



TWGHs Chen Zao Men College

東華三院陳兆民中學

*Annual School Plan*

周年校務計劃

2006/2007

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

**2006/2007**

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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 strengthen the culture of self-evaluation in school with emphasis to enhance the school-based development in the domain of Learning and Teaching.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Apply the basic theory of lesson studies to encourage teams of teachers teaching the same level of the same subject to have collaborative lesson preparation and peer lesson observation for some selected topics.	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>Each subject has made it a practice to arrange at least in one level for carrying out our school-based lesson studies.</li> <li>Teachers support such activities and are willing to share teaching experiences and strategies within panel.</li> <li>Students find the designed lesson more interesting and easier to follow</li> <li>More pupil-pupil and pupil-teacher interactions in classroom</li> </ul>	<ul style="list-style-type: none"> <li>Programme plans of subjects</li> <li>Feedback from teachers</li> <li>Student questionnaires on teaching skill</li> </ul>	<ul style="list-style-type: none"> <li>Subject heads</li> </ul>	<ul style="list-style-type: none"> <li>All teaching staff members</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>
2. Encourage teachers to share the marked pupils' work within panel.	<ul style="list-style-type: none"> <li>• Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers are willing to look at students' assignments marked by others</li> <li>• Teachers are able to share the strategies of monitoring the learning of students</li> <li>• Teachers are able to reflect on their own strategies and self-evaluate for further improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from teachers</li> <li>• Feedback from panel heads</li> </ul>	<ul style="list-style-type: none"> <li>• Subject heads</li> </ul>	<ul style="list-style-type: none"> <li>• All teaching staff members</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Strengthen the use of student learning portfolios as a means for students to evaluate their own learning.	<ul style="list-style-type: none"> <li>Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>Junior form students are able to set achievable realistic targets of improvement at the beginning of the year</li> <li>They are able to perform self-evaluation in the mid-year and end-of-year as revealed in their self-reflection in their learning portfolios.</li> </ul>	<ul style="list-style-type: none"> <li>Opinions of form teachers.</li> <li>Inspection of students' learning portfolios</li> </ul>	<ul style="list-style-type: none"> <li>S1: Cheng W.K.</li> <li>S2: Au Yeung S.L.</li> <li>S3: Chong K.W.</li> </ul>	<ul style="list-style-type: none"> <li>Form teachers of junior secondary</li> </ul>

## Major Concern 2:

To enhance students' learning of English by offering more chances of exposure to English.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To enrich an English-learning environment through the following programmes: <ul style="list-style-type: none"><li>- Two Words A Day</li><li>- English Speaking Days on Special Themes</li><li>- English ambassador</li><li>- S1 English Day Camp</li><li>- Self-access center in Room 505</li><li>- Phonic Programme</li><li>- Lunch time English Speaking Platform</li></ul>	Throughout the school year	<ul style="list-style-type: none"><li>• Improvement in student achievement in tests and examinations in school</li><li>• The number of students using the self-access center (Room 505) reaches 70% of the capacity</li><li>• Students able to grasp some sound of an English word by looking at the spelling</li></ul>	<ul style="list-style-type: none"><li>• Results of tests and examinations in school and the HKCEE</li></ul>	<ul style="list-style-type: none"><li>• English Panel : Ng YL</li><li>• ECA coordinator: Law F.P.</li></ul>	<ul style="list-style-type: none"><li>• TA or Parents from PTA help to take charge of self-access center (Room 505)</li></ul>



Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2. To provide practical opportunities for using English informally in everyday situations:</p> <ul style="list-style-type: none"> <li>- Use English when requesting to meet teachers in staff room</li> <li>- Use English as classroom language other than Chinese and Putonghua lessons</li> <li>- Use English in ECA, notice board, announcement (only 2 daily announcement in Cantonese will be allowed, other announcement will be in English)</li> </ul>	<p>Throughout the school year</p>	<ul style="list-style-type: none"> <li>• Students are more confident in communicating in English</li> <li>• Students are accustomed to use English as daily Classroom language</li> <li>• Students are able to understand the announcement in English</li> <li>• Increasing number of school activities conducted in English</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from teachers</li> </ul>	<ul style="list-style-type: none"> <li>• All teachers</li> <li>• ECA coordinator: Law F.P.</li> </ul>	<ul style="list-style-type: none"> <li>• All Staff members</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>3. To increase students exposure in English learning through content-based learning in various subjects such as science and humanities in junior secondary:</p> <ul style="list-style-type: none"> <li>- make good use of the examination paper “Application of English” to stimulate the interests of students in applying English to express ideas in answering questions related to subject matters.</li> </ul>	<p>Throughout the school year</p>	<ul style="list-style-type: none"> <li>• Students are more familiar with English terms and expressions in subjects</li> <li>• Students are not hindered by the language when switching from CMI in Junior Secondary to EMI in Senior Secondary</li> <li>• Improvement in student achievement in the subjects using English as the medium of instruction in the H.K.C.E.E.</li> </ul>	<ul style="list-style-type: none"> <li>• Performance of students in the said exam paper</li> <li>• Feedback from teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Subject panels using English as medium of instruction</li> </ul>	<ul style="list-style-type: none"> <li>• One more session in examination</li> </ul>

### Major Concern 3:

To celebrate the 35<sup>th</sup> anniversary of the school.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Publishing an Anniversary Magazine.	<ul style="list-style-type: none"> <li>Nov 2006</li> </ul>	<ul style="list-style-type: none"> <li>The magazine is published by mid-November.</li> <li>The magazine is well commented by readers.</li> </ul>	<ul style="list-style-type: none"> <li>Opinions of staff, students and parents will be sought via meetings and survey forms</li> </ul>	<ul style="list-style-type: none"> <li>Ms Chan Hing Yee</li> </ul>	<ul style="list-style-type: none"> <li>A budget of \$90,000 for printing</li> </ul>
2. Opening Ceremony.	<ul style="list-style-type: none"> <li>1/12/2006 at 3:00 p.m.</li> </ul>	<ul style="list-style-type: none"> <li>The ceremony and performance is within 45 minutes</li> <li>Guests have favourable comment on the arrangement</li> <li>Teachers are involved in the process and team spirit of teachers are reinforced</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from guests attending the ceremony</li> <li>Evaluation by the Committee will be conducted at the end of the event.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. So Yui Hung</li> </ul>	<ul style="list-style-type: none"> <li>A budget of \$10,000 is set</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Open Day, incorporating Singing Contest and Games day.	<ul style="list-style-type: none"> <li>From 1/12 to 3/12/2006</li> </ul>	<ul style="list-style-type: none"> <li>Students have a higher sense of belonging</li> <li>The image of the school is promoted</li> </ul>	<ul style="list-style-type: none"> <li>Opinions of guests / open day visitors will be sought via survey forms.</li> <li>Opinions collected from student workers</li> </ul>	<ul style="list-style-type: none"> <li>Ms Ho Chi Kui</li> </ul>	<ul style="list-style-type: none"> <li>A budget of \$55,000 is set</li> </ul>
4. Alumni Anniversary Dinner.	<ul style="list-style-type: none"> <li>15/12/2006</li> </ul>	<ul style="list-style-type: none"> <li>There is no deficit in the programme</li> <li>The number of participants including alumni and past teachers give a full house.</li> <li>The networking among alumni is strengthen</li> </ul>	<ul style="list-style-type: none"> <li>Attendance</li> <li>The financial report</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Lui Chun Kei</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
5. Public Performance of a variety Show including an English Musical Drama with post examination activities cancelled to provide time for preparation	<ul style="list-style-type: none"> <li>July 2007</li> </ul>	<ul style="list-style-type: none"> <li>There is no deficit in the programme</li> <li>All tickets are sold out</li> <li>Students build up more confidence in using English</li> </ul>	<ul style="list-style-type: none"> <li>Attendance</li> <li>The financial report</li> </ul>	<ul style="list-style-type: none"> <li>Ms. Law Fung Ping</li> </ul>	<ul style="list-style-type: none"> <li>A budget of \$250,000 is set</li> </ul>

## VI. Use of Capacity Enhancement Grant 06/07

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. <u>Measures to improve the learning of English</u> Employment of one experienced 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>	1.9.06 – 31.8.07	<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 17 = \$21,908.25 x 12 = \$262,899.0
<p>2. <u>Employment of Full-time Teacher Assistants</u> Employment of 2 full-time Teacher Assistants to assist teachers in their non-teaching duties.</p>	1.9.06 – 31.8.07	<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> </ul>	<ul style="list-style-type: none"> <li>Development of teaching materials</li> <li>Feedback from teachers.</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 MOD7 = \$9,901.5 x 12 x 2 = \$237,636

2006/07 School Year Income : \$ 430,879  
 Expenditure : \$ 500,535  
 Deficit : \$ 69,656 (Covered by surplus brought forward from previous years)

## VII. Use of Additional Time-limited Funding of Capacity Enhancement Grant 06/07

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 language teachers in operating SBA or TSA such as offering helps in organising language activities, keeping track of the students' learning portfolio.</p>	1.9.06 – 31.8.07	<ul style="list-style-type: none"> <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>Questionnaires for staff and students</li> <li>Feedback from Language teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Mr. Chung W.O. &amp; Panel Heads of English Subject</li> <li>Mr. So Y.H. &amp; Panel Heads of Chinese Subject</li> </ul>	2 T.A. Salary (with MPF) at point MOD 7 = \$9,901.5 x 12 x 2 = \$237,636
<p>2. <u>Measure to relieve English teachers in SBA</u> Employment of one full-time English teacher to facilitate the implementation of SBA in English Language Subject. The English teacher will be deployed to train the speaking skills and facilitate group discussion of students, preparing them for the SBA.</p>	1.9.06 – 31.8.07	<ul style="list-style-type: none"> <li>Students have more chance to practise the use of languages.</li> <li>Students show improvement in their speaking and writing skill in English.</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of student performance by English teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Panel heads of English subjects</li> </ul>	Teacher Salary (with MPF) at Point 14 = \$18910.5 x 12 = \$226,926

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>3. <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  * Upon the resignation of our English teacher Wong W.C. the Chinese teacher needed is put under the staff establishment. The fund is shifted to the employment of an English teacher.  However, as we fail to find a suitable candidate, we employ an Assistant Teacher in the rank of TA. The TA is to going to have co-teaching with our English Panel Chairman to facilitate the carrying out of remedial work for those less qualified students. Another TA of good Oral English is employed to help in training the oral English of our students.</p>	1.9.06 – 31.8.07	<ul style="list-style-type: none"> <li>Improvement in the 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>	Assistant teacher at the rank TA Salary (with MPF) at point MOD 8 = 10095.75 x 12 = \$121,149  TA salary (with MPF) at point MOD 7 = 9901.5 x 12 = 118, 818

2006/07 School Year Income : \$ 646,325  
Expenditure : \$ 704,529  
Deficit : \$ 58,204 (Covered by surplus brought forward from 2005/06 School Year)

## VIII. Use of Teacher Professional Preparation Grant 06/07

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>1. <u>Employment of supply teacher</u></b> To provide relief for teachers attending NSS professional development programmes organized by the EMB.</p>	1.9.06 – 31.7.07	<ul style="list-style-type: none"> <li>Teachers will acquire the knowledge and skills for implementation of the NSS curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Subject Panel Evaluation and Plan for implementation of NSS</li> </ul>	<ul style="list-style-type: none"> <li>Head of Academic Board and Panel Heads</li> </ul>	Salary of the supply teachers = \$67,961.25 [\$863 per day per supply teacher i.e. \$863 x 3 x 25x 1.05]
<p><b>2. <u>Employment of Full-time GM Teacher</u></b> To relieve part of the over-loaded teaching duties of Mathematics teachers so that they can have more space to plan for the implementation of the NSS curriculum and create opportunities for professional development.</p>	1.9.06 – 31.8.07	<ul style="list-style-type: none"> <li>Maths teachers will acquire the knowledge and skills for implementation of the NSS curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>Maths Panel Evaluation and Plan for implementation of NSS</li> </ul>	<ul style="list-style-type: none"> <li>Maths Panel Head</li> </ul>	Salary of 1 GM = \$226,926 [Salary at Pt14 \$18,010 x 12 x 1.05]

2006/07 School Year Income : \$ 380,000.00

Expenditure : \$ 294,887.25

Surplus : \$ 85,112.75

(Carried forward to 2007/08 School Year)

**N.B.:** 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 2010/11 school year



## **IX. Use of Grant for School-based After-school Learning and Support Programme 06/07**

<b>Name of Activity</b>	<b>Objectives of the activity</b>	<b>Period/Date activity to be held</b>	<b>Estimated no. of grant beneficiaries#</b>	<b>Estimated expenditure (\$)</b>	<b>Success criteria</b>	<b>Method(s) of evaluation</b>	<b>Name of partner/service provider (if applicable)</b>
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 2006 to Aug 2007	16 students from S1-S3	Besides the share subsidized by the school, each student has to pay approximately \$1950 to the tutors. This fee will be borne by the grant. [16x1950 = \$31200]	<ul style="list-style-type: none"> <li>Attendance rate of grant beneficiaries in training classes is over 85%</li> <li>Students has a higher self-esteem</li> <li>Students becomes more cooperative with others</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Feedback from tutor and teacher-in-charge</li> </ul>	<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 (\$)	Success criteria	Method(s) of evaluation	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 2006 to Aug 2007	47 students from S1-S3	Besides the share of tutoring fees subsidized by the school, each student has to pay \$800 to the tutors. This fee will be borne by the grant. [47x800 =37,600]	<ul style="list-style-type: none"> <li>Attendance rate of grant beneficiaries in training classes is over 85%</li> <li>Students has a higher self-esteem</li> <li>Students becomes more cooperative with others</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Feedback from tutor and teacher-in-charge</li> </ul>	<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>

Note:

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

2006/07 School Year	Income :	\$ 68,600	
	Expenditure :	\$ 68,800	
	Deficit:	\$ 200	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. School Self-evaluation	II	1. Follow up proposals of the ESR 2. Promoting lesson studies in all subjects as ways of sustaining continuous improvement in teaching and learning
2. Continuous Professional development	I, II, III, IV, V, VI	1. Attend seminars and programmes for Principals' sharing and development organized by EMB and other institutions.
3. Serving the educational sector and promoting professional development	III, VI	1. Conducting Staff Development Programmes both inside and for other schools

\* (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