

**Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School
Annual School Plan (Secondary Division) 2019 – 2020**

Major Concern 1: Scaffolding learning and personal growth on a through-train scale

Item	Objectives	Strategies	Success criteria	Evaluation	Action taken by	Resources required
1.1	To strengthen the coherence and continuity of policies, curricula and programmes linking the three key learning stages (Junior School, Middle School and High School)	Reviewing the JS curriculum to ensure broad and balanced coverage of the essential learning elements	1. Fulfilment of the EDB’s requirement for JS curriculum 2. Improvement in various measures of learning outcomes 3. Maintenance of school’s track record in public exam and further studies	1. Curriculum document 2. Survey 3. Evaluation Report 4. Public exam and further study statistics	Academic Development Committee (ADC), subject panels, all teachers, Further Studies Team, Special Learning Needs Team	Budget for PD training; manpower and resources for catering to diverse learning needs
Equipping teachers with a wider range of pedagogy to develop students’ self-directed learning habits, enhance the effectiveness of group work and e-learning, and provoke students’ higher-order thinking						
Strengthening support to students with diverse learning needs						
Strengthening support to Grade 12 students in their preparation for public exam and further studies						
1.2	To enrich the Middle School curriculum and programmes on a 4-year scale	Refining the curriculum and assessment of each related subject to further strengthen the interface	1. Increased alignment of curriculum and assessment between PS and SS 2. Improvement in measures of classroom interaction and collaboration 3. No significant discrepancy in learning outcomes between A-School students and other students	1. Curriculum document 2. Survey 3. Assessment data	Middle School Steering Committee, related subject panels, Third Language Team	Budget for renovating G7 classrooms; resources and manpower for summer bridging program and after-school mentoring classes for third languages
Fine-tuning pedagogy and learning activities at Grade 7 to facilitate interaction and collaboration in the 21 st Century Classroom						
Catering for the diverse backgrounds of Grade 7 students in learning third languages						
Strengthening communication and collaboration within the third language team						

1.3	To enhance mutual understanding and collaboration between teachers in primary and secondary divisions	Inviting PS teachers to attend meetings of subject panels or committees	1. Regular attendance by PS teachers in SS meetings 2. Lesson observation held with PS at least once per school term	1. Minutes 2. Lesson observation record 3. Survey	Related subject panels	Nil
		Inviting PS teachers to observe SS lessons, and vice versa				

Major Concern 2: Nurturing lifelong learners with a global perspective and a positive mind

Item	Objectives	Strategies	Success criteria	Evaluation	Action taken by	Resources required
2.1	To promote a transdisciplinary approach to teaching and learning	Optimizing the PBL arrangement and enriching the learning elements of Term P excursions	1. Improvement in various measures of learning outcomes in PBL	1. Survey 2. PBL Team meeting	PBL Team, related subject panels	Budgets for various academic weeks
		Fine-tuning the arrangements of academic weeks to further strengthen cross-curricular collaboration	2. Positive feedback on academic weeks from a majority of students			
2.2	To develop a comprehensive curriculum with a wide range of learning opportunities and challenges for STEAM education	Refining the STEAM curriculum and learning activities at junior grades to strengthen the interface between PS and SS	1. Increased alignment of STEAM curriculum and learning activities between PS and SS	1. Curriculum document 2. Usage record 3. Performance in competitions	STEAM Education Team, related subject panels	Budget for new equipment and learning materials
		Upgrading facilities of the STEAM Lab	2. Higher usage of the STEAM Lab 3. More awards won in competitions			
2.3	To equip students with the latest skills and tools as well as proper attitude in the use of technologies to enhance their learning	Redesigning learning activities to support the implementation of BYOD policy at Grade 7	1. Smooth implementation of BYOD policy at G7	1. Curriculum document 2. Panel minutes 3. Survey	21 st Century Learning Design Team, related subject panels	Budget for PD training
		Educating students the importance of self-discipline and digital citizenship in using mobile devices, online resources and social platforms	2. Increased awareness of self-discipline and digital citizenship in using IT resources			
2.4	To increase students' global awareness and participation along with a good sense of national pride	Strengthening the integration of Basic Law education in the learning and teaching of related subjects	1. Increased elements of Basic Law education in curricula of related subjects.	1. Curriculum document 2. Teams' evaluation reports 3. Survey	Student Development Committee (SDC), Centre for Global Exchange and Learning, Global Citizenship Team, Moral and Civic Development (MCD) Team, related subject panels	Budgets for liaison with mainland/overseas schools; various excursions and exchange programmes
		Further strengthening cross-curricular collaboration in excursions and exchange programmes	2. Positive feedback on excursions/exchange programmes from a majority of students/teachers 3. Increased collaboration between Global Citizenship Team and related subjects.			

2.5	To foster positive values towards oneself and others in order to lead an active and healthy lifestyle	Organizing activities on positive thinking and healthy lifestyles	<ol style="list-style-type: none"> 1. At least 2 whole-school events held during the year to promote positive thinking/healthy lifestyles 2. Positive feedback on teacher-student relationship from a majority of students/ teachers 3. Over 70% of G7 – G10 students joining at least 1 service learning programme during the year 	<ol style="list-style-type: none"> 1. Teams' evaluation reports 2. Survey 3. Records of participation in related programmes 	OLE Committee, Student Management and Support Team, MCD Team, Guidance Team, PE Panel, Service and Leadership Team	Budgets for seminars, workshops and other learning activities
		Providing more opportunities for teachers and students to communicate with each other and build relationship				
		Organizing service learning programmes in both junior and senior grades to enhance students' empathy and compassion towards others				

Major Concern 3: Optimizing learning environment to support active learning and whole-person development

Item	Objectives	Strategies	Success criteria	Evaluation	Action taken by	Resources required
3.1	To redesign the classroom environment to facilitate interaction and collaboration	Converting Grade 8 classrooms into 21 st Century Classrooms based on experience in Grade 7	Classrooms ready by the end of the school year	ADC minutes	21 st Century Learning Design Team, IT Department	Budget for new furniture and equipment
3.2	To optimize the language and reading environments conducive to good mastery of different languages and extensive reading	Renovating the central library to cater for a wider range of reading needs Organizing regular activities to promote reading Introducing suitable online platforms to promote e-reading Providing more chances for students to practice their third languages on campus	1. Increased usage of library resources 2. Improvement in various measures of reading habit 3. Positive feedback on the language environment from a majority of students/teachers	1. Loan record 2. Survey 3. Reading Team minutes	Library Affairs and Reading Team, Language Environment Team, related subject panels	Budget for library renovation and new books; budget for language activities
3.3	To cultivate a positive school culture full of love, appreciation and mutual support	Organizing regular activities under a yearly theme to promote positive education Enriching the religious environment and programmes to advocate Christian values among students and families Providing more opportunities for parents to communicate with school/teachers in supporting students' learning and personal growth Planning for the establishment of School Museum to strengthen teachers' and students' sense of belonging to the school Developing a mentorship scheme for senior-grade students in collaboration with Alumni Association	1. A yearly theme with a comprehensive programme plan extensively promoted to whole school 2. Positive feedback on Christian atmosphere from a majority of students/teachers 3. Positive feedback on the communication between parents and school/teachers from a majority of students/parents 4. School Museum ready by the end of the school year 5. Over 50% of G11 students showing an intention to join the mentorship scheme	1. Teams' evaluation reports 2. Survey 3. Records of participation in parent education programmes and other home-school activities 4. Record of participation in mentorship scheme	SDC, Christianity Development Team, Home-School Liaison Team, Alumni Affairs Team, taskforce for School Museum	Budgets for various programmes and activities; manpower from City One Baptist Church; furniture and other resources for School Museum

3.4	To further promote students' participation and expertise in aesthetics and sports with a greater variety of facilities and exposure	Upgrading facilities and equipment for sports and performing arts Launching fitness programmes for students in need	1. Smooth implementation of the QEF project and school-based programmes on promoting physical fitness among students 2. Improvement in fitness of a majority of participants in related programmes 3. Enhanced facilities and equipment for sports and performing arts	1. Teams' evaluation reports 2. Survey	OLEC, related subject panels, Service and Leadership Team	Funding from QEF; budget for upgrading aesthetic/sports facilities and equipment
3.5	To strengthen support to environmental education leading to a green and sustainable lifestyle	Installing an electricity monitoring system in classrooms and organizing related learning activities to promote energy saving Renovating the Endangered Species Museum and organizing related learning activities to promote wildlife conservation	1. Smooth implementation of the QEF project on energy saving with positive learning outcomes 2. Increased awareness of wildlife conservation	1. Minutes 2. Evaluation report 3. Energy consumption record 4. Survey	Green School Unit, related subject panels	Funding from QEF; budget for teaching resources and learning activities
3.6	To widen senior-grade students' career exposure for their life planning	Providing more authentic experiences for senior-grade students to discover different careers and understand their career aspiration	1. Increased career exposure among senior-grade students 2. Positive feedback on related experiences from a majority of participants	1. Evaluation report 2. Survey	Further Study & Life Planning Team	Budget for related activities

Major Concern 4: Enhancing teachers' professional competence and cohesion

Item	Objectives	Strategies	Success criteria	Evaluation	Action taken by	Resources required
4.1	To equip teachers with the necessary skills and tools in the use of technologies and evaluation data to enhance teaching and learning	Preparing teachers to attain Google Certified Educator Level 2	<ol style="list-style-type: none"> 20% of teachers reaching Level 2 At least two workshops held per school term with positive feedback from participants Increased focus on students' learning outcomes in evaluation reports 	<ol style="list-style-type: none"> Certificate Survey Evaluation report 	21 st Century Learning Design team, all subject panels and committees	Budget for PD training and exam fee
Organizing regular workshops on different pedagogies in the 21 st Century Classroom						
Enhancing the effectiveness of use of the P-I-E cycle in yearly planning and evaluation by subject panels and committees						
4.2	To promote collaborative learning through lesson study and learning circles	Fully implementing video-based lesson study to facilitate professional sharing	<ol style="list-style-type: none"> Video-based lesson observation conducted by every teacher once a year Increased participation in external learning committees 	<ol style="list-style-type: none"> Lesson observation record PD record 	All teachers, related subject panels	Nil
Participating in EDB learning communities for different subjects or school functions						
4.3	To extend learning beyond physical and geographical boundaries	Launching an online self-learning platform to equip teachers with a wider range of pedagogy	Completion of at least one online course by every teacher	PD record	PD Team, all teachers	Nil
4.4	To enhance career well-being, team spirit and long-term commitment	Optimizing the working conditions with better facilities and a more comfortable environment	<ol style="list-style-type: none"> Positive feedback on working conditions from a majority of teachers Relationship building activities held at least once per school term At least one PD activity on positive education held per school term 	<ol style="list-style-type: none"> Survey PD Team's minutes 	PD Team, Staff Welfare Team	Budgets for PD training and welfare activities
Organizing regular activities for teachers to build relationship						
Organizing PD activities for teachers to enhance their understanding of positive education						