

*Sir Ellis Kadoorie  
Secondary School  
(West Kowloon)*



**School Report  
2008/2009**

# ANNUAL REPORT 2008/2009

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## *Our School*

### *Our School Vision*

Appreciating the cultural diversity of the students and reflecting on the changing demands of the modern world, the school aims at the holistic development of each individual student in order to enable them to become lifelong learners, and valuable members of the local and global community.

### *Our School Mission*

To develop in our students:

1. all-roundedness and multiple intelligences
2. respect for others and other cultures
3. a sense of social awareness and responsibility

### *Our School Values*

Synergy

Enthusiasm

Kindness

Self-discipline

Service

Wisdom

Knowledge

### *Our School Motto*

**Carpe Diem** – Seize the Day

Every day promises new hopes, new horizons and new opportunities

### *Major Concerns of the Year, 2008/2009*

1. Improving organizational efficiency
2. Strengthening the self-evaluation mechanism
3. Improving the effectiveness of learning and teaching

Curriculum 2008-09

Class \ Subjects	S1	S2	S3	S4 Science	S4 Arts	S4 Social Science	S5 Science	S5 Arts	S5 Social Science
English	*	*	*	*	*	*	*	*	*
Chinese Language (HKCEE)	*	*	*	*	*	*	*	*	*
GCSE / Basic Chinese	*	*	*	*	*	*	*	*	*
Putonghua	*	*	*						
French (IGCSE)	*	*	*	*	*	*	*	*	*
Hindi(GCE O Level)	*	*	*	*	*	*	*	*	*
Urdu (GCE O Level)	*	*	*	*	*	*	*	*	*
Integrated Science	*	*							
Physics			*	*			*		
Chemistry			*	*			*		
Biology			*	*			*		
Mathematics	*	*	*	*	*	*	*	*	*
Additional Mathematics				*			*		
Computer & I.T.				*		*	*		*
Computer Literacy	*	*	*						
Economics					*	*		*	*
Geography					*	*		*	*
History					*			*	
Chinese History					*			*	
Integrated Humanities	*	*	*		*	*		*	*
P.A.T.H.S.	*	*	*						
Travel & Tourism						*			*
Principles of Accounts						*			*
WPBC						*			*
Applied Learning				*	*	*	*	*	*
Computer-assisted D& T	*	*	*						
Home Economics	*	*	*						
Physical Education	*	*	*	*	*	*	*	*	*
Music	*	*	*						
Visual Arts	*	*	*						
Library Period	*								
Reading Period	*	*	*						

### Medium of Instruction

Our school is an English-speaking school with students of different racial groups. Apart from French, Hindi, Urdu, Chinese and Putonghua, the medium of instruction of all subjects is English.

### School Management Committee

Chairman:	Mr. LEE Sha Lun, Sheridan (Effective from 1.9.2008 to 22.3.2009) Mrs. YEUNG FUNG Wai-ye, Winnie (Effective from 23.3.2009)
Principal:	Mr. FUNG Kam-cheung
Community Member:	Mr. Ringo MAK
Community Member:	Mr. RAGHBI Syed Jamil
Alumni Member:	Mrs. WILMOT Joyce Chapman
PTA representative:	Mr. FOK Chun-hung
PTA representative:	Mr. Ran Bahadun KHIMDING
Teacher representative:	Mrs. TSANG WU Yuk-kwan
Teacher representative:	Mr. PRASAD Manoj Kumar

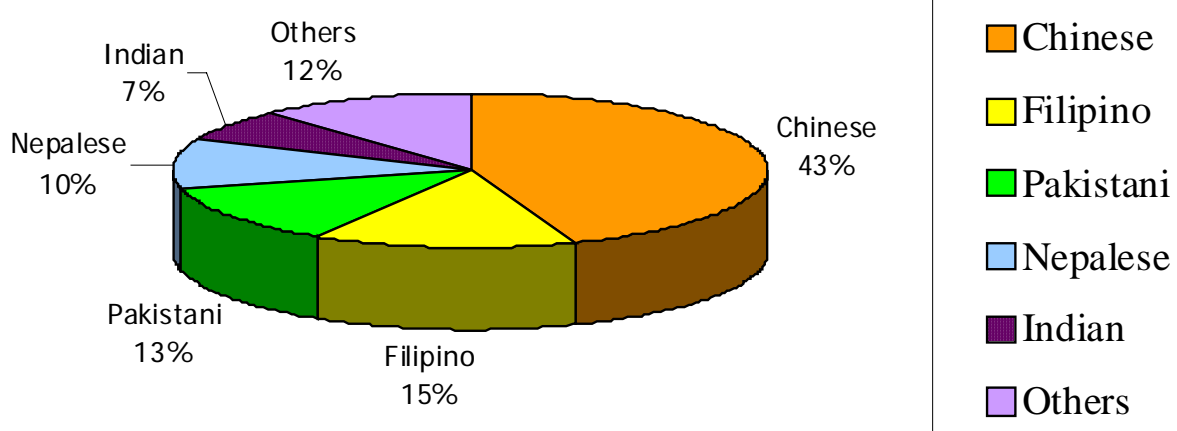
## *Our Students*

### *Class organization*

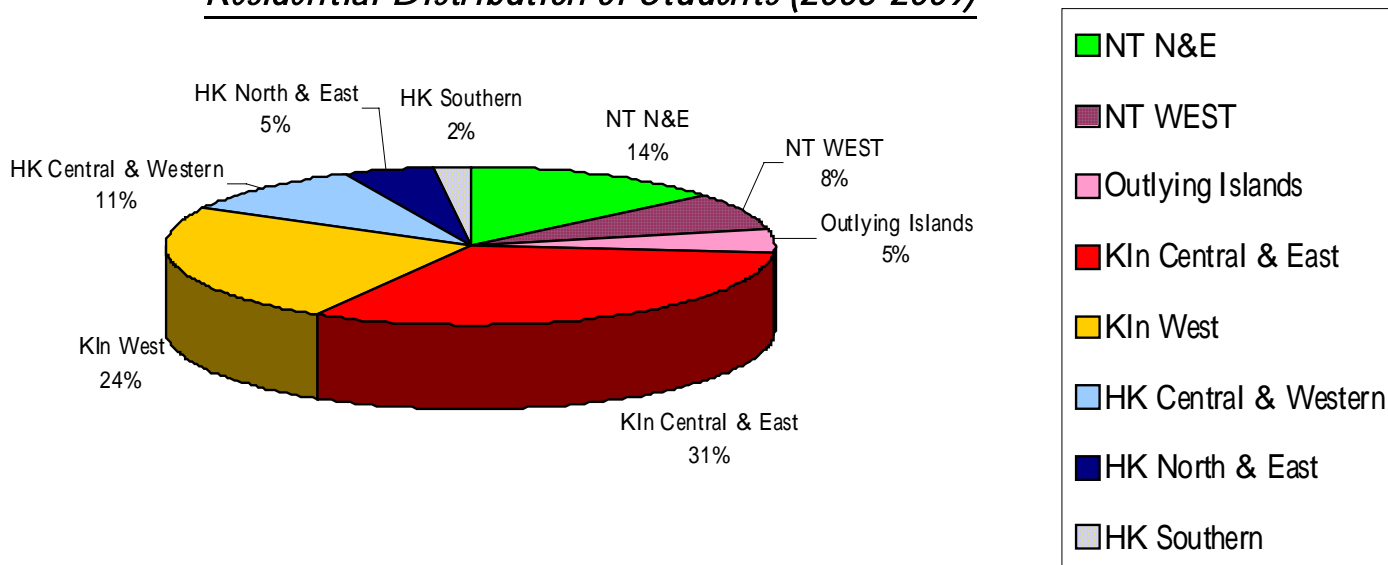
The number of students in June 2009 was 832.

Level	S1	S2	S3	S4	S5	Total
No. of Classes	5	5	5	6	5	26
Boys	97	96	97	102	64	456
Girls	85	78	79	76	58	376
Total Enrolment	182	174	176	178	122	832

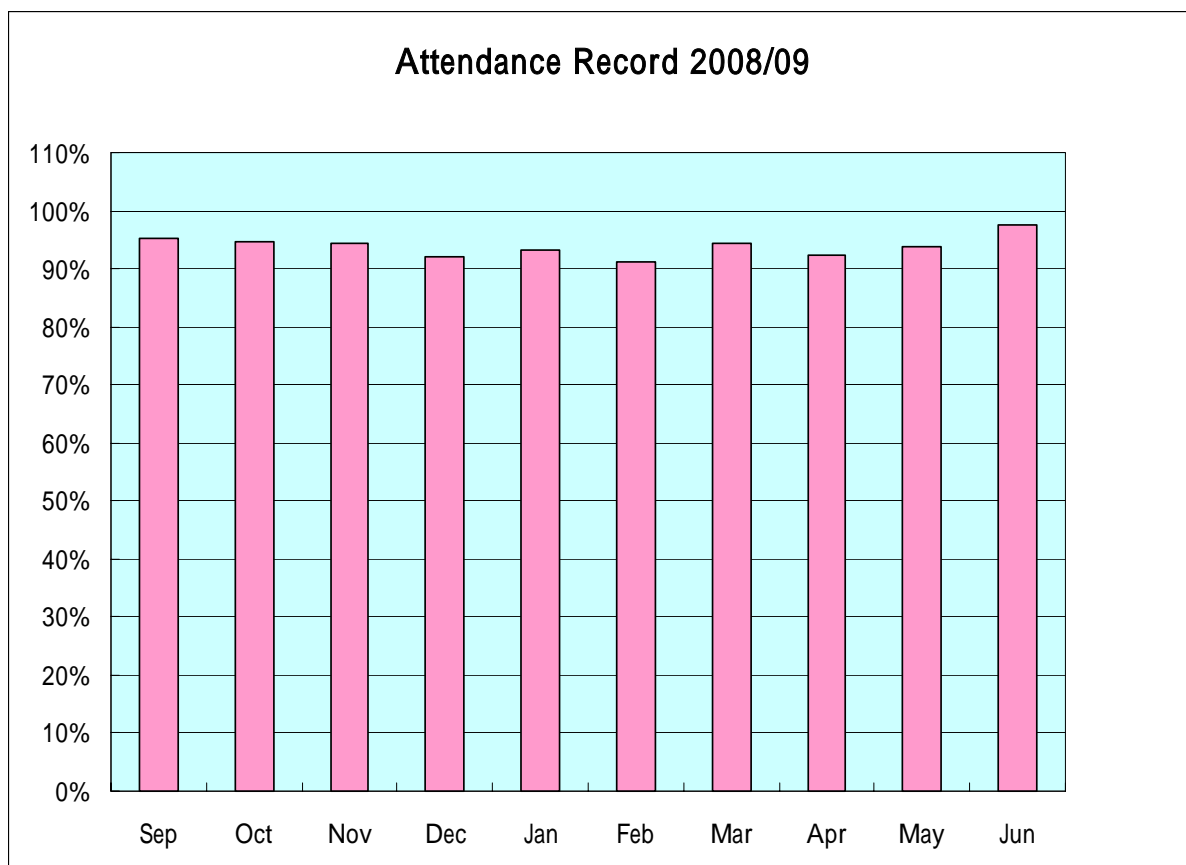
### *Nationality Distribution of Students (2008-09)*



### *Residential Distribution of Students (2008-2009)*



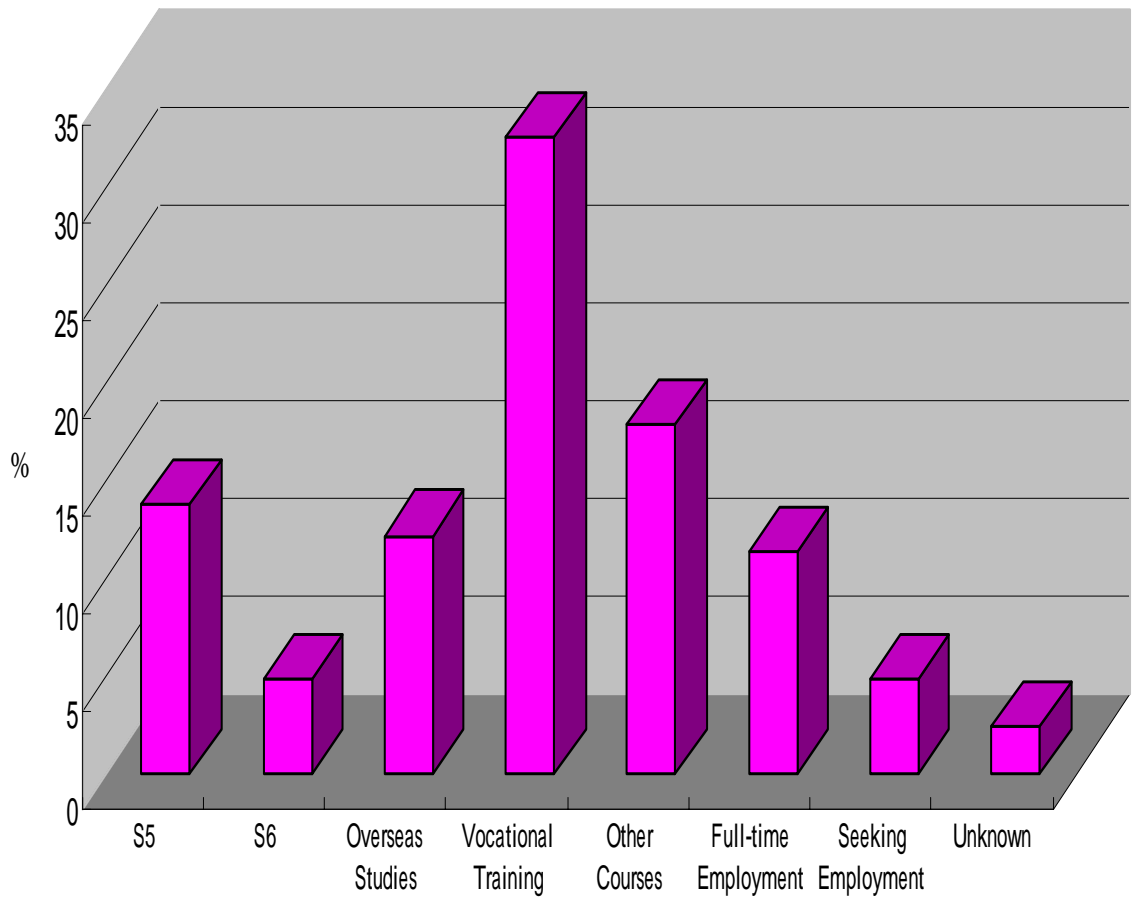
## *Students' Attendance*



<b>Month</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>
No. of school days	20	19	19	14	14	19	21	16	19	19
No. of students	819	825	833	824	827	829	835	837	834	832
Present day	16380	15675	15827	11536	11578	15751	17535	13392	15846	15808
Percentage	95%	95%	94%	92%	93%	91%	94%	92%	94%	98%



**Pursuits of S.5 Graduates 2008 - 2009**



## *Our Teachers*

### *Staff Strength*

There are 80 members of staff in our school: the Principal, two Assistant Principals, 53 teachers, 1 teacher-librarian, 7 clerical staff, 2 laboratory technicians, 2 technical support services officers, 7 teaching assistants, 1 workshop attendant, 1 artisan and 10 janitor staff.

### *Teachers' Qualification*

The qualifications of the teachers are shown below:

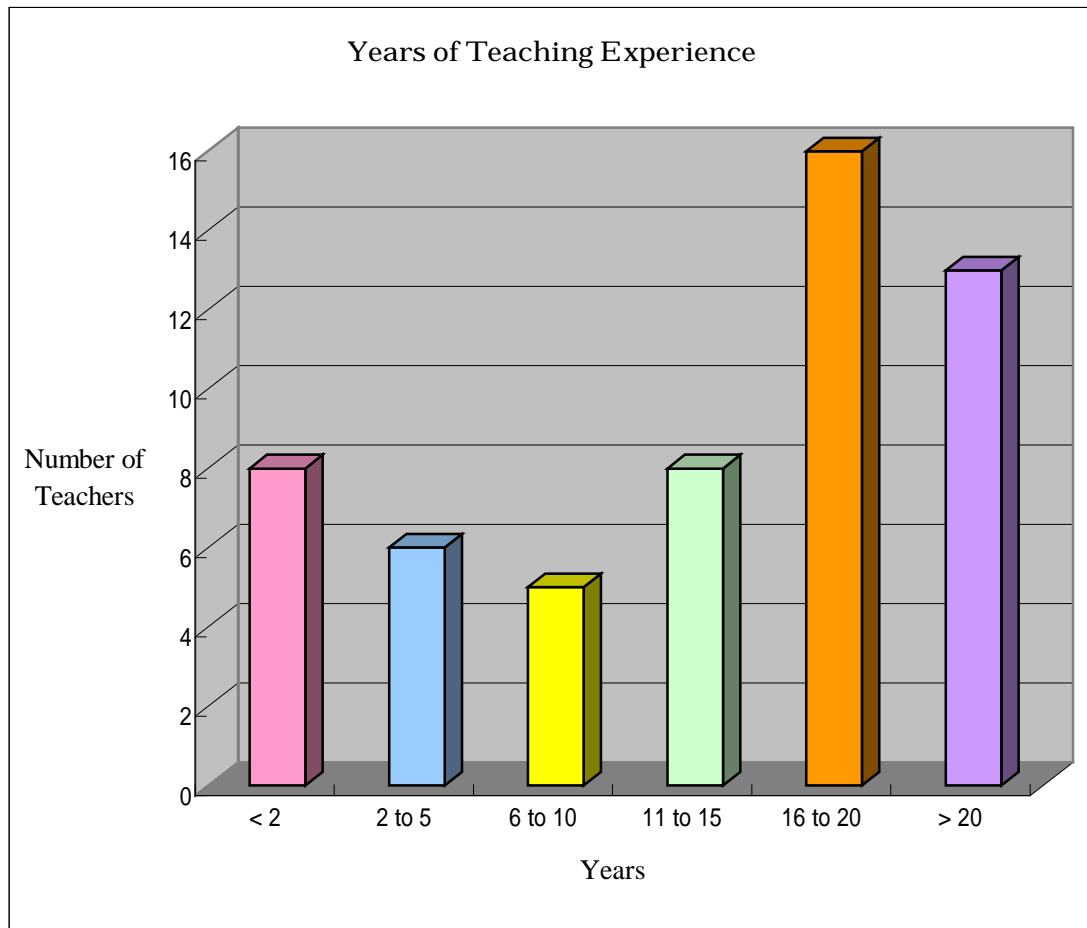
20 teachers (36%) possess a Master degree

34 teachers (60%) possess a Bachelor degree

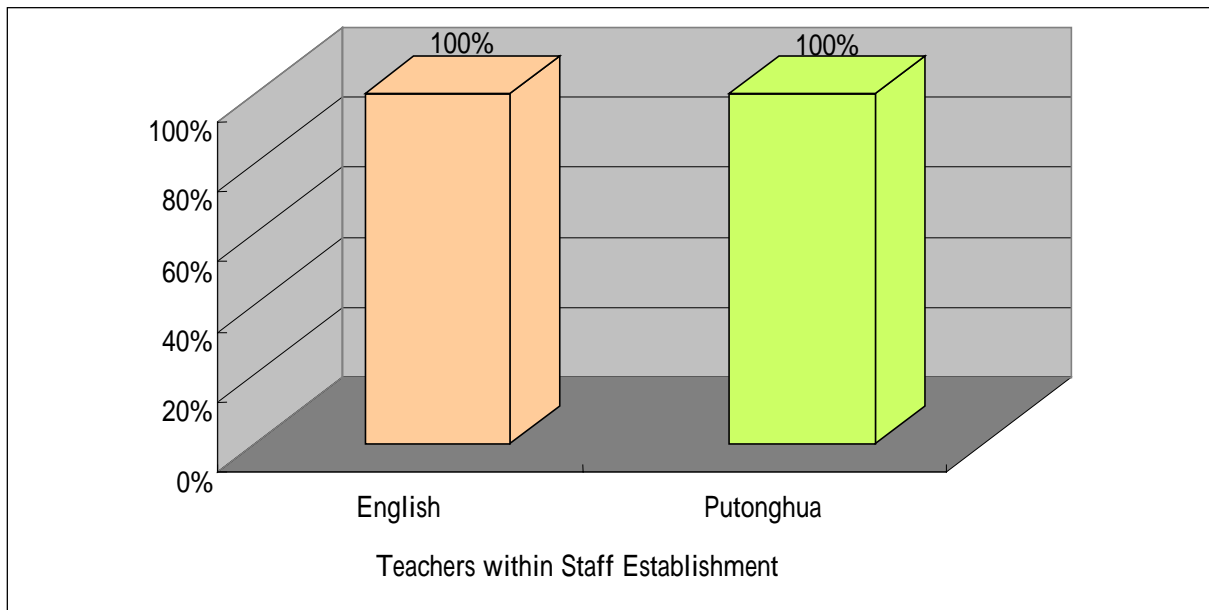
2 teachers (4%) are Certified Master / Mistress

45 teachers were formally trained in teaching.

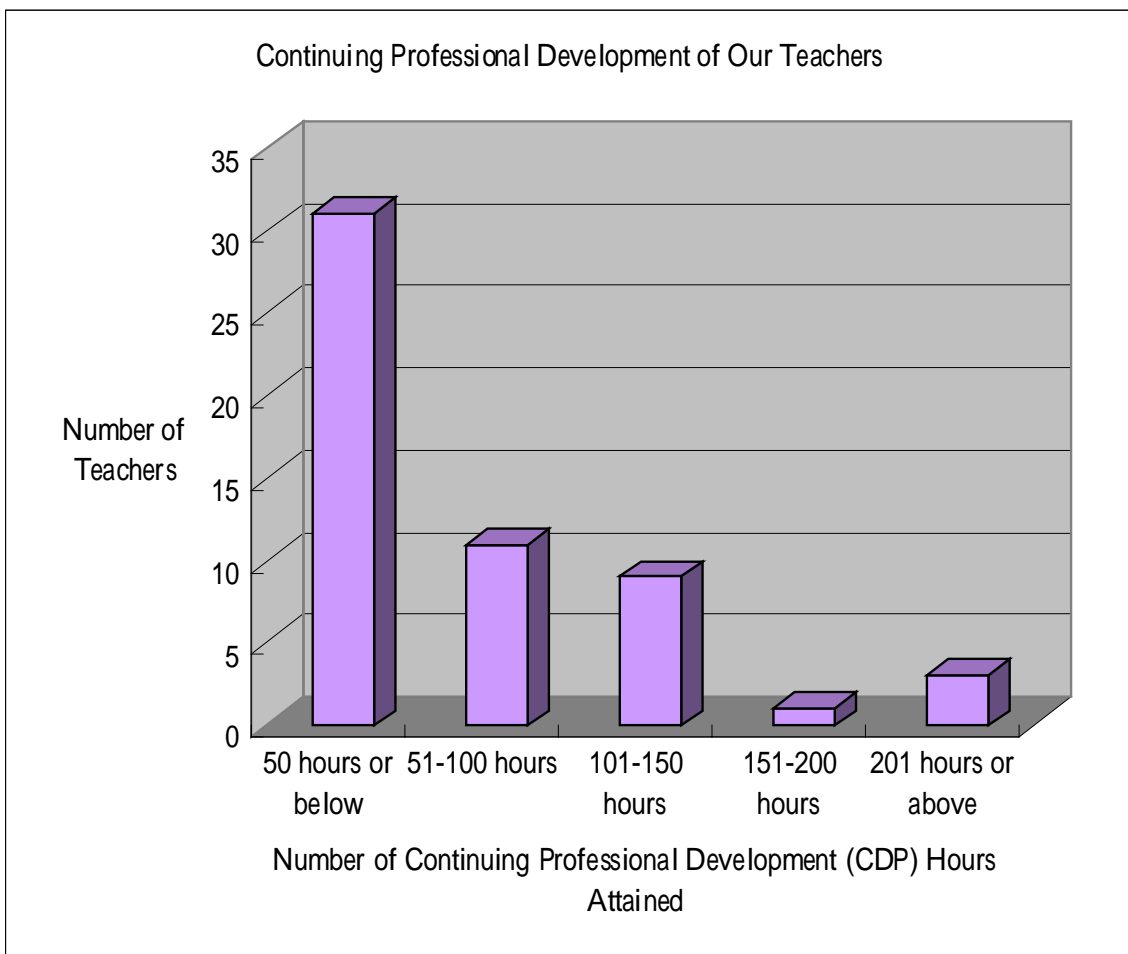
### *Teaching Experience of teachers*



## Percentages of teachers meeting Language Proficiency Requirement (LPR)



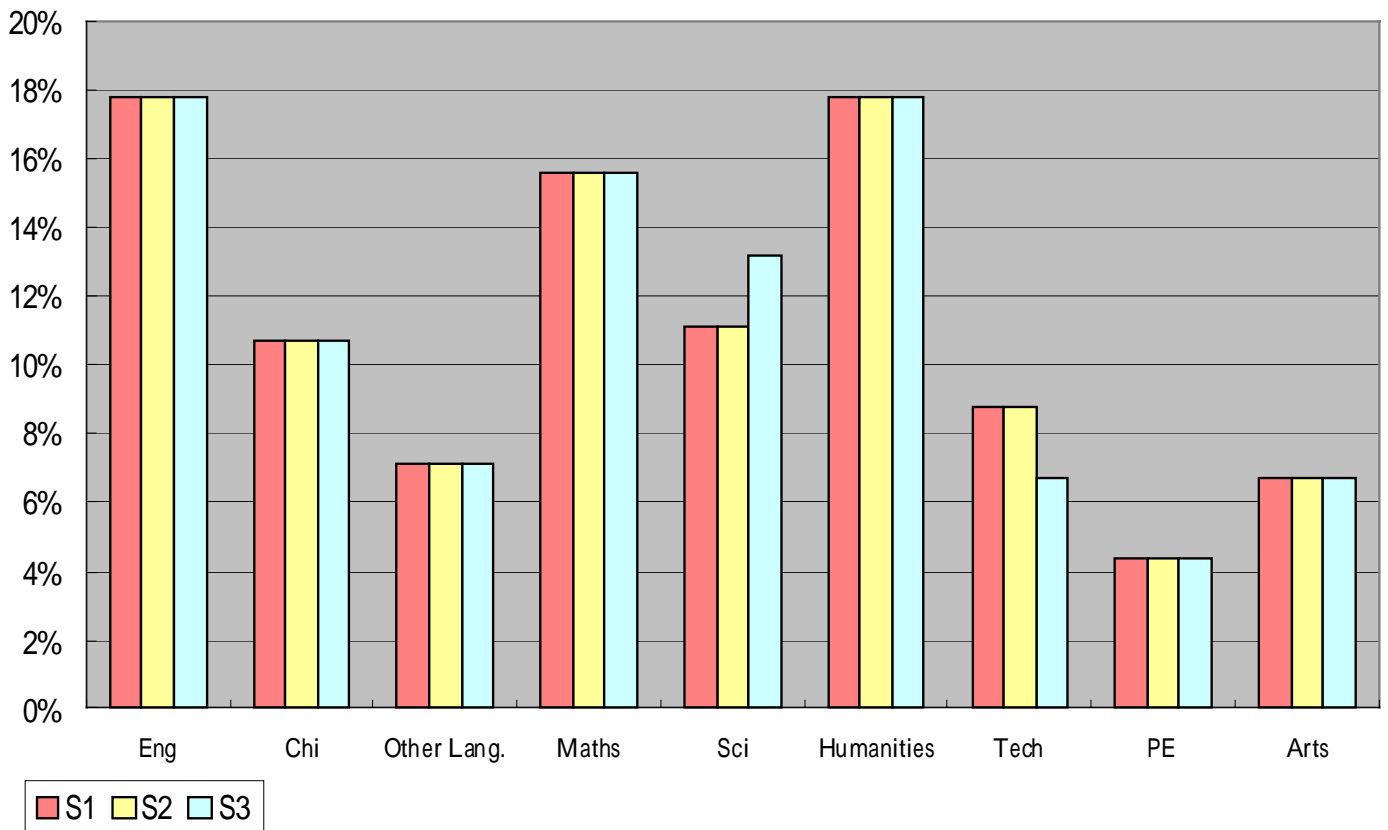
## Teachers' Professional Development



## *Our Learning and Teaching*

There were 192 school days in 2008/09.

### *Percentage of Lesson Time Allocated To the Eight Key Learning Areas*

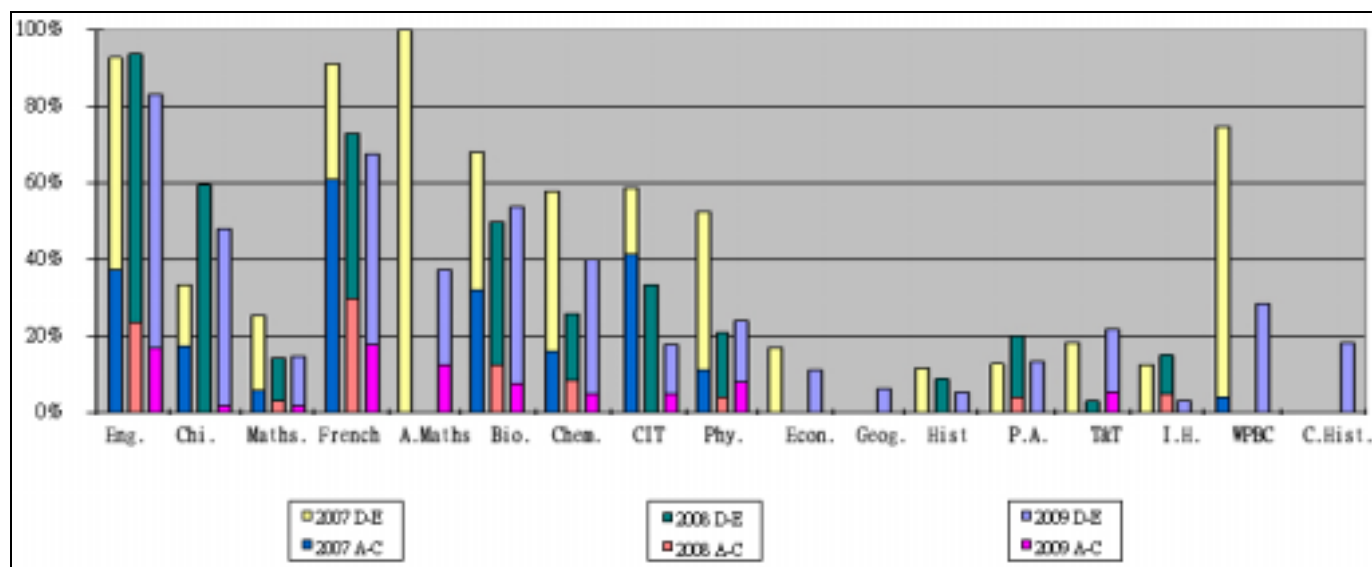


## *Performance of Our Students*

### *HKCEE*

In the HKCEE 2009, there were 120 students sitting the examination obtaining a total of 39 distinctions and credits. English Language and French were the best performing subjects, recording 16.9% and 17.6% of credits respectively. The best result went to LO CHUN FUNG (S.5A) with 2 distinctions and 5 credits.

### *Comparison of 2009's HKCEE results against those of the previous 2 years:*



### *GCE "O" Level*

In the GCE "O" Level Examination of 2009, 100% of the candidates obtained credits.

Subject	No. of Candidates	No. of Credits	Pass %
Urdu	4	4	100

### *IGCSE*

In the IGCSE Hindi Examination of 2009, 100% of the candidates obtained credits or pass.

Subject	No. of Candidates	No. of Credits	Pass %
Hindi	4	2	100

## Scholarships & Special Awards

### Sir Edward Youde Memorial Prizes 2008/09

5A	LO CHUN FUNG
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### Ellis Kadoorie School for Indians Trust 2008/09

4A	ROHINI SHARMA
4C	TEJVIR KAUR
4C	KAUR HARVINDIP
4E	SHARMA GAIRE BISHNU
5C	NISHA
5C	GILL JAGSHER SINGH

### Academically Most Improved Students Award 2008/09 - organized by the PTA

1A	LEUNG CHUN SHING
1B	SINGH MANJINDER
1C	JAGPREET SINGH
1D	LEUNG YUEN SHAN
1E	LIMBU YOUNGESH
2A	ZHU SHUBANG
2B	MAGAR SARITA
2C	LEUNG WAI HEI
2D	KHAN ASIM
2E	RAI ALINA
3A	WONG KEN KARLO
3B	MANPREET SINGH
3C	DAO THUY QUYEN
3D	LAU HO WAI
3E	LIMBU PRABIN
4A	FRANCISCO DENIECE GABRIELLE FUENTES
4B	TAI TAK WAI
4C	CHENG MA ADRIAN KEN YIP
4D	WONG YAN
4E	GURUNG AMIR
4F	POON WAI SHAN

**Best Improved Students Award 2009 – organized by the Lion & Globe Educational Trust**

1A	CHIU WING YAN
1B	SINGH MANJINDER
1D	LEE WILSON DURAN
1E	LIMBU YUGESH
2B	EMBUSCADO ARJIE SAMUEL MARIANO
2C	LEUNG WAI HEI
2D	LAM TO MING
2E	CHU KAI WAI
3B	GURUNG JYOTI KUMARI
3D	LO SIU TUNG
3E	LEUNG KA YAU
4A	CHUN WAI PANG
4C	LAU HIN KAN
4D	WONG YAN
4F	MOHAMMAD FAISAL

**Prominently Improved students awards 2008/2009 – organized by Yau Tsim Mong District School Liaison Committee**

1A	CHUNG PAK WAI
1B	SINGH MANJINDER
1C	GURUNG PUJAN
1D	SHARMA YATINDRA
2B	EMBUSCADO ARJIE SAMUEL MARIANO
2C	KOMALPREET KAUR
2D	LAM TO MING
2E	RESTUA GABRIEL
3A	MAN HOI TIK
3C	HIZBULLAH
3D	NAGAR DAINNIE LOUISE CESARIO
4A	CHUN WAI PANG
4B	LI WING YAN
4D	WONG YAN
4E	LO LAI YEE
4F	FUNG SUI YING

### **Guru Nanak Quincentenary Scholarship 2008/09**

4C	Tejvir Kaur
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### **Woo Hay Tong Scholarship 2008/09**

1E	BARANDINO SITTIE AMINAH
2E	KWAN CHUNG HANG
3E	LAU SAI KIT
3E	NICOMEDES ATHENA MARGARETH VAILOCES
4A	HO SZE YUI
5A	LEE CHUN YIN
5A	LEE MAN TUNG
5A	CHIU SHUK TING
5B	TAN KAIWEI
5D	CHAN TRENT SING JUN

### **Hong Kong Indian Women's Club Scholarships 2008/09**

1E	VELAPPAN SHYRA FERRER
2E	KWAN CHUNG HANG
3E	THAPA SHOVA
4A	PHAM THI HUONG TRA
4A	TAN KAIWEI
4A	HO SZE YUI
4A	ONG LING NA
4A	HON KAH CHOON
4A	HO CHUN WAI
4A	CHEUNG CHI HO



## **Inter-school Activities and Awards Won**

❖ **Yau Tsim Mong District School Liaison Committee 2008-2009**

Award	No. of winners
<b>Prominently Improved Students Award</b>	24

❖ **Sing Tao Inter-school Debating Competition 2008-2009**

Competition	Awards	No. of winners
English Debate Speech	Best Interrogative Debator	1

❖ **Junior Cricket Team** – our school team was **1<sup>st</sup> runner-up** in the Inter-school Junior Cricket Competition 2008-2009

❖ **Senior Cricket Team** – our school team was **2<sup>nd</sup> runner-up** in the Inter-school senior Cricket Competition 2008-2009

❖ **Boys Hockey Team** – our school team got the **silver medal** in the Inter-school Hockey Competition 2008-2009

❖ **61<sup>st</sup> Hong Kong Schools Music Festival**

Category	Award	No. of winners
Trumpet	Champion	1
Flute	2 <sup>nd</sup> Position	1

❖ **60<sup>th</sup> Hong Kong Schools Speech Festival**

English Solo Verse Speaking	No. of winners
1 <sup>st</sup> position	2
2 <sup>nd</sup> position	4
3 <sup>rd</sup> position	3
Certificate of Merit	13
Certificate of Proficiency	4

<b>Public Speaking Solo</b>	<b>No. of winners</b>
3 <sup>rd</sup> position	1
Certificate of Merit	2
<b>Dramatic Duologue</b>	<b>No. of winners</b>
Certificate of Merit	1

<b>Chinese Solo Verse Speaking</b>	<b>No. of winners</b>
Certificate of Merit	19
Certificate of Proficiency	4

❖ **Inter-school Athletics Championships 2008-2009**

<b>Category</b>	<b>Award</b>	<b>No. of winners</b>
Long Jump	2 <sup>nd</sup> runner-up	1
Long Jump	Champion	1
200m race	Champion	2
400m race	Champion	1
High Jump	2 <sup>nd</sup> runner-up	1

❖ **Chinese Wushu Junior Open 2008–2009** – Weir Kacy Cryststal S.3E was **Champion** in Nanchuan and **1<sup>st</sup> runner-up** in fighting stick.

❖ **Inter-school Basketball Competition 2008-2009** – Girls Division 3 Kowloon 1 – **4<sup>th</sup> runner-up**

❖ **A. S. Watson Group Hong Kong Student Sports Award 2007** – Lau Yee Lee of S.4C was awarded a Certificate and \$500 cash.

❖ **45<sup>th</sup> Hong Kong Schools Dance Festival**

<b>Category</b>	<b>Award</b>	<b>No. of students in the group</b>
Oriental Dance	1 Honour Award	12
Oriental Dance	3 Highly Commended Awards	12
Jazz Dance	1 Highly Commended Award	26
Modern Dance	1 Highly Commended Award	26
Modern Dance	1 Honour Award	26

## Other achievements / activities

Category	Achievements
Extra-curricular Activities Committee	<ul style="list-style-type: none"> <li>● <b>Overall Champion</b> of the inter-house competitions was Green House.</li> <li>● <b>ECA Outstanding Student Award</b> - 16 students were awarded Certificates of Appreciation (Secondary School Category)</li> </ul>
Environmental Education	<ul style="list-style-type: none"> <li>● <b>Hong Kong Green School Award 2008</b> – Our school was given the accolade of Hong Kong Green School</li> </ul>
Exchange Programme (2009 香港官立中學 聯校航天及船舶國防教育修學團)	<ul style="list-style-type: none"> <li>● 2 students in S.3 took part in this Exchange Programme from 5<sup>th</sup> to 10<sup>th</sup> April, 2009. Our students found the programme very rewarding and eye-opening. Most important of all they have widened their global horizons and met a lot of new friends. They knew more about the scientific development in Mainland China.</li> </ul>
Health and Sex Education	<ul style="list-style-type: none"> <li>● <b>Health Ambassadors</b> – This was a programme organized by Health and Sex Education Committee to disseminate health message and to provide whole-person development training to students through talks, workshops, outings, visits, voluntary services, games, exhibitions, etc. 20 students were awarded certificates of appreciation for their outstanding performance as Health ambassadors.</li> </ul>
Guidance and Counselling	<ul style="list-style-type: none"> <li>● <b>Student Ambassadors Scheme 08/09</b> – A number of S.2 – S.5 students took part in the scheme to attend the training courses, render volunteer social services and provide homework guidance to schoolmates.</li> <li>● <b>Adventure-based Training Day Camp</b> – All S.3 students participated in the Day Camp from 20<sup>th</sup> to 26<sup>th</sup> May 2009 to build up their self-confidence and team spirit. Some of the S.1A students participated in the overnight camp at HKFYG Jockey Club Sai Kung Outdoor Training Camp to build up their team spirit and get to know more about themselves.</li> <li>● <b>“Making a Rainbow Life 2008-09”</b> – A support programme for newly arrived students from China took place from 9<sup>th</sup> October 2008 to 20<sup>th</sup> December 2008.</li> </ul>

	<ul style="list-style-type: none"> <li>● <b>“Making a Fruitful Life Programme”</b> – totally 16 newly arrived students from China took part in this programme.</li> <li>● <b>“STEP – South Asian Teens Enhancement Program 2008-09”</b> – A support programme for non-Chinese students and returnee students took place from 23<sup>rd</sup> October to 20<sup>th</sup> December 2008.</li> <li>● <b>“Skateboard Design Competition”</b> – the theme was about Healthy Life and this competition was co-organized with Art Club. Three students were awarded for their good performance.</li> </ul>
“Real Friends” Project	<ul style="list-style-type: none"> <li>● <b>“Real Friends” Project</b> – A project co-organized by the Guidance Team and Discipline Team with the Hong Kong Police Force Police Community Relations Office Mong Kok Police District. Activities including a visit to the Marine Department of HK Police Force, Training Adventure Trip and Basketball Match cum Opening Ceremony were held in the school year.</li> </ul>
Promotion of Reading	<ul style="list-style-type: none"> <li>● <b>Extensive Reading Scheme and Reading For Fun Award</b> – 44 students were awarded the Certificates of Appreciation and Certificates of Merit.</li> <li>● <b>Outstanding Student Librarians Award</b> – 4 students received the award for their outstanding performance.</li> <li>● <b>Readathon for the PTA</b> – 16 classes joined this event and totally raised \$5,641 for the PTA</li> </ul>
Parents-Teachers’ Association	<ul style="list-style-type: none"> <li>● <b>PTA Donation Drive</b> – the donation drive raised \$2660 for the PTA</li> <li>● <b>PTA Photo Taking Competition</b> – the theme was “Hong Kong our home”. The 1<sup>st</sup> winner was awarded ipod shuffle mp3 player.</li> <li>● <b>Interest Classes</b> – Various activities and interest classes like “soap flowers”, “Computer DIY”, “Philippine dessert”, handicraft classes and so forth were successfully held in a whole year. Some parents were invited to teach in the interest classes in order to enhance the parent-school relationship.</li> </ul>
Class of the Year Award 2008-2009	<ul style="list-style-type: none"> <li>● <b>Overall Champion</b> of the Class of the Year Award was 3E class</li> </ul>
Art Club	<ul style="list-style-type: none"> <li>● <b>Comics Drawing Competition</b> was organized by Art Club in order to nurture students’ artistic development.</li> </ul>

### **Major School Functions and Events (2008-2009)**

<b>Date</b>	<b>Function</b>
1. 28-8-2008	Orientation Day for S1-S4 New Students
2. 7-11-2008	School Picnic Day
3. 14-11-2008	Parents' Night cum AGM of PTA
4. 3-12-2008	Sports Day (Heats)
5. 12-12-2008	Speech Day Guest of Honour : Judge Derek Pang Wai-cheong
6. 18-12-2008	Sports Day (Finals) Guest of Honour : Dr. Louie Hung-tak, Lobo, Associate Professor (Department of Physical Education, Hong Kong Baptist University)
7. 19-12-2008	Christmas Class Party and Talent show
8. 13-2-2009	Parents' Day
9. 27-2-2009	Learning Celebrations cum PTA Fun Day
10. 8-5-2009	S.3 Parents' Talk on Streaming and Choice of Subjects
11. 16-10-2008	Staff Development Days Theme of Day 1 : <i>(a) Crisis Management</i> <i>(b) Preparation for NSS</i> <i>(c) Information Technology Platform</i>
24-3-2009	Theme of Day 2 : <i>(a) Establishing an Anti-drug Culture in the school</i> <i>(b) School Development Plan 2009/10 – 2011/12</i>
1-6-2009	Theme of Day 3 : <i>(a) Facing the Challenges in the New Academic Structure for 334</i> <i>(b) School Development Plan 2009 - 2012</i>
12. 9/2008 to 7/2009	A total of 9 Principal's Meetings with Parents

## **Reports of Programme Plans**

### **Extra-curricular Activities**

<b>Date</b>	<b>Event / Activity</b>	<b>Participants</b>
2/9/2008	ECA Presentation	Whole school
Sep 2008	ECA Club and Team Budgets	All Clubs & Teams i/c
12/9 & 16/9/2008	ECA Promotion and Enrolment Days	Whole school
17/9/2008	House Annual General Meeting	Whole school
Oct. 2008	House Display Board Design Competition	House committee & key members
Oct. 2008	Sports Day Brochure Cover Design	All House members
12/12/2008	Dance performance for Speech Day entertainment programme	Dance team members
3/12 & 18/12/2008	Sports Day (Heats & Finals)	Whole school
18/12/2008	Inter-House Cheering Team Competition	House Cheering Teams & House members
19/12/2008	Christmas Party and Talent Show	Whole school
19-21/1/2009	Half-yearly post-examination activities	Whole school
27/2/2009	Learning Celebrations — Dance performance	Chinese Dance Team & Whole school
30/6-7/7/2009	Post examination activities — only selected outside school activities (Due to the influence of the Human Swine Flu in Hong Kong)	Selected students
June-July 2009	Outstanding students Award — Outstanding club & House members were awarded certificates for their contributions	Nominated club & House members
July 2009	Overall House Champion — the best performing House in the year	All House members
Whole year	Display Board Decoration — The board was used to display updated information of the ECA committee and club meeting schedules	ECA committee & Clubs i/c
Whole year	Inter-House & Inter-class Competitions — Basketball, Football & Volleyball	Representatives from each class & House
Whole year	Jockey Club Life-wide Learning Fund	All entitled students
July-August 2009	Summer activities — All summer activities to be held at school were cancelled due to the Human Swine Flu. Outside school activities which included two summer camps, training sessions, visits and award schemes were carried out as scheduled.	Students who have enrolled in the activities

## School Discipline

### *General Programme*

<b>Date</b>	<b>Event / Activity</b>	<b>Participants</b>
28/8/2008	Talk for new students and their parents on school discipline in S.1 orientation programme	S.1 students and parents
3/9/2008	Talk on School Discipline in School Assembly	All students
25/9/2008	Talk on School Prefect system and presentation of prefect badges	All students
22/10/2008	Police Talk on Juvenile Crime	S.1 –S.3
Sep. 2008 to May 2009 (monthly)  Oct. 2008 Feb. 2009	<p style="text-align: center;">Class of the Year Award</p> <ol style="list-style-type: none"> <li>1. Inter-class Display Board Competition</li> <li>2. Inter-class Dress-well Competition</li> <li>3. Inter-class Punctuality Competition</li> <li>4. Most Well-behaved Class Competition</li> <li>5. Inter-class Donation Competition</li> <li>6. Inter-class Cleanliness competition</li> <li>7. Inter-class Goal Setting Competition</li> <li>8. Class with most volunteer participation Competition</li> <li>9. Inter-class Football Competition</li> <li>10. Inter-class 3 on 3 Basketball Competition</li> <li>11. Inter-class Quiz</li> </ol>	All students
17/1/2009	Prefect Exchange Programme: Visit to Queen Elizabeth School	Prefects
18/12 to 22/12/2008	Anti-smoking & Anti-drug Week	All students
Sep. 2008- July 2009	Merit System	All students
Whole year	Student School Service Commendation Scheme	All students
Whole year	A: Most Well-behaved Students Award B: Most improved in Conduct Students Award	All students
Whole year	Phoenix Scheme	All students
Oct. 2008 to Apr. 2009	Real Friends Project	All students

2/7/2009 6/7/2009 7/7/2009	Summer Prefect Training Programme 1. Prefect's Roundtable Meeting 2. Prefect Exchange Programme: Visit to Shatin Government Secondary School 3. Leadership Training: War game	Prefects
28/11/2008 16/4/2009	Prefect Training Course	Prefects
Whole year	Special Arrangement of checking student ID for students leaving schools during lunchtime	All students

### *Anti-drug Programme*

<b>Dates</b>	<b>Event / Activity</b>	<b>Participants</b>
Whole year	Formulation of Healthy School Policy/ Designing and making Healthy Living banner	Whole school
Sep. 2008 to Feb. 2009	Hip-hop to Healthy Living	S.2 –S.4
29/11/2008	Yau Tsim Mong District Inter- school Anti-drug Drama Competition	Selected students
11/10/2008 to 20/11/2009	Yau Tsim Mong District Inter- school Anti-drug Poster Design Competition	All students
9/2/2009 to 13/2/2009	Anti-smoking & Anti-drug Week 1. Talks for students 2. Workshops for students 3. Exhibition for students and parents 4. Game booths	All students and parents
7/4/2009	Talk on drug abuse for teenagers	S.1 to S.4
24/4/2009	Talk on drug abuse for teachers and parents	Teachers and parents
Mar. 2009 to Mar. 2010	Culture Renaissance: Dancing to healthy life	S.1 to S.3 students
30/6/2009 and 2/7/2009	Healthy Teens Program: An anti-drug programme for students	All students
Feb. 2009 to Jun. 2009	Anti-drug Ambassador Program	Selected students



## School Guidance & Counseling

The Guidance and Counseling Committee consists of a school social worker from the Hong Kong Playground Association and 8 guidance teachers. Individual counseling and programmes were organized for different classes and students to meet their needs and to achieve holistic development in students. Activities for the 2008-2009 school year are tabulated as follows:

### First Term

<b>Date</b>	<b>Event / Activity</b>	<b>Participants</b>
10/9/2008	“Real Friends Project – Training Trip on Adventure Ship ‘JC Huan’	53 S.2-S.5 Students
10/9/2008 – 6/10/2008	Inter-class Display Board Competition – Say “No” to Drugs	Whole School
30/9/2008	Dress Special Day for the Community Chest	Whole School
25/9/2008 28/10/2008 25/11/2008 13/1/2009	New Students Orientation Programmes	All new students
3/10/2008	Student Ambassadors and Newly Arrived Children from Mainland Gathering	Student Ambassadors and NAC
21/10/2008	Student Ambassadors and Non-Chinese Speaking and Returnee Children Gathering	Student Ambassadors and NCS & Returnee students
14/10/2008 21/10/2008 11/11/2008 18/11/2008  14/10/2008 – 16/12/2008 (Every Tue and Fri)	Student Ambassadors Scheme 08/09  • Training and Meetings  • Tutorial Classes	Student ambassadors and volunteer students
9/10/2008 to 20/12/2008	Making a Rainbow Life Program 2008-2009	All NAC students
23/10/2008 to 20/12/2008	STEP – South Asian Teens Enhancement Program 2008-209	All NCS and Returnee students
24/10/2008	“Real Friends Project 08/09” Opening Ceremony cum Basketball Friendly Match	All students
6/11/2008 13, 20, 17/11/2008	「日日友情 Teen」計劃 1. 「友愛力量」工作坊 2. 「友愛大使」訓練計劃	S.1A, S.2A, S3A 19 S.1 – S.4 students
11/11/2008 12/11/2008 13/11/2008	A talk about “ <b>Anti-drug</b> ”	S.1B S.2B S.3B
24,31/10/2008	Voluntary Services – “Dreams Come True” Elderly plus Youth Project 『夢想成真』耆青互長計劃  • Training	S.1-S.4 students
17/11/2008	• Visit to Elderly Centre in To Kwa Wan	S.1-S.4 students
4/12/2008	• Having lunch with the elderly	S.1-S.4 students

13/12/2008	<ul style="list-style-type: none"> <li>“Full of Fun” Day Trip (Nam-lin Park, Sai Kung)</li> </ul>	S.1-S.4 students
17/1/2009	<ul style="list-style-type: none"> <li>Project sharing – Elderly and Youth Drama Show, Exhibition and Performances</li> </ul>	S.1-S.4 students
2/12/2008	Workshops about “Bullying” and “Addiction”	S.1B, S.1C, S.2B, S.2C, S.3B, S.3C
11/12/2008	Workshops about “Bullying” and “Addiction”	S.1D, S.1E, S.2D, S.2E, S.3D, S.3E
9/12/2008	Workshop about “Addiction”	All S.4 students
11/12/2008	Workshop about “Alcohol & Binge Drinking”	All S.5 Students
4/12/2008	An Outing to Hong Kong Disneyland – A Workshop of the Youth Educational Series	43 qualified students
10/1/2009	名人講座系列 (一) : 『真心』、 『關心』、 『責任心』 范徐麗泰與青年人一席話	S.5 students

## **Second Term**

<b>Date</b>	<b>Event / Activity</b>	<b>Participants</b>
2/2009, 27/3/2009 28/4/2009	New Students Orientation programmes	All new students
<b>Showing Concern and Consideration for Others - Volunteer Award Scheme</b>		
17/1/2009	“Dreams come true” Sharing and Closing Ceremony	8 students
21/1/2009	Raising Fund for the Poor (Oxfam)	38 students + 6 teachers
23/1/2009	Raise Fund for the Orphanages in Sichuan – Chinese New Year Fair (年宵攤位)	28 students
21/2/2009	Serving the Community-flag selling (The Society of Rehabilitation and Crime Prevention, Hong Kong)	21 students
2/2009	Fund-raising Campaign for schools in the remote and economically backward regions – The 16th Guangdong Province Remote Area Education Fund	All Students
29/4/2009	Fund-raising Campaign for the Victims of 5.12 Sichuan Earthquake – SCMP Homes for Hopes	All Students
23/5/2009	Serving the Community-flag selling (The Asian Outreach Hong Kong Ltd.)	50 students
27/6/2009	Serving the Community-flag selling (The Hong Kong Playground Association)	30 students

<b>“Real Friends Project”- joint project with the HK Police Force Mongkok district</b>		
13/2/2009	Visit to the Marine Department of HK Police Force	20 students
30/5/2009	Canoeing Challenge Day	16 students + 3 police volunteers

<b>Support program for Non-Chinese Speaking and Returnee Children &amp; Newly arrived students from China</b>		
19/2 – 9/5/2009	Making a Fruitful Life Programme	16 NAC students
18/2 – 9/5/2009	Steps to Success Programme	20 NCS students

<b>Social Education and Competence Enhancement</b>		
17/2 – 10/3/2009	“Knowing about yourself” girls’ group (PS33) (4 sessions)	10 students
24/2/2009	“Warm Heart” care for the others (PS33)	All students
12/2 – 5/3/2009	Magic Workshops (4 sessions)	25 students
16/2 – 9/3/2009	Rope Skipping Workshops (4 sessions)	18 students
17/2/2009	Rope Games	20 students
25/2/2009	Adventure Based Games	12 students
12/3/2009	Rope Climbing Activity	21 students
27/2/2009	Learning Celebrations Day: Anti-addiction (The Internet)	All students

<b>Adventure-based Training Day Camps</b>		
20 – 26/5/2009 (1 day per class)	S.3A, B, C, D, E	All S.3 students
23 – 24/6/2009	1A (overnight camp at HKFYG Jockey Club Sai Kung Outdoor Training Camp)	21 students

<b>Learning and Support Services (SpLD)</b>		
20/4 – 29/6/09	Social Skills Training Group (8 sessions)	5 students
5/3 – 2/7/09	Individual Social Skills Training (15 sessions)	1 student

## **Steps to Success Programme (For NCS)**

To help our new arrivals integrate themselves into the local education, the School Guidance and Counselling Committee co-organized with the Hong Kong Christian Service (First Term) and Hong Kong Playground Association (Second Term) a series of guidance programmes – ‘South-Asian Teens Enhancement Programme’ and Steps to Success’ respectively. Details of the programmes were as follows:

- ❖ The guidance team was in charge of this programme.
- ❖ The school was responsible for all expenses and obtained financial resources from the Education Bureau - the School-based Support Scheme (SBSS) Grant for NCS and Returnee children.
- ❖ The program covered subjects such as Chinese language, conversational Cantonese, social skills, basic life education and local habits.

Students’ response in attending Chinese Tutorial Classes and Outings was good. The class focused on oral activities such as drama, speaking games and oral quizzes. They enjoyed learning Chinese culture and language in an interesting and pleasurable way. The attendance rate was satisfactory.

Classroom Learning (Every Thursday or Wednesday)

<b>Period</b>	<b>Venue</b>	<b>Time</b>	<b>Activity</b>	<b>Participation %</b>
23/10/2008 – 6/5/2009	Room 104	3:35-4:35 pm	Games, oral quizzes, etc.	68

To encourage our students to practice oral Cantonese and get to know more about Hong Kong, NCS outings were arranged as follows:

<b>Date</b>	<b>NCS Activity</b>	<b>Participation %</b>
15/11/2008	Volunteer Service Day	47
23/11/2008	Self-challenge Day Camp in Sai Kung	60
30/11/2008	City Treasure Hunt	45
20/12/2008	A trip to Ocean Park	100
21/3/2009	A trip of “See and Eat”	56.25
10/4/2009	Unusual Sports Day	81.25
9/5/2009	Memorable Encounter on the Sea	87.5

In conclusion, the programme content and schedule could assist participants to learn more Chinese and spoken Cantonese. Moreover, the outings of NCS and NAC were merged in the second term to bring about a synergy effect and cultural harmony.

## **Making a Rainbow Life Programme (NAC)**

The programme was designed for the newly arrived children (NAC) who came to Hong Kong from Mainland China for less than one year. It was composed of 20 tutorial classes and 6 outings co-organized with the Hong Kong Playground Association.

The programme aimed at helping the NAC adapt to the local education system, integrate into the community and enhance their self-esteem.

Details of the programmes were as follows:

- ❖ The guidance team was in charge of this programme.
- ❖ The school was responsible for all expenses and obtained financial resources from the Education Bureau - the School-based Support Scheme (SBSS) Grant for NAC.
- ❖ In the tutorial classes, teaching English was the main theme in order to enhance students' ability to adapt to the Hong Kong education system and EMI teaching in our school. Through interactive English games, students learnt a lot on vocabulary, grammar, parts of speech, tenses, sentence structure, etc. Positive feedbacks were received from all participants. Attendance rate was encouraging.

Tutorial classes (Every Thursday):

<b>Period</b>	<b>Venue</b>	<b>Time</b>	<b>Activity</b>	<b>Participation %</b>
9/10/08–6/5/09	Room 501	3:35-4:35 pm	Interactive games, oral practice, quizzes, etc.	73

To provide opportunities to our students to know more about Hong Kong, outings and excursions were arranged as follows:

<b>Date</b>	<b>Place</b>	<b>Participation %</b>
25/10/2008	Lamma Island	87.5
15/11/2008	Hong Kong Fun in Central Spots	75
20/12/2008	Ocean Park	93.75
21/3/2009	A Trip of See and Eat	56.25
10/4/2009	Unusual Sports Day	81.25
9/5/2009	Memorable Encounter on the Sea	87.5

In conclusion, the programme content and schedule were suitable to the participants. The relationship among participants, social worker and tutor made the pace of lesson fast and easy to ride on track. Obviously, the support among the NAC was strong. Furthermore, it was a golden opportunity for NAC participants to practise speaking English with the NCS group during the last 3 outings. It was worth doing so since it brought about a synergy effect and cultural harmony. These outings were highly appreciated by the participants.

## Careers Guidance

<b>Date</b>	<b>Events/Activities</b>	<b>Participants</b>
11/10/2008	Life Skills Education Camp	S4 students taking Hotel Operations
19/10/2008	Visit to the University of Hong Kong cum Hiking to the Peak	Selected students
5/11/2008 to Feb 2009	YDC School-Company Partnership Programme	Selected S4 and S5 students
6/11/2008	Talk on “How to Choose NSS Elective Subjects and the University Entrance Requirement”	S3
6/11 to 14/11/2008	Exhibition of “University Entrance Requirement under NSS”	S1 to S3
23/11/2008	Visit to IVE (Haking Wong)	S5
20/1/2009	Visit to CLP Castle Peak Power Station	S4 and S5 Selected Students
3/2/2009	Talk on VTC for S5	S5
8/2/2009	Visit to the Hong Kong University of Science and Technology and BBQ	Selected S3,S4 and S5 students
17/2/2009	Visit to ThreeSixty – Organic and Natural Food Store	Health Ambassadors
19/2/2009	TDC Education and Careers Expo	Selected Students
26/2/2009	Talk on Progression Pathways after Graduation for S5	S5
27/2/2009	Graduation Ceremony of VTC’s Applied Learning Courses	Selected S5 Students
1/3/2009	Info Exhibition and Talk on Different Professionals by Labour Department and Youth Employment Start	Selected S5 Students
18/3/2009	Talk by the Hong Kong Correctional Services Department	S5
18/3 to 20/3/2009	Mini-Education and Careers Expo 2009	All
20/3/2009	Talk on VTC for S3	S3
8/4/2009	Company Visit in Guangzhou	Selected S3 and S4 Students
4/5 to 12/5/2009	Finding Your Colours of Life	S3
15/5/2009	S3 Parents’ Talk on Choice of Subjects in S4	S3 Students and Parents
16/5/2009	Youth Financial Management Workshop	Selected S3 Students
25/6/2009	Visit to the Mira Hotel	S4 students taking Hotel Operations
15/6 to 7/8/2009	Summer Work Experience Scheme	Selected S5 students
26/6/2009	Talk on VTC for S3 Non-Chinese Speaking Students	S3 NCS Students
30/6 to 8/7/2009	Exhibition of Occupational Safety	All
3/7/2009	‘Rich Kid, Poor Kid’ Financial Management for Teens	S4
6/7/2009	Talk on Preparation of Release of HKCEE Results By Hok Yau Club	S5 Students and Parents
9/7/2009	Visit to ‘YES’ Youth Employment Start	Selected S4 Students

**Moral & Civic Education 2008-2009**

Date	Event / Activities	Participants
2 Oct. 2008	Delivered Speech on China's 59 <sup>th</sup> National Day Flag-raising ceremony	Whole School
20 Oct. – 31 Oct. 2008	Setting-up of Display Board & organized National Day Quiz	Whole School
27 Nov. 2008	Know Our Elections A Talk on Electoral System in HK	S.4 students
5 Feb. 2009	HK Bar Association Talk on Youth Drug Abuse	S.3 – S.4 students
20 Feb. 2009	'Hong Kong - Our Home' Slogan Writing	Whole School
9 April 2009	Talk by UNICEF on Children & War	S.1 – S.4 students
4 <sup>th</sup> May 2009	Participated in May 4 <sup>th</sup> Flag-raising Ceremony held at the Golden Bauhinia Square	30-40 Chinese Students from S.3 – S.4
Post Annual Examination Activity	Electoral Centre Visit	S.3E students

## **Health & Sex Education**

<b>Date</b>	<b>Events/Activities</b>	<b>Participants</b>
Whole year	Inter-class Cleanliness Competition	Whole school
Whole year	Student Health Ambassador Programme	Whole school
17/9/2008 to 19/9/2008	Donation Drive for ORBIS Exhibition to Whole school on Eye Care	Whole school
1/12/2008 2/12/2008	World Aids Day (Distribution of red ribbons, board-display and games)	Whole school
22/1/2009	Talk on Sex Education by the Family Planning Association	S3
6/2/2009	Sex Education Workshop by the End Child Sexual Abuse Foundation	S2 and S3
9/2/2009 to 13/2/2009	Anti-drugs and Anti-smoking Week	Whole school
17/2/2009	Visit to ThreeSixty – Organic and Natural Food Store	Health Ambassadors
2/6/2009 to 5/6/2009	Swine Flu Puzzle Competition	Whole school
3/6/2009 to 9/6/2009	Sex Education for S1 ‘Dealing with Puberty’	S1
29/6/2009 to 3/7/2009	Exhibition of Food and Environmental Hygiene	Whole school
30/6/2009	Game Booth of Food and Environmental Hygiene	Whole school
30/6/2009 2/7/2009	Healthy Teens Program (Healthy Life and Anti-Drugs Game Booth and Exhibition) (Simple Body Check)	Whole school
2/7/2009	Health Ambassador Training Workshop	Health Ambassadors



### **Environmental Education**

<b>Dates</b>	<b>Activity/ Programme</b>	<b>Participants</b>
28/9/2008 to 31/10/2008	Water Monitoring Day 2009	Selected students
Whole year	Management of the fish pond	All students
11/2008 – 4/2009	Green School Financing Scheme	All students
5/2009 to 6/2009	Inter class Energy Conservation Competition	All students
9/2008 to 6/2009	Decorating the Board “Environmental Corner”	Student Environmental Protection Ambassadors
10/2008 – 2/2009	One Person One Flower Scheme	All students
9/2008 to 7/2009	Management of Harmony Garden	Little Gardeners
9/2008 to 7/2009	Gardening Class	Members
9/2008 to 7/2009	Little Gardeners Scheme	Members
19/1/2009	Visit to Mai Po Nature Reserve	S.4E students
9/2008 to 7/2009	Student Environmental Protection Ambassador Scheme	All students
9/2008 to 7/2009	Old Clothes Recycling Scheme	All students
9/6/2009	Charity sale of plants and flowers for flu victims	All students
1/2009 to 6/2009	Sino Organic Ambassador Scheme	Organic Ambassadors
Whole Year	7 <sup>th</sup> Green School Award	All students
March 2009	Hong Kong Flower Fair	Student Environmental Protection Ambassadors
Whole year	Waste materials Recycling Scheme:	All students
Whole year	Resources Conservation Campaign	All students
Whole year	Environmental news cutting for displaying on Environmental Education display board (Environmental Corner)	All students
1/2009 to 5/2009	Inter-class Paper recycling Campaign	All students
1/8/2009	Summer Environmental Education Talk by the Agriculture, Fishery and Conservation Department: Whales and Dolphins of Hong Kong	Student Environmental Protection Ambassadors

## Parents-Teachers Association

### 1. PTA Annual General Meeting, PTA Executive Committee Meetings, PTA Sub-committee Meeting & SMC Parent Representative Election

Date	Event	Participants
26 September 2008	Executive Committee Meeting	Executive Committee Members
14 November 2008	17 <sup>th</sup> PTA AGM	PTA members
24 November 2008	1 <sup>st</sup> Executive Committee Meeting	Executive Committee Members
7 January 2009	2 <sup>nd</sup> Executive Committee Meeting	Executive Committee Members
4 April 2009	3 <sup>rd</sup> Executive Committee Meeting	Executive Committee Members
19 June 2009	4 <sup>th</sup> Executive Committee Meeting	Executive Committee Members

### 2. Principal's Meetings with Parents

Date	Event	Participants
26 September 2008	Introductory Meeting With Parents Theme: School Intranet, New Senior Secondary Curriculum, Extra-curricular activities	50 parents
24 October 2008	1 <sup>st</sup> Principal's Meeting With Parents Theme: School Discipline, Guidance & Counselling	30 parents
14 November 2008	2 <sup>nd</sup> Principal's Meeting With Parents Theme: New Senior Secondary Education, Attitudes towards handling children's assessment results	28 parents
22 January 2009	3 <sup>rd</sup> Principal's Meeting With Parents Theme: Future paths of S5 and S3 students	18 parents
27 February 2009	4 <sup>th</sup> Principal's Meeting With Parents Theme: Know more about the drug-abusing habits of adolescents	15 parents
27 March 2009	5 <sup>th</sup> Principal's Meeting With Parents Theme: How parents can prevent children from abusing drugs	18 parents
24 April 2009	6 <sup>th</sup> Principal's Meeting With Parents Theme: Sharing session	10 parents
29 May 2009	7 <sup>th</sup> Principal's Meeting With Parents Theme: Promotion criteria, Your children and the Internet	20 parents
25 June 2009	9 <sup>th</sup> Principal's Meeting With Parents Theme: Summer Activities	18 parents

### 3. PTA Fun Day

Date	Event	Participants
27 February 2009	Learning Celebrations cum PTA Fun Day	120 parents, students & teachers

### 4. PTA Interest Classes

Date	Activity	Participants
27 March 2009	Computer DIY	15 parents
24 April 2009	Computer DIY	13 parents
28 April 2009	Embroidered mobile telephone pouches	20 parents, students & teachers
5 May 2009	Soap flower baskets	20 parents, students & teachers
8 May 2009	Computer DIY & guitar class	20 parents, students & teachers
12 May 2009	Bead fruit baskets	16 parents, students & teachers
15 May 2009	Computer DIY & Guitar Class	10 parents, students & teachers
20 May 2009	Tennis training	12 students
22 May 2009	Computer DIY & guitar class	2 parent & teacher
27 May 2009	Tennis training	12 students
29 May 2009	Guitar class	18 parents & students
3 June 2009	Tennis training	12 students

### 5. Fund Raising

Date	Activity	Participants
13-19 Oct. 2008	Readathon for the PTA	S1-S4 students

### 6. PTA Involvement in School Functions

Date	Function	Participants
28 August 2008	Orientation Day for New Students and Parents	266 new students & parents
14 November 2008	Parents' Night	124 parents
12 December 2008	Speech Day	504 parents, guests & students
27 February 2009	Learning Celebrations cum PTA Fun Day	710 parents & students

### 7. Sponsoring / Subsidizing Student Participation in Outside Events and Prizes and Awards

Date	Event / Prize / Award	Participants
November – December 2008	60 <sup>th</sup> Hong Kong Schools Speech Festival	75 students
July 2009	Academically Most Improved Students Award	18 students
September 2008 – June 2009	Subsidies for school dance and sport teams	Dance and sport team members

## **Major Concerns 2008/09 – Evaluation & Reflections**

### **A. Improving the organizational efficiency**

*Focus: Improving the team spirit*

1. Clear mechanisms and guidelines were worked out by teams i/c and HODs to handle students' problems.
2. Staff views were solicited before formulating essential school policies and management issues. To strengthen teachers' participation and decision making in strategic planning, teachers were notified of the agenda to be discussed in School Improvement Meetings at least one week beforehand and all teachers were welcome to attend the meetings. Although only 40 % of the management meetings were attended by teachers not in the team this year, some teachers were willing to voice their opinions to the school management prior to the meeting and the point was raised for discussion at the meeting.
3. To strengthen the role of middle management in facilitating interaction and communication among teachers and between teachers and the school management, HODs were enlisted to help reflect points discussed in HODs meetings to teachers and solicit views from teachers for the implementation of school policies.
4. 74% of teachers agreed that "The subject/committee heads could facilitate communication between the management and teachers" and "The teachers can voice their opinions to the school through the subject/committee heads."
5. At the beginning of the school year, efforts were made by school administrators to re-arrange and streamline the staff duties.
6. To reduce the workload of class teachers in collecting reply slips, two days per month were fixed for the issue of parents' letters. The number of parents' letters issued was greatly reduced from 45 last year to 22 this year.
7. According to the results of Stakeholders' Survey, the middle management of the school was strong in the aspects of Leadership & Monitoring and Collaboration and Support.

### **B. Strengthening the self-evaluation mechanism**

*Focus: To promote evidence-based evaluation*

1. After the Half-yearly examination and Annual Examination, every subject department made effective use of the data from examination results to identify the strengths and weaknesses of students and plans were formulated accordingly for improvement.
2. To formulate plans to foster positive development of students, data was collected from APASO in November 2008. The results reflected a positive feedback (except for S.4) in terms of general satisfaction, teacher-student relationship, social integration, achievement, opportunities, adventure and attitudes to school. A further survey for all S.4 students was conducted in April 2009 using the revised Assessment Program for Affective & Social Outcomes (R-APASO) Validation Survey. Analysis showed that S.4 students were

positive in terms of self-concept, attitudes to school, goal setting, interpersonal relationships, integrity, problem solving, stress management and emotional stability. However, their sense of national identity as Chinese citizens was rather weak, which was natural for NCS students.

3. To develop amongst students the practice of self-evaluation, the majority of academic subjects invited students to conduct peer evaluation in their coursework assessments.
4. Goal setting was implemented throughout the year and 55% of students were able to achieve their learning goals.

### ***C. Improving learning and teaching effectiveness***

*Focus: Enhancing teaching and learning through effective classroom management and supervision*

1. To reinforce students' positive behaviours in learning, 80% of teachers have set up an award system with students. Prizes and certificates were also given out by Academic Promotion Committee to praise those students who performed well in term tests and examinations
2. To improve students' confidence and initiative to learn, 100% of teachers have given diversified modes of encouragement upon students' performance during lessons and in their assignments to support student learning.
3. According to the findings of Stakeholders' survey, parents and students held very positive views upon the learning and teaching of the school.
4. To enhance effective classroom management and supervision, at the beginning of the school year all class teachers set up reasonable and mutually agreed classroom rules and regulations with students and constantly reminded students to abide by them.
5. To promote peer learning / cooperative learning, 46% of teachers have made use of a flexible classroom setting to enhance more interaction amongst students.
6. To foster better collaboration and support amongst peers in the learning process, 91% of teachers have arranged interactive learning activities like project learning, dialogues, discussions, etc. for students.
7. 30 % of teachers have set up self-help groups, study groups with students to enhance better team spirit in the class.
8. Students in general developed high satisfaction towards the school.

## *Evaluation on the Use of “Capacity Enhancement Grant”*

### **Employment of Teaching Assistant for Chinese Department, 2008-2009 Evaluation Report**

A Chinese Teaching Assistant (CTA ) was employed to help the Chinese Department prepare various teaching materials and run different programmes from 1-9-2008 to 31-8-2009.

1. The CTA has conducted the following Chinese Programmes:

Course	Target group	Duration	No. of students participated
Chinese Enrichment Course	For S.1 to2 students who got a poor result in the Half-Yearly Examination than others.	March to June, 2009 (once a week)	15

Some students found the course helpful in enhancing their reading skills.

2. The CTA helped to prepare worksheets and teaching materials for teachers. Very positive feedbacks were received from the panel members.
3. The CTA helped the Chinese Department and Chinese Club organize different extra-curricular activities and decorate the Display Board for Learning Celebrations Day. Her performance was highly complimented.
4. The CTA assisted the students in borrowing and returning books during lunchtime. Students loved to borrow books of the Chinese Extensive Reading Scheme during lunch break.
5. The CTA helped the Chinese teachers in preparing the quotation of and filing of the books of the Chinese Extensive Reading Scheme. It relieved teachers’ administrative duties and gave teachers more spare time to prepare lessons.
6. The CTA helped to carry out some administrative duties assigned by the Vice-principal.
7. The CTA helped to conduct Putonghua lessons for S.1and S.3 to cater for learner diversity.
8. The CTA helped to conduct Summer Enrichment Programmes for students who failed in the Yearly Examination during the summer vacation.
9. The CTA assisted the Head of Department in the annual stocktaking for the Chinese Department and the stocktaking of ERS books.

Members of the Department concluded that the employment of a Teaching Assistant helped to relieve the workload of teachers and the school on the whole. According to the results of the survey amongst the Chinese Department, over 80% of the teachers supported the re-employment of a CTA in 2009-2010.

## **Evaluation on the Use of “Capacity Enhancement Grant”**

### **Employment of Teaching Assistant for Integrated Humanities, 2008– 2009 Evaluation Report**

A Humanities Teaching Assistant (IHTA) was employed to help the Humanities Department to prepare various teaching materials and organise educational activities from 1-9-2008 to 31-7-2009.

1. The IHTA helped to prepare the worksheets and teaching materials for Humanities teachers. Very positive feedbacks were received from the panel members.
2. The IHTA helped the Humanities Department decorate the Display Board for Learning Celebrations Day. Her performance was highly complimented.
3. The IHTA helped the Humanities teachers prepare the list of library books to be purchased for the coming school year. It relieved teachers’ administrative duties and gave teachers more spare time to prepare for lessons.
4. The IHTA helped carry out some administrative duties assigned by the Vice-principal, like substitution of lessons, telephoning absent students at home, assisting in public and internal examinations, lunch supervision and homework supervision class after school.
5. The IHTA assisted the Head of Department in the annual stocktaking for the IH and History Department.
6. The IHTA assisted enormously in making arrangements and implementing of SBA in History and IH.
7. The IHTA carried out effective liaison which publishers in dealing with the inspection copies for Liberal Studies and teachers’ copies.
8. The IHTA made all the arrangements necessary for the educational visits for S.1, like collection of transport fee, parents’ letters, and application of visits to the museums and ordering of coaches.
9. The IHTA helped in all the administrative work concerning the service of the Wise News System.
10. The IHTA helped set up a comprehensive resource data bank for the Humanities subjects.

Members of the Department concluded that the employment of a Teaching Assistant helped to relieve the workload of teachers and the school on the whole.

## *Evaluation on the Use of “Capacity Enhancement Grant”*

### **Employment of Teaching Assistant for Mathematics, 2008– 2009 Evaluation Report**

<b>Activity / Programme</b>	<b>Time Period / Duration</b>	<b>Successful Experience</b>	<b>Recommendations for Improvements</b>
Employment of a Mathematics Teaching Assistant (MTA)	September 2008 – August 2009 (1 year)	<ul style="list-style-type: none"> <li>➤ With additional funds under the Teachers’ Capacity Enhancement Grant, a Mathematics Teaching Assistant was employed to help members of the Mathematics Department prepare worksheets and arrange IT support for teaching and learning purposes.</li> <li>➤ The MTA helped to conduct Lunch Time Mathematics Q&amp;A Session from 1:00 p.m. to 1:35 p.m. every school day. The feedback from students attending the Q&amp;A Sessions was very positive. Most participants found the Session useful and showed improvement in their assessment results.</li> <li>➤ The MTA assisted the Mathematics Department to run after-school Mathematics tutorial classes for S.4 and S.5 students who needed special assistance. He designed graded exercises and model tests of different Mathematics standards for students. The feedback from panel members was good.</li> <li>➤ The MTA helped to coordinate for the Mathematics Olympiad Training Class for S.1 to S.4. Most participants found the class useful and showed more confidence and interest in Mathematics.</li> <li>➤ To promote students’ interest in Mathematics, the MTA helped to organize different types of activities and programs for the Mathematics Club.</li> <li>➤ The MTA helped to decorate and update the display boards in the school.</li> <li>➤ The MTA proved himself to be highly efficient by helping to prepare Mathematics Revision Exercise Books and</li> </ul>	The T.A. could assist the Mathematics Department to upload the reference materials including worksheets, teaching notes to the school intranet (e-class platform) .



		<p>Summer Vacation Exercise Books for different levels.</p> <ul style="list-style-type: none"> <li>➤ The MTA assisted the Head of Department in the annual stocktaking for the Mathematics Department.</li> <li>➤ Members of the Mathematics Department found the MTA very helpful, friendly, co-operative, reliable and efficient.</li> <li>➤ Members of the Department concluded that the employment of a Teaching Assistant had greatly helped to relieve the workload of Mathematics teachers.</li> </ul>	
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**Use of “Enhancing Teachers’ Capacity Grant”**  
**Employment of Technical Services Support Officer (TSSO) 2008/09**  
**Evaluation Report**

Activity / Programme	Time Period / Duration	Successful Experience	Recommendations for Improvements
Employment of a Technical Service Support Officer (TSSO)	Sept 2008 – Aug 2009 (1 year)	<ul style="list-style-type: none"> <li>➤ With additional funds under the Teachers’ Capacity Enhancement Grant, a Technical Service Support Officer (TSSO) was employed to provide technical support to teachers in the application of IT for teaching and learning purposes.</li> <li>➤ The TSSO assisted teachers in the following aspects: <ul style="list-style-type: none"> <li>• To download teaching materials from the Internet or other IT sources.</li> <li>• To prepare school-based teaching aids and materials by IT tools.</li> <li>• To make preparation and arrangement for lessons involving IT teaching and school functions.</li> <li>• To assist teachers in conducting lessons in the MMLC.</li> </ul> </li> <li>➤ The TSSO provided technical support for the software installation and hardware maintenance of the school network system. <ul style="list-style-type: none"> <li>• Creating user account for teachers and students of the school intranet (e-class platform)</li> <li>• Re-installation of all desktop and notebook computers</li> <li>• Installation of Windows 2003 Server</li> <li>• Performing data backup</li> </ul> </li> <li>➤ The TSSO provided guidance and instructions for students in different IT-related activities during off-lesson times</li> <li>➤ The TSSO assisted the IT Team in the annual stocktaking on IT equipment.</li> <li>➤ Most staff found the TSSO very helpful, friendly, co-operative, reliable and efficient.</li> <li>➤ Members of the IT Team concluded that the employment of a TSSO greatly helped to relieve their workload.</li> </ul>	The TSSO could assist more in the daily operation and management of the school intranet (WebSAMS, e-class platform).

## *Use of Special Grant for Designated Schools 2008/09*

### **A. Employment of two temporary teachers**

#### *Strategies*

Two temporary teachers on non-civil service contract terms were employed by Special Grant for Designated Schools.

#### *Period of time*

From 1.9.2008 to 31.8.2009

#### *Duties*

To assume the duties of full-time teachers.

#### *Evaluation*

1. The workload of teachers was alleviated as the two temporary teachers shared the overall teaching duties of all staff.
2. With the alleviation of teaching duties, collaborative lesson preparation was implemented in the subjects of English Language, Chinese Language, Mathematics and Integrated Science to prepare school-based curriculum resources, to discuss students' learning difficulties and to share experiences among themselves as to how to cater to students' needs in more effective ways.
3. With more human resources brought by the employment of temporary teachers, small class teaching was arranged for NCS students to enhance their language proficiency and to cope with the diverse and special learning needs of students with varied abilities. This allowed more teacher-student interaction.
4. Split classes were arranged for S.1 Mathematics lessons to attend more to individual needs.
5. With additional teacher-strength, teachers were able to implement enrichment programmes and after-school tutorials catering for student learner diversity.
6. To improve the academic standard of students, the temporary teachers helped to run a Study Room after school to help students on problems they encounter in their study.
7. Homework supervision class was offered after school with the help of the temporary teachers to teach students to complete their homework assignments.
8. The extra manpower was deployed to support school events, ECA activities and administrative duties of a full time teacher.
9. It is hoped that the funding would continue to support the employment of full-time temporary teachers to relieve the heavy workload of teachers.

## **B) Employment of a Part-time Chinese Language Teaching Assistant**

### ***Strategies***

A part-time Chinese Language teaching assistant on non-civil service contract terms was employed by Special Grant for Designated Schools.

### ***Period of time***

From 1.9.2008 to 31.8.2009

### ***Duties***

To support the learning of Chinese for NCS students, including the school-based curriculum development and preparation of teaching resources for GCSE Chinese, Basic Chinese and Putonghua.

### ***Evaluation***

1. The part-time Chinese Language teaching assistant (PCTA) helped to relieve the workload of Chinese Language teachers to allow them more time to focus on curriculum development and education reforms.
2. The PCTA was very helpful in assisting the Chinese Department in preparing teaching aids and handouts to support the learning and teaching of GCSE Chinese, Basic Chinese and Putonghua.
3. With the extra human resources, collaborative lessons were conducted for NCS students in the learning of Putonghua to cater more for learner diversity.
4. The teaching resource bank for the Chinese Department was enriched.
5. It is hoped that the funding would continue to support the employment of a PCTA to help address problems arising from the learning diversity among the NCS students.

\*\*\* The End \*\*\*