

SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)

Annual School Plan 2019-2020

Theme: Together We Thrive

Major Concern 1: Excelling Effective Learning and Teaching

Targets	Strategies / Tasks	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
A. To nurture students' learning habits and skills	1. To help students understand and manage their strengths and weaknesses in learning					
	a. A study survey and academic meetings will be conducted.	<ul style="list-style-type: none"> • A study survey and academic meetings are conducted and findings are compiled. 	<ul style="list-style-type: none"> • Analysis of the survey and records of discussions at meetings 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Academic Promotion Committee 	<ul style="list-style-type: none"> • Support from teaching assistants
	b. Subject-based skills-related activities will be incorporated into learning.	<ul style="list-style-type: none"> • At least one skills-related activity is incorporated into the teaching of each subject. 	<ul style="list-style-type: none"> • Schemes of work 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Heads of department (HODs) 	<ul style="list-style-type: none"> • Funding for school activities
	c. Support programmes for junior forms will be arranged: (i) Pre-S1 bridging course; (ii) Study skills workshops (e.g. note-taking skills, mind maps, writing skills).	<ul style="list-style-type: none"> • At least 70% of participants find the course, and the workshops useful. 	<ul style="list-style-type: none"> • Record of activities • Student feedback • Teachers' observation 	<ul style="list-style-type: none"> • Before start of 2019/20 school year • First term 	<ul style="list-style-type: none"> • Academic Promotion Committee • Key Learning Areas (KLA) coordinators • HODs 	<ul style="list-style-type: none"> • Funding for school activities
d. Support programmes for senior forms will be conducted: (i) Examination and study skills training; (ii) Interview skills and writing skills; (iii) Joint-school activities (English and Chinese oral practice).	<ul style="list-style-type: none"> • Exam and study skills are incorporated into the schemes of work of each subject department and can be seen in assignments submitted for inspection. • An interview skills workshop and writing skills course are arranged for S4 /S5 students. • At least six joint-school activities are organized. • At least 70% of participants find the activities useful. 	<ul style="list-style-type: none"> • Record of work • Student feedback • Teachers' observation 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • KLA coordinators • HODs • Academic Promotion Committee 	<ul style="list-style-type: none"> • DLG • Funding for school activities 	

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A. To nurture students' learning habits and skills	e. Learner diversity will be catered to: (i) A variety of teaching strategies will be adopted in lessons; (ii) Gifted and remedial programmes will be implemented.	<ul style="list-style-type: none"> Strategies catering to learner diversity can be observed in at least 50% of lesson observation. Gifted and remedial programmes are incorporated into teaching. 	<ul style="list-style-type: none"> Record of work Teachers' observation 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs Teaching staff KLA coordinators 	<ul style="list-style-type: none"> DLG Funding for school activities 	
	2. To help students set learning goals and study plans						
	a. Subject-based goal-setting and evaluation will be implemented.	<ul style="list-style-type: none"> Academic goal setting is conducted and evaluated in at least each core subject department. 	<ul style="list-style-type: none"> Record of work 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs core subjects Other HODs 	<ul style="list-style-type: none"> No specific resources required 	
	b. Holiday tutorial classes will be arranged for all core subjects for junior forms.	<ul style="list-style-type: none"> Holiday tutorial classes are arranged for all core subjects. 	<ul style="list-style-type: none"> Record of tutorial classes Attendance record Student feedback 	<ul style="list-style-type: none"> Christmas and Easter holidays 	<ul style="list-style-type: none"> Academic Promotion Committee 	<ul style="list-style-type: none"> Support from teaching assistants 	
	c. Pre-test and pre-examination after-school tutorial classes will be arranged.	<ul style="list-style-type: none"> At least three days of pre-test and four days of pre-exam tutorial classes are arranged for each test/examination. At least 70% of participants find the tutorial classes useful. 	<ul style="list-style-type: none"> Academic Promotion Committee 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Academic Promotion Committee 	<ul style="list-style-type: none"> No specific resources 	
	d. S6 Post-mock Examination will be arranged.	<ul style="list-style-type: none"> At least 70% of participants agree that the exam is useful. 	<ul style="list-style-type: none"> Student feedback Teachers' observation 	<ul style="list-style-type: none"> Second term 	<ul style="list-style-type: none"> Academic Promotion Committee HODs 	<ul style="list-style-type: none"> No specific resources 	
	e. S1 After-school Revision Support Class will be arranged.	<ul style="list-style-type: none"> Three days of classes are arranged in each term. 	<ul style="list-style-type: none"> After-school Revision Support Class timetables 	<ul style="list-style-type: none"> First and second terms 	<ul style="list-style-type: none"> Academic Promotion Committee 	<ul style="list-style-type: none"> No specific resources 	

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A. To nurture students' learning habits and skills	3. To develop students' reading habit for life-wide learning					
	a. English and Chinese Home Reading Schemes will be implemented in junior forms.	<ul style="list-style-type: none"> Each student reads at least one Chinese book and one English book each term. 	<ul style="list-style-type: none"> Reading records 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs (Chinese & English) Chinese and English teachers (junior forms) 	<ul style="list-style-type: none"> Chinese and English reading materials
	b. Online English language reading will be implemented.	<ul style="list-style-type: none"> At least 50% of students use the online reading platform. 	<ul style="list-style-type: none"> Reading records 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> School librarian 	<ul style="list-style-type: none"> Library Grant
	c. The inventory and facilities in the reading room will be enhanced.	<ul style="list-style-type: none"> The number of books is increased. Chinese and English language newspapers are available. Web-based reading is implemented. 	<ul style="list-style-type: none"> Record of work 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Promotion of Reading Committee 	<ul style="list-style-type: none"> Promotion of Reading Grant
B. To develop self-directed learning	1. To enrich students' learning experiences outside the classroom					
	a. Subject-based outings and visits will be arranged for students of all levels.	<ul style="list-style-type: none"> At least one subject-related outing or visit is organized for each level. At least 70% of participants find the activities enriching. 	<ul style="list-style-type: none"> Record of activities Student feedback Teachers' observation 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs 	<ul style="list-style-type: none"> Funding for school activities
	b. Opportunities will be provided for students to take part in study tours (outside Hong Kong).	<ul style="list-style-type: none"> At least one study tour is available for student participation. At least 70% of students find the tour beneficial for their whole-person development. 	<ul style="list-style-type: none"> Record of activities Student feedback Teachers' observation 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Teacher i/c Exchange Programmes 	<ul style="list-style-type: none"> Funding for exchange programmes

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B. To develop self-directed learning	2. To enhance e-learning					
	a. A greater number of e-learning activities will be integrated into learning and teaching.	<ul style="list-style-type: none"> At least two e-learning lessons are conducted in each subject in each level. 	<ul style="list-style-type: none"> Schemes of work Record of work Teachers' feedback 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs Teachers 	<ul style="list-style-type: none"> Technical support staff
	b. E-homework assignments will be enhanced.	<ul style="list-style-type: none"> At least two e-homework assignments are done in each subject in each level in each term. 	<ul style="list-style-type: none"> Schemes of work Record of work 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs Teachers 	<ul style="list-style-type: none"> Technical support staff
	3. To foster self-directed learning through home-school cooperation					
	a. The school will work together with the PTA to develop students' generic skills and reading habit.	<ul style="list-style-type: none"> At least one activity is organized each term. 70% of participants find the activity useful. 	<ul style="list-style-type: none"> Record of activities Participants' feedback 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Teacher i/c PTA PTA teacher executive members 	<ul style="list-style-type: none"> PTA funding
C. To nurture enquiry-based learning by promoting STEM education	1. To introduce STEAM					
	a. Integrated Science, Computer and Information Technology and Visual Arts will be integrated into STEAM education lessons in S2.	<ul style="list-style-type: none"> At least 70% of students enjoy the lessons and find them interesting. 	<ul style="list-style-type: none"> Student feedback Teachers' observation Departmental evaluations 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> HODs IS, CIT and VA 	<ul style="list-style-type: none"> Funding for school activities
	b. Student participation in internal and external STEM-related competitions and programmes will be supported.	<ul style="list-style-type: none"> Students participate in at least two external STEM-related competitions / programmes. At least 70% of students find the activities useful. 	<ul style="list-style-type: none"> Record of activities Student feedback Teachers' observation 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Relevant HODs 	<ul style="list-style-type: none"> Funding for school activities

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D. To enhance the learning of Chinese culture, history and language	1. To implement Chinese History					
	a. Chinese History lessons will be implemented in S1.	<ul style="list-style-type: none"> A school-based Chinese History curriculum is implemented. At least 70% of S1 students enjoy the lessons and find them interesting. 	<ul style="list-style-type: none"> Scheme of work Student feedback Evaluation of Chinese History Department 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Head of Chinese History 	<ul style="list-style-type: none"> Grant for promotion of Chinese History and Culture
	b. The learning of Chinese history and culture will be reinforced.	<ul style="list-style-type: none"> Various Chinese cultural activities will be organized. At least 70% of participants find the activities enhance their understanding of Chinese culture and history. 	<ul style="list-style-type: none"> Record of activities Student feedback 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Heads of Chinese History, and Chinese (DSE and NCS) Cultural Exchange Team 	<ul style="list-style-type: none"> Grant for promotion of Chinese History and Culture Funding for school activities
	2. To foster the learning of Chinese language					
a. 'Language-across-the Curriculum' will be implemented.	<ul style="list-style-type: none"> Cross-curriculum teaching in Chinese and other subjects is implemented, and there is at least one collaboration each term. Bilingualism is introduced into display boards and morning assemblies and at least 65% of them are bilingual. 	<ul style="list-style-type: none"> Record of work Teachers' observation 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Heads of Chinese (DSE & NCS) Other HODs Teacher i/c Display Boards Teacher i/c Morning Assemblies 	<ul style="list-style-type: none"> Funding for school activities 	