Po Leung Kuk Lam Man Chan English Primary School

School Annual Plan
Year 2018/2019

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
2018 – 2019

Major concerns

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

1. **Major Concern: <u>Strengthen teachers' teaching professionalism</u>**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.1 Enhance teachers' teaching professionalism	• Encourage teachers to attend subject related talks, seminars and workshops • Share the content of workshop in subject meetings • Arrange talks, seminars and workshops for teachers about teaching	• 80% of our teachers have attended subject related professional training provided by EDB or different institutes	• Teacher Development record • Survey for Teachers' feedback • Subject meeting minutes • Questionnaires	• Whole year	• Curriculum department heads • Subject panel heads	• Senior educators from external
	• Arrange excursions, educational and professional trips for all teachers • Arrange the lesson observation and school visits during the trip • Arrange educational and leadership trip for core team teachers	• 80% of our teachers have attended the excursions, educational and professional trips	• Teacher Development record • Evaluation questionnaires • Survey for Teachers' feedback • Post-trip reflection sharing	• Whole year	• Vice-principals • Activity Department heads • Core team members	• Funding and resources for organizing educational trips

1.2 Enhance the correlations of co-planning and lesson observation with evaluation	• Arrange lesson observation and conduct pre and post-evaluation meeting • Insert collaborative meeting in timetable • Conduct peer lesson observation • Invite education experts to help design the curriculum	• 80% of teachers agree that collaborative lesson planning, lesson observations and evaluation meetings can enhance learning and teaching efficacy	• Collaborative meeting minutes and record • Lesson observation and evaluation form • Questionnaires	• Whole year	• Curriculum department heads • Subject panel heads	• Senior teachers at school
1.3 Develop a platform for professional sharing	• Lesson demonstration among colleagues • Conduct professional sharing of different subjects or cross subjects at school during panel meeting or subject meeting • Sharing in public with tertiary institute	• 80% of teachers agree that the sharing sessions for different subjects can enhance learning and teaching efficacy	• Subject meeting minutes • Questionnaires	• Whole year	• Curriculum department • Subject panel heads	

| 1.4 Facilitate the exchange of learning community | • Launch Mentor-mentee Scheme
• Sharing about the skills of learning and teaching and classroom management
• Arrange Level leaders meeting with same level of class teachers | • 80% of teachers agree that holding Mentor-mentee Scheme and Level leaders meeting can provide a platform for them to exchange the ideas of learning and teaching | • Mentor-mentee sharing document
• Questionnaires | • Whole year | • Vice-principals
• All mentors
• Level coordinators | |

2. Major Concern: <u>Facilitate students' learning through IT teaching</u>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2.1 Incorporate IT tools in learning and teaching	• Hold co-planning meetings among same level teachers • Integrate IT tools, such as e-whiteboard, tablets into the lesson plan • Discuss the teaching strategies of using IT tools during collaborative meeting • Foster collaboration of teachers in developing learning organization	• 80% of teachers agree that the use of different IT tools can enhance the efficiency of learning and teaching	• Collaborate meeting minutes and records • Module plans • Lesson observations and records • Evaluation in curriculum meetings	• Whole year	• Curriculum department heads • IT Admin Department • Subject panel heads	• E-whiteboard • Tablets • iPads
2.2 Enhance the effectiveness of adopting e-learning teaching	• Provide trainings and workshops for teachers about the use of IT tools, such as tablets, e-whiteboard and e-platform • Encourage the sharing of e-learning by IT Department	• 80% of teachers agree that the training workshop(s) served the purpose and met students' learning needs	• Teacher Development record • Survey for Teachers' feedback • Questionnaires	• Whole year	• Curriculum department heads • IT Admin Department • Subject panel heads	

	• Encourage sharing of IT teaching by subject panels and teachers • Attend relevant talks, seminars and workshops by other institute or EDB	• 80% of teachers have attended the relevant seminars and workshops about the IT teaching				
2.3 Incorporate technology into school life and subject activities	• Hold inter-class competitions by using tablets or other e-learning tools • Using tablets for fostering STEM education • Hold STEM fun day with IT	• 80% of teachers hold inter-class competitions by using tablets or other e-learning tools	• Questionnaires • Lesson observation	• Whole year	• Curriculum department heads • IT Admin Department • Subject panel heads	• E-whiteboard • Tablets • iPads
2.4 Encourage self-regulated learning through the use of IT tools	• Activate e-class to enhance self-regulated learning • Design e-worksheet, pre-lesson preparation task or extended learning through E-class platform • Arrange Online learning platform	• Assign to students as assignment or preparation of lesson • Online learning platform is set	• Discuss in collaborative meeting • Collaborate meeting minutes and records • Module plans • Questionnaires	• Whole year	• Curriculum department heads • Subject panel heads	• E-class platform • tablets • relevant software and devices

2.5 Facilitate e-learning by designing and applying school-based curriculum with e-books	• Use e-books to facilitate learning and teaching of school-based curriculum in subjects of Chinese for non-Chinese speaking students , IT and STEM coding • Design e-book materials for Chinese for non-Chinese speaking students and Mathematics through the use of e-learning platform 'Rainbow ONE'	• IT teachers has used the IT e-books for learning and teaching about STEM coding • 75% of Chinese and Math teachers have designed a module of e-book material through the e-learning platform 'Rainbow ONE'	• Module plans • Questionnaires	• Whole year	• Curriculum department heads • Chinese for non-Chinese speaking students panel heads, • Maths panel heads • GS panel heads • IT panel heads	• E-Platform and e-books resource

3. Major Concern: <u>Promote Moral Education across the curriculum</u>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
3.1 Incorporate moral education into different subjects	• Incorporate into curriculum in different subjects • Discuss in co-planning meetings • Lesson observations	• 80% of teachers can incorporate moral values or attitudes into lessons	• Collaborate meeting minutes and records • Module plans • Lesson observations and records • Evaluation in curriculum meetings	• Whole year	• Curriculum department heads • Subject panel heads	• Teaching and learning materials
3.2 Strengthen teachers' professional development about moral education	• Attend professional workshops, talks or seminars • School-based talks can be arranged by the social workers to teachers	• 80% of teachers have attended professional workshops, talks or seminars about moral education	• Questionnaires	• Whole year	• Moral Education Team • Curriculum department heads • Social Workers	Training courses

3.3 Promote parents education	• Hold talks or workshops to parents	• 80% of parents can learn from the talks or workshops about nurturing students' positive attitudes and habits	• Hold relevant talks • Questionnaires	• Whole year	• Moral Education Team • Social Workers	External community services, centers
3.4 Cultivate students' positive attitudes through both formal and informal curriculums, schemes, policies and daily training	• Incorporate more moral topics into the formal curriculum of Main Subjects and WPD lessons • Moral topics will be shared in the morning assembly each month • More community services will be held for students to join	• New WPD Curriculum Framework can be developed • At least two moral topics can be shared in the morning assembly each month • More community services can be hold for brownies, cubs or caring angels to join	• Evaluation meeting of WPD subjects • Questionnaires • Observations from all teachers • Questionnaires • Reflection sharing from teachers	• Whole year	• Curriculum department heads • WPD panel heads • Social workers • Activities Department	

• Integrate into the students' award scheme • Issue a new booklet of Student Award Scheme • Hold Smart-kid competition	• 80% of both teachers and parents think students are more disciplined and responsible under the schemes	• Evaluation meeting Questionnaires • Observations from all teachers	• Whole year	• D&G Department • Student Support Team	• Student Award Scheme Booklet
• Student's conduct will be measured by four aspects (discipline, responsibility, courtesy and neatness)	• Set up the policies about measuring students' conduct • 80% of teachers and parents think that the four aspects can be more comprehensive to measure the conduct of each student	• Questionnaires • Conduct shown on report cards in each term	• Whole year	• D&G Department • IT Admin Department	• Rubrics and guidelines on giving conduct

	• Develop LMC pride • Encourage students' always greetings and be polite • Posters about moral topics and positive attitudes around school campus	• 80% of both teachers and parents think students are more polite, disciplined and responsible by the school atmosphere and environment	• Questionnaires • Observations from all teachers	• Whole year	• D&G Department	• Posters