



NT Heung Yee Kuk  
Yuen Long District Secondary School

**Annual School Plan**

**2007/2008**

# NT Heung Yee Kuk Yuen Long District Secondary School

## **School Mission**

The school strives to provide students with all round education to inspire them to become responsible citizens and to be enthusiastic learners, developing their potential to the fullest extent so that they may cope with the challenge of the fast-changing world.

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**1. Major Concern: Preparation for the smooth transition to the New Senior Secondary Curriculum**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Implement the ‘6 day/8 period cycle’ with the increase of lesson duration from 35 minutes to 40 minutes to</p> <p>a. enhance the capacity for teaching and learning.</p> <p>b. cater to the time allocation to NSS subjects suggested by EMB</p> <p>c. facilitate the implementation of SBA.</p> <p>d. provide room for integration of OLE into the NSS curriculum.</p>	<p>Sept 07 – July 08</p>	<p>1. Over 80% of teachers find the new cycle system can enhance teaching and learning</p> <p>2. OLE is integrated in to the NSS curriculum</p>	<p>1. Teachers’ questionnaire</p> <p>2. Scrutiny of NSS curriculum</p>	<p>Principal, Assistant principals &amp; HODs</p>	
<p>2. Boost the culture of ‘reading to learn’ by establishing a “Reading Promotion Working Group” to organize activities and competitions throughout the year to:</p> <p>a. encourage students to make use of different resources in reading;</p> <p>b. to read a wide variety of reading materials for learning.</p>	<p>Sept 07 – July 08</p>	<p>1. Students are able to make use of the public resources.</p> <p>2. Students are able to present the stories and their ideas confidently</p> <p>3. Students enjoy reading books &amp; newspaper</p>	<p>1. Frequency of students borrowing books from public libraries</p> <p>2. Students’ participation &amp; performance in competitions</p> <p>3. Students’ record of reading</p>	<p>HOD of Chinese, English, Life Education, Liberal Studies, School Librarian, &amp; teachers-i/c of the Reading Club</p>	<p>1. CEG for employing 1 TA for Chinese Dep. and English Dep. respectively</p> <p>2. Budget for the activities</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>3. Employ a supply teacher to relieve the teaching load of the teachers of the “NSS Liberal Studies Working Group” and Life Education Department so as to enable them to</p> <p>a. plan the school-based curriculum of Life Education and NSS Liberal Studies</p> <p>b. prepare teaching materials of the subjects</p>	Sept 07 – July 08	<p>1. An NSS Liberal Studies Curriculum Plan, with all the modules and manpower properly allocated in SS1 to SS3, is completed.</p> <p>2. A considerable progress is shown in the preparation of teaching materials.</p>	<p>Scrutiny of</p> <p>1. the curriculum plan</p> <p>2. the documents and teaching materials of the committee</p>	HOD of social and humanities subjects	<p>1. CEG for employing one TA.</p> <p>2. TPPG for employing one supply teacher for social and humanities subjects</p>
<p>4. Extend the issue of ‘Student Learning Profile’ from S.1 to S.2 students to provide a comprehensive picture of the full range of achievements and abilities of students.</p>	Sept 07 – July 08	Each S.1 and S.2 student has a ‘Student Learning Profile’ to illustrate his/her performance in academic, conduct, service and ECA.	Scrutiny of the ‘Student Learning Profiles’	Committees of Internal Exam., Discipline, Guidance and ECA	Budget for employ a general clerk to relieve the clerical work of generating the SLP

2. Major Concern: Enhancement of professional development of teachers

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Enhance the school ethos among the staff through the following activities for the celebration of the School's 40<sup>th</sup> Anniversary :</p> <p>a. 40<sup>th</sup> Anniversary Banquet</p> <p>b. Annual Swimming Gala, Sport Days, Speech Day and Open Day</p>	Sept 07 – July 08	All teaching staff take part in the activities.	Observation during the activities	Principal, Assistant principals, & Teachers i/c of the functions	CEG for employing 1 TA for Cultural subjects to facilitate the activities
<p>2. Optimize the EMI teaching via the collaboration between the EMI subject Departments and English Department by having</p> <p>a. language support</p> <p>b. peer lesson observation</p>	Sept 07 – July 08	80% of relevant teachers find the collaboration useful in developing the English Language across the curriculum	Teachers' survey	Principal, Assistant principals & related HODs	
<p>3. Develop links with other EMI schools in the district through interflow activities of different subject departments to</p> <p>a. foster sharing of experience in teaching</p> <p>b. enhance professional development in teaching</p>	Sept 07 – July 08	<p>1. At least one interflow activity is carried out.</p> <p>2. 80% of participated teachers find the interflow useful in their professional development</p>	<p>1. Scrutiny of the Minutes of Departmental Meetings</p> <p>2. Teachers' survey</p>	Principal, Assistant principals & related HODs	Budget for the interflow activities
<p>4. With reference to the staffing for NSS curriculum and individual professional need to</p> <p>a. organize corresponding teachers to attend the professional development programmes for the NSS curriculum provided by the EMB and universities.</p> <p>b. encourage all teachers to participate in various Continuous Professional Development (CPD) activities.</p>	Sept 07 – July 08	<p>1. All teachers concerned take part in at least one of their corresponding NSS professional development courses.</p> <p>2. Each teacher participates in at least 20 hours of different modes of CPD activities.</p>	<p>Scrutiny of teacher's record of participation in</p> <p>1. NSS professional development courses.</p> <p>2. CPD activities</p>	Principal, Assistant principals & related HODs	TPPG to employ supply teachers to substitute the teaching duties of teachers attending NSS courses

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
5. Reinforce culture of collaboration among teachers through a. collaborative lesson preparation of core subjects and Life Education b. peer lesson observation within and across subject panels	Sept 07 – July 08	1. At least one form of the core subjects and LE carries out collaborative lesson preparation. 2. 50% of teachers take part in at least one peer lesson observation. 3. 75% of teachers find the actions useful in sharing teaching experience and enhancing professional development.	Evaluate 1. Records of collaborative lesson preparation 2. Records of peer lesson observation 3. Minutes of Departmental Meetings 4. Teachers' survey	Principal, Assistant principals & related HODs	Special arrangement of the time-table
6. Continue the mentorship programme for new teachers of the school by a. conducting orientation & induction workshops. b. arranging an appropriate mentor for each of them.	Sept 07 – July 08	All new teachers are well accustomed to the culture and operation of the school.	Teachers' survey	Teacher i/c of the Mentorship programme	Budget for implementing the programme

### 3. Major Concern: Catering to the diverse abilities and needs of students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Organize assistance measures for the low-achievers to help them improve their learning skill and confidence by:</p> <p>a. providing remedial classes for the bottom 30 students of S.1 and S.2 after each examination.</p> <p>b. providing low-achievers with individual guidance by subject teachers and Guidance Committee.</p>	Sept 07 – July 08	<p>1. 70% of subject teachers find low-achievers having appropriate progress in their academic performance during lessons.</p> <p>2. The low achievers make appropriate progress in their internal and public examinations.</p>	<p>1. Lesson observation</p> <p>2. Teachers' survey</p> <p>3. Test results</p> <p>4. Internal and Public Examination results</p>	Assistant principals, related HODs & Teacher i/c of Guidance committee	CEG for employing 1 TA for Mathematics Department to facilitate the summer tutorial classes
<p>2. Further enrich the English environment to enhance students' learning through a whole school approach:</p> <p>a. Arrange small class teaching for all S.1 English lessons</p> <p>b. EMI subject departments formulate action plans to enhance the use of English in teaching and learning of the subjects.</p> <p>c. Notices and exhibits on the display boards are in English.</p> <p>d. Infiltrate English into the morning assembly.</p>	Sept 07 – July 08	70% of EMI subject teachers find their students to have better performance in using English in learning the subject contents	<p>1. Lesson observations</p> <p>2. Evaluation of students' communicative skills in tests and examinations.</p>	Assistant principals, ECA master, Discipline masters, HOD of English & EMI subjects,	
<p>3. Implement supplementary measures by the corresponding departments to strengthen the value-added performance of their subjects.</p>	Sept 07 – July 08	Appropriate progress in the value-added performance of the corresponding subjects	Value-added indicator of the corresponding subjects	Related HODs	Budget for supplementary measures. All members of related HODs

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>4. Implement enhancement measures for the high-fliers of all levels to fully explore their potentials by:</p> <p>a. providing them with individual guidance by subject teachers.</p> <p>b. arranging extra tutorials for them</p> <p>c. organizing them to participate in various open academic competitions and elections of HK outstanding students.</p> <p>d. recommending them to take part in courses for gifted students organized by EMB or other institutions e.g. CUHK.</p>	<p>Sept 07 – July 08</p>	<p>The high-fliers perform well in</p> <ol style="list-style-type: none"> <li>1. internal and public examinations</li> <li>2. open competitions and elections of HK outstanding students</li> <li>3. related courses</li> </ol>	<ol style="list-style-type: none"> <li>1. Results of internal and public examination</li> <li>2. Prizes of open competitions</li> <li>3. Record of related courses</li> </ol>	<p>HODs &amp; ECA Master</p>	
<p>5. Organize a wide range of activities including class-based activities, service participation schemes, competitions, morning assembly, talks, class teacher periods and display board design to promote positive attitudes and values through enhancement in the following aspects:</p> <p>a. interpersonal/social skills</p> <p>b. team spirit</p> <p>c. participation in services.</p>	<p>Sept 07 – July 08</p>	<ol style="list-style-type: none"> <li>1. an average of 10% increase in the hours of services recorded in Student Award Scheme</li> <li>2. an average of more than 90% class-based activity participation rate</li> <li>3. one school or public service participation experience for each student</li> <li>4. 70% of teachers and students indicate positive responses with respect to the enhancement programs</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers' observation and questionnaires</li> <li>2. Students' questionnaires</li> <li>3. Statistics of students' participation</li> </ol>	<p>Student Development Committee</p>	<p>Budget for implementing the programme</p>