



TWGHs Chen Zao Men College

東華三院陳兆民中學

Annual School Plan

周年校務計劃

2004/2005

T.W.G.Hs. Chen Zao Men College
東華三院陳兆民中學

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2004/2005

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T.W.G.Hs. Chen Zao Men College
東華三院陳兆民中學

I. Mission Statements of all T.W.G.Hs. Schools

The mission of the Tung Wah Group of Hospitals in education is to provide comprehensive and multifarious services to children and young people to enable them to exert their full potentialities and eventually, to serve the community.

We are committed to achieving an all-round development in our young generation through the provision of a congenial learning environment. It is hoped that our young people will be equipped with the necessary skills and knowledge and be given the opportunity to cultivate an independent mind in order that they will become good citizens with a willing commitment to worthy causes and a genuine concern for social affairs.

We firmly believe in the school motto: 'Diligence, Frugality, Loyalty & Faithfulness' as the guiding principle in the moral and intellectual development of our children and young people. We strive to promote proper values and a positive outlook on life and encourage them to lead a full and meaningful life.

東華三院辦學宗旨

東華三院一貫的辦學精神乃為社會提供完善及多元化的教育服務，作育英才，使兒童及青少年成長後能盡展所長，回饋社會。

為本港兒童及青少年進行「全人教育」，提供一個優良的學習環境，使能發揮潛能，日後成為具備知識技能、有獨立思考能力、勇于承擔責任和關注社會事務的良好公民。

培育兒童及青少年有正確的價值觀和積極的人生觀，并以校訓「勤儉忠信」為進德修業的依歸，勉勵他們拓展豐盛而有意義的人生。

II. Our School Value Statements:

1. Our school can provide an effective and happy learning and working environment .
2. Staff, students and parents can show mutual respect and love for each other, be frank and fair to each other and show active participation .
3. Every student has his/her specific strengths and can learn on his/her own .
4. Every student has a good character and can show civic responsibilities .
5. All staff will enhance continuously their professional standard .

本校的價值信念：

1. 學校能够提供一个高效能及愉快的學習及工作環境。
2. 教職員、學生及家長均抱著互重互愛、坦誠公正及主動參與的態度。
3. 每個學生都具有獨特的專長及自學能力。
4. 每個學生都具有良好的品格并奉行應有的公民責任。
5. 全體教職員均會不斷提升自己的專業水準。

III. School Mission Statements:

TWGHs Chen Zao Men College is an effective school that provides high quality and professional educational services as well as a happy learning environment for the students. We value the good partnership among staff, students and parents, and we emphasise on the individual development of our students. We aim to develop our students into good citizens who are independent and self-enhancing.

本校的宗旨：

東華三院陳兆民中學是一所高效能的學校，為學生提供高質素的專業教育服務及愉快的學習環境。我們重視教職員、學生及家長間的良好夥伴關係，更重視學生的個人發展。我們要培養學生成為獨立自主及積極求進的良好公民。

IV. C.O.R.E. Culture (兆民心)

We	Care	對人關心，對事關注，推己及人
We are	Open-minded	開明開通，胸襟廣闊，放眼世界
We	Respect each other	尊重自己，尊重他人，易地而處
We	Endeavour	全心全意，盡己所能，悉力以赴

V. Major Concerns (in order of priority)

Major Concern 1:

To continue the development of a school-based curriculum at junior secondary levels by extending the curriculum to S. 3 while consolidating that in S.1 and S.2 with the aims to inculcate in students (a) the basic generic skills needed to learn effectively and (b) the life skills for personal and social growth, with special emphasis on self-management.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. In S.1 a. To consolidate the curriculum developed last year with coordinator and mentor helping teachers involved for the first time in the programme. b. Continuing assessment for all S.1 students in the subject of I.S. c. To organize a 3-day camp for all S.1 students d. To require all S.1 students to learn developing a student learning portfolio.	a. Throughout the school year b. Throughout the school year c. 11-13/11/04 d. Throughout the school year	<ul style="list-style-type: none"> • Positive feedbacks from students, teachers and parents • Students demonstrate a satisfactory level of self-management and communication skills as revealed in their the learning portfolios 	<ul style="list-style-type: none"> • Questionnaires measuring perception and opinions of students, teachers and parents. • Inspection of students' learning portfolios 	<ul style="list-style-type: none"> • Coordinator: Ms Luk S.S. • Mentor: Mr. Cheng W.K. • All Social Studies Subject Teachers • All S.1 Form-teachers & Assistant Form-teachers • Teacher Assistants 	<ul style="list-style-type: none"> • All S.1 Subject Teachers • A budget of HK10,000 for the programme

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2. In S.2</p> <p>a. To work with the Health Department (H.D.) in implementing the curriculum with emphasis on problem solving ability. Teachers trained last year in the S. 1 Programme will serve as coordinator and mentors helping teachers involved for the first time in the programme.</p> <p>b. Project Learning will be assessed as an independent subject</p> <p>c. Continuing assessment for all S.2 students in the subject of I.S.</p> <p>d. Continuing the student learning portfolio to S2.</p>	<p>Throughout the school year (with 7 sessions of H.D. programme during the period from 25/10/04 to 18/4/05)</p>	<ul style="list-style-type: none"> • Positive feedbacks from students, teachers and parents • Students demonstrate a satisfactory level in problem solving and collaborative skills as revealed in their project learning • Students are able to have critical reflection in evaluating their work as revealed in their learning portfolios 	<ul style="list-style-type: none"> • Questionnaires measuring perception and opinions of students, teachers and parents. • Inspection of students' learning portfolios and reports of project learning 	<ul style="list-style-type: none"> • Coordinator: Miss Au Yeung S.L. • Mentors: Mr. Chong K.W.; Ms Law F.P.; Mr. So Y.H. • Mr. Chung W.O. i/c of Project Learning • All S.2 Form-teachers 	<ul style="list-style-type: none"> • All S.2 subject teachers • Health Department Personnel • A budget of HK2,400 for subsidizing the project learning programme

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>3. In S.3</p> <p>a. To work with the Health Department in implementing the curriculum with emphasis on critical thinking. Coordinator and mentors will help teachers involved for the first time in the programme.</p> <p>b. Critical thinking skills will be taught systematically through debates under the subject of Chinese Language and will be reinforced in other subjects.</p>	<p>Throughout the school year (with 6 sessions of H.D. programme during the period from 31/1/05 to 4/7/05)</p>	<ul style="list-style-type: none"> • Positive feedbacks from students, teachers and parents • Students able to criticize on the validity and reliability of given information through talks and speech 	<ul style="list-style-type: none"> • Questionnaires measuring perception and opinions of students, teachers and parents. • Observing the performance of students in debates 	<ul style="list-style-type: none"> • Coordinator: Mr. So Y.H. • Mentors: Miss Au Yeung S.L.; Mr. Chong K.W.; Ms Law F.P. • Ms Chan H.Y. i/c of Chinese Language curriculum • All S.3 Form-teachers 	<ul style="list-style-type: none"> • All S.3 subject teachers • Health Department Personnel

(N.B.: The programme was first introduced in S.1 in Year 2002/2003 in collaboration with Health Department and with the involvement of senior staff members from all student support teams in “train the trainers’ so they may help to lead the programme after the departure of the Health Department. The Health Department worked in collaboration with the teachers to conduct both the S.1 and S.2 programmes in Year 2003/2004. In this year, the Health Department will be involved in the programmes of S.2 and S.3, but the school will run the programme in S.1.)

Major Concern 2: To develop a culture of self-evaluation in school and to develop school-based performance indicators for the following domain of Learning and Teaching.

(N.B.: This is the 2nd year of the development plan related to this concern. In Year 2003/2004, the school joined the School Improvement Project (SIP) for initiating organizational change via school self-evaluation (SSE) conducted by C.U.H.K. with concentration in the domain of teaching and learning.)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Continue to solicit professional support from the C.U.H.K. by joining the extension project "Initiating Organizational Change via School Self-evaluation" which includes</p> <ul style="list-style-type: none"> a. A training programme for the SSE Committee b. Two whole-school workshops c. Enhancing the professional development of teachers in lesson studies through peer lesson observation in the domain of Learning and Teaching 	<p>Throughout the school year (with workshops run by C.U.H.K. on 20/11/2004 & 14/06/2005.</p>	<ul style="list-style-type: none"> • Sets of school-based performance indicators for school self-evaluation in the domain concerned. • All subjects and committees are able to set up concrete performance indicators for effective self-evaluation in their programme plans 	<ul style="list-style-type: none"> • Questionnaires to evaluate opinions of staff. • Programme plans of subjects and committees 	<ul style="list-style-type: none"> • SSE Committee: Choi C.C. Chung W.O. Au Yeung S.L. Lui C.K. 	<ul style="list-style-type: none"> • All staff members • Cost for SIP is \$52,000

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. Use of student learning portfolios as a means for students to evaluate their own learning will be continued and extend to S2 and in student leaders.	Throughout the school year	<ul style="list-style-type: none"> Ability of students to perform self evaluation as revealed in their self-reflection in the learning portfolios. 	<ul style="list-style-type: none"> Inspection of students' learning portfolios 	S1: Cheng WK S2: Au Yeung SL	

Major Concern 3: To enhance the learning of English in school.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. To provide a better English-learning environment through the following programmes:</p> <ul style="list-style-type: none"> - Two Words A Day - English Speaking Days on Special Themes - English ambassador <p>2. To introduce students to a greater English vocabulary through various subjects, especially the science subjects</p>	<p>Throughout the school year</p>	<ul style="list-style-type: none"> • Improvement in student achievement in tests and examinations in school • Improvement in student achievement in the subjects using English as the medium of instruction in the H.K.C.E.E.. • Increasing number of school activities conducted in English 	<ul style="list-style-type: none"> • Results of tests and examinations in school and the HKCEE 	<ul style="list-style-type: none"> • English Panel : Ng YL • Subject panels using English as medium of instruction • ECA coordinator: Law F.P. 	<p>All staff members</p>

VI. Use of Capacity Enhancement Grant

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. <u>Employment of Full-time Teacher Assistants</u> Employment of 2 full-time Teacher Assistants to assist teachers in their non-teaching duties</p>	1.9.04 – 31.7.05	<ul style="list-style-type: none"> • Production of more and better quality teaching materials • Teachers feel they have more rooms for curriculum development and other duties 	<ul style="list-style-type: none"> • Questionnaires for staff and students 	<ul style="list-style-type: none"> • Mr. Chung W.O. & Panel Heads of English, Technical Mathematics and Science Subjects • Mr. So Y.H. & Panel Heads of Chinese, Humanities Subjects, and Cultural Subjects 	T.A. Salary (with MPF) = \$190,108.80
<p>2. <u>Employment of Part-time Teacher Assistants for conducting tutorial courses</u> Part-time Teacher Assistants will be employed during school days and school holidays to assist teachers in organizing and supervising tutorial courses for students with learning difficulties.</p>	Nov. 04 – Jun 05	<ul style="list-style-type: none"> • Improvement in students' performance 	<ul style="list-style-type: none"> • Questionnaires for staff and students • Assessment of students' performance 		11 courses @ \$3,640 = \$40,040.00

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. <u>Measures to improve the learning of English</u> Basically, employment of an additional English teacher with salary at MPS Point 12. to assist in remedial teaching in S.1 - 3, especially after school and during Saturday mornings to help students weak in English. N.B. Upon the retirement of our Chinese teacher Lo KP, the English teacher needed is put under the staff establishment as a measure to improve the learning of English. The fund is thus shifted to the employment of a Chinese Teacher.	1.9.04 – 31.7.05	<ul style="list-style-type: none"> Improvement in students' performance 	<ul style="list-style-type: none"> Questionnaires for staff and students Assessment of students' performance 	Eng Panel Head	Teacher Salary (with MPF) = \$188,671.35
Total Budget:					\$418,820.15
Revenue:					\$416,604.00
Surplus B / F from Previous Year :					\$3002.5
Surplus C/F:					\$786.35

VI. Professional Development Plan of Principal

Major Concerns for this year	Core Area (s) of Leadership Involved *(e.g. I, II, III,...)	Summary of Item and Content
1. School Self-evaluation	II	1. Developing school-based indicators for lesson studies
2. Attending designated programme for Newly Appointed Principals	I, II, III, IV, V, VI	1. Foudation Programmes 2. Needs Assessment 3. Induction Programme 4. School Leader Development and Extended Programme
3. Serving the educational sector and promoting professional development	III, VI	1. Conducting Staff Development Programmes for other schools 2. Sharing of my experience in QAD with colleagues both inside and outside school

* (I) Strategic direction & policy environment
(IV) Staff & resources management

(II) Learning, teaching & curriculum
(V) Quality assurance & accountability

(III) Teacher professional growth & development
(VI) External communication & connection