

**Pentecostal Lam Hon Kwong
School
Annual School Plan
2016/17**

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.

PLHKS
Annual School Plan
2016-2017 School Year

Major Concerns

- 1. To enhance the learning and teaching effectiveness with various strategies**
- 2. To help students develop a balanced lifestyle and achieve a holistic growth**
- 3. To foster career and life planning education**

Major Concern 1: To enhance the learning and teaching effectiveness with various strategies

Strategies	Time scale	Success criteria	Methods of evaluation	Person-in-charge	Resources needed
A. Strategies for enhancing <u>learning</u> effectiveness					
Target 1 Enhancing learning attitude					
1.1 Students will be encouraged to set and achieve their learning target(s) in Sept or Oct through morning or weekly assemblies.	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	● Studies Dept	
1.2 The Learning Attitude Grade (LAG) will be kept. Both teachers and students will be reminded of the importance of LAG at least once per term.				● Studies Dept	
1.3 Patrolling at least once every day by the Principal or Prefect of Studies to monitor students' performance in class; follow-up action will be taken if necessary.				● Principal or Prefect of Studies	
1.4 A Joint panel of Counselling, Discipline and Studies Departments to tackle students with problems in class and serious HW non-submission cases				● Studies, Counselling & Discipline Depts	
1.5 ASHWC will be kept.				● Studies Dept	
1.6 The senior form " failing twice " mechanism will be kept.				● Studies Dept	
1.7 Subject teachers will be encouraged to keep posting top student lists & improvement lists .				● Studies Dept	
1.8 Awards to those handing in HW punctually and performing well in				● Studies & Discipline	

Strategies	Time scale	Success criteria	Methods of evaluation	Person-in-charge	Resources needed
attending remedial classes	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	Depts	
1.9 Reviewing & enhancing the attractiveness of the awards and scholarships				<ul style="list-style-type: none"> ● Studies Dept 	
1.10 Collecting data such as private tuition, extra-curricular activities, time management, to formulate more effective measures to improve students' learning attitude				<ul style="list-style-type: none"> ● Studies Dept 	
Target 2 Building better learning environment					
2.1 Habit building: Daily checking of homework records of S1-S2 students during reading lessons	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Studies Dept 	
2.2 Opinions of parents and students on T/L will be reported to the Principal & followed up by Studies heads.				<ul style="list-style-type: none"> ● Studies heads 	
2.3 Further enhancing the EMI environment				<ul style="list-style-type: none"> ● EMI committee 	
2.4 Further utilizing Campus TV or assemblies to enhance the learning atmosphere				<ul style="list-style-type: none"> ● Campus TV head 	
2.5 Promoting academic-related ECA				<ul style="list-style-type: none"> ● Studies Dept 	
2.6 Further promotion of reading				<ul style="list-style-type: none"> ● Library teacher ● Reading committee 	

Strategies	Time scale	Success criteria	Methods of evaluation	Person-in-charge	Resources needed
Target 3 Employing different learning strategies					
3.1 Promoting study skills , e.g. note-taking skills in S1 orientation	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	● Studies Dept	
3.2 PCs will be encouraged to promote note-taking skills and subject-based comprehension skills .				● Studies Dept	
3.3 Reviewing the quantity and quality of assignments of all subjects				● Studies Dept	
3.4 Reviewing and coordinating the projects of all subjects				● Studies Dept	
3.5 Organizing effective drilling of the core subjects in S5-S6				● Studies Dept	
3.6 The S5 summer tests will be kept.				● Studies Dept	
Target 4 Catering for learners' diversity					
4.1 Offering after-school remedial classes (core subjects & other EMI subjects) for junior forms	9/2016-8/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	● Studies Dept	
4.2 Arranging pre-exam N4 classes				● Studies Dept	
4.3 Organizing RN/N4 summer programs				● Studies Dept	
4.4 Implementing other measures under the EMI policy to help the low-achievers learn through EMI				● EMI committee	
4.5 Organizing SERP in senior forms				● Studies Dept	
4.6 Promoting gifted education to cater for the high achievers				● Studies Dept	
4.7 Subject panels have to design and implement strategies for the elite				● Studies Dept	

Strategies	Time scale	Success criteria	Methods of evaluation	Person-in-charge	Resources needed
classes to cater for learners' diversity					
Target 5 Boosting learning performance					
5.1 Formulating action plans by subject panels to boost the academic performance of S4-S6	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	● Studies Dept	
5.2 Coordinating after school supplementary lessons for S5-S6				● Studies Dept	
5.3 Predicting DSE grades for S5-S6				● Studies Dept	
5.4 The special S6 pre-mock timetable will be kept.				● Studies Dept	
5.5 More analysis between the predicted grades and the DSE results				● Studies Dept	
5.6 Reviewing the arrangements on UT and Exam				● Studies Dept	
5.7 Reviewing the number of daily tests and the weighting between tests & exams				● Studies Dept	
B. Strategies for enhancing <u>teaching</u> effectiveness					
Target 1 Staff development					
1.1 Reserving 1-2 collaboration days for panels to conduct collaborative lesson planning , eLearning sharing, etc.	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that 	<ul style="list-style-type: none"> ● Teachers' survey ● Observation ● Discussion 	● Staff Development Committee	
1.2 Encouraging colleagues to attend seminars or workshops on teaching more often				● Studies Dept	
1.3 Encouraging more interflows with other schools or external				● Studies Dept	

Strategies	Time scale	Success criteria	Methods of evaluation	Person-in-charge	Resources needed
organizations , e.g. to provide funding for subject panels to invite external speakers to share in the panel		this is useful in enhancing learning effectiveness			
1.4 Exploring the possibility of arranging whole-school staff development for T/L Expo				● Studies Dept	
Target 2 Teaching strategies					
2.1 Detailed plan in preparing for BYOD in 2017/18		● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness	● Teachers' survey ● Observation ● Discussion	● Studies Dept ● IT Dept	
2.2 Sending a few teachers to HKIED to learn " Lesson Studies "				● Principal	
2.3 Encouraging colleagues to try out other strategies , such as Self-directed Learning, High Order Thinking skills, etc.	9/2016-6/2017	● 70% of the students involved comment that this is useful in enhancing learning effectiveness		● Studies Dept	
Target 3 Lesson observation					
3.1 Principal lesson observation with a focus on a specific teaching strategy selected by the teacher		● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness	● Observation ● Discussion	● Principal	
3.2 Peer lesson observation with a focus on a kind of "teaching strategies" commonly used in the subject panel	9/2016-6/2017	● 70% of the students involved comment that this is useful in enhancing		● PCs ● Studies Dept	

Strategies	Time scale	Success criteria	Methods of evaluation	Person-in-charge	Resources needed
		learning effectiveness			
Target 4 Reviewing subject structure					
4.1 Reviewing S3 Science	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment that this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Studies Dept 	
4.2 Reviewing PMI in the elite classes of S1-S2				<ul style="list-style-type: none"> ● Studies Dept 	
Target 5 Cross-curricular collaboration					
5.1 To explore and implement STEAM	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved comment that this is useful in strengthening learning effectiveness ● 70% of the students involved comment this is useful in enhancing learning effectiveness 	<ul style="list-style-type: none"> ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Studies Dept ● Related PCs 	

Major Concern 2: To help students develop a balanced lifestyle and achieve a holistic growth

Target 1 Helping students to enjoy a healthy life

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.1 Organizing assemblies to promote the related concepts, such as mental health and life education.	9/2016 – 8/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counselling Mistress ● Members of Counselling Department ● School social worker 	
1.2 Including the topic of healthy life in the curriculum of regular moral education					
1.3 Including the topic of healthy relationship between the two genders in sex education					
1.4 Organizing activities or workshops to arouse the care of mental health					
1.5 Providing guidance to S.1 students through the Big Brothers & Sisters Programme					

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.6 Organizing the Counselling prefect team to help to promote the concept of healthy life in the campus	9/2016 – 8/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counselling Mistress ● Members of Counselling Department ● School social worker 	
1.7 Organizing parents' talks to equip parents with the related concepts and ways of leading a healthy life					
1.8 Organizing a parents-child camp so as to promote a healthy parent and child relationship					
1.9 Providing individual counselling to students who face difficulties in their life					

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.10 Providing special help to SEN students to overcome their difficulties					
1.11 Organizing activities with the Healthy School Committee to promote a healthy life among students	9/2016-6/2017	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Teachers' survey ● Students' survey ● Observation & ● Discussion 	<ul style="list-style-type: none"> ● PE panel ● Discipline Mistress ● Members of Discipline Department 	<ul style="list-style-type: none"> ● Teachers from the Healthy School Committee
1.12 Organizing the 'I Can Do It' Campaign to promote good habits of a healthy life					
1.13 Coordinating with the PE panel to organize physical health and fitness workshops for students					<ul style="list-style-type: none"> ● Teachers from the PE panel ● Outside organizations
1.14 Organizing the Life Education Day to promote concepts like mental health and life education					<ul style="list-style-type: none"> ● Teachers from the Life Education Day Committee ● Outside organizations

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.15 Matching the theme of the Discipline Department and the Religion Department with the school theme	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is useful in developing students' moral values and positive attitude. ● 70% of the students involved in the programme find that the programme is useful in developing their moral values and positive attitude. 	<ul style="list-style-type: none"> ● Teachers' survey ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Discipline Department ● Religion Department 	<ul style="list-style-type: none"> ● Co-workers from the KPC Shatin Chapel
1.16 Sharing messages in the morning assemblies					
1.17 Organizing the gospel camp and gospel week	9/2016-11/2017			<ul style="list-style-type: none"> ● Religion Master ● Members of Religion Department 	
1.18 Organizing small group activities in the students' fellowship	10/2016-5/2017				
1.19 Introducing various plans to encourage students to read the bible and pray.	10/2016-5/2017				

Target 2: Cooperating with other departments and panels to organize activities to match the school major concern 2

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
2.1 Cooperating with other school departments to introduce the concepts of healthy school life in the S.1 Orientation Programme.	9/ 2016	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counselling Mistress ● Members of Counselling Department 	
2.2 Introducing the concepts of healthy school life in the S.1 Orientation Programme to help S.1 students adapt to the secondary school life and nurture in them positive attitudes towards their school life.	8/2016 - 8/2017	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Teachers' survey ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Discipline Mistress ● Members of Discipline Department 	<ul style="list-style-type: none"> ● Teachers from other departments
2.3 Optimizing the award scheme and Demerit Waiving Scheme to help students develop a strong will in overcoming adversity	9/2016 - 8/2017				<ul style="list-style-type: none"> ● Revise the existing scheme

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
2.4 Organizing inter-class competitions on sports by the PE panel to equip students with better inter-personal skills and sense of belonging to their class	9/2016 - 8/2017				Teachers from the PE panel
2.5 Organizing the 'We Can Do It' Campaign to foster students' sense of belonging to the school and providing a better environment for learning.	9/2016 - 8/2017	<ul style="list-style-type: none"> ● 70% of the teachers and students involved comment that there is improvement in students' sense of sharing and caring. ● Improvement in the atmosphere of respecting one another in the campus ● An increase of 70% in the number of accreditation of certificates ● An increase of 70% in the number of awards given ● 70% of the students sent appreciation cards to others 	<ul style="list-style-type: none"> ● Students' survey ● Teachers' survey ● Observation 	<ul style="list-style-type: none"> ● Discipline Mistress ● Discipline teachers ● Form coordinators of Discipline Department ● Prefects. 	<ul style="list-style-type: none"> ● Support from IT Department ● Data entry by different parties: prefects & student helpers ● collaborate with civic education group ● Budget for prizes

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
2.6 Organizing mass programs to promote appreciation: <ul style="list-style-type: none"> - Election of Star of the Class - Appreciation card to someone shows politeness and respect for others, etc 	9/2016 – 6/2017 (once each term)	<ul style="list-style-type: none"> ● 70% of the students involved agree that the mass programs can promote the atmosphere of politeness and respect in the campus. 	<ul style="list-style-type: none"> ● Students' survey ● Teachers' survey ● Observation 	<ul style="list-style-type: none"> ● Discipline Mistress ● Discipline teachers 	<ul style="list-style-type: none"> ● Outside organizations ● Collaborate with SU and Counselling Department
2.7 Putting Bible verses in the students' handbook	7/2016	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is useful in developing students' moral values and positive attitude. 	<ul style="list-style-type: none"> ● Teachers' survey ● Discussion ● Observation 	<ul style="list-style-type: none"> ● Members of Religion Department ● BK teachers ● Discipline teachers 	<ul style="list-style-type: none"> ● Co-workers from the KPC Shatin Chapel
2.8 Collaborating with the Counselling Department to invite students to join the student fellowship	10/2016-5/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is useful in developing students' moral values and positive attitude. 	<ul style="list-style-type: none"> ● Teachers' survey ● Discussion ● Observation 	<ul style="list-style-type: none"> ● Members of Religion Department ● Counselling teachers 	
2.9 Organizing the S.1 Orientation Day with different departments	9/2016-5/2017	<ul style="list-style-type: none"> ● 70% of the students involved in the programme find that the programme is useful in developing their moral values and positive attitude. 		<ul style="list-style-type: none"> ● Counseling Mistress ● Counselling teachers ● Religion Department 	<ul style="list-style-type: none"> ● Co-workers from the KPC Shatin Chapel

Target 3: Cooperating with other organizations to arrange activities to match the school major concern 2

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
3.1 Co-operating with external organizations, such as the Department of Health, to promote sex education	9/2016 – 8/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counselling Mistress ● Members of Counselling Department ● School social worker 	Co-work with the Department of Health
3.2 Co-operating with external organizations, such as Hong Kong Children & Youth Service to carry out a mental health programme				<ul style="list-style-type: none"> ● Counselling Mistress ● School social worker 	Co-work with Hong Kong Children & Youth Service
3.3 Co-operating with external organizations to provide individual counselling to students in need, e.g. SENs				<ul style="list-style-type: none"> ● Counselling Mistress ● School social worker ● Education psychologist 	Co-work with Hong Kong Children & Youth Service and EDB
3.4 Enhancing students' sense of belonging to the school by working as volunteers: <ul style="list-style-type: none"> - HKTSA - HKSSF 	9/2016 - 8/2017	<ul style="list-style-type: none"> ● 70% of the students involved agree that the volunteer work can promote their sense of belonging to the school. 	<ul style="list-style-type: none"> ● Students' survey ● Teachers' survey ● Observation 	<ul style="list-style-type: none"> ● Discipline Mistress ● Discipline teachers 	<ul style="list-style-type: none"> ● Outside organizations

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
3.5 Inviting guest speakers to deliver messages about healthy life, including <ul style="list-style-type: none"> - Drug abuse - Sexual education - Smoking - Excessive drinking 	9/2016 – 5/2017 (at least 2 times each term)	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Teachers' survey ● Observation 	<ul style="list-style-type: none"> ● Discipline Mistress ● Discipline teachers 	<ul style="list-style-type: none"> ● Organizations that provide these services ● Collaborate with PTA and Counselling Department
3.6 Inviting Suen Douh Camp to organize a Gospel Camp	9/2016	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is useful. 	<ul style="list-style-type: none"> ● Discussion ● Survey ● Observation 	<ul style="list-style-type: none"> ● Members of the Religion Department ● Co-workers from the KPC Shatin Chapel 	<ul style="list-style-type: none"> ● Suen Douh Camp
3.7 Inviting Hong Kong Baptist Assembly (Fanling) to organize a summer camp	7/2017	<ul style="list-style-type: none"> ● 70% of the students involved in the programme find that the programme is useful. 			<ul style="list-style-type: none"> ● Hong Kong Baptist Assembly (Fanling)
3.8 Discussing with Shatin Chapel the cooperation between school and church	8/2016-7/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the cooperation is useful. 			<ul style="list-style-type: none"> ● Shatin Chapel

Target 4: Developing a school-based moral education programme

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
4.1 Reviewing the regular curriculum of the moral education programme and carrying it out in classrooms (Tier 1 programme)	9/2016 – 8/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counselling Mistress ● Members of Counselling Department ● School social worker 	
4.2 Organizing a Counselling social service team to carry out moral education and integrated education outside the classroom (Tier 2 programme)					
4.3 Providing sex education lessons in classrooms				<ul style="list-style-type: none"> ● Counselling Mistress 	
4.4 Organizing Sex-peers Counselling Team which helps to spread positive messages of sex education				<ul style="list-style-type: none"> ● Members of Counselling Department 	

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
4.5 Organizing Sex Education Days to provide sex education through different means	3/ 2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counselling Mistress ● Members of Counselling Department 	

Target 5: Reviewing and fine-tuning various plans and training given to the leaders in the student fellowship

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
5.1 Fine-tuning the Fellowship Growth Plan	10/2016-5/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is useful. ● 70% of the students involved in the programme find that the programme is useful. 	<ul style="list-style-type: none"> ● Discussion ● Survey ● Observation 	<ul style="list-style-type: none"> ● Members of the Religion Department ● Co-workers from the KPC Shatin Chapel 	<ul style="list-style-type: none"> ● Co-workers from the KPC Shatin Chapel
5.2 Strengthening the training for the committee members of the student fellowship					
5.3 Arranging 'Little Paul Training Programme' so as to prepare students as successors					

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
5.4 Strengthening prayer meetings 5.4.1 Morning prayer meeting for committee members of the student fellowship 5.4.2 Soliciting support for F.1 prayer meetings from the committee members of the student fellowship					
5.5 Arranging training for the committee members of the student fellowship	10/2016-5/2017				
5.6 Arranging religious talks					

Target 6: Strengthening students' sense of belonging, sharing and caring

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
6.1 Launching the “We Can Do It” Campaign” and the “I Can Do It” Campaign and holding the following competitions: <ul style="list-style-type: none"> - 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 - Award schemes for good performances 	9/2016-6/2017	<ul style="list-style-type: none"> ● 70% of the teachers and students involved comment that there is improvement in students’ sense of sharing and caring. ● An increase of 70% in the number of certificates issued ● An increase of 70% in the number of awards given ● 70% of students sent appreciation cards to others 	<ul style="list-style-type: none"> ● Students’ survey ● Teachers’ survey ● Observation 	<ul style="list-style-type: none"> ● Discipline Mistress ● Discipline teachers ● Form coordinators of Discipline Department ● Prefects 	<ul style="list-style-type: none"> ● Support from IT Department ● Data entry by different parties: prefects & student helpers ● Collaborate with civic education group ● Budget for prizes

Target 7: Strengthening the relationship between parents and the school in handling student affairs

7.1 Organizing the S1 Parent Orientation Program	8/2016	<ul style="list-style-type: none"> ● 70% of the parents and teachers that the programs are helpful to them. 	<ul style="list-style-type: none"> ● Parents’ survey ● Teachers’ survey ● Observation 	<ul style="list-style-type: none"> ● Discipline Mistress ● Discipline teachers ● Form coordinators of Discipline Department 	<ul style="list-style-type: none"> ● Outside organizations ● IT Department support
7.2 Holding sharing meetings to interview parents when handling their children’s problems.	9/2016-6/2017				
7.3 Strengthening the bond in communication between form teachers and parents					
7.4 More connection with parents through eClass					

Major concern 3: To foster career and life planning education

Target 1: Helping S1 & S2 students to develop self-understanding

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
1.1 To build up self-confidence and positive self-image of students through PATHS programs	9/2016 – 6/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Observation ● Discussion 	<ul style="list-style-type: none"> ● Counseling Dept ● Studies Dept 	PATHS
1.2 To facilitate students' goal-setting through PATHS and Studies programs					PATHS
1.3 To arrange parents' talks and collaborate with parents					
1.4 To implement the Big Brothers & Sisters Scheme					
1.5 To provide sex education					
1.6 To cultivate the social service spirit					

Target 2: Helping S3 students to set goals (Preparation for careers pathways upon completion of S3)

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
2.1 To promote students' self-understanding through guidance resources by HKACMGM	9/2016 – 6/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Parents' survey ● Students' survey ● Observation 	<ul style="list-style-type: none"> ● Careers Dept 	HKACMGM
2.7 To help students to set goals through the programs by the Department of Health				<ul style="list-style-type: none"> ● Counseling Dept ● Studies Dept ● Careers Dept 	Staff from Department of Health
2.8 To assist students in making informed choices in streaming					
2.9 To arrange parents' talks and collaborate with parents					
2.10 To implement the Big Brothers & Sisters Scheme				<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is helpful to the students 	

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
2.11 To provide sex education		<ul style="list-style-type: none"> 70% of the students involved in the programme find that the programme is helpful to them 			
2.12 To cultivate the social service spirit					

Target 3: Helping S4 students to set goals (More exposure to the careers world)

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
3.1 To promote students' self-understanding through guidance resources by HKACMGM	9/2016 – 6/2017	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Students' survey Observation Discussion 	<ul style="list-style-type: none"> Counseling Dept Careers Dept 	HKACMGM
3.2 To arrange careers talks by alumni and higher education institutes					Alumni
3.3 To implement the Big Brothers & Sisters Scheme					
3.4 To provide sex education					
3.5 To cultivate the social service spirit					

Target 4: Helping S5 students to set goals (More exposure on careers world)

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
4.1 To promote students' self-understanding through guidance resources by HKACMGM	9/2016 – 6/2017	<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● Students' survey ● Observation 	<ul style="list-style-type: none"> ● Counseling Dept ● Studies Dept ● Careers Dept 	HKACMGM
4.2 To arrange careers talks by alumni and higher education institutes					Alumni
4.3 To arrange visits to universities on information days					
4.4 To arrange alumni-careers day					Alumni

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
4.5 To organize activities to better prepare students for Jupas	9/2016 – 6/2017	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Students' survey Observation 		
4.6 To implement the Big Brothers & Sisters Scheme	9/2016 – 6/2017	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Students' survey Observation Discussion 	<ul style="list-style-type: none"> Counseling Dept Careers Dept 	
4.7 To provide sex education					
4.8 To cultivate the social service spirit					

Target 5: Helping S6 students to set goals (Preparation for careers pathways upon completion of S6)

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
5.1 To arrange workshops and talks for good preparation for jupas	9/2016 – 6/2017	<ul style="list-style-type: none"> 70% of the teachers involved in the programme find that the programme is useful. 70% of the students involved in the programme 	<ul style="list-style-type: none"> Discussion Survey Observation 	<ul style="list-style-type: none"> Studies Dept Careers Dept 	
5.2 To arrange careers talks by alumni and higher education institutes					Alumni

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
5.3 To assist students in making informed choices in Jupas		find that the programme is useful.			
5.4 To provide guidance on DSE results release day					Co-workers from alumni, church and old boys

Target 6: Implementing whole-school activities to promote careers planning

Strategies	Time scale	Success criteria	Evaluation methods	Person-in-charge	Resources needed
6.1 To further develop the CLP Club (focusing on Business-School partnership)	9/2016 – 6/2017	<ul style="list-style-type: none"> ● 70% of the teachers involved in the programme find that the programme is useful. ● 70% of the students involved in the programme find that the programme is useful. 	<ul style="list-style-type: none"> ● Students' survey ● Teachers' survey ● Observation 	<ul style="list-style-type: none"> ● Studies Dept ● Careers Dept ● ECA Dept 	EDB
6.2 To better equip careers ambassadors					
6.3 To collaborate with ECA for careers and workplace exposure					ECA
6.4 To buy CLP services					
6.5 To hire teachers to create space for promoting CLP education					Funding from CLP grant