



TWGHs Chen Zao Men College

東華三院陳兆民中學

Annual School Plan

學校周年計劃

2018/2019

TWGHs Chen Zao Men College

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Annual School Plan

2018/2019

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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 deepen active learning among students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. All KLAs will prepare self-learning materials for students to get access to upload the learning materials on LMS	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> Self-learning materials are prepared and used by students. 	<ul style="list-style-type: none"> Feedback from teachers 	<ul style="list-style-type: none"> Vice-principal (Academic Affairs) Academic Committee All panel chairpersons 	<ul style="list-style-type: none"> All teachers
2. ‘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

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. S1 Reading Scheme	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> S1 students can fill up their reading record book and do sharing with classmates 	<ul style="list-style-type: none"> Checking the reading record book 	<ul style="list-style-type: none"> Academic Committee School Library 	<ul style="list-style-type: none"> Bookshelves and books in S1 classroom
4. Kindle Reading Scheme	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> S2 students in junior form can possess a kindle for several month for eReading 	<ul style="list-style-type: none"> Record of book read Sharing by students 	<ul style="list-style-type: none"> Academic Committee S2 class teachers 	<ul style="list-style-type: none"> Kindles
5. More iPads are purchased, with a system to deliver iPads to the classroom and provide technical support wherever requested.	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> More teachers use iPads in the lessons. More teachers use iPads in the lessons. 	<ul style="list-style-type: none"> Feedback from teachers Lesson observation 	<ul style="list-style-type: none"> Academic Committee & IT Commiitee All panel chair-persons 	<ul style="list-style-type: none"> All teachers
6. To promote stem activities among S1-S3 students	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> Students in S1-S3 can join stem activities and competition within and outside schools 	<ul style="list-style-type: none"> STEM show case done at the end of school year can reflect students involvement 	<ul style="list-style-type: none"> STEM Commoittee Technology KLA Science KLA 	<ul style="list-style-type: none"> All science anf technology teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
7. Widen and deepen the use of examination data for improving learning and teaching	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> More subject teachers would improve their teaching strategies. More class teachers would use the data to discuss with students and parents for improvement 	<ul style="list-style-type: none"> The data can be prepared. Reflection from teachers and students 	<ul style="list-style-type: none"> Vice-principal (Academic) Academic Committee Examination Unit 	<ul style="list-style-type: none"> All teachers
8. Virtualization of computer network	<ul style="list-style-type: none"> Easter Holiday 	<ul style="list-style-type: none"> The project can be completed Teachers and students find more convenient in teaching and data surfing. 	<ul style="list-style-type: none"> Reflection from teachers and students 	<ul style="list-style-type: none"> I. T. Committee 	<ul style="list-style-type: none"> Funding
9. Renovation of school library	<ul style="list-style-type: none"> Summer holiday of 2019 	<ul style="list-style-type: none"> The project can be completed as scheduled School library can be improved with more bookshelves, reading spaces 	<ul style="list-style-type: none"> Reflection from teachers and students 	<ul style="list-style-type: none"> Academic Committee General Affairs Committee Library Team 	<ul style="list-style-type: none"> Funding & Donation

Major Concern 2:

To enhance the core-value of respect among students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Discipline teachers and class teachers remind students the tidiness in wearing school uniform.	<ul style="list-style-type: none"> Throughout the year 	<ul style="list-style-type: none"> Students are more aware to iron their uniforms and have a more tidy appearance. More parents are aware to remind their children to have a tidy and clean appearance. 	<ul style="list-style-type: none"> Feedback from teachers, students and parents. 	<ul style="list-style-type: none"> Vice-principal (Student Support) Discipline Committee 	<ul style="list-style-type: none"> All teachers
2. Home Economics teacher teaches S1 and S2 students the skill of ironing clothing and brushing of shoes.	<ul style="list-style-type: none"> In the First Term 	<ul style="list-style-type: none"> Most S1 and S2 can acquire the skill. 	<ul style="list-style-type: none"> Skill assessment Feedback from students and parents. 	<ul style="list-style-type: none"> Home Economics teacher 	<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. Slogan and book mark design competition on respect	• First Term	• All classes hand in the design and winners 80% of students in the class have set up achievable goals and establish a daily working habit	• Observe the quality of design and the popularity of the awarded pieces.	• Vice-principal (Student Support) • Discipline Master • Careers Master	• All class 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.	• Throughout the year	• Class activities and functions are held to unite the class and develop individual specialties	• Feedback from teachers and students	▪ All form teachers	• All form teachers
5. Chinese and English Composition on Respect	• Second Term	• The lessons can be delivered	• Quality of the composition	▪ Chinese and English Panel Heads	• All language teachers
6. Talks and sharing on Respect	• Throughout the year	• The talk can be arranged	• Feedback from teachers and students	▪ Vice-principal ▪ Head of General Education Committee	• All teachers

Major Concern 3:

Teachers can be active facilitator of students' growth

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	• Vice-principal • (Academic Affairs) • 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 • I.T. Committee	• Purchase of eClass modules and participation of all teachers
4. Mentoring of new teachers	• Throughout the year	• New teachers can carry out their duties smoothly	• Feedback from new teachers and mentors	• Vice-Principals	• Experienced teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
5. Improving the working environment of teachers	<ul style="list-style-type: none"> • Throughout the year 	<ul style="list-style-type: none"> • Targeted projects can be completed, e.g. a staff common room, covered shelves for collecting assignments. 	<ul style="list-style-type: none"> • Feedback from teachers 	<ul style="list-style-type: none"> • Vice-Principals • General Affairs Committee 	<ul style="list-style-type: none"> • Funding

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. <u>Measures to improve the eLearning</u> Employment of one CM Mathematics so as to facilitate the deployment of I.T. teachers to assist in implementing eLearning.	1.9.2018 – 31.8.2019	<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 15 = \$30,165 x 1.05 x 12 = \$380,079.00
2. <u>Employment of one Full-time School Teaching Assistant</u> Employment of one full-time Teacher Assistant to assist English teachers in their non-teaching duties.	1.9.2018– 31.8.2019	<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 	STA salary (with MPF) at point MPS3 = \$14,780 x 1.05 x 12 = \$186,228.00

Accumulative Surplus brought forward from 2017/18 School Year	\$	664,502.24	
2018/19 School Year	Income :	\$	613,766.00
	Estimated Expenditure :	\$	566,307.00
	Estimated Surplus:	\$	47,459.00 (Reserved for use in 2019/20 School Year)
Estimated Accumulative Surplus by the end of 2018/19 School Year	\$	711,961.24	(Reserved for use in 2019/20 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 (pay 1.5 CM)	Teacher salary for one year (with MPF) at point 15 = \$30,165 x 1.05 x 6 = \$190,039.50 Teacher salary for one year (with MPF) at point 18 = \$34,930 x 1.05 x 12 = \$440,118.00
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 = \$15,365 x 1.05 x 12 = \$193,599.00 Subsidize the salary of T A for one year (with MPF) at point MOD7 = \$15,085 x 1.05 x 12 - \$60,000= \$130,071.00

Accumulative Surplus brought forward from 2017/18 School Year	\$ 336,504.62
2018/19 School Year	Income : \$ 731,880.00
	Estimated Expenditure : \$ 953,827.50
	Estimated Deficit : \$ (221,947.50) (Covered by Accumulative Surplus brought forward from 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2018/19 School Year	\$ 114,557.10 (Reserved for use in 2019/20 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 2018/19 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 two Full-time Education Assistant for 12 months	EA salary for one year (with MPF) at point MPS9= \$21,585 x 1.05 x 12 x 2= \$543,942.00

Accumulative Surplus brought forward from 2017/18 School Year	\$ 617,045.85		
2018/19 School Year	Income :	\$ 496,700.00	
	Estimated Expenditure :	\$ 543,942.00	
	Estimated Deficit :	\$ (47, 242.00)	(Covered by Accumulative Surplus brought forward from 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2018/19 School Year	\$ 569,803.85	(Reserved for use in 2019/20 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 = \$21,585.00 x 1.05 x 12 = \$271,971.00
7. Employment of a full time Teaching Assistant for 12 months	T. A. salary for one year (with MPF) at point MOD 8 = \$15,365.00 x 1.05 x 12 x 0.7= \$135,519.30
8. Procuring outside professional services: (a) Speech Therapy (b) Social Skill Training (c) SEN Working Experience Scheme (d) Adventure-based Activities (e) Integrated Education Programme (f) SEN Academic Support Programme (g) Clinical Psychological Therapy	\$389,300.00 \$ 67,000.00 \$ 65,800.00 \$ 43,000.00 \$ 24,000.00 \$ 100,000.00 \$ 48,000.00 \$ 41,500.00

Accumulative Surplus brought forward from 2017/2018 School Year	\$ 79,215.32
2018/19 School Year	Income :
	\$ 802,032.00
	Estimated Expenditure :
	\$ 796,790.30
	Estimated Surplus :
	\$ 5, 241.70 (Reserved for use in 2019/20 School Year)
Estimated Accumulative Surplus by the end of 2018/19 School Year	\$ 84,457.02 (Reserved for use in 2019/20 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 2016/17 to 2018/19 (Eighth 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 Café Operation	Course Fee for two student	\$ 33,000.00 (For 2017/18 and 2018/19)
Child Care and Education	Course Fee for one student	\$ 6,600.00 (For 2017-2018)
Interior Design	Course Fee for one student	\$ 6,750.00 (For 2017-2018)
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 :	\$	29,150.00
	Estimated Expenditure :	\$	29,150.00

For 2017/18 to 2019/20 (Ninth Cohort)

DLG Category	Resources Required	
Applied Learning Course :		
Foundation in Chinese Medicine	Course Fee for one student	\$ 14,800.00 (For 2018/19 and 2019/20)
Patisserie and Café Operations	Course Fee for one students	\$ 16,500.00 (For 2018/19 and 2019/20)
Western Cuisine	Course Fee for one student	\$ 15,100.00 (For 2018/19 and 2019/20)
Hospitality Services in Practice	Course Fee for one student	\$ 16,500.00 (For 2018/19 and 2019/20)
Child Care and Education	Course Fee for one student	\$ 13,200.00 (For 2018/19 and 2019/20)

2018/19 School Year	Income :	\$	38,050.00
	Estimated Expenditure :	\$	38,050.00
2019/20 School Year	Income :	\$	38,050.00
	Estimated Expenditure :	\$	38,050.00

Plan on Use of Diversity Learning Grant (Other programme)

Domain	Programme	Objectives	Resources Required	
English Language	Creative Writing Programme	To enrich students' repertoire in creative writing in English	Employment of two experienced qualified part-time teacher to carry out English Creative Writing Programme for the gifted S4 to S6 students on Saturday	S4: 9 sessions each of 2 hours at hourly rate of \$500.00: $500 \times 2 \times 9 = \$9,000.00$ S5: 17 sessions each of 2 hours at hourly rate of \$500.00: $500 \times 2 \times 17 = \$17,000.00$ S6 (Class A): 13 sessions each of 2 hours at hourly rate of \$500.00: $500 \times 2 \times 13 = \$13,000.00$ S6 (Class B): 10 sessions each of 2 hours at hourly rate of \$500.00: $500 \times 2 \times 10 = \$10,000.00$
English Language	Public Speaking Programme	To enrich students' repertoire in English Public Speaking	Invite Toastmasters to run a course of 8 sessions on public speaking for the gifted S4 students and recommend them to join public speaking contest Gifted S5 & S6 students will also join the contests	S4-S6: Public speaking training and participation in contest : \$19,000.00
Chinese Language	Debate Programme in Cantonese	To enrich students' repertoire in debate	Employment of a tutor to carry out Training Programme on Debate for gifted S4 & S5 students after-school	S4&S5: Debates: 30 sessions each of 2.5 hours at hourly rate of \$300.00 : $300 \times 2.5 \times 30 = \$22,500.00$

Domain	Programme	Objectives	Resources Required	
Mathematics	Mathematics Olympiad Training Programme	To broaden students' perspective in the application of mathematics	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 Employment of a tutor to carry out interesting Mathematics games and more difficult inequalities to challenge potential students in July, 2019	S4: 10 sessions each of 1.5 hours at hourly rate of \$400.00 : $\$400 \times 1.5 \times 11 = \$6,600.00$ S5: 10 sessions each of 1.5 hours at hourly rate of \$400.00 : $\$400 \times 1.5 \times 11 = \$6,600.00$ 6 sessions each of 2 hours at hourly rate of \$450.00: $\$450 \times 2 \times 6 = \5400.00
Cross-KLA	Tutorial for sports elites	To help those sports elites cope with the teaching curriculum, so that they can comfortably spend their time in sports activities	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 \$400: $\$450 \times 2 \times 10 = \$8,000$ S5: 10 sessions each of 2 hours at hourly rate of \$400: $\$450 \times 2 \times 10 = \$8,000$

Accumulative Surplus brought forward from 2017/18 School Year		\$	54,734.97	
2017/18 School Year	Income :	\$	84,000.00	
	Estimated Expenditure :	\$	125,100.00	
	Estimated Deficit :	\$	(41,100.00)	(Covered by Accumulative Surplus brought forward from 2017/18 School Year)
Estimated Accumulative Surplus by the end of 2018/19 School Year		\$	13,634.97	(Reserved for use in 2019/20 School Year)

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

Three Year Plan on Use of Diversity Learning Grant for 2017/18 to 2019/20 (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 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

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 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
	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 2018/19 to 2020/21 (10th) cohort

DLG Category	Strategies	Estimated no. of students involved in each school year			Success indicators	Teacher-in-charge
		18/19	19/20	20/21		
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
		18/19	19/20	20/21		
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 training on Mathematics Olympiad for gifted students after-school	20	20	-	Students will improve their skills in solving mathematics puzzles	Mathematics Panel Chairman
	Employment of a tutor to carry out supplementary programmes on various subjects for those gifted athletes after-school	-	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 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 2018 to Aug 2019	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. [\$1,940 x 10 = \$19,400.00]	<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 • Enhance the 	Sept 2018 to Aug 2019	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)
	personal and social development of students				Wong Chi Wai <ul style="list-style-type: none"> • Athletic Training Tutor: Chan Tat Wa, Chung Koon Ting • 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 2018 to Aug 2019	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 2017/18 School Year		\$	70,315.30	
2018/19 School Year	Income :	\$	88,000.00	
	Estimated Expenditure :	\$	189,400.00	
	Estimated Deficit :	\$	(101,400.00)	(Covered by Accumulative Surplus brought forward from 2017/18 School Year)
Estimated Deficit by the end of 2018/19 School Year		\$	(31,084.70)	(Coverd by EOEBG)

XII. 2018-19 School Year Plan on Sister School Exchanges

Names of the Mainland Sister School: (1) Changchun City Experimental High School
 (2) Beijing Zhongguancun Middle School
 (3) Beijing 101 Middle School
 (4) Shenyang No.120 High School

Name and Content of the Exchange Activity	Intended Objective(s)	Monitoring/Evaluation	Estimated Expenditure
<ul style="list-style-type: none"> • To organize two 5-days exchange tours to Beijing and Shenyang respectively to visit sisters schools here. Students would visit lessons and interflow with buddies. Principals and teachers would hold sharing forum. • To receive exchange students from our sister schools to join our lessons and activities. This would enhance the self-confidence of local students when receiving visitors from Mainland • Publication of Sister School Interflow Journal 	<ul style="list-style-type: none"> • To widen students' horizon and let them gain the treasurable experience by interacting with students in Beijing and Shenyang and attending the lessons in these schools. • To enhance interflow of teachers in knowing more about pedagogy skill, curriculum design, school management in different places. • The Interflow Journal provides a chance to make reflection for participating students, sharing to other students and inform parents about activities of sister schools. 	<ul style="list-style-type: none"> • Students are asked to fill in evaluation questionnaire and write reflection. • Teachers report the spotted changes in attitude of their students. • Quality of passage written by students in the Interflow Journal. 	<p>Tour fee Beijing : \$2,500 x 12 = \$30,000.00 Shenyang : \$2,500 x 13 = \$32,500.00 Publication : \$20,000.00 Receiving exchange students : \$5,000.00 Salary of 0.3 TA : \$15,365.00 x 0.3 x 1.05 x 12 =\$58,079.70(including MPF) Miscellaneous : \$4420.30 ----- TOTAL : \$150,000.00</p>

XIII. 2018-19 School Year Plan on the Use of the Promotion of Reading Grant

The major objectives for Promotion of Reading: to create a reading culture in school, to promote learning through reading

	Items	Estimated Expenses(\$)
1.	Purchase of Books	38,000
	<input checked="" type="checkbox"/> Printed books	
	<input checked="" type="checkbox"/> e-Books	
	<input checked="" type="checkbox"/> e-data base	
2.	Web-based Reading Scheme	12,000
	<input checked="" type="checkbox"/> Wise News Subscription	
	<input checked="" type="checkbox"/> Extensive Reading Scheme	
3.	Reading Activities	10,000
	<input checked="" type="checkbox"/> Talks from writers	
	<input checked="" type="checkbox"/> Hire of services from external service provides to organize activities related to the promotion of reading	
	Total	60,000

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. Review the new class streaming policy and implant the S1 and S2 Form Teacher Meeting to strengthen the communication and collaboration of teachers in cultivating a positive class spirit. 3. Implant eLearning in lessons. 4. Promote the use of assessment data to improve learning and teaching
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. 2. Take up course in school personnel and financial management 3. Participate in inteflow activities and visit sister schools to widen exposure
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 3. Serve as speaker for seminars in educational fields

* (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

XV. School Budget 2018/19

	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)	7,932	4,614	12,546
Estimated Income and Expenditure			
Grant Income	51,303	-	51,303
Tong Fai		105	105
Trading Operation		28	28
Tuckshop Rental		121	121
Donation, Activities/Project Subsidy		5	5
Income from ECA		700	700
Approved Collection (Air-con Charges)		140	140
Interests, Photocopying and Other income		5	5
Estimated Total Income	51,303	1,104	52,407
Salary and related expenditure	46,595	80	46,675
Water, Electricity and Fuel expenses	595	3	598
Government Rent and Rate	690	-	690
Property, F&E, Repairs, Cleaning, Consumables and Security	1,600	20	1,620
IT facilities and related expenses	560	-	560
Library books and Magazine	80	-	80
Teaching, Aids, Training, Printing & Stationary and related expenses	325	10	335
ECA Expenses	1,290	730	2,020
Trading Operation Expenses	-	23	23
Audit, Insurance, Travelling, Communication and other Administration expenses	110	8	118
Estimated Total Expenditure	51,845	874	52,719
Estimated Surplus(Deficit) for the school year 2016/17	(542)	230	(312)
Cumulative Surplus/(Deficit)	7,390	4,844	12,234