



嘉諾撒聖家書院

Holy Family Canossian College

Annual School Plan

2007 - 2008

UNITED IN LOVE

CFCC

Contents		Page
I.	Mission Statement of HFCC	2
II.	School Motto and Spirit	3
III.	Major Concerns	4
IV.	School Development Plan	5 – 6
V.	Annual School Plan	
	1. To enhance the effectiveness of learning and teaching	7 – 10
	2. To strengthen students' positive attitude and behavior	10
	3. To heighten the efficacy of management and organization in preparation for the new academic structure	11
VI.	Plan on the Use of the C.E.G. and A.C.E.G.	12 – 15
VII.	Budget for Composite Furniture & Equipment Grant	16

I.

MISSION STATEMENT OF HFCC

Following the spirit of the **Holy Family** and the **Canossian** philosophy of education, we are committed to enhancing the Christian values of love and unity.

It is our mission to provide a positive learning environment which encourages students to realize their potential and to become motivated, caring individuals.

This involves fostering their self-directed learning and lifelong learning skills as well as developing a sense of responsibility to society and their national identity.

嘉諾撒聖家書院辦學宗旨

我們秉承**聖家**的精神與**嘉諾撒會**的教育理念，致力發揚基督愛與團結的價值觀。

我們的使命是提供一個積極的學習環境，鼓勵學生認識自己的潛能，使他們成為有愛心及積極進取的人。

我們致力培養學生自發自導與終生不斷學習的能力，提高他們對社會的責任感及對祖國的歸屬感。

II.

SCHOOL MOTTO

United in Love

Our school motto draws its inspiration from the Holy Family of Jesus, Mary and Joseph. We strive to shine forth the spirit of Peace, Joy, Harmony and Praise, living in communion of hearts for on-going formation and growth.

耶穌基督、聖母瑪利亞和若瑟，啓導我思，授我校訓。我們將全力以赴，發揚敦、怡、協、頌的精神，讓我們心連心，並肩前進，共同成長。

The Spirit of HFCC

Revere the Lord, love people and life.

Be united in friendship, respect teachers and honour truth.

Work hard and be motivated, cultivate self-respect and self-discipline.

Give due emphasis to the five educational goals, strive for an all-round development.

Think independently, be tolerant and receptive to differing ideas.

Serve the community, show concern for others.

校 訓

同 繫 於 愛

聖 家 精 神

敬主愛人，熱愛生命。

團結友愛，尊師重道。

勤奮上進，自愛自律。

五育並重，均衡發展。

獨立思考，兼容並包。

服務社會，關心他人。

III.

School Development Plan

2006/07 – 2008/09

Major Concerns

1. To strengthen students' positive attitude and behavior
2. To enhance the effectiveness of learning and teaching
3. To heighten the efficacy of management and organization
in preparation for the new academic structure

關注事項

- 鼓勵學生以積極的態度處事。
- 提高教與學的效率。
- 加強校內各部門的管理及組織能力，
為新學制作準備。

School Theme

Aim for the Top, Achieve Your Best

- Striving for Self-betterment
- Mastering Languages
- Excelling in Work

主題

目標高遠，成就非凡

- 超越自我，克己求進 (06-07)
- 遣詞達意，靈活掌握 (07/08)
- 追求卓越，精益求精 (08/09)

IV.

School Development Plan

2006/07 – 2008/09

Major Concern	Intended Outcomes	Strategies	Time Scale		
			06/07	07/08	08/09
To strengthen students' positive attitude and behavior	Students' self-discipline and respect for others is enhanced.	To encourage good practice of time management and self-discipline among students through award systems	✓	✓	✓
		To strive for improvement in class discipline and self-discipline through seminars and activities	✓	✓	✓
		To help teachers understand youth culture and encourage good behavior among students through staff seminars	✓		
To enhance the effectiveness of learning and teaching	Students' enquiry and self-learning skills are enhanced.	To boost students' basic learning and thinking skills in junior forms	✓	✓	✓
		To promote self-directed learning through Student Learning Profile	✓	✓	✓
		To strengthen students' learning and study skills through self-evaluation	✓	✓	✓
	Use of IT to facilitate interactive learning is maximized.	To make better use of IT facilities to promote interactive learning and teaching	✓	✓	✓
	Teachers' role as facilitator in learning is strengthened.	To strengthen teacher's role as facilitator in learning through staff development	✓	✓	
	Teachers' sharing of good practices in teaching and leaning is fostered.	To promote peer lesson observation and collaborative teaching	✓	✓	✓

Major Concern	Intended Outcomes	Strategies	Time Scale		
			06/07	07/08	08/09
To heighten the efficacy of management and organization in preparation for the new academic structure	The efficacy of management and organization of the school is enhanced.	To restructure the school organization and curriculum according to key-learning areas (KLAs)	✓	✓	
		To revise lesson time-table and allocation of time among different KLAs		✓	✓
		To make better use of assessment data for further planning		✓	✓
	Teachers are prepared to face the changes and the challenges in all areas concerning the NSS curriculum.	To employ more comprehensive training strategy to equip teachers with the knowledge and skills required for the curriculum		✓	✓
		To facilitate teachers' participation in seminars and workshops for the NSS curriculum	✓	✓	✓

V.

Annual School Plan

2007 – 2008

Major Concerns

1. To enhance the effectiveness of learning and teaching
2. To strengthen students' positive attitude and behavior
3. To heighten the efficacy of management and organization
in preparation for the new academic structure

School Theme

Aim for the Top, Achieve Your Best

- Mastering Languages

關注事項

提高教與學的效率。

鼓勵學生以積極的態度處事。

加強校內各部門的管理及組織能力，
為新學制作準備。

主題

目標高遠，成就非凡

- 遣詞達意，靈活掌握

Annual School Plan

2007 – 2008

Priority 1: To enhance the effectiveness of learning and teaching

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Department / People Responsible	Resources Required
<ul style="list-style-type: none"> To strengthen students' learning and thinking skills through lesson review 	Sept 2007 – June 2008	<ul style="list-style-type: none"> All subject departments incorporate lesson review to foster students' habit of reflecting on their learning. 	<ul style="list-style-type: none"> Teachers' observation in lessons and students' feedback 	<ul style="list-style-type: none"> Prefect of Studies, Department Heads 	
<ul style="list-style-type: none"> To strengthen students' learning and thinking skills at junior level through English drama 	Sept 2007 – June 2009	<ul style="list-style-type: none"> S1 students participate actively in the drama lessons and display confidence in using English. Students' aesthetic sensitivity, creativity and critical thinking are enhanced. Teachers concerned have acquired the techniques to develop the skills above in students through implementing the English Drama Curriculum. 	<ul style="list-style-type: none"> Feedback from the students Lesson observation and assessment by drama teachers and the teachers concerned 	<ul style="list-style-type: none"> English Department 	<ul style="list-style-type: none"> \$49,7680 for S1 drama lessons from EDB (Additional Support Subsidy for Secondary Schools Adopting English-medium Teaching)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Department / People Responsible	Resources Required
<ul style="list-style-type: none"> To implement self-directed learning through Student Learning Profile 	Sept 07 –June 08	<ul style="list-style-type: none"> All S1 and S2 students participate in different areas of self-directed learning programmes or activities and are able to present their learning profile at the end of the school year. 	<ul style="list-style-type: none"> Quality of Student Learning Profile 	<ul style="list-style-type: none"> Prefect of Studies, Department Heads, Coordinators of Functional Groups, Coordinator of OLE 	
<ul style="list-style-type: none"> To heighten teachers’ effectiveness as facilitators in student learning: <ul style="list-style-type: none"> - Questioning techniques - DOLACEE Action Plan 	Sept 07 –June 08	<ul style="list-style-type: none"> All teachers learn some basic questioning techniques through staff development and apply them in teaching. Teachers’ questioning techniques in classroom teaching are enhanced. All departments apply the skills acquired in the DOLACEE programme in teaching at least one level of students. 	<ul style="list-style-type: none"> Questionnaires and reflection by teachers on staff development Departments’ evaluation on the DOLACEE Action Plan 	<ul style="list-style-type: none"> Prefect of Studies, Department Heads 	<ul style="list-style-type: none"> \$8,000 for staff development on questioning technique
<ul style="list-style-type: none"> To carry out peer lesson observation for the second year to develop collaborative teaching strategies 	Sept 07 –June 08	<ul style="list-style-type: none"> All teachers are involved in collaborative lesson planning and participate in peer observation. The sharing of good practices in learning and teaching foster among teachers. 	<ul style="list-style-type: none"> Departments’ evaluation Feedback by teachers 	<ul style="list-style-type: none"> Prefect of Studies, Department Heads 	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<ul style="list-style-type: none"> To maximize the use of IT facilities to promote interactive learning and teaching 	Sept 07 –June 08	<ul style="list-style-type: none"> Teachers are prepared to use the eClass system for learning and teaching. All departments make use of the IT facilities for interactive learning and teaching. 	<ul style="list-style-type: none"> Departments' evaluation Feedback by teachers 	<ul style="list-style-type: none"> IT Coordinator, Department Heads 	

Priority 2: To strengthen students' positive attitude and behaviour

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<ul style="list-style-type: none"> To develop good practices of learning among students through award systems 	Sept 07 –June 08	<ul style="list-style-type: none"> Students are awarded by teachers for their good performances in learning and their good practices of self-discipline and respect for others. Students' attitude in learning is enhanced through continuous assessment. 	<ul style="list-style-type: none"> Feedback by teachers Teachers' records on student awards and good practices of self-discipline 	<ul style="list-style-type: none"> Prefect of Studies, Coordinator of Discipline Team, ECA Coordinator 	<ul style="list-style-type: none"> Awards or certificates to students \$2,000

Priority 3: To heighten the efficacy of management and organization in preparation for the new academic structure

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<ul style="list-style-type: none"> To make better use of assessment data for further planning To organize staff development programmes for NSS curriculum implementation To restructure the record system for setting up students' portfolio in senior level 	Sept 07 – June 08	<ul style="list-style-type: none"> The areas of concern in students' academic performance are identified for further strategic planning for improvement in preparation for the NSS curriculum. Teachers are prepared to face the changes and the challenges concerning the NSS curriculum through staff development and information meetings. A record system compatible with WebSAMS is devised to keep data for students' portfolio. 	<ul style="list-style-type: none"> Students' academic performance Departments' evaluation Feedback by teachers concerned Evaluation on staff development 	<ul style="list-style-type: none"> Prefect of Studies NSS Coordinator Department Heads WebSAMS Coordinator OLE Coordinator 	<ul style="list-style-type: none"> Office staff \$5,000 for speaker's fee IT staff for data input
<ul style="list-style-type: none"> To employ more comprehensive training strategy to equip teachers with the knowledge and skills required for the curriculum To support teachers' participation in seminars and workshops for the NSS curriculum 	Sept 07 – June 08	<ul style="list-style-type: none"> All teachers concerned have attended seminars and workshops relating to NSS curriculum. More human resources are arranged to relieve the workload of teachers attending seminars and workshops for the NSS curriculum. 	<ul style="list-style-type: none"> Department' evaluation Feedback by teachers concerned CPD record of the staff 	<ul style="list-style-type: none"> NSS Coordinator Prefect of Studies 	<ul style="list-style-type: none"> Teacher Professional Preparation Grant

VI. Plan on the Use of the C.E.G. and A.C.E.G. 2007 – 2008

Task

1. To relieve partially the workload of some teachers
2. To provide extra help to students who are weak in Mathematics
3. To foster students' moral growth and help them develop a positive attitude towards life
4. To assist teachers and students concerned in conducting new initiatives such as TSA and SBA
5. To explore more effective use of WebSAMS and the Intranet System
6. To procure services that help the professional development of teachers in different aspects
7. To provide more space for student activities in learning English and in lessons such as Liberal Studies and English drama lessons

Strategy	Time Scale	Target Beneficiaries	Success Criteria	Methods of Evaluation	Department / Person Responsible
Plan on the Use of Capacity Enhancement Grant					
A Pastoral Worker	Sept 2007 – Aug 2008	The whole school community	Organization of activities for Catholic students are well arranged. Academically low achievers receive extra help in studies.	Activity records Evaluations and reflections by students and teachers concerned	Mrs. S. Ng, Pastoral Care Team

Strategy	Time Scale	Target Beneficiaries	Success Criteria	Methods of Evaluation	Department / Person Responsible
An Assistant Teacher	Sept 2007 – July 2008	The whole school community	Students of the Physics Mathematics and Mathematic remedial classes receive extra help in learning and studies. Reporting and analysis of data are well organized. Activities of St. Magdalen Service Team, extra-curricular activities and SBA are well arranged.	Records of students' participation in learning activities outside the classroom and written assignments Evaluation on the assistance received by teachers concerned	Mrs. K. Fung, Mr. C. K. Cheung
A second Assistant Teacher	Sept 2007 – Aug 2008	The whole school community	Students of Geography and Principles of Accounts receive extra attention in learning and studies. Activities of Reading Scheme, Project-based Learning, P.A.T.H.S Programme and English activities are well arranged.	Records of students' participation in learning activities outside the classrooms and written assignments Evaluation on the assistance received by teachers concerned	Mrs. I. Yu, Miss F. Ng

Strategy	Time Scale	Target Beneficiaries	Success Criteria	Methods of Evaluation	Department / Person Responsible
Plan on the Use of the Additional Time-limited C.E.G.					
A Language Teacher	Sept 2007 – Aug 2008	The whole school community	Students of Chinese and Integrated Humanities get extra help in learning and studies. Activities of Project-based Learning Scheme and SBA are well arranged.	Records of students' written assignments and participation in learning activities outside the classrooms Evaluation on the assistance received by teachers concerned	Mrs. P. Lau, Miss Y. Kwong
A Teacher	Sept 2007 – Aug 2008	The whole school community	Students of CIT and Mathematics receive extra help in learning and studies. Activities of extra-curricular activities are well arranged.	Questionnaires and interviews with students and advisors of the subjects concerned Evaluation on the assistance received by teachers concerned	Mr. F. Lo

Strategy	Time Scale	Target Beneficiaries	Success Criteria	Methods of Evaluation	Department / Person Responsible
A second Teacher	Sept 2007 – Aug 2008	The whole school community	Students of Psychology, Integrated Humanities and Integrated Science receive extra help in learning and studies. Activities of Counselling and Guidance Team, St. Magdalen Service Team and Educational Trip are well arranged.	Records of students' participation in learning activities outside the classroom and written assignments Evaluation on the assistance received by teachers concerned	Mrs. I. Yu, Miss K. Liu
An IT supporting staff	Sept 2007 – Aug 2008	WebSAMS Team and IT Team	The WebSAMS and the Intranet System are well attended. Reporting and analysis of data as well as the records of Student Portfolio and IT in administration and teaching are well organized.	Attempts in more modules in WebSAMS Minutes of meetings of the teams concerned	Mr. F. Lo

VII. Plan on the Use of the C.E.G. and other grants

Budget for Composite Furniture & Equipment Grant 2007-2008

Composite Furniture & Equipment Grant (C.F.E.G.) from E.D.B.:

I) Surplus Balance of C.F.E.G. carried down from 2006-2007	\$43,380.80
II) C.F.E.G. received from E.D.B. for 2007-08	<u>\$374,436.00</u>
	<u>\$417,816.80</u>

Allocation of F/E Grant:

Audio Visual Equipment	\$155,000.00
Information Technology	\$99,400.00
Photography	\$8,500.00
School Premises	\$170,000.00

Curriculum

Biology	\$5,000.00
Chemistry	\$5,000.00
English Language	\$6,000.00
Mathematics	\$2,400.00
Music	\$850.00
Physical Education	\$7,000.00
Physics	<u>\$9,500.00</u>
Visual Art	<u>\$486,650.00</u>

Note: Expected deficit of Composite F/E Grant will be covered by OEBG
General Domain Control A/C at end of the financial year of 2007-08.

Holy Family Canossian College

Annual School Plan 2007 - 2008

endorsed by the School Management Committee:

Submitted by:

Mrs. Yip Wong Chau-ye, Lucilla
(Principal)

Endorsed by:

Sr. Chun Wai-tak, Theresa
(Supervisor)

20th October, 2007