

**HKBUAS Wong Kam Fai Secondary & Primary School
Annual School Plan (SS) 2016-2017**

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	To equip students with effective thinking skills To further enhance self-directed learning among students To promote STEM education in junior grades To review the integration of NSS/IGCSE elements into junior-grade curriculum To strengthen support to students in preparation for DSE/IGCSE exam To review the implementation of IGCSE top-up program To review curriculum and other arrangements for GCEAL program To review the capacities of science laboratories To optimize self-study facilities and environment To invite alumni or other guest speakers to share their experience in studies	1. Concrete proposals for self-directed learning and STEM education submitted and executed by subject panels 2. Proportion of students attaining Level 4 or above increased and higher than the HK average 3. Review of IGCSE top-up program and GCEAL program done with concrete measures suggested for improvement if necessary 4. Efforts in enhancing students' thinking skills shown in lessons	Academic Development Committee (ADC), subject panels	Budget for STEM activities and teaching resources for IGCSE/GCEAL

1.2	To make effective use of student data to fine-tune learning & teaching strategies	To review the dissemination of academic data through report cards	1. Concrete measures suggested for improvement in report cards if necessary 2. Evaluations done as shown in minutes of QCMs or panel meetings	ADC, Student Development Committee (SDC), subject panels	Nil
		To review L&T strategies after UT or term-end assessment			
		To evaluate individual learning progress with students/parents regularly			
		To analyze the effectiveness of LSET classes			
1.3	To strengthen PS-SS interfacing in terms of curriculum, assessment and other learning activities	To create more common timeslots through restructuring of PS and SS timetables	1. Concrete proposals for bridging submitted and executed by subject panels 2. A majority of G6/G7 students satisfied with the various bridging programs as per school surveys	PS-SS Interfacing Committee, subject panels, leadership and OLEC	Budget for bridging programs
		To enhance professional collaboration between PS and SS teachers			
		To optimize bridging programs from G6 to G7			
		To strengthen ties with PS in curriculum, OLE and school events			
1.4	To strengthen the language environment	To organize a Language Week for whole school	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
		To further promote the use of English or Putonghua			
		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 increase students' exposure to other languages			

1.5	To further promote e-learning as an effective learning tool	To implement wifi 900 project	<ol style="list-style-type: none"> 1. Concrete measures for wifi 900 confirmed and implemented on time 2. E-reading platforms reviewed and revised if necessary 3. A majority of students satisfied with the e-learning environment as per school survey 4. More PD hours recorded for e-learning 	E-learning Team, subject panels, IT Department	Budget for optimizing wifi infrastructure and purchasing tablets and apps if necessary
		To enhance teacher-student interaction in classroom with the aid of mobile devices			
		To explore the possibility of using e-textbooks in junior grades			
		To promote e-reading with suitable platforms			
		To develop subject webpages for sharing of subject-based features and resources			
		To strengthen PD programs on e-learning			
1.6	To provide better support to gifted and elite students	To review the composition of the task force	<ol style="list-style-type: none"> 1. Concrete proposal submitted and executed by task force 2. Meeting with target students at least once per term 	Task force	Budget for gifted/elite programs and other kinds of support
		To strengthen support to gifted/elite students concerning their academic, personal growth and life-planning needs			
		To optimize arrangements for acceleration program			
		To recruit alumni to provide academic support for elite members of sports teams			

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 uphold our expectations for students and be consistent in giving consequences for irresponsible behaviours and tardiness	1. Records of late homework submission, tardiness and misbehaviors improved	Student Management Team, ADC, MCD Team, Guidance Team, Christianity Development Team	Budgets for MCD and guidance programs, Christianity development; manpower from City One Baptist Church
		To strengthen students’ life skills and enhance their moral integrity	2. Different moral values immersed in different grades through MCD programs/lessons and mentor time		
		To strengthen the sense of appreciation and thanksgiving among students	3. Concrete plans executed by MCD and guidance teams		
		To optimize the MCD curriculum and programs	4. Positive feedback from teachers/students on junior-grade MCD lessons as per school survey		
		To further promote Christian values and atmosphere among students	5. Concrete plan executed to promote Christian atmosphere 6. Positive feedback from teachers/students on Christianity atmosphere as per school survey		

2.2	To provide diverse opportunities for students to develop talents	To identify students' individual strengths and talents with periodic 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 organized by SU/chambers a year 3. Concrete plan executed for student leadership program 4. Good results in inter-school/territory-wide competitions 5. At least 5 local /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) 	OLE Committee, 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 enhance team spirit and the aspiration for excellence in open competitions and events			
		To optimize sports and aesthetic programs with upgraded facilities of the new annex			
2.3	To optimize exchange programs and excursions in order to enrich students' learning experience and horizons	To build collaboration with more partner schools in different parts of the world	<ol style="list-style-type: none"> 1. At least 1 partner school linked up 2. More than 50 students joining Outward /Inward Exchange Program every year 	Student Advancement Support Team, OLEC	Budgets and manpower for supporting leading teachers and students' showcase in
		To encourage more students and parents to join exchange programs and become host families			

		To foster sharing of global exposure by exchange students	<ul style="list-style-type: none"> 3. Data bank developed for exchange students 4. Concrete plan executed to strengthen collaboration with sister schools in mainland 5. Exchange students sharing/showcasing their life/cultural/academic experiences in whole-school or grade assemblies 6. More options of excursions provided for students 		exchange programs
		To strengthen collaboration with sister schools in mainland			
		To offer more excursion options for students			
2.4	To boost students' sense of belonging	To strengthen class ethos	<ul 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 grade/class ethos 4. Regular promotion and sharing of school teams' news in grade/hall assemblies 	Grade Heads, Alumni Team, Student Advancement Support Team, OLEC, 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 collaboration with alumni and parents			

			<ul style="list-style-type: none"> 5. At least 1 inter-class competition held at junior grades 6. Alumni Association established and smoothly run 7. Alumni gatherings held regularly 8. Concrete plan executed to build stronger liaison with parents 		
2.5	To strengthen support to senior-grade students regarding their social and emotional needs	<p>To spot students' challenges and struggles during the transition from junior grade to senior grade</p> <hr/> <p>To cater for diverse social/emotional needs in the face of challenges and struggles</p>	<ul style="list-style-type: none"> 1. Survey administered to G10 students about their needs and challenges in senior grade 2. Workshops and seminars held for senior-grade students regularly 	Guidance Team, Grade Heads, Student Advancement Support Team	Budgets for workshops and seminars

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 continue the practice of having teacher representatives in top-level meetings	3. Senior management's meeting held regularly 4. A majority of teachers satisfied with the degree of participation as per school survey	Principal and senior management	Nil
		To strengthen consultation with teachers on major policy changes			
		Principal meeting with senior management regularly to discuss school development			
3.2	To enhance dissemination of school information to stakeholders	To strengthen communication among AA, SD and OLE	1. Meeting with panel/department heads at least once per term 2. A majority of teachers satisfied with the degree of coordination as per school survey	Principal, senior management and teams under ADC, SDC and OLEC	Budget for alumni programs
		Principal/senior management meeting with panel/department heads individually and regularly			
		To meet with parents and student representatives regularly			
		To strengthen communication with alumni through the Alumni Association			
		To ensure effective channels of communication such as weekly highlights, staff briefings, emails, Google documents, Whatsapp, eClass app, etc.			

3.3	To further develop the school's continuous evaluation system	To widely adopt SWOT analysis by subject/department heads	<ol style="list-style-type: none"> 1. Concrete measures suggested for improvement in appraisal system if necessary 2. Guidelines for handling school complaints finalized by January 2017 3. A majority of teachers satisfied with the arrangements for lesson observation and assignment inspection as per school survey 	Department heads, Appraisal Committee, QAD Team, task force in charge of guidelines for handling school complaints	Nil
		To optimize the teachers' appraisal system			
		To ensure effective use of appraisal data for professional development			
		To further optimize the arrangements for lesson observation (formal and peer) and assignment inspection			
		To develop guidelines for handling school complaints			

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 strengthen team spirit among all teams	1. Teachers' gatherings organized regularly 2. A majority of teachers satisfied with the degree of communication as per school survey	PD Team, Teachers' Welfare Team, department heads	Budget for PD programs or gatherings
		To review delegation of authority and responsibility to teammates			
		To organize retreat program for senior-middle management			
		To organize social gatherings for teachers			
4.2	To enhance recognition and appreciation of teachers' contributions	To show more recognition and appreciation through formal/informal channels	A majority of teachers satisfied with the degree of recognition and appreciation as per school survey	Principal, senior management, department heads, Teachers' Welfare Team	Budget for teachers' welfare
		To improve welfare and working environment of teachers			
4.3	To further develop collaboration with other schools and professional institutions	To reinforce professional collaboration with HKBU	1. More collaborations developed with HKBU 2. More teachers joining professional bodies	Department heads, subject panels	Budget for developing learning circles and joining fees of professional bodies, if necessary
		To strengthen networking with other schools by developing "learning circles"			
		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 share experience inside and outside the school	1. More PD hours recorded 2. At least one overseas PD event joined	PD Team, subject panels	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 exchange programs for teachers			
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