Pentecostal Lam Hon Kwong School

Annual School Plan

2015/16

School Vision & Mission

We strive to create an enjoyable teaching and learning environment in which students can be equipped to meet the challenges of the 21st Century.

Major Concerns

1. **Enhancing study atmosphere and learning motivation of students by setting clear targets for different forms**

2. **Enhancing pedagogy, cross-curricular collaboration, school curriculum and assessment practices**

3. **To foster students' moral values and positive attitudes towards life**

1. Major Concern 1: Enhancing study atmosphere and learning motivation of students by setting clear targets for different forms

Strategies	Time Scale	Success criteria	Methods of evaluation	Person-in-charge	Resources required
1.1 General measures across the forms					
1. Optimizing the overall planning of Career and Life Planning Education (**CLP**)	9/2015-6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● CLP Team ● Studies Dept	
2. Offering a series of **CLP programs** for the students				● CLP Team	
3. Coordinating "**Goal setting**" programs for junior forms in an organized way				● CLP Team ● Studies Dept	
4. Teaching **study skills** in junior form LS				● Studies Dept	
5. Further utilizing **Campus TV** or assemblies to enhance the learning atmosphere and attitude				● Campus TV Team	
6. Promoting **thinking skills** by further promoting inter-class debates or joining external debates				● Studies Dept ● Chi & LS panels	
7. Encouraging colleagues to take part in **academic-related activities**				● Studies Dept ● ECA Dept	
8. Keeping "**form coordinator**" system to monitor students' progress closer				● Studies Dept	
9. Keeping **ASHWC** class				● Studies Dept	
10. Exploring means to ensure the **school team** members can strike a good balance between studying and extra-curricular activities				● Studies Dept ● ECA Dept ● PE panel	
1.2 Measures for S1 students					
1. Keeping **habit building**: special arrangement of the last lesson to ensure that students jot down homework in the handbook clearly	9/2015-6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept ● Reading lesson teachers	
2. Offering after-school **tutorial classes** of the core subjects for the low-achievers					
1.3 Measures for S2 students					
1. Keeping **habit building**: special arrangement of	9/2015-	● 70% of teachers	● Teachers'	● Studies Dept	

Strategies	Time Scale	Success criteria	Methods of evaluation	Person-in-charge	Resources required
the last lesson to ensure that students jot down homework in the handbook clearly	6/2016	comment that this is useful in strengthening learning effectiveness	survey ● Students' survey		
2. Offering **after-school tutorial classes** of the core subjects for the low-achievers		● 70% of students comment that this is useful in strengthening learning effectiveness			
1.4 Measures for S3 students					
1. Offering **after-school tutorial classes** of the core subjects for the low-achievers	9/2015- 6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept	
2. Offering a series of **CLP programs** such as education series on subject selection for the students				● CLP Team ● Studies Dept	
3. Arranging **try-out lessons** of senior elective subjects which are not taught in the junior forms				● Studies Dept	
4. Informing both parents and students of the **subject selection details in the 1st term**				● CLP Team ● Studies Dept	
5. Arranging **RN summer program**				● Studies Dept	
1.5 Measures for S4 students					
1. Offering subject withdrawal and **class streaming talk to students in the 1st term**	9/2015- 6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept	
2. Encouraging and coordinating after school **supplementary lessons**				● Studies Dept	
3. Arranging **visits to universities**				● Studies Dept	
4. Arranging **career talks** by inviting a group of alumni with different professions				● CLP Team ● Alumni	
5. Arranging **re-tests** and **summer program** for N4 students				● Studies Dept	
6. Formulating **action plan** (attached to the ASP of academic subject panel) to boost the public exam results of students)				● Studies Dept ● Related panels	
7. Keep organizing enhancement and remedial programs (**SERP**)				● Studies Dept	

1.6	Measures for S5 students					
1.	Monitoring the implementation of **class streaming**	9/2015-6/2016	• 70% of teachers comment that this is useful in strengthening learning effectiveness • 70% of students comment that this is useful in strengthening learning effectiveness	• Teachers' survey • Students' survey	• Studies Dept • Form teachers	
2.	Encouraging and coordinating after school **supplementary lessons**				• Studies Dept	
3.	Arranging **visits to universities**				• Studies Dept • Form teachers	
4.	Arranging **career talks** by inviting a group of alumni with different professions				• CLP Team • Alumni	
5.	Arranging **summer tutorial class** for N4				• Studies Dept	
6.	Arranging **summer tests** for all S.5				• Studies Dept	
7.	Formulating **action plan**				• Studies Dept • Related panels	
8.	Continue organizing enhancement and remedial programs (**SERP**)				• Studies Dept	
1.7	Measures for S6 students					
1.	Offering a series of CLP programs on **JUPAS** application and subject selection for the students	9/2015-3/2016	• 70% of teachers comment that this is useful in strengthening learning effectiveness • 70% of students comment that this is useful in strengthening learning effectiveness	• Teachers' survey • Students' survey	• CLP Team • Studies Dept	
2.	Encouraging and coordinating after school **supplementary lessons**				• Studies Dept	
3.	Boosting the public exam results of students in **HKDSE** through various means				• Studies Dept • Related panels	
4.	Formulating **action plan**				• Studies Dept • Related panels	
5.	Continue organizing enhancement and remedial programs (**SERP**)				• Studies Dept	

2. Major Concern 2: Enhancing pedagogies, cross-curricular collaboration, school curriculum and assessment practices

Strategies	Time Scale	Success criteria	Methods of evaluation	Person-in-charge	Resources required
2.1 Further promotion of eLearning & Power Lesson					
1. Inviting more subject panels to try **eLearning such as PowerLesson, especially in S.1** 2. Arranging **sharing or presentations** of the pioneered subject panels in the staff development meetings 3. Conducting **lesson observation** to enhance interflow of pedagogy 4. Adopting the **new lesson observation form** on a trial basis	9/2015-6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept ● Related panels	
2.2 Introduction of "Creative teaching strategies"					
1. Inviting more subject panels to try **Creative Teaching** 2. Coordinate the existing "**Teachers' Lesson Collaboration**" of our school as a platform for teachers to share and utilize the creative teaching strategies in lessons	9/2015-6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept	
2.3 Exploration of Self-regulated learning					
1. **Exploring the pedagogy** through staff development programs	9/2015-6/2016	● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept ● Staff development team	
2. **Try-out lessons** on "self-regulated learning"				● Studies Dept ● Related panels	
2.4 Building up the culture of cross-subjects / cross-curricular collaboration					
1. **Further encouraging collaboration** between the senior forms, e.g. Language subjects and Liberal Studies	9/2015-6/2016	● 70% of teachers comment that this is useful in strengthening learning	● Teachers' survey ● Students'	● Studies Dept ● Related panels	

Strategies	Time Scale	Success criteria	Methods of evaluation	Person-in-charge	Resources required
		effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	survey		
2.5 Optimizing (優化) the school curriculum and assessment					
1. Monitoring the implementation of **junior form social subjects**		● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept	
2. Keep reviewing and optimizing the junior form curriculum	9/2015-6/2016			● Studies Dept	
3. Involving panels in **bridging the curriculum** (both the depth and width) of junior and senior forms, e.g. Chinese, LS				● Studies Dept ● Related panels	
2.6 To strengthen the effectiveness of using English as the medium of instructions					
1. Upgrading the capability and English proficiency of teachers (including both academic and cultural subjects) through **staff development programmes**		● 70% of teachers comment that this is useful in strengthening learning effectiveness ● 70% of students comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Students' survey	● Studies Dept ● EMI Team ● Related panels	
2. Strengthening **the support measures for using English** as medium of instruction, e.g. S1 bridging programmes; providing a language environment conducive to learning in English in the audio and visual aspects; developing the English reading habit of students continuously	9/2015-6/2016				
3. Upgrading the **English curriculum**, e.g. speaking, public speaking and debate					

Major Concern 3: To foster students' moral values and positive attitudes towards life

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
Target 1. Fostering students' moral values and positive attitudes towards different aspects of life					
1.1 Organizing the 'Basic Life Skill Training Programme' (成長新動力計劃) to transmit correct moral values and to develop students positive attitudes towards different aspects of life (e.g. mental health, social life)	9/2015-6/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students • 70% of the student involved in the programme find that the programme is helpful to the them.	• Teachers' survey • Students' survey • Observation • Discussion	• Counseling Mistress • Members of Counseling Department • Class teachers	• Co-work with the Department of Health
1.2 Organizing the 'P.A.T.H.S' (共創成長路) to transmit correct moral values and to develop students positive attitudes towards different aspects of life (e.g. mental health, social life)					• Co-work with the Hong Kong Children & Youth Service
1.3 Organizing counseling prefects training workshops to teach counseling prefects moral values and good habits.	8/2015-6/2016			• Counseling Mistress • Members of Counseling Department	
1.4 Organizing 'The Big-Brothers & Sisters Scheme' and S.1 Orientation for S.1 students, in order to provide students with guidance on correct moral values and healthy life style	8/2015 – 6/2016	• 70% of the students involved in the programme find that the programme is helpful to them.	• Students' survey • Observation • Discussion	• Counseling Mistress • Members of Counseling Department	
1.5 Organizing assemblies, workshops and activities on positive attitudes and moral values.	9/2015 – 6/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students	• Teachers' survey • Observation • Discussion		

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.6 Organizing the 'Sex-Peers Counseling Team" to carry out sex education in school		• 70% of the students involved in the programme find that the programme is helpful to them.	• Students' survey • Observation • Discussion		
1.7 Matching the theme of the Discipline and Religion Department with the school theme	9/2015-6/2016	• 70% of the teachers involved in the programme find that the programme is useful in developing students' moral values and positive attitudes. • 70% of the students involved in the programme find that the programme is useful in developing their moral values and positive attitudes.	• Teachers' survey • Students' survey • Observation • Discussion	• Discipline Mistress • Religion Master • Members of Discipline and Religion Department	• Co-workers from other departments
1.8 Sharing messages in the morning assembly and discipline and Religious assemblies	9/2015-6/2016				
1.9 Organizing gospel camp and gospel week	9/2015-11/2016	• 70% of the teachers involved in the programme find that the programme is useful in developing students' moral values and positive attitudes. • 70% of the students involved in the	• Teachers' survey • Students' survey • Observation • Discussion	• Religion Master • Members of Religion Department	• Co-workers from church
1.10 Organizing small group activities in fellowship	10/2015-5/2015				

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.11 Introducing various plans to encourage students to read bible and pray.	10/2015- 5/2016	programme find that the programme is useful in developing their moral values and positive attitudes.			
Target 2: Cooperating with other departments and panels to organize activities to match with the school major concern 3					
2.1 Co-operating with Religious Dept, Discipline Dept, Studies Dept, IT Dept., ECA Dept., .SU. and the School Library to arrange S.1 Orientation Day & Orientation Programme for S.1 students. It helps them to develop positive attitudes towards their school life.	8/2015 - 9/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students • 70% of the students involved in the programme find that the programme is helpful to them	• Teachers' survey • Students' survey • Observation & Discussion	• Counseling Mistress • Members of Counseling Department • Various department heads	
2.2 Essay writing competition and sharing with emphasis on 'Making choices'.	9/2015 6/2016	• 70% of teachers involved agree that it can strengthen the development of students' moral values and positive attitudes	•Students' survey •Teachers' survey •Observation	• Discipline Department • Counseling Department • Religion Department	• setting up a resources portfolio in the eClass • eClass system preparation & tutorials by IT Dept. • Support from the school office
2.3 Joining the reading lesson scheme to provide reading materials for junior forms. Collaborating with other panels or departments in holding different activities		• 70% of teachers involved agree that it can strengthen the quality of the form teacher time.			

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
2.4 Preparing guidelines for suggested moral topics for teachers' sharing in the morning assemblies		• 70% of teachers involved agree that it can prepare a school-based moral education environment for students			• Collaboration with other subject panels – Eng, Chi , Art
2.5 Putting Bible verses in the students' handbook	7/2015	• 70% of the teachers involved in the programme find that the programme is useful in developing students' moral values and positive attitude.	• Teachers' survey • Discussion • Observation	Members of Religion Department BK teachers Discipline teachers	• Co-workers from church
Target 3: Cooperating with other organizations to arrange activities to match with the school major concern 3					
3.1 Special talks delivered by guest speakers or professional institutions or visits to enhance students' ability and confidence: - Bullying - Drug abuse - Problem solving - Corruption - Integrity - Seduce	9/2015 – 5/2016 (at least 2 times in each term)	• 70% of the students involved agree that the talks are useful to them and they can apply the skills and knowledge in solving these problems. It helps promote students' moral values and positive attitudes.	•Students' survey •Teachers' survey •Observation	• Discipline Mistress • Discipline teachers	• Organizations that provide these services • Collaborate with PTA and Counselling Department
3.2 Inviting Suen Douh Camp to organize Gospel Camp	9/2015	• 70% of the teachers involved in the programme find that the programme is useful.	• Discussion • Survey • Observation	• Members of the Religion Department • Co-workers	Suen Douh Camp

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
3.3 Inviting Hong Kong Baptist Assembly (Fanling) to organize summer camp	7/2016	• 70% of the students involved in the programme find that the programme is useful.		from Church	Hong Kong Baptist Assembly (Fanling)
3.4 Discussing with Shatin Chapel about the cooperation between school and church	8/2015- 7/2016	• 70% of the teachers involved in the programme find that the programme is useful.			Shatin Chapel
Target 4: Response to the school theme by helping students to develop correct value judgments and make right choices in their life.					
4.1 Organizing assemblies on the topics about correct value judgments and making right choices in their life.	9/2015- 6/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students	• Observation & Discussion	• Counseling Mistress • Members of Counseling Department	Outside organizations
4.2 Organizing moral education programme to promote the ideas of correct value judgments and making right choices in their life.		• 70% of the teachers involved in the programme find that the programme is helpful to the students			
4.3 Organizing sex education programme, such as workshops, to promote the correct value judgments and make right choices on matters concerning sex, marriage, etc.		• 70% of the students involved in the programme find that			

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
4.4 Organizing S.1 orientation programme to guide S.1 students to make the correct choice, become good students and good friends of others.		the programme is helpful to them	• Students' survey • Observation • Discussion		
4.5 Ogranizing mass programs on decision making: - game stalls - English and Chinese slogan writing competition - Book marks design competition - Script writing and drama presentation	9/2015 – 10/2016	• 70% of the students involved in the programs find that they are helpful to them.	• Students' survey • Teachers' survey • Observation	• Discipline Mistress • Discipline teachers	• Organizations that provide these services • Collaborate with SU, Panels, AE and Counselling Department
Target 5: Improving the relationship between parents and their children and helping parents to handle their children's problems like parents-child conflict.					
5.1 Organizing S.1 parents orientation programme to let parents assist their children to adapt to new school life.	9/2015	• 70% of the parents involved in the programme find that the programme is helpful to their children.	• Parents' survey • Observation & Discussion	• Counseling Mistress • Members of Counseling and Discipline Department • Discipline Mistress	
5.2 Offering different talks to parents in order to equip them to handle their children's problems.	11/2015- 4/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the		• Counseling Mistress • Members of Counseling Department	

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
5.3 Orgainzing parent-child camp to enhance the family relationship between parents and students.	2/2015-5/2016	students • 70% of the parents involved in the programme find that the programme is helpful to their children.		• School Social Worker	
5.4 Holding sharing meetings with parents to handle their children's problems.	9/2015-6/2016	• 70% of the parents that the programs are helpful to them.	• Parents' survey	• Discipline Master • Deputy Discipline Master • School social worker	• Outside organizations • IT Department
5.5 Strengthening communication between form teachers and parents	9/2015-6/2016				
5.6 Offering information about related talks / workshops for parents through the school intranet	9/2015 6/2016				
Target 6: Reinforcing students' sense of belonging to the school and class					
6.1 Organizing Counselling Prefect Team. It provides chance for student counselors to serve other schoolmates in order to reinforce their sense of belonging to school.	8/2015-6/2016	• 70% of the students involved in the programme find that the programme is helpful to them.	• Students' survey • Observation & Discussion	● Counseling Mistress ● Members of Counseling Department	
Target 7: Strengthening students' sense of sharing and caring					
7.1 Organizing 'Big-Brothers & Sisters' Programme. It gives chance for senior form students to share and care the junior form students.	9/2015 – 6/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students • 70% of the students involved in the programme find that the programme is helpful to them.	• Students' survey • Observation & Discussion	● Counseling Mistress ● Members of Counseling Department	

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
7.2 Organizing 'Sex-peer Counsellors' Programme. Let the peer counselors share what they have learnt in workshops to their fellow schoolmates.	9/2015 – 6/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students • 70% of the students involved in the programme find that the programme is helpful to them.	• Students' survey • Observation & Discussion	● Counseling Mistress ● Members of Counseling Department	
7.3 Organizing Volunteer Service Team. Let students have chance to share and care for the society				● Counseling Mistress ● Members of Counseling Department ● School social worker	
7.4 Organizing community activities, such as blood donation & charity activities, to promote the idea of sharing.	11/2015 – 5/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students	• Observation & Discussion	• Counseling Mistress • Members of Counseling Department	
7.5 Organizing a social experience activity to develop students' empathy and enhance their understanding of others.	5/2015	• 70% of the teachers involved in the programme find that the programme is helpful to the students • 70% of the students involved in the programme find that the programme is helpful to them.	• Observation & Discussion	• Counseling Mistress • Members of Counseling Department • School Social Worker	

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
7.6 Organizing "We Can Do It" Campaign" and "I Can Do It" Campaign It includes the following competitions: - Model Class Competition - Cleanliness and Discipline　Contest 愛我校園 - Inter-class slogan - competition - "Pride in Me" Awards - PLHKS Guru and Star in Class - Awards schemes for good performances	9/2015-6/2016	● 70% of teachers and students involved comment that there is improvement in students' sense of sharing and caring. ● Students show remarkable improvement in the number of accreditation certificates.	● Students' survey ● Teachers' survey ● Observation	● Discipline Mistress ● Discipline teachers ● Form coordinators of Discipline Dept ● Prefects.	● System preparation for data entry and analysis by IT Department. ● Collaborate with Civic Education Committee ● Budget for prizes
Target 8: Developing students' moral values and correct attitudes towards sex.					
8.1 Organizing assemblies for sex education.	9/2015-6/2016	● 70% of the teachers involved in the programme find that the programme is helpful to the students	● Observation & Discussion	● Counseling Mistress ● Members of Counseling Department	
8.2 Organizing 'Sex-peer Counsellors Team' and providing them with training.	9/2015-6/2016	● 70% of the teachers involved in the programme find that the programme is helpful to the students ● 70% of the students involved in the programme find that the programme is helpful to them.			

Strategies	Time Scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
8.3 Arranging Sex-education Days to promote sex education to students.	3/2016	• 70% of the teachers involved in the programme find that the programme is helpful to the students			
8.4 Special talks delivered by guest speakers or professional institutions on: - Harassment - Sexual abuse	9/2015 – 5/2016	• 70% of the students involved agree that the talks are useful to them and they can apply the skills and knowledge in solving these problems. It also helps in promoting students' moral values and positive attitudes	● Students' survey ● Teachers' survey ● Observation	• Discipline Mistress • Discipline teachers	• Organizations that provide these services • Collaborate with PTA and Counselling Department
Target 9: Fine tuning the training programmes for prefects					
9.1 Organizing workshops for prefects to enhance their decision making ability and attitude in solving problems	9/2015-6/2016	● 70% of the prefects and students involved find that the programs are useful in enriching their confidence and self-image.	• Interview and observation	• Prefect team supervisors	• Budget for activities
9.2 Revision of work flow and administration in the team					
9.3 Sharing by old prefect heads in prefect training programs					
9.4 Structural reform and set up major training focuses of prefect team					
9.5 Training programs for prefect cadets in S.2					
9.6 Self-evaluation in the prefect team					
9.7 Re-establishing the inter-school prefect activities with neighbor schools.					