

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



Primary School

School Annual Plan 2010-2011

Areas of Concern:

1. Enhance the Curriculum/Program to meet student needs
2. Enhance Whole Person Development of A-School Students
3. Develop Effective School Management Systems and Practices
4. Building a Professional Teaching Culture

Area of Concern1: Enhance the Curriculum/Program to meet student needs

Item	Strategies	Action	Criteria of Success	Action taken by	Resources Required
1.	Create a vigorous curriculum	<ul style="list-style-type: none">• Understanding by Design lesson planning• Strengthen use of rubrics in formative assessment	<ul style="list-style-type: none">• Students are motivated to learn and self-directed• Lessons are enquiry-based	All Teachers	<ul style="list-style-type: none">• Regular and effective quality circle meetings among subject members• Provide relevant professional development programs

2.	Nurture Bilingual Environment	<ul style="list-style-type: none"> To strengthen students' English and Chinese literacy skills by providing an environment of language immersion 	<ul style="list-style-type: none"> Students learn effectively using the languages 80% students are fluent in both languages; the rest can communicate in both languages 80% students show grade-level appropriate literacy skills 	AA Team and All teachers	<p>Ensure lessons are carried out with, and students are using, the language of instruction</p> <p>Use the language of instruction during and outside of class, such as assembly and OLE</p>
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Area of concern 2: Enhance Whole Person Development of A-School Students

Item	Strategies	Action	Criteria of Success	Action taken by	Resources Required
1	Diversify OLE program	<ul style="list-style-type: none"> Lower primary: more exposure in different domains; upper primary: more specialized and concentrated Work on a more defined diversity 	<ul style="list-style-type: none"> Students can identify their strengths in certain specialized areas The OLE program has a sustainable development 	OLE Team	<ul style="list-style-type: none"> Meetings with AA Team and SD Team for feedback and identify directions to work out the structure
2	Provide comprehensive Leadership Training Programs for leadership groups	<ul style="list-style-type: none"> To arrange leadership training regularly To arrange enrichment training camps 	<ul style="list-style-type: none"> Participants improve their leadership skills in the areas they're serving 	Student Development Team	<ul style="list-style-type: none"> Offer scholarships for enrichment program Program Guidelines

3.	Fine-tune Student Union	<ul style="list-style-type: none"> To establish a Student Union for 2010-11 	<ul style="list-style-type: none"> Student Union can be more vocal and update the students of their work in progress regularly Plan and materialize the Promotion Ceremony 	Student Development/OLE Team	<ul style="list-style-type: none"> Mentoring system is required Related resources are needed
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Area of concern 3: Develop Effective School Management Systems and Practices

Item	Strategies	Action	Criteria of Success	Action taken by	Resources Required
1	Increase transparency of system, working procedures and practices	<ul style="list-style-type: none"> Information kit or handbooks and working guidelines, procedures for clarifying roles, responsibilities and scope of authorities of all department heads will be distributed Invite teacher representatives to participate in the School Operating Committee as a think tank 	<ul style="list-style-type: none"> Documents and handbooks of different areas are finished All department heads understand their roles and scope of authorities clearly The teacher representatives can 	Principals and Senior teachers	<ul style="list-style-type: none"> -Administrative assistants for different divisions -IT assistants

			perform an appropriate role in PSOC		
2	Accountability in daily operations	<ul style="list-style-type: none"> All subject department heads should ensure a quality management system in finance, human resources, curriculum, teaching materials and teaching quality which foster appropriate autonomy of decision making at departmental levels. 	<ul style="list-style-type: none"> All subject members understand their professional needs in terms of teaching and learning. 	AA Team and All Subject Co's	<ul style="list-style-type: none"> Related teaching and learning resources

Area of Concern 4: Building a professional Teaching Culture

Item	Strategies	Action	Criteria of Success	Action taken by	Resources Required
1	Implement a School-wide system of Peer Observation	<ul style="list-style-type: none"> Systemize and enrich the existing Peer Observation arrangement 	<ul style="list-style-type: none"> Each teacher can observe others' lesson at least once each team (either internally or in other schools)and incorporate effective strategies observed in their own lessons 	AA Team	<ul style="list-style-type: none"> Lesson substitution may be needed

2	Develop a culture of Quality Circle Meeting for regular professional sharing and dialogue	<ul style="list-style-type: none"> • Conduct QCM regularly at least once a week for every subject • Focus on teaching strategies and learning effectiveness 	<ul style="list-style-type: none"> • 80% of the meeting time is spent on discussing the implementation of effective teaching strategies • Effective communications achieved between subject co and their members 	AA Team and subject coordinators	<ul style="list-style-type: none"> • Arrange a scheduled times for each subject's QCM meeting
3	Plan strategically a comprehensive PD program which addresses the professional needs	<ul style="list-style-type: none"> • Plan the whole school and divisional PD days based on the above identified needs • Teaching & learning is of top priority. 	<ul style="list-style-type: none"> • 80% of participants agree that the PD courses meet the objectives. 	PD and AA Team	<ul style="list-style-type: none"> • Provide financial subsidy or facilitate substitution arrangement for external PD programs