SKH LAM WOO MEMORIAL SECONDARY SCHOOL

S.K.H. LAM WOO MEMORIAL SECONDARY SCHOOL
聖公會林護紀念中學

Annual School Plan
2018 - 2019

SKH Lam Woo Memorial Secondary School

Mission Statement

Keeping in step with the spirit of Jesus Christ our Lord, it is our mission to provide students with an all-round education aimed at excellence in spiritual, ethical, intellectual, physical, inter-personal and aesthetic development.

We aim at cultivating our students with the qualities of a LAMWOOER: leadership, ardour, modesty, wisdom, optimism, originality, empathy and responsibility.

SKH Lam Woo Memorial Secondary School

Annual School Plan
(2018 - 2019)

Major Concerns

Major Concern 1: Intrinsic motivation in learning and teaching

Target 1: *Leap across the Line* **(Enjoy knowledge in versatile and scholastic atmosphere)**

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	STEM promotion: 3-tier development					
	1.1.1 Tier 1: Whole school approach - Equip every student with basic Coding technique. F.1 students will participate in micro:bit lessons, and F.2 students will all learn calculator programming in Mathematics lesson.	Majority of F.1 & F.2 students find the program beneficial.	1. Survey 2. Scrutiny of documents from Form Coordinators and LTD 3. Evaluation meeting with students 4. Feedback from external organizations	Throughout 18/19 academic year.	CWM, LCP, CHY	Budget: $75,000
	1.1.2 Tier 2: Able student development - Encourage students to involve in competitions and workshops.	Various competitions are joined by different level of students.				
	1.1.3 Tier 3: Elite student development - Explore opportunities to cooperate with company in technologies.	Participants find the program beneficial.				
1.2	Create a TED Talk style platform for students to learn and share.	A constant number of audience attended the talks. Majority of audience find the talks beneficial.		Every Thursday from September 2018.	WKT, TWL	Borrowing computer and video recording equipment. School certificate paper. (Budget: $1,500)
1.3	Organize a Master Lecture Series in 2020 to allow students to learn from scholars – Planning Stage.	The preliminary speaker lists and format of the lecture series can be drafted.		Planning: 18/19 Talk: 19/20 or 20/21 (depends on 50th Anniversary schedule)	WKT, PHM	(Not for 18/19)

Target 2: *Keep abreast the time* **(Equip teachers with up-to-date pedagogical knowledge)**

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	School level - Using data to improve teaching					
	2.1.1 HKDSE regression analysis report by teachers – a school-based analysis of HKDSE results for different subjects and teaching groups	Teachers self-reflect their teachings and hence improved teaching qualities.	1. Course Evaluation	2018 Pre-term meeting	WKT	
	2.1.2 HKDSE report analysis for panel members to discuss in staff development day			Staff Development in October 2018	WKT	Half day in staff development day.
2.2	Subject level - Subject-based Development Plan (planning stage)	Majority of panel heads handed a well-structured plan and carried out the preparation according to the plan.	2. Scrutiny of documents from LTD and subject panels 3. Survey from staff development team 4. HKDSE and VA results	End of October 2018: Panel Heads hand in the plan. Nov to Dec 2018: Panel heads discuss with WKT/CHY Jan to Aug 2018: Preparation	WKT, CHY	QEF
2.3	Individual level – Subject book reading	Majority of teachers finished the reports in three years.		Throughout the year	WKT	Budget: $10,000 (for 3 years) to buy books.

Major Concern 2: Flourishing life of positive education

Target 1: To develop social and emotional skills that nourish their relationships with the self and the others via PERMA model

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	PERMA & Character strengths (Positive Education) programme - Positive Education programme includes		1. Survey	Whole year	CFG, WPL, AWC	QEF and St. James Settlement
	(a) Morning Assembly (b) Form Teacher Period (c) School Assembly (d) Mass programme (e) Joint School programme		2. Scrutiny of documents 3. Evaluation meeting		GS & MCES social workers	
1.2	Teacher – Student Fun day (with sponsored from government and NGO)		4. Feedback from universities or external organizations	Preparation (9/2018~3/2019) T-S Fun day (15/3/2019)	CSM, CFG	Sponsored from government and NGO
	Through various kinds of sport activities with schoolmates and teachers, students can understand healthy concept and develop social & emotional skills	Majority of whole school students find the programme beneficial				

Target 2: To facilitate students explore the importance of widening the horizons for careers & life planning and well-being

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	F.1 China Tour for widening horizon - Through China tour to equip F.1 students with		1. Survey 2. Scrutiny of documents 3. Evaluation meeting 4. Feedback from universities or external organizations	1819 year	CFG, FSW, LCK, TWK	Two sponsorships from EDB
	(a) widening horizon (b) learning the social skill (c) enhancing the self-management skill (d) learning the generic skills via project learning (e) accomplishing ownself by self-reflection.	Majority of F.1 students find the programme beneficial			CFG, FSW, LCK, LMC, HCP, NWM, MPK, LSK, AWC, TWK, SSW, KSK, LCP, ZOE	
2.2	Job Shadowing Programme for senior forms - Various kind of job shadowing related programmes are organized:			1819 year	SSW, CFG	1. Life Buddies 2. St. James Settlement 3. Universities
	(a) Mentorship Programme (b) Job shadowing Programme (government) (c) Job shadowing Programme (non-government) (d) 'Be a Government Official for a Day' Programme	Majority of participated students find the programme beneficial			CS & MCES	

Major Concern 3:   Nurturing leadership and enhancing personal developments of students

Target 1: To create more opportunities for students of different abilities to stretch their potential

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	Nurturing future leaders: to cultivate leadership for students of different ability spectrum by forming a team of around 25-30 members (F.1 – F.3) named 'Lam Woo Nova' ➢ Nomination by Form Teachers ➢ Nomination by ECS ➢ Self-nomination ➢ Interviews ➢ Training workshops		1. Scrutiny of documents 2. Formal and informal feedback / surveys from stakeholders of different events	Whole year	MC3 ad hoc committee ECS Junior Form Teachers Social worker / alumni (for training)	
1.2	Enhancing leadership and confidence through organizing and representing school in various events ➢ Parents' day ➢ P.6 interviews ➢ Speech Day ➢ School promotion programmes			Whole year	MC3 ad hoc committee Teacher i/c of the concerned activities	

Target 2: To provide strategic training to develop characters as leaders

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	Plan and prepare for the training programs which starts 19-20 for leaders elected at the end of 1819 (maximum 60 leaders) on ➢ Vision and attitude ➢ Details of programme planning ➢ Using resources	1. Comprehensive plan with well-defined goals 2. Resources all ready for the task	1. Scrutiny of documents 2. Formal and informal feedback / surveys from stakeholders of different events	Term 2	MC3 ad hoc committee Concerned section heads	Financial aid and training supports from PTA / OSA (Budget around $ 20,000 per year)

Target 3: To enhance the effectiveness to cater for students with special developmental needs

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
3.1	Review and plan workflow and measures for ➢ SEN students ➢ Students with other special developmental needs	1. Comprehensive plan with well-defined goals 2. Clear role for concerned parties	1. Scrutiny of documents 2. Formal and informal feedback / surveys from stakeholders of different events	Beginning of term	MC3 & GS (for role of SEN coordinator) Crisis management team	
3.2	Joint efforts to cater for the needs of ➢ SEN students ➢ Students with other special developmental needs			Whole year	MC3, GS, Form Coordinator, Form Teachers & concerned teachers	

Major Concern 4: Improving administrative work efficiency

Target 1: To strength the communications between student and teacher, teacher and teacher, and parent and teacher through electronic platforms

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	To promote the use of eNotice and eCircular in the eClass system to enhance the communications among different stakeholders and to create a green campus	1. Majority of parents and teachers reply eNotice and change to issue eCircular respectively. 2. Number of papers used for parent letters is reduced.	1. Scrutiny of documents 2. Evaluation forms and meetings from all stakeholders	2018-2019	CWM, LKL	
1.2	To enhance the contents and the interaction of the school website to provide up-to-date school information for promotion	1. Regular updates of the school website on gallery/achievement/event/notice are observed. 2. More teachers are involved in maintaining the school website.		2018-2019	LKL, WKT	$33,000

					Time Scale	People in Charge	Resources Required
1.3	To implement the eBooking system to facilitate the booking process for organizing activities	Booking system for venues becomes more convenient.			2018-2019	CWM, LKL	
1.4	To introduce the ePayment system to reduce unnecessary administration time for staff and to simplify workflow of handling payment items				Planning: 2018-2019 Implementation: 2019-2020	CWM, LKL, LTW	$50,000
1.5	To introduce the eAttendance system to strengthen the home-school communication				Planning: 2018-2019 Implementation: 2019-2020	CWM, LKL	

Target 2: To enhance the efficiency of financial management

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	To review the budgets and expenditures of different units regularly	Majority of Heads of Units has a clear financial management.	1. Scrutiny of documents	2018-2019	CHY, LKL	
2.2	To conduct the school-based procurement activities in accordance with different financial limits	Majority of the teachers concerned follows the procurement procedures.	2. Feedback from teachers	2018-2019	LKL	