



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

Annual School Plan

2009-2010

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 2009-2010

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 Strengthen NSS CORE Program	<ul style="list-style-type: none"> ➤ Program elements requiring Higher Ordered Thinking skills (HOTS) ➤ Greater application of student reflection ➤ Hiring of senior /experienced teachers 	<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 ➤ Successful contract offer 	<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 ➤ HR/Principals 	<ul style="list-style-type: none"> ➤ 2009-2010 school year ➤ February 2010 to August 2010
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"> ➤ 2009-2010 school year
1.3 Apply for Diversity Learning Grant (DLG) *Details please refer to <i>Annex 1</i>				

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"> ➤ 2009-2010 school year (on-going work)
2.2 Implement a 'Chamber/Student Union' system for increased student ownership, responsibility and identity	<ul style="list-style-type: none"> ➤ A functional Chamber/Student Union program in existence ➤ A series of planned, advertised and promoted by Chamber/Student Union activities 	<ul style="list-style-type: none"> ➤ Review of student participation 	<ul style="list-style-type: none"> ➤ A SS and PS student development team members/Student Development Officer/Class teachers 	<ul style="list-style-type: none"> ➤ Sept to Oct 2009
2.3 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"> ➤ 2009-2010 school year

Area 3: Develop effective school management systems and practices

Strategies	Success Criteria	Evaluation	People responsible	Time frame
3.1 Develop formal Staff Handbook, HR Handbook, Teaching/Learning Handbook,	<ul style="list-style-type: none"> ➤ A Series of Printed handbooks available for reference and accessible to all A-School employees (both hard and soft copies) 	<ul style="list-style-type: none"> ➤ Accuracy of data within the published handbooks ➤ Accessibility of handbooks online as well as hardcopies 	<ul style="list-style-type: none"> ➤ A HR manager/Principals ➤ HR manager/IT Manager 	<ul style="list-style-type: none"> ➤ 2009-2010 school year (on-going work)
3.2 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"> ➤ 2009-2010 school year (on-going work)
3.3 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"> ➤ 2009-2010 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	<ul style="list-style-type: none"> ➤ Systematized process of regular Peer Observations for personal development 	<ul style="list-style-type: none"> ➤ Frequency and accessibility of Peer Observation engagements by every A-School teacher 	<ul style="list-style-type: none"> ➤ All A-School teachers ➤ HR manager/IT Manager 	<ul style="list-style-type: none"> ➤ 2009-2010 school year (on-going work)
4.2 Build an annual PD plan and strategy to address needs of A-School teachers	<ul style="list-style-type: none"> ➤ Identification of professional teaching/learning needs for development ➤ Annual planned delivery of PD based on needs assessment 	<ul style="list-style-type: none"> ➤ A broad inputs based list of professional learning needs of A-School teachers ➤ Calendared PD events/activities designed to address needs 	<ul style="list-style-type: none"> ➤ PSOC/SSOC/SEC members ➤ CP/PD Team 	<ul style="list-style-type: none"> ➤ 2009-2010 school year (on-going work) ➤ 2009-2010 school year (on-going work)

Diversity Learning Grant (DLG)

Three-year plan – Measures to broaden students’ choices of elective subjects for 2009/10 to 2011/12 cohort of senior secondary students

The following programmes are adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded programme	Strategies & benefits anticipated	Name of course (course provider)	Duration of the course	Target Students	Estimated number of students in each school year			Success indicators	Teacher in charge
					09/10	10/11	11/12		
Applied Learning (ApL)	<ul style="list-style-type: none"> ● To offer the ApL courses for students as the third elective subject. ● Students acquire diversified learning experience 	1. Radio Host and Programme Production (OUHK(LiPACE)) 2. Understanding Hong Kong Law (HKCT)	180 hours in 2 years	Grade 11 and 12 students	0	50 (25 for each course)	50 (25 for each course)	<ul style="list-style-type: none"> ● Assessment of students’ performance ● Number of students obtain “Attained” level or above 	Life Planning Team in charge

Budget Plan:

Total course fee = $\$9700 \times 50 = \$485,000$

DLG (75% of the average course fee) = $\$9700 \times 50 \times 75\% = \$363,750$

Estimated Fee Reduction for “Understanding Hong Kong Law” running in mode 2 = $\$1800 \times 25 = \$45,000$

Amount to be paid by our School = $\$485,000 - \$363,750 - \$45,000 = \$76,250$