

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

School Year

2021/2022

Annual School Plan

Major Concerns

- 1. To enhance the learning and teaching effectiveness through strengthening of our curriculum design, teaching pedagogy and assessment**
- 2. To nurture students with proper values and attitudes; to broaden their horizon with life planning education**

1. To enhance the learning and teaching effectiveness through strengthening of our curriculum design, teaching pedagogy and assessment

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: ✧ 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"> • Implement new subjects (STREAM & Food and Health Science) for S4 students under the optimization of 4 core subjects of Senior Secondary Education • 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 learning activities and participate in Mainland exchange programmes to enhance students' sense of national identity 	<ul style="list-style-type: none"> • More than 70% of the students show favourable evaluation comments of the new subjects. • 10% increase in the annual overall passing rate of S4. • 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 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 show favourable evaluation comments of cross-curricular activities. 	<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 after the implementation of Project WISER • Evaluation filled-in by teachers after the implementation of each activity • Participation record of school activities • Questionnaires filled-in by students 	<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

	<ul style="list-style-type: none"> • Implement Extensive Reading lessons in S4 (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 • Modify and optimize Reading Scheme in language subjects (English and Chinese). • Conduct a “Pleasure Reading Month” to cultivate reading atmosphere. Different activities will be 	<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 newly purchased books will be collected each month • All schemes of work will be checked by the end of August 	<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
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	<p>organized such as book fair, Book Crossing and book sharing by teachers.</p> <ul style="list-style-type: none"> • Review the content of newly 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. 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, 	<ul style="list-style-type: none"> • Encourage peer/lesson observation and exchange of professional dialogues of good teaching practices 	<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 	<ul style="list-style-type: none"> • Peer/Lesson Observation Record • Peer/Lesson Observation Record 	<ul style="list-style-type: none"> • Academic Department • Subject Panel Chairpersons 	<ul style="list-style-type: none"> • Sufficient space in School drive for sharing resources

<p>knowledge and skills in teaching and learning so as to help teachers' professional development</p>	<ul style="list-style-type: none"> • 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 • 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. 	<p>teachers visit experienced teachers' lessons for the purpose of peer learning</p> <ul style="list-style-type: none"> • 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 • 70% of teachers agree that they often store and share resources in the school knowledge repository 	<ul style="list-style-type: none"> • 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 Panel Chairpersons each month. Random-check will be carried out by the Academic Team. 	<ul style="list-style-type: none"> • All Subject Teachers 	
<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 	<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 	<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 	<ul style="list-style-type: none"> • Questionnaires will be used to solicit the opinions of students and teachers. • Evaluation filled-in by teachers of 	<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>and designs</p>	<p>students (collaboration with Project WISER)</p> <ul style="list-style-type: none"> • Set test & exam papers at the right level to reflect students' learning effectiveness and match the curriculum content. • 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' misunderstanding of their learning content. 	<ul style="list-style-type: none"> • Preparation works shown in the Project works. • Students show better academic performances in internal and external exams, project work, homework and presentation including: • 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 	<p>Project WISER.</p> <ul style="list-style-type: none"> • Students' learning outcomes such as exam results, assignments, project work, presentations • HKDSE results • S6 tutorial records • Questionnaires filled in by students 		
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	<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.	favourable comments of the activities.			
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2. Major Concern: To nurture students with proper values and attitudes; to broaden their horizon with life planning education

Targets	Strategies	Success Criteria	Methods of Evaluation	People-in-charge	Resources required
<ul style="list-style-type: none"> To cultivate students' positive values and attitudes to enjoy a healthy lifestyle (Responsibility and Care for Others will be the theme of this academic year.) 	<ul style="list-style-type: none"> To organize various activities, including assembly, morning reading, inter-class activities to respond to 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 make good use of our Good Deeds Scheme in order to reinforce positive behaviour To implement the Healthy School Project organized by the ECA Committee 	<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) More than 70% of students feel that the activities and programmes are meaningful to them At least 40% of all S1-S5 students participate in internal and external service activities. <p>At least 50% of all students are rewarded in the Good Deeds Scheme.</p> <ul style="list-style-type: none"> All the relevant sections of APASO done by our students have a better score than the average in Hong Kong At least 10% increase of students' BMI in normal range 	<ul style="list-style-type: none"> Attendance Record Activity Record Questionnaires filled-in by teachers and students Data from APASO 	<p>Student Affairs Master</p> <p>Discipline and Guidance Committee</p> <p>ECA Committee</p> <p>Class Teachers</p>	<p>QEF Thematic Network (QTN) on Promoting Wellness in School</p> <p>Opportunities for the Elderly Projects</p> <p>Beat Drugs Fund</p> <p>Home-School Co-operation Grant</p> <p>Sufficient support from the School for the organization of activities for students</p> <p>IT Support</p>
<ul style="list-style-type: none"> To strengthen students' national 	<ul style="list-style-type: none"> To integrate National Security Education in the school activities. 	<ul style="list-style-type: none"> At least 3 National Security Education activities are held this year. 	<ul style="list-style-type: none"> School Award and Punishment Record 	<p>Student Affairs Master</p>	<p>EDB National Security Education</p>

<p>identity in order to enhance their citizenship and develop their global vision.</p>	<ul style="list-style-type: none"> To refine the Moral and Civic Education activities to help students perform as good citizens To organize activities for parents and students to promote Positive Values, Chinese Culture and National Security Education. 	<ul style="list-style-type: none"> 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 At least 10% increase in the school award record 	<ul style="list-style-type: none"> Activity Record Questionnaires filled-in by teachers and students 	<p>Discipline and Guidance Committee</p> <p>ECA Committee</p> <p>Class Teachers</p>	<p>Resources</p> <p>Sufficient support from the School for the organization of activities for students</p> <p>IT support</p>
<ul style="list-style-type: none"> To prepare students for comprehensive life planning, which facilitates students' self-understanding, helps students explore opportunities and provides personal support regarding career development problems 	<ul style="list-style-type: none"> To prepare individual portfolios to help students learn about their attributes and set goals accordingly for S1 To organize skillset and interest workshop, e.g., dessert class and leather handcraft workshop To initiate elective subject taster programme cooperating with academic team To participate in CLAP and Vocational and Professional Education and Training Pilot Scheme To organize individual and group counselling meeting on their future career and studies 	<ul style="list-style-type: none"> At least 90% of all students participate in Career and Life-planning activities At least 70% of the students feel that the 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"> Activity Record Questionnaires filled-in by students Students' Attendance Records in Career and Life-planning activities Data from APASO 	<p>Student Affairs Master</p> <p>Career and Life Planning Committee</p> <p>Academic Team</p> <p>ECA Committee</p> <p>Class Teachers</p>	<p>EDB Career and Guidance Resources</p> <p>VPET Pilot Programme</p> <p>CLAP Project</p>

<ul style="list-style-type: none"> • To create more opportunities for students of different abilities to develop their communication and problem-solving skills and to further stretch their potential 	<ul style="list-style-type: none"> • To encourage students to take up leadership posts through different activities and different learning opportunities and activities • To organize leadership training programmes for prefects and other student leaders • To encourage students to join external competitions • To disseminate students' achievements in school and on our school website (social media) 	<ul style="list-style-type: none"> • At least 30% of all students take up leadership posts in School • At least 2 leadership training programmes are held this year. • At least 70% of the students feel that the programmes are useful to them • At least 50% of the students join external competitions • At least 5 pieces of students' achievements are posted on the school website per term 	<ul style="list-style-type: none"> • ECA Record • Questionnaires filled-in by students • Participation record of external competitions • School website information 	<p>Student Affairs Master</p> <p>Discipline and Guidance Committee</p> <p>ECA Committee</p> <p>Publicity Committee</p> <p>Class Teachers</p>	<p>Sufficient support from the School for the organization of the activities for students</p> <p>IT Support</p>
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