

# SKH LAM WOO MEMORIAL SECONDARY SCHOOL



## Annual School Plan 2011 / 2012

## 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**  
**(2011-2012)**

**Major Concerns**

- |                     |     |
|---------------------|-----|
| 1. Learn to Learn   | P.4 |
| 2. Learn to Respect | P.7 |

**Major Concern 1: Learn to Learn****Area 1: Promoting achieving strategies//subject-specific study skills (students)**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>  | <b>Methods of Evaluation</b>  | <b>People Responsible</b>               | <b>Resources Required</b> |
|------------|--|--|---|---|---------------------------|
| <b>1.1</b> | <b>Chart on study skills</b><br>Subject departments update a chart on study skills to be developed at different levels (1 skill each level for F1-F5)  | -Compilation of charts on study skills<br>-Minutes of subject department (form meetings for Eng/Chi/Math/LS) explaining the strategies and evaluation<br>-Over 60% agreement rating in course evaluation | -MC 1 Evaluation meetings<br>-Subject evaluation meetings<br>-Course evaluation | -MC 1 Committee<br>-Subject departments | AT                        |
| <b>1.2</b> | <b>Strategies &amp; Evaluation</b><br>Subject departments delineate strategies and evaluation used to develop the above skills through the year  |  |   |   |                           |
| <b>1.3</b> | <b>Pre-lesson Preparation</b><br>Subject departments promote pre-lesson preparation –each level prepares 2 units & mark the units accordingly  |  |   |   |                           |
| <b>1.4</b> | <b>Posters &amp; PA</b><br>Collect strategies used by outstanding students in making pre-lesson preparation/using achieving strategies & adapt these as materials for classroom posters or PA promotion<br>F4 Maths(3) F5 Chi(3)<br>F6 LS (3) F7 Eng (3)<br>to be collected before mid-Oct | -Subject departments state clearly schedule to develop and evaluate their implementation plan<br>-Over 60% agreement rating in course evaluation   |   | MC1 Committee                           | AT<br>\$400               |

**Area 2: Promoting skill-building in teaching (teachers)**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>                              | <b>Methods of Evaluation</b>                       | <b>People Responsible</b> | <b>Resources Required</b> |
|------------|--|--|--|---------------------------|---------------------------|
| <b>2.1</b> | <b>Promotion</b><br>Staffroom posters or newsletters   | Over 90% agreement rating in peer lesson observation | -MC 1 evaluation meetings                          | -MC 1 Committee           | AT                        |
| <b>2.2</b> | <b>Course evaluation</b><br>Provides an incentive for teachers to focus on related teaching of study skills & achieving strategy                         | Over 60% agreement rating in course evaluation       | -Subject evaluation meetings<br>-Course evaluation | -Subject departments      |                           |
| <b>2.3</b> | <b>Peer lesson observation</b><br>Focuses on related teaching of study skills & achieving strategy; align this with lesson plans<br>-done before 15/4/12 | Over 90% agreement rating in peer lesson evaluation  | -Peer lesson observation                           |                           |                           |

**Area 3: Promoting eLearning**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>  | <b>Methods of Evaluation</b>                              | <b>People Responsible</b>       | <b>Resources Required</b> |
|------------|--|--|---|---------------------------------|---------------------------|
| <b>3.1</b> | <b>Smart boards</b><br>Smart boards to be installed in special rooms     | Teachers concerned are familiar with the use of smart boards                               | ● IT Team evaluation meeting                              | CHY, CWM<br>Subject departments | IT Team                   |
| <b>3.2</b> | <b>Mobile Learning</b><br><b>8-10 notebooks to be acquired for F4 LS</b> | Students are more involved in learning; reflected through course evaluation for LS subject | ● Related subject evaluation meetings<br>● LTS evaluation |                                 |                           |

**Area 4: Accelerating Learning (for low achievers in F1 and F2)**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>                     | <b>Methods of Evaluation</b>                         | <b>People Responsible</b>                                      | <b>Resources Required</b> |
|------------|--|---|--|--|---------------------------|
| <b>4.1</b> | <b>Identification of low achievers</b><br>–after 1 <sup>st</sup> internal assessment | -Positive feedback from low & high students | -MC1 evaluation meetings<br>-LTS evaluation meetings | -MC1 Committee<br>-LTS Committee<br>-Eng/Math Subject meetings | \$6,000<br>AT classrooms  |
| <b>4.2</b> | <b>Case conference for needy classes</b>   |   |  |  |                           |
| <b>4.3</b> | <b>Holiday tuition</b><br>for low achievers in F1 (Eng, Math)                        |   |  |  |                           |
| <b>4.4</b> | <b>Summer tuition</b><br>for F1 (Eng, Math)  |   |  |  |                           |
| <b>4.5</b> | <b>Peer Mentorship Program</b><br><b>This is for F1-F2 and is to start in Term 2</b> |   |  |  |                           |

**Area 5: Restructuring Academic Division to effectuate better learning & teaching**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>  | <b>Methods of Evaluation</b>                                 | <b>People Responsible</b> | <b>Resources Required</b> |
|------------|--|--|--|---------------------------|---------------------------|
| <b>5.1</b> | <b>Regular meetings</b> with sections & units under AD   | -Coordination of work is smoothed<br>-Clearer direction for academic development | -MC1 evaluation meetings<br>-CAS and LTS evaluation meetings | MC1 Committee             | ///                       |
| <b>5.2</b> | <b>Make transparent and Streamline workflow</b><br>-update & further formulate policies & clear guidelines | Smoothen administrative procedures   |  |                           |                           |

**Major Concern 2: Learn to Respect****Focus: Caring for the Others****Values : Politeness, Thankfulness, Care for Others and Reaching Out****Area 1: Enhancing students' awareness and understanding of respect for oneself, the others and the society**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>   | <b>Methods of Evaluation</b>  | <b>People Responsible</b>   | <b>Resources Required</b>   |
|------------|--|---|---|---|---|
| <b>1.1</b> | Subject departments incorporate the various virtues and values in the subject curriculum by refining the scheme of work (F1- F7)   | <ul style="list-style-type: none"> <li>● Scheme of work of subject departments infusing the values</li> <li>● Minutes of subject departments explaining the teaching of values</li> <li>● Over '4' rating in Course evaluation</li> </ul>   | <ul style="list-style-type: none"> <li>● MC2 evaluation meetings</li> <li>● Subject panel evaluation meetings</li> <li>● Course evaluation</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 Committee</li> <li>● Subject departments</li> </ul>  | AT  |
| <b>1.2</b> | Subject departments, especially languages subjects, RE and LS, adopt teaching and learning activities to teach these virtues and values (F1- F7)   |   |   |   |   |
| <b>1.3</b> | <p>School promotes the specific values through informal curriculum</p> <ul style="list-style-type: none"> <li>● Involve both form teachers and students in goal setting on caring for the others in FT periods.</li> <li>● All pastoral care sections / committees / teams align and implement their program plan in line with the various virtues and values</li> <li>● Develop students' good virtues and related values in FT periods curriculum</li> <li>● Arouse students' awareness of the importance of the various virtues and values through School Assemblies and Form Morning Assemblies</li> <li>● To promote students' respect through reading program</li> </ul> | <ul style="list-style-type: none"> <li>● Section program plans explain clearly plans to develop and evaluate their implementation plan</li> <li>● Display of the goals set pertaining to fostering of interpersonal skills in the classroom</li> <li>● Schedules of School Assemblies, FT periods and Form Morning Assemblies have incorporated the values</li> <li>● Posting and printing of short real stories or articles relating to the values. They may be the suggestions of teachers and students' MC2 Team.</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 evaluation meetings</li> <li>● Section, Form Coordination and Unit evaluation meetings</li> </ul>        | <ul style="list-style-type: none"> <li>● MC2 Committee</li> <li>● Related Sections and Teams, e.g. GS, DS and MCES</li> <li>● Students' MC2 Team</li> </ul> | <ul style="list-style-type: none"> <li>● AT</li> <li>● External bodies</li> <li>● Funding for books and etc.</li> </ul> |

**Area 2: Enabling students to practice respect and the related values through the daily School Life**

|            | <b>Strategies / Tasks</b>   | <b>Success Criteria</b>  | <b>Methods of Evaluation</b>   | <b>People Responsible</b>   | <b>Resources Required</b>  |
|------------|---|--|--|---|--|
| <b>2.1</b> | All teachers and school staff engage in cultivating and enforcing these values into students in daily school life   | <ul style="list-style-type: none"> <li>● Teaching staff are concerned with the proper behavior of students</li> </ul>  | <ul style="list-style-type: none"> <li>● MC2 evaluation meetings</li> </ul>    | <ul style="list-style-type: none"> <li>● MC2 Committee</li> </ul>   | <ul style="list-style-type: none"> <li>● Funding for programs</li> </ul> |
| <b>2.2</b> | To foster students' caring and respect the others by "Sending memo" Campaign <ul style="list-style-type: none"> <li>- This is a re-run of the activity implemented last year.</li> <li>- Both students and teachers will be involved in this activity.</li> <li>- Students and teachers can write and send words of encouragement or reminders to each others.</li> <li>- Memos may be displayed in some special occasions, e.g. F.7 Graduation and etc.</li> </ul> | <ul style="list-style-type: none"> <li>● Teachers and senior form students can serve as good models for students</li> <li>● Students show improvement in their behaviour and attitudes</li> <li>● Over "4" rating in related survey</li> </ul> | <ul style="list-style-type: none"> <li>● Form Coordination Meetings</li> </ul> | <ul style="list-style-type: none"> <li>● Pastoral care sections</li> <li>● FCC</li> <li>● All teachers and staff, especially FTs</li> <li>● Senior form students, especially F.6</li> <li>● All students</li> </ul> | <ul style="list-style-type: none"> <li>● AT</li> </ul>                   |
| <b>2.3</b> | To mobilize F.6 students to act as role models for their schoolmates. <ul style="list-style-type: none"> <li>- Student leaders with excellent performance will be invited to share their life with junior form students in school assemblies and form morning assemblies.</li> <li>- Junior form students can not only learn from their good work, but also it is expected to establish the tradition of sharing.</li> </ul>  |  |  |   |  |
| <b>2.4</b> | To cultivate and foster students to form good daily habits in the following aspects: politeness, classroom discipline, classroom cleanliness and thankfulness <ul style="list-style-type: none"> <li>- FTs and subject teachers promptly remind students the proper behaviors in every occasion.</li> </ul>   |  |  |   |  |

|            |  |  |  |  |  |
|------------|--|--|--|--|--|
|            | <ul style="list-style-type: none"> <li>- Use of Form Morning Assemblies or School Assemblies to educate students on these values.</li> <li>- To implement a “No Janitor Cleaning” Week to enable students to keep their classroom clean and tidy, while they can also learn to be thankful to the janitors.</li> </ul>   |  |  |  |  |
| <b>2.5</b> | <p>To foster a caring and sharing culture in the School, an e-platform will be launched for this purpose.</p> <ul style="list-style-type: none"> <li>- This is a collaborative work with the MCES</li> <li>- Students and teachers can upload pictures or photographs with some positive comments to the platform.</li> <li>- The e-platform will be mainly maintained by the students’ leaders.</li> </ul>  |  |  |  |  |
| <b>2.6</b> | <p>A mandatory social service program for all F.4 students:</p> <ul style="list-style-type: none"> <li>- to widen their social exposure via reaching out to the society;</li> <li>- to enable them to show their caring to the people in need in the community; and</li> <li>- to count their blessings that they can have a thankful heart.</li> <li>- This program will consist of various activities, including training workshops, training classes, Community Walk, an arranged social service, and students’ self-plan social service.</li> <li>- This program is a purchased service provided by YWCA.</li> </ul> |  |  |  |  |

**Area 3: Providing training for teachers, parents and students in value education**

|            | <b>Strategies / Tasks</b>   | <b>Success Criteria</b>  | <b>Methods of Evaluation</b>   | <b>People Responsible</b>   | <b>Resources Required</b>  |
|------------|---|--|--|---|--|
| <b>3.1</b> | Strengthen teachers' and parents' role in cultivating students' good virtues and values through talks and training workshops<br>- A talk on the culture of teens has been arranged (SDC).                         | <ul style="list-style-type: none"> <li>● Positive response to talks or training workshops</li> <li>● Better work of the Student leaders</li> <li>● Over "4" rating in related surveys</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 evaluation meetings</li> <li>● Surveys</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 Committee</li> <li>● PTA</li> <li>● SDC</li> <li>● External Service Providers</li> </ul> | <ul style="list-style-type: none"> <li>● Speaker Fee or program fee</li> <li>● AT</li> </ul> |
| <b>3.2</b> | Develop students' good virtues and values through various leadership training programs (F.1 to 5 students)  |  |  |   |  |
| <b>3.3</b> | To rally external resources to provide further training or opportunities for teachers and students<br>- Students will be nominated to participate in various training programs provided by external organizations |  |  |   |  |

**Area 4: Building a more supportive school environment for implementing value education**

|            | <b>Strategies / Tasks</b>  | <b>Success Criteria</b>   | <b>Methods of Evaluation</b>   | <b>People Responsible</b>  | <b>Resources Required</b>   |
|------------|--|---|--|--|---|
| <b>4.1</b> | To promote and cultivate students good virtues and values via educational programs, e.g. posting wisdom words, Slogan Competition and etc. | <ul style="list-style-type: none"> <li>● More students are awarded</li> <li>● Feedback from students</li> <li>● Production of the annual journal</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 evaluation meetings</li> <li>● Teachers' comments on students' performance</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 Committee</li> <li>● FCC</li> <li>● Teachers</li> </ul> | <ul style="list-style-type: none"> <li>● Funding for award schemes</li> <li>● AT</li> </ul> |
| <b>4.2</b> | To invite and encourage teachers to act as role models to students, e.g. sharing talks in Form Morning assemblies and etc.                 |   |  |  |   |
| <b>4.3</b> | To disseminate students' good practices through the publication of an year-end magazine, "Era of Respect"                                  |   |  |  |   |
| <b>4.4</b> | To better promote and implement the existing award schemes of the School, e.g. Lamwoer Award   |   |  |  |   |

**Area 5: Better alignment or trimming of non-academic activities for more effective implementation of value education**

|            | <b>Strategies / Tasks</b>   | <b>Success Criteria</b>   | <b>Methods of Evaluation</b>  | <b>People Responsible</b>   | <b>Resources Required</b> |
|------------|---|---|---|---|---------------------------|
| <b>5.1</b> | Meetings with MC1 to facilitate communication and collaboration in the implementation of MC1 and MC2  | <ul style="list-style-type: none"> <li>● Smooth implementation of MC1 and MC2</li> <li>● Units and Sections under Non-Academic Division can perform effectively</li> <li>● The student team work effectively</li> </ul> | <ul style="list-style-type: none"> <li>● MC1 and Mc2 evaluation meetings</li> <li>● Units and Sections evaluation meetings</li> <li>● Feedbacks from student teams</li> </ul> | <ul style="list-style-type: none"> <li>● MC2 Committee</li> <li>● Student Team</li> </ul> | Nil                       |
| <b>5.2</b> | Meetings with academic and non-academic sections to formulate the annual school schedule of activities  |   |   |   |                           |
| <b>5.3</b> | Sections and Committees under NAD are agreed to trim or scale down their activities in this year.   |   |   |   |                           |
| <b>5.4</b> | Form a student team for MC2 (one representative from each of the 5 pastoral care sections) to help in the implementation of the various activities of MC2 |   |   |   |                           |