

**HKBUAS Wong Kam Fai Secondary & Primary School  
Annual School Plan (PS) 2017-2018**

The followings are the main focus of primary section in 2017-2018:

- 1. Implementing the Middle School concept**
- 2. Enhancing active engagement in learning and teaching**
- 3. Cultivating students' proactive attitude**
- 4. Fostering teachers' professional growth through action learning**

**Area of concern: Strengthening Learning and Teaching in order to Meet Student Needs**

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
1.1	To enhance the impact of PS-SS interface through the Middle School curriculum	To commence the Middle School curriculum at G5	<ol style="list-style-type: none"> <li>1. Try out the Middle School curriculum (including third languages and soft skills training at G5)</li> <li>2. Fine-tune the Middle School curriculum with further suggestions</li> </ol>	<ol style="list-style-type: none"> <li>1. Curriculum documented</li> <li>2. Review of Middle School curriculum implementation</li> </ol>	Middle School Steering Committee	Nil
		To establish a fluid PS-SS learning arrangement	<ol style="list-style-type: none"> <li>1. 4 overlapping lessons across PS-SS timetable</li> <li>2. Flexi staff deployment: at least 1 teacher across PS-SS</li> <li>3. Acceleration programs (PS-SS) for individual students</li> <li>4. Enrichment activities across PS-SS within KLAS: at least 1 per year at Grades 5-8</li> </ol>	<ol style="list-style-type: none"> <li>1. Record of the timeslots created</li> <li>2. Teachers survey</li> <li>3. Evaluation of acceleration programs</li> <li>4. Evaluation of the enrichment activities</li> </ol>	Middle School Steering Committee	Nil
		To improve bridging programs from G6 to G7	<ol style="list-style-type: none"> <li>1. Implement the framework of bridging programs</li> <li>2. Fine-tune the framework with further suggestions</li> </ol>	<ol style="list-style-type: none"> <li>1. Framework documented</li> <li>2. Students survey</li> </ol>	Middle School Steering Committee	Budget for bridging programs
		To organize school-wide learning experience across PS-SS	<ol style="list-style-type: none"> <li>1. PBL Grades 1 – 9</li> <li>2. Arts Festival</li> <li>3. Chinese Cultural Day</li> <li>4. Winter Concert</li> <li>5. Graduation cum Promotion Ceremony</li> <li>6. OLEs &amp; excursions</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluation of Activities</li> <li>2. Evaluation of the PS &amp; SS annual plans</li> </ol>	Middle School Steering Committee, SMT	AA, SD, OLE budgets

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
	To enhance the impact of PS-SS interface through the Middle School curriculum (Cont'd)	To enhance professional collaboration between PS and SS teachers	<ol style="list-style-type: none"> <li>1. Fine-tune the objectives of G5-8 Middle School concept</li> <li>2. At least 2 KLA-based cross-sectional meetings per year</li> <li>3. Lesson observations for KLAs and homeroom time</li> </ol>	<ol style="list-style-type: none"> <li>1. G5-8 curriculum objectives</li> <li>2. Minutes of meeting</li> <li>3. Lesson observation record</li> </ol>	Middle School Steering Committee, subject panels, G6-G7 CTs	Budget for bridging programs
1.2	To enhance active engagement in learning and teaching	To strengthen teacher professional development on cooperative learning	<ol style="list-style-type: none"> <li>1. At least 2 workshops on cooperative learning</li> <li>2. At least 30% teachers joining the individual PD on topics related to cooperative learning</li> <li>3. Share good practices at staff meeting &amp; PD day</li> </ol>	<ol style="list-style-type: none"> <li>1. PD events evaluation</li> <li>2. PD hours record</li> <li>3. Sharing sessions among teachers</li> </ol>	POS	Budget for teacher training
		To implement pedagogies for active engagement (e.g. eLearning, Differentiated Instruction and Assessment, etc.) in all KLAs	<ol style="list-style-type: none"> <li>1. Implement pedagogies for active engagement in classroom practices</li> <li>2. Review and consolidate PBL</li> </ol>	<ol style="list-style-type: none"> <li>1. QCM record</li> <li>2. Subject evaluation report</li> <li>3. PBL curriculum plan and evaluation report</li> </ol>	All KLA Coordinators, class teachers, PBL I/C	AA and KLA budgets
		To improve students' self-directed learning habits	<ol style="list-style-type: none"> <li>1. Further promote reading and research skills</li> <li>2. Support SDL through eLearning (e.g. implement Google LMS)</li> <li>3. Reinforce active learning habits (e.g. goal-setting, self-evaluation, piloting Seesaw e-portfolio)</li> <li>4. SLC in G4-6</li> </ol>	<ol style="list-style-type: none"> <li>1. Reading evaluation report</li> <li>2. Collection and analysis of learning habits exemplars and portfolios</li> </ol>	Librarian, eLearning Team, class teachers	AA and KLA budgets
		To facilitate concerted effort among academic affair (AA), student development (SD) and other learning experiences (OLE)	<ol style="list-style-type: none"> <li>1. Enhance collaboration amongst AA, SD and OLEs for the theme of Active Engagement</li> <li>2. Connect the <i>themes Active Engagement and Be a Proactive Student</i></li> </ol>	<ol style="list-style-type: none"> <li>1. Annual plan and year-end evaluation of AA, SD and OLE Committees</li> </ol>	PSOC	Nil

**Area of Concern 2: Fostering Students’ Whole-Person Development in order to Build Positive School Culture**

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
2.1	To cultivate a proactive attitude (School annual theme: “Be a Proactive Student”)	To adopt a whole-school approach to cultivate proactive attitude	<ol style="list-style-type: none"> <li>All teams are involved in devising and implementing strategies of cultivating students’ proactivity</li> <li>All teachers help advocate proactivity in school</li> <li>All students have reflection on the school year theme about “Be a Proactive Student”</li> </ol>	<ol style="list-style-type: none"> <li>Team planning document and evaluation report</li> <li>Teachers survey</li> <li>Students’ work</li> </ol>	All teachers	SD budget
		To enrich Guidance Program in alignment with the annual theme	<ol style="list-style-type: none"> <li>Infuse the elements of “proactivity” into Guidance Program activities (e.g. Life Ed Curriculum, Moral &amp; Civic Education Program, etc.)</li> <li>At least 70% teachers agree that Guidance Program has helped developed a proactive school culture</li> </ol>	<ol style="list-style-type: none"> <li>Evaluation of Guidance programs</li> <li>Teachers survey</li> </ol>	Guidance Team, Moral & Civic Education Team	SD budget
		To provide experiential and service learning opportunities to enhance students’ concern and care for the school and the community	<ol style="list-style-type: none"> <li>All G5 – G6 students participate at least one community service</li> <li>At least 70% students agree that they learnt more about the needs of different people in the community after the service</li> <li>OLEs (excursions and local activities) advocate respect for different cultures</li> <li>At least 50% of G4 – G6 students join service or leadership teams</li> </ol>	<ol style="list-style-type: none"> <li>Service Record</li> <li>Students survey</li> <li>Record of student service and leadership team</li> <li>Annual plan of excursions</li> <li>Evaluation of the excursion showcase</li> </ol>	Student Advancement Support Team, Guidance Team, Moral and Civic Education Team, OLE Team	SD budget, Support from BGCA, OLE & scholarship
		To share with parents on parenting skills to foster children’s personal development	<ol style="list-style-type: none"> <li>At least 2 school-based or PTA organized talks or workshops (e.g. parenting skills, strategies on fostering their child’s personal development, etc.)</li> </ol>	<ol style="list-style-type: none"> <li>Program evaluation</li> <li>Focus group interview</li> </ol>	Home-School Liaison and PTA	SD budget, PTA
		To reinforce appropriate behavior with reference to rules and expectations	<ol style="list-style-type: none"> <li>At least 70% teachers agree that they are consistent and uphold about rules, discipline and expectations</li> </ol>	<ol style="list-style-type: none"> <li>Teachers survey</li> <li>Statistics of misbehavior &amp; late homework records</li> </ol>	Student Management and Support Team	SD budget

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
2.2	To foster positive class culture	Reinforce and give support to Class Teachers to strengthen class spirit and relationship building	<ol style="list-style-type: none"> <li>1. Class teachers teach Life Ed</li> <li>2. At least 80% class teachers agree that the activities organized helped foster class spirit</li> <li>3. At least 80% students love to go to school</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluation of Life Education Curriculum</li> <li>2. Teachers survey</li> <li>3. APASO</li> </ol>	Student Development Committee	SD budget
		Promote culture of appreciation within the class	<ol style="list-style-type: none"> <li>1. All classes adopted class-based appreciation scheme or activities</li> <li>2. At least 70% teachers agree that the scheme or activities are effective in promoting culture of appreciation</li> </ol>	<ol style="list-style-type: none"> <li>1. Record of appreciation scheme or activities</li> <li>2. Teachers survey</li> </ol>	Grade Heads, Class Teachers	SD budget
		Create different platform to facilitate communication among teachers for positive class culture building	<ol style="list-style-type: none"> <li>1. Enhance Grade Head system and empower Grade Heads to enhance communication</li> <li>2. Grade Heads arrange meeting with grade class teachers at least twice a term</li> <li>3. Facilitate school-wide sharing amongst teachers</li> </ol>	<ol style="list-style-type: none"> <li>1. Meeting record</li> <li>2. Teachers survey</li> </ol>	Student Development Committee	NIL
2.3	To unleash the potentials of our students	Strengthen the leadership training programs	<ol style="list-style-type: none"> <li>1. Strengthen a systematic leadership training program</li> <li>2. At least 10% of students are involved in systematic leadership training</li> <li>3. At least 80% of students joining the leadership programs has improvement in their leadership skills and attitudes</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluation of the training program</li> <li>2. Students survey</li> <li>3. Focus group interview</li> </ol>	Student Advancement Support Team	SD budget
		Develop the sense of global citizenship	<ol style="list-style-type: none"> <li>1. Organize fund-raising activities</li> <li>2. Embed excursion into PBL</li> </ol>	<ol style="list-style-type: none"> <li>1. Parents survey</li> <li>2. Students survey</li> <li>3. Evaluation of the Showcase</li> </ol>	OLE Committee, Academic Affairs Committee	SD budget OLE budget
		Nourish an orientation of responsibility and service	<ol style="list-style-type: none"> <li>1. Students contribute and organize school activities</li> <li>2. Students make proposal for school improvement</li> </ol>	<ol style="list-style-type: none"> <li>1. Student record of organizing activities</li> <li>2. Students survey</li> <li>3. Parents survey</li> </ol>	Student Development Committee	SD budget

**Area of Concern 3: Optimizing Management and Administrative Systems and Practices**

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
3.1	To increase transparency and participation in policy-making	To continue the practice of having teacher representatives in management meetings	<ol style="list-style-type: none"> <li>1. Teacher representative(s) satisfied with the participation in top-level meetings, e.g. SMC</li> <li>2. 70% teachers satisfied with the practice of having teacher presentative(s) participating in management meetings, e.g. PSOC</li> </ol>	1. Teachers survey	Head of PS, PSOC	Nil
		To have senior management meetings regularly to discuss school issues	<ol style="list-style-type: none"> <li>1. PSOC meeting at least once a fortnight</li> <li>2. Discussed issues shared in SMT, staff meetings and other channels to all staff and collect feedback from staff</li> </ol>	1. Teachers survey	Head of PS, PSOC	Nil
		To ensure effective use of appraisal data for professional development	<ol style="list-style-type: none"> <li>1. Development plan for some teachers with specific PD needs based on the past appraisal record or concerns</li> <li>2. Concrete measures suggested for improvement in appraisal system if necessary</li> </ol>	1. Regular meeting for the progress of development plan and its record	Head of PS, designated teachers, POS	Budget for teacher training
3.2	To further develop the school's continuous evaluation system	To further optimize the arrangements for lesson observation (formal and peer) and assignment inspection	<ol style="list-style-type: none"> <li>1. Fine-tune the existing peer observation with clearer objectives and expectations in alignment with the themes Active Learning and Proactive Learner</li> <li>2. 70% teachers satisfied with the arrangements for lesson observation and assignment inspection</li> </ol>	<ol style="list-style-type: none"> <li>1. Record of peer observation</li> <li>2. Record of appraisal</li> <li>3. Teachers survey</li> </ol>	POS	Nil

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
	To further develop the school's continuous evaluation system (Cont'd)	To institutionalize an evaluation mechanism for school review and planning	<ol style="list-style-type: none"> <li>1. Ensure the alignment of annual plan and evaluation (annual reporting)</li> <li>2. The new proposal should reflect previous evaluation and suggestions</li> <li>3. Stakeholder surveys should be conducted and analyzed. The results should be shared with stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. Annual plan</li> <li>2. Annual report</li> <li>3. New proposal</li> <li>4. Stakeholders survey</li> </ol>	AHPS	Nil

#### Area of Concern 4: Enhancing Teachers' Professional Growth and Commitment

Item	Strategies	Action	Criteria of success	Evaluation	Action taken by	Resources required
4.1	To cultivate a culture of trust and empowerment	To review delegation of authority and responsibility of each team	<ol style="list-style-type: none"> <li>1. Every committee and task force should have a set of well-defined objectives and specific functions</li> <li>2. 70% teachers satisfied with delegation of authority</li> </ol>	<ol style="list-style-type: none"> <li>1. Documentation</li> <li>2. Teachers survey</li> </ol>	Head of PS, PSOC	Nil
		To organize retreat for senior-middle management	<ol style="list-style-type: none"> <li>1. 70% teachers satisfy with the arrangement and agree that can reinforce/ develop their strengths for school duties</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers survey</li> </ol>	POS, Social Welfare Team	Budget for PD, teacher voluntary fund
		To organize social gatherings for teachers for team building				
4.2	To enhance recognition and appreciation of teachers' contributions	To show more recognition and appreciation through formal and informal channels	<ol style="list-style-type: none"> <li>1. 15-minute teacher sharing of good practices at each staff meeting</li> <li>2. Each subject team has at least 2 internal sharing sessions of good practices within department</li> </ol>	<ol style="list-style-type: none"> <li>1. Record of the sharing sessions</li> <li>2. Minute of Subject meeting</li> </ol>	POS, KLA Coordinators	Nil
4.3	To seek more PD opportunities for teachers locally and internationally	To encourage teachers to attend PD events and share experience inside and outside A-School	<ol style="list-style-type: none"> <li>1. 10% PD hours record rise from 2016-2017 to 2017-2018</li> <li>2. At least 1 overseas PD with sharing afterwards</li> </ol>	<ol style="list-style-type: none"> <li>1. PD records</li> <li>2. Sharing sessions</li> </ol>	POS	Budget for PD
		To nominate teachers for local/ overseas educational conferences and study tour				