

**Shau Kei Wan Government Secondary School
Annual School Plan (2017/18)**

Major Concern 1 – To enhance learning and teaching effectiveness by creating an active learning environment

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enrich students' active learning capacity	<p>1.1 To nurture students' learning capabilities through effective study skills</p> <p>1.1.1 To incorporate the study skills needed to enhance students' learning capabilities by subject departments</p> <p>1.1.2 To conduct training programmes on effective study skills for students</p> <p>1.1.3 To strengthen students' participation in lessons through cultivating pre-lesson preparation habits</p>	<ul style="list-style-type: none"> • Students agree that they are better equipped with the study skills. • The study skills are employed in their learning and studies. • Students develop the habits of lesson preparation. • Students' participation in lessons is enhanced 	<ul style="list-style-type: none"> • Lesson Observation • Feedback from teachers and students • Exercise book inspection 	Sept 2017- May 2018	<ul style="list-style-type: none"> • Curriculum Development Team • HoDs • Subject Teachers 	<ul style="list-style-type: none"> • Service providers
	<p>1.2 To further foster active learning during lessons and beyond the classroom by adopting e-learning strategies</p> <p>1.2.1 To integrate e-resources in promoting active learning for students of different needs</p> <p>1.2.1 To adopt e-learning / mobile learning strategy in at least 6 subjects</p> <p>1.2.2 To strengthen the use of Google Classroom as the learning management system (LMS) for enhancing the learning and teaching interactions</p>	<ul style="list-style-type: none"> • The e-resource banks of subject departments are maintained and updated. • Teachers develop learning and teaching materials for e-learning / mobile learning. • Teachers use Google Classroom for uploading teaching materials, distributing/ collecting assignments and conducting assessments. • Students find e-learning / mobile learning useful 	<ul style="list-style-type: none"> • Feedback from teachers and students • Lesson observation • Evaluation meeting 	Sept 2017- June 2018	<ul style="list-style-type: none"> • IT Team • HoDs • Subject teachers 	<ul style="list-style-type: none"> • EDB training courses • IT Grants

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
		for their studies.				
	<p>1.3 To promote Science, Technology, Engineering and Mathematics (STEM) Education</p> <p>1.3.1 To broaden students' knowledge in STEM by organizing science-related activities such as talks, visits, workshops and projects</p> <p>1.3.2 To enhance students' ability to integrate and apply knowledge across disciplines through participation in internal and external competitions</p> <p>1.3.3 To integrate STEM elements into the curricula of junior form subjects (IS, Computer and D&T) and S3 Science Project</p> <p>1.3.4 To enable students to explore scientific and technological development in other countries by participating in Cross-curricular Study Tour</p> <p>1.3.5 To provide opportunities for students to share their learning experiences during class periods / morning assemblies</p>	<ul style="list-style-type: none"> • Science learning atmosphere is enhanced. • Students show good participation in workshops and activities. • Students can apply their knowledge and skills to solve problems in various competitions. • Students acquire principles and skills in completing STEM-related tasks. • Students gain new insight into the recent development of science and technology. • Peer learning through sharing of experiences is enhanced. 	<ul style="list-style-type: none"> • Feedback from teachers and students • Teachers' observation • Students' participation and performance in internal and external competitions 	Sept 2017- June 2018	<ul style="list-style-type: none"> • Panel members of Science Departments, Computer Department and DT Department. • Teachers of Science & Astronomy Club 	<ul style="list-style-type: none"> • Service providers • School-based After-school Learning & Support Grant • STEM Grant

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To strengthen teachers' pedagogical skills with a view to promoting active learning	<p>2.1 To strengthen collaboration in teaching and cultivate a sharing culture of pedagogy</p> <p>2.1.1 To further enhance collaboration through Collaborative Lesson Preparation (CLP)</p> <p>Active learning is promoted through CLP by focusing on engaging students in active learning activities. Each subject teacher attends at least 3 hours of CLP per term.</p> <p>2.1.2 To conduct focused Peer Lesson Observation (PLO) to encourage professional dialogue among teachers</p> <p>Each teacher is encouraged to conduct at least 2 focused PLO per school year.</p>	<ul style="list-style-type: none"> Subject teachers find sharing and collaborating with colleagues enhance their teaching effectiveness. Number of CLP and focused PLO conducted. A culture of professional exchange is fostered. 	<ul style="list-style-type: none"> Teachers' feedback & observation Records of CLP and PLO 	Sept 2017- July 2018	<ul style="list-style-type: none"> KLA Coordinators Curriculum Development Team HoDs Subject teachers 	
	<p>2.2 To boost the teaching effectiveness so as to foster active learning</p> <p>2.2.1 To adopt Cooperative Learning strategies in S4, S5 & S6 Liberal Studies lessons to cater for learner diversity and to foster assessment for learning</p> <p>2.2.2 To adopt active learning strategies in junior forms to motivate students to learn through integration of IT skills and adoption of eLearning tools to conduct cross-curricular projects</p>	<ul style="list-style-type: none"> Teachers develop learning / teaching lesson plans / materials for Cooperative Learning. Students' learning outcomes can be made visible in learning tasks. Students show greater participation in lessons. Students are able to make use of e-learning tools to enhance their learning effectiveness 	<ul style="list-style-type: none"> Teachers' observation & reflection Students' feedback Students' projects work 	Sept 2017- June 2018	<ul style="list-style-type: none"> Head of LS Department LS teachers of S.4, S.5 & S6 HoDs Subject teachers 	<ul style="list-style-type: none"> EDB School-based Support

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>2.3 To enhance teachers' professional development for the growth of a professional learning community</p> <p>2.3.1 To encourage all teachers to participate in various modes of Continuous Professional Development (CPD) programmes by giving administrative support</p> <p>All teachers formulate their CPD plans and update themselves regularly to familiarize with the current education trend, EDB policies, effective pedagogy, assessment methodology and e-learning strategies. They are encouraged to reach a minimum of 15 CPD hours.</p> <p>2.3.2 To establish a professional sharing network in the school</p> <p>Sharing sessions across departments and key learning areas on pedagogical skills and professional growth will be arranged to enrich teachers' exposure and experiences in learning and teaching.</p>	<ul style="list-style-type: none"> • Teachers find the activities and sharing sessions across departments and key learning areas useful for their professional growth. • Records of sharing sessions across departments and key learning areas are compiled. • Record of continuous professional development plans and CPD hours are compiled. 	<ul style="list-style-type: none"> • Feedbacks from teachers • CPD records • Minutes of KLA 	Sept 2017- July 2018	<ul style="list-style-type: none"> • HoDs • Subject teachers • Staff Development i/c 	

Programme Team: Major Concern 1 i/c and members, Academic Affairs Committee i/c and members, Curriculum Development Team i/c & members, Heads of Subject Departments

Budget: \$50,000

**Shau Kei Wan Government Secondary School
Annual School Plan (2017-2018)**

Major Concern 2 – To strengthen life planning education and careers guidance

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop students' academic and careers aspirations in accordance with their personal abilities, interest and values	<p>1.1 To foster self understanding and self discipline in junior form students as the first step for careers development</p> <p>1.1.1 To help students make realistic self-assessment of qualities, abilities, achievements and personal goals so as to encourage them to act on own commitments through workshops in Class Teachers' Periods</p> <p>1.1.2 To cultivate in students the basic qualities of self-disciplined and respectful individuals by different inter-class competitions, talks and training programmes</p>	<ul style="list-style-type: none"> • Students agree that they have a better understanding of themselves. • Students build up a positive self image. • Students show good self-discipline. 	<ul style="list-style-type: none"> • Feedback from students • Feedback and observation from teachers • Class Teachers' meetings 	Sept 2017- July 2018	<ul style="list-style-type: none"> • Guidance Team • Discipline Team • Class teachers 	<ul style="list-style-type: none"> • Service providers
	<p>1.2 To promote positive attitudes and life values towards work and learning through a wide array of activities organised by functional teams</p> <p>1.2.1 To fine-tune <i>Life Education</i> lesson plans with emphasis on positive attitudes and life values towards work and learning</p> <p>1.2.2 To nurture core values and a healthy lifestyle in students through different learning activities and competitions</p>	<ul style="list-style-type: none"> • Students' follow-up reports can summarise learning outcomes. • Students are engaged actively in learning activities in class. 	<ul style="list-style-type: none"> • Follow-up reports and sharing sessions • Observation of students' participation • Feedback from teachers and students • Student Survey 	Sept 2017- July 2018	<ul style="list-style-type: none"> • Moral and Civic Education Team • Health and Sex Education Team • Environmental Education Team • SEN Team • Class Teachers 	<ul style="list-style-type: none"> • Beat Drug Fund • Service providers

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop students' academic and careers aspirations in accordance with their personal abilities, interest and values	<p>1.3 To nurture students' careers interest and explore potential through <i>extra-curricular activities</i></p> <p>1.3.1 To organise careers-oriented programmes initiated by different OLE academic and interest clubs</p> <p>1.3.2 To help S3 students explore potential careers options and their respective qualities through training sessions and a themed-based performance</p>	<ul style="list-style-type: none"> Students agree that the activities are relevant to their careers interests. S3 students agree that the activity is effective in helping them explore careers options. 	<ul style="list-style-type: none"> Feedback from teachers and students OLE Activity Evaluation Form Student survey 	Sept 2017- July 2018	<ul style="list-style-type: none"> OLE Team OLE Clubs S3 Class Teachers 	<ul style="list-style-type: none"> OLE Fund Service providers Beat Drug Fund
	<p>1.4 To integrate learning activities across <i>subject departments</i> for careers exploration</p> <p>1.4.1 To encourage students to explore oneself, possible careers options and prospects through subject-related activities</p> <p>1.4.2 To enable students to acquire knowledge and skills related to possible careers options through project work</p> <p>1.4.3 To provide students with opportunities to investigate careers options and pathways through outbound study tours</p>	<ul style="list-style-type: none"> Students agree that they have a better understanding of different careers, respective skills required, careers prospects and pathways. Completion of learning activities and project work 	<ul style="list-style-type: none"> Assessment of learning activities and project work Feedback from students Observation of students' participation Feedback from teachers 	Sept 2017- July 2018	<ul style="list-style-type: none"> Chin Lang Department Eng Lang Department LS Department Subject Departments Study Tour Team Life Planning Team 	<ul style="list-style-type: none"> CLP Grant

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To facilitate students in careers planning and management	<p>2.1 To help senior form students set their study / career plan and make informed choices of further studies and careers</p> <p>2.1.1 To arouse students' awareness of multiple pathways for further studies and careers through mass programmes and workshops</p> <p>2.1.2 To help students investigate options of learning and prepare their study / careers plan by careers development tools</p> <p>2.1.3 To provide students with individual and group careers guidance counselling on further educational opportunities, career and life planning</p>	<ul style="list-style-type: none"> Students agree that they learn the pathways available for further studies and careers. Students find the careers development tools useful in helping them set career plans. Students are able to devise their own study / career plan. Students find the Life Planning counselling helpful. 	<ul style="list-style-type: none"> Feedback from teachers Feedback from students Student survey 	Sept 2017- July 2018	<ul style="list-style-type: none"> Life Planning Team Class Teachers 	<ul style="list-style-type: none"> CLP Grant Service providers Hong Kong Association of Careers Masters and Guidance Masters
	<p>2.2 To enrich students' learning experiences about work and future studies by seeking support from alumni, community sources, universities and external organisations</p> <p>2.2.1 To organise <i>Alumni Sharing Day</i> to allow students' face to face interaction with alumni from different professions and consolidate their knowledge about the world of work</p> <p>2.2.2 To help students enroll in different careers-related learning activities and university taster programmes organised by tertiary institutions and external organisations</p> <p>2.2.3 To arrange careers talks, seminars, workshops, workplace visits or work simulation games to help students acquire the knowledge and skills required at work</p>	<ul style="list-style-type: none"> Students agree that the activities increase their knowledge and skills required at work. Students find the Alumni Sharing Day useful. Students are actively engaged in the activities and share their learning experiences with schoolmates. 	<ul style="list-style-type: none"> Feedback from students Feedback from teachers Student survey 	Sept 2017- Aug 2018	<ul style="list-style-type: none"> Life Planning Team Alumni Association OLE Team 	<ul style="list-style-type: none"> EDB Business School Partnership Programme JAHK Youth Employment Start Service Providers Tertiary institutions NGO

Targets	Objectives & Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To facilitate students in careers planning and management	<p>2.3 To develop students' careers management competence for a smooth transition from study to work</p> <p>2.3.1 To conduct mass programmes, seminars and workshops to equip students with CV writing, interviewing skills and personal statement writing skills</p>	<ul style="list-style-type: none"> • Students find the mass programmes and workshops useful. • Completion of CV and personal statement 	<ul style="list-style-type: none"> • Feedback from teachers • Feedback from students • Student survey • Assessment of CV and personal statement 	Sept 2017- July 2018	<ul style="list-style-type: none"> • Life Planning Team • Eng Lang Department 	<ul style="list-style-type: none"> • CLP Grant
3. To strengthen the role of parents in life planning	<p>3.1 To provide parents with careers-related information and support</p> <p>3.1.1 To organise talks to equip parents with up-to-date careers-related information and skills in guiding their children in life planning</p> <p>3.1.2 To provide parents with access to careers-related information through the Google Classrooms and teacher-parent meetings</p>	<ul style="list-style-type: none"> • Parents find the talks informative and useful. • Parents can access careers-related information readily when necessary. 	<ul style="list-style-type: none"> • Feedback from parents • Feedback from teachers 	Sept 2017- July 2018	<ul style="list-style-type: none"> • Parents-Teachers' Association • Life Planning Team • Teachers in charge of e-Class 	<ul style="list-style-type: none"> • CLP Grant

Programme Team: Major Concern 2 i/c and members, Whole Person Development Committee & Heads of Subject Departments