

SKH LAM WOO MEMORIAL SECONDARY SCHOOL



Annual School Plan 2019 - 2020

SKH Lam Woo Memorial Secondary School

Mission Statement

Keeping in step with the spirit of Jesus Christ our Lord, it is our mission to provide students with an all-round education aimed at excellence in spiritual, ethical, intellectual, physical, inter-personal and aesthetic development.

We aim at cultivating our students with the qualities of a LAMWOOER: leadership, ardour, modesty, wisdom, optimism, originality, empathy and responsibility.

SKH Lam Woo Memorial Secondary School

Annual School Plan (2019 – 2020)

Major Concerns

- Intrinsic Motivation in Learning and Teaching P.4
- Flourishing Life of Positive Education P.6
- Nurturing Leadership and Enhancing Personal Development of Students P.8
- Improving Administrative Work Efficiency P.10

Major Concern 1: Intrinsic Motivation in Learning and Teaching

Target 1: *Leap across the Line* (Enjoy knowledge in versatile and scholastic atmosphere)

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	STEM promotion: 3-tier development					
	1.1.1 Tier 1: Whole school approach - Equip every student with basic coding technique. F.1 students will participate in micro:bit lessons, and F.2 students will all learn calculator programming in Mathematics lesson.	Majority of F.1 and F.2 students find the programmes beneficial.	1. Survey 2. Scrutiny of documents from Form Coordinators and LTD 3. Evaluation meeting with students 4. Feedback from external organisations.	2019-2020	CWM, LCP, LSH	Budget: \$75,000
	1.1.2 Tier 2: Able student development - Encourage students to involve in competitions and workshops.	Various competitions are joined by different levels of students.				
	1.1.3 Tier 3: Elite student development - Explore opportunities to cooperate with company in technologies.	Participants find the programmes beneficial.				
	1.1.4 STEM room preparation	The STEM room can be opened in Sep 2020.				Budget: \$1M
1.2	Create a TED Talk style platform for students to learn and share.	A constant number of audience attended the talks. Majority of audience find the talks beneficial.		Every Thursday from Sept. 2018.	WKT, TWL	Borrowing computer and video recording equipment. School certificate paper. (Budget: \$1,500)
1.3	Organize a Master Lecture Series in 2020 to allow students to learn from scholars – Planning Stage.	The preliminary speaker lists and format of the		Inviting and Preparing: 1920 Talk: Sept. to	WKT, LLL, PHM	Promotion (Budget: \$2,000)

		lecture series can be drafted.		Dec. 2020 (50 th Anniversary Celebration)		
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Target 2: Keep abreast the Time (Equip teachers with up-to-date pedagogical knowledge)

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	School level - Using data to improve teaching					
	2.1.1 HKDSE regression analysis report by teachers – a school-based analysis of HKDSE results for different subjects and teaching groups.	Teachers self-reflect their teaching and hence improved teaching qualities.	<ol style="list-style-type: none"> 1. Course Evaluation 2. Scrutiny of documents from LTD and subject panels 3. Survey from Staff Development Committee 4. HKDSE and VA results. 	2019 Pre-term meeting	WKT	
	2.1.2 HKDSE report analysis for panel members to discuss on Staff Development Day.			2019 Subject meeting	WKT, Panel Heads	
2.2	Subject level - Subject-based Development Plan (planning stage)	Majority of panel heads handed in a well-structured plan and carried out the preparation according to the plan.		Execute and evaluate the plans – throughout the year	WKT	QEF/LWL grant
2.3	Individual level – Subject Book Reading	Most teachers read the book and shared to colleagues.	Throughout the year Sharing: 2021 Staff Development Day	WKT	Budget: \$10,000 (for 3 years) to buy books	

Major Concern 2: Flourishing Life of Positive Education

Target 1: To develop students' social and emotional skills that nourish their relationships with the self and others via PERMA model

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	PERMA and character strengths (Positive Education) programme - Positive Education programme includes ➤ Morning Assembly ➤ Form Teacher Period ➤ School Assembly ➤ Mass programme ➤ Joint School programme		1. Survey 2. Scrutiny of documents 3. Evaluation meeting 4. Feedback from universities or external organisations	2019-2020	CFG, WPL, AWC	QEF and St. James Settlement
					GS, MCES, social workers	
1.2	Teacher – Student Fun day (with sponsored from government and NGO) Through various kinds of sport activities with schoolmates and teachers, students can understand healthy concept and develop social and emotional skills	Majority of whole school students find the programmes Beneficial.			T-S Fun day (13/3/2020)	CSM, CFG
1.3	Growth MindSet Promote Growth MindSet concept to students, teachers and parents.	Majority of whole school students find the programmes Beneficial.		2019-2020	CFG, AWC	QEF and St. James Settlement

Target 2: To help students explore the importance of widening their horizons in careers and life planning and well-being

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	F.1 China Tour for widening horizon - Through China tour to equip F.1 students with		1. Survey 2. Scrutiny of documents 3. Evaluation meeting 4. Feedback from universities or external organisations	2019-2020	CFG, LCK, TWK	Two sponsorships from EDB
	<ul style="list-style-type: none"> ➤ widening horizon ➤ learning the social skill ➤ enhancing the self-management skill ➤ learning the generic skills via project learning ➤ accomplishing oneself by self-reflection 	Majority of F.1 students find the programmes beneficial.			CFG, LCK, escort teachers	
2.2	Job Shadowing Programme for senior forms - Various kinds of job shadowing related programmes are organised:	Majority of participated students find the programmes beneficial.		2019-2020	SSW, CFG	1. Life Buddies 2. St. James Settlement 3. Universities
	<ul style="list-style-type: none"> ➤ Mentorship Programme ➤ Job shadowing Programme (government) ➤ Job shadowing Programme (non-government) ➤ 'Be a Government Official for a Day' Programme 				CS, MCES	
2.3	Holistic evaluation of the HKDSE result and University entrance.	The evaluation is carried out and a framework is proposed.		2019-2020	CFG, WKT	

Major Concern 3: Nurturing Leadership and Enhancing Personal Development of Students

Target 1: To create more opportunities for students of different abilities to stretch their potential

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	<p>Nurturing future leaders: to cultivate leadership for students of different ability spectrum by forming a junior Nova team of around 30-45 members (F.1-F.3)</p> <ul style="list-style-type: none"> ➤ Nomination by Form Teachers ➤ Nomination by ECS ➤ Self-nomination ➤ Interviews 		<ol style="list-style-type: none"> 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events 	2019-2020	MC3 ad hoc committee, ECS, Junior Form Teachers	Office Clerks
1.2	<p>Enhancing leadership and confidence through organising and representing school in various events</p> <ul style="list-style-type: none"> ➤ Parents' Day ➤ P.6 interviews ➤ Speech Day ➤ School Promotion Programmes 			2019-2020	MC3 ad hoc committee, Teacher i/c of the concerned activities	

Target 2: To provide strategic training to develop students' leadership qualities

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2	Plan and prepare for the training programmes for 50 leaders elected <ul style="list-style-type: none"> ➤ Vision ➤ Programme details ➤ Resources 	<ol style="list-style-type: none"> 1. Comprehensive plan with well-defined goals 2. Resources all ready for the task 	<ol style="list-style-type: none"> 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events 	Dec. or Jan.	MC3 ad hoc committee, ECS, one teacher from each member of Student Support Division	Financial aid and training supports from PTA/OSA (Budget around \$20,000 per year)

Target 3: To enhance the effectiveness in catering for students with special developmental needs

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
3.1	Review and plan workflow and measures for <ul style="list-style-type: none"> ➤ SEN students ➤ Students with other special developmental needs 	<ol style="list-style-type: none"> 1. Comprehensive plan with well-defined goals 	<ol style="list-style-type: none"> 1. Scrutiny of documents 2. Formal and informal feedback/surveys from stakeholders of different events 	Sept.	MC3, GS (for role of SEN coordinator), School Crisis Management Team	Office Clerks
3.2	Joint efforts to cater for the needs of <ul style="list-style-type: none"> ➤ SEN students ➤ Students with other special developmental needs 	<ol style="list-style-type: none"> 2. Clear role for concerned parties 		2019-2020	MC3, DS, GS, Form Coordinator, Form Teachers and concerned teachers	

Major Concern 4: Improving Administrative Work Efficiency

Target 1: To strengthen the communication between students and teachers, teachers and teachers, and parents and teachers through different means of electronic platforms

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1	To introduce the ePayment system to reduce unnecessary administration time for staff and to simplify workflow of handling payment items	Administrative time and work on fee collection can be reduced.	1. Scrutiny of documents and record 2. Evaluation forms and meetings from all stakeholders	2019-2020	CWM, LKL	\$35000
1.2	To introduce the eAttendance system to strengthen the home-school communication			Planning: 2019-2020 Implementation: 2020-2021	CWM, LKL	\$35000

Target 2: To enhance the efficiency of financial management

	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1	To review the budgets and expenditures of different units regularly	Majority of Heads of Units has a clear financial management.	1. Scrutiny of documents and record 2. Feedback from teachers	2019-2020	Principal, LKL	
2.2	To conduct the school-based procurement activities in accordance with different financial limits	Majority of the teachers concerned follows the procurement procedures.		2019-2020	LKL	