



Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School

Annual School Plan

2008-2009

School Mission

To provide quality education based on Christian heritage and concern for others. Students will explore their potential in an environment where East meets West, giving them the best of both cultures.

Areas of Concern 2008-2009

Area 1: Enhance the curriculum/program to meet student needs

Area 2: Enhance whole person development of A-School students

Area 3: Develop effective school management systems and practices

Area 4: Building a professional teaching culture

Area 1: Enhance the curriculum/program to meet student needs

Strategies	Success Criteria	Evaluation	People responsible	Time frame
1.1 Prepare for NSS Program	<ul style="list-style-type: none"> ➤ Program elements requiring Higher Ordered Thinking skills (HOTS) ➤ Greater application of student reflection 	<ul style="list-style-type: none"> ➤ Examination of SOW during QC meetings ➤ Regular Peer Observation feedback ➤ Review of Planning and daily lessons for quantity of application 	<ul style="list-style-type: none"> ➤ All senior secondary CORE subject teachers/Head of Teaching and Learning/SS Principal ➤ All senior secondary CORE subject teachers/Head of Teaching and Learning 	<ul style="list-style-type: none"> ➤ 2008-2009 school year
1.2 Develop the Liberal Studies program reflective of A-School student interests and relevancy	<ul style="list-style-type: none"> ➤ Development of an end-of-year compendium of resources and lessons 	<ul style="list-style-type: none"> ➤ Regularly scheduled Update meetings with LS team to check on progress or collection 	<ul style="list-style-type: none"> ➤ All SS Liberal Studies teachers/Head of Teaching and Learning 	<ul style="list-style-type: none"> ➤ 2008-2009 school year

Area 2: Enhance whole person development of A-School students

Strategies	Success Criteria	Evaluation	People responsible	Time frame
2.1 Develop a comprehensive program of leadership training opportunities for student leaders	<ul style="list-style-type: none"> ➤ A generated list and timetabling of deliberately planned training activities ➤ Systematic transfer of learned leadership skills to daily school life and activities 	<ul style="list-style-type: none"> ➤ Review for comprehensiveness and broad-based inclusivity of participants ➤ Opportunities for student leaders to reflect and plan deliberate action(s) during school work 	<ul style="list-style-type: none"> ➤ A SS and PS student development team members/Student Development Officer ➤ A SS and PS student development team members/Student Development Officer/Class teachers 	<ul style="list-style-type: none"> ➤ 2008-2009 school year (on-going work)
2.2 Develop and plan additional opportunities for students to participate in community service affairs and activities	<ul style="list-style-type: none"> ➤ Planned and calendared events/activities in broader community service and affairs. 	<ul style="list-style-type: none"> ➤ Review of frequency and number of participants and examine for inclusivity and comprehensiveness 	<ul style="list-style-type: none"> ➤ All class teachers working in concert with the student development team 	<ul style="list-style-type: none"> ➤ 2008-2009 school year

Area 3: Develop effective school management systems and practices

Strategies	Success Criteria	Evaluation	People responsible	Time frame
3.1 Review current administrative practices for “user-friendliness”	<ul style="list-style-type: none"> ➤ A series of review sessions for administrative practices brought forward and recommended for review by senior staff. 	<ul style="list-style-type: none"> ➤ Review of tabled practices with summary of action against the criteria of “user-friendliness” 	<ul style="list-style-type: none"> ➤ Senior manager of the school/SEC members 	<ul style="list-style-type: none"> ➤ 2008-2009 school year (on-going work)
3.2 Clarify roles, responsibilities and scope of authority among line managers	<ul style="list-style-type: none"> ➤ A published Job descriptions with scope of authority for all senior positions ➤ A published line of command for senior managers 	<ul style="list-style-type: none"> ➤ Compendium of job descriptions available for each senior manager’s post accessible by all staff ➤ A functional and referenced line of command chart published for internal operations 	<ul style="list-style-type: none"> ➤ HR Manager/Principals/ Senior Staff 	<ul style="list-style-type: none"> ➤ 2008-2009 school year (on-going work)

Area 4: Building a professional teaching culture

Strategies	Success Criteria	Evaluation	People responsible	Time frame
4.1 Implement a school wide system of Peer Observation	➤ Systematized process of regular Peer Observations for personal development	➤ Frequency and accessibility of Peer Observation engagements by every A-School teacher	➤ All A-School teachers ➤ HR manager/IT Manager	➤ 2008-2009 school year (on-going work)
4.2 Build an annual PD plan and strategy to address needs of A-School teachers	➤ Identification of professional teaching/learning needs for development ➤ Annual planned delivery of PD based on needs assessment	➤ A broad inputs based list of professional learning needs of A-School teachers ➤ Calendared PD events/activities designed to address needs	➤ PSOC/SSOC/SEC members ➤ CP/PD Team	➤ 2008-2009 school year (on-going work) ➤ 2008-2009 school year (on-going work)