



TWGHs Chen Zao Men College

東華三院陳兆民中學

**Annual School Plan**

學校周年計劃

**2008/2009**

**T.W.G.Hs. Chen Zao Men College**  
**東華三院陳兆民中學**  
Annual School Plan  
2008/2009

**Content**

<b>I.</b>	<b>Mission Statements of all T.W.G.Hs. Schools</b>	p.2
<b>II.</b>	<b>Our School Value Statements</b>	p.3
<b>III.</b>	<b>School Mission Statements</b>	p.3
<b>IV.</b>	<b>C.O.R.E. Culture</b>	p.3
<b>V.</b>	<b>Major Concerns (in order of priority)</b>	
	1. To foster in students a self-initiated and self-learning attitude by encouraging them to explore proactively subject knowledge in various teaching and learning activities.	p. 4-5
	2. To foster in students the “CORE” values of CZM.	p. 6
	3. To make good preparation for the implementation of the new Senior Secondary Curriculum.	p. 7-9
<b>VI.</b>	<b>Use of Capacity Enhancement Grant</b>	p.10-11
<b>VII.</b>	<b>Use of Teachers Professional Preparation Grant</b>	p.12
<b>VIII.</b>	<b>Use of Senior Secondary Curriculum Support Grant</b>	p.13
<b>IX.</b>	<b>Use of Grant for School-based After-school Learning and Support Programme 08/09</b>	p.14-16
<b>X.</b>	<b>Plan of Continuing Professional Development Plan of Principal</b>	p.17
<b>XI</b>	<b>Annual School Budget</b>	p.18

**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、勇於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，並以校訓「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並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 foster in students a self-initiated and self-learning attitude by encouraging them to explore proactively subject knowledge in various teaching and learning activities.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Strengthening the learning strategies by building up in students a habit of jotting down key points of learning	• Throughout the year	• Students have the habit of jotting down key points of learning in at least two subjects	• Feedback from teachers • Inspection of students' learning journals	• The two teachers assigned for monitoring the progress of each class	• All teachers
2. Encouraging teachers to put emphasis on questioning techniques that provoke higher-order thinking and creativity among students	• Throughout the year	• Teachers include questions demanding higher-order thinking in class teaching	• Feedback from teachers • Lesson observation	• All panel chairpersons	• All teachers
3. Students are encouraged to have pre-lesson studies in selected topics of each subject	• Throughout the year	• Interactions between teachers and students and among students increase in class teaching	• Feedback from teachers • Lesson observation	• All panel chairpersons	• All teachers

<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>
4. Reference books for each subject are placed in classrooms of students in S4-S7	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of books are used by students during lunch time and after-school</li> <li>• Improvement in student achievement in public examination</li> </ul>	<ul style="list-style-type: none"> <li>• Opinions of class teachers and students</li> <li>• Results of public examination</li> </ul>	<ul style="list-style-type: none"> <li>• Panel chairpersons of public examination subjects</li> </ul>	<ul style="list-style-type: none"> <li>• A sum of money needs to be set aside for the purchase of reference books to be placed in each classroom of S4-S7</li> </ul>

## Major Concern 2:

To foster in students the “CORE” values of CZM

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Through various activities, focusing on the all-round development of students and emphasizing the “CORE” values of our school: Care, Open, Respect, and Endeavour	• Throughout the year	• “CORE” values of our school strengthened among the students	• Feedback from teachers and students	• Heads of subject panels and function groups	• All Staff members
2. S2 and S3 students are encouraged to participate in social service so that they can appreciate and practice the idea of “Caring” through their service to society	• Throughout the year	• Over 90% of S3 and S2 students have a record of over 5 hours of service	• Feedback from teachers	• Teacher-in-charge of social services group	• Encouragement from class teachers
3. Participate in the Project “Physical and Psychological Wellness” organized by T&T Holistic Growth Institute so that teachers are fully aware of and value the “Caring Atmosphere” of the school	• Throughout the year	<ul style="list-style-type: none"> <li>• Over 90% of teachers joining the activities find them useful</li> <li>• Over 70% of teachers would relay the caring message to students</li> </ul>	• Feedback from teachers	• Vice-principal	• A subscription fee of \$8000 is required

### Major Concern 3:

To make good preparation for the implementation of the new Senior Secondary Curriculum

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Teacher Assistants employed to assist language subjects in the implementation of School-based Assessment (SBA)	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• Language teachers have their administration work in SBA lightened</li> <li>• Teachers are satisfied with the work of the TA in organizing language activities and preparing the supporting materials</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from language teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>• Chinese and English Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Salary for two TAs</li> </ul>
2. Full-time teacher of Chinese Language employed to focus on improving the speaking and writing skills of students	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• Students show improvement in speaking skills and writing skills in Chinese languages</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment of student performance by Chinese language teachers</li> <li>• Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>• Chinese Panel</li> </ul>	<ul style="list-style-type: none"> <li>• Salary for one teacher</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Employ a full-time teacher to relieve the workload of some teachers so that they can have more capacity in preparing the teaching materials of Liberal Studies	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers involved in preparing the materials have a deeper understanding of the specified area in the curriculum</li> <li>• At least two sets of lesson plans with strategies and materials in each of the two specified areas are prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator of Liberal Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Salary for one teacher</li> </ul>
4. Employ a half-time teacher to assist the Liberal Studies Preparation Committee in preparing teaching materials, and arranging experience-sharing among teachers	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• A resource corner for Liberal Studies is built up</li> <li>• Administration work of the Liberal Studies Preparation Committee is lightened</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinators of Liberal Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Salary for 0.5 teacher</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>
5. Join the School-based Support Services (2008/09): Professional Development Schools Scheme of EDB for the development of Liberal Studies	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>Teachers of the Liberal Studies Preparation Committee find the support service useful in their preparation of teaching materials</li> </ul>	<ul style="list-style-type: none"> <li>Opinion of teachers involved in the Support Service</li> </ul>	<ul style="list-style-type: none"> <li>Coordinators of Liberal Studies</li> </ul>	<ul style="list-style-type: none"> <li>Time required for teachers to join the sharing sessions with schools participating in the programme</li> </ul>

## VI. Use of Capacity Enhancement Grant 08/09

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>1. <u>Measures to improve the learning of English</u></b> Employment of one English teacher so as to facilitate the deployment of English teachers to assist in remedial teaching in S.1-3, especially after school and during Saturday mornings to help students weak in English.</p>	1.9.08 – 31.8.09	<ul style="list-style-type: none"> <li>Improvement in students' performance as reflected by English teachers</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires for staff and students</li> <li>Assessment of students' performance</li> </ul>	<ul style="list-style-type: none"> <li>English Panel Head</li> </ul>	Teacher Salary (with MPF) at Point 21 = $(\$27,910 + \$1000) \times 12 = \$346,920.00$
<p><b>2. <u>Measure to relieve Chinese teachers in SBA</u></b> Employment of one full-time Chinese teacher to facilitate the implementation of SBA in Chinese Language Subject. The Chinese teacher will be engaged in training the oral presentation and marking of additional writings from students, hoping to improve their speaking and writing skills</p>	1.9.08 – 31.8.09	<ul style="list-style-type: none"> <li>Students have more chance to practise communication in Chinese languages</li> <li>Students show improvement in their speaking and writing skill in Chinese.</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of student performances by Chinese teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Panel heads of Chinese subject</li> </ul>	Teacher Salary (with MPF) at Point 16 = $(\$21,880 + \$1000) \times 12 = \$274,560.00$

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>3. <u>Employment of Full-time Teacher Assistants</u></b> Employment of 2 full-time Teacher Assistants to assist teachers in their non-teaching duties, to assist language teachers in operating SBA or TSA.	1.9.08 – 31.8.09	<ul style="list-style-type: none"> <li>• Production of more and better quality teaching materials.</li> <li>• Teachers are relieved of some of the workload in non-teaching areas.</li> <li>• Language teachers agreed that they are relieved from the routine administration work of SBA or TSA.</li> </ul>	<ul style="list-style-type: none"> <li>• Development of teaching materials</li> <li>• Feedback from teachers and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Mr. Chung W.O. &amp; Panel Heads of English, Technical, Mathematics and Science Subjects</li> <li>• Mr. So Y.H. &amp; Panel Heads of Chinese, Humanities, and Cultural Subjects</li> </ul>	2 T.A. Salary (with MPF) at point MOD8 = \$10,595 x 1.05 x 12 x 2 = \$266,994.00

Accumulative Surplus brought forward from 2007/2008 School Year	\$ 318,622.23	(Include the Accumulative Surplus in CEG and Additional CEG)
2008/09 School Year	Income :	\$ 463,100.00
	Estimated Expenditure :	\$ 888,474.00
	Estimated Deficit :	\$ (425,374.00) (Partly covered by the Accumulative Surplus brought forward from 2007/2008 School Year)
Estimated Deficit by the end of 2008/2009 School Year	\$ (106,751.77)	(Covered by Accumulative Surplus in EOEBG )

## VII. Use of Teacher Professional Preparation Grant 08/09

The Teacher Professional Preparation Grant is provided to school over a period of 4 years starting from 2005/06 school year and can be used up to the end of 2011/12 school year

Strategies / Tasks	Resources Required
1. Employment of a Full-time Mathematics GM Teacher	Teacher Salary for one year (with MPF) at Point 21 = (\$27,910 +\$1000) x 12 = \$346,920.00
2. Employment of a 0.5 Liberal Studies CM Teacher	Teacher salary for one year (with MPF) at Point 14 = 0.5 x \$19,835 x 1.05 x12 = \$124,960.50

Accumulative Surplus brought forward from 2007/2008 School Year	\$ 557,329.43	
2008/09 School Year	Income :	\$ 380,000.00
	Estimated Expenditure :	\$ 471,880.50
	Estimated Deficit :	\$ (91,880.50) (Covered by Accumulative Surplus brought forward from 2007/08 School Year)
Estimated Accumulative Surplus by the end of 2008/2009 School Year	\$ 465,448.93	(Reserve for use in future)

### VIII. Use of Senior Secondary Curriculum Support Grant 08/09

The Senior Secondary Curriculum Support Grant is provided to school over a period of 4 years starting from 2008/09 school year and can be used up to the end of 2012/13 school year

Strategies / Tasks	Resources Required
1. Employment of two Full-time Teacher Assistants	2 T.A. Salary for one year (with MPF) at point MOD8 = \$10,595 x 1.05 x 12 x 2 = \$266,994.00

2008/09 School Year	Income :	\$ 421,140.00	
	Estimated Expenditure :	\$ 266,944.00	
	Estimated Surplus:	\$ 154,196.00	(Reserved for use in future)

**IX. Use of Grant for School-based After-school Learning and Support Programme 08/09**

Name of Activity	Objectives of the activity	Period/Date activity to be held	Estimated no. of grant beneficiaries#	Estimated expenditure (\$)	Name of partner/service provider (if applicable)
Musical Instrument Training Classes	<ul style="list-style-type: none"> <li>• Widen the scope of learning experiences outside classroom</li> <li>• Enhance the personal and social development of students.</li> </ul>	Oct 2008 to Aug 2009	15 students from S1-S3	Besides the share subsidized by the school, each student has to pay approximately \$1500 to the tutors. This fee will be borne by the grant. [15x1500 = \$22500]	<ul style="list-style-type: none"> <li>• Guitar Tutor: Kong Ming Chi</li> <li>• Zheng Tutor: Chan Mei Fung</li> <li>• Brass Band Tutor: Lee Sing Wan</li> <li>• Clarinet tutor: Hau Chai Hsing</li> <li>• Percussion tutor: Chiu On Tik</li> <li>• Upper Brass tutor: Yip Chun Kit</li> <li>• Flute tutor: Wat Nga Man</li> </ul>

Name of Activity	Objectives of the activity	Period/Date activity to be held	Estimated no. of grant beneficiaries#	Estimated expenditure (\$)	Name of partner/service provider (if applicable)
Sports Games Training Classes	<ul style="list-style-type: none"> <li>• Widen the scope of learning experiences outside classroom</li> <li>• Enhance the personal and social development of students.</li> </ul>	Sept 2008 to Aug 2009	48 students from S1-S3	<p>Besides the share of tutoring fees subsidized by the school, each student has to pay \$300 to the tutors. This fee will be borne by the grant.</p> <p>[48x300 =14,400]</p>	<ul style="list-style-type: none"> <li>• Volley Ball Tutor: Lee Yuk Fung</li> <li>• Basketball(Girls) Tutor: Chung Ming Tat</li> <li>• Basketball (boys) Tutor: Chiu Wing Leung</li> <li>• Athletic Training Tutor: Wong Hang</li> </ul>

Name of Activity	Objectives of the activity	Period/Date activity to be held	Estimated no. of grant beneficiaries#	Estimated expenditure (\$)	Name of partner/service provider (if applicable)
Various Support Programmes for Personal Development	<ul style="list-style-type: none"> <li>Widen the scope of learning experiences outside classroom</li> <li>Enhance the personal and social development of students.</li> </ul>	Sept 2008 to Aug 2009	500 students from S1 to S7	The fee contributed by students when joining various support programmes for personal and social development will be borne by the grant [60 x 500 = 30,000]	

Note: # Grant beneficiaries – referring to target students in receipt of CSSA/SFAA full grant and disadvantaged students identified by the school.

2008/09 School Year	Income :	\$ 63,200	
	Expenditure :	\$ 66,900	
	Deficit:	\$ 3,700	To be covered by school fund

## X. 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. Students Learning	II	<ol style="list-style-type: none"> <li>1. Implement of the strategy on jotting down the key learning points after lessons to strengthen the self-reflection of learning.</li> <li>2. Continue to strengthen the questioning techniques of our teachers in provoking creativity.</li> </ol>
2. Continuous Professional development	I, II, III, IV, V, VI	<ol style="list-style-type: none"> <li>1. Act as learning co-ordinator of “Blue Line” to arrange sharing programmes for Principals’.</li> <li>2. Attend seminars and sharing sessions organized by EDB and other institutions.</li> </ol>
3. Serving the educational sector and promoting professional development	III, V, VI	<ol style="list-style-type: none"> <li>1. Conduct Staff Development Programmes both inside and for other schools</li> <li>2. Serve as Interviewer for Appointment of NET on behalf of EDB.</li> <li>3. Serve as member of Learning Resources and Support Committee, CDI, EDB</li> </ol>

\* (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 & connec

## XI. Annual School Budget 2008/09

	Revenue	Expenditure
	HKD\$	HKD\$
<b><u>Balance brought forward (end of 2007/08 school year)</u></b>		
<b>Government Subsidy :</b>	<b>5,117,154.22</b>	
<b>School Fund :</b>	<b>3,759,133.73</b>	
<b><u>Government Subsidy</u></b>		
1. Expanded Operating Expenses Block Grant		
a. School & Class Grant		1,687,061.00
b. Noise Abatement / Lift Main / Air-Con Prep Rm of Lab Grants		200,000.00
c. Administration Grants		2,733,180.00
d. Curriculum / Subject / AL Subject / ASL Subject / Extensive Reading Scheme /Moral & Civic Education Grants		130,378.00
e. Information Technology Grants		416,410.00
f. Student Support Grants		20,500.00
g. Capacity Enhancement Grant (Basic Provision)		888,474.00
h. Composite Furniture and Equipment Grant		1,580,000.00
i. Top up EDB approved/subsidized project expense		75,000.00
Expanded Operating Expenses Block Grant Total :	5,596,266.38	7,731,003.00
2. Teacher Relief Grant	146,810.00	96,000.00
3. Teacher Professional Preparation Grant	380,000.00	471,880.50
4. NSS Migration Grant	86,000.00	86,000.00
5. Senior Secondary Curriculum Support Grant	421,140.00	266,944.00
6. IMC one-off Grant		130,452.00
<b>Government Subsidy Subtotal :</b>	<b>6,630,216.38</b>	<b>8,782,279.50</b>
<b><u>School Funds</u></b>		
1. Tong Fai	127,600.00	)
2. Trading Operation	65,000.00	) 135,500.00
3. Tuckshop Rental	132,000.00	)
4. Income from other sources	65,000.00	)
5. Approved Collection for Specific Purpose (Air-con Charges)	190,000.00	) 80,000.00
<b>School Fund Subtotal :</b>	<b>579,600.00</b>	<b>215,500.00</b>
<b>Total for the school year 2008/09:</b>	<b>7,209,816.38</b>	<b>8,997,779.50</b>
<b><u>Estimated Surplus (Deficit) for the school year 2008/09</u></b>		
<b>Government Subsidy :</b>	<b>(2,152,063.12)</b>	
<b>School Fund :</b>	<b>364,100.00</b>	
<b><u>Estimated cumulative Surplus (Deficit) for the school year 2008/09</u></b>		
<b>Government Subsidy :</b>	<b>2,965,091.10</b>	
<b>School Fund :</b>	<b>4,123,233.73</b>	