

**Delia Memorial School
(Hip Wo No.2 College)**

School Year

2022/2023

Annual School Plan

Major Concerns

- 1. To enhance the learning and teaching effectiveness through strengthening of our curriculum design, teaching pedagogy and assessment**
- 2. Major Concern: To help enhance our students with proper values and life planning education**

1. To enhance the learning and teaching effectiveness through strengthening of our curriculum design, teaching pedagogy and assessment
(Time Scale: September 2022 to June 2023)

Targets	Strategies	Success Criteria	Methods of Evaluation	People in charge	Resources required
<p>1.1</p> <ul style="list-style-type: none"> To strengthen the curriculum design so as to: <ul style="list-style-type: none"> ◇ broaden students' knowledge base and connect their learning experiences in different Key Learning Areas, their life experiences and global affairs ◇ enhance student-centered/self-regulated learning ◇ promote National Security Education 	<ul style="list-style-type: none"> Enrich the content of the new subjects (STREAM & Food and Health Sciences) for S4 & S5 students under the optimization of 4 core subjects of Senior Secondary Modify and optimize Project WISER, a project-based learning experience to connect students' knowledge to the contexts of its application for junior students Implement cross-curricular project works / activities among the same or different Key Learning Area (KLA) Organize various diversified life-wide 	<ul style="list-style-type: none"> More than 70% of the S4 students show favourable evaluation comments of the new subjects. 10% increase in the annual overall passing rate of S5. Project works of different subjects or cross-curricular works of S.1-S.3 students have to be submitted. More than 70% of the teachers and/or students show favourable evaluation comments of Project WISER. At least 3 different cross-curricular project works / activities are carried out. More than 70% of the teachers and/or show favourable evaluation comments of 	<ul style="list-style-type: none"> Evaluation filled-in by students after the implementation of new subjects Students' exam results Submission of project works of different subjects or cross-curricular projects Evaluation filled-in by teachers and/or students after the implementation of Project WISER Evaluation filled-in by teachers and/or students after the implementation of each activity Participation record of school activities Questionnaires 	<ul style="list-style-type: none"> Academic Department Project WISER Coordinator KLA Coordinators All Subject Teachers 	<ul style="list-style-type: none"> Time and permission allowed for the addition of field trips or outing activities At least 3 half-days for the Project WISER / cross curricular activities

	learning activities and participate in Mainland exchange programmes to enhance students' sense of national identity	cross-curriculum activities.	filled-in by students		
	<ul style="list-style-type: none"> • Enrich the content of Extensive Reading lessons in S4 & S5 (Collaborate with STREAM & Food and Health Science) • Encourage students to read during the Morning Reading Period or Class Teacher Period by exposing them with different topics such as current affairs, global issues, self-management, technology and values education. • Visit the School Library/Class Library frequently. • Arrange School Library Tour to S1 students 	<ul style="list-style-type: none"> • Morning reading sections cover 4 learning areas, including Value Education, LS and L&S Education, Technology Education, Moral Education • 80% morning reading portfolio and Extensive Reading Booklets will be finished by students • English Language and Chinese Language teachers will arrange school library lesson at least 8 times totally throughout the year, other subjects will depend on their needs • 10% increase in the number of borrowing books from library. • “Read in Pleasure Hand Book” will be designed and launched to Junior Forms 	<ul style="list-style-type: none"> • Extensive Reading Booklets and files of morning reading materials will be collected by Class Teachers and Subject Teachers. They will be checked by Academic Dept. every semester • Teachers report and record in the minutes of English Language and Chinese language Panel Meetings • Reading Scheme evaluation meeting at the end of semesters • Library book borrowing records • Records of new purchased books will be collected each month 	<ul style="list-style-type: none"> • Academic Department • Teachers of concerned Subjects • Librarian 	<ul style="list-style-type: none"> • Funding, time and permission allowed for the activities

	<ul style="list-style-type: none"> • Implement a Reward Scheme to encourage book-borrowing. • Modify and optimize Reading Scheme in language subjects (English and Chinese). • Conduct a “Pleasure Reading Month” to cultivate reading atmosphere. Different activities will be organized such as book fair, Book Crossing and book sharing by teachers. • Review the content of new purchased books in the school library by the Panel Chairpersons and school Administrators to ensure they meet the requirements under National Security Law. • Review the schemes of work of different subjects. 		<ul style="list-style-type: none"> • All schemes of work will be checked by the end of August 		
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	Modification and enrichment on the curriculum contents will be made on subjects to enhance students' awareness of national security and promote among students a clear understanding of the importance of national security.				
<p>1.2</p> <ul style="list-style-type: none"> To strengthen the teaching pedagogy and encourage teachers to share their experience, knowledge and skills in teaching and learning so as to help teachers' professional development 	<ul style="list-style-type: none"> Encourage peer/lesson observation and exchange of professional dialogues of good teaching practices Set clear and specific focus of peer/lesson observation Encourage teacher to share their experience, knowledge and skills to refine their instruction and further enhance effectiveness of daily practice 	<ul style="list-style-type: none"> At least one peer observation should be done by each teacher in a year More than 90% of novice teachers visit experienced teachers' lessons for the purpose of peer learning Take turns in Subject Panel Meetings to share experience, knowledge and skills to refine instruction and further enhance effectiveness of daily practice. 70% of teachers agree that Subject Panel Meetings provide an effective platform for professional sharing and development 	<ul style="list-style-type: none"> Peer/Lesson Observation Record Peer/Lesson Observation Record Post-lesson observation Records in Subject Panel Meetings Evaluation filled-in by teachers Records in School drive shared folders The learning and teaching materials in the folders will be checked by Subject 	<ul style="list-style-type: none"> Academic Department Subject Panel Chairpersons All Subject Teachers 	<ul style="list-style-type: none"> Sufficient space in School drive for sharing resources

	<ul style="list-style-type: none"> Expand functionalities of the knowledge sharing platform and the school knowledge repository Create shared folders to archive all the learning and teaching resources related to Constitution, Basic Law and National Security Education for no less than two school years. 	<ul style="list-style-type: none"> 70% of teachers agree that they often store and share resources in the school knowledge repository 	<p>Panel Chairpersons each month. Random-check will be carried out by the Academic Team.</p>		
<p>1.3</p> <ul style="list-style-type: none"> To strengthen the assessment literacy so as to improve the teaching content, pedagogy and assessment focus and designs 	<ul style="list-style-type: none"> Set more clear objectives of what Teachers and Students have to achieve. Promote the practice of lesson preparation by students (collaboration with Project WISER) Set test & exam papers at the right level to reflect 	<ul style="list-style-type: none"> More than 70% of the students and teachers agree that their learning and teaching are more relevant to the students' needs and abilities Preparation works shown in the Project works and assignments. Students show better academic performances in internal and external exams, project work, homework and presentation including: 	<ul style="list-style-type: none"> Questionnaires will be used to solicit the opinions of students and teachers. Evaluation filled-in by teachers of Project WISER. Students' learning outcomes such as exam results, assignments, project work, presentations HKDSE results 	<ul style="list-style-type: none"> Academic Department All Subject Teachers 	<ul style="list-style-type: none"> Sufficient time for subject panel meetings & results' analysis

	<p>students' learning effectiveness and match the curriculum content.</p> <ul style="list-style-type: none"> • Use of formative and summative assessment to provide timely and constructive feedback to students and parents for the reference of their continuous learning progress. • Use of the Test & Exam results' analysis for identifying students' learning difficulties and providing feedback to teachers' teaching & learning strategies and curriculum design. • Organize S6 after-school tutorials to clear any students' 	<ul style="list-style-type: none"> • 10% increase in the number of students who can pass in a subject (comparison between the same batch of students & different batch across the year) • 10% increase in the number of students having an average mark of all subjects 50 or above. • 5% increase in the passing rate of each HKDSE subject. • At least 70% attendance of S6 selected students. • At least 70% of S6 students who take part in the study classes show favourable comments of the activities. 	<ul style="list-style-type: none"> • S6 tutorial records • Questionnaires filled in by students 		
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	<p>misunderstanding of their learning content.</p> <ul style="list-style-type: none"> • Offer S6 study classes to students during their study leave so as to ensure that the habit of going to school and revise & study will be carried on. 				
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2. Major Concern: To help enhance our students with proper values and life planning education

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources required
<ul style="list-style-type: none"> To cultivate students' positive values and attitudes to enjoy a healthy lifestyle 	<ul style="list-style-type: none"> Perseverance and Respect for Others will be the theme of this academic year To organize various activities, including assembly, morning reading, inter-class activities to response the theme of year To proceed with the "Positive Education" programme co-operated with the Hong Kong Christian Service and the University of Hong Kong To encourage students to participate in various service (social and/or internal) activities To implement the Health Pioneer Project supported by the Beat Drug Fund 	<ul style="list-style-type: none"> At least 10% increase in the school attendance record. At least 80% attendance rate of school activities (Eg., Tutorials and ECAs) At least 70% of students feel that the activities and programmes are meaningful to them. At least 50% of all S1-S5 students participate in internal and external service activities. All the relevant sections of APASO done by our students have a better score than the average in Hong Kong At least 70% of all students agree that their understanding and awareness of drugs is enhanced. 	<ul style="list-style-type: none"> Attendance Record School Activity Record Questionnaires filled-in by teachers and students Data from APASO 	Sep 2022 -Jun 2023	Student Affairs Master Discipline and Guidance Committee ECA Committee Class Teachers	QEF Thematic Network (QTN) on Promoting Wellness in School Opportunities for the Elderly Projects Beat Drugs with Sports Healthy School Project Home-School Co-operation Grant Sufficient support from the School for the organization of activities for students IT Support

	<ul style="list-style-type: none"> To proceed with the Healthy School Project supported by the PTA To co-operate with school social workers to organize sex education activities to students 	<ul style="list-style-type: none"> At least 80% students get the Active Coupon through the Healthy School Project At least 5% increase of students' BMI in normal range At least 70% of students agree that sex education activities are meaningful to them. 				
<ul style="list-style-type: none"> To strengthen students' national identity in order to enhance citizenship and develop global vision. 	<ul style="list-style-type: none"> To integrate National Security Education in the formal curriculum and to organize related activities. To refine the Moral and Civic Education activities to help students perform as good citizens 	<ul style="list-style-type: none"> At least 3 National Security Education activities are held this year. More than 70% of students agree that their understanding of National Security is enhanced. At least 3 Moral and Civic Education activities are held this year More than 70% of students feel that the activities are meaningful to them. All the relevant sections of APASO done by our students have a better score 	<ul style="list-style-type: none"> Activity Record Questionnaires filled-in by teachers and students Data from APASO 	Sep 2022 -Jun 2023	<p>Student Affairs Master</p> <p>Discipline and Guidance Committee</p> <p>ECA Committee</p> <p>Class Teachers</p>	Sufficient support from the School for the organization of activities for students

		than the average in Hong Kong				
<ul style="list-style-type: none"> To prepare students for comprehensive life planning, which includes future academic progression or working life after graduation 	<ul style="list-style-type: none"> To design a more structured Career and Life-planning program for all students To provide various information regarding multiple pathways to students To organize different activities to facilitate students' self-understanding and help students explore different pathways. To organize individual or group consultations to students 	<ul style="list-style-type: none"> At least 90% of all students participate in Career and Life-planning activities Set up the Career and Further Studies information corner at Room 406. At least 2 Career and Life-planning activities is held per term for S1-S6 students. At least 70% of the students feel that the activities or programmes are useful to them All the relevant sections of APASO done by our students have a better score than the average in Hong Kong 	<ul style="list-style-type: none"> ECA Record Questionnaires filled-in by students Students' Attendance Records in Career and Life-planning activities Data from APASO 	Whole Year	<ul style="list-style-type: none"> Student Affairs Master Career and Life Planning Committee ECA Committee 	<ul style="list-style-type: none"> EDB Career and Guidance Resources
<ul style="list-style-type: none"> To create more opportunities for students of different abilities to stretch their potential 	<ul style="list-style-type: none"> To encourage students to take up leadership posts to develop their problem-solving skills through organizing activities To organize leadership training 	<ul style="list-style-type: none"> At least 30% of all students take up leadership posts in School At least 3 leadership training programmes are held this year. At least 70% of the students feel that the programmes are 	<ul style="list-style-type: none"> ECA Record Questionnaires filled-in by students Participation record of external competitions 	Sep 2022 -Jun 2023	<ul style="list-style-type: none"> Student Affairs Master Discipline and Guidance Committee ECA Committee Publicity 	<ul style="list-style-type: none"> Sufficient support from the School for the organization of the activities for students IT Support

	<p>programmes for prefects and other student leaders</p> <ul style="list-style-type: none"> • To encourage students to join external competition • To disseminate students' achievements in school and on our school website (social media) 	<p>useful to them</p> <ul style="list-style-type: none"> • At least 50% of the students join external competitions • At least 8 pieces of students' achievements are posted on the school website per term 	<ul style="list-style-type: none"> • School website information 		<p>Committee</p> <p>Class Teachers</p>	
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