

Stewards Pooi Kei College

Annual School Plan



2008/2009

Major Concerns

1. To prepare for the New Senior Secondary (NSS) Curriculum
2. To Promote and Develop the School Self-evaluation (SSE) System
3. To Equip Students with Knowledge, Life Skills and Moral Values Through a Goal-oriented Learning Approach ---
Habit Building, Inter-personal Relationships, Self-discipline, Leadership and Excellence

1. Major Concern: To prepare for the New Senior Secondary (NSS) Curriculum

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
1. To Prepare for the Implementation of the NSS Curriculum	<ul style="list-style-type: none"> To finalize the choice of the elective modules for different subjects and implementation plan 	All subjects have finalized the choice of elective modules	Scrutiny of documents	Sept 08 - July 09	All Panel Heads	<ul style="list-style-type: none"> Time for preparation Curriculum & Assessment Guide S4-6
	<ul style="list-style-type: none"> To design school-based curriculum to bridge the NSS curriculum for different subjects 	All necessary planning and preparation are completed	Scrutiny of documents	Sept 08- July 09	All Panel Heads	<ul style="list-style-type: none"> Time for preparation Textbooks
	<ul style="list-style-type: none"> To encourage professional development of teachers 	All teachers participate in training workshops/ seminars/ relevant courses on NSS curriculum	Scrutiny of CPD Record	Sept 08- July 09	All Panel Heads	Free lesson or TA/supply teachers for lesson substitution

	<ul style="list-style-type: none"> To encourage professional sharing/training on NSS curriculum and assessment for teachers 	<ul style="list-style-type: none"> Sharing/training session is completed Teachers show positive response 	Feedbacks from teachers	<ul style="list-style-type: none"> Oct 08 (Talk on NSS Curriculum) Nov 08 (Staff Development Day) 	<ul style="list-style-type: none"> All Panel Heads Staff Development Committee 	Time for preparation
	<ul style="list-style-type: none"> To provide resources and support for teaching and learning of NSS 	All Reading materials and supporting resources for NSS curriculum are selected, processed and shelved	Scrutiny of library catalogues and shelves	Sept 08- July 09	<ul style="list-style-type: none"> Teacher Librarian Library Assistant 	Time and part-time staff for processing books and resources
	<ul style="list-style-type: none"> To prepare for the NSS time-tabling 	The framework of NSS time-tabling is developed	Scrutiny of documents	Sept 08- July 09	Vice-principal Teacher-in-charge of WebSAMS	Time for preparation and attending training workshops organized by the EDB
	<ul style="list-style-type: none"> To explain to parents, students and teachers about the implementation 	The preparation for NSS curriculum, implementation plan and assessment for the 4 core subjects are	<ul style="list-style-type: none"> Scrutiny of documents Feedback from parents, students and 	Nov 08 (Parent Talk)	Vice-principal, Director of Academic Affairs Office and Panel Heads of	<ul style="list-style-type: none"> Time for preparation Curriculum & Assessment

	and assessment of NSS curriculum	explained to parents, students and teachers	parents		Chinese, English, Mathematics and Liberal Studies	Guide S4-6
2. To Prepare for the Implementation of Liberal Studies Curriculum	<ul style="list-style-type: none"> To form the LS Curriculum Development Committee (LSDC) 	The LSDC is formed	Scrutiny of documents	Sept 08 - July 09	LS Panel Head (Vice-Principal)	Teachers from Arts, Social Science and Science Streams
	<ul style="list-style-type: none"> To draft a three-year curriculum for LS 	<ul style="list-style-type: none"> A three-year curriculum is prepared 	Scrutiny of documents	Sept 08 - July 09	LS Panel Head (Vice-Principal)	Time for preparation Curriculum & Assessment Guide S4-6
	<ul style="list-style-type: none"> To finalize the choice of modules and implementation process for NSS 1 to NSS 3 	The LSDC has finalized the choice of modules and implementation process in a three-year plan	Scrutiny of documents	Sept 08 - July 09	LS Panel Head (Vice-Principal)	Time for preparation Curriculum & Assessment Guide S4-6

	<ul style="list-style-type: none"> To develop and prepare the teaching plan for next year 	<ul style="list-style-type: none"> One third of Teaching plans of 3 modules are prepared 	Scrutiny of documents	Nov.08 – Aug 09	LS Panel Head (Vice-Principal)	Lessons free for some LS teachers A Supply Teacher/ Curriculum Development Officer is employed
	<ul style="list-style-type: none"> To develop an integrated curriculum in Integrated Humanities (S1-S3) to bridge the LS in the NSS system 	Curriculum plan for S1 to S3 is completed and distributed to students	<ul style="list-style-type: none"> Scrutiny of documents Feedback from teachers Student assignments 	Sept 08- July 09	<ul style="list-style-type: none"> IH Panel Head 	Time for preparing curriculum plan
	<ul style="list-style-type: none"> To encourage professional development of LS teachers 	All subject teachers of NSS1 participate in training workshops/ courses on LS curriculum	Scrutiny of CPD Record	Sept 08- July 09	LS Panel Head (Vice-Principal)	Free lesson or TA/Supply Teachers for lesson substitution
3. To Prepare for the OLE Curriculum	<ul style="list-style-type: none"> To prepare year plans for subject departments and teams 	The targets of Year Plans are achieved	<ul style="list-style-type: none"> Scrutiny of documents 	Sept 08- July 09	<ul style="list-style-type: none"> Panel Heads (PSSE, Visual Arts, PE, Music) Team Heads (LEWOWA, 	

					Character Building Team, Career Guidance Team and CCA Team)	
4. To Prepare the Student Learning Profile (SLP)	<ul style="list-style-type: none"> To prepare the SLP based on the framework of the i-portfolio system 	The framework of SLP is developed	<ul style="list-style-type: none"> Scrutiny of documents 	Sept 08- July 09	<ul style="list-style-type: none"> Director of Academic Affairs Office Teacher-in-charge of the Award & Student Portfolio Team 	

2. Major Concern: To Promote and Develop the School Self-evaluation (SSE) System

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To Promote and Develop the SSE System	<ul style="list-style-type: none"> To keep and file school documents for comprehensive review and school development in a systematic manner 	<ul style="list-style-type: none"> A filing system is created (Drive M) School documents are classified and filed 	<ul style="list-style-type: none"> Scrutiny of school documents Filing of school documents 	Sept 08 - July 09	<ul style="list-style-type: none"> Vice-principals All Office Directors All Panel Heads All Team Heads Head of IT Supporting Team 	<ul style="list-style-type: none"> Time School documents
	<ul style="list-style-type: none"> To keep a good inventory for subject departments and teams 	<ul style="list-style-type: none"> Inventory record is accurate 	Scrutiny of inventory and school documents	Sept 08- July 09	<ul style="list-style-type: none"> All Panel Heads All Team Heads 	<ul style="list-style-type: none"> Time Inventory record
	<ul style="list-style-type: none"> To implement the APASO Survey 	<ul style="list-style-type: none"> The survey for APASO is completed A workshop to analyze the data of APASO is held 	<ul style="list-style-type: none"> Results from data-analysis Views from stakeholders Results of questionnaire from the workshop 	April 09	<ul style="list-style-type: none"> Vice-principals CIT Panel Head Head of SDC 	<ul style="list-style-type: none"> Software for data-entry and data-analysis Human resources

	<ul style="list-style-type: none"> ● To prepare evaluation of Year Plans for subject departments and teams 	<ul style="list-style-type: none"> ● Evaluation of all Year Plans is completed ● All Annual Reports are completed 	<ul style="list-style-type: none"> ● Scrutiny of documents 	July 09	<ul style="list-style-type: none"> ● Vice-principals ● All Office Directors ● All Panel Heads ● All Team Heads 	<ul style="list-style-type: none"> ● Time ● School documents
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3. Major Concern : To Equip Students with Knowledge, Life Skills and Moral Values Through a Goal-oriented Learning Approach --- Habit Building, Inter-personal Relationships, Self-discipline, Leadership and Excellence

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
To Equip Students with Knowledge, Life Skills and Moral Values Through a Goal-oriented Learning Approach	<p><u>Habit Building</u></p> <ul style="list-style-type: none"> To develop sound reading habits To develop self-learning habit 	<ul style="list-style-type: none"> Morning Reading and reading schemes are completed Students complete the Self-learning Package for IH 	<ul style="list-style-type: none"> Students' participation in the Reading Program and Reading Schemes Teachers' assessment 	Sept 08 - July 09	<ul style="list-style-type: none"> English, Chinese and IH Panel Heads Teacher Librarian 	<ul style="list-style-type: none"> Time Library resources
	<p><u>Inter-personal Relationships & Leadership</u></p> <ul style="list-style-type: none"> To develop students' social skills To take up responsible posts in the CCA 	<ul style="list-style-type: none"> Students develop social skills Students organize CCA under the supervision of teachers 	<ul style="list-style-type: none"> Teachers' observation Students' performance in organizing CCA 	Sept 08- July 09	<ul style="list-style-type: none"> Social Worker Director of SAO Teacher-in-charge of CCA 	<ul style="list-style-type: none"> Time Venues
	<p><u>Self-discipline</u></p> <ul style="list-style-type: none"> To develop a sense of 	<ul style="list-style-type: none"> The "One Student One Club Policy for S1 to S4 students is 	<ul style="list-style-type: none"> Attendance rate of CCA Student 	Sept 08- July 09	<ul style="list-style-type: none"> Teacher-in-charge of Character Building Team 	

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
	<p>self-discipline and responsibility in participating in the CCA</p> <ul style="list-style-type: none"> To enhance students' awareness of environmental protection To cultivate the sense of self-management 	<p>achieved</p> <ul style="list-style-type: none"> Students attend 70 % of club meetings Recycling program is launched Personal portfolio is implemented 	<p>responses</p> <ul style="list-style-type: none"> Teachers' assessment and observation 		<ul style="list-style-type: none"> Teacher-in-charge of the Environmental Protection Club Coordinator of the Tea Box IH Panel Head and Subject Teachers 	
	<p><u>Excellence</u></p> <ul style="list-style-type: none"> To strive for academic excellence of students To enhance teaching skills and strategies of teachers 	<ul style="list-style-type: none"> Students strive for academic excellence Overall passing rate is increased compared with their results in the previous year Number of Peer classroom observation 	<ul style="list-style-type: none"> Students' participation in class Students' performance in tests and exams Minutes of subjects meetings CPD record of teachers 	Sept 08- July 09	<ul style="list-style-type: none"> Vice-Principals Director of AAO Members of Team of Academic Excellence Teacher-in-charge of WebSAMS 	Time Human resource

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
		<ul style="list-style-type: none"> ● Number of seminars, courses attended by teachers related to teaching enhancement 				