

**HKBUAS Wong Kam Fai Secondary & Primary School
School Annual Plan (SS) 2015 – 2016**

Area of Concern 1: Strengthening Learning and Teaching in order to Meet Student Needs

Item	Strategies	Action	Criteria of success	Action taken by	Resources required
1.1	To prepare students well for local and non-local curriculums	<p>To embed NSS elements in junior-grade curriculum wherever appropriate</p> <p>To equip students with proper learning attitude and effective study skills</p> <p>To further foster self-directed learning among students</p> <p>To strengthen support to students in the face of public exams</p> <p>To optimize the arrangements for after-school classes</p> <p>To invite alumni to share their experience in public exam and further studies</p> <p>To prepare Grade 10 students for IGCSE exams through top-up programs</p> <p>To make arrangements for GCEAL streaming in 2016-17, concerning curriculum, assessment and other student development programs</p> <p>To prepare teachers for the GCEAL curriculum through training and teaching resources</p> <p>To provide further study counseling for parents/students</p>	<ol style="list-style-type: none"> 1. Concrete proposals for improving HKDSE results submitted and executed by subject panels 2. Proportion of students attaining Level 5 or above increased and higher than the HK average 3. Concrete plans for GCEAL streaming confirmed by the middle of Term 2 	Academic Affairs Committee, subject panels	Budget for training and teaching resources

1.2	To make effective use of student data to fine-tune learning & teaching strategies	To compile academic data and issue individual reports per term	<ol style="list-style-type: none"> 1. Reports issued on time 2. Evaluations done as shown in minutes of QCMs or panel meetings 	Academic Affairs Committee, Student Development Committee, subject panels	Budget for developing a new platform if necessary
		To review L&T strategies after UT or term-end assessment			
		To review individual learning progress with students/parents regularly			
		To optimize the online platform of student data			
1.3	To strengthen PS-SS interfacing in terms of curriculum, assessment and other learning activities	To optimize bridging programs from G6 to G7	<ol style="list-style-type: none"> 1. Concrete proposals for bridging submitted and executed by subject panels 2. Bridging meeting held at least once per term 3. Class visit done at least once per term 4. A majority of G6/G7 students satisfied with the various bridging programs as per school surveys 	PS-SS Interfacing Committee, subject panels, leadership and OLE teams	Budget for bridging programs
		To strengthen communication with PS on curriculum, assessment and other learning activities			
		To strengthen monitoring of bridging progress in subjects, leadership programs and OLE teams			
		To strengthen communication with G5 and G6 parents on the transitions required			
		To fine-tune arrangement for academic acceleration program			
1.4	To strengthen the language environment	To organize more activities promoting the use of English or Putonghua	<ol style="list-style-type: none"> 1. Concrete proposals submitted and executed by language team, CL and EL panels 2. A majority of students/teachers satisfied with the language environment as per school survey 	Language Environment Team, all language and non-language teachers	Budget for language programs
		Teachers communicating with students in the MOI of the subject they teach, inside and outside the classroom			
		Teachers and students making public speeches or announcements in either English or Putonghua			

		To explore the feasibility of developing other languages as a regular program			
1.5	To further promote e-learning as an effective learning tool	To review the school's wifi infrastructure	<ol style="list-style-type: none"> 1. Concrete proposal for wifi infrastructure confirmed by the end of Term 2 2. A majority of students satisfied with e-learning experience as per school surveys 3. More PD hours recorded for e-learning 	E-learning Team, subject panels, IT Department	Budget for optimizing wifi infrastructure and purchasing tablets if necessary
		To increase the use of tablets in classroom learning			
		To further promote off-campus learning through online platforms and apps			
		To try out e-textbooks in junior grades			
		To strengthen PD programs for teachers on e-learning			
1.6	To provide better support to gifted and elite students	To set up a taskforce to follow up individual developments of gifted/elite students	<ol style="list-style-type: none"> 1. Concrete proposal submitted and executed by task force 2. Meeting with each identified student held at least once per term 	Task force	Budget for gifts for recognition
		To strengthen support to gifted/elite students concerning their academic, personal and life-planning needs			
		To encourage gifted/elite students to participate in open competitions and events			
		To give more recognition of gifted/elite students' achievements			

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

Item	Strategies	Action	Criteria of success	Action taken by	Resources required
2.1	To nurture positive values towards life and studies	To further uphold our expectations for students and be consistent in giving consequences for irresponsible behaviours	<ol style="list-style-type: none"> 1. Records of late homework submission and misbehaviors improved 2. Different moral values immersed in different grades through MCD programs/lessons and mentor time 3. Concrete proposal executed by MCD and guidance teams 4. Positive feedback from teachers/students on junior-grade MCD lessons as per school survey 5. Positive feedback from teachers/students on Christianity atmosphere as per school survey 	Student Management Team, Academic Affairs Committee, MCD Team, Guidance Team, Christianity Development Team	Budgets for MCE and guidance programs, Christianity development; manpower from City One Baptist Church
		To strengthen students' life skills and enhance their moral integrity			
		To nurture a sense of appreciation and thanksgiving among students			
		To optimize the MCD curriculum			
		To further promote Christian values among students			
2.2	To provide diverse opportunities for students to develop talents	To identify students' individual strengths and talents with systematic follow-ups	<ol style="list-style-type: none"> 1. Early identification of students' talents through different channels 2. At least 2 inter-chamber/whole-school events 	OLE Team, Student Advancement Support Team	Budgets for SU/chamber programs, local/overseas training/showcase
		To offer more opportunities for students to lead/organize school events			
		To encourage students to strive			

		for excellence in open competitions and events	organized by SU/chambers a year		
		To strengthen sports and aesthetic programs with upgraded facilities of the new annex	<ol style="list-style-type: none"> 3. Concrete leadership program for leading/organizing school events 4. Students demonstrating good results in inter-school/territory-wide competitions 5. At least 5 local and overseas training programs and performances held to showcase students' talents (mainly in sports and aesthetics) 6. Concrete plan executed to utilize New Annex for school team training (mainly in sports and aesthetics) 		

2.3	To optimize exchange programs and excursions in order to enrich students' learning experience	To build collaboration with more partnership schools in different parts of the world	<ol style="list-style-type: none"> 1. At least 1 partnership school linked up 2. More than 50 students (about 7%) joining Outward /Inward Exchange Program every year 3. Concrete plan executed to promote the idea of "Exchange for Everyone" 4. Exchange students sharing/showcasing their life/cultural/academic experiences in whole-school or grade assemblies 5. More options of excursions provided for students 	Student Advancement Support Team, OLE Team	Nil
		To encourage more students and parents to join exchange programs and become host families			
		To design a more in-depth and systematic learning program for exchange students			
		To offer more excursion options for students			
2.4	To boost students' sense of belonging	To strengthen the class ethos	<ol style="list-style-type: none"> 1. At least 1 sharing session on class expectations conducted each term 2. Concrete plan executed to build class ethos in mentor time and grade assemblies 3. Grade teachers' meetings held regularly to cultivate the grade/class ethos 	Grade Heads, Alumni Team, Student Advancement Support Team, Home-School Liaison Team	Budgets for gatherings and other programs for alumni and parents
		To increase students' sense of identity with the school			
		To strengthen network with alumni and parents			

			<ol style="list-style-type: none">4. At least 2 inter-class competitions held at junior grades5. At least 1 sharing session on A-school history and traditions held per term.6. Alumni gatherings held every year7. A comprehensive contact list compiled8. Concrete plan executed to build stronger liaison with parents		
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Area of Concern 3: Optimizing Management and Administrative Systems and Practices

Item	Strategies	Action	Criteria of success	Action taken by	Resources required
3.1	To increase transparency and participation in policy-making	To increase participation of teacher representatives in top-level meetings	<ol style="list-style-type: none"> At least 4 lunch meetings held a year A majority of teachers satisfied with the degree of participation as per school survey 	Principal and senior management	Budget for casual lunch
		To strengthen consultation among teachers before making important decisions			
		Principal/senior management meeting with teachers in small groups regularly through casual lunch			
3.2	To enhance dissemination of school information to stakeholders	To strengthen communication among AA, SD and OLE	<ol style="list-style-type: none"> Meeting with panel/department heads at least once per term A majority of teachers satisfied with the degree of coordination as per school survey 	Principal, senior management and teams under AAC, SDC and OLE	Nil
		Principal/senior management meeting with panel/department heads individually and regularly			
		To redesign the school's webpage to facilitate dissemination of school information			
		To meet with parents and student representatives regularly			
		To ensure effective channels of communication such as briefings, emails, shared documents on Google, eClass app, Whatsapp, etc.			

3.3	To further develop the school's continuous evaluation system	To optimize the teachers' appraisal system	<ol style="list-style-type: none"> 1. Concrete proposal for appraisal system confirmed/executed in Term 2 2. A majority of teachers satisfied with the arrangements for lesson observation and assignment inspection as per school survey 	Appraisal Committee, QAD Team, teams under AAC, SDC and OLE	Nil
		To ensure effective use of data for planning and evaluation			
		To optimize the arrangements for lesson observation and assignment inspection			

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

Item	Strategies	Action	Criteria of success	Action taken by	Resources required
4.1	To cultivate a culture of trust and empowerment	To promote team building among all teams and teachers	1. Whole-school PD program on team building held at least once 2. A majority of teachers satisfied with the degree of communication as per school survey	PD Team, department heads	Budget for PD programs
		To increase transparency of school's policies and practices			
		To delegate authority and responsibility to teammates with guidance provided			
		To enhance formal/informal communication between senior management and teachers			
4.2	To enhance recognition and appreciation of teachers' contributions	To review the teachers' commendation schemes	A majority of teachers satisfied with the degree of recognition and appreciation as per school survey	Principals, department heads, Teachers' Welfare Team	Budget for commendation schemes and teachers' welfare
		To show more recognition and appreciation through various channels			
		To advance welfare for teachers			
4.3	To further develop collaboration with other schools and professional institutions	To reinforce professional collaboration with HKBU	1. More subject panels or teams connected with HKBU 2. More teachers joining professional bodies	Department heads	Budget for joining fees of professional bodies if necessary
		To strengthen network with other schools			
		To encourage teachers to join professional bodies			
4.4	To seek more PD opportunities for teachers, locally and internationally	To encourage teachers to attend courses/seminars, and do sharing in public	1. More PD hours recorded 2. At least one overseas PD event joined	PD Team	Budget for educational conferences, study tours and exchange programs
		To nominate teachers for local/overseas educational conferences and study tours			
		To explore the feasibility of developing exchange programs for teachers			