

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

2012-2013 Annual Plan

Areas of Concern:

1. Enhance Teaching and Learning
2. Strengthen Self-learning Skills
3. Developing a welcoming school with enhanced parent participation

Area of Concern 1: Enhance Teaching and Learning

Item	Strategies	Action	Criteria of Success	Action taken by	Resources required
1	Optimize the teaching and learning in daily lessons	<ul style="list-style-type: none"> • Implement various teaching strategies • Catering for individual differences • Further develop formative assessment for learning 	<ul style="list-style-type: none"> • 70% of teachers use different teaching strategies in their lessons • 90% of teachers attend at least 3 sessions of Professional Development programs • 90% of teachers agree it helps the learning 	<ul style="list-style-type: none"> • All teachers , EBD and in-house educational psychologists • All teachers • All teachers 	<ul style="list-style-type: none"> • Quality Circle Meeting • Provide relevant Professional Development programs • Battelle for Kids program
2.	Provide language-rich environment	<ul style="list-style-type: none"> • Implement morning reading time • Provide various language- 	<ul style="list-style-type: none"> • 70% of students enjoy the reading time • Observe the 	<ul style="list-style-type: none"> • All students • All students and 	<ul style="list-style-type: none"> • Increase classroom readers • Provide different

		<p>related and cultural-related activities</p> <ul style="list-style-type: none"> • Provide chances of student exchange 	<p>participants' response</p> <ul style="list-style-type: none"> • Observe the participants' response • 70% of students find the program useful 	<p>parents</p> <ul style="list-style-type: none"> • Specific students 	<p>activities, seminars and workshops</p> <ul style="list-style-type: none"> • Excursion program, exchange program, home-stay program and scholarship program
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Area of Concern 2: Strengthen Self-learning Skills

Item	Strategies	Action	Criteria of Success	Action taken by	Resources required
1	Acquires self-learning skills	<ul style="list-style-type: none"> • Enhance the reading skills and develop the reading habit • Provide PBL learning time to exercise self-learning skills 	<ul style="list-style-type: none"> • Survey on number of books borrow from the library • 70% of students find the library lessons useful • Observe the students' involvement 	<ul style="list-style-type: none"> • All students 	<ul style="list-style-type: none"> • Library lessons • Increase books of library and reading activities • PBL learning time
2	Better use of on-line learning platform	<ul style="list-style-type: none"> • Encourage students to learn through on-line platform • Further develop in-school learning platform 	<ul style="list-style-type: none"> • 90% of students use the on-line platform • Increased number of teachers use the learning platform 	<ul style="list-style-type: none"> • All students • All teachers 	<ul style="list-style-type: none"> • On-line platform

3	Enhance self-help skills by inculcating value education	<ul style="list-style-type: none"> • Implementing “ I Can” Scheme • Promoting different values through monthly themes and activities 	<ul style="list-style-type: none"> • 100% students got stamps for fulfilling their goals • All classes contribute to the outcome of theme based activities 	<ul style="list-style-type: none"> • All students • All Teachers 	<ul style="list-style-type: none"> • “I Can” booklet • Theme banners
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Area of Concern 3: Developing a welcoming school with enhanced parent participation

Item	Strategies	Action	Criteria of Success	Action taken by	Resources required
1	Expand opportunities for parent participation	<ul style="list-style-type: none"> • Work with Grade 1 teachers to develop a “lunch mommy” program including the development of: <ul style="list-style-type: none"> a. guidelines for parent participants b. parent training/briefing on appropriate participation • Work with PTA and VA team to develop the concept of a school-wide Community Art Jam and solicit PTA and VA team endorsement of financial and man- 	<p>Formally open registration to participate in the “Grade 1, lunch mommy” program</p> <p>Written set of guidelines for parent participants</p> <p>Schedule briefing session for interested parents prior to program start</p> <p>Successful Community Art Jam event held with 80% student participation, full PTA member participation, and anticipated 500 plus community member</p>	<p>Home School Affairs Team in collaboration with Grade 1 teachers</p> <p>PS/SS VA team leads with participation by every A-School student, teacher and parent.</p>	<p>No additional resources required</p> <p>Supplies sufficient for 3000 clay figures.</p> <p>Additional staff to assist families on the Art Jam Day</p> <p>Time for training of</p>

		power support for the implementation of this school-wide Art Jam event	participation. Enhanced ratings on Stakeholder Survey		students
2	Explore exiting activities/events to increase parent involvement	<p>c. Work with PE/OLE team to modify existing Athletic Meet logistics to increase parent participation</p> <p>d. Work with team leaders to review daily schedule/events of annual Play Day to increase parent participation</p>	<p>20% Increase number of parent participants from 2011-2012 event</p> <p>20% Increase number of parent participants from 2011-2012 event</p> <p>Implementation of a post event 'picnic' lunch for Grades 1-3 on the playground</p> <p>Enhanced ratings on Stakeholder Survey</p>	<p>PE and OLE Team</p> <p>Student Development Team members and PTA members</p>	<p>No additional resources required.</p> <p>No additional resources required.</p>
3.	Create a culture of warmth, user friendliness and welcome in the PS General Office	<ul style="list-style-type: none"> Share vision with office staff Host mini-staff conversations on the qualities of a front office which priorities a service orientation Establish a 'team' culture without blame and fear. 	<p>Each PS General Office staff can articulate the focus of providing quality and timely service to all stakeholders.</p> <p>Anecdotal data of instances of success from parents or staff</p> <p>Restructure shifts to minimize 'void' areas of</p>	Co-Principal, Office Manager, and all Primary School general Office staff	No additional resources required.

		<ul style="list-style-type: none">Remove structural, technical barriers to being a service oriented school office	service during the school day Enhanced ratings on Stakeholder Survey		
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