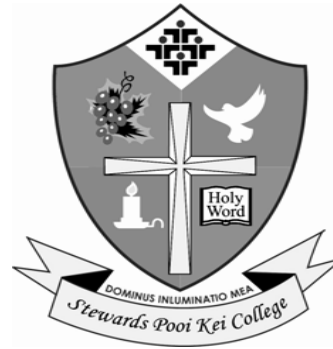


# Stewards Pooi Kei College

## Annual School Plan



2011/2012

### 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 self-confidence by providing students with a wide spectrum of learning opportunities.

## 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"> <li>To establish the Working Group for the Promotion of Reading</li> <li>To promote a positive reading atmosphere and to enhance students’ interest in reading by organizing reading sharing sessions</li> </ul>	<ul style="list-style-type: none"> <li>Students are able to develop good reading habits</li> <li>Students make good use of the Class Library and the Morning Reading Periods to enjoy reading</li> <li>Teachers and students share their reading experiences and they show positive responses in the Reading Sharing Sessions</li> <li>There is an increase in the percentage of agreement in the SHS for students, teachers and parents</li> </ul>	<ul style="list-style-type: none"> <li>Teachers’ observation</li> <li>Teacher and student Questionnaires</li> <li>No. of books students read</li> <li>SHS results</li> </ul>	Whole year	Head of Promotion of the Reading Working Group	<ul style="list-style-type: none"> <li>Morning Reading Periods</li> <li>Learning Centre</li> <li>School Assembly</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>
	<ul style="list-style-type: none"> <li>To coordinate with various KLA Heads to promote the Extensive Reading Scheme</li> </ul>	<ul style="list-style-type: none"> <li>Each subject department/KLA provides a book recommendation list for students</li> <li>At least 20% of students join the scheme</li> <li>There is an increase in the percentage of agreement in the SHS</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers and students</li> <li>No. of participants</li> <li>SHS results</li> <li>Reading records of the library</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>Head of Library Team</li> <li>All KLA Heads</li> </ul>	Library Periods
	<ul style="list-style-type: none"> <li>To encourage "Reading to Learn" through various reading programs of subject departments</li> </ul>	<ul style="list-style-type: none"> <li>Over 80% of students obtain awards in the English Reading Scheme</li> <li>Over 80% of students complete the Chinese Reading Scheme</li> <li>All students complete the LSLP and IES assignments in S5</li> </ul>	<ul style="list-style-type: none"> <li>Scrutiny of documents</li> <li>Feedback from teachers and students</li> <li>No. of participants</li> <li>SHS results</li> <li>Reading record of subject departments</li> <li>School-based assessment</li> <li>Evaluation of Annual Year Plan of subject departments</li> </ul>	Whole Year	<ul style="list-style-type: none"> <li>Subject Panel</li> <li>Heads of English, Chinese and LS</li> </ul>	<ul style="list-style-type: none"> <li>Library Periods</li> <li>IES and IES Extended lessons</li> <li>Learning Centre</li> </ul>

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

<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>
To enhance learning motivation through diversified teaching strategies	<ul style="list-style-type: none"> <li>To enhance learning motivation through student-oriented learning activities and cooperative learning</li> </ul>	<ul style="list-style-type: none"> <li>Diversified teaching strategies like talks, class discussions, presentations, and debates are arranged.</li> <li>Students show greater interest and motivation in learning</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaire</li> <li>Feedback from teachers and students</li> <li>Student participation and performance</li> <li>APASO and SHS results</li> <li>Evaluation of Annual Year Plan of subject departments</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</li> </ul>	
	<ul style="list-style-type: none"> <li>To enhance learning motivation through peer assessment</li> </ul>	<ul style="list-style-type: none"> <li>Students show a keen interest in peer assessment</li> <li>Students show positive feedback in the assessment</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers</li> <li>Peer assessment in class</li> <li>Student participation and performance</li> <li>Lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>Panel Heads</li> </ul>	<ul style="list-style-type: none"> <li>Peer Assessment Forms</li> </ul>

**3. Major Concern: To enhance self-confidence by providing students with a wide spectrum of learning opportunities.**

<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>
To enhance self-confidence by providing students with a wide spectrum of learning opportunities.	<ul style="list-style-type: none"> <li>To enhance self-confidence by encouraging students to participate in CCA and learning activities</li> </ul>	<ul style="list-style-type: none"> <li>Students show great interest and active participation in the competitions</li> <li>At least 20% of the students achieve “Good” and “Excellent” Grades in the CCA performance</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers and students</li> <li>Statistics of students’ participation</li> <li>Evaluation of Annual Year Plan of subject departments of teams</li> </ul>	<ul style="list-style-type: none"> <li>Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>Panel Heads and Team Heads</li> <li>Head of CCA</li> </ul>	<ul style="list-style-type: none"> <li>Weekly assemblies</li> </ul>
	<ul style="list-style-type: none"> <li>To enhance self-confidence by developing the skills of public speaking</li> </ul>	<ul style="list-style-type: none"> <li>Students show great interest and active participation in the HK Schools Speech Festival, inter-school debate competitions, and Morning Assemblies</li> <li>At least 20% of the students participate in public speaking activities</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from teachers, students and external adjudicators</li> <li>Statistics of students’ participation</li> <li>Evaluation of Annual Year Plan of subject departments and teams</li> </ul>	<ul style="list-style-type: none"> <li>Whole Year</li> </ul>	<ul style="list-style-type: none"> <li>Panel Heads and Team Heads</li> </ul>	<ul style="list-style-type: none"> <li>CCA Periods</li> <li>Weekly assemblies</li> <li>Morning assemblies</li> </ul>

## B. Capacity Enhancement Grant (CEG) Plan

### Stewards Pooi Kei College

#### Plan on Use of Capacity Enhancement Grant in 2011/2012 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 2011 to August 2012	Salary of teacher assistant: (\$157,802.40) (\$12,524*1.05*12) 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 2011 to August 2012	Salary of teacher assistant: (\$145,530.-)x3 (\$11,550*1.05*12) with 5% MFP	Quality and quantity of teaching materials prepare 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	\$594,392.40*** *** 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 2011/2012	\$476 x 1,072=\$510,272.-	
Total budget for Capacity Enhancement Grant in 2011/2012		\$594,392.40
The deficit will be covered by the School		-\$ 84,120.40

Prepared by:

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Signature by:

Dr. Chiu Yu Lung, Marcus (School Supervisor)