



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

*School Annual Plan  
Year 2016/2017*



**The Kuk's Spirit**  
**保良精神**

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



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

## **Annual School Plan 2016 – 2017**

### **Major concerns**

1. Strengthen learning efficiency and teaching pedagogies
2. Incorporate and utilize IT tools for self-regulated learning
3. Sustain healthy, caring and eco-friendly campuses



**1. Major Concern: Strengthen learning efficiency and teaching pedagogies**

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
<ul style="list-style-type: none"> <li>To enhance teachers' professionalism in questioning</li> </ul>	<ul style="list-style-type: none"> <li>Organize workshops</li> <li>Compromise different levels of questions in collaborative meetings</li> <li>Graded worksheets</li> </ul>	<ul style="list-style-type: none"> <li>Organize the relevant workshops</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires</li> <li>Collaborative meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	Curriculum department	EDB officers
<ul style="list-style-type: none"> <li>To advance Teaching structure</li> </ul>	<ul style="list-style-type: none"> <li>Timetable Collaborative meeting</li> <li>Arrange Lesson observation (co-teaching)</li> <li>Invite experts from Chinese University to help design the curriculum</li> <li>Make Teachers' handbook</li> <li>Hold mentorship scheme</li> </ul>	<ul style="list-style-type: none"> <li>Regulate collaborative meeting</li> <li>Arrange lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>Lesson observation evaluation form</li> </ul>		Subject panel heads	Senior Teachers at school
<ul style="list-style-type: none"> <li>To evaluate students' academic performance effectively</li> </ul>	<ul style="list-style-type: none"> <li>Set Paper setting guidelines</li> <li>Analyze students' performance in assessments/examinations</li> <li>Arrange evaluation meeting</li> </ul>	<ul style="list-style-type: none"> <li>Hold sharing session of teaching</li> </ul>				Senior educators from external



**2. Major Concern: Incorporate and utilize IT tools for self-regulated learning**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>To incorporate interactive whiteboard in lessons</li> </ul>	<ul style="list-style-type: none"> <li>Hold school-based workshop i.e. e-class, tablets using and so on</li> <li>Form learning community</li> <li>Incorporate into the lesson planning</li> </ul>	<ul style="list-style-type: none"> <li>Hold workshops and school-based workshop</li> <li>Use relevant websites</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires</li> <li>Lesson observation</li> <li>Discuss in collaborative meeting</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>IT Admin</li> <li>IT teachers</li> <li>Subject panel heads</li> <li>Curriculum leaders</li> </ul>	<ul style="list-style-type: none"> <li>e-class platform</li> <li>whiteboard</li> <li>relevant websites</li> </ul>
<ul style="list-style-type: none"> <li>To facilitate students' self-regulated learning by IT tools</li> </ul>	<ul style="list-style-type: none"> <li>Provide relevant websites to students</li> <li>Incorporate self-regulated learning in collaborate meeting</li> <li>Hold workshops like e-class</li> <li>Incorporate as lesson preparation</li> <li>Encourage students to use more tablets in class</li> </ul>	<ul style="list-style-type: none"> <li>Give students to do it as assignment or preparation</li> <li>Upload the link in the school website</li> </ul>				



**3. Major Concern: Sustain healthy, caring and eco-friendly campuses**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>To nurture students to have a healthy life style, mentally and physically</li> </ul>	<ul style="list-style-type: none"> <li>Hold Smart-kid competition</li> <li>hold talks</li> <li>be aware the current issues</li> <li>organize project learning</li> <li>organize thematic activities</li> </ul>	<ul style="list-style-type: none"> <li>set up the policies</li> <li>organize relevant activities</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaires</li> <li>Policy handbook/ guideline</li> <li>Hold relevant activities</li> </ul>	<ul style="list-style-type: none"> <li>November</li> </ul>	D&G Department	External community services centers
<ul style="list-style-type: none"> <li>To strengthen caring among students and community</li> </ul>	<ul style="list-style-type: none"> <li>Hold caring angel</li> <li>Participate community services</li> </ul>			<ul style="list-style-type: none"> <li>Whole year</li> </ul>	Student Services Department	
<ul style="list-style-type: none"> <li>To set up eco-friendly policies</li> </ul>	<ul style="list-style-type: none"> <li>Set up relevant policies</li> <li>Set up recycle bins</li> <li>Incorporate into the curriculum</li> </ul>			<ul style="list-style-type: none"> <li>December</li> </ul>	Activities Department Social Workers	



二零一六/一七學年校本課後學習及支援計劃  
校本津貼 — 活動計劃表

學校名稱： 保良局林文燦英文學校

負責人姓名： 黃嘉茵主任

聯絡電話號碼： 2755-7799

D) 校本津貼受惠學生人數(人頭)預計共 14 名  
(包括 A. 領取綜援人數：3 名，B. 學生資助計劃全額津貼人數：4 名及 C. 學校使用酌情權的清貧學生人數：7 名)

II) 獲校本津貼**資助/補足費用**的各項活動資料：

*活動名稱/類別	活動目標	成功準則 (例如:學習成果)	評估方法 (例如:測試、問卷等)	活動舉辦時期 / 日期	# 預計獲資助合資格 學生名額			預計開支 (\$)	合辦機構/服務供應 機構名稱 (如適用)
					A	B	C		
體育活動(籃球班)	掌握打籃球的技巧；培養團體合作精神；提高對體育運動的興趣	● 75%出席率 ● 70%的參與學生及家長滿意	課外活動家長及學生問卷	03/10/2016 至 31/05/2017	1			760	--
體育活動(跳繩班)	掌握跳繩的技巧；培養團體合作精神；提高對體育運動的興趣	● 75%出席率 ● 70%的參與學生及家長滿意	課外活動家長及學生問卷	03/10/2016 至 31/05/2017	1	1		1,520	Hong Kong Rope Skipping Academy Limited





體育活動(跆拳道班)	掌握跆拳道技巧；提高對體育運動的興趣	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/05/2017		1	1	1,518	Combat Taekwondo Association
文化藝術(Art & Craft Class)	掌握手工藝製作的技巧；提高對藝術的興趣，發揮創意；培養審美能力，學會欣賞	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/05/2017	1			1,400	Raphael Art Centre Ltd
文化藝術(Sketching Class)	掌握素描的技巧；提高對藝術的興趣，發揮創意；培養審美能力，學會欣賞	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/05/2017		1	2	3,220	Raphael Art Centre Ltd
文化藝術(Percussion Class)	掌握敲擊樂演奏的技巧；提高對藝術的興趣；提升自信	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/08/2017		1		4,275	--
文化藝術(Violin Class)	掌握拉奏小提琴的技巧；提高對藝術的興趣，學會欣賞；提升自信	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/08/2017			1	1,750	--
文化藝術(Guitar Class)	掌握彈奏結他的技巧；提高對藝術的興趣，學會欣賞；提升自信	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/08/2017			2	2,600	--



功課輔導(英文補習班)	鞏固英文基礎；支援課堂所學	<ul style="list-style-type: none"> <li>● 75%出席率</li> <li>● 70%的參與學生及家長滿意</li> </ul>	課外活動家長及學生問卷	03/10/2016 至 31/05/2017			1	270	Talent Workshop
活動項目總數： 9				@學生人次	3	4	7		
				**總學生人次	14				

備註:

- \* 活動類別如下：功課輔導、學習技巧訓練、語文訓練、參觀/戶外活動、文化藝術、體育活動、自信心訓練、義工服務、歷奇活動、領袖訓練及社交/溝通技巧訓練
- # 合資格學生：指(A)領取綜援、(B)學生資助計劃全額津貼及(C)學校使用不超過 25%酌情權的清貧學生
- @ 學生人次：上列參加各項活動的受惠學生人數的總和
- \*\* 總學生人次：指學生人次(A) + (B) + (C) 的總和

- To be Approved by IMC