



TWGHs Chen Zao Men College

東華三院陳兆民中學

Annual School Plan

學校周年計劃

2017/2018

TWGHs Chen Zao Men College

東華三院陳兆民中學

Annual School Plan

2017/2018

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 Capacity Enhancement Grant	p.10
VII.	Use of Senior Secondary Curriculum Support Grant	p.11
VIII.	Use of Fractional Post Cash Grant	p.12
IX.	Use of Learning Support Grant for Secondary School	p.14
X.	Use of Diversity Learning Grant	p.15-27
XI.	Use of Grant for School-based After-school Learning and Support Programme	p.28-30
XII.	Use of Transitional Career and Life Planning Grant	p.31
XIII.	Use of Provision of the One-off Grant to Secondary Schools for the Promotion of STEM Education	p.32
XIV.	Use of Provision of the One-off Grant for the Promotion of Chinese History and Culture	p.33
XV.	Continuing Professional Development Plan of Principal	p.34
XVI.	Annual School Budget	p.35

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 Submit” (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. 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 chairpersons 	<ul style="list-style-type: none"> All teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. 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
4. Teachers are encouraged to use eLearning with the installing of Wifi in the school campus	<ul style="list-style-type: none"> • Throughout the year 	<ul style="list-style-type: none"> • i Pads are used in the teaching of some classes. • Interactions between teachers and students and among students increase in class teaching. 	<ul style="list-style-type: none"> • Feedback from teachers • Lesson observation 	<ul style="list-style-type: none"> • Academic Committee • IT Committee • All panel chair-persons 	<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"> • Academic Committee • 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.	• Throughout the year	• The materials prepared are found to be inspiring, strengthening the sense of identity and belonging to the school and Tung Wah Group of Hospitals	• Feedback from teachers and students	▪ Head of General Education	• General Education Team
2. Regular S1 and S2 From Teacher Meetings to cultivate a positive class spirit and to mold up the character of junior from students.	• Throughout the year	• Class can follow the rules set and behave and eager to learn.	• Feedback from teachers and students	▪ Vice-principal ▪ Discipline Master, ▪ Counselling Master	• 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 teachers help students to set up achievable goals and a daily working habit	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> 80% of students in the class have set up achievable goals and establish a daily working habit 	<ul style="list-style-type: none"> Feedback from teachers and students 	<ul style="list-style-type: none"> All form teachers. 	<ul style="list-style-type: none"> All form teachers
4. Form teachers design class activities and functions to develop individual specialties. \$500 budget for each class in junior level would be assigned for class teachers to carry our class activities.	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> Class activities and functions are held to unite the class and develop individual specialties 	<ul style="list-style-type: none"> Feedback from teachers and students 	<ul style="list-style-type: none"> All form teachers 	<ul style="list-style-type: none"> All form teachers
5. School-based Study Tour on Life Planning for Senior Form Students	<ul style="list-style-type: none"> July, 2018 	<ul style="list-style-type: none"> 20 S4-S5 students can join the tour and enrich their abilities and confidence in planning for further studies and professional development 	<ul style="list-style-type: none"> Assess the report prepared by students after the tour Feedback from teachers and students 	<ul style="list-style-type: none"> Careers Master 	<ul style="list-style-type: none"> Member of Careers Committee

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. Wi fi 900 would be implemented. Some panels would conduct pilot lessons of eLearning and experiences	• Throughout the year	• Pilot lessons could be conducted and more teachers carried eLearning in lesson.	• Feedback from teachers and students	• Academic Committee	Installation of optical fiber, Wi-Fi, iPad, and related equipment.
2. Teachers can widen their knowledge on eLearning through visiting I.T. firms related to education.	• January, 2018	• Teachers have paid the visits and widen their exposure.	• Feedback from teachers	• Staff Development Committee	• All teachers
3. Teachers can effectively use various eClass module to facilitate their teaching and administration work.	• Throughout the year	• Various eClass modules can be smoothly used by teachers	• From observation and reflection from teachers	• Vice-principals	• Purchase of eClass modules and participation of all teachers
4. Different subject panels share their experiences with each other through peer lesson observation	• Throughout the year	• Teachers have more ideas and initiative through peer lesson observation	• Feedback from teachers and panel chairmen	• Vice-Principal	• All teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
5. Teachers have suitable expectations on students helping them to set more demanding targets on themselves	<ul style="list-style-type: none"> • Throughout the year 	<ul style="list-style-type: none"> • Students have set more demanding targets for themselves and work harder to strive for better results in academic achievement 	<ul style="list-style-type: none"> • Feedback from teachers and students 	<ul style="list-style-type: none"> • Vice-Principal 	<ul style="list-style-type: none"> • All teachers

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
1. Measures to improve the eLearning Employment of one CM Mathematics so as to facilitate the deployment of I.T. teachers to assist in implementing eLearning.	1.9.2017 – 31.8.2018	<ul style="list-style-type: none"> I. T. teachers can be released to support of implementation of eLearning in pilot subjects. 	<ul style="list-style-type: none"> Questionnaires for staff and students 	<ul style="list-style-type: none"> Vice-principal Head of Academic Committee 	Teacher salary (with MPF) at Point 14 = $\$27,485 \times 1.05 \times 12 = \$346,311.00$
2. Employment of one Full-time Teacher Assistant Employment of one full-time Teacher Assistant to assist English teachers in their non-teaching duties.	1.9.2017 – 31.8.2018	<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"> Vice-principal Panel Head of English 	TA salary (with MPF) at point MOD 8 = $\$14,700 \times 1.05 \times 12 = \$185,220.00$

Accumulative Surplus brought forward from 2016/17 School Year		\$	607,831.24	
2017/18 School Year	Income :	\$	588,202.00	
	Estimated Expenditure :	\$	531,531.00	
	Estimated Surplus:	\$	56,671.00	(Reserved for use in 2018/19 School Year)
Estimated Accumulative Surplus by the end of 2017/18 School Year		\$	664,502.24	(Reserved for use in 2018/19 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 two Full-time CM Teacher	Teacher salary for one year (with MPF) at point 14 = \$27,485 x 1.05 x 12 = \$346,311.00 Teacher salary for one year (with MPF) at point 17 = \$31,855 x 1.05 x 12 = \$401,373.00
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 MOD7 = \$14,430 x 1.05 x 12 = \$181,818.00 Subsidize the salary of T A for one year (with MPF) at point MOD8 = \$14,700 x 1.05 x 12 - \$60,000= \$125,220.00

Accumulative Surplus brought forward from 2016/17 School Year	\$ 701,019.07
2017/18 School Year	Income : \$ 680,256.00
	Estimated Expenditure : \$ 1,054,722.00
	Estimated Deficit : \$ (374,466.00) (Covered by Accumulative Surplus brought forward from 2016/17 School Year)
Estimated Accumulative Surplus by the end of 2017/18 School Year	\$ 326,553.07 (Reserved for use in 2018/19 School Year)

VIII. Plan on Use of Fractional Post Cash Grant

Our school has been approved by EDB to encash the 0.8 fractional GM post in the teaching establishment of 2017/18 school year and claim the Fractional 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 Education Assistant for 12 months	EA salary for one year (with MPF) at point MPS9= \$20,650 x 1.05 x 12 = \$260,190.00

Accumulative Surplus brought forward from 2016/17 School Year	\$ 632,551.35	
2017/18 School Year	Income :	\$ 453,504.00
	Estimated Expenditure :	\$ 260,190.00
	Estimated Surplus :	\$ 193,314.00 (Reserved for use in 2018/19 School Year)
Estimated Accumulative Surplus by the end of 2017/18 School Year	\$ 825,865.35	(Reserved for use in 2018/19 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 = $\$20,650 \times 1.05 \times 12 = \$260,190.00$
7. Employment of 0.6 Teaching Assistant	T. A. salary for one year (with MPF) at point MOD 7 = $\$14,430.00 \times 1.05 \times 12 \times 0.6 = \$109,090.80$
8. Procuring outside professional services: (a) Theatre and speech therapy (b) Social Skill Training (c) SEN Voluntary Service (d) Adventure-based Activities (e) Tier One SEN Education Activities (f) SEN Academic Support Programme	$\$166,557.00$ $\$ 39,000.00$ $\$ 43,257.00$ $\$ 4,000.00$ $\$ 4,000.00$ $\$ 56,300.00$ $\$ 20,000.00$

Accumulative Surplus brought forward from 2016/2017 School Year		\$	144,633.38	
2017/18 School Year	Income :	\$	466,650.00	
	Estimated Expenditure :	\$	535,837.80	
	Estimated Deficit :	\$	(69,187.80)	(Covered by Accumulative Surplus brought forward from 2016/17 School Year)
Estimated Accumulative Surplus by the end of 2017/18 School Year		\$	75,445.58	(Reserved for use in 2018/19 School Year)

X. Plan on Use of Diversity Learning Grant

The Diversity Learning Grant is provided to School starting from 2009/10 school year to support students in studying Applied Learning Courses.
For 2015/16 to 2017/18 (Seventh Cohort)

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

For 2016/17 to 2018/19 (Eight Cohort)

DLG Category	Resources Required	
Applied Learning Course :		
Fundamental Cosmetology	Course Fee for one student	\$ 12,300.00 (For 2017/18 and 2018/19)
Patisserie and Cafe Operations	Course Fee for two students	\$ 33,000.00 (For 2017/18 and 2018/19)
Child Care and Education	Course Fee for one student	\$ 13,200.00 (For 2017/18 and 2018/19)
Interior Design	Course Fee for one student	\$ 13,500.00 (For 2017/18 and 2018/19)
Computer Forensic Technology	Course Fee for one student	\$ 13,000.00 (For 2017/18 and 2018/19)

2017/18 School Year	Income :	\$	42,500.00
	Estimated Expenditure :	\$	42,500.00
2018/19 School Year	Income :	\$	42,500.00
	Estimated Expenditure :	\$	42,500.00

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: $\$500 \times 2 \times 9 = \$9,000.00$ S5: 17 sessions, each of 2 hours at an hourly rate of \$500.00: $\$500 \times 2 \times 17 = \$17,000.00$ S6: 15 sessions, each of 2 hours at an hourly rate of \$500.00: $\$500 \times 2 \times 15 = \$15,000.00$
	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: \$18,000.00
	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 : $\$300 \times 2 \times 40 = \$24,000.00$ News Reporter: 8 sessions each of 1.5 hour at hourly rate of \$600.00 : $\$600 \times 1.5 \times 8 = \$7,200.00$
	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: 12 sessions each of 1.5 hours at an hourly rate of \$400.00 : $\$400 \times 1.5 \times 12 = \$7,200.00$ S5: 12 sessions each of 1.5 hours at hourly rate of \$400.00 : $\$400 \times 1.5 \times 12 = \$7,200.00$

DLG Category	Resources Required	
	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 2016/17 School Year	\$ 67,555.50	
2017/18 School Year	Income :	\$ 84,000.00
	Estimated Expenditure :	\$ 122,600.00
	Estimated Deficit :	\$ (38,600.00) (Covered by Accumulative Surplus brought forward from 2016/17 School Year)
Estimated Accumulative Surplus by the end of 2017/18 School Year	\$ 28,955.50	(Reserved for use in 2018/19 School Year)

Three year Plan on Use of Diversity Learning Grant for 2015/16 to 2017/18 (7th) cohort

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		15/16	16/17	17/18		
Applied Learning (ApL):	Allow students with different learning needs to take one ApL course offered by different institutes so as to broaden their learning experiences and develop their career aspirations	NA	10	10	Students meet the 80% minimum attendance rate Students submit course assignment on time Successful completion of the ApL courses by students as shown in their learning records Students should obtain pass or pass with distinction in ApL as assessed by the corresponding institute	Careers Master
Other Programme: Gifted Education Programme	Invite Toastmasters to run a course of 8 sessions on public speaking for gifted students and recommend them to join the public speaking contest	20	20	20-	Students will improve in their public speaking skills	English Language Panel Chairman

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		15/16	16/17	17/18		
Other Programme: Gifted Education Programme	Employment of an experienced qualified part-time teacher to carry out English Creative Writing Programme for the gifted students on Saturday	20	20	20	Students will improve their skills in creative writing	English Language Panel Chairman
	Employment of a tutor to carry out Training Programme in Chinese Language on Debates for gifted students after-school	20	20	-	Students will improve their skills in debate	Chinese Language Panel Chairman
	Employment of a tutor to carry out News Reporter Training Programme for gifted students after-school	20	20	-	Students will improve their skill in writing new reports	Chinese Language Panel Chairman
Other Programme: Gifted Education Programme	Employment of a tutor to carry out training on Mathematics Olympiad for gifted students after-school	20	20	-	Students will improve their skills in solving mathematics puzzles	Mathematics Panel Chairman

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		15/16	16/17	17/18		
	Employment of a tutor to carry out supplementary programmes on various subjects for those gifted athletes after-school	20	20	20	Students will improve their skills in their sports items without too much worries on their academic repertoire	Physical Education Panel Chairman

Three year Plan on Use of Diversity Learning Grant for 2016/17 to 2018/19 (8th) cohort

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		16/17	17/18	18/19		
Applied Learning (ApL):	Allow students with different learning needs to take one ApL course offered by different institutes so as to broaden their learning experiences and develop their career aspirations	NA	10	10	Students meet the 80% minimum attendance rate Students submit course assignment on time Successful completion of the ApL courses by students as shown in their learning records Students should obtain pass or pass with distinction in ApL as assessed by the corresponding institute	Careers Master
Other Programme: Gifted Education Programme	Invite Toastmasters to run a course of 8 sessions on public speaking for gifted students and recommend them to join the public speaking contest	20	20	20	Students will improve in their public speaking skills	English Language Panel Chairman

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		16/17	17/18	18/19		
Other Programme: Gifted Education Programme	Employment of an experienced qualified part-time teacher to carry out English Creative Writing Programme for the gifted students on Saturday	20	20	20	Students will improve their skills in creative writing	English Language Panel Chairman
	Employment of a tutor to carry out Training Programme in Chinese Language on Debates for gifted students after-school	20	20	-	Students will improve their skills in debate	Chinese Language Panel Chairman
	Sponsor student to apply for in outside programme of Training of News Reporter Master of Ceremony for gifted students after-school	20	20	-	Students will improve their skill in writing new reports and oral presentation	Chinese Language Panel Chairman
Other Programme: Gifted Education Programme	Employment of a tutor to carry out training on Mathematics Olympiad for gifted students after-school	20	20	-	Students will improve their skills in solving mathematics puzzles	Mathematics Panel Chairman

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		16/17	17/18	18/19		
	Employment of a tutor to carry out supplementary programmes on various subjects for those gifted athletes after-school	20	20	20	Students will improve their skills in their sports items without too much worries on their academic repertoire	Physical Education Panel Chairman

Three year Plan on Use of Diversity Learning Grant for 2017/18 to 2018/19 (9th) cohort

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		17/18	18/19	19/20		
Applied Learning (ApL):	Allow students with different learning needs to take one ApL course offered by different institutes so as to broaden their learning experiences and develop their career aspirations	NA	10	10	Students meet the 80% minimum attendance rate Students submit course assignment on time Successful completion of the ApL courses by students as shown in their learning records Students should obtain pass or pass with distinction in ApL as assessed by the corresponding institute	Careers Master
Other Programme: Gifted Education Programme	Invite Toastmasters to run a course of 8 sessions on public speaking for gifted students and recommend them to join the public speaking contest	20	20	20	Students will improve in their public speaking skills	English Language Panel Chairman

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		17/18	18/19	19/20		
Other Programme: Gifted Education Programme	Employment of an experienced qualified part-time teacher to carry out English Creative Writing Programme for the gifted students on Saturday	20	20	20	Students will improve their skills in creative writing	English Language Panel Chairman
	Employment of a tutor to carry out Training Programme in Chinese Language on Debates for gifted students after-school	20	20	-	Students will improve their skills in debate	Chinese Language Panel Chairman
	Sponsor student to apply for outside programme of training of News Reporter and Master of Ceremony for gifted students after-school	20	20	-	Students will improve their skill in writing new reports and oral presentation	Chinese Language Panel Chairman
Other Programme: Gifted Education Programme	Employment of a tutor to carry out training on Mathematics Olympiad for gifted students after-school	20	20	-	Students will improve their skills in solving mathematics puzzles	Mathematics Panel Chairman

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		17/18	18/19	19/20		
	Employment of a tutor to carry out supplementary programmes on various subjects for those gifted athletes after-school	20	20	20	Students will improve their skills in their sports items without too much worries on their academic repertoire	Physical Education Panel Chairman

XI. Plan on Use of Grant for School-based After-school Learning and Support Programme (2017-18)

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 2017 to Aug 2018	10 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. [\$1,600 x 10 = \$16,000.00]	<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
Sports Games Training Classes	<ul style="list-style-type: none"> • Widen the scope of learning experiences outside classroom 	Sept 2017 to Aug 2018	50 students	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 50 = \$50,000.00]	<ul style="list-style-type: none"> • Volley Ball Tutor: Wong Pui Yi • Basketball (Girls) Tutor: Chung Ming Tat • Basketball (Boys) Tutor:

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)
	<ul style="list-style-type: none"> Enhance the personal and social development of students 				Chung Ming Tat <ul style="list-style-type: none"> Athletic Training Tutor: Wong Hang Handball Tutor: Yeung Chi Wan Table Tennis Tutor: Lam Chi To
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 2017 to Aug 2018	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 2016/17 School Year		\$	0.00	
2017/18 School Year	Income :	\$	176,400.00	
	Estimated Expenditure :	\$	186,000.00	
	Estimated Deficit :	\$	(9,600.00)	(Coverd by EOEBG)
Estimated Deficit by the end of 2017/18 School Year		\$	(9,600.00)	(Coverd by EOEBG)

XII. Plan on Use of Transitional Career and Life Planning Grant

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. A careers study trip for 20 S4 and S5 students	1.9.2017 – 31.8.2018	<ul style="list-style-type: none"> • A study trip can be organized in July 2018 and participated students find the trip can enhance their preparation for further studies and work. • Students find the camp prepared them better for further studies. 	<ul style="list-style-type: none"> • Assessment of report handed by students after the tour • Questionnaire and interview of students and teachers 	Vice-principal, Careers Committee	\$75,000.00
2. To subsidize the S5 Life Planning Camp					\$20,000.00
3. Prizes and miscellaneous					\$5,000.00

2017/18 School Year	Income :	\$ 100,000.00
	Estimated Expenditure :	\$ 100,000.00
	Estimated Deficit :	\$ 0.00

XIII. Plan on Use of Provision of the One-off Grant to Secondary Schools for the Promotion of STEM Education

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Purchase resources and upgrade some existing resources (e.g. 3-D printers and related computer equipment) for the implementation of school-based STEM-related activities.	1.9.2017 – 31.8.2019	<ul style="list-style-type: none"> • Students can assess STEM activities and enhance their abilities in related area. • At least one purchased programme can be conducted in school • Some students can participated in STEM activities, training and competitions. • Some teachers have attended STEM training 	<ul style="list-style-type: none"> • Assessment of learning outcomes (product printed by students) • Questionnaire and interview • Evaluation of students' performance in internal and external examination • Feedback from teachers 	Vice-principal, STEM Team	\$120,000.00
2. To purchase services of conducting STEM activities at school					\$45,000.00
3. To sponsor students to take part in activities, training and competitions related to STEM					\$10,000 x 2 = \$20,000.00
4. To sponsor teachers to take part in training activities related to STEM					\$5,000 x 2 = \$10,000.00
5. To purchase books related on STEM					\$5,000.00

2017/19 School Year	Income :	\$ 200,000.00
	Estimated Expenditure :	\$ 200,000.00
	Estimated Deficit :	\$ 0.00

XIV. 2017/20 School Year Plan on Use of Provision of the One-off Grant for the Promotion of Chinese History and Culture

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To organize study tour to Mainland China to enrich learning of Chinese history and Chinese culture. 2. To participate in the Mainland Exchange for Senior Secondary Students Programme organized by EDB related to Chinese history and culture 3. To sponsor teachers and students take part in local activities and competitions relating to Chinese history and Chinese culture.	1.9.2017 – 31.8.2020	<ul style="list-style-type: none"> One study tour can be organized for current S4 students taking Chinese History as electives. Their learning can be consolidated through visits to historical sites. Students and teachers have participated in related activities and competitions. Their knowledge can be enriched 	<ul style="list-style-type: none"> Assessment of report handed by students after the tour Questionnaire and interview Evaluation of students' performance in internal and external examination 	Vice-principal and Chinese History Panels	\$3,500 x 22 = \$77,000.00 \$65,000.00 \$8,000.00

2017/20 School Year	Income :	\$ 150,000.00
	Estimated Expenditure :	\$ 150,000.00
	Estimated Deficit :	\$ 0.00

XV. 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 the Induction Programme for NAPs, seminars and sharing sessions organized by EDB and other institutions. 2. Attend study tour for Principal training organized by TWGHs and EDB 3. Attend interflow activities organized by various organizations for heads of secondary schools.
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

XVI. School Budget 2017/18

	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 2016/17)	6,915	4,210	11,125
Estimated Income and Expenditure			
Grant Income	51,391		51,391
Tong Fai		116	116
Trading Operation		32	32
Tuckshop Rental		121	121
Donation, Activities/Project Subsidy		220	220
Income from ECA		636	636
Approved Collection (Air-con Charges)		182	182
Interests, Photocopying and Other income		22	22
Estimated Total Income	51,391	1,329	52,720
Salary and related expenditure	47,932	62	47,994
Water, Electricity and Fuel expenses	460	85	545
Government Rent and Rate	668	-	668
Property, F&E, Repairs, Cleaning, Consumables and Security	1,000	150	1,150
IT facilities and related expenses	271	-	271
Library books and Magazine	50	-	50
Teaching, Aids, Training, Printing&Stationary and related expenses	351	165	516
ECA Expenses	585	636	1,221
Trading Operation Expenses	-	55	55
Audit, Insurance, Travelling, Communication and other Administration	79	33	112
Estimated Total Expenditure	51,369	1,186	52,582
Estimated Surplus(Deficit) for the school year 2016/17	(5)	143	138
Cumulative Surplus/(Deficit)	6,910	4,353	11,263