

HKMA David Li Kwok Po College
Annual School Plan 2020-2021

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 and empathy

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
i	<ul style="list-style-type: none"> • Guidance and Counselling Team and Class Teachers to continue to use the “Growth & Personal Story” to help students do goal-setting and self-evaluation. • Class Teachers to provide regular feedback, via monthly journals and class teachers’ periods, to students on their performance. • Class Teachers to share their good experience/strategies at Form Meetings. 	<ul style="list-style-type: none"> • Satisfactory completion of the “Growth & Personal Story” by each student at the beginning and the end of the First Term as well as the Second Term. • At least 90% students exhibiting skills in goal-setting and self-evaluation. • Sharing sessions found to be useful by Class Teachers. 	<ul style="list-style-type: none"> • Deputy Principal (Student Affairs) • Guidance and Counselling Team • Class Teachers 	<ul style="list-style-type: none"> • “Growth & Personal Story” • Feedback from Class Teachers • Student evaluation questionnaire
	<ul style="list-style-type: none"> • A mentor teacher to be assigned to individual S6 students to help them set goals and undertake self-evaluation. 	<ul style="list-style-type: none"> • All mentor teachers meeting their respective students at least twice before the Mock Exam. • Positive feedback from both the students and mentor teachers. 	<ul style="list-style-type: none"> • Assistant Principal (Academic Affairs) • Deputy Principal (Student Affairs) • S6 Class Teachers • S6 Subject Teachers 	<ul style="list-style-type: none"> • Teachers’ feedback • Students’ feedback

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<ul style="list-style-type: none"> • Teachers taking charge of programmes/activities to conduct debriefings and to encourage sharing among students. • Class Teachers to discuss with their students the values promoted in assemblies/Campus TV programmes/Panda Radio with a view to helping the students to do self-reflection. • Student Affairs Team to invite speakers to share their success stories regarding goal setting, reflective thinking, self-evaluation, etc. 	<ul style="list-style-type: none"> • Debriefings conducted for all major programmes/activities held during the year. • Students being able to share with their counterparts the values learned from the programmes/ activities organized. • Value education having been strengthened through discussions in class and students' self-reflection. • At least two seminars with guest speakers held during the year. 	<ul style="list-style-type: none"> • Heads of Teaching Departments • Heads of Functional Teams • Class Teachers • Student Affairs Team 	<ul style="list-style-type: none"> • Teachers' feedback
ii	<ul style="list-style-type: none"> • Health and Physical Education Teachers and Home Economics Teachers to continue to promote physical health among students, e.g. maintaining a balanced diet, doing regular exercises, keeping good daily routines, etc. • Various units in Student Affairs Team to continue promoting mental health at the school as follows: <ul style="list-style-type: none"> ➤ Guidance & Counseling Team to collaborate with School Counselor to organize programmes/ activities, including emotion and stress management, in the Friday Afternoons ➤ Guidance and Counseling Team to implement an ambassador scheme for Junior Forms. ➤ Campus TV Team to prepare educational videos. ➤ Assembly Team to organize thematic assemblies. 	<ul style="list-style-type: none"> • At least two programmes/activities organized by each subject/team concerned during the year, and all of which found to be useful by students. • At least 90% students understanding the importance of leading a healthy lifestyle. • The ambassador scheme found to be effective in enhancing students' mental health. • Workshops concerned found useful by students in helping them build up good living habits and better manage their emotion. 	<ul style="list-style-type: none"> • Deputy Principal (Student Affairs) • Assistant Principal (Academic Affairs) • Health and Physical Education Teachers • Home Economics Teachers • Guidance & Counseling Team • Campus TV Team • Assembly Team • Class Teachers • School Counselor/ Social Workers 	<ul style="list-style-type: none"> • Annual reports from relevant departments and teams • APASO data • Students' feedback

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<ul style="list-style-type: none"> Class Teachers to conduct sharing/debriefings to students during Class Teacher Periods after each programme/activity as aforesaid. School Counselor/ Social Workers to organize workshops to help selected students build up good living habits, and to help Senior Form students to manage stress. 			
	<ul style="list-style-type: none"> To help students consolidate the concept of digital literacy through the Junior Form ICT curriculum. Information and Communication Technology Department to continue to organize seminars on good digital citizenship. Discipline Team to organize a talk/activity on anti-cyberbullying. 	<ul style="list-style-type: none"> Digital literacy emphasized in the Junior Form ICT curriculum, and students showing the ability to critically evaluate information on digital platforms. Students understanding the salient features of good digital citizenship and exhibiting willingness to become good digital citizens. 	<ul style="list-style-type: none"> Assistant Principal (Academic Affairs) Deputy Principal (Student Affairs) Science & ICT Department Discipline Team 	<ul style="list-style-type: none"> ICT curriculum plan Student questionnaire
	<ul style="list-style-type: none"> Seminars to be organized to empower parents to help their child develop good living and study habits. Class Teachers to communicate closely with parents on how they could help their child develop good living and study habits. 	<ul style="list-style-type: none"> At least one parents' seminar organized during the year. Students becoming more organized in their daily routines. 	<ul style="list-style-type: none"> Deputy Principal (Student Affairs) Assistant Principal (Public Relations) Class Teachers 	<ul style="list-style-type: none"> Parents' feedback on the seminar Class teachers' feedback
	<ul style="list-style-type: none"> Staff Development Team to organize training sessions to enrich teachers' knowledge about students' mental health and the skills in guidance and counseling. 	<ul style="list-style-type: none"> At least one training session organized during the year. Training concerned considered to be useful by teachers. 	<ul style="list-style-type: none"> Assistant Principal (Public Relations) Staff Development Team 	<ul style="list-style-type: none"> Teacher questionnaire
iii	<ul style="list-style-type: none"> To increase students' sense of accountability in their role as a 'class member': <ul style="list-style-type: none"> ➤ Guidance and Counseling Team to continue 	<ul style="list-style-type: none"> Positive feedback from teachers and students on relevant activities held. 	<ul style="list-style-type: none"> Deputy Principal (Student Affairs) Guidance and Counseling Team 	<ul style="list-style-type: none"> Teachers' feedback Students' feedback

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	<p>to promote class harmony via activities such as “Secret Angel”.</p> <ul style="list-style-type: none"> ➤ Class Teachers to collaborate with Discipline Team to strengthen the role of class committee in maintaining a good classroom environment. ➤ Class Teachers to continue to enhance class committee’s responsibility in promoting class spirit. 	<ul style="list-style-type: none"> • Classroom, including classroom furniture, being kept neat, tidy, and in good condition. • Class spirit enhanced through activities organized by the class committee. 	<ul style="list-style-type: none"> • Discipline Team • Class Teachers 	
	<ul style="list-style-type: none"> • To inculcate in students a sense of accountability in their role as a ‘child’ at home: <ul style="list-style-type: none"> ➤ Assembly Team to organize assemblies to promote filial piety. ➤ G&C Team and Class Teachers to arrange students do sharing on filial piety after the assemblies. ➤ Chinese Department, English Department and Library to prepare articles regarding filial piety for use in DEAR. 	<ul style="list-style-type: none"> • Related programmes/activities found by students to be useful in making them understand their responsibility as a child and helping help learn to be more respectful and appreciative to their parents. 	<ul style="list-style-type: none"> • Deputy Principal (Student Affairs) • Assistant Principal (Academic Affairs) • Assembly Team • Class Teachers • Chinese Department • English Department • Library 	<ul style="list-style-type: none"> • Annual report on student affairs • Teachers’ feedback
	<ul style="list-style-type: none"> • To instill in students a sense of accountability in their role as a ‘citizen’: <ul style="list-style-type: none"> ➤ Community Service Team to organize programmes/activities to teach students to be caring to the community. ➤ National Education Group to promote appreciation for the developments of our country and the need for protection of cultural heritage. 	<ul style="list-style-type: none"> • The programmes/activities found by students to be useful in helping them realize their responsibility as a citizen. 	<ul style="list-style-type: none"> • Deputy Principal (Student Affairs) • Community Service Team • National Education Group • Green Team 	<ul style="list-style-type: none"> • Annual report on student affairs • Teachers’ feedback

Item	Strategy/Task	Success Criteria	Staff/Department/Team Responsible	Method of Evaluation
	<ul style="list-style-type: none"> ➤ Green Team to organize programmes/activities to reinforce students' concept on environmental protection. 			
iv	<ul style="list-style-type: none"> • Various units in Student Affairs Team to work in collaboration in promoting empathy at the school - <ul style="list-style-type: none"> ➤ Guidance and Counseling Team to broadcast "Panda Radio" to promote empathy. ➤ Assembly Team to organize thematic assemblies on empathy. ➤ Campus TV Team to produce videos on empathy. 	<ul style="list-style-type: none"> • At least two radio sessions/assemblies/videos organized/produced during the year with positive feedback from teachers and students. 	<ul style="list-style-type: none"> • Deputy Principal (Student Affairs) • Guidance and Counseling Team • Assembly Team • Campus TV Team 	<ul style="list-style-type: none"> • School-based data
	<ul style="list-style-type: none"> • Library to continue to recommend articles on empathy for use in DEAR and to promote books related to empathy. 	<ul style="list-style-type: none"> • Students reading articles recommended by Library three times in DEAR during the year. • An increase in students' borrowing rate of books on empathy. 	<ul style="list-style-type: none"> • Assistant Principal (Academic Affairs) • Reading and Writing Coordination group 	<ul style="list-style-type: none"> • Students' feedback • Class Teachers' feedback • Library's books check-out record
	<ul style="list-style-type: none"> • Discipline Team to organize programmes/activities to promote integrity among Junior Form students. 	<ul style="list-style-type: none"> • At least two programmes/activities organized during the year with positive feedback from teachers and students. 	<ul style="list-style-type: none"> • Deputy Principal (Student Affairs) • Discipline Team 	<ul style="list-style-type: none"> • Students' feedback • Teachers' feedback

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"> Teachers teaching the same Form to do lesson planning together on collaborative learning (using electronic means) in physical classroom where social distancing is enforced or via online lessons. 	<ul style="list-style-type: none"> At least one lesson planning done during the year for each subject on collaborate learning strategy. Sharing on collaborative learning conducted at department meetings. Lesson planning concerned found by teachers to be effective in student learning. 	<ul style="list-style-type: none"> Assistant Principal (Academic Affairs) Teaching Departments 	<ul style="list-style-type: none"> Lesson Planning Reports from Teaching Departments
ii	<ul style="list-style-type: none"> Teachers to continue their efforts in using flipped classrooms. 	<ul style="list-style-type: none"> Flipped classrooms done at least once per term per subject during the year for S1-S5. Peer lesson observation <u>across</u> departments done with a view to providing feedback to teachers on effective use of flipped classrooms. (once per year for each teacher). Flipped classrooms found to be able to enhance learning by both teachers and students. 	<ul style="list-style-type: none"> Assistant Principal (Academic Affairs) Teaching Departments 	<ul style="list-style-type: none"> Annual reports from Teaching Departments
	<ul style="list-style-type: none"> Staff Development Team to organize professional development programmes to enhance teachers' knowledge and skills in preparing flipped lessons. 	<ul style="list-style-type: none"> At least one training session/activity held during the year. Professional development programme(s) concerned found to be useful by teachers. 	<ul style="list-style-type: none"> Assistant Principal (Public Relations) Staff Development Team IT Team 	<ul style="list-style-type: none"> Teachers' questionnaire
iii	<ul style="list-style-type: none"> Science and ICT Department, Mathematics Department and Visual Arts Teachers to continue to promote STEAM (Science, Technology, Engineering, Arts and Mathematics) education via project learning. 	<ul style="list-style-type: none"> Project learning conducted in S2 at least once per term during the year. Students demonstrating problem-solving skills, collaboration skills and creativity in their project work. 	<ul style="list-style-type: none"> Assistant Principal (Academic Affairs) Science and ICT Department Mathematics Department Visual Arts Teachers 	<ul style="list-style-type: none"> Curriculum plans Students' project work

Item	Strategy/Task	Success Criteria	Staff/Team/Department Responsible	Method of Evaluation
	<ul style="list-style-type: none"> • Science and ICT Department to organize STEM workshops related to biotechnology, coding and laser cutting works. 	<ul style="list-style-type: none"> • Positive feedback from students on the STEM workshops held. 	<ul style="list-style-type: none"> • Assistant Principal (Academic Affairs) • Science and ICT Department 	<ul style="list-style-type: none"> • Students' feedback
iv	<ul style="list-style-type: none"> • English Department and Social Science Department to continue to promote reading across curriculum via project learning. • Science and ICT Department to collaborate with English Department in teaching students to write reports on scientific investigations/experiments. • Library to continue 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). 	<ul style="list-style-type: none"> • Improvements in students' specific language skills for project work and scientific report writing. • Library lessons found to be effective in promoting e-resources. 	<ul style="list-style-type: none"> • Assistant Principal (Academic Affairs) • English Department • Social Science Department • Science & ICT Department • Reading and Writing Coordination group 	<ul style="list-style-type: none"> • Annual reports from Teaching Departments concerned • Students' feedback