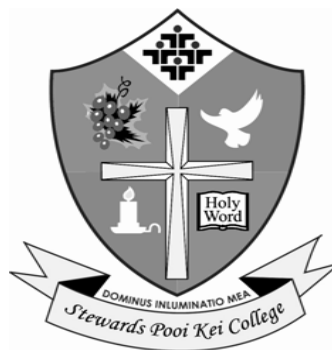


Stewards Pooi Kei College

Annual School Plan



2012/2013

A. Major Concerns

1. To promote self-directed learning through “Reading to Learn” and reading across the curriculum.
2. To enhance learning motivation through diversified teaching strategies.
3. To enhance character building by promoting and strengthening school themes for various levels.
(S1: Self-management & Confidence; S2: Diligence & Harmony; S3: Initiatives & Competence; S4: Serving Heart & Responsibility; S5: Vision & Perseverance; S6: Integrity & Excellence)

Implementation Plan for Major Areas of Concern

1. Major Concern: To promote self-directed learning through “Reading to Learn” and reading across the curriculum.

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To promote self-directed learning through “Reading to Learn” and reading across the curriculum	<ul style="list-style-type: none"> To establish a Working Group for the Promotion of Reading To promote a positive reading atmosphere and to enhance students’ interest in reading by organizing reading sharing sessions 	<ul style="list-style-type: none"> Students are able to develop good reading habits Students make good use of the Class Library and the Morning Reading Periods to enjoy reading Teachers and students share their reading experiences and they show positive responses in the Reading Sharing Sessions There will be an increase in the percentage of agreement in the SHS for students, teachers and parents 	<ul style="list-style-type: none"> Teachers’ observation Teacher and student Questionnaires Number of books read by students SHS results 	Whole year	<ul style="list-style-type: none"> Head of Promotion of the Reading Working Group Head of Library Team 	<ul style="list-style-type: none"> Morning Reading Periods School Library School Assembly

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
	<ul style="list-style-type: none"> To coordinate with various KLA Heads to promote the Extensive Reading Scheme (ERS) 	<ul style="list-style-type: none"> Each subject department/KLA provides a book recommendation list for students At least 20% of students join the ERS There is an increase in the percentage of agreement in the SHS 	<ul style="list-style-type: none"> Feedback from teachers and students No. of participants SHS results Reading records of the library 	Whole year	<ul style="list-style-type: none"> Head of Library Team All KLA Heads 	Library Periods
	<ul style="list-style-type: none"> To encourage “Reading to Learn” through various reading programs of subject departments 	<ul style="list-style-type: none"> Over 80% of students participate in the English Book Appreciation Scheme Over 80% of students complete the Chinese Reading Scheme Over 70% of students in S4 and S5 complete the Liberal Studies Extended Reading 	<ul style="list-style-type: none"> Scrutiny of documents Teachers’ observation Number of participants (e-class records) SHS results Reading records of subject departments Quality of students’ book reports Evaluation of Annual Year Plan of subject departments 	Whole Year	<ul style="list-style-type: none"> Subject Panel Heads of English, Chinese and LS 	<ul style="list-style-type: none"> Library Periods IES and IES Extended lessons Learning Centre

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
		Scheme • All students complete the IES SBA in S5	• SBA marks			

2. Major Concern: **To enhance learning motivation through diversified teaching strategies**

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To enhance learning motivation through diversified teaching strategies	<ul style="list-style-type: none"> To enhance learning motivation through student-oriented learning activities and cooperative learning 	<ul style="list-style-type: none"> Diversified teaching strategies like talks, class discussions, presentations, group work, pair work and debates are arranged. Students show greater interest and motivation in learning in the APASO results and in the Student Survey 	<ul style="list-style-type: none"> Questionnaire Student participation and performance APASO and SHS results Evaluation of Annual Year Plan of subject departments Teachers' observation Lesson observation Student Survey 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> All Panel Heads 	<ul style="list-style-type: none"> APASO and SHS
	<ul style="list-style-type: none"> To enhance learning motivation through peer assessment 	<ul style="list-style-type: none"> Students show great interest and positive feedback in peer assessment 	<ul style="list-style-type: none"> Teachers' observations Peer assessment in class Student participation and performance Lesson observation 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> Panel Heads 	<ul style="list-style-type: none"> Peer Assessment Forms
	<ul style="list-style-type: none"> To promote higher order thinking and to enhance the 	<ul style="list-style-type: none"> Students make logical presentations in class and assignments 	<ul style="list-style-type: none"> Students' class presentation Quality of student 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> Panel Heads 	<ul style="list-style-type: none"> APASO and SHS Markers' Reports

	critical thinking skills of students		assignments <ul style="list-style-type: none"> • APASO and SHS results • Evaluation of Annual Year Plan of subject departments • Teachers' observation • Lesson observation • Markers' Reports 			
	<ul style="list-style-type: none"> • To cater for learner diversity 	<ul style="list-style-type: none"> • LS IES Teacher Advisors give individual guidance to cater for the needs of students • Students' abilities and needs are catered for by adjusting the depth of difficulty in exam and assignments. 	<ul style="list-style-type: none"> • Student's performance in assignments and exams • Evaluation of Annual Year Plan of subject departments • Teachers' observation • Book Inspection Reports • Markers' Reports • Student Survey 	<ul style="list-style-type: none"> • Whole Year 	<ul style="list-style-type: none"> • Panel Heads 	<ul style="list-style-type: none"> • Markers' Reports
	<ul style="list-style-type: none"> • To integrate IT interactive learning into Science and Mathematics Curriculum 	<ul style="list-style-type: none"> • Teachers are able to explore software or applications for teaching • Useful teaching materials for Mathematics are saved 	<ul style="list-style-type: none"> • Feedback from teachers and students • Evaluation of Annual Year Plan of subject departments • Teaching materials at school server 	<ul style="list-style-type: none"> • Whole Year 	<ul style="list-style-type: none"> • Panel Heads • IT Team 	<ul style="list-style-type: none"> • I-Pads • e-class system

		<p>in the school server</p> <ul style="list-style-type: none"> • The e-learning pilot scheme for IS is prepared 	<ul style="list-style-type: none"> • The e-learning pilot scheme • Student Survey 			
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- 3. Major Concern:** To enhance character building by promoting and strengthening school themes for various levels.
(S1: Self-management & Confidence; S2: Diligence & Harmony; S3: Initiatives & Competence; S4: Serving Heart & Responsibility;
S5: Vision & Perseverance; S6: Integrity & Excellence)

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To enhance character building by promoting and strengthening school themes for various levels.	<ul style="list-style-type: none"> To enhance school themes by promoting the “One Student, One Team/Club Policy” 	<ul style="list-style-type: none"> Students show great interest and active participation in the competitions Students’ awareness of self-management, confidence, diligence, harmony initiatives, competence, serving heart, responsibility, vision, perseverance, integrity and excellence are enhanced Over 95% of students will participate in at least one Team / Club 	<ul style="list-style-type: none"> Feedback from teachers and students Statistics of students’ participation Evaluation of Annual Year Plan of subject departments/ teams 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> Panel Heads and Team Heads CCA Team Head 	<ul style="list-style-type: none"> Weekly assemblies
	<ul style="list-style-type: none"> To enhance school themes by developing the skills of public 	<ul style="list-style-type: none"> Percentage of students participating in inter-school competitions is 	<ul style="list-style-type: none"> Feedback from teachers, students and external adjudicators 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> Panel Heads and Team Heads 	<ul style="list-style-type: none"> CCA Periods Weekly assemblies

	speaking and encouraging students to join external competitions	<p>increased by 20%</p> <ul style="list-style-type: none"> Students show great interest and active participation in the HK Schools Speech Festival, inter-school debate competitions, and Morning Assemblies 	<ul style="list-style-type: none"> Statistics of students' participation Evaluation of Annual Year Plan of subject departments and teams KPM report 			<ul style="list-style-type: none"> Morning assemblies
	<ul style="list-style-type: none"> To promote and recognize good virtues in school and in class levels 	<ul style="list-style-type: none"> Every class will share the good virtues in the morning assembly Teachers are encouraged to share the importance of good virtues in the morning assembly 	<ul style="list-style-type: none"> Feedback from teachers, students Evaluation of Annual Year Plan of subject departments and teams 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> CB Team Head All Teachers 	<ul style="list-style-type: none"> Weekly assemblies Morning assemblies
	<ul style="list-style-type: none"> To enhance character building through curriculum 	<ul style="list-style-type: none"> Subjects will integrate the character building learning elements into the curriculum 	<ul style="list-style-type: none"> Evaluation of Annual Year Plan of subject departments 	<ul style="list-style-type: none"> Whole Year 	<ul style="list-style-type: none"> Subject Panel Heads 	

B. Capacity Enhancement Grant (CEG) Plan

Plan on Use of Capacity Enhancement Grant in 2012/2013 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' substantial administrative workload in managing the OLE program	Employment of a full-time teacher assistant to help coordinate the program	Administrative & coordinating works among teachers could be reduced	September 2012 to August 2013	Salary of teacher assistant: \$177,900*1.05 with 5% MFP	Amount of teachers' effort to be released in the launching of the annual project	Work report from teacher assistant Feedback from teacher and parents in evaluating the effectiveness of the project	Mr. Samuel Lui
Curriculum Development	To relieve teachers' workload so that they can concentrate on developing effective pedagogy in Mathematics, English and Chinese	To employ three teacher assistant to: -handle all administrative work of regarding the three subjects -teach Maths./English and Chinese remedial classes -develop materials for the three subjects	Relieving teachers' workload in administration Updating, revising, and developing learning materials of the three subjects	September 2012 to August 2013	Salary of assistant teachers: \$672,960*1.05 with 5% MFP	Quality and quantity of teaching materials prepared Administrative efforts to be relieved among Mathematics, English and Chinese teachers	Staff appraisal report Feedback from teachers in evaluating the quality of teaching materials	Dr. Cheung Sui Ha
				Total Amount	\$893,403*** *** 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 2012/2013	\$458 x 1,064=\$487,312.-	
Total budget for Capacity Enhancement Grant in 2012/2013		\$893,403
The deficit will be covered by the School		-\$ 406,091

Prepared by:

Mr. Yuen, Peter (Principal)

Signature by:

Ms Pang Chau Sheung Rose (School Supervisor)