

**HKMA David Li Kwok Po College**  
**Annual School Plan 2017-2018**

**Major Concern 1: Nurture our students' positive character and prepare them to become global citizens**

- i. To further develop students' care and respect, politeness, self-discipline, civic virtues and appreciation
- ii. To raise students' awareness of filial piety and family values
- iii. To instill in students a strong sense of responsibility
- iv. To promote the concept of sustainability
- v. To equip students with skills to meet challenges of the 21<sup>st</sup> century

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
i	<ul style="list-style-type: none"> <li>• To further develop care and respect within the school community through various activities organized by the Student Affairs Team and through Class Teacher Periods.</li> <li>• To promote politeness, self-discipline, civic virtues and appreciation through a whole-school approach under which departments are to instill these values in their daily teaching, functional teams to organize relevant activities/programmes, and class teachers to conduct value-laden, class-based student sharing and activities.</li> </ul> <p>There will be specific, bi-monthly themes as follows:</p> <ul style="list-style-type: none"> <li>➤ Sep-Oct: Politeness</li> <li>➤ Nov-Dec: Self-discipline</li> <li>➤ Jan-Mar: Civic virtues</li> </ul>	<ul style="list-style-type: none"> <li>• All Student Affairs functional teams having organized various activities to promote care and respect, and received positive feedback from teachers and students.</li> <li>• All departments having inculcated these values in daily teaching and all teams having organized relevant activities/programmes according to the bi-monthly themes as scheduled.</li> <li>• Sharing sessions having been held by class teachers and found to be useful by teachers.</li> <li>• Teachers overseeing student leaders having placed emphasis</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching Departments</li> <li>• Student Affairs Functional Teams</li> <li>• Class Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Annual reports by departments and teams</li> <li>• Data from the Assessment Programme for Affective &amp; Social Outcomes (APASO)</li> <li>• School Self-Evaluation (SSE) data</li> <li>• School-based data</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<p>➤ Apr-Jun: Appreciation</p> <ul style="list-style-type: none"> <li>The school to arrange more sharing sessions to enhance the roles of class teachers in nurturing students' positive characters.</li> <li>To help student leaders in different positions to develop care and respect.</li> </ul>	<p>on care and respect in their training programmes, and students concerned demonstrating care and respect in performing their duties and in organizing activities for schoolmates.</p>		
ii	<ul style="list-style-type: none"> <li>To promote filial piety and family values through various activities organized by the Student Affairs Team.</li> <li>To promote filial piety and family values (in assemblies and Class Teacher Periods) during the traditional Chinese festivals and also other festivals as deemed appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>All Student Affairs functional teams having organized various relevant activities and received positive feedback from teachers and students</li> <li>Encouraging feedback received from students on teachers' sharing in assemblies</li> <li>Promotion of these values having been done in assemblies and Class Teacher Periods, and positive feedback received from teachers and students.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Principal (Student Affairs)</li> <li>Student Affairs functional teams</li> <li>Assembly Team</li> <li>Class Teachers</li> </ul>	<ul style="list-style-type: none"> <li>Annual report on student affairs</li> <li>APASO data</li> <li>SSE data</li> <li>School-based data</li> </ul>
iii	<ul style="list-style-type: none"> <li>Departments and Teams to continue exploring strategies to promote students' sense of responsibility.</li> <li>To further develop the sense of responsibility of student leaders by helping them to set targets, collecting feedback from teachers-in-charge in different stages and conducting year-end evaluation.</li> <li>To further develop the sense of responsibility of</li> </ul>	<ul style="list-style-type: none"> <li>Teams having organized various relevant activities and received favourable feedback from teachers and students.</li> <li>95% students attending 90% or more school days.</li> <li>90% students achieving a 90% homework submission rate.</li> <li>75% of students achieving a</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Principal (Student Affairs)</li> <li>Assistant Principal (Academic Affairs)</li> <li>Teaching Departments</li> <li>Student Affairs functional teams</li> </ul>	<ul style="list-style-type: none"> <li>Annual report on student affairs</li> <li>Annual report on student affairs</li> <li>APASO data</li> <li>SSE data</li> <li>School-based</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<p>members of Sports Teams and Music Teams by seeking to improve their attendance, punctuality and discipline.</p>	<p>75% attendance rate in ECA activities.</p> <ul style="list-style-type: none"> <li>• Student leaders demonstrating a strong sense of responsibility whilst performing their duties.</li> <li>• Members of the Sports Teams and Music Teams having improved their attendance rate, punctuality and overall discipline in training activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Class Teachers</li> <li>• Teacher-in-charge of Sports Teams and Music Teams</li> </ul>	<p>data</p>
iv	<ul style="list-style-type: none"> <li>• Integrate education on sustainable development across the curriculum.</li> <li>• The Green Team to expand its programmes to promote sustainability.</li> <li>• Departments/Teams to organize talks, visits and programmes to provide opportunities for students to explore and understand current global environmental issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Concepts of sustainable development seen to have been incorporated in various key learning areas.</li> <li>• The Green Team having extended the organic farm project to include the participation of parents, improved the recycling programme in campus and intensified programmes to promote sustainability.</li> <li>• Teams having organized various relevant activities and received good feedback from teachers and students.</li> <li>• The school meeting the criteria for Green School Gold Award.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching Departments</li> <li>• Student Affairs functional teams</li> <li>• The Green Team</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report on student affairs</li> <li>• APASO data</li> <li>• SSE data</li> <li>• School-based data</li> <li>• Curriculum documents</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
v	<ul style="list-style-type: none"> <li>• The Student Affairs Team to organize activities to help students acquire the core skills (communication, collaboration and leadership in particular) for tackling challenges of the 21<sup>st</sup> century.</li> <li>• Experience sharing on how to handle adversity, problem-solving and developing a positive-mindset to be conducted via Campus TV broadcasts, Assemblies and Class Teacher Periods and Personal Development Programme.</li> <li>• Departments and Teams to provide opportunities for students to explore and understand the current global issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Teams having organized various activities for students to learn current global issues and acquire the relevant core skills, and received positive feedback from teachers and students.</li> <li>• Department having conducted lessons / organized activities on current global issues, with encouraging feedback from teachers and students.</li> <li>• Relevant experience sharing having been conducted with good feedback received from teachers and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching Departments</li> <li>• Student Affairs functional teams</li> <li>• Class Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report on student affairs</li> <li>• Annual report on academic affairs</li> <li>• APASO data</li> <li>• SSE data</li> <li>• School-based data</li> </ul>

## **Major Concern 2: Nurture students to be active learners and maximize their potentials**

- i. To further help students to take/develop an initiative to learn
- ii To further promote reading and writing across the curriculum
- iii To further develop students' collaborative skills, critical thinking and creativity
- iv To further uplift students' performance in public examinations

<b>Item</b>	<b>Strategy/Task</b>	<b>Success Criteria</b>	<b>Staff/Team/Department Responsible</b>	<b>Method of Evaluation</b>
i	<ul style="list-style-type: none"> <li>• Continued effort to help students develop habits of pre-lesson preparation, note-taking and revision.</li> <li>• Wider implementation of “flipped lesson” by departments.</li> <li>• Expanded use of e-learning resources and mobile technology to enhance teaching and learning.</li> <li>• Foster students' positive attitude through encouragement of goal-setting and self-reflection.</li> <li>• Encourage students to actively seek help from peers and teachers to solve their learning problems.</li> <li>• Further professional development opportunities in mobile learning to be provided to teachers.</li> <li>• Departments to arrange peer lesson observation for panel members and the College to arrange cross-departmental lesson observation for all teachers with a focus on</li> </ul>	<ul style="list-style-type: none"> <li>• All students developing good habits of making pre-lesson preparation, taking notes during the lesson and doing revision after the lesson.</li> <li>• Departments successfully implementing “Flipped lesson” once per term in all Forms and shared their experiences with other colleagues.</li> <li>• SSE data showing the rating of students' initiative to learn had exceeded “3.5”.</li> <li>• Departments successfully utilizing iClass as a platform to facilitate students' self-directed learning.</li> <li>• All students setting goals at the beginning of each term and doing self-reflection after each major assessment.</li> <li>• 70% students having completed the tasks provided in the e-learning</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching Departments</li> <li>• The Information Technology Team</li> <li>• The Guidance and Counseling Team</li> <li>• The Staff Development Team</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report on student affairs</li> <li>• Annual report on academic affairs</li> <li>• APASO data</li> <li>• SSE data</li> <li>• School-based data</li> <li>• Feedback on peer lesson observation</li> <li>• Annual reports from Teaching Departments</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
	<p>strategies to nurture students to be active learners.</p> <ul style="list-style-type: none"> <li>• Departments to prepare extended learning materials and upload them to iClass to encourage self-learning by the high achievers.</li> <li>• Teachers to teach Junior students different types of learning and revision strategies so that the students can better master their learning process.</li> </ul>	<p>platforms.</p> <ul style="list-style-type: none"> <li>• Students' feedback indicating 70% of them have taken the initiative to seek help from teachers and peers.</li> <li>• 70% students agreeing that they have improved their independent learning capacity.</li> <li>• Staff development training having been provided to teachers at least once per term.</li> <li>• Peer lesson observation within departments and across departments having been successfully conducted.</li> <li>• Departments having uploaded extended learning materials to iClass for self-learning by the high achievers.</li> <li>• Subject teachers having explicitly and systematically taught Junior students different types of learning and revision strategies.</li> </ul>		
ii	<ul style="list-style-type: none"> <li>• Further strengthen reading through enhanced DEAR arrangements.</li> <li>• Departments to prepare subject-specific DEAR reading articles to encourage students to read more in variety.</li> <li>• Departments to prepare subject-specific</li> </ul>	<ul style="list-style-type: none"> <li>• Successfully implementing "Quality reading time" three days per week for students' quiet reading.</li> <li>• Each department having prepared subject-specific DEAR reading articles for Junior and Senior Forms</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report on academic affairs</li> <li>• SSE data</li> <li>• School-based data</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
	<p>recommended booklists to students.</p> <ul style="list-style-type: none"> <li>• Further promote reading and writing through various departmental reading and writing schemes.</li> <li>• Library and language departments to make arrangements for prestigious writers to share their experiences in reading and writing.</li> <li>• Publish an English/Chinese anthology to help promote reading and writing.</li> <li>• Library to organize a book donation campaign to promote book-crossing in the campus.</li> </ul>	<p>twice in the year.</p> <ul style="list-style-type: none"> <li>• Each department providing students with a subject-specific recommended booklist.</li> <li>• Enhanced reading and writing schemes having been launched by the language departments.</li> <li>• Sharing by prestigious writers conducted at least 3 times in the year.</li> <li>• An English/Chinese anthology published before the end of the year.</li> <li>• Library having organized a book donation campaign.</li> </ul>	<p>Departments</p> <ul style="list-style-type: none"> <li>• The Reading and Writing Coordination Group</li> </ul>	
	<ul style="list-style-type: none"> <li>• Further develop students' collaborative skills, critical thinking and creativity through implementation of Science-Technology-Engineering-Mathematics (STEM) education</li> <li>• Departments to continue integrating problem solving and critical/high-order thinking skills in daily teaching, learning and assessment.</li> <li>• Departments to enhance students' critical thinking skills, problem-solving skills and creativity via project learning and peer learning tasks.</li> <li>• A continued effort to organize local school visits and overseas study tours for teachers to learn</li> </ul>	<ul style="list-style-type: none"> <li>• STEM introduced into the curriculum for Integrated Science and Information &amp; Communication Technology.</li> <li>• Having participated in the EDB's School-based Support Programme for STEM.</li> <li>• Having participated in at least 5 STEM competitions.</li> <li>• Problem-solving and critical thinking skills having been integrated into daily teaching and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Assistant Principal (Public Relations)</li> <li>• Teaching Departments</li> <li>• The Information Technology Team</li> <li>• The Staff Development Team</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report on academic affairs</li> <li>• Annual report on staff development</li> <li>• Feedback on lesson observations by partnering teachers by Heads of Departments</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
	<p>from the good practices in other schools and the latest pedagogical development.</p>	<ul style="list-style-type: none"> <li>• Departments having provided students with opportunities for project learning and peer learning.</li> <li>• The College having organized visits to local and overseas schools for teachers and received their positive feedback.</li> </ul>		<ul style="list-style-type: none"> <li>• SSE data</li> <li>• School-based data</li> </ul>
iv	<ul style="list-style-type: none"> <li>• Departments to conduct small-scale lesson studies on challenging topics.</li> <li>• Departments to promote sharing among members of effective lesson designs.</li> <li>• A sustained effort to cater for students' learning diversity through various departmental teaching and learning strategies, and collaborative lesson preparation.</li> <li>• A continued effort to provide diverse learning opportunities through enrichment programmes, remedial support and other learning experiences beyond the classroom.</li> <li>• Reschedule the pre-mock test for S6 from December/January to September.</li> <li>• Further enhance the coordination for SBA tasks, tests and school activities for the Senior students.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one lesson study having been conducted for each subject with encouraging feedback from teachers concerned.</li> <li>• Departments having established a good practice of regular sharing of effective lesson designs (including lesson plans) via department servers and department meetings.</li> <li>• Teachers having been able to address issues arising from learners' diversity.</li> <li>• Successful implementation of enrichment classes, remedial classes and extra lessons.</li> <li>• S6 students having had more time to revise for their DSE examinations.</li> <li>• Students feeling less stressful as a result of better coordination of tasks allocated by teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching Departments</li> </ul>	<ul style="list-style-type: none"> <li>• Annual report on academic affairs</li> <li>• SSE data</li> <li>• School-based data</li> <li>• Feedback on peer lesson observations</li> </ul>