

Po Leung Kuk Ngan Po Ling College

School Development Plan 2006 – 2007

1 September 2006

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 development.
3. We promote students' language proficiency in English, Chinese, Putonghua and other prevalent languages 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 challenges in the 21st century.
5. We promote all round education in students' moral, intellectual, physical, social and aesthetic development.

Major Concerns 2006-07

1. To further enhance quality in students' academic performance, co-curricular and extra-curricular activities.
2. To integrate 4Cs: Communication Skills, Awareness of Current Issues, Critical Thinking Skills & Creativity into the curriculum across all subjects.
3. To better implement the EMI policy and nurture a better language environment.
4. To promote "*guidance theme*" and nurture good habits and good character among students.

Administration

Major Concerns	Intended Outcomes /Targets	Strategies/ Tasks	Success Criteria	Method of Evaluation	Responsible Personnel	Resources Required
1. Develop school organization structure and management of daily operation	<p>(a) Establish a well accepted organization network which enhances participation in management and sense of ownership among teachers and staff.</p> <p>(b) Subject panels and committee can closely communicate with the school principal and School Management Parties.</p> <p>(c) The duties and responsibilities of all subject panels and committees are well defined.</p>	<p>➤ Expectation on staff and Job specifications are clearly spelt out in school documents.</p> <p>➤ School policies before being finalized are posted on the school website for consultation.</p> <p>➤ Encourage staff to express opinions related to school policies or practices.</p>	<p>➤ Performance indicators, competency and personal qualities of different rankings of staff, together with criteria for appointment & promotion, are stated clearly in Teacher Manual.</p> <p>➤ Procedure manuals and work files and records of school functions of previous years are properly placed.</p> <p>➤ 70% of staff considers that they have chances in participating school policy decision.</p>	➤ Survey	<p>➤ School Principal</p> <p>➤ Executive committee members</p> <p>➤ Committee heads</p>	HKD50,000

Major Concerns	Intended Outcomes / Targets	Strategies/ Tasks	Success Criteria	Method of Evaluation	Responsible Personnel	Resources Required
1. Develop school organization structure and management of daily operation (cont'd)	(d) The school has clear guidelines for staff to perform various assigned duties and to handle daily matter systematically.	➤ Complete procedure manuals for various operations of the school.	➤ School administration files, panel files and committee files are properly arranged.	➤ Records ➤ documents	➤ School Principal, ➤ Executive committee members ➤ Committee heads	
	(e) Establish a systematic filing system. (f) Teachers or staff are aware of their roles and duties in keeping safety measures and crisis management.	➤ Set up a crisis management team to formulate measures according to the safety guidelines; to monitor safety in areas within the school premises; and to conduct various drills. Staff and students get familiarized with the crisis management procedure and fully understand and follow the safety rules. ➤ Fire drills & emergency situations are managed in orderly manner	➤ A crisis management committee is organized for possible school crisis.	➤ Observation	➤ Crisis Management Committee	

Major concerns	Intended Outcomes / Targets	Strategies/ Tasks	Success Criteria	Method of Evaluation	Responsible Personnel	Resources Required
2. Human Resources Management	(a) The work relationship between the school managers, the middle managers and the staff is harmonious.	➤ Formal and informal channels created are further enhanced to better communication.	➤ 70% of staff consider the relationship among school members, management parties and staff is harmonious	➤ Survey ➤ Observation	➤ Principal ➤ Executive committee members ➤ Panel heads	HKD40,000
	(b) The staff find it meaningful to work in the school and that a strong sense of belonging can be developed.	➤ Build up team spirits and staff ethos				
		➤ More social activities will be periodically organized by staff welfare club.	➤ Demonstration of strong sense of belonging and team work among staff			
	(c) Create a positive and pleasant work atmosphere.	➤ Workshop, meetings and collaboration in school functions to build up teams.	➤ Low turnover rate			
➤ Middle Managers act as lubricants among all staff		➤ Middle managers are well accepted as helpful facilitators in the system				

Major Concerns	Intended Outcomes / Targets	Strategies/ Tasks	Success Criteria	Method of Evaluation	Responsible Personnel	Resources Required
2. Human Resources Management (cont'd)	<p>(d) Teachers in different specialties e.g. in curriculum development, pastoral care, discipline and extra-curricula activities, can be proactive and responsive in devising plans to cater for changing needs of the students.</p> <p>(e) Develop a staff appraisal system to promote the professional development and accountability of the staff; and serve as a staff management policy.</p> <p>(f) Enable staff to have a better understanding of their strengths and weaknesses as well as their training needs.</p>	<ul style="list-style-type: none"> ➤ Perpetual on site or staff development for teachers in different specialties. ➤ Staff workshop on curriculum development are to be strengthened. ➤ Middle managers provide useful feedback to frontline colleagues in different areas. ➤ Establish a mechanism to timely review the appraisal system and make appropriate revision to gear the needs and development plan of the school. ➤ Middle managers perform more active roles in staff appraisal system. 	<ul style="list-style-type: none"> ➤ 60% of staff consider the appraisal system enable them to understand their strengths and weaknesses 	<ul style="list-style-type: none"> ➤ Survey ➤ Records 	<ul style="list-style-type: none"> ➤ Principal ➤ Executive committee Members ➤ Panel heads 	

Major Concerns	Intended Outcomes / Targets	Strategies/ Tasks	Success Criteria	Method of Evaluation	Responsible Personnel	Resources Required
3. Self-Evaluation framework and mechanism	(a) Devise a self-evaluation mechanism for the school as a whole, subject panels, committees and individuals.	➤ Develop scopes of self-evaluation	➤ The scope of self-evaluation, the school based indicators, evaluation criteria and working procedure are worked out	➤ Records ➤ Documents	➤ Principal ➤ Executive committee members	HKD60,000
	(b) Analyze self-evaluation findings to refine the development plan of the school and achieve self improvement.	➤ Work out and polish school-based indicators, evaluation criteria and working procedures	➤ A designated team is held responsible for co-coordinating the self evaluation procedures and devising a feedback system for school improvement	➤ Records ➤ Observation		
	(c) Make good use of self-evaluation analysis to implement appropriate staff training programmes.	➤ Set up a self-evaluation team	➤ Advice from school consultants will be sought for school development.	➤ Records ➤ Documents		
		➤ Liaise with external professional bodies to seek for professional input for the self-evaluation process.	➤ Staff workshops are organized to better self-evaluation and school improvement.	➤ Records ➤ Documents ➤ Observation		

Major Concerns	Intended Outcomes / Targets	Strategies/ Tasks	Success Criteria	Method of Evaluation	Responsible Personnel	Resources Required
4. Financial Management and Allocation and Use of Resources	(a) Deploy resources according to the needs of school development.	➤ Invite staff to participate in formulating budgets for different subjects, committees and school functions.	➤ Annual Budget is prepared for Fixed Asset procurement and recurrent expenditure	➤ Records ➤ Documents	➤ Principal ➤ Executive committee members ➤ All teaching staff and non-teaching staff	HKD40,000
	(b) Exercise good budget control over recurrent expenditure and procurement of fixed assets.	➤ Guidelines are given to all staff for budget control.	➤ 80% of the expenditures are within budget	➤ Financial statements ➤ Budgets to Po Leung Kuk		
	(c) Devise proper inventory control mechanism.	➤ Prepare monthly Income & Expenditure Accounts and submit the statements to Po Leung Kuk Education Affairs section for scrutiny.	➤ 80% of the budgeted surplus can be achieved	➤ Financial statements ➤ Budgets to Po Leung Kuk		
	(d) Maintain proper cash control system.					

Curriculum

Major Concern	Intended Outcomes	Strategies	Success Criteria	Evaluation Methods	Responsible Personnel	Resources
1. To strengthen students' foundation in learning and further enhance their academic performance.	<ul style="list-style-type: none"> ➤ The needs of low and high achievers, the wide range of students' learning abilities are catered for. 	<ul style="list-style-type: none"> ➤ Across all subjects in different learning areas, core curriculum, enhancement materials for high achievers and remedial materials for low achievers are worked out. ➤ Remedial and enhancement policies of different subjects are implemented in everyday classroom teaching ➤ Extra remedial and enhancement lessons are conducted after school, during weekends and in holidays. ➤ The additional lessons are collaborated by the CDC core group. 	<ul style="list-style-type: none"> ➤ 90% of subjects can attain a passing rate of more than 80% from F1 to F4. ➤ 70% of teachers consider that most students from F5 to F7 have made satisfactory improvement in academic performance. ➤ Test and examination content is compatible to external examination paper. ➤ Post F3 TSA examination shows value-added in Chinese, English and Mathematics. 	<ul style="list-style-type: none"> ➤ Analyzing the examination results ➤ Questionnaires ➤ Panel paper inspection 	<ul style="list-style-type: none"> ➤ Subject Panel in Charge ➤ CDC committee ➤ SSE committee 	HKD20,000
	<ul style="list-style-type: none"> ➤ Assignments are of good quality and right quantity. ➤ Students' works are properly monitored 	<ul style="list-style-type: none"> ➤ Assignment policies of all subjects are clearly worked out and stated in year plans. They are collaborated by the CDC. ➤ Exercise books are inspected by the principal ➤ Pand panel in charge twice a year. 	<ul style="list-style-type: none"> ➤ 70% of teachers consider that their assignments are of good quantity and quality, and students' work is properly monitored. ➤ Exercise books inspection records are properly filed. ➤ A drop in the number of students attending homework detention class. 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Analyzing the attendance records of homework detention class 	<ul style="list-style-type: none"> ➤ CDC committee ➤ All subject teachers ➤ SSE committee 	
	<ul style="list-style-type: none"> ➤ Assessment of students' work is timely and students' learning progress is properly monitored. 	<ul style="list-style-type: none"> ➤ Assessment policies of different subjects are clearly stated in subject plans. ➤ Two mid-term tests and two term examinations are administered every year. ➤ Quizzes and unit tests are inspected twice a year in the exercise book inspection periods. 	<ul style="list-style-type: none"> ➤ 70% of teachers consider that students' learning progress is properly monitored in their assessment policies of their subjects. 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Exercise book inspection ➤ Examining the academic performance of students 	<ul style="list-style-type: none"> ➤ CDC committee ➤ All subject teachers ➤ SSE committee 	
	<ul style="list-style-type: none"> ➤ Classroom teaching effectiveness is enhanced. 	<ul style="list-style-type: none"> ➤ Class observations are conducted twice a year by the principal, CDC members, panel in charge and panel members. ➤ Teachers are reminded to place emphasis on the "focus/ effectiveness of the lesson", "questioning techniques" and "interactions among students". 	<ul style="list-style-type: none"> ➤ 70% of teachers consider that the feedback of observation serves professional developmental purposes. ➤ Class observation records are properly filed. 	<ul style="list-style-type: none"> ➤ Observation ➤ Questionnaires 	<ul style="list-style-type: none"> ➤ The principal ➤ CDC committee ➤ Subject Panel in Charge ➤ SSE committee 	
	<ul style="list-style-type: none"> ➤ Co-curricular activities are promoted. 	<ul style="list-style-type: none"> ➤ Co-curricular activities are planned by individual subjects in all key learning areas and they are coordinated by the CDC focus group. 	<ul style="list-style-type: none"> ➤ 80% of the planned co-curricular activities are implemented. 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Evaluation meetings ➤ Observation 	<ul style="list-style-type: none"> ➤ All subject teachers 	

Major Concern	Intended Outcomes	Strategies	Success Criteria	Evaluation Methods	Responsible Personnel	Resources
2. To promote students language proficiency, better implement the EMI policy and improve the language environment.	<ul style="list-style-type: none"> ➤ Students' abilities to speak and listen to English and Putonghua, their proficiency in writing and understanding written texts are strengthened. 	<ul style="list-style-type: none"> ➤ Reading aloud programme. ➤ Morning presentation by students in Hall Assemblies. ➤ Lunch time English activities. ➤ Weekly English and Putonghua speaking day. 	<ul style="list-style-type: none"> ➤ 70% of teachers consider that most students are capable of giving short, natural speeches in English and Chinese. ➤ Reading aloud records show that the programme is properly implemented. ➤ 80% of students pass in internal oral examination. 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Observation ➤ Monitoring reading aloud records ➤ Analyzing the oral examination results 	<ul style="list-style-type: none"> ➤ All subject teachers ➤ All class teachers ➤ In particular, the Chinese and English Panel in Charge ➤ SSE committee 	HKD150,000
	<ul style="list-style-type: none"> ➤ Reading culture is fostered. Students have formed good reading habit and developed interest in reading. 	<ul style="list-style-type: none"> ➤ Class library system is furthered strengthened. ➤ Morning reading programme is launched for all levels of students. ➤ Reading schemes for English and Chinese are strengthened. Students are required to read more extensively. Books in other key learning areas are recommended by respective teachers on faculty base. ➤ Students have to complete at least 'an essay a day' in English and in Chinese on line. 	<ul style="list-style-type: none"> ➤ Every student reads at least two books per month. ➤ 60% of students consider that they have read more in the school year. ➤ Book reports at all levels are properly compiled. 	<ul style="list-style-type: none"> ➤ Teachers monitor students' progress ➤ Checking library records ➤ Inspecting the reading logs ➤ Observation ➤ Questionnaires 	<ul style="list-style-type: none"> ➤ All language teachers ➤ All class teachers ➤ All Faculty in Charge ➤ Librarian ➤ SSE committee 	
3. To integrate 4 Cs elements (communicate skills, current issues, critical thinking and creativity) across all subject curriculum.	<ul style="list-style-type: none"> ➤ Enhance students' communication skills, consciousness in current issues, abilities in applying knowledge to daily examples, critical thinking skills and creativity. 	<ul style="list-style-type: none"> ➤ Across all subjects in various key learning areas, 4Cs curriculum are worked out and collaborated by the 4C committee of the CDC. (Attachment) ➤ First evaluation will take place in November, 2006 and panel members are to share whether plans are properly implemented. ➤ Second evaluation will be conducted in January, 2007. Good examples will be shared and subject plans for 4Cs are to be amended for the second term implementation. ➤ Third evaluation will be held in April, 2007. Panel members discuss problems encountered in implementation and adjustment made subsequently. ➤ Fourth evaluation will be carried out in June, 2007. Subject evaluation is made for the 4Cs practice. Adjustments are proposed for the new year plans for 2007-2008. 	<ul style="list-style-type: none"> ➤ 70% of the subjects can implement the 4Cs curriculum as planned. ➤ Good examples can be cited in different learning areas for reference. 	<ul style="list-style-type: none"> ➤ Evaluation meetings ➤ Book inspection ➤ Observation 	<ul style="list-style-type: none"> ➤ All Subject in Charge ➤ The principal ➤ CDC committee 	HKD50,000

Guidance

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Responsible Personnel	Resources Required
1. Encourage a balanced development in personal growth	(a) A balanced development in personal growth, including better social relationship, emotional control, parent-child relationship and social awareness	➤ Reinforce positive behaviours through implementing the award schemes.	➤ 70% of teachers are satisfied with the behaviour of students	➤ Teachers' questionnaires	➤ Guidance & Discipline Teams ➤ All teachers	HKD101,000
		➤ Provide life education and civic education across the curriculum so as to instill correct concepts to facilitate students' future development in body and mind.	➤ 70% students are satisfied with school life and learning environment	➤ Students' Inventory	➤ Class teachers ➤ Students	
		➤ Implement the dual-class-teacher scheme and enhance the role of class teachers in providing advice and guidance to students	➤ 70% students are satisfied with school life and learning environment	➤ Students' Inventory	➤ Class teachers ➤ Students	

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Responsible Personnel	Resources Required
2. National Education	(a) Students show respect for the National Anthem and the National Flag	➤ Teach students how to sing the National Anthem and explain them the theme.	➤ National flag hoisting ceremonies are held in important ceremony, celebrations of the National Day and HKSAR Establishment Day	➤ Minutes ➤ Documents ➤ Observation	➤ Civic and National Education Team ➤ Music teacher ➤ Chinese History Panel	HKD17,000
	(b) Students acquire more knowledge about the development of China		➤ All students know how to sing national anthem	➤ Minutes ➤ Documents ➤ Observation	➤ Integrated Humanities subject panel ➤ Chinese History panel	
		➤ Involve students in flag-hoisting ceremony on various occasions.	➤ School wide programme is held to foster national understanding	➤ Minutes ➤ Documents ➤ Observation	➤ Integrated Humanities subject panel ➤ National education committee	
3. Promote the sense of belonging to our community	Students have a sense of responsibility and are willing to contribute and serve others.	➤ Each student has to perform community services at least once a year ➤ Community service are organized and coordinated	➤ 60% of students are satisfied with the quality and quantity of the community service performed ➤ System and structure of community service are designed and implemented	➤ Questionnaires	➤ Community Services Team	HKD100,000
4. Improve communication between parents and teachers.	Parents and school develop trust and rapport with each other to help enhance students' healthy development in school and family.	➤ Parent-Teacher Association take lead to encourage parents to actively participate in school functions. ➤ Organize parents meetings to closely liaise and cooperate with the parents of the students in need. ➤ Class teachers are encouraged to report student issues to parents	➤ 50% of parents are satisfied with the parent-teacher activities organized and the role of being partners to school ➤ Scheduled Parents' day are held three times a year ➤ Parents are well informed and students progresses are communicated.	➤ Questionnaires	➤ Parent-Teacher Association IC ➤ Class teachers ➤ Discipline and guidance committee	HKD3,000

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Responsible Personnel	Resources Required
5. Provide proper counselling to students in need	Identify students in need and offer suitable counseling services	➤ Collect students' personal data to identify students in need.	➤ More than 90% students are included in data collection process ➤ Students with special needs are identified and referred for follow up	➤ Observation ➤ Documents ➤ Questionnaire record	➤ Class teachers ➤ Guidance and counseling team	HKD19,800
		➤ School social workers organizes activities at different forms to cater for development and counselling needs	➤ Students involved are satisfied with service and activities provided	➤ Observation ➤ Questionnaire	➤ Social workers	
		➤ Students requiring intensive counselling are referred properly for follow up	➤ Critical and difficult cases are referred to social workers	➤ Documents	➤ All teachers ➤ Social workers	

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Responsible Personnel	Resources Required
6. Help students in career planning	Prepare F.5 and F.7 students for further study or job seeking after graduation.	➤ To help students to know more about themselves and to facilitate personal and life wide career planning.	➤ Students understand the careers path for further studies and career development	➤ Documents ➤ Questionnaires ➤ Observation	➤ Careers guidance team	HKD20,250
		➤ To organize exhibitions and visits to introduce different work fields	➤ Students understand the careers path for further studies of career development	➤ Documents ➤ Questionnaires ➤ Observation	➤ Careers guidance team	
		➤ Information is provided and accessible for self exploration	➤ Career reference corner is established ➤ Students knows where to find career and study information	➤ Documents ➤ Observation	➤ Careers guidance team	
	Help F.3 students on choice of subjects for F.4.	➤ Organize talks on selection of subjects in F.4	➤ 70% of F4 students feel they have made appropriate choices of subjects.	➤ Questionnaires	➤ Class teachers ➤ Careers guidance team	
	Prepare F.7 students for further studies or job seeking after graduation	➤ Organize talks on application of JUPAS and on undergraduate programmes offered by different universities.	➤ 60% of F7 students know how to make choices related to their careers development	➤ Questionnaires	➤ Class teachers ➤ Careers guidance team	

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Responsible Personnel	Resources Required
7. Support to new students	Facilitate students to adapt to their new school lives.	➤ Organize orientation programmes to help students to understand the school environment in advance	➤ 80% of New students joining orientation programmes	➤ Documents	➤ Class teachers ➤ Guidance Team ➤ Orientation Committee	
		➤ Conduct parents' meetings for new students' parents to help them better understand the school policies and system	➤ 70% of Parents joining parents meeting.	➤ Documents	➤ Class teachers ➤ Guidance team ➤ Orientation Committee	
8. Support to school leavers	Students are well prepared for their exit	➤ Career guidance for further studies & career development	➤ School leavers obtained sufficient information	➤ Observation ➤ Documents	➤ Career teachers ➤ Guidance team	
9. To enhance respect for oneself and others	Enhance students' awareness and habit of respectfulness and politeness	<ul style="list-style-type: none"> ➤ School-wide programme week is organized ➤ Cross-curricular activities are organized to enhance awareness ➤ Teachers are requested to promote requirements in daily routine 	<ul style="list-style-type: none"> ➤ 80% Students are involved in special programme ➤ More than 4 subjects and sections, including Major subjects (e.g.Chinese and English) are involved. ➤ 80% Teachers are aware of and highlight requirements in daily routine 	<ul style="list-style-type: none"> ➤ Observation ➤ Documents 	<ul style="list-style-type: none"> ➤ Guidance team ➤ All teachers 	HKD13,000

Discipline

Major Concerns	Intended Outcomes/ Targets	Strategies/Tasks	Success criteria	Evaluation methods	Parties responsible	Resources Required
1. Fostering an orderly and safe learning environment	(a) Good personal habits are cultivated: politeness, respect, responsibility, punctuality and personal appearance.	➤ Discipline and routine training.	➤ Students are polite and tidy, have low punishment rate, satisfactory attendance record, lateness record and classroom discipline.	➤ Questionnaires ➤ Statistics from student attendance	➤ Discipline Team ➤ All teachers	HKD239,500
		➤ Whole school approach to discipline and guidance	➤ Teachers understand and perform discipline and guidance work confidently	➤ Questionnaires	➤ Executive Committee ➤ Discipline and Guidance Committee	
		➤ Enhance the acceptability of award and punishment system.	➤ Rules and regulations are accepted by different stakeholders	➤ Questionnaires	➤ Discipline Team	
		➤ Developing student self-monitoring organizations, e.g. prefects	➤ Assertive and respected prefects who understand their role and authority and are effective in student discipline management	➤ Questionnaires	➤ Discipline Team	
	(b) To establish good class ethos: cohesive, supportive and participating	➤ Enhance role of class teachers (2-class teacher policy)	➤ 70% class teachers know their task in class ethos development	➤ Questionnaires	➤ Executive Committee ➤ Discipline and Guidance Committee	

Major Concerns	Intended Outcomes/ Targets	Strategies/Tasks	Success criteria	Evaluation methods	Parties responsible	Resources Required
1. Fostering an orderly and safe learning environment (cont'd)	(b) To establish good class ethos: cohesive, supportive and participating (cont'd)	➤ Strengthening collaboration among class teachers at the same level	➤ A clearly defined structure of class management developed ➤ 70% class teachers are satisfied with the class coordination system	➤ Documents ➤ Minutes	➤ Class teacher coordinators	
	(c) sustain an orderly and safe school environment	➤ Formulation of student routine requirements, duty and campus monitoring system	➤ Procedural manual on structure and system of discipline work completed	➤ Documents	➤ Class teacher coordinators ➤ Discipline team	
	(d) Good school reputation/ school ethos	➤ In-school requirement and trainings on personal appearance/ behaviour/ voluntary services outside school	➤ Student-in-take upgraded	➤ Number of school place application ➤ Questionnaires from parents	➤ Discipline and guidance committee	
		➤ Monitoring of student behaviour outside school	➤ Staff is deployed for patrolling duty on a regular basis	➤ Observation	➤ Discipline Team	
2. Personal development: good virtues among students	Cultivation of confidence, good citizenship	➤ Leadership training (for prefects and student leaders) ➤ Adventure-based counselling Training Camp (F.4 and F.6) ➤ Foot drill practice (F.1)	➤ Annual programme conducted	➤ Participation rate of programmes ➤ Questionnaires	➤ Discipline and guidance committee	

Extra-Curricular Activities

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Parties responsible	Resources Required
1. To further enhance the quality in students' academic performance, co-curricular and extra-curricular activities.	(a) To diversify the interests of students and to help them develop their potential in different aspects of skills, intelligence and learning.	➤ More than 55 different kinds of extra-curricular activities being provided in the ECA sessions.	➤ The attendance of the students have to reach 80 % or above	<ul style="list-style-type: none"> ➤ Attendance of students in the courses. ➤ Observation ➤ 70 % of the students show great interest in the ECA activities. 	➤ ECA committee	HKD800,000
		➤ Each student should participate in one activity in one semester.	➤ The attendance of the students have to reach 80 % or above	<ul style="list-style-type: none"> ➤ Attendance of students in the courses. ➤ Observation 	➤ ECA committee	
	(b) A number of school teams in Sports and Music Education being set up with students' active participation	➤ Select and train up potential students in athletics, volleyball & swimming teams; school choir, and Chinese musical and Western musical teams.	<ul style="list-style-type: none"> ➤ 70 % of staff are satisfied with the participation rate in the inter-school or external competition ➤ 70% of staff are satisfied with the student's effort, performance or awards received in external competitions. 	<ul style="list-style-type: none"> ➤ Questionnaires ➤ Students' participation in the training or competition. 	➤ ECA committee	

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Parties responsible	Resources Required
2. To nurture good habits and good character among students.	(a) Students demonstrate a sense of responsibility, positive attitudes and habits in a wide range of activities.	➤ Organize inter-house competitions, including ball games, musical competition.	➤ Students initiate or organize different kinds of activities or competitions in the school.	➤ Observation and comment from the house-advisors.	➤ House advisor	HKD350,000
	(b) Students demonstrate their leadership abilities in organizing activities	➤ Provide leadership training to the students.	➤ 70 % of the students leaders can participate in the leadership training. ➤ Students can organize different kinds of activities independently	➤ Observation of the house-advisor ➤ Attendance of the leadership training.	➤ ECA-committee	
	(c) To enhance the self-confidence of students.	➤ Annual School Concert will be organized in order to encourage the students to perform of the stage.	➤ Students' ability to perform in public/school	➤ Observation from teachers. ➤ Number of audience	➤ All TIC of school teams	

Major Concerns	Intended Outcomes / Targets	Strategies / Tasks	Success criteria	Evaluation methods	Parties responsible	Resources Required
3. To nurture a better language environment.	(a) To arouse students' interest in learning different kinds of languages	➤ Provide different kinds of language courses. (E.g. French and Japanese)	➤ 50 % of the participants get the certificate.	➤ By observation ➤ The attendance of the students and the percentage of students who get the certificates.	➤ ECA committee	HKD50,000
		➤ Certificates will be provided to students who can satisfy the set requirement.	➤ 50 % of the participants get the certificate.	➤ By observation ➤ The attendance of the students and the percentage of students who get the certificates.	➤ ECA committee	

Information Technology

Major Concerns	Intended Outcomes/ Targets	Strategies/Tasks	Success Criteria	Evaluation	Personnel Responsible	Resources Required
1. To further enhance quality in students' academic performance, co-curricular and extra-curricular activities	(a) Support curriculum reform and related changes	➤ Provide collaborative learning and creative learning area in the Intranet.	➤ Students can learn collaboratively and creatively.	➤ Collect feedback from teachers through informal interviews.	➤ IT Committee ➤ Subject panels	➤ HKD 2000
		➤ Organize school-based IT training courses for teachers.	➤ Teachers can effectively use IT facilities in the school.	➤ Collect feedback from teachers through online questionnaires.	➤ IT Committee	
	(b) Initiate IT/AV Prefect Education	➤ Promote interests and enhance knowledge of the students in information technology.	➤ Interest and knowledge in IT have been increased among IT prefects	➤ Collect feedback from IT prefect through online questionnaires and informal observation.	➤ IT Committee ➤ IT Prefects	➤ HKD 5000
		➤ Assist teachers in IT Committee teachers for the maintenance work on IT facilities.	➤ IT facilities can be operated smoothly.	➤ Collect feedback from teachers through online questionnaires	➤ IT Committee ➤ IT Prefects	
		➤ Initiate/organize IT related activities/training in the college, such as IT Day and software trainings.	➤ 50% or above IT Prefect were involved in the training or IT related activities.	➤ Record the number and types of activities conducted.	➤ IT Committee ➤ IT Prefects	
		➤ Join outside school IT competitions/awards such as the Hong Kong Olympiad in Informatics, Computer-assisted Project Design and IT Leader Award.	➤ Awards received in various outside schools IT competitions.	➤ Analyse the performance during and after the competition.	➤ IT Committee ➤ Computer teachers	
	(c) Enhance the use of information technology for interactive teaching.	➤ Provide renovated facilities and technical support to teachers for conducting IT aided teaching and learning.	➤ Lessons can be run smoothly.	➤ Collect feedback from teachers through informal interviews.	➤ IT Technicians ➤ IT prefects	➤ HKD 60000
	(d) Improve students' self-esteem in academic area and reward for their contribution in extra-curricular activities	➤ High achievers will be displayed with their class position in the report card ➤ All reports will be redesigned to let parents/students understand more on their learning portfolio	➤ Academic Reports are effectively created and maintained. ➤ Non-academic reports are effectively generated.	➤ Collect feedback from Assessment Module in-charge. ➤ Over 50% parents agree with the new design of the assessment reports	➤ Extra-Curricular Activities Committee ➤ Curriculum Development Committee ➤ IT Committee	➤ HKD 1000

Major Concerns	Intended Outcomes/ Targets	Strategies/Tasks	Success Criteria	Evaluation	Personnel Responsible	Resources Required
2. To integrate 4Cs: Communication Skills, Awareness of Current Issues, Critical Thinking Skills & Creativity into the curriculum across all subjects.	(a)Build up relationship between parents, students and the school.	➤ Organize Digital Day in the school during the Science week organized by the science department	➤ 80% of the students were involved in the Digital Day.	➤ Collect opinion from students and teachers from online questionnaire and informal observation.	➤ IT committee, subject panels and IT prefects	➤ HKD 2000
	(b)Prepare students to be valuable human capital amidst the rapidly emerging technologies,	➤ Conduct parent-child workshops such as the use of software and digital video editing.	➤ At least 20 families have joined the workshop(s)	➤ Collect feedback from parents and students from online questionnaires and informal observation.	➤ Computer teachers and IT Prefects	
	(c)Provide a interactive platform for teachers and students to share the 4Cs materials.	➤ Provide technical support to subject panels for developing and maintaining subject webpages.	➤ Subject webpages can be produced and updated.	➤ Collect opinions from subject panels through informal interviews.	➤ IT Technicians ➤ IT prefects	➤ HKD 20000
	(d)Enhance communication between students, parents and subject teachers.	➤ Set up eClass for parents, students and the school to enhance the cross curriculum project	➤ An increase of 50% in using eClass as assignment or reading platform. ➤ Over 70% parents login to eClass regularly	➤ Collect feedback through online questionnaires	➤ IT Committee	➤ HKD 1000