



**Po Leung Kuk Lam Man Chan
English Primary School**

*School Annual Plan
Year 2014/2015*



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1. The Kuk's Spirit 保良局精神

相互尊重

Mutual Respect

團結合力

United Effort

延展愛心

Benevolence

行善助人

Charitable

感恩知德

Gratefulness and Recognition

造福社群的

奉獻精神

Dedication to Serving the Community



願景 Vision

幼有所育，少有所學，壯有所為，老有所依，
貧寡孤困殘病者皆有所望

Children are nurtured. Youngsters are educated.
Adults are supported to contribute. Elderly are cared for.
The less fortunate are lightened with hope.

使命 Mission

成為最傑出、最具承擔的慈善公益機構，
發揮保良精神，以善心建善業，
致力保赤安良，護老扶弱，助貧健診，
培德育才，揚康樂眾，實踐環保，
承傳文化，造福社群

To be the most prominent and committed charitable organisation.
In the Kuk's Spirit to do good deeds with benevolence.
Dedicated in protecting the young and the innocent,
caring for the elderly and the underprivileged, aiding the poor and healing the sick,
educating the young and nurturing their morality,
providing recreation to the public, caring for the environment,
passing on the cultural inheritance and bringing goodness to the community.

價值觀 Values

秉承傳統 與時並進
Fine traditions Accommodate the current needs
以人為本 關愛感恩
People-oriented Care and appreciation
優良管治 務實創新
Sound governance Pragmatism and innovative
廉潔奉公 安不忘危
Integrity Vigilance
善用資源 注重本益
Optimal use of resources Cost-effectiveness
專業團隊 愛心服務
Professional team Service with heart



2. Our school

2.1 School Background

On September 1st 2007, Po Leung Kuk, with the co-operation of the NCE Past Students' Association, opened its second DSS School in Kowloon with two P.1 classes. Since September 1st 2008, this school, originally known as "Po Leung Kuk NCE Past Students' Association Primary School" that was renamed in honour of the school donor, Dr. LAM Man Chan, the vice Chairman of Po Leung Kuk, in the Dedication Ceremony on October 14th 2008. The school was named "Po Leung Kuk Lam Man Chan English Primary School". It is a whole day DSS co-educational English primary school which will eventually have 24 classes. The school started with two P.1 classes in 2007 and has developed to 23 classes in 2013-14, i.e., four classes for P.1-4, three classes for P.5 and P.6.

2.2 School Motto: "Love, Respect, Diligence and Integrity"

2.3 School Vision:

Po Leung Kuk Lam Man Chan English Primary School is the second home of all LMCites. Students come from different countries around the world who speak different languages with different cultures.

One Team

We emphasize our firm belief that "We are one big family, One team, One mind". We show our talent and love in each corner of our second home.

One Mind

We emphasize the concept of thinking as "We" by putting ourselves into each others' shoes. We can learn how to treat others as well as ourselves. We create an atmosphere of care and respect!

2.4 Core Value of Education

L for Language

Our students are in 24 nationalities, we have native English and native Putonghua speaking teachers to teach and share with students in order to maximize the use of languages.

- LMCites of different races and accents all learn Chinese and English
- Have around 50% of lessons are for language subjects
- Study in a language rich environment
- Promote language arts, e.g. Drama and Speech Festivals
- Provide abundant opportunities to show talents in all kinds of language activities



M for Moral

We come from different parts of the world. We expose to different cultures and learn to act locally and think globally in our growth. LMCites celebrate festivals of different countries.

- Parents join our daily morning assembly
- Moral talks and the Whole Person Development (WPD) lessons cultivate magnificent morality
- 6-year leadership training are arranged to LMCites
- Cross-boundary learning activities are held

C for Control

We emphasize the multiple intelligence of creative arts, music and physical education as well as academic aspects. We promote extra-curricular activities, such as Art alive, ice-hockey, soccer, roller-skating, acappella and so forth. In addition, we also have multiple intelligence classes, like English Debate, Student ambassador, cubs scout, etc.

- Thematic learning in Physical Education: basketball, gymnastics, roller skating, soccer, ice hockey and so on.
- Immersion programme in Germany, Singapore, USA, England, Shanghai, Wuhan, Xian, Beijing, etc.
- Community Service in kindergartens and elderly homes
- Welcome guests from all over the world



3. Major Concerns 2014-2015

(According to Priority)

1. Enhance students' learning performance
2. Build a healthy, caring and loving culture in the campus
3. Utilize Information Technology in learning and teaching



4. School Annual Plan 2014-2015

Major Concern 1: Enhance students' learning performance

Targets	Strategies	Success Criteria	Method of evaluation	Time Scale	People-in-charge	Resources
1.1 Build up the learning context and experience according to curriculum innovations such as self-learning	1.1.1 Encourage students to have pre-lesson self-study tasks, such as data collection, web exercises, dictionary use, graphic organizers, vocabulary building and self-designed questions, note-taking, etc	<ul style="list-style-type: none"> Students has utilized self-learning skills such as pre-lesson task, note-taking and use of graphic organizers At least 80% of teachers agree that pre-lessons self-study tasks can foster students' self-directed learning skills 	<ul style="list-style-type: none"> Evaluation of students' work Evaluation in meetings 	Whole year	English, GS, Chinese, Basic Chinese	
	1.1.2 Carry out project learning	<ul style="list-style-type: none"> At least 80% of parents agree that communication and collaborative skills can be enhanced At least 80% of teachers agree that project learning can enhance students' collaborative learning skills Subject self-learning skills are embedded in the learning materials 	<ul style="list-style-type: none"> Lesson observation Questionnaire Evaluation in meetings Evaluation of students' work 	March January	GS, Chinese, music, visual arts, IT group	
	1.1.3 Core members assist subject panels to increase their capacity of curriculum leadership and management	<ul style="list-style-type: none"> Panels can grasp the learning objectives of different levels Panels can compile the basic curriculum framework for different levels 	<ul style="list-style-type: none"> Evaluation in meeting 			Curriculum Department and subject groups
1.2 Provide support to non-Chinese speaking students' learning	1.2.1 Participate in the EDB supporting programme for non-Chinese speaking students	<ul style="list-style-type: none"> Compile school-based Chinese curriculum with the help of "Chinese learning internal assessment tools for non-Chinese speaking students" Provide after-school enhancement classes 80% teachers agree that the supporting programme can provide support to non-Chinese speaking students 	<ul style="list-style-type: none"> Evaluation in meeting Pre-test and post-test 	Whole year	Basic Chinese Group	



Targets	Strategies	Success Criteria	Method of evaluation	Time Scale	People-in-charge	Resources
1.3 Support students' learning needs	1.3.1 Organize after-school tutorial classes for supporting students' academic needs	<ul style="list-style-type: none"> ■ At least 80% or above parent participants and teachers agree that the after-school tutorial classes can support their child's learning ■ Can carry out cooperation schemes with the community Service Centers 	<ul style="list-style-type: none"> ■ Evaluation of teaching schedule ■ Evaluation in meetings 	Whole year	Student Support Team Social Worker	
	1.3.2 Participate in EDB Maths Supporting programme and develop school-based curriculum	<ul style="list-style-type: none"> ■ Teachers have regular meeting with EBD consultant once a month ■ 80% of teacher participants agree that the scheme can facilitate teacher collaborative learning ■ 80 % or above students have more confidence in learning Maths ■ Teacher can design school-based learning materials for assigned units ■ Teacher can share project outcomes with peers 	<ul style="list-style-type: none"> ■ Evaluation of students' results ■ Carry out lesson observation regularly 	Whole year	Curriculum Department Maths Group	
1.4 Build up a "Teacher Community" to update knowledge of educational innovations and trends and to raise the teaching quality and make the learning of students more effective.	1.4.1 Improve the teaching quality through collaborative lesson preparation, lesson observation and learning and educational sharing	<ul style="list-style-type: none"> ■ Subject teachers conduct collaborative meetings every month ■ Subject panels and observees can express their ideas in post-lesson discussion 	<ul style="list-style-type: none"> ■ Observation Booklet ■ Lesson Preparation Record ■ Teaching feedback form 	Whole year	Subject groups Administrative Department	
	1.4.2 Introduce "Teacher Mentorship Scheme" to enhance experience sharing	<ul style="list-style-type: none"> ■ Subject panels can share teaching ideas with new teachers ■ At least 80% or above teachers agree that: <ul style="list-style-type: none"> ■ <i>Teacher Mentorship Scheme can enhance teaching skills and self-reflection skills.</i> 	<ul style="list-style-type: none"> ■ Evaluation in meetings ■ Questionnaires 	Whole year	Subject groups Administrative Department	



Major Concern 2: Build a healthy, caring and loving culture in the campus

Targets	Strategies	Success Criteria	Method of evaluation	Time Scale	People-in-charge	Resources
2.1 Build a healthy campus	2.1.1 Organize physical exercises for students	<ul style="list-style-type: none"> Teachers and students enjoy doing exercises 	<ul style="list-style-type: none"> Observing students' performance Evaluation meeting 	Whole year	PE Group GS group Discipline & Guidance Department	Eatsmart@school.com
	2.1.2 Promote Healthy Living Month	<ul style="list-style-type: none"> Teachers and students actively participate in the activities 				
	2.1.3 Establish a healthy action group to draft plans for healthy campus	<ul style="list-style-type: none"> Pursue three healthy school policies 				
	2.1.4 Arrange a range of PE activities or games	<ul style="list-style-type: none"> Every student engaged in at least one game/ activity 				
	2.1.5 Post Healthy Tips on the wall	<ul style="list-style-type: none"> Post healthy tips in the school campuses Share healthy tips in morning assemblies 				
	2.1.6 Apply various schemes to support the promotion of healthy campus	<ul style="list-style-type: none"> Organize activities for promoting healthy diet successfully 		March		
2.2 Joint class activities can enrich the learning experience of students, cultivate their interests, broaden their life experience as well as develop their potentials	2.2.1 Arrange activities in recess time	<ul style="list-style-type: none"> At least 80% of teachers agree that the recess activities are able to strengthen the support between the students. Open functional rooms for students in recesses 	<ul style="list-style-type: none"> Evaluation in meeting Questionnaire Observation 	Whole year	PE group Discipline and Guidance Department IT group	



Major Concern 3: Utilize Information Technology in learning and teaching

Targets	Strategies	Success Criteria	Method of evaluation	Time Scale	People-in-charge	Resources
3.1 Establish WebSAMS-based administrative system to raise administrative efficiency	3.1.1 Produce report cards 3.1.2 Manage students and teachers' records 3.1.3 Update WebSAMS	<ul style="list-style-type: none"> ■ Produce report cards with WebSAMS ■ Manage students' and teachers' record database ■ WebSAMS are successfully been upgraded 	<ul style="list-style-type: none"> ■ Evaluation in meeting 	Whole year	IT administrative team	EDB WebSAMS Update Fund