

# **Stewards Pooi Kei College**

## **Annual School Plan**



**2018/2019**

### **Major Concerns**

1. **To enhance students' confidence and maximize their potential**
2. **To further cater for learner diversity through interactive strategies**
3. **To foster students' positive values for life planning**

## Implementation Plan for Major Areas of Concern

### 1. Major Concern: To enhance students' confidence and maximize their potential

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 1</b>	<ul style="list-style-type: none"> <li>To use eLearning platforms (e.g. MathSpace, Google Classroom, ilearner, Schoology, and BrainPop, Online Question Bank by HKEdCity) and eLearning materials to foster students' learning habits and initiatives for self-directed learning</li> </ul>	<ul style="list-style-type: none"> <li>Over 70% of students develop the habit of learning via e-platforms</li> <li>At least five subjects use eLearning platforms and develop related learning materials in junior form</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> <li>Students' questionnaires</li> <li>Scrutiny of subject department reports</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Panel Heads and subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>Relevant eLearning platforms</li> <li>Online resources and videos</li> </ul>

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
MC 1	<ul style="list-style-type: none"> <li>● To organize school- based STEM activities and encourage students to join external STEM activities or competitions</li> </ul>	<ul style="list-style-type: none"> <li>● At least 12 STEM @Lunch activities are held throughout the year</li> <li>● Over 40% of students participate in at least two school-based STEM activities</li> <li>● Over 30 students participate in at least three external STEM competitions</li> </ul>	<ul style="list-style-type: none"> <li>● Students' performance in each activity</li> <li>● Teachers' Observation</li> <li>● Attendance record</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Science, ICT and Mathematics teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant tailor-made learning and teaching materials</li> </ul>

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 1</b>	To expand students' learning potential through cross-curricular collaboration with other subjects and teams	<ul style="list-style-type: none"> <li>● Over 70% of involved teachers and students respond positively</li> <li>● At least one cross-subject collaboration learning task/project will be developed in the involved departments</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Students' performance</li> <li>● Scrutiny of subject department reports</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Subject teachers and Team Heads</li> </ul>	<ul style="list-style-type: none"> <li>● Selected learning materials</li> </ul>
<b>MC 1</b>	<ul style="list-style-type: none"> <li>● To enhance students' motivation and learning confidence by giving credits and praise as well as displaying their good work</li> </ul>	<ul style="list-style-type: none"> <li>● Over 65% of students agree that they often receive praises and positive reinforcement</li> <li>● Good work is displayed in over 60% of classrooms or other channels from time to time.</li> </ul>	<ul style="list-style-type: none"> <li>● Students' learning surveys</li> <li>● Teachers' observation</li> <li>● Evaluation of Annual Year Plan of subject departments</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Subject teachers</li> <li>● Class teachers</li> </ul>	<ul style="list-style-type: none"> <li>● NIL</li> </ul>

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 1</b>	<ul style="list-style-type: none"> <li>● To implement school-based gifted programme</li> <li>● To promote gifted education by applying the Parallel Curriculum Model (PCM)</li> <li>● To establish the talent pool for gifted students</li> </ul>	<ul style="list-style-type: none"> <li>● Over 70% of participants find the school- based programmes useful.</li> <li>● Over 60 gifted students are in the talent pool.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Students' questionnaires</li> <li>● Students' performance</li> <li>● Scrutiny of subject department reports</li> <li>● School record</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Gifted Education Team</li> <li>● English &amp; LS teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Hiring service providers</li> <li>● Teachers' reference</li> <li>● Relevant tailor-made learning and teaching materials</li> </ul>
<b>MC 1</b>	<ul style="list-style-type: none"> <li>● To widen students' exposure and learning experience through the provision of diversified learning activities (i.e. school-based programmes and external competitions)</li> </ul>	<ul style="list-style-type: none"> <li>● Over 70% of students find the activities and competitions meaningful</li> <li>● Over 70 external competitions are provided</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Students' performance</li> <li>● Students' questionnaires</li> <li>● APASO and SHS</li> <li>● School record</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Subject teachers and related Team Heads</li> </ul>	<ul style="list-style-type: none"> <li>● APASO and SHS</li> </ul>

**2. Major Concern: To further cater for learner diversity through interactive strategies**

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 2</b>	<ul style="list-style-type: none"> <li>To employ interactive teaching pedagogies/ strategies to strengthen students' learning motivation and confidence</li> </ul>	<ul style="list-style-type: none"> <li>Over 70% of teachers are able to adopt interactive strategies such as e-learning platforms, high- order thinking skills, questioning techniques, collaborative learning, class discussions, presentations of current issues, group work, pair work, debates and peer assessment</li> <li>Over 70% of students show greater interest and confidence in learning</li> </ul>	<ul style="list-style-type: none"> <li>Students' participation and performance</li> <li>APASO and SHS</li> <li>Evaluation of Annual Year Plan of subject departments</li> <li>Teachers' observation</li> <li>Student learning surveys</li> <li>Lesson Observation</li> </ul>	<ul style="list-style-type: none"> <li>Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>All Panel Heads and subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>APASO and SHS</li> </ul>

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>Time Scale</b>	<b>People in Charge</b>	<b>Resources Required</b>
<b>MC 2</b>	<ul style="list-style-type: none"> <li>● To organize subject-based remedial and strengthening programmes</li> <li>● To conduct tutorials for S.1-6 by subject teachers and qualified alumni</li> </ul>	<ul style="list-style-type: none"> <li>● Over 50% of participants show improvement in attitudes and written assessments</li> <li>● Pass rate for the related subjects in HKDSE is better than 2018</li> <li>● Over 80 % of students participate in all modes of tutorials</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Attendance record</li> <li>● Students' academic results in Uniform Tests &amp; Exams</li> <li>● HKDSE results</li> </ul>	<ul style="list-style-type: none"> <li>● Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>● Panel Heads and subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant references and learning materials</li> </ul>

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
MC 2	<ul style="list-style-type: none"> <li>● To enhance Panel Heads' professionalism through refinement of lesson observation skills</li> <li>● To further cultivate the culture of intra and inter- subject peer lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>● More than 70% of Panel Heads find the training meaningful and are better equipped for lesson observation</li> <li>● More than 70% of involved teachers learn a lot from the practice</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observations</li> <li>● Lesson Observation</li> <li>● Participants' Questionnaires</li> <li>● Feedback from CUHK QSIP</li> </ul>	<ul style="list-style-type: none"> <li>● Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>● Involved Panel Heads and CUHK QSIP team</li> <li>● Related subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Hiring Services from CUHK QSIP</li> <li>● All subjects</li> </ul>



Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 2</b>	<ul style="list-style-type: none"> <li>● To include questions of various levels of difficulty when setting Uniform Tests and Exam papers</li> <li>● To set challenging questions in the form of “Bonus” for more able students.</li> <li>● To provide tailor-made tiered or graded assignments</li> </ul>	<ul style="list-style-type: none"> <li>● Over 70% of subjects are able to adjust the depth of difficulty in tests and exams by setting challenging questions and tailor-made tiered and graded assignments.</li> </ul>	<ul style="list-style-type: none"> <li>● Students’ performance in assignments and exams</li> <li>● Evaluation of Annual Year Plan of subject departments</li> <li>● Teachers’ observation</li> <li>● Exercise Book Inspection Reports</li> <li>● Scrutiny of Markers’ Reports</li> <li>● Students’ learning survey</li> </ul>	<ul style="list-style-type: none"> <li>● Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>● Panel Heads</li> <li>● Subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Markers’ Reports</li> <li>● Selected learning materials</li> </ul>

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Method of Evaluation</b>	<b>Time Scale</b>	<b>People in Charge</b>	<b>Resources Required</b>
<b>MC 2</b>	<ul style="list-style-type: none"> <li>● To make use of iPad and other learning tools such as Kahoot, Quizizz, Google form and Padlet to facilitate interactive learning</li> </ul>	<ul style="list-style-type: none"> <li>● Over 70% of teachers are able to provide instant feedback and encourage teacher-student and student-student interaction</li> <li>● Over 70% of students engage in learning tasks</li> </ul>	<ul style="list-style-type: none"> <li>● Feedback from teachers</li> <li>● Students' learning surveys</li> </ul>	<ul style="list-style-type: none"> <li>● Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>● Panel Heads and related subject teachers</li> <li>● IT in Education Team</li> </ul>	<ul style="list-style-type: none"> <li>● iPads</li> <li>● multi-stimulation teaching and learning tools</li> </ul>

### 3. Major Concern: To foster students' positive values for life planning

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 3</b>	<ul style="list-style-type: none"> <li>To further provide a comprehensive range of learning activities in relation to students' self-understanding and to develop reflective power</li> </ul>	<ul style="list-style-type: none"> <li>Over 70% of teachers-in-charge and participants agree that the designed activities and learning tasks enhance students' self-understanding</li> </ul>	<ul style="list-style-type: none"> <li>Attendance records</li> <li>Teachers' observation</li> <li>APASO and SHS</li> </ul>	<ul style="list-style-type: none"> <li>Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>Involved Panel Heads and subject teachers; CLP Team and related Team Heads</li> </ul>	<ul style="list-style-type: none"> <li>Hiring of service providers</li> <li>Other educational organizations</li> </ul>
<b>MC 3</b>	<ul style="list-style-type: none"> <li>To make use of the CLAP Online Assessment as a tool for self-understanding and life planning</li> </ul>	<ul style="list-style-type: none"> <li>All S4 students have completed the CLAP Online Assessment</li> <li>Over 80% of students agree that they have a better understanding of themselves</li> </ul>	<ul style="list-style-type: none"> <li>Students Questionnaires</li> <li>Teachers' observation</li> </ul>	<ul style="list-style-type: none"> <li>Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>CLP Team and related teachers</li> </ul>	<ul style="list-style-type: none"> <li>Students' and teachers' questionnaires</li> <li>External Professional Support</li> </ul>

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 3</b>	<ul style="list-style-type: none"> <li>● To cultivate positive values for life planning in various subjects and teams</li> <li>(i.e being proactive, self-confident, responsible, self-disciplined and determined to achieve goals)</li> </ul>	<ul style="list-style-type: none"> <li>● Over 70% of students agree that the programmes enlighten them the values of life planning</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' Observation</li> <li>● Students' questionnaires</li> <li>● APASO &amp; SHS</li> <li>● School records</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Related Panel Heads and Team Heads</li> </ul>	<ul style="list-style-type: none"> <li>● Various tailor-made materials</li> </ul>


Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC 3</b>	<ul style="list-style-type: none"> <li>● To organize a variety of visits to tertiary institutions and sharing by alumni to enhance students' clear understanding about their future pathway</li> </ul>	<ul style="list-style-type: none"> <li>● Over 80% of senior students participate in tertiary institution visit</li> <li>● Over 80% of participants and teachers agree that the activities, programmes and talks are helpful to enhance students' clear understanding in academic pursuits</li> <li>● At least 5 visits to tertiary institutions and 5 times of alumni sharing will be organized</li> </ul>	<ul style="list-style-type: none"> <li>● Attendance records</li> <li>● Teachers' observation</li> <li>● Debriefing after each session of activity</li> <li>● Students' questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● CLP Team</li> <li>● Class teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Assistance from Alumni and updated information from institutions</li> </ul>

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
<b>MC3</b>	<ul style="list-style-type: none"> <li>● To promote Aesthetic Education and Physical Education as part of Life Planning Education (establishment of life-long interests, hobbies and skills)</li> </ul>	<ul style="list-style-type: none"> <li>● All Aesthetic Education and Physical Education teachers are aware of their role in Life Planning Education</li> <li>● Over 80% of students realize what they learn in V.A., Music and P.E. lessons are part of their life planning.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' feedback</li> <li>● Students' questionnaires</li> </ul>	<ul style="list-style-type: none"> <li>● Whole year</li> </ul>	<ul style="list-style-type: none"> <li>● Subject teachers of V.A, Music and P.E.</li> </ul>	<ul style="list-style-type: none"> <li>● Related learning and teaching materials</li> </ul>

Stewards Pooi Kei College  
Plan on Use of Capacity Enhancement Grant in 2018/2019 School Year

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indications	Assessment Mechanism	Person in Charge
Curriculum Development	To relieve teachers' workload so that they can concentrate on developing effective pedagogy in English	To employ teaching assistant to: -handle all administrative work of regarding the subject -develop materials for subject	Relieving teachers' workload in administration Updating, revising, and developing learning materials of subject	September 2018 to August 2019	Salary of teaching assistant: \$188,820.-*1.05 with 5% MFP	Quality and quantity of teaching materials prepared Administrative efforts to be relieved among English teacher	Staff appraisal report Feedback from teacher in evaluating the quality of teaching materials	Ms. Grace Chu
Curriculum Development	To relieve teachers' substantial administrative workload in managing the Academic Affairs	Employment of a full-time teaching assistant to help coordinate the program	Administrative & coordinating works among teachers could be reduced	September 2018 to August 2019	Salary of Teaching assistant: \$188,820.-*1.05 with 5% MFP	Amount of teachers' effort to be released in the launching of the annual project	Work report from teaching assistant Feedback from teacher and parents in evaluating the effectiveness of the project	Ms. Cindy Yuen & Mr. Neville Tang
Curriculum Development	To relieve teachers' substantial administrative workload in managing the OLE program	Employment of 1.4 full-time teaching assistants to help coordinate the program	Administrative & coordinating works among teachers could be reduced	September 2018 to August 2019	Salary of teaching assistants: \$305,604.-*1.05 with 5% MFP	Amount of teachers' effort to be released in the launching of the annual project	Work report from teaching assistants Feedback from teacher and parents in evaluating the effectiveness of the project	Mr. Samuel Lui
				Total Amount	\$717,406.20* * The school will make use of its school fund to supplement the deficit amount, if any.			

	Income	Expenditure
Capacity Enhancement Grant available for the year 2018/2019	\$692 x 993 students x=\$687,156.-	
Total budget for Capacity Enhancement Grant in 2018/2019		\$717,406.20.-
The deficit will be covered by the School		(\$30,250.20).-

Prepared by: 

Mr. Yuen, Peter (Principal)

Signature by: 

Ms. Pang, Chau Sheung Rosa (School Supervisor)

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