



**NT Heung Yee Kuk
Yuen Long District Secondary School**

Annual School Plan

2009/2010

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: Strengthening the effectiveness of learning and teaching to ensure successful implementation of the New Senior Secondary curriculum

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1 Amend administrative organization to facilitate the implementation of the NSS curriculum and the related measures.	2009/10 school year	The effectiveness of operation and collaboration for NSS NSS curriculum and the related measures of subject departments and related committees is enhanced	a. Questionnaire for teachers b. Observation	School Development Committee	---
1.2 Strengthen English learning environment to boost students' performance in NSS curriculum. a. Conduct Monthly English Day on the second Wednesday each month to further enhance the use of English in the school. b. Encourage students to subscribe SCMP every Tuesday to cultivate students' habit in extensive reading and self-access learning. c. Organize activities, interactive drama appreciation & chat with tourists to provide ample chance for students to immerse in English	2009/10 school year	a. Students are actively engaged in speaking English on English Day. b. All students subscribe SCMP to read c. Students show positive response and eager participation in the activities. d. Students' ability and confidence in using English are enhanced.	a. Questionnaire for teachers and students b. Number of students subscribing SCMP c. Observation	HODs of English Department (LYM & FPF)	ECA fund & English Enhancement Grant for organizing activities

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.3 Conduct group teaching in S.4 LS to facilitate the issue-enquiry approach in learning and teaching of this core NSS subject.	2009/10 school year	All S.4 students pass the examinations	Results of S.4 LS examinations	HOD of LS (Senior Level) (ILH)	---
1.4 Introduce SBA requirements and incorporate SBA work into normal lessons of the relevant S4 subjects to facilitate both students and teachers to have good preparation for the actual SBA implementation in the following school years.	2009/10 school year	Students and teachers are familiar with the work and requirements of SBA	Questionnaire for teachers and students	Relevant HODs	---
1.5 Arrange 'Reading Period' for students (S1-3 in library) to 'Read across the Curriculum', enabling students to acquire and construct knowledge, as well as to broaden their exposure, mind and vision to diverse interests and qualities	2009/10 school year	80% of students indicate reading periods are useful to their learning and broaden their exposure	a. Questionnaire for teachers and students b. Lesson observation	Teacher i/c of Reading Periods (FSK)	---
1.6 Reallocate the class-teacher period (monthly assembly), from the 1 st period to the 8 th period, to facilitate the implementation of activities for OLE	2009/10 school year	Students are engaged in OLE activities in each class-teacher period.	Number of OLE activities organized in the period	Student Development Committee	---

2. Major Concern: Catering for the diverse Abilities and needs of students to develop their capacity and nurture their whole-person development

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2.1 Organize assistance measures for low-achievers to help them improve their learning skill and confidence by:</p> <p>a. providing remedial programmes for the low achievers in S.1 to S.3 after each examination.</p> <p>b. organizing supplementary lessons for target students in S.4 to S.7.</p> <p>c. providing low-achievers with personal guidance by subject teachers and Guidance Committee.</p>	<p>2009/10 school year</p>	<p>a. 70% of subject teachers find low-achievers having appropriate progress in their academic performance during lessons.</p> <p>b. Low achievers make appropriate progress in internal and public examinations.</p>	<p>a. Lesson observation</p> <p>b. Teachers' survey</p> <p>c. Test results</p> <p>d. Internal and Public Examination results</p>	<p>Assistant principals, related HODs & Teacher i/c of Guidance committee</p>	<p>TRG to contract out the remedial programme to the service providers</p>
<p>2.2 Implement supplementary measures by the corresponding departments to strengthen the value-added performance of their subjects.</p>	<p>2009/10 school year</p>	<p>Appropriate progress in the value-added performance of the corresponding subjects</p>	<p>Value-added indicator of the corresponding subjects</p>	<p>Related HODs</p>	<p>Budget for supplementary measures. All members of related departments</p>
<p>2.3 Implement enhancement measures for high-fliers of all levels to fully explore their potentials by:</p> <p>a. providing them with personal guidance on subject matters by subject teachers.</p> <p>b. arranging extra tutorials for them to foster generic skills.</p> <p>c. organizing them to participate in various open academic competitions, elections of HK outstanding students and appropriate overseas exchange programmes (if any).</p> <p>d. recommending them to take part in courses for gifted students organized by EDB or other institutions e.g. CUHK.</p>	<p>2009/10 school year</p>	<p>High-fliers perform well in</p> <p>a. internal and public examinations.</p> <p>b. open competitions, elections of HK outstanding students and overseas exchange programmes.</p> <p>c. related courses.</p>	<p>a. Results of internal and public examinations</p> <p>b. Prizes of open competitions</p> <p>c. Record of related courses</p>	<p>HODs & OLE Coordinator</p>	<p>---</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.4 Organize a wide range of activities including class-based activities, competitions, morning assemblies, talks, class teacher periods and board display based on the theme “Being conscientious today, Making ready for tomorrow” to help students face issues regarding anti-drug, sex education and easing pressure from studies	2009/10 school year	<ul style="list-style-type: none"> a. 70% of students indicate themselves being conscientious in their self-reflection b. 70% of teachers indicate positive responses towards the behavioural attributes exhibited by students with regard to their conscientiousness in the school context. 	<ul style="list-style-type: none"> a. Teachers’ observation and questionnaires b. Students’ questionnaires c. Record of students’ misbehaviour 	Student Development Committee	Budget for implementing the programs

3. Major Concern: Enhancing professional development of teachers for the growth of professional learning community in the school.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 Organize Staff Development Days with appropriate seminars, talks and workshops including the Joint YL & Tuen Mun GSS Staff Development Day.	2009/10 school year	Teachers familiarize and update themselves regularly with the current EDB policies, new educational trend, curriculum development, pedagogy and assessment.	Teachers' survey	Principal, Assistant principals & Teacher i/c of staff development days	Budget for inviting guest speakers
3.2 With reference to the individual professional needs to a. organize respective teachers to attend professional development programmes b. encourage teachers to participate in appropriate Continuous Professional Development (CPD) courses.	2009/10 school year	a. All teachers concerned take part in at least one professional development course relevant to their professional needs. b. Each teacher participates in at least 20 hours of different modes of CPD activities.	Scrutiny of teacher's record of participation in a. professional development courses. b. accumulated CPD duration	Principal, Assistant principals & related HODs	----
3.3 Further 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.	2009/10 school year	a. Each core subjects at least carries out collaborative lesson preparation for one of the levels. b. 70% of teachers take part in at least one peer lesson observation. c. 85% of teachers find the actions useful in sharing teaching experience and enhancing professional development.	Evaluate a. Records of collaborative lesson preparation b. Records of peer lesson observation c. Minutes of Departmental Meetings d. Teachers' survey	Principal, Assistant principals & related HODs	Special arrangement of the time-table
3.4 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.	2009/10 school year	a. All new teachers are well accustomed to the culture and operation of the school. b. All mentees can meet the standard and requirements in teaching of the school	Survey on mentors and mentees	Staff welfare and development committee	Budget for implementing the programme