Po Leung Kuk Lam Man Chan English Primary School

**School Annual Plan
（Year 2012/2013）**

**學校周年發展計劃
二零一二至二零一三年度**

Table of Content 目錄

1. Mission of Po Leung Kuk
保良局辦學方針

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

保良局是一個志願團體，以「保赤安良」為創立宗旨，發展至今，服務對象是廣大市民；在教育方面，也抱著同一方針，為莘莘學子提供優良的教育服務。

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 emphasize on social benefit and keep pace with the current needs of the society.

本局所辦的各類型學校均為適應社會需要的非牟利學校，辦學方針和政策應以社會的利益為最大依歸。政策均配合時代的需要，使能對社會作出貢獻。

1.3 "Love, Respect, Diligence and Integrity" is the motto of Po Leung Kuk affiliated schools. "Cognitive, Aesthetic, Social, Physical, Moral development" are all emphasized in the cultivation of students, and students are expected to contribute to the society with what they have learnt.

本局以『愛、敬、勤、誠』為屬校之校訓，各校所提供的教育除了充實知識、訓練技能及鍛鍊體格外，我們更要培養學生優良的品格、高雅的情操及正確的人生觀，以達致『德、智、體、群、美』五育並重，同時要求學生實踐所學以回饋社會。

1.4 The School Management Committee of Po Leung Kuk affiliated schools is a committee with no political or religious background. People should be free to express their feelings and beliefs, so, provided that the law has been complied with, and the school order is not threatened, all schools of thought and all religions can co-exist in schools.

保良局屬校校董會是沒有政治、宗教背景的辦學團體，贊成各種基本自由，所以在不影響教學秩序及不抵觸法律的大前提下，各種思想、見解、宗教都可在校內共同存在。

1.5 Po Leung Kuk is a Non-Government Organization established by the Chinese. The Kuk is concerned about the community and the Mainland and dedicate to the development of the Chinese Culture. The affiliated schools encourage students to participate in social services, aim at developing their sense of responsibility towards our country and different nationalities, which in turn nurture them with an open and optimistic attitude as well as global perspective.

本局是一個由華人發起的民間組織，關注社會及祖國事務，熱心發揚中國文化。各校均鼓勵學生關注及參與社會服務，培養對國家和民族的感情和責任感。此外，香港作為一個國際大都會，各校均鼓勵學生放眼世界，培養學生對事物採取客觀開放的態度。

2. School Vision and Mission
本校辦學宗旨及目標

2.1 School Motto: "Love, Respect, Diligence and Integrity"
本校校訓：愛敬勤誠

2.2 School Vision and Mission 辦學宗旨：

Adhering to the educational policies of the government and in keeping with the guiding principles of Po Leung Kuk, we attempt to provide a rich English learning environment with a rich three-dimensional approach to education. Our principal "dimension" being, firstly the school motto of "Love, Respect, Diligence and Honesty", secondly our guiding ethic of Moral, Intellectual, Physical, Social and Aesthetic development and thirdly a multicultural ethos founded on the core ideas "Stand as One, Make a Difference" and "One Team, One Mind , We Care, We respect". We aim to foster a vigorous, positive moral attitude, as the basis of a whole-person education of love and care.

遵循政府的教育政策，秉承保良局的辦學方針，以校訓「愛敬勤誠」為橫軸，以五育「德智體群美」為縱軸，以多元文化為側軸，貫徹「跳出框框、育出非凡；同一團隊、同一信念」的核心價值；致力為學生懇切經營一個優質的英語學習氛圍，培養學生高雅的品德情操及積極的人生觀，成為一個以關愛為本的全人教育基地。

2.3 School Goals 辦學目標：

2.3.1. Develop a steady and stable DSS school

　　建立一所穩健的直資英文小學；

2.3.2. Reinforce students' capacity for independent learning as well as bi-literacy and bi-lingualism
加強學生自主學習及兩文兩語的能力，促進學生全人成長；

2.3.3 Provide students with opportunities for success and help them to think logically and creatively
經營一個充滿成功機會和條件的校園，啟發學生思考及創意的潛能；

2.3.4 Emphasize moral education in the areas of respect, equality and love. Strive for the effective building up of values for a healthy life

　　重視品德教育，培養學生尊重、平等及友愛的高雅品德情操，建立健康的人生態度；

2.3.5 Develop students' cultural awareness and build up an international perspective under the umbrella of multiculturalism by exposing them to different cultures and teach them to act locally and think globally.

　　透過多元文化的薰陶，引導學生發揚本身文化，拓闊對世界的觸覺及國際視野。

2.4 School Background 學校背景

On September 1st 2007, Po Leung Kuk, with the co-operation of the NCE Past Students' Association, PLK opened its second DSS School in Kowloon with two P.1 classes.   From September 1st 2008, this school, originally known as "Po Leung Kuk NCE Past Students' Association Primary School", 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 totally 20 classes, ie., four P.1-P.3 classes, three P.4-5 classes and two P.6 classes in 2012.

本校創辦於 2007 年，是保良局屬下直資小學之一，原名為保良局羅富國校友會小學，及後於 2008 年 9 月正式易名。2008 年 9 月 1 日，保良局與羅富國校友會，在九龍區發展保良局第二所直資小學，並從招收兩班小一開始。2008 年 10 月 14 日，本校舉行命名揭幕典禮，校名取名於本校命名捐款人 ——保良局副主席林文燦博士，名為「保良局林文燦英文小學」，為一間全日制直資男女 24 班優質英文小學。2007 年本校由只有兩班的小一，發展至現在共有二十班：小一至小三各四班、小四至小五各四班及小六兩班。

2.5 Core Values of Education 教育信念

Language:

Education towards bi-literacy and bi-lingualism 貫徹兩文兩語 提倡中英兼擅

Moral:

Respect for different cultures 多元文化共融　擴闊國際視野

Control:

Learn to control our body, our sense and our mind; Optimization of physical, musical and arts education 強化自我管理 提昇體藝素質

3. SWOT Analysis 強弱機危分析

Strengths強項

- As half of our students are non-Chinese and of different ethnic groups, it is a rich learning environment for English teaching and a muti-cultural exchange.
  學生來自不同國家，非華語學童佔過半數，有利於英語學習及多元文化的推廣；

- The Incorporated Management Committee (IMC) is established and there is due attention to transparency and accountability in school management.
  學校已成立法團校董會，讓學校的管理及運作系統更具透明度；

- Teaching staff have a shared vision and are able to foster collaboration as a working team.
  教學人員有共同的目標和發展，努力追求合作的團隊精神；

- With the support of PLK Internal Audit Department, financial guidelines are clearly produced for monitoring accounts.
  學校訂立清晰的財務守則和程序，有效地管理帳目，並有保良局稽核組協助監察。

- Teachers are willing to devote their time in professional development and hence improve their teaching effectiveness.
  學校重視專業發展，不斷進修以提昇教學效能；

- Native English and Putonghua teachers enjoy teaching and in turn enhance students' listening and speaking ability in languages.
  外籍及母語為普通話老師投入教學，能提昇學生的英語及普通話聽說能力；

- We encourage students to join different kinds of extra-curricular activities and competitions, thus providing them with an opportunities to achieve success and satisfaction to students.
  積極鼓勵學生參與活動及校外比賽，為提供不同學生的成功機會，發揮潛能，盡展所長；

- The use of English and Putonghua as a medium of instruction is appreciated by parents in Kowloon City.
  英語及普通話作為教學語言，得到區內家長的垂青；

- Our school has revised the appraisal system for teaching staff, including lesson observation, self-evaluation, peer evaluation, top-down, top-up evaluation, providing feedback to teachers and assisting them in self-enhancement.
  學校已修訂考績制度，透過觀課、自評、互評、由上評下、由下評上、由下評上等機制，並由下評上等機制，並就教師表現作出回饋，幫助他們不斷自我提升；

- There are only a few English primary schools in Kowloon city and our school enjoys good reputation among non-chinese speaking students.
  由於九龍城區英文小學不多，故本校尤受外籍學生歡迎。

- Our Multi-cultural school succeeds in broadening students' perspectives and heightening their local,   national and global awareness through cultural exchange.
  多元文化學校，有利學生發揚自身文化及認識他國文化，擴闊世界視野；

- DSS primary schools are free to decide their curriculum and offer principally a curriculum targeted at local pupils of all nationalities.
  直資小學在課程方面享有自由度，並提供主要為香港及來自世界各地學生而設的本地課程。

- The school participate actively in conducting inter-school competitions, such as being the chief basketball committee member.
  學校能投入協助社區舉辦聯校比賽，成為學體會籃球主委一職

Weaknesses 弱項

- Having one-school-two-campuses raises the administrative and management cost of school.
  一校兩舍措施會增加行政及管理支出；

- The school area is relatively small for conducting large functions.
  校舍面積少，活動空間不足，對於舉辦大型活動時有掣肘；

- Information technology support is inadequate especially in an old-type school buiding.
  舊式設計校舍，在電腦軟硬件上的支援不足；

- Teachers with less teaching experience face challenges in dealing with students' learning needs and misbehaviour problems.
  部份教師教學經驗尚淺，對處理學生學習及行為問題的技能尚待改善；

- As there is continuous growth of human resources, there is room for improvement of the framework of management and planning.
  由於需持續投入新的人力資源，許多管理組織架構、活動計劃及工作指引尚未完善；

- The leadership capacity of senior teachers and heads of panels and committees particularly in the area of the curriculum, needs strengthening.
  主任及科主任經驗尚淺，在領導能力，尤其其課程之能力需要提昇。

- Over 60% of students are Non-Chinese students and all subects except Chinese are taught in English, therefore the opportunity of using Chinese is relatively reduced.
  由於百分之六十的學生為非華語學童，除中文科外，所有科目都用英語授課，故學習中文機會相對減少；

Opportunities 機項

- PLK, the government and the community provide continual assistance to our school and support our school to enrich students' learning experience.
  保良局、政府或外界機構不斷增撥資源，為有需要學生提供不同的生活體驗；

- Good reputation in the district is an asset of school that enhances its competitive advantage. The school is regarded as reliable and trustworthy by parents.
  於同區開始建立名聲，成為家長的信任及支持的對象；

- The recent opening of Farm Road Campus provides space for sustainable development of the school.
  農圃道校舍已經啟用，為學校提供持續發展的空間；

- The team spirit and discipline training is geared towards students' accomplishment.
  積極提倡團體精神及紀律訓練，培養學生個人素養及品德；

- Our school is able to develop appropriate links with external organizations such as kindergardens and secondary schools in accordance with their development needs.
  已與區內的幼稚園及中學建立良好關係及支援網絡，有助升學及收生的準備；

- Our school has built up public relations by maintaining appropriate links and exchanging experience with the community.
  學校善於對外宣傳，並致力開拓交流機會及本區生源，積累公關經驗。

Threats危項

- As there is no railway station near our school, it is inconvenient for those who live far away.
  由於本區欠缺地鐵系統，對於住處較遠的學生帶來不便。

- Our school is experiencing huge financial stress due to the costs of running two campuses, but having incomes from limited resources.
  一校的資助永遠不足以兩個校舍的開支，為學校帶來龐大的財務壓力。

- It is unavoidable to have teachers and students to travel between the two campuses from time to time, yet it is definitely not satisfactory arrangement and is at the risk of danger for teachers and students.
  學生及教師需於兩校穿梭，馬路熙來攘往，過馬路時易生危險。

- The campuses are both more than 50 years old. The school facilities are evidently not enough compared to other fee-paying schools.
  校舍樓齡達五十多年，設備殘舊，相比一般收費的學校，配套嚴重不足。

4. Major Concerns
關注事項
(According to Priority 以優次排列)

1. Enhance students' learning performance

   提昇學生學習表現

2. Build a healthy, caring and loving culture

   建立校園關愛健康文化

3. Improve Information Technology tools and learning platform

   優化資訊科技工具及學習平台

5. School Annual Plan 2012-2013 學校周年發展計劃（二零一二至二零一三年度）

Major Concern 1: Enhance students' learning performance 提昇學生學習表現

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
1.1 Strengthen collaboration among subjects and foster students' self-directed learning and project skills 加強科組合作及發展學生的自學及研習能力	1.1.1 Encourage students to prepare a note book for pre-lesson self-study tasks, such as data collection, web exercises, dictionary use, mind map drawing, and self-designed questions, etc 協助學生在各科加入課前預習寶庫作課前預習，包括搜集資料、網上練習、查字典、積累生詞、腦圖及自擬題目等 1.1.2 Make use of web-based learning tools 運用網上學習平台進行學習 1.1.3 Carry out project learning for P.1, 4-5 一、四、五學生進行專題研習 1.1.4 Organize P.5 project learning 五年級學生進行專題研習	■ 70% of students are able to finish the assigned pre-lesson tasks 70%學生能完成課前預習 ■ 70% of teachers agree that pre-lessons self-study tasks can foster students' self-directed learning skills 70%教師認為前預習能提昇學生的自學能力 ■ 70% of students who have internet connected at home can use the learning platforms provided by the publisher　70%(家中能上網學生)能運用出版社提供之網上學習平台 ■ Cross-subject materials can be developed successfully 成功發展跨學科課程	■ Evaluation of students' works 檢視學生課業 ■ Evaluation in meetings 檢討會議 ■ Lesson observation 觀課 ■ Questionnaire 問卷調查	Whole year 全年 March 三月 June 六月	Curriculum Committee and subject groups 課程組及各科組 English, GS, Chinese, Basic Chinese IT, VA subjects 英文、常識、中文、基礎中文、美術、資訊科技科 GS Subject 常識科	
1.2 Cooperate with HKIEd to provide training to middle management teachers 與香港教育學院合作，為中層提供訓練	1.2.1 Enhance knowledge management in teaching and learning 在學與教範疇進行知識管理	■ Establish knowledge management team 成立知識管理組 ■ All senior and acting senior teachers joined the training course 所有主任及副主任成為參加培訓課程	■ Evaluation in meetings 檢討會議	Whole year 全年	Administrative group 行政組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
1.3 Build up the learning content and experience according to curriculum innovations. 回應課程改革措施，設計不同學習活動及課程，激發學生自學及應用知識的能力	1.3.1 Optimize school-based learning materials for students 優化校本課程 1.3.2 Provide various excursions for students to increase their knowledge 為學生提供境外學習活動 延伸課程	■ Improve P.1 school-based Integrated curriculum 優化一年級英文科綜合課程 ■ Learning booklets can be made for excursions 設計境外學習冊 ■ Students have the opportunity to join China and overseas exchange programmes 學生有機會到國內及國外進行交流 ■ 80% or above parent participants /teachers agree with that the excursions: 80% 或以上參與家長/教師均同意境外學習： ● *Can raise students' independent learning ability* 能激發學生自學能力 ● *Can arouse students' interest in learning* 能提昇學生的學習興趣 ● *Students are generally satisfied with the project learning assessment* 整體上感到滿意	■ Evaluation of students' work 檢視學生課業 ■ Evaluation in meeting 檢討會議 ■ Questionnaire 問卷調查	Whole year 全學年	Curriculum Committee and subject groups 課程組及各科組 Immersion Group 交流組 ECA Committee 課外活動組	
1.4 Become an EDB designated school for Non-Chinese Speaking Students 成為教育局非華語學童指定學校	1.4.1 Make use of the "EDB Grant for Designated School" by enhancing the efficacy of teaching Chinese to non-Chinese students 善用教育局「華語學童指定學校」支援非華語學童語文教學	■ Compile school-based Chinese curriculum for P1-6 non-Chinese students. 編纂一至六年級非華語學童校本中文課程 ■ Professional support provided by an Educational Institute 大專院校提供到校支援服務	■ Evaluation in meeting 檢討會議	Whole year 全學年	Basic Chinese Group 基礎中文組 ECA Committee 課外活動組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
		■ Organized after-school Chinese learning activities or enhancement classes for non-Chinese speaking students successfully 成功舉辦相關的課後中文延展學習活動或增潤班 ■ Provided sports training courses for Non-Chinese students 為非華語學生提供相關運動訓練班	■ Evaluation in meeting 檢討會議 ■ Questionnaire 問卷調查	Whole year 全學年	Basic Chinese Group 基礎中文組 ECA Committee 課外活動組	
1.5 Enhance the Putonghua learning experience 豐富普通話學習經驗	1.5.1　Arouse students' interest in learning Putonghua by various learning activities 透過語文學習活動，鼓勵學童樂學普通話	■ Students could have Putonghua performance in morning assemblies and festival celebrations 早會安排普通話表演 ■ Students could learn Putonghua during festival celebrations 節目活動語文學習	■ Evaluation in meeting 檢討會議	Whole year 全學年	Chinese & Basic Chinese Groups 中文組及基礎中文組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
1.6 Support students' learning needs 為學生提供學業上的支援	1.6.1 Organize after-school tutorial classes for supporting students' academic needs 設課後補習班，為學生提供學業上的支援	■ 70% or above parent participants and teachers agreed that the after-school tutorial classes can support their children's learning 70% 或以上參與家長及教師同意課後補習班為學生提供學業上的支援	■ Evaluation of teaching schedule 檢視進度 ■ Evaluation in meetings 會議檢討	Whole year 全學年	Student Support Team 學生支援組	
	1.6.2 Set up Chinese remedial classes for P.1 and Mathematics remedial classes for P.2-3 students to cater for individual differences 一年級中文及二三年級數學科設輔導班，以照顧學生的個別差異	■ 70% or above teachers agreed that the remedial classes can cater for individual differences 70% 或以上教師同意支援班能照顧學生的個別差異	■ Evaluation of teaching schedule 檢視進度 ■ Evaluation in meetings 會議檢討	Whole year 全學年	Student Support Team 學生支援組	
1.7 Reinforce students' performance in subjects and ECA 強提升學生在學科，課外活動之學習效能	1.7.1 Participate in inter-school drama competitions to enhance students' confidence 參加公開比賽，提昇學生自信	■ Each main subjects participated in at least three kinds of inter-school competitions 各科能參與至少三項校外比賽	■ Evaluation in meeting 檢討會議	Whole year 全學年	All subject Groups & ECA Committee 各科組及課外活動組	
	1.7.2 Assist students to apply for the international exams 協助學生參加不同的國際試 1.7.3 Organize cross-campus learning activities to enhance language learning 舉辦跨校舍語言活動	■ Helped students to apply for three international exams 能協助學生報考三個國際公開考試 ■ 90% of teachers agreed that the cross-campus activities can enhance students' learning 90%教師同意跨校舍活動能提昇學生語言能力	■ Evaluation in meeting 檢討會議	Whole year 全學年	Curriculum Committee, English and Chinese Team 課程組、英文組及中文組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
1.8 Motivate students to read 提昇學生閱讀動機	1.8.1 Carry out a Reading Award Scheme to raise students' interest in reading 優化校本閱讀獎勵計劃，提昇學生閱讀的興趣	■ Designed two new sets of reading diaries 設計兩冊新閱讀紀錄冊 ■ 90% or above students have joined in the activities. 90%或以上學生參與校本閱讀獎勵計劃 ■ 50% or above students have attained prizes. 50%或以上學生能獲頒閱讀獎項 ■ 70% or above parents and teachers agree that 70%或以上受訪家長及教師均同意： ● The Reading Award Scheme can build up students' knowledge and skills 閱讀獎勵計劃能提昇學生的課外知識 ● The Reading Award Scheme can arouse students' interest in reading 閱讀獎勵計劃能提昇學生閱讀的興趣 ● They are generally satisfied with the Reading Award Scheme 整體上對閱讀獎勵計劃安排感到滿意	■ Observation of students' & teachers' engagement 觀察學生及教師投入程度 ■ Statistics of students'/ teachers' involvement in activities 統計學生參與活動人數 ■ Questionnaires 問卷調查	Whole year 全學年	Reading Promotion Team & Class teachers 推廣閱讀組及班主任	
	1.8.2 Books recommended by parents, teachers and students 由家長、教師及學生推薦好書閱讀	■ Parents, teachers and students recommended 10 good books 家長、老師及學生成功推薦十本好書	■ Observation of students' & teachers' involvement 觀察學生及教師投入程度	Whole year 全學年	Reading Promotion Team 推廣閱讀組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	1.8.3 Encourage students to use our school library to foster reading habits 鼓勵學生使用圖書館，培養學生閱讀習慣 1.8.4 Join the Public Library to promote reading activities 與公共圖書館合作推行推廣閱讀活動	■ 60% or above students per class regularly borrowed books 每班借閱率平均為60% ■ Participated in two external reading activities successfully 成功舉行兩項對外圖書活動	■ Statistics 借閱統計 ■ Participation rates of the activities 統計學生參與活動人數	Whole year 全學年	Class teachers and Reading Promotion Team 班主任及推廣閱讀組	
	1.8.5 Promote reading strategies in English and Chinese classes 推廣閱讀策略	■ Recommend Chinese & English reading booklist for P.3-6 students 三至六年度中、英文科設必讀圖書 ■ Complete P1-6 reading scheme for Chinese 完成一至六年級中文科閱讀設計	■ Lesson observation 觀課 ■ Evaluation of students' works 檢視學生課業	Whole Year 全學年	English & Chinese Group 英文及中文組	
1.9 Raise students' awareness of news and issues 提升高年級對時事新聞的觸角	1.9.1 Students subscribe to newspapers 高年級訂購報紙	■ Design at least 5 exercises based on the newspapers by language teachers 語文老師能設計時事新聞閱讀	■ Evaluation of students' works 檢視學生課業	Whole Year 全學年	Chinese and English Subject Group 中文及英文組	
1.10 Introduce different modes of assessment to facilitate students' learning. 引入不同的評估模式促進學生學習	1.10.1 Build up a database and index for all assessments and exams, and check the standard of students in various subjects, to set up strategies for raising the efficiency of teaching in all subjects	■ Main subject teachers finish the statistic of students' performance in exams and teachers can diagnose students' strengths and learning difficulties. 各主科老師完成測考分數統計及分析學生的強弱項及困難	■ Evaluation in meetings 檢討會議	Whole year 全學年	IT administrative team 資訊科技行政組 Curriculum Group 課程組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	建立各項考試的測驗數據，檢視學生各科學習水平，從而制訂策略提升各科教學效能	■ Subject teachers devise more effective teaching stretgies. 各科制訂提升教學效能的方針			Subject groups 各科組	
	1.10.2 Provide self-learning links on school website 學校網站加入網上學習連結，增加學生自學資源	■ Teachers are able to search for self-learning materials and share in meetings. 教師能搜尋合適教學資源，列入課程手冊中，並在科會中作分享交流	■ Evaluation in meetings 檢討會議	Whole year 全學年	IT administrative team 資訊科技行政組	
	1.10.3 To integrate with the curriculum, the marks from project learning will be 10% of the total scores 在評估報告上加入學生在專題學習的表現的10%作為評分	■ 80% or above P.1-3 students can get 7 marks or above for project learning. 80% 或以上小一至小三學生在專題研習評估上能取得 7 分或以上	■ Statistics of students' results 統計學生得分比率 ■ Evaluation in meeting 檢討會議	February to May 二月至五月	Curriculum Group 課程組	
	1.10.4 Introduce different modes of assessment to facilitates students' learning 各科加入不同評估模式，以促進學生學習	■ Self or peer evaluations are included in all subjects. 各科加入學生自評或互評元素 ■ Practical assessments are included in the subjects 實作性評估加入常識科中	■ Book checking 檢視簿冊 ■ Evaluation in meeting 檢討會議 ■ Book checking 檢視簿冊 ■ Evaluation in meeting 檢討會議 ■ Lesson observation 觀課 ■ Book checking	Whole year 全學年	Curriculum Committee & Subject groups 課程組及各科組 GS groups 常識組	

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Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	1.10.5 Teachers can use graphic learning strategies to motivate students' thinking skills 教師能運用圖象教學於課堂練習中	■ Teachers can use at least one graphic organizer in each unit 教師能用至少一種圖象學習於單元中	檢視簿冊 ■ Evaluation in meeting 檢討會議 ■ Lesson observation 觀課	Whole year 全學年	Curriculum Committee & Main Subject groups 課程組及主科組	
1.11 Build up a "teacher learning group" to update knowledge of educational innovations and trends and to raise the teaching quality and make the learning of students more effective. 建立**教師**學習團隊，提昇教師的教學素質，讓他們掌握教育革新知識趨勢，從而更有效地、持續地協助學生學習	1.11.1 Improve the teaching quality through collaborative lesson preparation, diverse lesson observation modes and learning and educational sharing 透過集體備課及多樣化的觀課模式、學習及教育分享提昇教學素質	■ Each teacher conducts lesson observations at least 4 times per annum. 每位老師需觀課最少 4 節 ■ Each teacher should be observed by other teachers once. 每位老師被觀課最少 1 節 ■ Subject teachers conduct collaborative meetings 每月科組進行集體備課	■ Observation Booklet 填寫觀課簿 ■ Questionnaire 問卷調查 ■ Lesson Preparation Record 備課紀錄	Whole year 全學年	Subject groups 各科組 Administrative group 行政組別	Observation booklet 觀課簿 Records of subject collaborative meeting 備課紀錄表
	1.11.2 Introduce "Teacher Development Week" to enhance experience sharing in subject groups 設教師發展週，讓教師分享教學經驗	● 80% or above teachers agree that: 80%或以上老師同意 ● Teacher development week can enhance teaching skills and self-reflection skills. 教師發展週能提昇教師教學反思能力	■ Evaluation in meetings 檢討會議	Whole year 全學年	Subject groups 各科組	Observation form 觀課表 Records of subject collaborative meeting 備課紀錄表

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	1.11.3 Encourage teachers to join subject-based training programs or courses 鼓勵教師參與科本培訓課程	■ The average number of hours devoted to external professional development is 10 hours. 每人每年平均校外進修時數達 10 小時 ■ Subject teachers should join at least two seminars or workshops a year. . 每人每年至少參與兩項任教科目之工作坊或研討會 ■ Teachers can share workshop materials in subject meetings 教師能於科會中分享所學	■ Statistics in professional development 統計進修時數 ■ EDB E-service record 教育局電子化進修紀錄 ■ Subject meeting minutes 科會紀錄	Whole year 全學年	English Group 英文組 Curriculum Committee 課程組 Subject Groups 各科組	Teacher professional development records 教師進修時數及紀錄表
	1.11.4 Organize Teacher Development Activities 舉辦教師發展活動	■ Organized Teacher Development Activities twice a year 每年舉行教師發展活動 2 次 ■ Teachers are actively engaged in the Teacher Development Activities. 教師踴躍參與活動 ■ 80% or above teachers agree that: 80% 或以上教師同意： ● *The Teacher Development Activities can help them with their professional development*　　學校舉辦的教師專業活動對他們的工作有幫助 ● *The school has developed an ambience of professional exchange and enhancement* 教師的專業交流風氣已形成	■ Questionnaires 問卷 ■ Evaluation in meetings 檢討會議	Whole year 全學年	Social Worker 專業社工 ECA Committee 課外活動組 Sponsoring Body 辦學團體	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	1.11.5 Improve the "Teacher Mentorship Scheme" for new teachers 優化新老師「教師入職啟導計劃」	■ All new teachers joined the scheme. 所有新入職教師參與此計劃 ■ 80% or teachers agree that: 80%或以上教師同意： ● *The Scheme can support new teachers* 「教師入職啟導計劃」能支援新老師 ● *The Scheme can boost new teachers' confidence in teaching.* 計劃能提昇新教師教學信心 ● *Mentor and mentees cooperate with one another happily* 師徒間合作愉快	■ Questionnaires 問卷 ■ Evaluation meetings 檢討會議	Whole year 全學年	School Discipline and Counseling Committee 訓輔組	
1.12 Provide adequate information to P5 students on preparation for secondary school admission 為學生作升中準備，讓家長有充夠的升學資訊	1.12.1 Hold workshops and talks for parents on preparation for secondary school admission 舉行家長升中準備工作坊	■ Organized at least one talk for parents successfully 成功舉行一次家長升中準備講座/工作坊	■ Evaluation meetings 檢討會議	Whole year 全學年	SSPA Team 升中組	
	1.12.2 Hold workshops and talks for P.5&6 students to prepare them for interviews and raise their confidence 舉行學生升中準備工作坊，以提昇 P5-6 學生面試的準備及自信	■ Organized at least two workshops for students 成功舉行至少兩次升中準備工作坊	■ Evaluation meetings 檢討會議	August 八月 January 一月	SSPA Team 升中組	
	1.12.3 Invite secondary school principals to chair SSPA talks 邀請中學校長到校進行升中講座	■ Invited at least three principals 成功邀請三位校長到校進行講座 ■ 70% of parents who attend have a	■ Questionnaires 問卷 ■ Evaluation meetings	Whole year 全學年	SSPA Team 升中組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
		clear picture of the allocation system 70%參與家長明白本校升中機制	檢討會議			
	1.12.4 Guide students to prepare their own personal portfolio 指導學生製作個人文件夾	■ Students prepared their own personal portfolios in advance 學生能準備個人文件夾 ■ Students prepared a self-introduction 學生能準備個人介紹	■ Questionnaires 問卷	Whole year 全學年	SSPA Team 升中組	個人文件夾 Personal Portfolio

Major Concern 2: Build a healthy, caring and loving culture in the campus 建立校園關愛健康文化

Targets 預期成果/目標	Strategies 策略		Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
2.1 Publicize our schools' loving and caring learning atmosphere 宣揚本校關愛精神	2.1.1	Organize LMC Open Day 舉行開放日	■ Organized the Open Day for the public successfully 成功舉行開放日	■ Evaluation in meeting 檢討會議	April 四月	Subject groups 各科組	
2.2 Promote Healthy Living Style 建立建康校園	2.2.1	Organize Physical Exercises for students 學生健康操	■ Teachers and students keen on doing stretching exercises. 師生積極參與活動	■ Observing students' performance 觀察學生表現	Whole year 全學年 March 三月	PE Group 體育組 School Discipline and Counseling Committee 訓輔組 GS group 常識科組	
	2.2.2	Promote anti-smoking campaign and Fruit month 舉行禁煙活動及水果月	■ Students helped to organize booth games 學生能協助組織攤位遊戲活動				
	2.2.3	Promote Healthy Living month 健康生活月	■ Teachers and students are keen on doing stretching exercises. 師生積極參與活動				
	2.2.4	Make use of the environmental protection fund to integrate the ideas of environment protection into subjects and school activities 善用環保基金，結合環保概念於活動及科目學習中	■ Organized environmental protection activities successfully, such as paper recycling and energy saving 成功舉行支持環保的活動如廢紙回收及節約能源 ■ Integrated environmental protection concepts on LMC Open Day 在開放日中加入環保概念 ■ Integrated environmental protection in	■ Evaluation meetings 檢討會議		GS group 常識科組 Curriculum Committee & VA team 課程組及視藝組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
		project learning 在專題研習中加入環保專題				
2.3 Provide opportunities for successful learning to help students learn happily. 為學生提供成功機會，讓學生愉快學習	2.3.1 Provide opportunities for students to show their talents . 為學生提供公開表演所長的機會 2.3.2 Arrange prize presentation ceremonies to praise students with good performance 設頒獎禮表揚優秀學生	■ Students performed their talent in morning assemblies and at special events 學生能在早會或活動日中表演所長 ■ Displayed students' good work on notice boards 各科任老師把學生作品張貼在壁報上 ■ Published school brochures and students' good works 製作學生作品集及刊登得獎作品 ■ Listed all award winners in our school annual report and school website 在周年報告書及網上列出得獎名單 ■ Organized a prize presentation ceremony once a month 每月舉行一次頒獎禮	■ Evaluation in meetings 檢討會議 ■ Questionnaire 問卷	Whole year 全學年	Visual Art 視藝組 Subject groups 各科組 Editorial Team 刊物組 Class teachers 班主任	
	2.3.3 Morning assemblies with Moral and National Education ,with multicultural education included, for nurturing a positive value system and attitude, to cultivate respectable moral sentiments 德育及國民教育早會(包括多元文化教育)為學生正面價值	■ Adjustment of morning assemblies to cater for different abilities of students 老師能按學生不同程度作早會講解 ■ Integration of related activities and life incidents in each moral education theme by the teacher-in-charge 統籌老師制訂每月德育主題，貫穿延伸活動及生活事件	■ Evaluation in meetings 檢討會議 ■ Questionnaire 問卷 ■ Evaluation in meetings 檢討會議	Whole year 全學年	School Discipline and Counseling Committee 訓輔組	Moral Worksheet 德育工作紙

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	觀和態度 2.3.4　Foster students' four morals: Be tidy, polite, diligent and obedient. 培養學生四項素質：整潔、有禮、勤力及盡責	■ Proposed Integrated framework of Moral and National Education (Multi-cultural education included) 整合德育及國民教育課程架構(包括多元文化) ■ 80% or above teachers agreed that the topics can foster students virtues 80% 或以上老師同意主題能培養學生良好的品德 ■ Organized different activities for fostering students' four morals 舉行不同的活動培養學生四項素質			Moral & National Team 公民及國民教育組	
2.4 Develop self-control of students 提昇學生的自我管理能力	2.4.1　Improve the "Student Award Scheme" to foster students' self-control and self-reflection skills 優化校本學生獎勵計劃，強化學生自律自省能力 2.4.2　Set up class slogans and class rules to build up a cooperative class atmosphere 善用班主任課、建立口號及班規，營造良好的班風	■ 80% or above teachers agree that the scheme is effective. 80% 或以上老師同意效果良好 ■ 70% students were able to reach the standard in the scheme. 70%學生在計劃中達標 ■ Slogans are unified and practiced daily 各班學生能運用統一口號作為常規訓練	■ Evaluation in meeting 檢討會議 ■ Questionnaire 問卷 ■ Observation 觀察 ■ Observation 觀察	Whole year 全學年 Whole year 全學年	Discipline and Guidance Committee 訓輔組 Discipline and Guidance Committee 訓輔組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	2.4.3 Carry out "Every child can serve" Scheme 推行「一人一職」計劃	■ Every student was able to participate in the school or class services team 每位學生都能參與學校或教室服務職份	■ Observation 觀察	Whole year 全學年	Discipline and Guidance Committee 訓輔組	
2.5 Raise virtue and discipline in the students to help them learn to be courteous, caring, self-controlled, self-managing and able to shoulder their own responsibilities. 提昇學生的品德及紀律，學生能對人有禮、互相關懷，培養自我管理能力，在服	2.5.1 Engage in social services 參與社會服務活動 2.5.2 Carry out "School-based Service Learning 推行「校本服務學習計劃」	■ Organized Caring Angels, help kindergarten students and visit elderly homes 舉辦關愛大使、服務幼稚園學生及探訪老人院活動 ■ Senior students participated in social services at least once a year 高年級學生全年能參與至少一次社會服務活動 ■ Students were able to show care for their targets 學生能關愛服務對象	■ Evaluation in meetings 檢討會議 ■ Evaluation in subject meetings 檢討會議 ■ Observation 觀察	Whole year 全學年 Whole year 全學年	Social worker 社工 Discipline and Guidance Committee 訓輔組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
務崗位中培養自我管理能力及承擔精神	2.5.3 Participate in the Student Training Day Camp to develop self-discipline and self-management of students 參與「學生成長訓練營」，訓練學生自律守規，強化學生自我管理能力	■ 80% or above parents and teachers agreed the Student Training Day Camp: 80%或以上受訪家長及教師均同意「學生成長訓練營」： ● *Can train the students' self-discipline* 能訓練學生自律守規能力 ● *Can raise students' self-confidence* 能增強學生自信心 ● *They are generally satisfied with the arrangement of the Camp* 整體上感到滿意	■ Students' degree of engagement 學生投入程度 ■ Questionnaires 問卷 ■ Evaluation in Subject meetings 檢討會議	September 九月 May 五月	ECA Committee 課外活動組	
	2.5.4 Improve the Patrol System to strengthen the sense of responsibility 優化「小領袖計劃」，加強學生承擔責任的精神	■ Patrol team members could perform their duties 小領袖能謹守崗位 ■ 80% or above teachers agree that the scheme: 80%或以上教師同意計劃： ● Can raise students' leadership skills 能訓練學生之領導才能 ● Can raise students' self-confidence 增強學生自信心 ● They are generally satisfied with the arrangement of the team 整體上感到滿意	■ Students' degree of engagement 學生投入程度 ■ Count the number of participants 統計學生參與人數 ■ Questionnaires 問卷 ■ Student Self-evaluation 學生自評	Whole year 全學年	School Discipline and Counseling Committee 訓輔組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
2.6 Enhance learning of specific sports training in PE lessons 加強發展運動專項訓練	2.6.1 Re-organize PE curriculum based on PE teachers' professionalism 根據體育老師專長，重組體育課程	■ Students learned four specific sports in primary school life 學生能在小學階段中學習四項體育項目 ■ The PE curriculum manual was renewed 更新體育組課程指引 ■ 50% students reached the basic competency of those specific sports 50% 學生達到該項運動訓練之基本能力 ■ 60% parents and teachers supported the scheme 60% 家長及教師支持此計劃	■ Evaluation in Subject meetings 檢討會議	Whole year 全學年	PE subject team 體育組	
2.6 Exalt the different culture of students from different countries to broaden their global vision and senses 發揚學生不同國家的本身文化，拓闊對世界的觸覺及國際視野	2.6.2Celebrate Chinese & Christmas festivals 舉辦農曆新年及聖誕節慶祝活動	■ Hold the activities successfully 成功舉行活動 ■ 80% or above parents agree that: 80%或以上受訪家長表示： ● Their child loves studying in LMC. 其子女喜歡在本校唸書 ● LMC has fostered a caring and harmonious school climate. 校園洋溢關愛和諧的氣氛 ● They are pleased to let their child study in this school. 樂意讓其子女在本校就讀	■ Students' degree of engagement 學生投入程度 ■ Questionnaires 問卷	Whole year 全學年	ECA Committee 課外活動組 中文及基礎中文組 Chinese & Basic Chinese Groups	
	2.6.3 Introduce festive culture of different countries 介紹不同國家的節日文化	■ Teachers and Students introduced cultures of different countries 教師及學生能介紹三個不同國家的節日慶祝活動	■ Count the number of participants 學生人數	Whole year 全學年	Moral & National Team 公民及國民教育組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	2.6.4 ECA cover language, music, sports, visual arts dance, team work and various interests 課後設有多元化的課外活動，涵蓋語言、音樂、體育、視藝、舞蹈、團隊、興趣形式多樣化	■ There were 20 kinds of ECA for students to choose 課外活動之項目達20項，給予學生選擇	■ Count the number of participants 統計學生參與學習活動／比賽的人數 ■ Evaluation in subject meetings 檢討會議	Whole year 全學年	ECA Committee 課外活動組	
2.7 Joint class activities can enrich the learning experience of students, cultivate their interests, broaden their life experience as well as develop their potentials. 聯課活動能為學生提供學習體驗，培養學生興趣，擴闊生活體驗，發展學生潛能	2.7.1 Organize Sports Day to strengthen the bonding between the two campuses 舉行學生運動會，加強兩校舍學生凝聚力 2.7.2 Arrange activities in recess time to strengthen the support between Chinese and non-Chinese Speaking students 安排小息活動，加強不同國籍學生的交流	■ 80% or above students liked to join the sport day. 80%或以上學生表示喜歡參加運動會 ■ 80% or above teachers agreed that the atmosphere can be lively. 80%或以上教師同意運動會的氣氛熱烈 ■ 80% or above teachers agreed that the activities are able to strengthen the support between the students. 80%或以上教師同意小息活動能加強不同國籍學生的交流	■ Evaluation in meeting 檢討會議 ■ Questionnaire 問卷 ■ Evaluation in meeting 檢討會議 ■ Questionnaire 問卷 ■ Observation 觀察	Whole year 全學年 Whole year 全學年 Whole year 全學年	PE group 體育組 Discipline and Guidance Committee 訓輔組 PE group 體育組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
2.8 Provide support to students with different learning needs 為有需要的學生提供支援	2.8.1 Invite school social workers to help the students with Special Educational Needs (SEN) 聘請駐校專業新社工，為有特殊教育需要的學生提供支援 2.8.2 Promote the "Caring Angels Scheme" to raise the virtue of caring in class 延伸「關懷小天使計劃」，發揚關愛精神 2.8.3 Carry out adaptation in dictation & exams for students with SEN 為有特殊教育需要學生在默書及考試安排作調適 2.8.4 Draw on "UAP" & "Be with you Programme" to improve senior students' life skills 透過「成長的天空」及「樂童計劃」提昇學生之生活技巧	■ The mechanism continued supporting students with special learning needs. 確立轉介機制及早識別有需要之學生及提供跟進 ■ 80% or above teachers agreed that the scheme: 80%或以上教師同意該計劃： ● *Can foster the virtue of care in class* 培養班中關愛精神 ■ 70% or above teachers agreed that the arrangement of dictation & exam adaptation: 70%或以上教師同意安排默書及考試安排調適： ● *Can cater to the special needs of SEN students* 能照顧學童特殊教育需要 ■ The content of the plans was based on guidelines from on EDB and related organizations. 計劃內容按照教育局及相關機構的指引 ■ 70% or above teachers agree that the scheme: 70%或以上教師同意該計劃能： ● Can raise the ability of students' personal, social, learning and life skills 能提昇學生個人、社交、學習及生活上的技能	■ Case record 個案紀錄 ■ Questionnaire 問卷 ■ Evaluation meeting 檢討會議 ■ Evaluation meeting 檢討會議 ■ Questionnaire 問卷 ■ Evaluation meeting 檢討會議	Whole year 全學年	School Discipline and Counseling Committee 訓輔組 Social Worker & Class teachers 專業社工及班主任 Student Support Team 學生支援組 Social Worker& assigned teachers 專業社工及專責教師	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	2.8.5 Apply for the "Community Care Fund: Lunch Subsidy", sponsored by government, to subsidize students in need 申請政府關愛基金（在校午膳津貼），資助家庭經濟有需要的學生 2.8.6 Make use of the After-school Learning Fund 運用課後津貼 2.8.7 Make use of the school-based fund (learning activities outside HK) to subsidize students from low-income families to participate in learning activities outside HK 運用校本基金（境外學習），資助清貧學生參加本校境外學習活動	■ Deployed funds in a flexible manner in accordance with open, fair and reasonable principles 學校能靈活運用政府撥款額，以公開、公平和合理的原則分配資助	■ Evaluation in meeting 檢討會議 ■ Report record 報告紀錄	Whole year 全學年	Social Worker 社工	Community Care Fund by the government 政府關愛基金

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需 資源
2.9 Reinforce home-school cooperation 加強家校合作關係	2.9.1　Enhance the running of PTA 加強家長教師會的運作 2.9.2　Constructed parent volunteer services record system 制訂家長義工服務計劃	■　Updated the webpage of PTA 設立家長教師會網站 ■　Hold regular meetings 定期舉行籌辦會議 ■　Organized annual activities such as uniform donation campaign and annual picnic 成功舉行周年活動(包括校服捐贈及周年旅行) ■　Reinforce & stabilized the parent volunteer team 加強及穩定家長義工團隊 ■　Constructed parent volunteer services record system successfully 成功制定義工服務機制	■　Collection of parents' advice 收集家長意見	Whole year 全學年	Members of PTA 家教會成員 Members of PTA 家教會成員	
	2.9.3　Organize parent workshops to share the skills of teaching & learning 舉辦家長工作坊等,培養家長提昇教育子女的技巧	■　60% or above parent participants agree that the activities can strengthen their parental skills. 60%或以上出席家長同意活動能提昇教育子女的技巧	■　Questionnaire 問卷	Whole year 全學年	Social worker 社工	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
	2.9.4　Reinforce parental education and encourage parents to become partners with the school 加強家長教育，讓家長成為學校的合作伙伴	■ Parent-volunteers teams are stable 家長義義工隊能維持穩定性 ■ Active participation of parent-volunteers in school activities 家長義工樂於參與學校活動	■ Count of the number of parent participants 統計家長參與人數 ■ Parents' degree of engagement 家長投入程度 ■ Evaluation in meeting 檢討會議	Whole year 全學年	Social worker 社工 Members of PTA 家教會成員	

Major Concern 3: Improve Information Technology tools and learning platform 優化資訊科技工具及學習平台

Targets 預期成果/目標	Strategies 策略		Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需資源
3.1 Develop on-line learning platform for interactive learning 發展資訊科技互動學習平台	i.	Incorporate on-line learning into teaching & learning, website, Intranet and other functions 運用資訊科技於學與教中	■ 80% of students usually learn by using the website links 80% 學生能運用校網上之網上學習連結 ■ Subject groups could establish web-based learning resource links in subject websites 科目網站建立連結	■ IT Administrative Committee meetings 資訊行政組及各科組檢討會議	Whole year 全學年	IT Administrative Committee 資訊行政組及各科組	
	ii.	Establish intranet for interactive learning 建立師生內聯網互動平台	■ Teachers could make use of the intranet to incorporate interactive learning 教師能運用內聯網輔助互動學習 ■ Teachers could upload learning materials via intranet 教師能把學習資源上載內聯網	■ IT Administrative Committee meetings 資訊行政組及各科組檢討會議	January to July 一月至七月	IT Administrative Committee 資訊行政組及各科組	
	iii.	Set up school intranet communication medium which provides a collaborative sharing platform 設立內聯網以提供合作分享的平台	■ Established intranet account successfully 成功設立內聯網戶口 ■ Subject teachers can share learning materials via intranet platform. 科任教師能透過平台與學生分享學習資訊 ■ Subject webpage can be renovated 更新學科網站	■ IT Administrative Committee meetings 檢討會議	Whole year 全年	IT administrative team 資訊科技行政組	

Targets 預期成果/目標	Strategies 策略	Success Criteria 成功準則	Method of evaluation 評估方法	Time Scale 時間表	People-in-Charge 負責人	Resources 所需 資源
3.2 Establish reliable network and server system 建立穩定網路及伺服器	3.2.1 Optimize network connection between the two campuses 優化連結兩校之網絡系統	■ Activated IT systems in all functional rooms 完善各課室的資訊科技系統 ■ Upgraded the stability and speed of network & server systems successfully 成功提昇網路及伺服器的速度及穩定度	■ IT Administrative Committee meetings 資訊行政組及各科組檢討會議	Whole year 全學年	IT administrative team 資訊科技行政組	
3.3 Establish WebSAMS-based administrative system to raise administrative efficiency 建立以網上校管系統，以加強資訊行政運作效率	3.3.1 Produce report cards 編制成績表 3.3.2 Manage students and teachers' records 管理學生及教師資料	■ Produced report cards by using WebSAMS 以網上校管系統完成成績表編製 ■ Manage students and teachers' record banks 妥善管理學生及教師資料庫	■ IT Administrative Committee meetings 檢討會議 ■	Whole year 全年	IT administrative team 資訊科技行政組	

6. Budget 2012-13 　　二零一二/一三年度財政預算

		Income 收入 $	Expenditure 支出 $
I	**Government Funds 政府基金**		
	Direct Subsidy Scheme 直接資助津貼	23,331,550.00	25,946,641.22
	Capacity Enhancement Grant 學校發展津貼	502,975.00	502,975.00
	IMC Grant 法團校董會津貼	3,143.00	3,143.00
	Handling Charges Transfer from Student Travelling Subsidy 學生資助辦事處手續費津貼	90.00	0
	Sub-Total 小結：	23,837,758.00	26,452,759.22
II	**Other Funds 其他津貼**		
	Reimbursement of Rents & Rates 地租及差餉津貼	110,000.00	270,000.00
	School Base After School Learning Programme 課後托管津貼	29,600.00	29,600.00
	Green school Funding 綠化校園資助計劃	8,000.00	8,000.00
	Jockey Club Life-wide Learning Grant 賽馬會全方位學習基金	7,960.00	7,960.00
	Community Care Fund Assistance Programme 關愛基金計劃	100,185.00	100,185.00
	Moral and National Education 德育及國民教育科	530,000.00	177,000.00
	Grant for Designated Schools in support of non-Chinese speaking student	600,000.00	600,000.00
	Other Income 其他收入	30,000.00	0.00
	Sub-Total 小結：	1,415,745.00	1,192,745.00
III	**General Funds 學校津貼 (一般津貼)**		
	School Fees 學費	8,307,200.00	5,147,637.00
	Application Fees Income 報名費	40,950.00	
	Hire of School Premises/Rental Income 租借校舍收入	30,000.00	
	Other Income 其他收入	30,000.00	
	Donations 籌款	40,002.00	40,002.00
	Po Leung Kuk QE Fund 保良局優質教育基金	382,500.00	382,500.00
	Donation Fund by Dr LAM Man Chan 林文燦博士命名捐款	0.00	0.00
	Bank Interest Received 銀行利息收入	5.00	0.00
	School Bus Services 校車服務	189,000.00	400,000.00
	ECA Class Income 學生課外活動班收入	180,000.00	180,000.00
	Sales Income 售賣校簿/校具收入	120,000.00	102,000.00
	Sub-Total 小結：	9,319,657.00	6,252,139.00

Balance 結餘：　　　675,516.78