Po Leung Kuk Lam Man Chan English Primary School

Three-year-plan
（Year 2018/19 to 2020/21）

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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.

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1. The Kuk's Spirit 保良精神

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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

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價值觀 Values

秦承傳統　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

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2. Our School

2.1   School Vision

2.1.1   Po Leung Kuk is a charitable organization serving the public with the objective of "protecting the young and the innocent" over a centenary.   The Kuk's education services follow the same objective in providing quality services to students.

2.1.2   All Po Leung Kuk affiliated schools of different levels operate on a non-profit making basis.   The mission and policy of affiliated schools put the emphasis on social benefit and keep pace with the current needs of the society. "Love, Respect, Diligence and Integrity" is the motto of Po Leung Kuk affiliated schools.   "Moral, Cognitive, Physical, Social, Aesthetic Development" emphasize on the cultivation of students, and they are expected to contribute to the society with what they have learnt.

2.1.3   The School Management Committee of Po Leung Kuk affiliated schools is a committee with no political or religious background.   People can express themselves freely of their own feeling and belief, provided that the law has been complied, and the school order is not threatened. All schools of thoughts and all religions can coexist at schools.

2.1.4   Po Leung Kuk is a non-government organization that was established by the Chinese.   The Kuk concerns about the community and the Mainland and dedicates to the development of the Chinese Culture.   The affiliated schools encourage students to participate in social services to develop their sense of responsibility towards different nationalities, which nurtures them with an open and optimistic attitude as well as global perspective.

2.2   School Mission

Our school is a whole day Direct Subsidy Scheme (DSS) co-educational English primary school which was established in 2007 with "Love, Respect, Diligence and Integrity" as the motto and "L.M.C." as the mission.

L-Language

(Education towards bi-literacy and bilingualism)

M-Moral

(Moral Education and Respect for all nationalities and cultures)

C-Control

(Learn to control our body, our sense and our mind)

3. Holistic Review

Effectiveness of the previous School Development Plan

Major Concerns	Extent of targets achieved, e.g.： Fully Achieved；Partly achieved；Not achieved	Follow-up action, e.g.： Incorporated as routine work； Continue to be major concerns in the next SDP；Others	Remarks
1. Strengthen learning efficiency and teaching pedagogies	**Partly achieved**	**Continue to be major concerns in the next SDP**	
2. Incorporate and utilize IT tools for self-regulated learning	**Partly achieved**	**Continue to be major concerns in the next SDP**	
3. Sustain healthy, caring and eco-friendly campus	**Fully Achieved**	**Incorporated as routine work**	

4. Evaluation of the School's Overall Performance

Performance Indicator Areas	Major Strengths	Areas for Improvement
1. School Management	• The middle management retention is better than previous years. • The structure and polices are transparent.	• Potential teachers should be invited to be the core team members as the school has 2 campuses. • There can be two administrative teachers having the same post. • Management workshops, seminars or excursions should be arranged for the core team members to attend.
2. Professional Leadership	• Overseas excursions for teachers to broaden their horizon in an international perspective and enhance their professionalism. • Through various connections and activities, there are opportunities for teachers and students to enrich experiences in different aspects. • Some of the core members have become more mature and experience in handling the administrative work and demonstrating leadership skill.	• The school can find tertiary institutes or enterprise to further develop the leadership of core team members and panel heads in the following years. • Further leadership training for teachers who have potentials to be core team members can be held.
3. Curriculum and Assessment	• The mechanism of curriculum and assessment is improving. Moral education will be considered to add in each teaching module. • Examination data will be collected in each subject and then they will be analyzed to evaluate the performance of students.	• 2 assessments and 2 examinations should be changed to 3 examinations • Sufficient IT Assistants should be employed to manage the data bank. • The school should encourage teachers to learn how to analyze the collected data. • Moral and value education should be incorporated into the curriculum of different subjects and reviewed in every school term.
4. Student Learning and Teaching	• The culture of collaborative teaching is established. • Students are eager to learn and they are willing to take the initiative to answer the questions or even to do the presentation.	• The atmosphere of reading Chinese books should be created. • Some teaching materials should be tailor-made to cater for learners' diversity. • Tablets, e-learning or IT tools should be used to facilitate the learning and teaching.
5. Student Support	• The supervisor of social workers and social workers of two campuses are responsible. • Students' experiences are enriched by giving them different kinds of activities or trainings.	• A team should be set up for helping those students who have special educational needs. • Some teachers should have special trainings.
6. Partnership	• The school has partnered with a number of sister schools outside Hong Kong and has built a professional development relationship. • A wide-range of connection with the community is developed. Teachers and students can gain a lot of chances to perform and to present.	• More community services should be provided to students to experience. • The school should build up partnership schemes with local school in different domains.
7. Attitude and Behaviour	• Students are presentable as they are expressive and confident. • Students' emotion and mischievous behaviors are handled properly.	• Students' discipline should be maintained, especially courtesy, humility and respect. • The curriculum of WPD lessons should catch up with the rapid development of the society.
8. Participation and Achievement	• A systematic record of students' achievement is established • The school has joined a vast amount of activities with outstanding results.	• One student one ECA should be sustained. • Provide and build different stages for students who have different potentials.

5. SWOT Analysis

Strengths

- The school is widely recognized in recent years as the numbers of application of Primary 1 is constantly high.
- The language proficiency of students is high and they are fluent in English and Putonghua.
- Students from different countries build a multi-cultural vision and create a globalized and harmonious atmosphere.

Weaknesses

- The school has split campus which incur with expenses and additional administration work which are redundant.
- Lack of students' role model can be seen owing to the separation of the two campuses.
- Some newly graduated teachers do not have adequate experiences in both teaching and classroom management.
- Suffocating size of school campus restricted students' learning opportunities, such as exploring in a library with a proper size, STEM laboratory, School Studio, or having a playground to exercise, etc.

Opportunities

- There are abundant resources to be mobilized flexibly.
- The school provides many opportunities for students to participate in different kinds of ECA, such as performances and competitions. Plenty of excursions for teachers and students are offered.
- EDB provide a large amount of recourse and support for Non-Chinese students to learn Chinese.

Threats

- The bridging of the curriculum between KS1 and KS2 is not smooth as the school has split campus, which is hard to standardize the requirements to facilitate the learning of students.
- The school has high expenditure on two aged campuses maintenance.

Major Concerns for a period of 3 school years (in order of priority)

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

6. School Development Plan (3-school-year period)

School Development Plan (2018-2021)

Major Concerns	Targets	Time Scale (Please insert ✓)			Outline of Strategies
		Year 1	**Year 2**	**Year 3**	
1. Strengthen teachers' teaching professionalism	• Enhance teachers' teaching professionalism	✓	✓	✓	• Workshops from tertiary institutes • EDB talks or seminars
	• Enhance the correlations of co-planning and lesson observation with evaluation	✓	✓	✓	• Numbers of co-planning meetings • Module plans of the co-planning • Subject-based evaluation forms
	• Develop the platform of professional sharing	✓	✓	✓	• Lesson demonstration among colleagues • Professional sharing among subjects at school • Share in public with tertiary institute
	• Facilitate the exchange of learning community	✓	✓	✓	• Form a learning community to share among colleagues, e.g. Mentor-mentee Scheme and Level Coordinators hold meeting with level teachers • Share about learning and teaching

School Development Plan (2018-2021)

Major Concerns	Targets	Time Scale (Please insert ✓)			Outline of Strategies
		Year 1	Year 2	Year 3	
2. Facilitate students' learning through IT teaching	• Incorporate IT tools in learning and teaching	✓	✓	✓	• Software should be installed • Integrate IT tools, such as e-whiteboard, tablets into the lesson plan and lessons
	• Enhance the effectiveness of adopting e-learning teaching	✓	✓	✓	• Attend EDB workshops • Attend IT-related workshops • Form a learning community to share among colleagues
	• Incorporate technology into school life and subject activities	✓	✓	✓	• Hold inter-class competitions by using tablets or other e-learning tools • Using tablets to foster STEM education • Hold STEM fun day with IT
	• Encourage self-regulated learning through the use of IT tools	✓	✓	✓	• Activate E-class for self-regulated learning • Arrange Online learning platform • Design E-worksheet, pre-lesson preparation task or extended learning through e-Class platform
	• Facilitate e-learning by conducting and designing school-based curriculum with e-books	✓	✓	✓	• Use of e-books to facilitate the learning and teaching of school-based curriculum • Design e-book materials and e-learning platform 'Rainbow ONE'

School Development Plan (2018-2021)

Major Concerns	Targets	Time Scale (Please insert ✓)			Outline of Strategies
		Year 1	**Year 2**	**Year 3**	
3. Promote Moral Education across the curriculum	• Incorporate moral education into different subjects	✓	✓	✓	• Include specific moral education topic in the scheme of work • Include the teaching methodology of specific topic in co-planning and record in the module plan.
	• Strengthen teachers' professional development about moral education	✓	✓	✓	• Attend professional workshops/talks/seminars • School-based talks can be arranged by the social workers to teachers.
	• Promote parents education	✓	✓	✓	• PTA arranges talks/workshops for parents to standardize what moral education is learnt at school for their children.
	• Nurture students' positive attitudes through both formal and informal curriculums, schemes, policies and daily life	✓	✓	✓	• Incorporate into the curriculum of WPD lessons • Share moral topics in the morning assembly • More community services will be held for students to join • Integrate into the Students' Award Scheme. • Issue a new booklet of Student Award Scheme • Hold Smart-kid competition