

**Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary & Primary School  
2013-2014 Annual Plan**

**(A) Management and Organisation**

1. enhances teaching quality and professional development through the usage of performance appraisal, self-reflection etc.;
2. encourages home-school cooperation so as to let both parents and teachers realise the progress and abilities of students;

<b>Task</b>	<b>Strategy</b>	<b>Indicators of Success</b>	<b>Evaluation Method</b>
Promote professional development (PD) according to the needs of the school and the performance improvement of individual staff*	1. Work closely with external expertise, tertiary institutions and professional bodies in organising PD activities; 2. Review and improve the performance appraisal system to assist personal growth	1. Identify the school needs of PD; 2. Identify sources of external expertise and make invitation for PD; 3. Review the criteria of performance appraisal; 4. Over 70% teachers attended training courses for personal growth	1. Conduct staff questionnaire survey on our PD; 2. Review expertise list; 2. Compare staff performance after receiving PD; 3. Observe our culture of sharing of professional practice
Maximise the benefits of peer observation, specific foci aligned with the school concerns and staff's immediate PD needs could be set*	1. Strengthen peer lesson planning and class observation; 2. Arrange mentor for newly recruited / young teacher; 3. Provide leadership training programme for coordinator	1. Organise peer lesson planning and class observation for all teachers; 2. Assign mentors for newly recruited / young teachers; 3. Assign mentors for coordinators	1. Review records of work ; 2. Review the performance appraisal records
Review the performance appraisal (PA) system to help the appraisals and appraisers understand the criteria of focus	1. Study the current PA system and review performance indicators with teachers; 2. Study performance appraisal systems of other institutions	1. Complete the new performance appraisal system; 2. Launch the new appraisal system in particular subjects	1. Conduct staff questionnaire survey on our PA system; 2. Evaluate the effectiveness and usefulness of new PA system with subject panels
Strengthen the communication and working relationship with parents ( <i>see also</i> School Ethos)	1. Keep parents informed of recent school development and students' learning; 2. Organise more home-school activities; 3. Strengthen our user-friendly channel of communication	1. Increase and improve the usage of e-newsletters; 2. Increase in percentage of parents' participation in activities, excursion volunteer work and service trips; 3. Increase in number of positive suggestions from parents	1. Review the quantity and quality of newsletters; 2. Review records of parents' participation in home-school activities; 3. Analyse information on parents' suggestions

**(A) Management and Organisation (cont'd)**

3. promotes reading and cultivates attitude and ability for lifelong learning;

4. uses information technology effectively and efficiently for learning;

5. supports curriculum development through adequate resources allocation and staff deployment;

6. manages the school and makes policy collaboratively among school committees, teachers and expertise;

<b>Task</b>	<b>Strategy</b>	<b>Indicators of Success</b>	<b>Evaluation Method</b>
Review and improve the library services	1. Review the catalogue records and library system with the Lead Librarian; 2. Track record of collection development & circulation; 3. Discuss with librarians about the services and service hours	1. Over 90% catalogues are completed satisfactorily; 2. Use budgets of collection development adequately; 3. Over 60% students become regular borrowers; 4. Plan for the development of other services and ebooks in the library	1. On-site access of the library catalogue; 2. Study circulation and collection development reports generated from the system; 3. Study the development plan provided by Lead Librarian
Promote the use of IT and design interactive programme in teaching	1. Monitor exploration of usage of ipads in teaching; 2. Work with ICL panel to promote PD in IT; 3. Identify trends and development of i-teaching; 4. Launch the mentor scheme	1. Over 90% teachers are able to use IT in teaching; 2. Over 60% teachers are able to design interactive teaching materials; 3. Over 80% teachers attend PD courses in i-teaching; 4. Assign mentors / technicians for IT unskilled teachers this year	1. Discuss with panels and track records of usage of ipads' applications; 2. Check records of newly acquired educational applications 3. Check records of PD; 4. Conduct class observation
Promote deliberation among staff on the implications of school development priorities, the targets to be set and the strategies for adoption *	1. Engage staff in sharing reflections on progress made and identify support needs through regular subject meeting; 2. Decide the subject's development priorities and strategies for new school year; 3. Work closely with external expertise*	1. Subject team is able to identify rubrics for teaching and evaluation*; 2. Subject panel is able to lead team members to evaluate the progress and identify support needs; 3. Subject team understands the needs of students and make plan on development priorities and strategies for new school year (May 2014-)	1. Review development plan of each subject; 2. Review the subject's monthly plans or similar; 3. Study the rubrics of different subjects; 4. Review records of cross-curricular practices

\* Our school has made the commitment to embrace the concept and framework of Formative Instructional Practices (FIP) for all subject areas as a year-long focus for professional development and training. Our school has agreed to collaborate with several (four others) local schools committed to the Battelle for Kids model of lesson development.

**(B) Teaching & Learning**

1. promotes cross-subjects collaboration so as to provide an integrated and learning experience for students;
2. achieves the basic competency levels or above through learning context which are related to real-life experiences of the students;
3. cultivates literacy in English and Chinese as well as using both English and Putonghua actively and confidently for communication;
4. reviews and improves the assessment system

<b>Task</b>	<b>Strategy</b>	<b>Indicators of Success</b>	<b>Evaluation Method</b>
Develop a balanced curriculum that can cater for the needs and abilities of students	1. Develop student-centred learning activities; 2. Apply gifted education (GE);	1. Design learning tasks to cater for needs & abilities of students; 2. Design different kinds of tasks and worksheets to cater for the needs of low achievers and gifted students;	1. Class observation 2. Study the questions and activities in the worksheets; 3. Review the practice of IEP and GE, i.e. strategies etc.
Develop school based cross - curricular learning activities according to the daily experiences of students	Encourage Chinese and Liberal Arts (LA) panels work together to develop school-based curriculum that is related to daily experiences of students	Chinese and LA teams work together to identify 1-2 topics that have LA context. Vocabulary and writing strategies are taught by Chinese teachers. LA context are taught by LA teachers in Putonghua;	1. Arrange sharing sessions on cross-subjects experiences; 2. Conduct questionnaire survey and study students' performance in project work
Use both English and Putonghua actively and confidently for communication	1. Develop award scheme; 2. Organise "student language ambassadors" to monitor the use of English and Putonghua during recess	1. 80% students voluntarily join the language award scheme; 2. All teachers use either English or Putonghua to communicate with students	1. Obtain feedback from "student language ambassadors" and teachers; 2. Observe students' recess performance
Develop effective methods and strategies to reflect the achievements and performance of students	1. Develop rubrics of learning and indicators for assessment; 2. Review the norm reference assessments at Grade 5 & 6 ; 3. Develop high quality assessment tools for English, Chinese and Mathematics	(1) 95% parents agree with our rationale of assessment; (2) 95% parents & teachers agree our assessments can provide information for curriculum development (3) All teachers are satisfied with the effectiveness of standardised tests	1. Collect opinions through parents-principal meetings; 2. Collect teachers' opinions through formal meetings; 3. Collect opinions from secondary teachers, i.e. the norm reference assessment
Develop strategies to assess according to concise and specific learning objectives and analyse results of assessments	1. Conduct item analysis from the reports of public assessments 2. Provide PD opportunities of "Battelle for Kids" for all teachers	1. Eng., Chi. & Maths teachers understand the strengths and weaknesses of our students through the item analysis of TSA and ICAS 2. Teachers apply the results of item analysis to modify teaching context	Study the subject plans to find out the impacts of item analysis on subject teaching

**(C) Student Support and School Ethos**

1. uses and manages resources effectively;
2. creates a lively, safe and caring learning environment;
3. constructs healthy life-style, including the cultivation of arts and sports;
4. encourages home-school cooperation so as to let both parents and teachers realise the progress and abilities of students;

<b>Task</b>	<b>Strategy</b>	<b>Indicators of Success</b>	<b>Evaluation Method</b>
Enhance student-teacher and student–student relationship	<ol style="list-style-type: none"><li>1. Encourage students to discuss and plan for house activities with teachers;</li><li>2. Provide training on leadership and mediation for prefects, library ambassadors and senior students;</li><li>4. Study and revise “Charter of Success” which lists teachers’ expectations on students as well as the promises from A-School</li></ol>	<ol style="list-style-type: none"><li>(1) All students are happy to join either the house activities or cheerleading groups in competitions;</li><li>(2) 20% students receive training and can be assigned duties of prefects, library ambassadors, and “buddy” scheme (senior students look after junior students during activities);</li><li>(3) 90% students are proud of being A-School students and are willing to sign the charter</li></ol>	<ol style="list-style-type: none"><li>1. Review the quality of the training programmes and the number of participants;</li><li>2. Review the effectiveness of those service programmes through questionnaire;</li><li>3. Evaluate the performance of students who had signed the charter</li></ol>
Strengthen home-school communication and provide opportunities for parents to join A-School activities in order to make our operation transparent	<ol style="list-style-type: none"><li>1. Strengthen our parent-volunteer scheme;</li><li>2. Arrange educational talks which are aligned with our teaching philosophy;</li><li>3. Strengthen parents’ resource centre at A-School</li></ol>	<ol style="list-style-type: none"><li>(1) 5% parents provide volunteer services each week;</li><li>(2) 50% parents joined A-School’s educational talks at least once per year;</li></ol>	Review the records of parents’ participation

**(C) Student Support and School Ethos**

5. reviews and further improve the quality of student guidance and counseling;

<b>Task</b>	<b>Strategy</b>	<b>Indicators of Success</b>	<b>Evaluation Method</b>
Develop whole-school approach in student guidance and counselling work	<ol style="list-style-type: none"> <li>1. Improve the programmes of Student Development (SD);</li> <li>2. Provide PD and mentors for teachers who need improvement in areas of handling students' disciplinary problems;</li> <li>3. Review the procedures and policies on handling students' disciplinary problems and tackling with accidents</li> </ol>	<ol style="list-style-type: none"> <li>(1) 98% students have shown significant development of positive learning attitude and behaviour;</li> <li>(2) 90% teachers are able to have good classroom management;</li> <li>(3) All teachers are able to handle students' disciplinary problems consistently and tackle with accidents competently</li> </ol>	<ol style="list-style-type: none"> <li>1. Review the records of SD;</li> <li>2. Class observation;</li> <li>3. Evaluate the accident reports</li> </ol>
Enhance individual guidance and counseling services	<ol style="list-style-type: none"> <li>1. Strengthen student individual meetings with our social worker / educational psychologist;</li> <li>2. Provide specialist services if needed;</li> <li>2. Allocate trained teachers to support counseling works;</li> <li>3. Provide mentor scheme in teacher training;</li> <li>4. Review the referral system with teachers</li> </ol>	95% students and parents satisfy with the guidance and counseling services of A-School	<ol style="list-style-type: none"> <li>1. Evaluate the cases regularly;</li> <li>2. Evaluate the data of students' performance;</li> <li>3. Conduct questionnaire survey</li> </ol>
Promote skills of life-education	<ol style="list-style-type: none"> <li>1. Provide life-education programme in small groups;</li> <li>2. Work with LA teachers and external Christian organization to improve our character formation programmes;</li> <li>3. Coordinate our assemblies to specifically tailor topics that induce positive value and higher moral standards among the students</li> </ol>	<ol style="list-style-type: none"> <li>(1) All students are able to confidently tackle with their difficulties in interpersonal skills, life experience, learning etc.</li> <li>(2) 95% service-receivers do not repeat their disciplinary problems again.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate the cases regularly;</li> <li>2. Evaluate the data of students' performance</li> <li>3. Evaluate our topics and context of assemblies</li> </ol>
Nurture our students with positive value and higher moral standards			

**(D) Student Performance**

1. designs tests and assessment tools based on rubrics / concise learning objectives;
2. develops formative and continuous assessment to enhance effectiveness of learning and teaching;
3. strengthens the award system to reinforce positive learning experience.

<b>Task</b>	<b>Strategy</b>	<b>Indicators of Success</b>	<b>Evaluation Method</b>
Encourage positive reinforcement and enhance whole-person development	<ol style="list-style-type: none"><li>1. Provide opportunities for students through our school-based curriculum development to tap their potentials which are regarded as an extension of learning experiences;</li><li>2. Encourage our students to participate the external gifted education programmes and competitions, e.g. Innovation Odyssey of HKPU</li><li>3. Display the works of students regularly</li></ol>	<ol style="list-style-type: none"><li>(1) 40% of worksheets / assignments are designed to encourage students' extension of learning;</li><li>(2) 60% students have joined at least one external activity or competition within one year;</li><li>(3) 90% students are able to show their works or achievements to other students, parents and public in every academic year.</li></ol>	<ol style="list-style-type: none"><li>1. Students' self-evaluation;</li><li>2. Students' peer-evaluation;</li><li>3. Parents' reports about students' achievements in external activities;</li><li>4. Evaluate the quality of our worksheets;</li><li>5. Review our "Other Learning Experience" records</li></ol>
Strengthen independent learning	Strengthen project work and group work so that students learn to collect and analyse information and data by themselves	<ol style="list-style-type: none"><li>(1) 80% students enjoy project work and show their abilities in information collection and analysis</li><li>(2) 80% students are able to reorganize the information and present their work with their own opinions</li></ol>	Evaluate the quality of project works
Strengthen data analysis to study the performance of students	English, Chinese and Mathematics teachers are required to conduct TSA item analysis	All English, Chinese and Mathematics teachers are familiar with the practice of item analysis	Summarize reports of Eng., Chi. and Maths teachers on item analysis
Strengthen the internal award schemes	Review the A-School reward and scholarship schemes so as to provide more recognitions to the achievements of students in different areas	Increase in number of rewards and number of award winners	Records of award winners