circulars to teachers are post at “Bulletin Board” on the intranet. ✧ Letters to parents are posted on the school web. ✧ School Web Page is renewed once a week. ✧ School magazines are published twice a year. ✧ Morning assemblies have to be attended by all staff. ✧ A composite calendar for every month is compiled and issued to all staff in the last week of the previous month. ✧ Reminders are given to relevant staff on the sign-in file in the morning. | | | | | |
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2. Major Concern: To enhance learning skills, to boost learning motivation and to strength foundation in learning.

| Strategies/Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|---|-------------------|--|--|-------------------------------|--|
| ✧ Enhance students' language proficiency in English and Putonghua | ✧ Whole year | ✧ Over 50% of students are willing to communicate in English and Putonghua by observation | ✧ Observation of in-class performance of students | ✧ Mr. Ho KL ✧ Ms. Luk KY | ✧ Nil |
| ✧ Develop generic, thinking skills and project skills | ✧ Whole year | ✧ Over 60% of students agree that they show improvement in generic and thinking skills | ✧ Questionnaires for students (5-point scale - strongly agree, agree, neutral, disagree, strongly disagree) | ✧ Mr. Wong WL | ✧ Nil |
| ✧ Develop students' learning motivation and knowledge in science through scientific invention | ✧ Whole year | ✧ Over 60% of students agree that they show enhancement in learning motivation and knowledge in science | ✧ Questionnaires for students (5-point scale - strongly agree, agree, neutral, disagree, strongly disagree) | ✧ Mr. Wong WL ✧ Mr. Lee CF | ✧ Nil |
| ✧ Cultivate students' reading habit | ✧ Whole year | ✧ For the following indicators, – enhance students' interest in reading – widen students' scope of reading – widen students' knowledge over 60% of students agree that | ✧ Questionnaire for students (5-point scale - strongly agree, agree, neutral, disagree, strongly disagree) ✧ Circulation statistics of the school library | ✧ Ms. Kou YP | ✧ About HK\$3,000 for souvenirs and other expenditure on reading |

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| | | the programs are helpful. | ◇ Student's reading record | | programme and activities |
| ◇ Develop remedial and enhancement programs to develop students' abilities | ◇ Whole year | ◇ Over 60% of students agree that the programs are helpful | ◇ Questionnaire (5-point scale - strongly agree, agree, neutral, disagree, strongly disagree) ◇ Teachers evaluation meeting ◇ Comments from teachers | ◇ Mr. Ho KL ◇ Ms. Luk YL ◇ Mr. Lee CF | ◇ Nil |
| | ◇ <i>First term</i> mid Sep – Oct (Peers observation) From Nov to the end of the term (observed by TIC) From Nov to the end of the term (observed by Principal) <i>Second term</i> Once by TIC and once by TIC | ◇ All teachers are involved in lesson observation as planned | ◇ Lesson observation record | | ◇ Nil |

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| | <ul style="list-style-type: none"> ◇ Dec 2003 and May 2004 | <ul style="list-style-type: none"> ◇ For student evaluation of teaching effectiveness, all subjects develop their evaluation forms (evaluation forms are completed in Dec 2003 and May 2004). | <ul style="list-style-type: none"> ◇ Evaluation forms | | <ul style="list-style-type: none"> ◇ Nil |
| | <ul style="list-style-type: none"> ◇ Feb and July 2004 | <ul style="list-style-type: none"> ◇ For curriculum evaluation on strengths and weaknesses and improvement, all assessment methods are conducted as planned and evaluation report is finished in Aug 2004 | <ul style="list-style-type: none"> ◇ Questionnaires and comments from teachers ◇ Questionnaires for students ◇ Evaluation meetings ◇ Subject reports ◇ Lesson observation | | <ul style="list-style-type: none"> ◇ Nil |
| <ul style="list-style-type: none"> ◇ Provide students with learning opportunities in exchange programs in various places / countries with different culture. | <ul style="list-style-type: none"> ◇ Jan 2004 ◇ Apr 2004 ◇ July 2004 | <ul style="list-style-type: none"> ◇ Over 60% students agree that they show improvement in <ul style="list-style-type: none"> - spoken English and Putonghua - awareness and understanding of cultural differences - study skills | <ul style="list-style-type: none"> ◇ Evaluation meeting ◇ Evaluation forms ◇ Project journals | <ul style="list-style-type: none"> ◇ Ms. Chiu LN | <ul style="list-style-type: none"> ◇ Nil |

3. Major Concern: To foster a caring, happy, inviting and orderly environment conducive for personal and social development.

| Strategies/Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
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| <p>✧ Community services: All teachers and students are required to perform community service at least once a year to nurture the spirit to help and the virtue to care about the others.</p> | <p>Sept 2003 – Jun 2004</p> | <p>✧ All students have participated in community services. More than 70% of the staff consider community services can help students to nurture the spirit to help.</p> | <p>✧ Teachers' questionnaires and interviews.</p> | <p>✧ Miss Chung Ngan Yan</p> | <p>✧ HKD 6,000</p> |
| <p>✧ Class-based award scheme: Voting will be carried out each month, students with good virtues are elected and awarded. In this way, students' ethical behaviors, such as politeness, love and care are reinforced.</p> | <p>Sept 2003 – Jun 2004</p> | <p>✧ More than 70% of staff considers the award can promote good virtue.</p> | <p>✧ Teachers' questionnaires and interviews.</p> | <p>✧ Mr. Chan Ping Wing</p> | <p>✧ Nil</p> |
| <p>✧ School-based award scheme: Students will keep an award scheme booklet. Students with good characters and habits in school and family will be awarded.</p> | <p>Sept 2003 – Jun 2004</p> | <p>✧ More than 70% of students participate in the award scheme.</p> | <p>✧ Collect award scheme booklet and investigate students' participation.</p> | <p>✧ Mr. Chan Ping Wing</p> | <p>✧ HKD 119,600</p> |
| <p>✧ Dual class teachers system: Each class has two class teachers to perform counseling to students. Students are required to hand in journal bi-weekly and class teachers</p> | <p>Sept 2003 – Jun 2004</p> | <p>✧ More than 70% of the school stakeholders (teachers and students) agree that two class teachers provide more individual attention to students.</p> | <p>✧ Teachers' interviews</p> | <p>✧ All class teachers</p> | <p>✧ Nil</p> |

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| can provide immediate help if students face any problems. | | | | | |
| <p>✧ Life education: Life education is delivered by class teachers in class period once a week to ensure students have balanced development and develop adequate social skills and life skills. Teachers will keep a life education teaching manual. The content of life education comprises students' personal growth, self management skills and interpersonal skills to help students improve their peer relationship.</p> | <p>Sept 2003 – Jun 2004</p> | <p>✧ More than 70% of students agree that life education can assist them in personal growth.</p> | <p>✧ Students' questionnaires.</p> | <p>✧ All class teachers</p> | <p>✧ HKD 9,500</p> |

4. Major Concern: To formulate system to encourage development in sports, aesthetic and cultural development

| Strategies/Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|-------------------------------------|---|---|---|--|
| <ul style="list-style-type: none"> ✧ Two double lessons per week had been reserved in the timetable to be the ECA periods. (F.1—Tuesday and Thursday; F.4—Wednesday and Friday) ✧ Each students need to select one activity in each ECA period. ✧ Teaching plan and has been submitted for each ECA activity. ✧ All the coaches in the ECA period should be qualified and experienced. ✧ Diversified activities are provided for the students to choose. ✧ The types and quality of the activities will be evaluated at the end of each semester. And the students can choose other activities in the second semester. | <p>Sept 2003 – Aug 2004</p> | <ul style="list-style-type: none"> ✧ More than 60 % of the interviewed stakeholders consider the ECA activities can <ul style="list-style-type: none"> – Learn specific skills or knowledge – Diversify their interest in particular areas ✧ More than 20 kinds of activities are provided for the students to choose. | <ul style="list-style-type: none"> ✧ Students Questionnaire ✧ Observation ✧ Teacher survey | <ul style="list-style-type: none"> ✧ All the teachers-in- charge of ECA activities | <ul style="list-style-type: none"> ✧ HK\$ 600,000 |

