HKBUAS Wong Kam Fai Secondary and Primary School
Annual School Plan (SS) 2017–2018

The following are the main foci of secondary division in 2017-2018:

1. *Implementing the Middle School concept (in collaboration with primary division)*
2. *Enhancing self-directed learning and higher-order thinking*
3. *Cultivating students' positive mind and attitude towards life*
4. *Fostering teachers' bonding and professional growth*

Area of Concern 1: 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 prepare students well for local or overseas studies	To increase the proportion of questions or tasks requiring higher-order thinking in daily teaching, assignments and assessments	1. A higher proportion of questions/tasks requiring higher-order thinking shown in lessons, assignments and assessment papers 2. Setup of an effective school-based online learning platform 3. A majority of teachers make use of academic data for evaluation purpose. 4. A higher proportion of Grade 12 students attaining Level 4 or above in HKDSE exam 5. A higher proportion of Grade 12 students receiving an offer of degree program	1. Team and subject evaluation reports 2. Lesson observation 3. Assignment inspection 4. Assessment papers 5. Survey 6. Public exam statistics 7. University offer statistics	Academic Development Committee (ADC), eLearning Team, Assessment Team, Further Studies Unit, all subject panels	Budgets for talks or workshops on study and exam skills, purchase of additional mobile devices, and any necessary services for admission coaching
		To further promote e-learning with the aid of online platforms and mobile devices				
		To strengthen training on study and exam skills				
		To make use of academic data in evaluating learning progress and teaching strategies				
		To review and optimize the implementation of GCEAL curriculum				
		To encourage students to participate in recognized external assessments				
		To establish a team to provide admission coaching				
		To strengthen support to gifted and talented students				

1.2	To develop students as self-directed learners	To launch a school-based learning management system starting at Grade 7	1. A majority of teachers/students are satisfied with the progress in self-directed learning. 2. A majority of students make use of academic data for evaluation purpose.	1. Team and subject evaluation reports 2. Surveys	eLearning Team, all subject panels	Nil
		To increase the proportion of questions or tasks requiring self-directed learning in daily teaching and assignments				
		Students conduct self-evaluation of their academic performance periodically.				
1.3	To cater for academic and developmental needs of students in middle school years	To launch the middle school curriculum and programs starting at Grade 5 in collaboration with the primary division, and review their effectiveness periodically	A majority of teachers/students are satisfied with the implementation of the middle school curriculum and programs.	1. Surveys 2. Meeting record	Middle School Steering Committee, related subject panels	Budgets for third language program and OLE activities
1.4	To strengthen STEAM education	To establish a team to oversee the implementation of STEAM education	A majority of students are satisfied with the STEAM project and activities.	1. Team evaluation report 2. Surveys	STEAM Education Team, PBL Team, related subject panels	Budget for STEAM activities, tools and learning materials
		To implement a whole-grade interdisciplinary project at Grades 7 and 8 respectively				
		To organize and coordinate related activities and competitions				
		To embed STEAM elements in project-based learning				
1.5	To strengthen students' reading habit	To optimize the reading environment of school library and around the campus	1. A higher proportion of teachers/students are satisfied with the reading atmosphere and the reading activities held.	1. Team evaluation report 2. Book borrowing statistics 3. Surveys	Reading Team, all subject panels	Budgets for reading materials and activities, and e-reading platforms
		To enhance the effectiveness of reading periods				

		To scale up school-based reading schemes	2. At least one more e-reading platform introduced	4. No. of e-reading platforms introduced		
		To strengthen the roles of library prefects				
		To bring in suitable e-reading platforms				
1.6	To provide learning support to non-Chinese speaking students	To establish a team to coordinate various kinds of support to NCS students	1. Smooth implementation of the Chinese Language curriculum and the EMI curriculum of LA 2. A majority of NCS students are satisfied with the support provided.	1. Team and subject evaluation reports 2. Surveys	NCS Support Team, Guidance Unit, related subject panels	Additional manpower and budget for support services
		To develop a suitable Chinese Language curriculum for NCS students				
		To develop an EMI curriculum of Liberal Arts at Grade 7				
		To recruit extra manpower to support NCS students				
		To assign buddies for each NCS student to provide peer support				
		To evaluate adaptation with NCS students and their parents periodically				

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 nurture students' positive mind and attitude towards life	To support teachers in upholding their expectations for students and being consistent in giving consequences for misbehaviours	1. Records of late homework submission, tardiness and misbehaviours improved 2. Concrete plan executed to review the mechanism of awards and consequences by Student Management & Support Team 3. Successful implementation of "A+ Homeroom" scheme at Grades 7 and 8 4. Positive feedback from teachers/students on junior-grade MCE lessons 5. Concrete programs executed to support SEN students 6. Positive feedback from teachers/students on Christianity atmosphere 7. Positive feedback from teachers/students on service learning programs	1. Late homework submission statistics 2. Tardiness statistics 3. Consequences record and statistics 4. Team evaluation reports 5. Surveys	Student Management & Support Team, ADC, MCE Team, Guidance Unit, Christianity Development Team, OLE Committee	Budgets for MCE and guidance programs, activities for Christianity development; manpower from City One Baptist Church
		To review the mechanism of awards and consequences				
		To organize inter-class programs to foster self-discipline and class spirit				
		To strengthen students' positive mind and values through MCE programs/lessons and mentor time				
		To conduct training programs for students with special learning needs				
		To further promote Christian values and atmosphere among students				
		To restructure the service learning programs to nurture students' empathy towards people in need				

2.2	To provide diverse opportunities for students to develop their talents and leadership skill	To identify students' individual strengths and talents with periodic follow-ups	1. Early identification of students' talents through different channels	1. Award record and statistics	OLE Committee, Student Advancement Support Team	Budgets for SU/chamber activities and local/overseas training programs/performances
		To offer more opportunities for students to lead/organize school events	2. At least 2 inter-chamber/whole-school events organized by SU/chambers a year	2. No. of participants in competitions/events		
		To offer more opportunities for students to join open competitions/events and scholarship/award schemes	3. Good results in inter-school competitions 4. Increased participation in open competitions/events and scholarship/award schemes	3. No. of events/programs/performances held		
		To provide leadership training for leadership team members	5. At least 5 local /overseas training programs/performances held to showcase students' talents (mainly in sports and aesthetics) 6. At least 2 leadership training programs held a year	4. Team evaluation reports		
2.3	To optimize exchange programs and excursions in order to enrich students' learning experience and widen their horizons	To establish a Centre for Global Learning and Exchange to oversee and consolidate whole-school exchange programs and excursions	1. At least 1 more partner school linked up 2. More than 50 students joining inward/outward exchange programs a year	1. No. of partner schools linked up 2. No. of participants in exchange programs	Student Advancement Support Team, OLE Committee	Budgets and manpower for exchange programs and excursions; costs of printing the booklets
		To build collaboration with more partner schools in different parts of the world	3. Data bank developed for exchange students 4. Exchange students sharing/showcasing their life/cultures/studies/other experiences in assemblies	3. Data bank developed 4. Booklet published		
		To encourage more students and parents to join exchange programs and become host families	5. A booklet about exchange programs published	5. Team evaluation report		
		To strengthen promotion of exchange programs to students, parents and outsiders	6. Concrete plan executed to strengthen collaboration with sister schools in mainland China	6. Surveys		

		To strengthen collaboration with sister schools in mainland China	7. Positive feedback from teachers/students on exchange programs and excursions			
		To offer a greater variety of excursions to students				
2.4	To foster students' sense of belonging and appreciation	To strengthen class ethos and class management	1. Concrete plan executed to build class ethos in mentor time and grade assemblies	1. Team evaluation reports	Grade Heads, Student Advancement Support Team, OLE Committee, Alumni Team, Home-School Liaison Team	Budgets for gatherings and other programs for alumni and parents
		To organize activities to strengthen the sense of appreciation and thanksgiving among students	2. At least 5 class teachers' meetings held a year to strengthen grade/class management	2. No. of CT meetings held		
				3. Surveys		
			3. Positive feedback from teachers on class ethos	4. No. of inter-class/ chamber competitions held		
		To organize activities to boost students' sense of identity with the school	4. Positive feedback from teachers/students on the programs promoting the sense of appreciation and thanksgiving	5. No. of alumni activities held		
		To redesign chamber tees and certain school uniforms to better suit students' needs				
			5. At least 2 inter-class/ chamber competitions held at junior grades a year			
		To disseminate school news such as competitions/awards in whole-school or grade assemblies regularly	6. More active participation in singing the school anthem			
		To strengthen collaboration with alumni	7. At least 2 alumni activities held a year			
		To optimize parent education programs and strengthen collaboration with parents	8. Positive feedback from parents on parent education programs			
2.5	To strengthen support to senior-grade students regarding their social and emotional needs	To spot students' challenges and struggles during the transition from junior grade to senior grade	1. Survey administered to senior-grade students about their needs and challenges	1. Survey	Guidance Unit, Grade Heads, Student Advancement Support Team	Budgets for workshops and seminars
				2. No. of workshops/ seminars held		
			2. Workshops and seminars held for senior-grade students regularly			
		To cater for diverse social and emotional needs in the face of challenges and struggles				

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 optimize the student data management system	To review the design of the report card	Concrete proposals submitted and/or executed for optimizing the design of the report card and the data management system	Team evaluation report	ITA Team, IT Department, Student Management & Support Team, General Office	Budget for any necessary costs in developing a school-based data management system
		To review the effectiveness of existing data management system				
		To study the feasibility of developing a school-based data management system				
3.2	To enhance dissemination of school information to stakeholders	To disseminate school news timely through online social media	A majority of teachers are satisfied with the dissemination of school information.	Survey	All department heads; Public Relations, Communication & Publication Department	Manpower for managing the social media accounts and school website
		To review the design of the school website				
		To enrich and update website information constantly				
		To make fuller use of parent app in disseminating important news or reminders				
3.3	To strengthen the school's self-improvement culture	All teachers formulate their self-development plans at the beginning of the school year.	1. All teachers complete plans and evaluation on time. 2. All students complete evaluations on time.	1. Self-development plans 2. Self-evaluation forms	Teachers' Appraisal Committee, all teachers	Nil
		All teachers conduct self-evaluation of their self-development plans periodically.				
		Students conduct self-evaluation of their academic performance periodically.				
		Students and teachers conduct course evaluation after Term 1.				

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 reinforce the culture of trust and bonding	To organize retreat program for the management team	A majority of teachers are satisfied with the programs and activities held.	1. Surveys 2. No. of programs/ gatherings held	Professional Development Team, Staff Welfare Team, Campus Management Department	Budgets for PD programs and activities, and betterment of the staff rooms and other facilities
		To organize whole-school PD program on team building				
		To optimize the environment of staff rooms and other staff facilities				
		To organize social gatherings for teachers periodically				
4.2	To strengthen collaboration with other schools and professional bodies	To enlarge the learning circles and strengthen professional exchange	1. Learning circles enlarged 2. More collaboration built up with universities and other professional bodies	1. Record of professional exchange 2. Subject evaluation report	All subject panels and SD/OLE departments	Budget for any necessary costs
		To reinforce collaboration with universities and other professional bodies				
4.3	To develop subject department heads as instructional leaders	To organize related PD programs for all subject department heads	A majority of subject department heads are satisfied with the programs held.	1. Survey 2. PD record	PD Team, all subject department heads	Budget for PD programs
		To encourage subject department heads to join leadership programs and serve in professional bodies				
4.4	To strengthen support to newly employed teachers	To organize a whole-school orientation program for both PS and SS new teachers	A majority of new teachers are satisfied with the various kinds of support provided.	Survey	PD Team, mentors	Budget for refreshment in gatherings
		To assign mentors to each new teacher and organize gatherings periodically				
		To strengthen the roles of mentors				