

SKH LAM WOO MEMORIAL SECONDARY SCHOOL



Annual School Plan 2020 - 2021

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 (2020 - 2021)

Major Concerns

- Intrinsic Motivation in Learning and Teaching P.4
- Flourishing Life of Positive Education P.6
- Nurturing Leadership and Enhancing Personal Development of Students P.8
- Improving Administrative Work Efficiency P.10

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. For CL: F.1 students will participate in micro:bit lessons, F.2 students will learn Python and F.3 students will learn A.I. in a programme organized by CUHK. F.2 students will learn calculator programming in Mathematics lessons. | Majority of F.1 and F.2 students find the programmes beneficial. | 1. Survey 2. Scrutiny of documents from Form Coordinators and LTD 3. Evaluation meeting with students 4. Feedback from external organisations | 2020-2021 | KSK, LCP, LSH | Budget: \$75000 |
| | 1.1.2 Tier 2: Able student development - Encourage students to involve in competitions and workshops, including F.3 A.I. workshop by Dr. Chan in U.S. | Various competitions are joined by different levels of students. | | | | |
| | 1.1.3 Tier 3: Elite student development - Explore opportunities to cooperate with company in technologies. | Participants find the programmes beneficial. | | | | |
| | 1.1.4 STEM room preparation | The STEM room can be opened within half year after QEF application is approved. | Budget: \$1M | | | |
| 1.2 | Create a TED Talk style platform for students to learn and share. | A constant number of audience | | Every Thursday since September 2018. | WKT, TWL | Borrowing computer and video recording |

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|-----|---|--|--|---|---------------|---|
| | | attended the talks. Majority of audience find the talks beneficial. | | | | equipment. School certificate paper. (Budget: \$1500) |
| 1.3 | Organise a Master Lecture Series in 2021 to allow students to learn from scholars – Planning Stage. | The preliminary speaker lists and format of the lecture series can be drafted. | | Postponed to 2020-2021 due to COVID-19 class suspension | WKT, LLL, PHM | Propaganda (Budget: \$2000) |

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 teaching and hence improved teaching qualities. | 1. Course evaluation 2. Scrutiny of documents from LTD and subject panels | 2020 Pre-term meeting | WKT | - |
| | 2.1.2 HKDSE report analysis for panel members to discuss on Staff Development Day. | | | 2020 Subject meeting | WKT, Panel Heads | - |
| 2.2 | Subject level - Subject-based Development Plan (execution stage) | Majority of panel heads handed in a well-structured plan and carried out the preparation according to the plan. | 3. Survey from Staff Development Committee 4. HKDSE and VA results | Execute and evaluate the plans – throughout the year | WKT, Panel Heads | QEF Programmes or LWL Grant |
| 2.3 | Individual level – Subject Book Reading | Most teachers read the book and shared to colleagues. | | Throughout the year Sharing: 2021 Staff Development Day | WKT | Budget: \$10000 (for 3 years) to buy books |

Major Concern 2: Flourishing Life of Positive Education

Target 1: To enrich inter-personal relationships of students with others and relationship with their own by developing their social and emotional skills via PERMA model

| | Strategies | Success Criteria | Methods of Evaluation | Time Scale | People in Charge | Resources Required |
|-----|---|--|---|------------|------------------|--------------------|
| 1.1 | Character Strengthening Programmes (Positive Education and PERMA model) | <ol style="list-style-type: none"> 1. Positive feedback from participants 2. High participation rate in activities | <ol style="list-style-type: none"> 1. APASO 2. Survey done by universities 3. Feedback from students 4. Scrutiny of documents and records | 2020-2021 | CWM, AWC | QEF Programmes |
| 1.2 | Teacher-Student Fun Day | <ol style="list-style-type: none"> 1. Able to establish good relationship with others | <ol style="list-style-type: none"> 1. Feedback from students 2. Scrutiny of documents and records | March 2021 | CWM, CSM | Financial support |
| 1.3 | Growth Mindset Promotion | <ol style="list-style-type: none"> 1. Positive feedback from participants 2. High participation rate in activities | <ol style="list-style-type: none"> 1. Survey done by universities 2. Feedback from students 3. Scrutiny of documents and records | 2020-2021 | CWM, PHM | MC budget |

Target 2: To widen the horizons of students in careers and life planning, and enrich their well-being by facilitating them to explore the world

| | Strategies | Success Criteria | Methods of Evaluation | Time Scale | People in Charge | Resources Required |
|-----|---|--|---|-------------------|-------------------------|--------------------------------|
| 2.1 | Study Tour or Exchange Tour for students to wide their horizons | <ol style="list-style-type: none"> 1. Positive feedback from participants 2. High participation rate in activities | <ol style="list-style-type: none"> 1. Feedback from students 2. Scrutiny of documents and records | 2020-2021 | CWM, LKI | Wing Hang Education Foundation |
| 2.2 | Job Shadowing Programmes for senior form students | <ol style="list-style-type: none"> 1. Positive feedback from participants 2. High participation rate in activities | <ol style="list-style-type: none"> 1. Feedback from students 2. Scrutiny of documents and records | 2020-2021 | CWM, SSW | MC budget |
| 2.3 | Holistic evaluation of HKDSE results and universities entrance criteria (both local and oversea ones) | <ol style="list-style-type: none"> 1. Beneficial to students 2. Increase the rate of entering universities | <ol style="list-style-type: none"> 1. Feedback from students 2. Scrutiny of documents and records | 2020-2021 | CWM, PHM | - |

Major Concern 3: Nurturing Leadership and Enhancing Personal Development 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 junior Nova team of around 30-45 members (F.1-F.3) <ul style="list-style-type: none"> ➤ Nomination by Form Teachers ➤ Nomination by ECS ➤ Self-nomination ➤ Interviews | 1. Nova team successfully formed. 2. Team members perform well in various events. | 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events | 2020-2021 | MC3, ECS, Junior Form Teachers | Clerical Staff |
| 1.2 | Enhancing leadership and confidence through organising and representing school in various events <ul style="list-style-type: none"> ➤ Parents' Day ➤ P.6 interviews ➤ Speech Day ➤ School Promotion Programmes | | | 2020-2021 | MC3, Teacher i/c of the concerned activities | - |

Target 2: To provide strategic training to develop students' leadership qualities

| | Strategies | Success Criteria | Methods of Evaluation | Time Scale | People in Charge | Resources Required |
|-----|--|--|---|--------------------------------------|---|---|
| 2.1 | Plan and prepare for the training programmes for 50 leaders elected <ul style="list-style-type: none"> ➤ Vision ➤ Programme details ➤ Resources | <ol style="list-style-type: none"> 1. Comprehensive plan with well-defined goals 2. Resources all ready for the task | <ol style="list-style-type: none"> 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events | December 2020, January or April 2021 | MC3, ECS, one teacher from each member of Student Support Division | Financial aid and training supports from PTA or LWL Grant (Budget around \$40000) |
| 2.2 | Adventure Leadership Training Camp 1 for 40 F.2 students | <ol style="list-style-type: none"> 1. Comprehensive plan with well-defined goals 2. Resources all ready for the task | <ol style="list-style-type: none"> 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events | December 2020 | St. James' Settlement, MC2 concerned teachers, MC3 concerned teachers | QEF Programmes |
| | Adventure Leadership Training Camp 2 for all F.2 students | | | April 2021 | | |

Target 3: To enhance the effectiveness in catering 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 <ul style="list-style-type: none"> ➤ SEN students ➤ Students with other special developmental needs | <ol style="list-style-type: none"> 1. Comprehensive plan with well-defined goals 2. Clear role for concerned parties | <ol style="list-style-type: none"> 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events | 2020-2021 | MC3, GS (for role of SEN coordinator), School Crisis Management Team | Clerical Staff |
| 3.2 | Joint efforts to cater for the needs of <ul style="list-style-type: none"> ➤ SEN students ➤ Students with other special developmental needs | | | 2020-2021 | MC3, DS, GS, Form Coordinator, Form Teachers and concerned teachers | |

Major Concern 4: Improving Administrative Work Efficiency

Target 1: To strengthen 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 implement the ePayment system to reduce unnecessary administration time for staff and to simplify workflow of handling payment items | Administrative time and work on fee collection can be reduced. | 1. Scrutiny of documents and record 2. Evaluation forms and meetings from all stakeholders | 2020-2021 | LKL | - |
| 1.2 | To introduce the eAttendance system to strengthen the home-school communication | | | 2020-2021 | LKL | \$35000 |

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 and record 2. Feedback from teachers | 2020-2021 | Principal, 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. | | 2020-2021 | LKL | - |