



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

***School Annual Plan
Year 2020/2021
(Third Year of 3-year plan)***



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.

1. The Kuk's Spirit 保良精神

相互尊重

團結合力

延展愛心

行善助人

感恩知德

造福社群的奉獻精神

Mutual Respect

United Effort

Benevolence

Charitable

Gratefulness and Recognition

Dedication to Serving the Community

價值觀 Values

秉承傳統 與時並進

以人為本 關愛感恩

優良管治 務實創新

廉潔奉公 安不忘危

善用資源 注重本益

專業團隊 愛心服務

Fine traditions Accommodate the current needs

People-oriented Care and appreciation

Sound governance Pragmatism and innovative

Integrity Vigilance

Optimal use of resources Cost-effectiveness

Professional team Service with heart



Po Leung Kuk Lam Man Chan English Primary School

Annual School Plan 2020 – 2021

Major concerns

1. Strengthen teachers' teaching professionalism
2. Facilitate students' learning through IT teaching
3. Promote moral education across the curriculum



1. Major Concern: Strengthen teachers’ teaching professionalism

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.1. Enhance teachers’ teaching professionalism	<ul style="list-style-type: none"> Join the EDB School-based Support Scheme or other programmes organized by universities or institutes which help further develop subject curriculum Co-planning with EDB officer or educationalist to further develop school-based learning materials and teaching strategies 	<ul style="list-style-type: none"> 80% of the related teachers agree that the co-planning with EDB officer or educationalist can help further develop subject curriculum and enhance teachers’ teaching professionalism 	<ul style="list-style-type: none"> Collaborative meeting minutes and record School-based materials Lesson observation and evaluation Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Curriculum Department Related Subject Panel Heads 	<ul style="list-style-type: none"> Lesson observation and evaluation form Teacher development record form
	<ul style="list-style-type: none"> Each teacher is required to attend subject-related talks, seminars or workshops throughout the year After attending, teachers have to share the content of workshop in subject meetings 	<ul style="list-style-type: none"> 80% of teachers have attended at least one subject-related professional workshop provided by EDB or different institutes 80% of teachers agree 	<ul style="list-style-type: none"> Teacher development record Subject meeting minutes Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Curriculum Department Subject Panel Heads 	<ul style="list-style-type: none"> Teacher development record form



		that the workshop and sharing can enhance their teaching professionalism				
	<ul style="list-style-type: none"> Organize educational and professional events, visits or trips for all teachers to join on staff development day 	<ul style="list-style-type: none"> 80% of teachers agree that the events, visits or trips can strengthen their teaching professionalism 	<ul style="list-style-type: none"> Teacher development record Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Vice-principals 	<ul style="list-style-type: none"> Teacher development record form
1.2 Enhance the quality of teaching by co-planning and peer-lesson observations	<ul style="list-style-type: none"> Insert collaborative meeting in timetable Conduct lesson study and co-planning for lessons Arrange peer-lesson observations and post-evaluation meetings 	<ul style="list-style-type: none"> 80% of teachers agree that collaborative lesson planning, peer-lesson observations and evaluation meetings can enhance learning and teaching efficacy 	<ul style="list-style-type: none"> Collaborative meeting minutes and record Lesson observation and evaluation Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Curriculum Department Subject Panel Heads 	<ul style="list-style-type: none"> Lesson study record Peer-lesson observation record Lesson observation form Lesson plan Book checking



1.3 Develop a platform for exchanging teaching skills and professional sharing	<ul style="list-style-type: none"> • Conduct professional sharing of different subjects or cross subjects at school during panel meeting or subject meeting • Professional sharing with other local schools 	<ul style="list-style-type: none"> • 80% of teachers agree that the sharing sessions for subjects can enhance learning and teaching efficacy 	<ul style="list-style-type: none"> • Subject meeting minutes • Questionnaires 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Curriculum Department • Subject Panel Heads 	<ul style="list-style-type: none"> • Subject sharing record
	<ul style="list-style-type: none"> • Launch Mentor-mentee Scheme • Form a learning community among mentors and mentees which can share about the skills of learning and teaching and classroom management 	<ul style="list-style-type: none"> • 80% of teachers agree that holding Mentor-mentee Scheme can provide a platform for them to exchange the ideas of learning and teaching 	<ul style="list-style-type: none"> • Mentor-mentee sharing document • Questionnaires 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Vice-principals • All mentors 	<ul style="list-style-type: none"> • Mentor-mentee Scheme record form



2. Major Concern: Facilitate students’ learning through IT teaching

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2.1. Incorporate learning apps or educational e-learning platforms into learning and teaching	<ul style="list-style-type: none"> • Subject teachers discuss the teaching strategies with the use of learning apps during collaborative meeting • More functions of the educational apps which have the purchased licenses are incorporated into lesson planning • Integrate IT tools, such as e-boards, tablets into lesson planning 	<ul style="list-style-type: none"> • 90% teachers use learning apps in lessons • 80% of teachers agree that the use of different IT apps can enhance the efficiency of learning and teaching 	<ul style="list-style-type: none"> • Collaborative meeting minutes and records • Module plans • Lesson observations and records • Evaluation in curriculum meetings • Questionnaires 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Curriculum Department • IT Admin Department • Subject Panel Heads 	<ul style="list-style-type: none"> • E-whiteboard • Tablets • iPads • Lesson observation form
2.2 Enhance the effectiveness of adopting e-learning and teaching with different educational	<ul style="list-style-type: none"> • Provide trainings and workshops for teachers about the use of educational platforms and apps • Encourage the sharing of the usage of educational platforms and apps by subject panels and 	<ul style="list-style-type: none"> • 80% of teachers agree that the training workshop(s) could prepare them to meet students’ learning needs 	<ul style="list-style-type: none"> • Teacher Development record • Survey for Teachers’ feedback • Subject meeting 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Curriculum Department • IT Admin Department • Subject Panel Heads 	<ul style="list-style-type: none"> • Educational platforms and apps • Teacher development record form



platforms and apps	<p>teachers</p> <ul style="list-style-type: none"> Attend relevant talks, seminars and workshops by other institute or EDB 	<ul style="list-style-type: none"> 80% of teachers have attended the relevant seminars and workshops about the usage of educational platforms and apps 	<p>minutes</p> <ul style="list-style-type: none"> Questionnaires 			
2.3 Incorporate technology into school life and subject activities	<ul style="list-style-type: none"> Integrate IT tools, such as e-boards, tablets into the subject activities, e.g. Hold inter-class competitions by using tablets or other e-learning tools Focus on STEM education, hold cross-curricular activities with IT elements, e.g. STEM fun day 	<ul style="list-style-type: none"> 80% of teachers hold inter-class competitions by using tablets or other e-learning tools Hold the STEM fun day with IT element 	<ul style="list-style-type: none"> Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Curriculum Department IT Admin Department Subject Panel Heads STEM group 	<ul style="list-style-type: none"> E-boards Tablets iPads
2.4 Encourage self-regulated learning through e-learning platform	<ul style="list-style-type: none"> Provide online learning platforms for students to have extended learning (Google Classroom) Assign e-assignment, pre-lesson task or extended 	<ul style="list-style-type: none"> Subject online learning platforms are set 70% of teachers assigned e-learning tasks to students as 	<ul style="list-style-type: none"> Collaborative meeting minutes and records Module plans Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Curriculum Department IT Admin Subject Panel Heads 	<ul style="list-style-type: none"> E-platform Relevant software and devices



	<p>learning through E-platform</p> <ul style="list-style-type: none">• Subject educational links and websites are provided in E-platform for students to access	<p>assignment, preparation of lesson or extended learning</p>				
<p>2.5 Facilitate e-learning and e-teaching by school-based e-learning resources</p>	<ul style="list-style-type: none">• Making e-learning materials (such as audios, videos, e-assignment, etc.) for different educational purposes, e.g. learning and teaching, revision, extended learning, pre-lesson preparation, etc.	<ul style="list-style-type: none">• 90% of teachers made e-learning materials, e.g. audios, videos, e-assignment, etc.	<ul style="list-style-type: none">• Questionnaires	<ul style="list-style-type: none">• Whole year	<ul style="list-style-type: none">• Curriculum Department• Subject Panel Heads• Subject teachers	<ul style="list-style-type: none">• Relevant software and devices



3. Major Concern: Promote moral education across the curriculum

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
3.1.Enrich moral education in formal curriculum	<ul style="list-style-type: none"> Moral topics and values, especially the main moral themes ‘Harmony’ and ‘Gratitude’ are incorporated into co-planning and lessons of all subjects Discuss the teaching methodology of moral topics in co-planning and record in module plan Lesson observations 	<ul style="list-style-type: none"> Moral topics are shown in scheme of work Teaching strategies of moral values are shown in module plans of all subjects 80% of teachers can incorporate moral values or attitudes into lessons 	<ul style="list-style-type: none"> Scheme of Work record Collaborative meeting minutes and records Module plans Lesson observations and records 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Curriculum Department Heads Subject Panel Heads 	<ul style="list-style-type: none"> Moral topics Related teaching and learning materials
3.2.Nurture students to have good character through programmes organized by	<ul style="list-style-type: none"> Join the EDB Programme “My Pledge to Act 2020” to develop the main moral themes: ‘Harmony’ and ‘Gratitude’ Help students develop healthy 	<ul style="list-style-type: none"> 70% of teachers, students and parents agree that the activities can help enhance students’ whole- 	<ul style="list-style-type: none"> Plan of the EDB Programme “My Pledge to Act 2020” Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> D &G Department Heads Social workers 	<ul style="list-style-type: none"> EDB Programme “My Pledge to Act 2020”



<p>EDB, school or other organizations</p>	<p>lifestyle and nurture good character through collective commitment and a series of related learning activities</p>	<p>person development</p>				
	<ul style="list-style-type: none"> Organize the PLK programme 「關愛無限跨代共融」, which supports the Po Leung Kuk main theme of this year 「關愛無限, 咫尺善行」. Organize various activities, such as school internal colouring, writing competitions, community service learning 	<ul style="list-style-type: none"> 70% of teachers, students and parents agree that the activities can help to nurture students to show love and care to the elderly and the one who are in need in the community. 	<ul style="list-style-type: none"> Plan of the PLK programme 「關愛無限跨代共融」 Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Vice-principals D &G Department Heads Social workers 	<p>PLK programme 「關愛無限跨代共融」</p>
<p>3.3. Incorporate and enrich the content of National Education Curriculum</p>	<ul style="list-style-type: none"> Incorporate basic information of basic law education, The National Anthem Ordinance of Hong Kong, Hong Kong National Security Law into WPD curriculum Enrich the curriculum of National Education by 	<ul style="list-style-type: none"> 70% of teachers, students and parents agree that the new curriculum of WPD, enriched National Education curriculum can 	<ul style="list-style-type: none"> Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> WPD panels D &G Department Heads Social workers Moral 	<ul style="list-style-type: none"> Basic Law Education, The National Anthem Ordinance of Hong Kong, Hong Kong National



	<p>emphasizing the importance of singing National Anthem and etiquette</p> <ul style="list-style-type: none"> • Further cultivate students' national identity by encouraging students to join different community events, talks, competitions, etc. • Set up Flag Guards in MI course 	<p>cultivate national identity and law-abiding consciousness</p>			<p>Education Team</p>	<p>Security Law</p>
<p>3.4.Strengthen teachers' professional development and maintain high standards of ethics and behavior within and outside school</p>	<ul style="list-style-type: none"> • Attend professional workshops or seminars • Arrange school-based workshops • Collaboration with professional learning community • Mentor- mentee scheme • Organize related staff development events 	<ul style="list-style-type: none"> • 100% of teachers attended relevant workshops • Self-reflection will be held regularly 	<ul style="list-style-type: none"> • Questionnaires • Mentor- mentee self-reflection form 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Vice-principals • D & G Department Heads 	<ul style="list-style-type: none"> • Teacher development record form



<p>3.5.Promote parent education</p>	<ul style="list-style-type: none"> • Arrange talks or workshops for parents • Encourage parents to join related community activities 	<ul style="list-style-type: none"> • 70% of parents attended relevant workshops 	<ul style="list-style-type: none"> • Questionnaires • Parent meeting 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • D & G Department Heads • Social workers • PTA 	<ul style="list-style-type: none"> • Resources
<p>3.6.Provide students other learning experiences to promote moral education</p>	<ul style="list-style-type: none"> • Provide service learning, e.g. visit elderly center • More community services will be held for students to join • Organize different learning excursions and trips to Mainland or overseas for students 	<ul style="list-style-type: none"> • At least one community service can be held for students to join • School internal colouring, writing competitions are held to promote moral values • P.4 Heyuan Trip with the theme of water conservation and harmony will be held • P.6 Graduation Trip to Foshan with the theme of 	<ul style="list-style-type: none"> • Questionnaires • Evaluation of students after trips 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Activity Department Heads • Social workers • Curriculum Department Heads • GS Panel Heads • Moral Education Team 	<ul style="list-style-type: none"> • Programme Funding



		<p>gratitude will be held</p> <ul style="list-style-type: none"> 80% of students and parents agree the educational trips provide chances for students to explore the world and the country 				
3.7.Cultivate students' positive attitudes through informal curriculums schemes, policies and daily training	<ul style="list-style-type: none"> Moral topics will be shared in the morning assembly each month 	<ul style="list-style-type: none"> One to two moral topics can be shared in the morning assembly each month 	<ul style="list-style-type: none"> Questionnaires Reflection sharing from teachers 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Moral Education Team D&G Department WPD Panel Heads Social workers 	<ul style="list-style-type: none"> Moral topics Data from APASO
	<ul style="list-style-type: none"> Launch Student Award Scheme with clear guidelines and requirements 	<ul style="list-style-type: none"> 80% of both teachers and parents think 	<ul style="list-style-type: none"> Evaluation meeting Questionnaires 	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Moral Education Team 	<ul style="list-style-type: none"> Student Award Scheme



<ul style="list-style-type: none"> • Hold Smart-kid Competition • Hold Caring Angel Scheme to promote caring and harmonious attitudes • Make Class slogan 	<p>students are more disciplined, responsible and caring under the schemes</p> <ul style="list-style-type: none"> • 70% or above participation rate of Student Award Scheme 	<ul style="list-style-type: none"> • Observations from all teachers 		<ul style="list-style-type: none"> • D&G Department • Social workers 	<p>Booklet</p>
<ul style="list-style-type: none"> • Student’s conduct will be graded in four aspects (discipline, responsibility, courtesy and neatness) 	<ul style="list-style-type: none"> • Set up the policies with clear rubric about assessing students’ conduct • 80% of teachers and parents think that the four aspects can be more comprehensive to evaluate the conduct of each student 	<ul style="list-style-type: none"> • Questionnaires • Conduct shown on report cards in each term 	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • D&G Department • IT Admin Department 	<ul style="list-style-type: none"> • Rubrics and guidelines of grades of conduct