



TWGHs Chen Zao Men College

東華三院陳兆民中學

Annual School Plan

學校周年計劃

2016/2017

TWGHs Chen Zao Men College

東華三院陳兆民中學

Annual School Plan

2016/2017

Content

I. Mission Statements of all TWGHs Schools	p.2
II. Our School Value Statements	p.3
III. School Mission Statements	p.3
IV. C.O.R.E. Culture	p.3
V. Major Concerns (in order of priority)	
1. To help students become active learners	p. 4-5
2. To enhance the building of self-confidence among students	p. 6-7
3. To foster professional leadership and capacity building among teachers	p. 8-9
VI. Use of Capacitive Enhancement Grant	p.10-11
VII. Use of Senior Secondary Curriculum Support Grant	P.12
VIII. Use Fractional Post Cash Grant	p.13
IX. Use of Learning Support Grant for Secondary School	p.14-15
X. Use of Diversity Learning Grant	p.16-18
XI. Use of Grant for School-based After-school Learning and Support Programme	p.19-21
XII. Use of Strengthening School Administration Management Grant	p. 22
XIII Use of Career Life Planning Grant	p.23
XIV. Continuing Professional Development Plan of Principal	p.24
XV Annual School Budget	p.25

TWGHs Chen Zao Men College

東華三院陳兆民中學

I. Mission Statements of all TWGHs 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 help students become active learners

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. “Reach the Summit” (登峰行動) Programme to strengthen the learning strategies by helping S1 students to sharpen their skills of jotting notes	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> S1 students know the way and practice jotting down key points in their learning 	<ul style="list-style-type: none"> Feedback from teachers Inspection of students’ notebooks of various subjects Best notetaking competition 	<ul style="list-style-type: none"> Academic Committee All panel chairpersons 	<ul style="list-style-type: none"> All teachers
2. Sample notebooks selected from S1 students in previous years are distributed to S1 students to guide them for note-taking	<ul style="list-style-type: none"> First Term 	<ul style="list-style-type: none"> Samples notes are various S1 subjects are distributed 	<ul style="list-style-type: none"> Feedback from S1 students and subject teachers 	<ul style="list-style-type: none"> Academic Committee All panel chairpersons 	<ul style="list-style-type: none"> S1 subject teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Encouraging teachers to put emphasis on questioning techniques that provoke higher-order thinking and creativity among students	<ul style="list-style-type: none"> • Throughout the year 	<ul style="list-style-type: none"> • Teachers design questions demanding higher-order thinking in their lesson studies and include some in their daily teaching 	<ul style="list-style-type: none"> • Feedback from teachers • Lesson studies 	<ul style="list-style-type: none"> • Academic Committee • All panel chair-persons 	<ul style="list-style-type: none"> • All teachers
4. Teachers employ more interactive strategies like role play, group discussion, students presentation and competitions in class	<ul style="list-style-type: none"> • Throughout the year 	<ul style="list-style-type: none"> • Students are more willing to take an active part in classroom activities 	<ul style="list-style-type: none"> • Feedback from teachers • Lesson observation 	<ul style="list-style-type: none"> • Academic Committee • All teachers 	<ul style="list-style-type: none"> • All teachers
5. Each content subject in S1 & S2 has set aside some self-learning topics in the curriculum	<ul style="list-style-type: none"> • Throughout the year 	<ul style="list-style-type: none"> • Over 80% students pass the test on these self-learning topics 	<ul style="list-style-type: none"> • Feedback from teachers 	<ul style="list-style-type: none"> • All panel chair-persons 	<ul style="list-style-type: none"> • All teachers

Major Concern 2:

To enhance the building of self-confidence among students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Full implementation of the Moral and Civic Education materials from S1 to S3 with evaluation by students and teachers.	<ul style="list-style-type: none">• Throughout the year	<ul style="list-style-type: none">• The materials prepared are found to be inspiring, strengthening the sense of identity and belonging to the school and Tung Wah	<ul style="list-style-type: none">• Feedback from teachers and students	<ul style="list-style-type: none">▪ Head of General Education	<ul style="list-style-type: none">• General Education Team
2. Regular S1 and S2 Form Meeting for teachers involved to build up positive class spirit for cultivating good character and learning habit of students.	<ul style="list-style-type: none">• Throughout the year	<ul style="list-style-type: none">• Teachers feel that Form meetings help to exchange information effectively. Measures encouraging students to strive for advancement are drawn up through meetings	<ul style="list-style-type: none">• Feedback from teachers and students	<ul style="list-style-type: none">▪ Vice-principal▪ Discipline Master,▪ Counselling Master	<ul style="list-style-type: none">• All S1 and S2 class teachers and assistant class teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. Using the “Book Reading” (同行閱讀計劃) as an initiative, S1 class teachers and assistant class teachers help students to set up achievable goals and a daily working habit	• Throughout the year	• 80% of students in the class have set up achievable goals and establish a daily working habit	• Feedback from teachers and students	▪ Vice-principal	• All S1 class teachers and assistant class teachers
4. ‘Star Students’ Scheme provides enrichment programmes to bright students in each level to widen their exposure and boost them from good to excellent.	• Throughout the year	• 80% of Star Students have participated in the enrichment programmes and find them inspiring to their development	• Feedback from Stars Students	▪ Mr. Lui C. K. ▪ Mr. Fung P. T. ▪ Ms. Lam C. Y.	• Subsidy on enrichment programmes like bookstore tour, interview workshop
5. Exchange activities like visiting Sister Schools and other excursion trips can widen students’ exposure and enhance their social skills and self-confidence	• Throughout the year	• Students can participate at least one interflow activity during 6 years of secondary education	Feedback from teachers and students	▪ Vice-principal ▪ Student Exchange and Interflow Group	• All teachers

Major Concern 3:

To foster professional leadership and capacity building among teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Chinese Panel and Life and Society Panel share their experiences in lesson studies conducted last year with the QSIP (Quality School Improvement Project) team of CUHK	<ul style="list-style-type: none"> October, 2017 	<ul style="list-style-type: none"> Teachers understand more on strategies in self-directed learning More sparks in classroom interactions 	<ul style="list-style-type: none"> Feedback from teachers and students 	<ul style="list-style-type: none"> Academic Committee Chinese Panel Life and Society Panel 	<ul style="list-style-type: none"> All teachers
2. Lesson studies and peer lesson observation in junior level of various subjects are carried out incorporating the experiences of the Chinese Panel and Life and Society Panel	<ul style="list-style-type: none"> October 2016-April 2017 	<ul style="list-style-type: none"> Teachers has more ideas and initiative through lesson studies and peer lesson observation 	<ul style="list-style-type: none"> Feedback from teachers 	<ul style="list-style-type: none"> Vice-principal Academic Committee All panel chairpersons 	<ul style="list-style-type: none"> All teachers
3. Each panel draw up plan of longitudinal assessment so that there is a better scaffolding in teaching and learning, and a better linkage between teaching and assessment	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> Each panel draws up plan of longitudinal assessment. Test and examination papers are set accordingly 	<ul style="list-style-type: none"> On observation 	<ul style="list-style-type: none"> Vice-Principal Academic Committee All panel chairpersons 	<ul style="list-style-type: none"> All teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
4. To install optical fiber in some designated areas so that pilot lessons of mobile e-learning can be conducted.	<ul style="list-style-type: none"> • Second Term 	<ul style="list-style-type: none"> • Optical fiber are installed as scheduled so that there is smooth transmission of data 	<ul style="list-style-type: none"> • Feedback from teachers and students of pilot lessons 	<ul style="list-style-type: none"> • Vice-Principal • I.T. Team 	<ul style="list-style-type: none"> • Funding to implement the optical fiber
5. Invite experienced teachers of other schools to share their experiences in conducting mobile e-learning	<ul style="list-style-type: none"> • Second Term 	<ul style="list-style-type: none"> • Teachers has better knowledge and skills in helping students in mobile e-learning 	<ul style="list-style-type: none"> • Feedback from teachers and students 	<ul style="list-style-type: none"> • Vice-principal • eLearning Group • Panel chair- persons of pilot eLearning lessons 	<ul style="list-style-type: none"> • Teachers of pilot eLearning lessons

VI. Plan on Use of Capacity Enhancement Grant

Means by which teachers have been consulted : Staff Meeting

No. of operating classes : 24

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 CM 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>	1.9.2016 – 31.8.2017	<ul style="list-style-type: none"> Improvement in students' performance as reflected by English teachers 	<ul style="list-style-type: none"> Questionnaires for staff and students Assessment of students' performance 	<ul style="list-style-type: none"> English Panel Head 	Teacher salary (with MPF) at Point 15 = \$28,040 x 1.05 x 12 = \$353,304.00
<p>2. <u>Employment of one Full-time Teacher Assistant</u> Employment of one full-time Teacher Assistant to assist teachers in their non-teaching duties.</p>	1.9.2016 – 31.8.2017	<ul style="list-style-type: none"> Production of more and better quality teaching materials Teachers are relieved of some of the workload in non-teaching areas 	<ul style="list-style-type: none"> Development of teaching materials Feedback from teachers and students 	<ul style="list-style-type: none"> Panel Heads of English, Technical, Mathematics and Science Subjects Ms. Luk S.S. & Panel Heads of Chinese, Humanities, and Cultural Subjects 	TA salary (with MPF) at point MOD7 = \$14,015 x 1.05 x 12 = \$176,589.00

Accumulative Surplus brought forward from 2015/16 School Year		\$	549,522.24	
2016/17 School Year	Income :	\$	588,202.00	
	Estimated Expenditure :	\$	529,893.00	
	Estimated Surplus:	\$	58,309.00	(Reserved for use in 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2016/17 School Year		\$	607,831.24	(Reserved for use in 2017/18 School Year)

VII. Plan on Use of Senior Secondary Curriculum Support Grant

The Enhanced 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. The Senior Secondary Curriculum Support Grant is provided to school annually starting from 2012/13 school year.

Strategies / Tasks	Resources Required
3. Employment of one Full-time CM Teacher	Teacher salary for one year (with MPF) at point 15 = \$28,040 x 1.05 x 12 = \$353,304.00
4. Employment of one Full-time Teacher Assistant and subsidize the salary of one Full-time Teacher Assistant for the Healthy School Project	TA salary for one year (with MPF) at point MOD8 = \$14,280 x 1.05 x 12 = \$179,928.00 Subsidize the salary of T A for one year (with MPF) at point MOD7 = \$14,015 x 1.05 x 12 - \$60,000= \$116,589.00

Accumulative Surplus brought forward from 2015/16 School Year	\$ 670,584.07
2016/17 School Year	Income : \$ 680,256.00
	Estimated Expenditure : \$ 649,821.00
	Estimated Surplus : \$ 30,435.00 (Reserved for use in 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2016/17 School Year	\$ 701,019.07 (Reserved for use in 2017/18 School Year)

VIII. Plan on Use of Fractional Post Cash Grant

Our school has been approved by EDB to encash the 0.4 fractional GM post in the teaching establishment of 2016/17 school year and claim the Fractional Post Cash Grant, the use of which depends on the school's own situation and school-based targets. School can retain 3 times the annual provision of the school year in which the grant is provided and any excess will be clawed back.

Strategies / Tasks	Resources Required
5. Employment of a Full-time School Development Assistant	SDA salary for one year (with MPF) at point MOD7= \$14,015 x 1.05 x 12 = \$176,589.00

Accumulative Surplus brought forward from 2016/17 School Year	\$ 582,388.35	
2016/17 School Year	Income :	\$ 226,752.00
	Estimated Expenditure :	\$ 176,589.00
	Estimated Surplus :	\$ 50,163.00 (Reserved for use in 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2016/17 School Year	\$ 632,551.35	(Reserved for use in 2017/18 School Year)

IX. Plan on Use of Learning Support Grant for Secondary School

The Learning Support Grant for Secondary School is provided to school starting from 2008/09 school year to enhance the support for students with special educational needs.

Strategies / Tasks	Resources Required
6. Employment of a Full-time Education Assistant for 12 months	E.A. salary for one year (with MPF) at point MPS9 = \$20,060 x 1.05 x 12 = \$252,756.00
7. Procuring outside professional services:	\$190,400.00
(a) Theatre and speech therapy	\$ 46,000.00
(b) Social Skill Training	\$ 40,400.00
(c) SEN Voluntary Service	\$ 8,000.00
(d) Adventure-based Activities	\$ 32,000.00
(e) Tier One SEN Education Activities	\$ 26,000.00
(f) SEN Academic Support Programme	\$ 38,000.00

Accumulative Surplus brought forward from 2015/16 School Year	\$ 27,440.38	
2016/17 School Year	Income :	\$ 466,650.00
	Estimated Expenditure :	\$ 443,156.00
	Estimated Surplus :	\$ 23,494.00 (Reserved for use in 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2016/17 School Year	\$ 50,934.38 (Reserved for use in 2017/18 School Year)	

**X. Plan on Use of Diversity Learning Grant
For 2014/15 to 2016/17 (Sixth Cohort)**

The Diversity Learning Grant is provided to School starting from 2009/10 school year to support students in studying Applied Learning Courses.

DLG Category	Resources Required		
Applied Learning Course :			
Food and Beverage Operations	Course Fee for one student	\$ 13,000.00	(For 2015/16 and 2016/17)**
Exercise Science and Health Fitness	Course Fee for one student	\$ 17,000.00	(For 2015/16 and 2016/17)
Practical Computerised Accounting	Course Fee for one student	\$ 11,000.00	(For 2015/16 and 2016/17)
Applied Psychology	Course Fee for one student	\$ 12,600.00	(For 2015/16 and 2016/17)
Commercial Comic Art	Course Fee for one student	\$ 12,000.00	(For 2015/16 and 2016/17)
Aviation Studies	Course Fee for one student	\$ 13,000.00	(For 2015/16 and 2016/17)
Fashion and Image Design	Course Fee for one student	\$ 13,900.00	(For 2015/16 and 2016/17)
Film and Video Studies	Course Fee for one student	\$ 11,300.00	(For 2015/16 and 2016/17)
Radio Host and Programme Production	Course Fee for one student	\$ 10,500.00	(For 2015/16 and 2016/17)

**Student left in July of 2016.

2015/16 School Year	Income :	\$ 57,150.00
	Estimated Expenditure :	\$ 57,150.00
2016/17 School Year	Income :	\$ 50,650.00
	Estimated Expenditure :	\$ 50,650.00

**TWG
Hs**

**Plan on Use of Diversity Learning Grant
For 2015/16 to 2017/18 (Seventh Cohort)**

The Diversity Learning Grant is provided to School starting from 2009/10 school year to support students in studying Applied Learning Courses.

DLG Category	Resources Required	
Applied Learning Course :		
Medical Laboratory Science	Course Fee for one student	\$ 15,600.00 (For 2016/17 and 2017/18)
Applied Psychology	Course Fee for one student	\$ 15,200.00 (For 2016/17 and 2017/18)
Building Technology	Course Fee for one student	\$ 12,100.00 (For 2016/17 and 2017/18)
Fashion and Image Design	Course Fee for one student	\$ 13,900.00 (For 2016/17 and 2017/18)
Aviation Studies	Course Fee for one student	\$ 14,500.00 (For 2016/17 and 2017/18)

2016/17 School Year	Income :	\$	35,650.00
	Estimated Expenditure :	\$	35,650.00
2017/18 School Year	Income :	\$	35,650.00
	Estimated Expenditure :	\$	35,650.00

Plan on Use of Diversity Learning Grant (Other programme)

DLG Category	Resources Required	
Other Programme: Gifted Education Programme	Employment of experienced qualified part-time teachers to carry out Creative Use of English Programme for the gifted S4 –S6 students	S4: 9 sessions, each of 2 hours at an hourly rate of \$500.00: \$500 x 2 x 9 = \$9,000.00 S5: 17 sessions, each of 2 hours at an hourly rate of \$500.00: \$500 x 2 x 17 = \$17,000.00 S6: 15 sessions, each of 2 hours at an hourly rate of \$500.00: \$500 x 2 x 15 = \$15,000.00
	Invite Toastmaster to run a course of 8 sessions on public speaking for gifted S4 students and recommend them to join the public speaking contests. Gifted S5 to S6 students will also join the contests.	Public speaking and participation in contest: \$15,000.00
	Employment of a tutor to carry out Training Programme in Chinese Language on Debates, News Reporter Training Programme for gifted S4 & S5 students after-school	Debates: 40 sessions each of 2 hours at an hourly rate of \$300.00 : \$300 x 2 x 40 = \$24,000.00 News Reporter: 8 sessions each of 1.5 hour at hourly rate of \$600.00 : \$600 x 1.5 x 8 = \$7,200.00

DLG Category	Resources Required	
	Employment of a tutor to carry out training on various external Mathematics Competitions such as HKMO, Pui Ching Invitational Maths Competition) for gifted S4 & S5 students after-school	S4: 10 sessions each of 1.5 hours at an hourly rate of \$450.00 : $\$450 \times 1.5 \times 10 = \$6,750.00$ S5: 10 sessions each of 1.5 hours at hourly rate of \$450.00 : $\$450 \times 1.5 \times 10 = \$6,750.00$
	Employment of a tutor to carry out supplementary programmes on various subjects for those gifted athletes.	S4: 10 sessions each of 2 hours at hourly rate of \$450.00: $\$450 \times 2 \times 10 = \$9,000.00$ S5: 10 sessions each of 2 hours at hourly rate of \$450.00: $\$450 \times 2 \times 10 = \$9,000.00$

Accumulative Surplus brought forward from 2015/16 School Year	\$ 102,250.50	
2016/17 School Year	Income :	\$ 84,000.00
	Estimated Expenditure :	\$ 118,700.00
	Estimated Deficit :	\$ (34,700.00)
		(Covered by Accumulative Surplus brought forward from 2015/16 School Year)
Estimated Accumulative Surplus by the end of 2016/17 School Year	\$ 67,550.50	(Reserved for use in 2017/18 School Year)

XI. Plan on Use of School-based After-school Learning and Support Programme

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"> • Widen the scope of learning experiences outside classroom • Enhance the personal and social development of students 	Oct 2016 to Aug 2017	15 students from S1-S5	Besides the share subsidized by the school, each student has to pay approximately \$1,600 to the tutors. This fee will be borne by the grant. [\$1,500 x 15 = \$22,500.00]	<ul style="list-style-type: none"> • Brass Band Tutor: Lee Sing Wan • Clarinet Tutor: Lau Chun Lung • Percussion Tutor: Chiu On Tik • Upper Brass Tutor: Yip Chun Kit • Flute Tutor: Chan Pui King

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"> • Widen the scope of learning experiences outside classroom • Enhance the personal and social development of students 	Sept 2016 to Aug 2017	45 students from S1-S3	Besides the share of tutoring fees subsidized by the school, each student has to pay \$1,000 to the tutors. This fee will be borne by the grant. [\$1,000 x 45 = \$45,000.00]	<ul style="list-style-type: none"> • Volley Ball Tutor: Wong Pui Yi • Basketball (Girls) Tutor: Chung Ming Tat • Basketball (Boys) Tutor: Chung Ming Tat • Athletic Training Tutor: Wong Hang • Handball Tutor: Yeung Chi Wan • Table Tennis Tutor: Lam Chi To

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"> Widen the scope of learning experiences outside classroom Enhance the personal and social development of students 	Sept 2016 to Aug 2017	300 students from S1 to S6	The fee contributed by students when joining various support programmes for personal and social development will be borne by the grant [\$400 x 300 = \$120,000.00]	

Note:

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

Balance brought forward from 2015/2016 School Year	\$ 0.00
2016/17 School Year	Income :
	\$ 172,800.00
	Estimated Expenditure :
	\$ 187,500.00
	Estimated Deficit :
	\$ (14,700.00) (Coverd by EOEBG)
Estimated Deficit by the end of 2016/17 School Year	\$ (14,700.00) (Coverd by EOEBG)

XII. Plan on Use of Strengthening School Administration Management Grant

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To purchase data scanning system to digitize our past student records. 2. To purchase a computer programme for issuing students report card. 3. To purchase services to improve the computer system of detention class	1.9.2016 – 31.8.2018	<ul style="list-style-type: none"> • Our alumni's records can be digitized for systematic management, faster retrieval of records in preparing letter of recommendation and transcript. • A more user friendly system can be used for issuing report cards. • Data input, recording and issuing of related notice of detention class can be improved 	<ul style="list-style-type: none"> • Questionnaires for staff and students on the counselling service 	IT Team Examination Unit Discipline Committee	\$120,000.00 \$120,000.00 \$ 10,000.00

2016/18 School Year	Income :	\$ 250,000.00
	Estimated Expenditure :	\$ 250,000.00
	Estimated Surplus :	\$ 0.00

XIII. Plan on Use of Career and Life Planning Grant

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>8. <u>To provide career and life planning counselling services for students on individual basis</u> Employment of one TA for 7 months to help the Careers Committee to set up the filing system of student interview record, and to be helper in careers guidance activities.</p>	1.11.2016 – 31.5.2017	<ul style="list-style-type: none"> The filing system can be set up for convenient retrieval of student data on careers guidance development Teachers feel that the workload relieved and can spend more time on them for careers and life planning is fair 	<ul style="list-style-type: none"> Questionnaires for staff and students on the counselling service 	<ul style="list-style-type: none"> Head of Careers Guidance Committee 	TA salary (with MPF) at MOD7 = $\$14,015 \times 1.05 \times 7 = \$103,010.25$ Stationery : $\$5,300.00$

Accumulative Surplus brought from 2015/16 School Year		\$	108,312.00	
2016/17 School Year	Income :	\$	0.00	
	Estimated Expenditure :	\$	108,310.25	
	Estimated Deficit :	\$	(108,310.25)	(Covered by surplus brought from 2015/16 School Year)
Estimated Accumulative Surplus by the end of 2016/17 School Year		\$	1.75	

XIV. Continuing 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"> 1. Implant the strategy on jotting down the key learning points within lessons to strengthen learning process. 2. Implant the S1 and S2 Form Teacher Meeting to strengthening the communication and collaboration of teachers in cultivating a positive class spirit. 3. Continue to strengthen the questioning techniques of our teachers in provoking creativity. 4. Implant eLearning in lessons.
2. Continuous Professional development	I, II, III, IV, V, VI	<ol style="list-style-type: none"> 1. Attend seminars and sharing sessions organized by EDB and other institutions.
3. Serving the educational sector and promoting professional development	III, V, VI	<ol style="list-style-type: none"> 1. Conduct Staff Development Programmes both inside and for other schools 2. Serve as External School Reviewer in carrying out ESR of another 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 & connec

VII. School Budget 2016/17

	Government Subsidy: EOEBG and other Specific Grants/Project grants (A) (\$'000)	Non-Government Subsidy: School Fund (B) (\$'000)	Total (A + B) (\$'000)
Balance Brought Forward (end of school year 2015/16)	6,634	5,461	12,095
Estimated Income and Expenditure			
Grant Income	47,747		
Tong Fai		122	122
Trading Operation		34	34
Tuckshop Rental		121	113
Donation, Activities/Project Subsidy		113	391
Income from ECA		391	162
Approved Collection (Air-cond.Charges)		162	7
Interests, Photocopying and Other income		7	
Estimated Total Income	47,747	950	48,697
Salary and related expenditure	43,019	11	43,030
Water, Electricity and Fuel expenses	550	71	621
Government Rent and Rate	663	-	663
Property, F&E, Repairs, Cleaning, Consumables and Security	761	1,527	2,288
IT facilities and related expenses	390	-	390
Library books and Magazine	84	-	84
Teaching Aids, Training, Printing & Stationary and related expenses	4,257	123	1,380
ECA Expenses	639	391	1,030
Trading Operation Expenses	-	34	34
Audit, Insurance, Travelling, Communication and other Administration	103	44	147
Estimated Total Expenditure	47,466	2,201	49,667
Estimated Surplus(Deficit) for the school year 2016/17	281	(1,251)	(970)
Cumulative Surplus/(Deficit)	6,915	4,210	11,125