

**HKMA David Li Kwok Po College**  
**Annual School Plan 2019-2020**

**Major Concern 1: To empower students by promoting their self-management skills, empathy, resilience and integrity**

- i. Promote reflective thinking among students
- ii. Encourage students to lead a healthy lifestyle
- iii. Nurture a culture of accountability among students
- iv. Promote integrity

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
i	<ul style="list-style-type: none"> <li>• Guidance and Counselling Team and Class Teachers to strengthen goal-setting and self-evaluation programmes for students (requiring them to conduct in-depth reflection after each school term on various aspects, e.g. academic progress, relationship with peers, relationship with family members, involvement in community services, self-management, living habits, etc).</li> <li>• Class Teachers to provide regular feedback, via monthly journals and class teachers' periods, to students on their performance.</li> </ul>	<ul style="list-style-type: none"> <li>• Satisfactory completion of the "Growth &amp; Personal Story" by each student in the beginning of the First Term, and at the end of the First and Second Terms.</li> <li>• At least 80% students exhibiting skills in goal-setting and self-evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Guidance and Counselling Team</li> <li>• Class Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• "Growth &amp; Personal Story"</li> <li>• Feedback from Class Teachers</li> <li>• Student evaluation questionnaire</li> </ul>
	<ul style="list-style-type: none"> <li>• A mentor teacher to be assigned to individual S6 students to help them set goals and undertake self-evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>• All mentor teachers meeting students at least twice before the Pre-mock Exam.</li> <li>• Positive feedback from both students and mentor teachers on the "cheer up" programme.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Deputy Principal (Student Affairs)</li> <li>• S6 Class Teachers</li> <li>• S6 Subject Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Reports from mentor teachers</li> <li>• Students' feedback</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<ul style="list-style-type: none"> <li>• Teachers taking charge of programmes/activities to conduct debriefings and to encourage sharing among students.</li> <li>• Class teachers to discuss with their students the values promoted in assemblies/Campus TV programmes/Panda Radio to enable students to do self-reflection.</li> </ul>	<ul style="list-style-type: none"> <li>• Debriefings conducted for all major programmes/activities held during the year.</li> <li>• Students being able to share the values learned from the programmes/activities.</li> <li>• Value education having been strengthened through discussions in class and students' self-reflection.</li> </ul>	<ul style="list-style-type: none"> <li>• Heads of Teaching Departments</li> <li>• Heads of Functional Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' feedback</li> </ul>
	<ul style="list-style-type: none"> <li>• Staff Development Team to continue to organize training sessions to enrich teachers' knowledge and skills in enhancing students' personal development and in conducting programme debriefings.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one training session organized during the year.</li> <li>• Training concerned considered to be useful by teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Public Relations)</li> <li>• Staff Development Team</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher questionnaire</li> </ul>
ii	<ul style="list-style-type: none"> <li>• Health and Physical Education Teachers, Home Economics Teachers, Campus TV Team, Assembly Team and Class Teachers to organize programmes and activities to promote good living habits, e.g. maintaining a balanced diet, doing regular exercises, keeping a good daily routine, etc.</li> <li>• School counselor/social workers to organize workshops for selected students to help them build up good living habits.</li> </ul>	<ul style="list-style-type: none"> <li>• At least two programmes/activities organized by each subject/team concerned during the year.</li> <li>• At least 80% students understanding the importance of leading a healthy lifestyle.</li> <li>• Workshops concerned found to be useful by students in helping them build up good living habits.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assistant Principal (Academic Affairs)</li> <li>• Health and Physical Education Teachers</li> <li>• Home Economics Teachers</li> <li>• Campus TV Team</li> <li>• Assembly Team</li> <li>• Class Teachers</li> <li>• School counselor/social workers</li> </ul>	<ul style="list-style-type: none"> <li>• Annual reports from relevant departments and teams</li> <li>• APASO data</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<ul style="list-style-type: none"> <li>• Guidance and Counseling Team to organize programmes and activities to promote students' mental health, including emotional and stress management.</li> <li>• Guidance and Counseling Team to organize an ambassador scheme in Junior Forms to promote good mental health.</li> <li>• School counselor to organize workshops on stress management for Senior Form students.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one programme/activity organized for each Form during the year.</li> <li>• Programmes/activities concerned found to be useful by students.</li> <li>• The ambassador scheme found to be effective in enhancing students' mental health.</li> <li>• Workshops concerned found to be useful by students.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Guidance and Counseling Team</li> <li>• Class Teachers</li> <li>• School counselor</li> </ul>	<ul style="list-style-type: none"> <li>• Students' feedback</li> </ul>
	<ul style="list-style-type: none"> <li>• To emphasize digital literacy in the Junior Form ICT curriculum.</li> <li>• Information and Communication Technology Department to continue to organize seminars on intellectual properties and data privacy.</li> <li>• Discipline Team to organize a talk/activity on anti-cyberbullying.</li> </ul>	<ul style="list-style-type: none"> <li>• Digital literacy emphasized in Junior Form ICT curriculum and students showing ability to critically evaluate information on digital platforms.</li> <li>• Students understanding the features of good digital citizenship and exhibiting willingness to become good digital citizens.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Deputy Principal (Student Affairs)</li> <li>• Science &amp; ICT Department</li> <li>• Discipline Team</li> </ul>	<ul style="list-style-type: none"> <li>• ICT curriculum plan</li> <li>• Student questionnaire</li> </ul>
	<ul style="list-style-type: none"> <li>• Seminars to be organized to empower parents to help their child develop good living and study habits.</li> <li>• Class Teachers to work closely with parents to help their child develop good living and study habits.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one parents' seminar organized during the year.</li> <li>• Students becoming more organized in their daily routines.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Public Relations)</li> <li>• Deputy Principal (Student Affairs)</li> <li>• Class Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Parents' feedback on seminar</li> <li>• Class teachers' feedback</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
iii	<ul style="list-style-type: none"> <li>● To inculcate in students a sense of accountability in their role as a “student”:               <ul style="list-style-type: none"> <li>➤ Student Affairs Team and Academic Affairs Team to organize programmes/activities to educate students on the responsibility of being a student</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● At least 95% students attending 90% school days or more.</li> <li>● Improvement in students’ punctuality to school.</li> <li>● At least 90% students achieving a 90% punctual homework submission rate.</li> </ul>	<ul style="list-style-type: none"> <li>● Deputy Principal (Student Affairs)</li> <li>● Assistant Principal (Academic Affairs)</li> <li>● Student Affairs Team</li> <li>● Academic Affairs Team</li> </ul>	<ul style="list-style-type: none"> <li>● School-based data</li> </ul>
	<ul style="list-style-type: none"> <li>● To instill in students a sense of accountability in their role as a ‘class member’.               <ul style="list-style-type: none"> <li>➤ Guidance and Counseling Team to promote class harmony via activities such as “Secret Angel”.</li> <li>➤ Class Teachers to strengthen the role of class committee in maintaining a good classroom environment.</li> <li>➤ Class committee to take on responsibility for promoting class spirit.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Positive feedback from teachers and students on the activities held.</li> <li>● Classrooms being kept neat and tidy, and facilities in good condition.</li> <li>● Class spirit having been enhanced through students’ participation in activities organized by the class committee.</li> </ul>	<ul style="list-style-type: none"> <li>● Deputy Principal (Student Affairs)</li> <li>● Guidance and Counseling Team</li> <li>● Class teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers’ feedback</li> <li>● Students’ feedback</li> </ul>
	<ul style="list-style-type: none"> <li>● To increase student leaders’ sense of accountability in their role as a ‘student leader’:               <ul style="list-style-type: none"> <li>➤ Student Affairs Team to continue to organize a comprehensive leadership training programme for student leaders.</li> <li>➤ Student Affairs Team to organize additional training for newly recruited S3 student leaders.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Student leaders showing they have grasped the knowledge and skills to be good leaders.</li> <li>● S3 student leaders considering themselves better equipped as leaders after attending the training provided.</li> <li>● Student leaders and captains of sports teams demonstrating</li> </ul>	<ul style="list-style-type: none"> <li>● Deputy Principal (Student Affairs)</li> <li>● Student Affairs Team</li> <li>● Health and Physical Education teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Annual report on student affairs</li> <li>● Teachers’ feedback</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<ul style="list-style-type: none"> <li>➤ Student Affairs Team to continue to evaluate the performance of student leaders on a regular basis via an evaluation form.</li> <li>➤ Health and Physical Education Teachers to continue to provide leadership training to captains of all sports teams.</li> </ul>	<p>good sense of responsibility in performing their duties.</p> <ul style="list-style-type: none"> <li>• At least two training sessions organized for the captains of sports teams during the year.</li> </ul>		
iv	<ul style="list-style-type: none"> <li>• Guidance and Counseling Team to broadcast “Panda Radio” to promote integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Programmes concerned found to be useful by students.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Guidance and Counseling Team</li> </ul>	<ul style="list-style-type: none"> <li>• School-based data</li> </ul>
	<ul style="list-style-type: none"> <li>• Assembly Team to organize thematic assemblies to promote integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one assembly organized during the year with positive feedback from teachers and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Deputy Principal (Student Affairs)</li> <li>• Assembly Team</li> </ul>	<ul style="list-style-type: none"> <li>• Students’ feedback</li> <li>• Teachers’ feedback</li> </ul>
	<ul style="list-style-type: none"> <li>• Library to prepare articles for use in DEAR and promote books on integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Students reading articles recommended by Library three times in DEAR during the year.</li> <li>• An increase in the borrowing rate of books on integrity.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Library</li> </ul>	<ul style="list-style-type: none"> <li>• Students’ feedback</li> <li>• Library’s books check-out record</li> </ul>

**Major Concern 2: To nurture students to become self-directed learners**

- i. Promote collaborative learning
- ii. Further strengthen mobile learning
- iii. Further develop STEM education
- iv. Further promote reading across curriculum

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
i	<ul style="list-style-type: none"> <li>Teachers to adopt collaborative learning in their lessons, placing particular emphasis on effective time management of class and on grouping of students.</li> </ul>	<ul style="list-style-type: none"> <li>All Teaching Departments conducting <u>intra-department</u> peer lesson observation with a view to providing feedback to teachers on effective use of collaborative learning. (once per year for each teacher)</li> <li>Positive feedback from Teaching Departments on students' learning.</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>Teachers' peer lesson observation forms</li> <li>Annual reports from Teaching Departments</li> </ul>
	<ul style="list-style-type: none"> <li>Building on the experience gained last year, teachers teaching the same Form to do another lesson planning together to implement collaborative learning in lessons.</li> </ul>	<ul style="list-style-type: none"> <li>At least one lesson planning done during the year for each subject on the use of collaborate learning strategy.</li> <li>Sharing conducted in the department meeting.</li> <li>Lesson planning concerned found by teachers to be useful in their professional development.</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>Lesson Planning reports from Teaching Departments</li> </ul>
ii	<ul style="list-style-type: none"> <li>Teachers to continue their efforts in using flipped classrooms, placing particular emphasis on the design of group work/ discussion in class to facilitate active learning.</li> </ul>	<ul style="list-style-type: none"> <li>Flipped classrooms done at least once per term per subject during the year for S1-S5.</li> <li>Flipped classrooms found to be able to enhance learning by both teachers and students.</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 reports from Teaching Departments</li> </ul>
	<ul style="list-style-type: none"> <li>Teachers to continue expanding the use of e-learning resources and mobile technology to</li> </ul>	<ul style="list-style-type: none"> <li>Peer lesson observation <u>across</u> departments done with a view to</li> </ul>	<ul style="list-style-type: none"> <li>Assistant Principal (Academic Affairs)</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' peer lesson</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
	enhance student-centered learning.	providing feedback to teachers on effective use of e-learning and mobile learning. (once per year for each teacher) <ul style="list-style-type: none"> <li>• Positive feedback from Teaching Departments on students' learning.</li> </ul>		observation forms <ul style="list-style-type: none"> <li>• Annual reports from Teaching Departments</li> </ul>
	<ul style="list-style-type: none"> <li>• Continued effort to be made for teachers to acquire professional development in mobile learning.</li> </ul>	<ul style="list-style-type: none"> <li>• At least one training session/ activity held during the year.</li> <li>• Professional development programme(s) concerned found to be useful by teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Public Relations)</li> <li>• Staff Development Team</li> <li>• IT Team</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' questionnaire</li> </ul>
	<ul style="list-style-type: none"> <li>• IT Team to continue to explore new applications and software to further promote mobile learning.</li> </ul>	<ul style="list-style-type: none"> <li>• New applications and software introduced by IT team on a regular basis during the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• IT Team</li> </ul>	<ul style="list-style-type: none"> <li>• Information provided by the IT Team</li> </ul>
iii	<ul style="list-style-type: none"> <li>• Science and ICT Department, Mathematics Department and Visual Arts teachers to promote STEAM (Science, Technology, Engineering, Arts and Mathematics) education via project learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Project learning conducted in S2 at least once per term during the year.</li> <li>• Students demonstrating problem-solving skills, collaborative skills and creativity in their project work.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Science and ICT Department</li> <li>• Mathematics Department</li> <li>• Visual Arts teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum plans</li> <li>• Students' project work</li> </ul>
	<ul style="list-style-type: none"> <li>• Science and ICT Department to organize STEM workshops for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from students on the STEM workshops held.</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Science and ICT Department</li> </ul>	<ul style="list-style-type: none"> <li>• Students' feedback</li> </ul>

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
iv	<ul style="list-style-type: none"> <li>• Teaching Departments to prepare subject-specific DEAR reading articles to encourage students to read more in terms of variety and text types.</li> <li>• Teaching Departments to draw up subject-specific recommended booklists for students.</li> <li>• Library to organize Library Lessons for Junior Form students (introducing to them the e-reading materials and e-resources available in the Library and teaching them how to make good use of these resources for project learning).</li> <li>• Collaboration work to be done by English Department and Social Science Department to promote reading across curriculum via project learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from students on the DEAR arrangement.</li> <li>• Each department to produce such booklist once per year.</li> <li>• Library lessons found to be effective in promoting the use of e-resources.</li> <li>• Improvement in students' specific language skills for project work</li> </ul>	<ul style="list-style-type: none"> <li>• Assistant Principal (Academic Affairs)</li> <li>• Teaching Departments</li> <li>• Library</li> </ul>	<ul style="list-style-type: none"> <li>• Annual reports from Teaching Departments</li> <li>• Students' feedback</li> </ul>