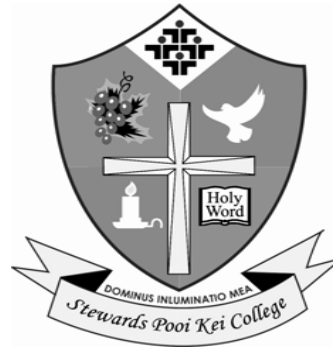# Stewards Pooi Kei College

Annual School Plan

2010/2011

Major Concerns

1.   To promote "Reading to Learn" across curriculum.
2.   To enhance teaching and learning effectiveness through interactive learning.
3.   To nurture leader qualities and cultivate leadership skills through diversified training and activities.

I. Implementation Plan for Major Areas of Concern

1. Major Concern : To promote "Reading to Learn" across curriculum

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To promote "Reading to Learn" across curriculum	• To establish a Working Group for the Promotion of Reading • To promote a reading atmosphere and to enhance students' interest in reading by organizing reading sharing sessions	• Students are able to develop good reading habits. • Students make good use of 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 is an increase in the mean score/ percentage of agreement in the SHS for students, teachers and parents	• Teachers' observation • Teacher and student Questionnaires • No. of books students read • Stakeholder Surveys	Whole year	Head of Promotion of Reading Working Group	• Morning Reading Periods • Learning Centre
	• To coordinate with various KLA Heads to promote and	• Each subject department/KLA provides a book	• Scrutiny of documents	Whole year	• Head of Library Team	• e-class Reading Room

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Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
	implement the Extensive Reading Scheme	recommendation list for students • At least 20% of students join the scheme • There is an increase in the mean score/ percentage of agreement in the SHS for students, teachers and parents	• Feedback from teachers and students • No. of participants • Stakeholder Surveys		• All KLA Heads	• Awards
	• To coordinate with the English Department to promote and implement the English Reading Scheme	• 80 % of students participate in the English Reading Scheme • There is an increase in the mean score/ percentage of agreement in the SHS for students, teachers and parents	• Scrutiny of documents • Feedback from teachers and students • Evaluation of the English Department • No. of participants	Whole year	• Head of Library Team • Head of English Department	• Awards • Educational software • Teachers' references
	• To launch a Readathon to	• 50% of students participate in the	• Student records • Feedback from	Nov 2010 to May 2011	Head of Library Team	• e-class polling

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
	motivate students to read English books and raise money for charity purpose	programme • Teachers and students show positive responses	teachers and students • No. of participants			
	• To arrange Library Periods to introduce to students to the library resources and usage	• All S1-S6 classes attend at least one Library Period throughout the term • Each student borrows at least one library book during the Library Period • The Library Team and teachers find the Library Period useful and successful	• Scrutiny of lesson records and borrowing records • Feedback from teachers and students • Evaluation of the Library Team	Nov 2010 to May 2011	Library Team	• School Library • Learning Centre • Lessons • Library resources
	• To promote "Reading to Learn" by various Subject Departments/Teams	• Teachers show successful outcomes in the Evaluation Report • There is an increase in the mean score/	• Scrutiny of documents • Feedback from teachers and students • Evaluation of Subject	Whole year	Subject Department /Team Heads	• Wisenews • LSLP • Library resources

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
		percentage of agreement in the SHS for students, teachers and parents	Departments/ Teams • Stakeholder Surveys (SHS)			

2.   Major Concern: To enhance teaching and learning effectiveness through interactive learning

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To enhance teaching and learning effectiveness through interactive learning	• To arrange student-oriented learning activities • To promote class participation • To implement cooperative learning and issue-based enquiry study • To promote peer assessment • To promote higher-order thinking	• Teachers and students show positive responses in the Evaluation Report • Students find the lessons enjoyable and effective • Students participate actively in class • Students develop their generic skills through the learning process • Teachers respond to students' feedback effectively • There is an increase in the mean score/ percentage of agreement in the SHS for teachers.	• Scrutiny of documents • Feedback from teachers and students • Evaluation of Subject Departments • Student Questionnaires • Lesson observation • APASO & Stakeholders Surveys	Whole year	All Subject Panel Heads	• Lessons • Teaching and learning resources • e-class resources • LSLP • Wisenews • IES@eclass • Library resources • Learning Centre

3.   Major Concern :   To nurture leader qualities and cultivate leadership skills through diversified training and activities

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To nurture leader qualities and cultivate leadership skills through diversified training and activities.	• To develop leadership skills by encouraging students to take up various posts of responsibility at school • To motivate and develop interest in taking up posts of responsibility by establishing the Point System for CCA	• Students build up confidence and show leadership qualities in organizing department/CCA activities • Teachers and students show positive responses in the club/team Evaluation Reports • There is an increase in the mean score/ percentage of agreement in the APASO and SHS for teachers and students	• Feedback from teachers and students • Evaluation of Subject Departments • Evaluation of CCA Teams/ Clubs • Teacher and Student Questionnaires • Student performance • APASO & Stakeholders' Surveys	Whole year	• Subject Panel Heads • Club Teacher Advisors • Head of CCA Team • Head of Whole-person Development Committee	• Teaching and learning materials • e-class • Report Card & student Learning Profile
	• To establish the Music Association and the Sports	• Student leaders show their leadership skills in organizing	• Feedback from teachers and students	Whole year	• Heads of PE and Music Departments	Report Card & student Learning Profile

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
	Association to develop leadership qualities of students	association programmes	• Evaluation of PE and Music Departments • Evaluation of the Music and Sports Associations • Student performance		• Association Teacher Advisors • Head of CCA Team • Head of Whole-person Development Committee	
	• To launch the Student Union Election Campaign	• With the supervision of Student Union Advisory Committee, the various Cabinets actively show their collaboration and leadership skills during the whole election period. • The First SU Office is able to act as an election committee to plan and organize the election, and to assist the Cabinets in the following events:	• Performance of the First SU Office • Performance of the various Cabinets • Feedback from teachers and students • Voting rate • Evaluation of the CCA Team • Teachers' observation	Sep 2010	Teacher Advisors of the Student Union	• School Hall • Student Performance Centre • Equipment and stationery • Lessons • Report Card & student Learning Profile

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
		• Promotion period • SU Election Forum SU Voting Day • Teachers and students show positive responses				
	• To organize House meetings and Elections	• With the supervision of House Wardens, the House Committee will be elected and formed in the House Meeting • Student leaders show their leadership skills in organizing association programmes • Teachers and students show positive responses	• Feedback from teachers and students • Evaluation of Houses and CCA Teams • Student performance	Set 2010		Report Card & student Learning Profile
	• To develop leadership skills	• Student participants showing leadership	• Feedback from teachers and	Whole year	• Head of CCA Team	• Travel agencies • Training

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
	through the Leadership Training Programme for LEWOWA and various CCA Student Leadership Training Schemes	potential, collaboration skills and "serving heart" throughout the training • Students are willing to take up leading positions at school • Student leaders understand the principles of school leadership development and they can apply the skills they have learnt (team-building, leadership, positive self-concept, critical thinking, collaboration skills, communication, and administrative management skills, etc) • 50% of student leaders (SU, Music Association, Sports Association, Houses) attend the Leadership	students • Report by trainers • Observation of Teacher Advisers • Evaluation of Houses and CCA Teams • Student performance • Student Questionnaire • APASO Survey • No. of students attend the Leadership Training Programs organized by the CCA Team		• Teacher Advisers • Head of LEWOWA Committee	provides • Liberal Studies Park • School Hall • Student Performance Centre • e-class • Campus TV • Report Card & student Learning Profile

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
		Training Program				

II. Implementation Plan for Campus TV & Distance Learning Development

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
1. To provide hardware support for the development of the Campus TV and Distance Learning	• Setting up the Campus TV and Distance Learning Development Room	• Completion of renovation works within budget • Setting up Campus TV Production Team for students	• Feedback from the Campus TV Technician and the Team members	• Sept 2010 – Dec 2010	• Campus TV Technician • Chairperson of Campus TV & Distance Learning Development Working Group	• QEF $167,500 • Campus TV Room
2. To enhance students' communications, skills and creativity through training	• Arrange training for the Campus TV Production Team	• Campus TV Production Team produces quality videos and broadcasts them through Campus TV	• Observation from teachers and students • Students' attendance	• Sept 2010 – Jun 2011	• All Team members	• HK$20,000 • Campus TV Room
3. To provide a platform to share information about upcoming events and activities.	• Setting up procedures for students to share their information through Campus TV	• Completion of procedure setting. • At least 2 videos are produced by non- Campus TV Production Team members	• Feedback from teachers and students • Scrutiny of document	• Jan 2011 – Jun 2011	• Chairman and members of Campus TV & Distance Learning Development	• Campus TV Room

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
		• Teachers and students show positive responses			Working Group	
4. To Enhance distance learning through organizing activities with local schools/ sister schools in mainland China/ other countries	• Organized interactive programs through using distance learning facilities	• Organize at least 6 activities in different aspects • Complete and submit the QEF evaluation report	• Arrangement Form of the program • Attendance record • Evaluation Report of the program • Questionnaire of the program	• Jan 2011 – Jun 2011	• Chairman and members of Campus TV & Distance Learning Development Working Group	• Campus TV Room