

# SKH LAM WOO MEMORIAL SECONDARY SCHOOL



## School Development Plan 2018 - 2021

## SKH Lam Woo Memorial Secondary School

### **School Development Plan**

**(2018-2021)**

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## SKH Lam Woo Memorial Secondary School

### **School Motto**

*The Truth Will Make You Free.*

**(John 8:32)**

### **Mission Statement**

**K**eeping 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.

## School Goals

1. Channel the school including staff and students towards clear, commonly shared goals that lead to the betterment of students.
2. Help students develop a global vision and have a better understanding of their community, Hong Kong and worldwide.
3. Help students explore their potential in academic ability and non-academic development.
4. Encourage students' learning to go beyond the classroom and formal lesson time.
5. Cultivate and equip students with the 9 generic skills to help them work within, and adapt to a rapidly changing employment, social and economic climate.
6. Cultivate positive values and attitudes to ensure students could play a contributory role in the community
7. Provide a broad curriculum (e.g. remedial class, high achievers class) to cater to students' learning diversities.
8. Provide students with a language rich environment so that they can become fully bi-literate & tri-lingual.
9. Maximize the use of IT to enhance the efficiency of teaching and learning.
10. Create opportunities for teachers to collaborate and conduct professional exchange.
11. Enhance the effectiveness of communication channels with the stakeholders of our school, including staff, parents, students and alumni.

# Holistic Review

## Major Concern 1: Lifelong Learning

Areas	Extent of targets achieved	Follow-up Actions	Remarks
<b>1. Cultivating good learning attitude, skill and habits for lifelong learning</b>			
1.1 F.1 and F.2 peer mentorship programme to cultivate good learning habits	1.1 Largely achieved	1.1. Incorporate as a routine programme to be run by Form Teachers	
1.2 F.1 – F.5 peer mentorship programme to enhance learning in school sport and music teams	1.2 Partly achieved	1.2. Concerned parties should keep on exploring mentorship programmes in the team to enhance learning.	
1.3 Sharing by alumni / teachers / education professionals in the morning assemblies on attitudes and skills for lifelong learning	1.3 Fully achieved	1.3. Continue to be a component of Major Concern	
1.4 Enhance note-taking strategies (1516: F.1 – F.2, 16-18: F.1 – F.3) to boost active learning	1.4 Fully achieved	1.4. Incorporate as a routine programme	
1.5 More structured Reading To Learn lessons to cultivate good reading habits	1.5 Largely achieved	1.5. There should be more joint efforts from concerned parties for Reading Across Curriculum.	

<p><b>2. Effective Lessons</b></p>			
<p>2.1 Co-planning, peer lesson observation and Parallel Lessons to boost professional exchange</p>	<p>2.1 Fully achieved</p>	<p>2.1 Continue to be a component of Major Concern with a different mode</p>	
<p>2.2 Opening of classroom for classroom walk-through</p> <ul style="list-style-type: none"> <li>➤ Senior teachers</li> <li>➤ All staff</li> </ul>	<p>2.2 Fully achieved</p>	<p>2.2 Incorporate as a routine programme</p> <p>2.3 Staff Development Committee would continue to work on this.</p> <p>2.4 Incorporate as a routine programme</p>	
<p>2.3 Set up a sub-committee to work on exemplars for effective lessons and to boost exchange of good teaching practices</p>	<p>2.3 Largely achieved</p>	<p>2.5 Continue to be a component of Major Concern with more comprehensive tools</p>	
<p>2.4 Professional developments on effective lessons</p>	<p>2.4 Fully achieved</p>	<p>2.6 Incorporate as a routine programme with regular updates</p>	
<p>2.5 Reflection and of teaching through evaluation data</p> <ul style="list-style-type: none"> <li>➤ Course evaluation</li> <li>➤ Lesson observation by Principals / academic section heads / panel heads</li> </ul>	<p>2.5 Fully achieved</p>	<p>2.7 Incorporate as a routine programme till habits are formed</p>	
<p>2.6 Sustainable developments in pedagogy and learning skills through development of subject-based learning skill booklet</p>	<p>2.6 Fully achieved</p>		
<p>2.7 Boost effective lessons through mobile learning</p>	<p>2.7 Largely achieved</p>		

**Major Concern 2: Flourishing Life**

Areas	Extent of targets achieved	Follow-up Actions	Remarks
<b>1. Positive Emotion</b> 1.1 Infuse positive thinking in lessons 1.2 Talk on Flourishing Life (PERMA Model) 1.3 Flourishing Teens Project 1.4 VIA characters enhancement programme	1.1 Largely achieved 1.2 Largely achieved 1.3 Fully achieved 1.4 Largely achieved	1.1 Subjects and Sections will incorporate as a routine programme. 1.2 Continue to be carried out in the next Major Concern 1.3 Successfully applied QEF to run 1.4 Successfully applied QEF to run	QEF
<b>2. Engagement</b> 2.1 Workshops on Careers & Life Planning Education 2.2 Infuse the meaning of 'Engagement' in lessons 2.3 Flourishing Teens Project (LW Life PAD)	2.1 Fully achieved 2.2 Fully achieved 2.3 Largely achieved	2.1 Continue to be carried out in the next Major Concern 2.2 Subjects and Sections will incorporate as a routine programme. 2.3 Successfully applied QEF to run	QEF EDB sharing
<b>3. Relationships</b> 3.1 Big Brother Big Sister Scheme 3.2 Workshops on Interpersonal Relationship and Team Building (Careers & Life Planning Education) 3.3 Learning social skills in lessons 3.4 Flourishing Teens Project (LW Life PAD)	3.1 Fully achieved 3.2 Largely achieved 3.3 Partly achieved 3.4 Largely achieved	3.1 Subjects and Sections will incorporate as a routine programme. 3.2 Continue to be carried out in the next Major Concern 3.3 Continue to be carried out in the next Major Concern 3.4 Successfully applied QEF to run	QEF Next Major Concern

<p><b>4. Meaning</b></p> <p>4.1 Social services 4.2 Flourishing Teens Project (LW Life PAD) 4.3 VIA characters enhancement programme</p>	<p>4.1 Largely achieved 4.2 Largely achieved 4.3 Largely achieved</p>	<p>4.1 Subjects and Sections will incorporate as a routine programme. 4.2 Successfully applied QEF to run 4.3 Successfully applied QEF to run</p>	<p>QEF EDB sharing</p>
<p><b>5. Accomplishment</b></p> <p>5.1 Activities on Thanksgiving and Christian Life 5.2 Leadership trainings 5.3 Flourishing Teens Project (LW Life PAD)</p>	<p>5.1 Largely achieved 5.2 Partly achieved 5.3 Largely achieved</p>	<p>5.1 Subjects and Sections will incorporate as a routine programme. 5.2 Continue to be carried out in the next Major Concern 5.3 Successfully applied QEF to run</p>	<p>QEF Next Major Concern</p>
<p><b>6. Teacher Training and parent education</b></p> <p>6.1 Parents' Talk 6.2 Group / Individual counselling 6.3 VIA characters enhancement programme</p>	<p>6.1 Largely achieved 6.2 Partly achieved 6.3 Partly achieved</p>	<p>6.1 PTA and Sections will incorporate as a routine programme. 6.2 PTA and Sections will incorporate as a routine programme. 6.3 Successfully applied QEF to run</p>	<p>QEF EDB sharing</p>



# School Development Plan (2018-2021)

## Major Concern 1: Intrinsic motivation in learning and teaching

Targets	Time Scale			A General Outline of Strategies
	18/19	19/20	20/21	
1. <i>Leap across the Line</i> (Enjoy knowledge in versatile and scholastic atmosphere)	✓	✓	✓	1.1 STEM promotion: 3-tier development Tier 1: Whole school approach ➤ Equip every student with basic Coding technique Tier 2: Able students' development ➤ Encourage students to involve in competitions and workshops. Tier 3: Elite students' development ➤ Explore opportunities to cooperate with company in technologies. 1.2 Create a TED Talk style platform for students to learn and share. 1.3 Organize a Master Lecture Series to allow students to learn from scholars.
	✓	✓	✓	
	✓	✓	✓	
	✓	✓	✓	
			✓	
2. <i>Keep abreast the time</i> (Equip teachers with up-to-date pedagogical knowledge)	✓	✓	✓	2.1 School level - Using data to improve teaching ➤ HKDSE regression analysis report by teachers ➤ HKDSE report analysis to panel heads ➤ Course Evaluation (enhancement) ➤ Crayon (the school-based mark analyzing program) (enhancement) 2.2 Subject level – Subject-based Development Plan ➤ Planning, taking courses and/or purchasing hardware ➤ Execute and fine-tune 2.3 Individual Level – Subject book reading
		✓	✓	
	✓	✓	✓	
	✓	✓	✓	
	✓			
	✓	✓	✓	

**Major Concern 2: Flourishing life of positive education**

Targets	Time Scale			A General Outline of Strategies
	18/19	19/20	20/21	
1. To develop social and emotional skills that nourish their relationships with the self and the others via PERMA model	✓	✓	✓	1.1 PERMA & Character strengths (Positive Education) programme (e.g. mass programme and QEF) 1.2 Teacher – Student Fun day (with sponsored from government and NGO) 1.3 Growth MindSet
	✓	✓ ✓	✓ ✓	
2. To facilitate students explore the importance of widening the horizons for careers & life planning and well-being	✓			2.1 F.1 China Tour for widening horizon 2.2 Job Shadowing Programme for senior forms 2.3 Holistic evaluation of the HKDSE result and University entrance.
	✓	✓ ✓	✓	

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

Targets	Time Scale			A General Outline of Strategies
	18/19	19/20	20/21	
1. To create more opportunities for students of different abilities to stretch their potential	✓	✓	✓	1.1 Nurturing future leaders: cultivating leadership for students in different ability spectrum by forming junior prefect team
	✓	✓	✓	1.2 Enhancing leadership and confidence through organizing and representing school in various events
		✓	✓	1.3 Restructure Form Assemblies to offer a better platform to practice leadership
2. To provide strategic training to develop characters as leaders	✓	✓	✓	2.1 Offer training camp to develop values, attitude and skills of Post I and II leaders
	✓	✓	✓	2.2 Offer training workshop or day camp to develop values, attitude and skills of Post III and IV leaders
3. To enhance the effectiveness to cater for students with special developmental needs	✓	✓	✓	3.1 Restructure the workflow to have joint effort to cater for students with special developmental needs <ul style="list-style-type: none"> <li>➤ SEN students</li> <li>➤ Students with other special developmental needs</li> </ul>

**Major Concern 4: Improving administrative work efficiency**

Targets	Time Scale			A General Outline of Strategies
	18/19	19/20	20/21	
1. To strengthen the communications between S and T, T and T, and P and T through electronic platforms	✓	✓	✓	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
	✓	✓	✓	1.2 To enhance the contents and the interaction of the school website to provide up-to-date school information for promotion
	✓	✓	✓	1.3 To implement the eBooking system to facilitate the booking process for organizing activities
		✓	✓	1.4 To introduce the ePayment system to reduce unnecessary administration time for staff and to simplify workflow of handling payment items
			✓	✓
2. To enhance the efficiency of financial management	✓	✓	✓	2.1 To review the budgets and expenditures of different units regularly
	✓	✓	✓	2.2 To conduct the school-based procurement activities in accordance with different financial limits