

SKH LAM WOO MEMORIAL SECONDARY SCHOOL



Annual School Plan 2014 / 2015

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
(2014-2015)

Major Concerns

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| 1. Active Learning | P.4 |
| 2. Character Building | P.7 |

Major Concern 1: Active Learning**Area 1: Motivating Students to Learn from Role Models and Peers**

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
1.1	Invite an alumnus to deliver a talk (Oct, 2014) on how he/she set his/her goals and overcame the difficulties to achieve his/her goals. (School assembly) Target group: F.1-F.6	<ul style="list-style-type: none"> - Majority (~70%) of the students find the sharing useful /meaningful - Majority (~70%) of the teachers find the talks useful / meaningful 	<ul style="list-style-type: none"> - Questionnaire (Course evaluation) - Department meeting 	<ul style="list-style-type: none"> - MC1 committee - Form coordinators
1.2	Emphasize note taking skill: <ol style="list-style-type: none"> 1. Purchase a series of books on note-taking / study skills. Library team will do the promotion through book display. (target group: F.1-F.6) 2. Invite teachers or students to deliver talks on note taking. (1-2 talks for each form) Target group (F.1-3) 3. Invite alumnus to deliver talks for note-taking and related study skills. (1 talk for each form) Target group: (F.4-5) 			
1.3	Active mind for public exams: <ol style="list-style-type: none"> 1. Invite experienced speakers to deliver talks on active preparation for public exams from Sept to Oct (1 talk for each form) Target group: (F.5-6) 2. MC1 committee and Careers Section delivers a talk on DSE planning for F.5. (1 talk) 			

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
1.4	MC1 committee and RS panel use videos and follow-up discussions to motivate students to learn / be perseverant and diligent in study etc.	<ul style="list-style-type: none"> - Majority (~70%) of students demonstrate active participation in lessons - Majority (~70%) of the students are encouraged to make continuous improvement - Majority of students are more clear about their direction in study - Majority of the students find the programs useful. 	<ul style="list-style-type: none"> - Form Teacher meeting - Questionnaire - Subject meeting - APASO - Course evaluation 	- MC1 committee and RS
1.5	CES conduct peer-group mentorship program for F.1 and F.2 on cultivating good learning habits. CES provides trainings to mentors and mentees.			- AD - FT - Form coordinators
1.6	Structured programs for goal setting and implementation: <ol style="list-style-type: none"> 1. Workshops / talks by service provider (with the aid of Careers Section) on meaning of goal setting and skills / attitudes required. (Sept – Early Oct, 2014) (F.1-3) 2. Set goals in Form Teacher period. (Oct. F.1-5) 3. Interim evaluation of the progress of goal setting in Form Teacher Period. (After First Exam) (F.1-5) 4. Evaluation of the whole process of goal setting (April-May, 2015) (F.1-5) 			- FT - NAD

Area 2: Creating an Active Learning Environment

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
2.1	Strengthening reading culture: <ul style="list-style-type: none"> - Restructure reading lessons to make reading more effective - Promote online self-learning courses - Implementing “Books Everywhere” scheme to boost reading culture - Introduce library lesson for F.1-5 	<ul style="list-style-type: none"> - Reading culture is strengthened - Majority of students develop a habit in self-learning 	<ul style="list-style-type: none"> - Stakeholders’ survey - Feedbacks from reading lesson teachers - Reading habit survey by library 	<ul style="list-style-type: none"> - MC1 committee - AAS (monitoring the activities in Reading Lessons) - Library - Reading Promotion Committee

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
2.2	<p>Active learning through mobile devices</p> <ul style="list-style-type: none"> - Visit experienced school to gain a broader picture on planning and implementation of e-learning & invite experienced speaker to share e-learning experience in other schools at the beginning of term. - Install more user-friendly hardware to facilitate e-learning. - Invite more subjects and teachers to conduct e-learning with higher frequency and variety in teaching mode. 	<ul style="list-style-type: none"> - Majority of invited teachers find the hardware user-friendly - More than 3 subjects and 6-8 teachers participate in exploring e-learning <p>Each department has 2-4 teaching packages using e-learning</p>	<ul style="list-style-type: none"> - Lesson observation - Feedbacks from teachers and students - Subject meetings - Evaluation meeting 	<ul style="list-style-type: none"> - MC1 committee - IT team - AES - Concerned department and teachers

Area 3: Promoting Active Learning through Teaching

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
3.1	<p>Teachers promote active learning through collaborative work</p> <ul style="list-style-type: none"> - Teachers conduct co-planning activities, focusing on engaging students in active learning activities (e.g. questioning) - Subject departments conduct focused lesson observations 	<ul style="list-style-type: none"> - All departments conduct co-planning - Majority of the concerned teacher find Co-planning useful for professional growth - Students find better learning atmosphere in lessons. 	<ul style="list-style-type: none"> - Course evaluation - Lesson observation - Feedbacks from teachers and students - Subject meetings 	<ul style="list-style-type: none"> - CES - Subject Departments - MC1 committee
3.2	<p>Professional development workshop: Helping teachers equip better for promoting active learning</p>	<ul style="list-style-type: none"> - positive feedback from teachers 	<ul style="list-style-type: none"> - Questionnaire 	<ul style="list-style-type: none"> - SDC - MC1 committee
3.3	<p>Enhance note-taking skill:</p> <ol style="list-style-type: none"> 1. Notebook required for all subjects for F.1 students 2. Notebook or other forms of note-taking are required for F.2-5 3. Note-taking is to be counted as part of Continuous Assessment 	<ul style="list-style-type: none"> - Note-taking generally observed in lessons. 	<ul style="list-style-type: none"> - Course evaluation - Department meeting 	<ul style="list-style-type: none"> - All subjects - MC1 committee

Major Concern 2: Character Building**Focus: Be a Role Model. Be Reliable****Values :Accountability, Commitment, Respect others, Autonomy****Area 1: Cultivating an Atmosphere of Character Building in the Lower Form Students so that They Can Grow up to be a Role Model.**

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
1.1	Subject departments, especially languages subjects, RE and LS, adopt teaching and learning activities to infiltrate these virtues and values (F1- F6)	<ul style="list-style-type: none"> - Scheme of work of subject departments infusing the values - Minutes of subject departments explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Subject panel evaluation meetings 	<ul style="list-style-type: none"> - MC2 Committee - Subject departments
1.2	The committees and sections in school help to develop the junior form students in their responsibility, accountability, commitment and respect for others, so that they can be leaders in various areas in school and in the society in their future lives.	<ul style="list-style-type: none"> - Scheme of work of committees and sections infusing the values - Minutes and reports of committees and sections explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings of committees and sections 	<ul style="list-style-type: none"> - MC2 committee - Personnel of Committee and sections
1.3	Through leadership training programs held by different parties in school, like SU, Leadership and Development Section, etc., the elements required to be a leader are brought to notice by the junior students.	<ul style="list-style-type: none"> - Scheme of work of committees and sections infusing the values - Minutes and reports of committees and sections explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings of committees and sections 	<ul style="list-style-type: none"> - MC2 committee - Personnel of committee and sections

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
1.4	<p>School promotes the specific values through informal curriculum</p> <ul style="list-style-type: none"> ● Involve both Form teachers and students in goal setting in FT periods or Teacher-student conference. ● Develop students' good virtues and related values in FT periods curriculum ● Arouse students' awareness of the importance of the various virtues and values through School Assemblies and Form Morning Assemblies ● To cultivate an atmosphere of keeping their classroom clean and be thankful to the janitors for their contributions. 	<ul style="list-style-type: none"> - Scheme of work of Form Coordination infusing the values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Form Coordination meetings 	<ul style="list-style-type: none"> - MC2 Committee - Form Coordinators and Form Teachers

Area 2: To Arouse the Awareness of Students to be Accountable in Their Roles

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
2.1	<p>Teachers in-charge of the Student Union will help their executives to understand their roles and be accountable to what they have promised during the election process.</p>	<ul style="list-style-type: none"> - Scheme of work of SU committee infusing the values - Minutes or reports of committee explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings in committee 	<ul style="list-style-type: none"> - MC2 Committee - Teachers responsible for committee
2.2	<p>The committees and sections in school help to develop the helpers and executives in their accountability through their involvement in organizing different activities in their school parties.</p>	<ul style="list-style-type: none"> - Scheme of work of committees and sections infusing the values - Minutes and reports of committees and sections explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings of committees and sections 	<ul style="list-style-type: none"> - MC2 committee - Personnel of committee and sections

Area 3: To Help Students in Developing a Sense of Commitment in Their Roles

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
3.1	Teachers in-charge of the ECS will draw the attention of students to be committed to the classes, clubs and societies that they have enrolled. They would show their commitment by active participation in the various groups and having a good attendance throughout the activity period.	<ul style="list-style-type: none"> - Scheme of work of ECS infusing the values - Minutes or reports of section explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings in section 	<ul style="list-style-type: none"> - MC2 Committee - Teachers responsible for section
3.2	The committees and sections in school help to develop the helpers and executives in their commitment through their involvement and proper attendance in different activities in their school parties.	<ul style="list-style-type: none"> - Scheme of work of committees and sections infusing the values - Minutes and reports of committees and sections explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings of committees and sections 	<ul style="list-style-type: none"> - MC2 committee - Personnel of committee and sections

Area 4: Enabling Students to Enhance Their Respect for Others in the Interpersonal Relationship of Daily School Life

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
4.1	All teachers and school staff engage in cultivating and enforcing these values into students in daily school life	<ul style="list-style-type: none"> - Teaching staff are concerned with the proper behavior of students 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Form Coordination Meetings 	<ul style="list-style-type: none"> - MC2 Committee - Form Coordinators - All teachers and staff, especially Form Teachers - Senior form students
4.2	To bring to the awareness of senior form students to be role models for respecting each other in interpersonal relationship.	<ul style="list-style-type: none"> - Teachers and senior form students can serve as good models for students 		
4.3	To cultivate and foster students to listen and be acceptance in the lesson time and outside lesson activities. FTs and subject teachers promptly remind students the proper behaviors in every occasion.	<ul style="list-style-type: none"> - Students show improvement in their behaviour and attitudes 		

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
4.4	To elect those good role models to be eligible to the Most Polite Student Award.	<ul style="list-style-type: none"> - Students have aspiration on being elected as the Most Polite Student and play good role models in school and daily life 	<ul style="list-style-type: none"> - MC2 meetings 	<ul style="list-style-type: none"> - MC2 committee - All teachers

Area 5: To Develop the Senior Form Students so that They Can Practice Autonomy in a Reliable Manner

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
5.1	The DS and SU will be more aware of developing students to possess the ability and reliability to practice autonomy in their parties. Through the leadership programs, senior form students are encouraged to develop their autonomy.	<ul style="list-style-type: none"> - Scheme of work of committees and sections infusing the values - Minutes and reports of committees and sections explaining the teaching of values 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Evaluation meetings of committee and sections 	<ul style="list-style-type: none"> - MC2 Committee - Personnel of committee and sections
5.2	The committees and sections in school help to develop the helpers and executives through appropriate feedback and advice throughout the activity period.			

Area 6: Providing Training for Teachers and Parents

	Strategies / Tasks	Success Criteria	Methods of Evaluation	People Responsible
6.1	By working together with PTA, the rationales of promoting accountability, commitment, respect others and autonomy are brought to the awareness of parents. Overprotection of their children should be avoided.	<ul style="list-style-type: none"> - Positive response to talks or training workshops - Better performance of the students 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Surveys 	<ul style="list-style-type: none"> - MC2 Committee - PTA - MCES
6.2	Teachers are led to have more reflection and insight over educating the students on these values.	<ul style="list-style-type: none"> - Better teaching and debriefing techniques 	<ul style="list-style-type: none"> - MC2 evaluation meetings - Surveys 	<ul style="list-style-type: none"> - MC2 committee - Teachers