



TWGHs Chen Zao Men College  
東華三院陳兆民中學

**Annual School Plan**

周年校務計劃

2003/2004

T.W.G.Hs. Chen Zao Men College

東華三院陳兆民中學

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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. 2 while consolidating that in S.1 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.

*(N.B.: The programme was first introduced in S.1 in Year 2002/2003 with the assistance of 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.)*

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. 12-14/11/0 d. Throughout the school year	<ul style="list-style-type: none"> <li>Positive feedbacks from students, teachers and parents</li> <li>Satisfactory performance of students as revealed in their learning portfolios</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires measuring perception and opinions of students, teachers and parents.</li> <li>Inspection of students’ learning portfolios</li> </ul>	<ul style="list-style-type: none"> <li>Coordinator: Ms Luk S.S.</li> <li>Mentor: Mr. Cheng W.K.</li> <li>All Social Studies Subject Teachers</li> <li>All S.1 Form-teachers &amp; Assistant Form-teachers</li> </ul>	<ul style="list-style-type: none"> <li>All S. 1 Subject Teachers</li> <li>Health Department Personnel</li> <li>A budget of HK10,000 for the programme</li> </ul>

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 in developing 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 with guidance from the SEED project by EMB.</p> <p>c. Continuing assessment for all S.2 students in the subject of I.S.</p>	<p>Throughout the school year</p>	<ul style="list-style-type: none"> <li>• Positive feedbacks from students, teachers and parents</li> <li>• Satisfactory performance of students as revealed in their project learning reports</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaires measuring perception and opinions of students, teachers and parents.</li> <li>• Inspection of students' learning portfolios</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinator: Mr So Y.H.</li> <li>• Mentors: Ms Au Yeung S.L.; Mr. Chong K.W.; Ms Law F.P.</li> <li>• Mr. Chung W.O. i/c of Project Learning</li> <li>• All S.2 Form-teachers</li> </ul>	<ul style="list-style-type: none"> <li>• All S.2 subject teachers</li> <li>• Health Department Personnel</li> <li>• SEED Project Officers</li> <li>• A budget of HK2,400 for subsidizing the project learning programme</li> </ul>

## Major Concern 2:

To develop a more effective and efficient system for implementing life-wide education in school.

(*N.B.: The programme was first introduced in in Year 2002/2003 with an analysis of the situation in school.*)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. ECA Committee will integrate and re-categorize the existing activities held by different clubs and functional units under the Five Learning Experiences that correspond to the 'moral, intellectual, physical, social, aesthetic' development in the aims of education.	• Throughout the year	• A policy for integrating or collaborating activities across the curriculum	<ul style="list-style-type: none"> <li>• Collection of students' opinions through the Student Interview Scheme</li> <li>• Monthly reports from various E.C.A. units</li> </ul>	ECA Committee: Ms Law F.P. Ms. Fung M.L. Ms Chan M.K. Mr. Tse K.H. All Chief House Advisers	The total budget allocated for Extra-curricular Activities Committee is \$119,500
2. A cross-curriculum project will be conducted for S.6 student s in Hong Kong and Guangzhou with subsidies from Q.E.F.	• Sept 03 – July 04	<ul style="list-style-type: none"> <li>• Completion of project with project reports</li> <li>• Positive responses from participants</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaires to evaluate the opinions of teachers and students.</li> <li>• Assessment of performance of students by teachers through observations and markings.</li> </ul>	Coordinator: Mr. Fung P.T. Team members: Ms Au Yeung S.L., Ms. Chan H.Y., Mr. Chan K.C., Ms. Lau C.H., Ms Luk S.S., Mr So. Y.H, Mr. Sze Y	Other S. 6 subject teachers QEF Subsidy of \$60,000 School Subsidy of \$10,000 Collection from students of \$30,000

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. A pilot life-wide education programme for selected S.3 and S.4 students with <ol style="list-style-type: none"> <li>a. Leadership training</li> <li>b. Outward-bound training</li> <li>c. Community service</li> </ol>	<ol style="list-style-type: none"> <li>a. Oct–Dec /03</li> <li>b. 28-31/1/04</li> <li>c. Feb-May/04</li> </ol>			Coordinator: Ms Law F.P. Team Members: Mr Wong C.K., Ms Tsang T.T., Ms Ng Y.Y., Mr Cheng W.K.	Subsidy by CZM Education Fund \$84,000 Collection from students of \$21,600 School subsidy of \$25,000.
4. School Life Education Programme: Students at each level will be arranged to spend one session or the whole day out of school in one of the following programme: <ol style="list-style-type: none"> <li>a. S.1 to S.3 – visiting museum / attending concert / ballet performance / drama</li> <li>b. S.4 – field trip at Cheung Chau</li> <li>c. S.5 – visiting tertiary institutes</li> <li>d. S.6 &amp; S.7 – community service or visiting commercial or government organizaions</li> </ol>		<ul style="list-style-type: none"> <li>• Completion of worksheets</li> <li>• Positive responses from participants</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaires to evaluate the opinions of teachers and students.</li> <li>• Assessment of worksheets designed for the particular events</li> </ul>	School Life Education Team: Mr. So Y.H. Mr. Chong K.W. Ms Law F.P. Ms Lam C.Y. Ms Lau C.H. Ms Shiu L.W.	All teachers A budget of \$10,000



**Major Concern 3:** To develop a culture of self-evaluation in school and to develop school-based performance indicators for the following domain of Learning and Teaching.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Joining 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:</p> <p>a. Staff Development Programme including</p> <p>i. Training of SSE Committee</p> <p>ii. Workshop for all staff</p> <p>b. Developing SSE performance indicators in the domain of Learning and Teaching</p> <p>2. Use of student learning portfolios as a means for students to evaluate their own learning will be tried out in Secondary and in student leaders.</p>	<p>Oct 03 3/1/04 &amp; 21/6/04</p> <p>Oct 03 – Feb 04</p>	<ul style="list-style-type: none"> <li>• Sets of school-based performance indicators for school self-evaluation in the domain concerned.</li> <li>• Positive feedbacks from staff</li> <li>• Ability of students to perform self evaluation through the learning portfolios.</li> </ul>	<ul style="list-style-type: none"> <li>• Questionnaires to evaluate opinions of staff.</li> <li>• Inspection of students' learning portfolios</li> </ul>	<ul style="list-style-type: none"> <li>• SSE Committee: Wong S.L. Chung W.O. Au Yeung S.L. Chong K.W. Hui Y.C.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff members</li> <li>• Cost for SIP is \$52,000</li> </ul>

## VI. Use of Capacity Enhancement Grant

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. <u>Employment of Full-time Teacher Assistants</u> Employment of 2 full-time Teacher Assistants to assist teachers in their non-teaching duties	1.9.03 – 31.7.04	• Production of more and better quality teaching materials	• Questionnaires for staff and students	• 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) = \$199,006.50
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.	Nov. 03 – Jun 04	• Improvement in students' performance	• Questionnaires for staff and students • Assessment of students' performance		12 courses @ \$3,800 = \$45,600.00
3. <u>Measures to improve the learning of English</u> 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.	1.9.03 – 31.7.04	• Improvement in students' performance	• Questionnaires for staff and students • Assessment of students' performance	Eng Panel Head	Teacher Salary (with MPF) = \$197,505.00
4. <u>Partially Topping Up the Salary of the additional I.T. teacher under the I.T. in Education Project</u> This enables the employment of a teacher with experience and to enable continuity in implementation of some IT plans.	Sept. 03 to Aug 04	• Positive response from staff and students	• Questionnaires for staff and students	I.T. Coordinator	\$26,397.00
Total Budget:					\$468,508.50
Revenue:					\$421,465.00
Surplus B / F from Previous Year :					\$ 50,046.00
Surplus C/F:					\$ 3,002.50

**VII. Plan of Continuing Professional Development (CPD) of Principal** (2nd Year Plan in the 3 - year cycle from 9.2002 - 8. 2005)

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	I, III, V	1. Developing school-based indicators
2. Life Skills Education in School-based curriculum at Junior Levels	II	1. Learning more about life skills education by attending courses 2. Conducting action learning on Life Skills programmes in S1 and S.2
3. Life-wide Education	II, VI	1. Studying the effects of various life-wide education programmes on the students.
4. Serving the educational sector and promoting professional development	III, VI	1. Conducting Staff Development Programmes for other schools 2. Serving in various educational committees / working groups

\* (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