

*Sir Ellis Kadoorie  
Secondary School  
(West Kowloon)*



**School Report  
2012/2013**

# ANNUAL REPORT 2012/2013

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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, 2012/2013*

1. Effective Learning and Teaching
2. Healthy Lifestyle and Cultural Harmony among Students
3. Capacity Building in Teachers

## School Curriculum

- From 2009/2010 onwards, S4 – S6 students follow the New Secondary School (NSS) curriculum. Other Learning Experiences (OLE), which includes Moral & National Education, Community Service, Careers-related Experiences, Aesthetic Development and Physical Development, is one of the integral components of the NSS curriculum.
- To cater to the needs and interests of our students, a diverse curriculum is designed for all levels.

<b>Subject</b>	<b>Level</b>	<b>\$1</b>	<b>\$2</b>	<b>\$3</b>	<b>\$4</b>	<b>\$5</b>	<b>\$6</b>
English		✓	✓	✓	✓	✓	✓
Chinese (HKDSE / GCSE / GCE AS)		✓	✓	✓	✓	✓	✓
Putonghua		✓	✓	✓			
Basic French (S1-S3)/ French (Cambridge International Exams – AS level) (S4-S6)		✓	✓	✓		✓	
Basic Hindi (S1-S3)/ Hindi (Cambridge International Exams – AS level) (S4-S6)		✓	✓	✓	✓	✓	✓
Basic Urdu (S1-S3)/ Urdu (Cambridge International Exams – AS level) (S4-S6)		✓	✓	✓	✓	✓	✓
Mathematics		✓	✓	✓	✓	✓	✓
Mathematics (Extended Part – Modules 1 & 2)						✓	✓
Life and Society (S1)/ Integrated Humanities (S2-S3)		✓	✓	✓			
Geography		✓	✓			✓	✓
Chinese History							✓
Liberal Studies					✓	✓	✓
Integrated Science		✓	✓				
Physics				✓	✓	✓	✓
Chemistry				✓	✓	✓	✓
Biology				✓	✓	✓	✓
Economics					✓	✓	✓
Business, Accounting and Financial Studies					✓	✓	✓
Tourism & Hospitality Studies					✓	✓	✓
Computer Literacy (S1 - 3)		✓	✓	✓			
Information & Communication Technology					✓	✓	✓
Home Economics		✓	✓	✓			
Music		✓	✓	✓			
Visual Arts (S1 – 3) / (HKDSE) (S4 - S6)		✓	✓	✓	✓		
Aesthetic Education (S4 -S5)					✓	✓	
Physical Education General (S1 – 6) / (HKDSE) (S4-S6)		✓	✓	✓	✓	✓	✓
Library Lesson		✓					
Applied Learning <i>(Students attend lessons offered by various government-approved institutes outside school)</i>					✓	✓	✓

### Medium of instruction

To cater for the need of different ethnic minorities, English is the major medium of instruction. Chinese Language and Putonghua are core subjects. Local Chinese students are streamed into groups adopting English or Chinese as a medium of instruction for some subjects according to the students' language abilities.

### School Management Committee

For the implementation of school-based management, a School Management Committee has been set up since September 1999 to increase the transparency and accountability of the school administration. The School Management Committee (2012/2013), chaired by Ms. Wong Suk-wah, Sophia (PEO (Special Education & Kindergarten Education), EDB), is composed of nine members:

Chairperson:	Ms. Wong Suk-wah, Sophia (PEO (Special Education & Kindergarten Education), EDB)
Independent Member:	Mr. Jamil Syed RAGHBI  Mrs. K. W. LUK Cynthia 陸何錦環
Parent Member:	Mr. KHIMDING Ran Bahadur  Mr. NACHIAPPAN Thirupathi
Alumni Representative:	Mr. THAN Maung Zaw Steven
Teacher Representative:	Mr. PRASAD Manoj Kumar  Mr. IQBAL Kashif
School Principal:	Mr. LI Wing-leung

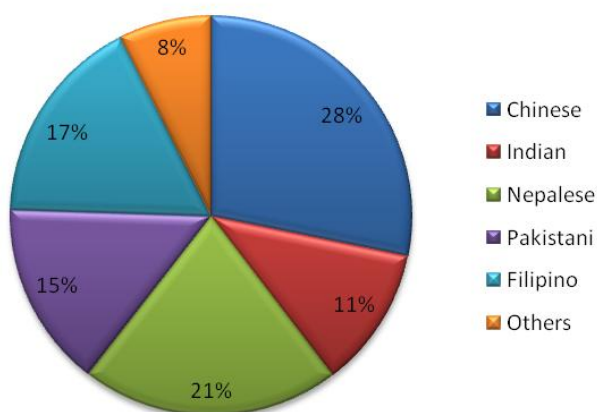
## Our Students

### Class organization

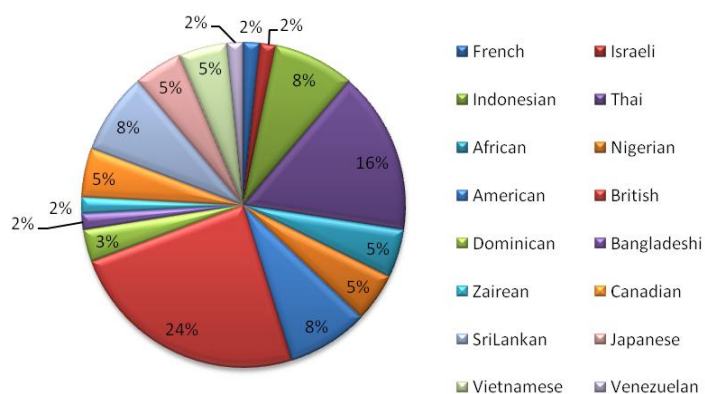
There are 30 classes and the total number of students enrolled as at September 2012 is listed as follows:

Level	S1	S2	S3	S4	S5	S6	Total
No. of Classes	5	5	5	5	5	5	25
Boys	89	92	93	79	66	84	503
Girls	43	54	48	73	78	55	351
Total Enrolment	132	146	141	152	144	149	854

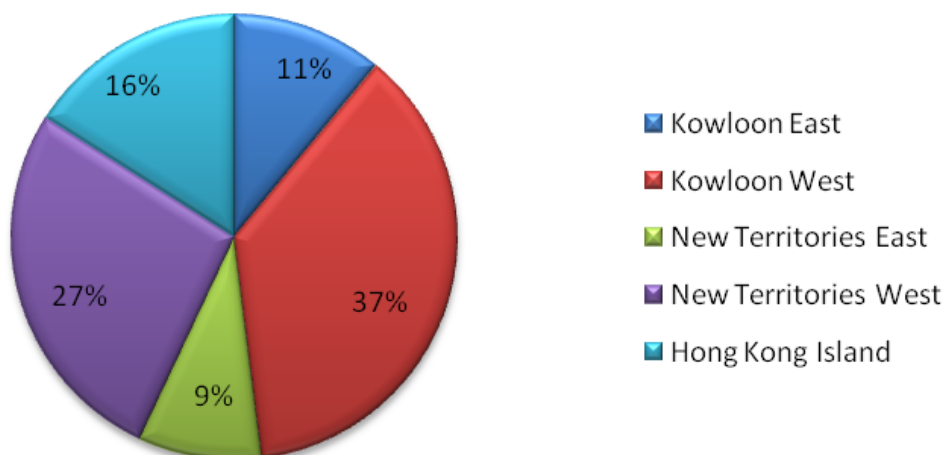
**Nationalities of Students (2012-2013)**



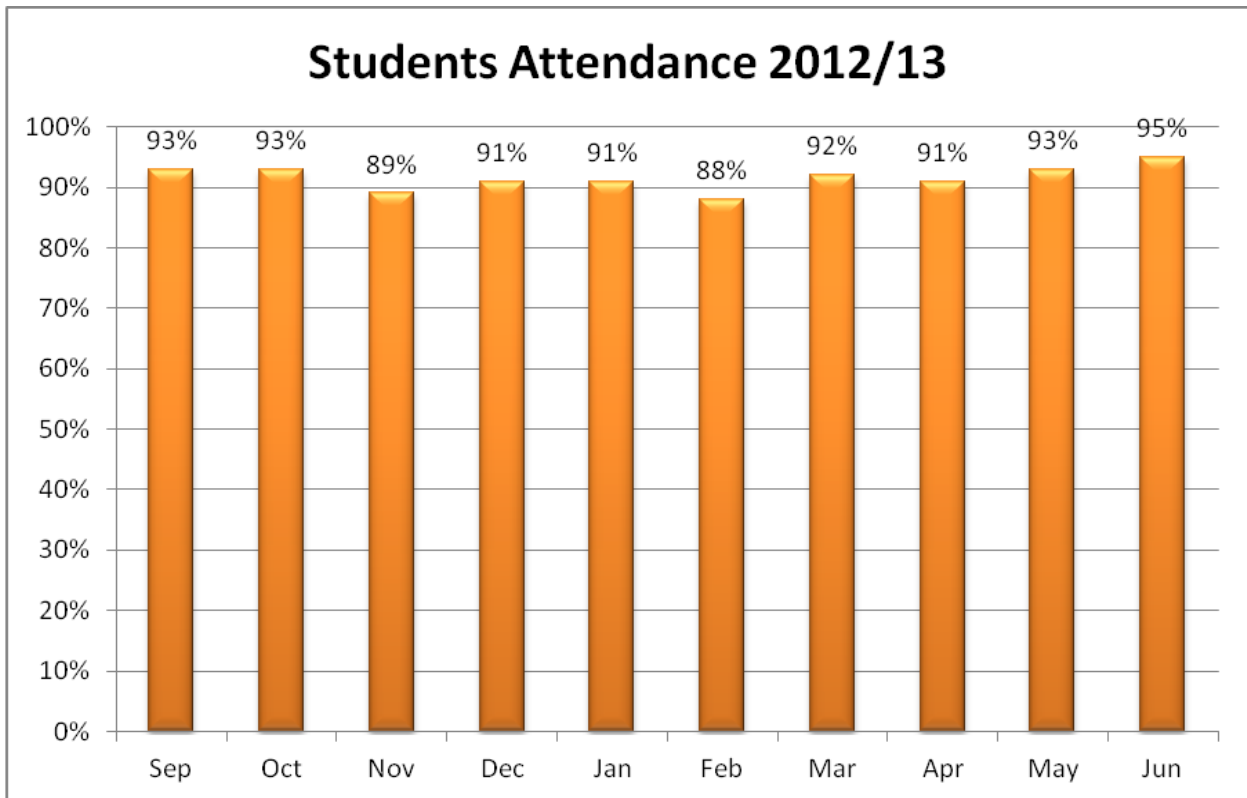
**Sum of the other Nationalities**



**Residential Distribution of Students (2012-2013)**



## *Students' Attendance*



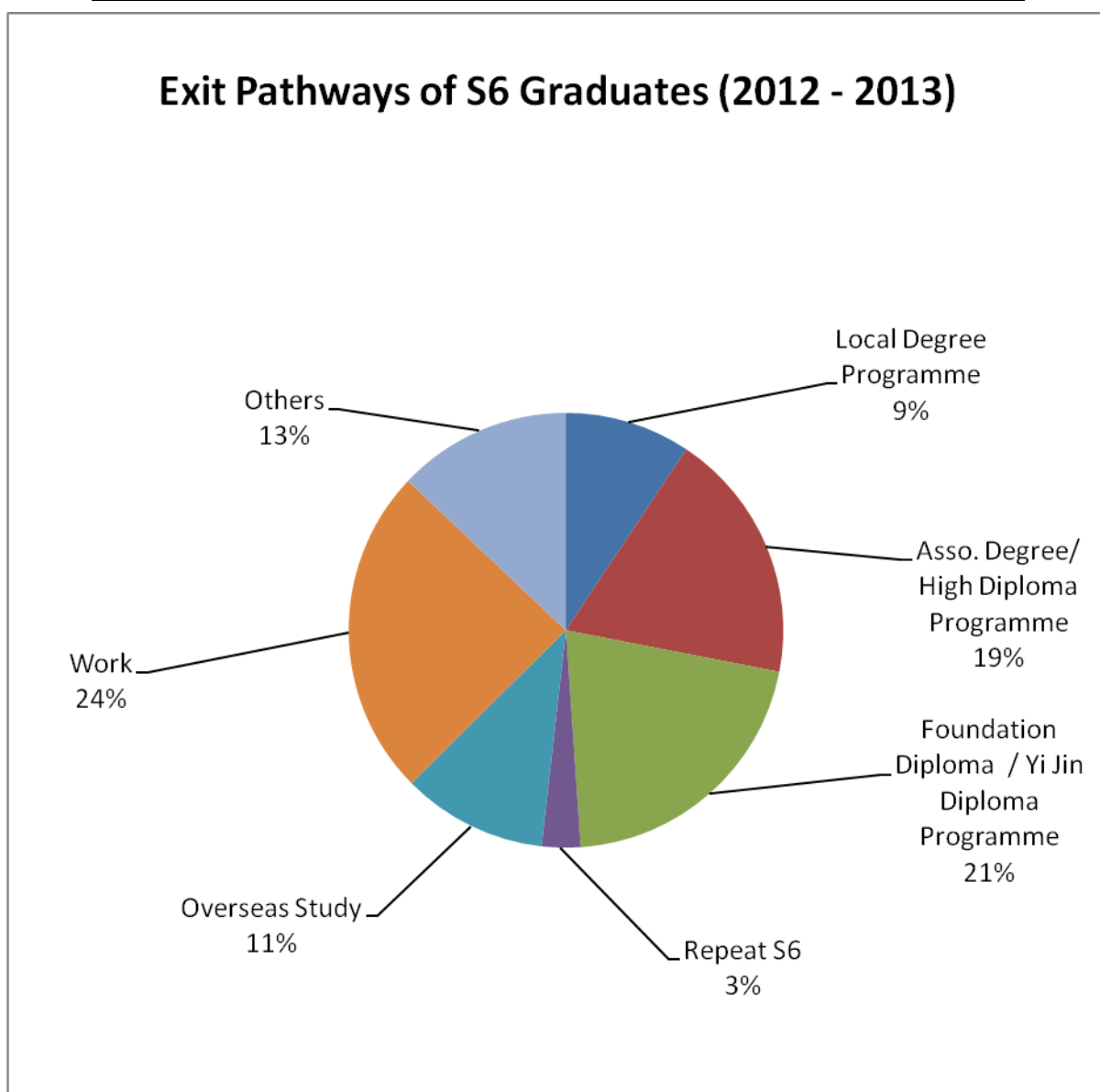
Month	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
School day	19	19	21	15	20	13	17	16	20	16
S1	124	123	126	128	129	128	127	127	132	132
S2	145	145	145	146	149	147	147	147	146	146
S3	143	143	143	145	146	141	141	141	141	141
S4	158	158	156	157	157	157	157	156	156	155
S5	146	146	146	146	146	145	145	145	144	144
S6	141	141	140	139	139	139	139	139	139	139
Total Students	857	856	856	861	866	857	856	855	858	857
Present day	16283	16264	17976	12915	17320	11141	14552	13680	17160	13712
Present %	93%	93%	89%	91%	91%	88%	92%	91%	93%	95%
Abs %	7%	7%	11%	9%	9%	12%	8%	9%	7%	5%



### *Exit Pathways of S.6 Graduates (2012-2013)*

Exit Pathways	No. of students
Local Degree Programme	13
Asso. Degree/ High Diploma Programme	26
Foundation Diploma / Yi Jin Diploma Programme	29
Repeat S6	4
Overseas Study	15
Work	34
Others	18
<b>Total</b>	<b>139</b>

**Pie chart showing exit pathways and corresponding percentage of students**



## *Our Teachers*

### **Staff Strength**

There are 99 members of staff in our school: the Principal, two Assistant Principals, 64 teachers, 1 teacher-librarian, 7 clerical staff, 2 laboratory technicians, 2 technical support services officers, 9 teaching assistants, 1 workshop attendant and 10 janitor staff.

### **Teachers' Qualification**

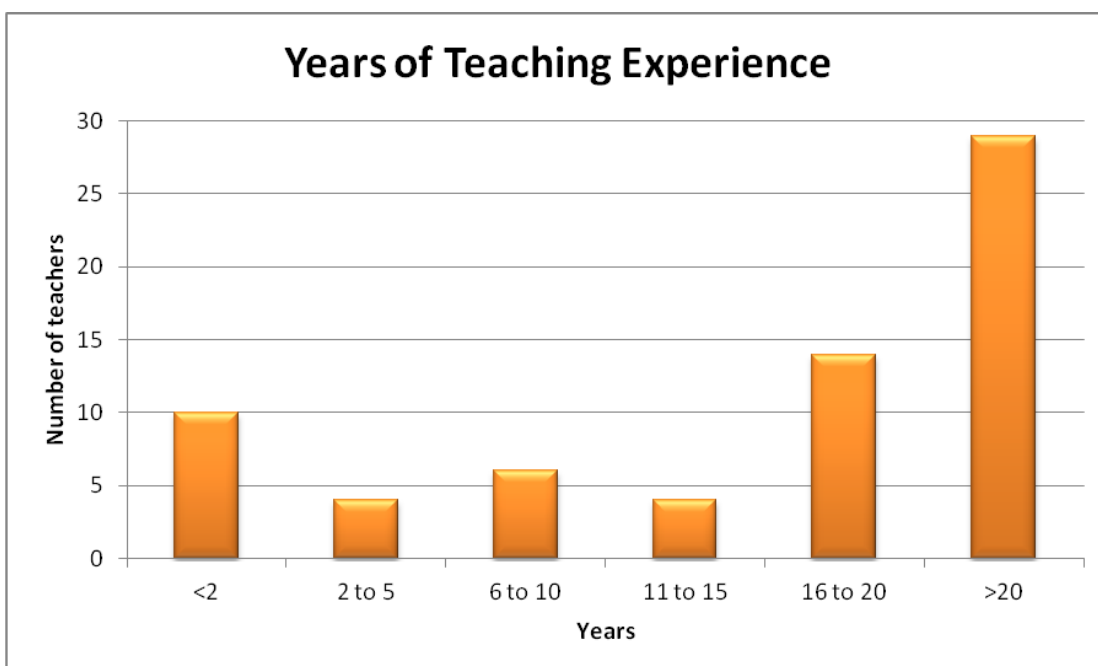
The qualifications of the teachers are shown below:

- 1 teacher (1.5%) possesses a Doctoral degree
- 31 teachers (46%) possess a Master degree
- 34 teachers (51%) possess a Bachelor degree
- 1 teacher (1.5%) is Certified Master/ Mistress
- 58 teachers were formally trained in teaching.

There are a total of 15 teachers teaching English. All teachers have met the Language Proficiency Requirement for English. The Native English teacher is exempted from the exercise.

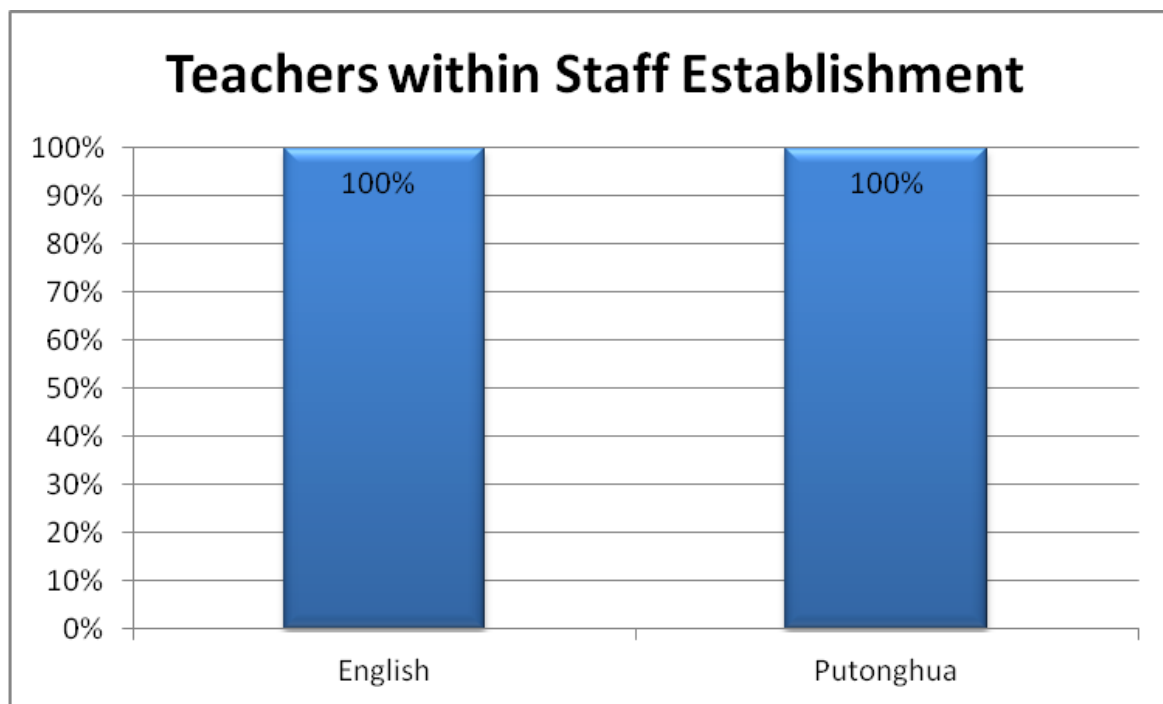
There are a total of 4 teachers teaching Putonghua. All of them have met the Language Proficiency Requirement for Putonghua.

### **Teaching Experience of Teachers**

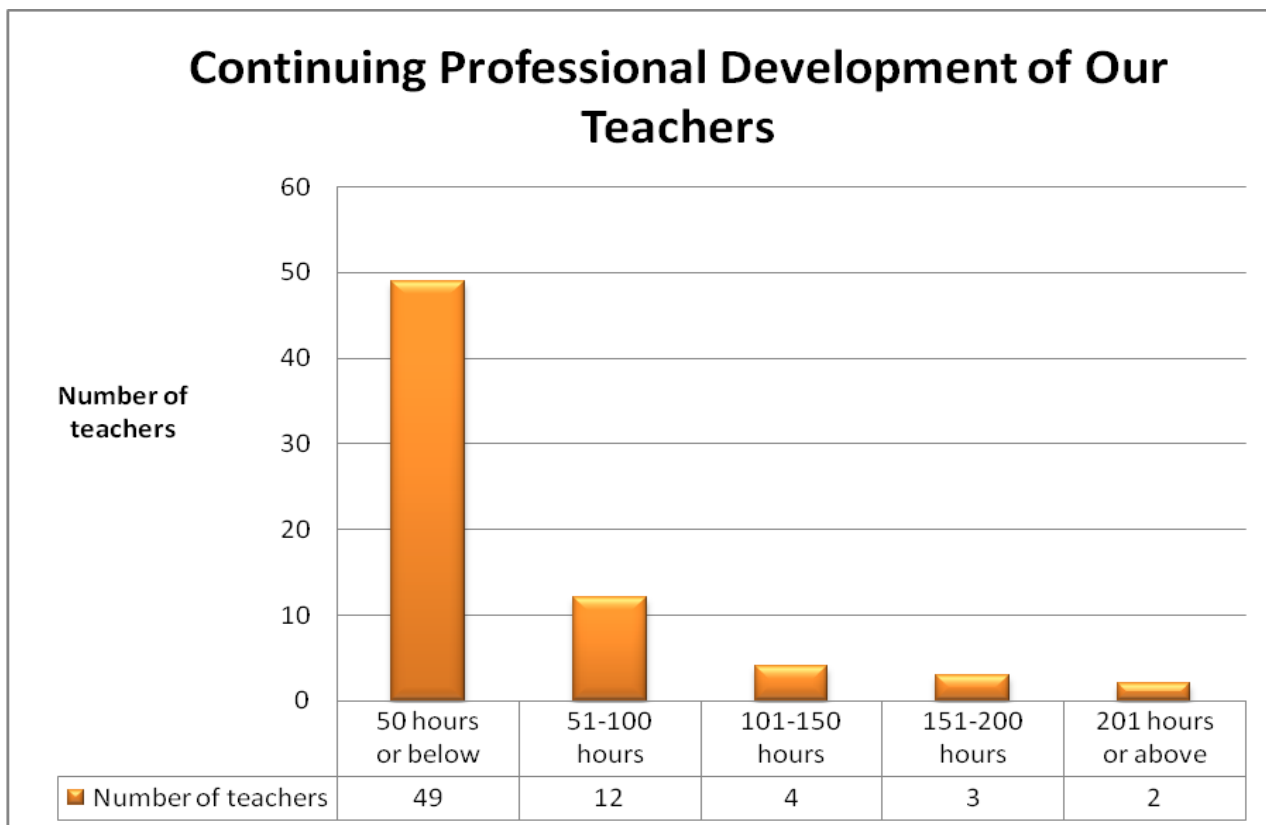


## Percentages of teachers meeting Language Proficiency Requirement

(LPR)



## Teachers' Professional Development

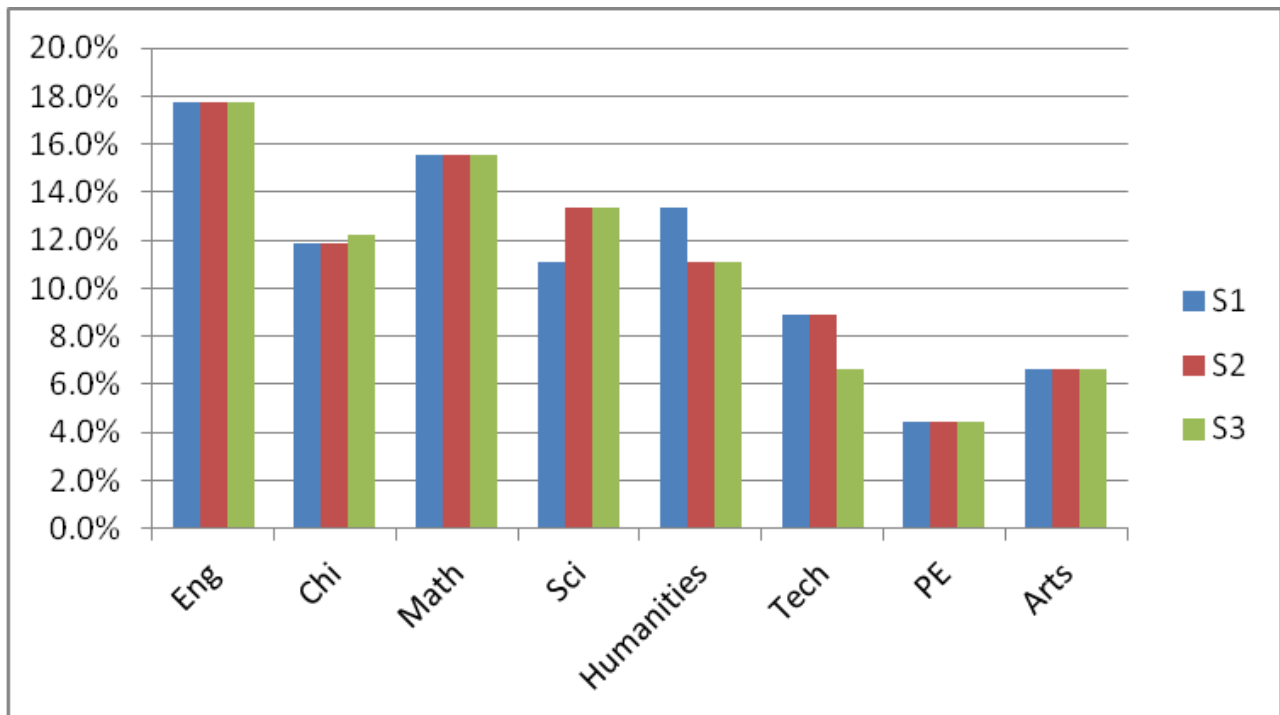


## *Our Learning and Teaching*

### *Number of School Days*

There were 190 active school days in 2012/2013.

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



## Performance of Our Students

### Academic Achievements and Public Examination Results

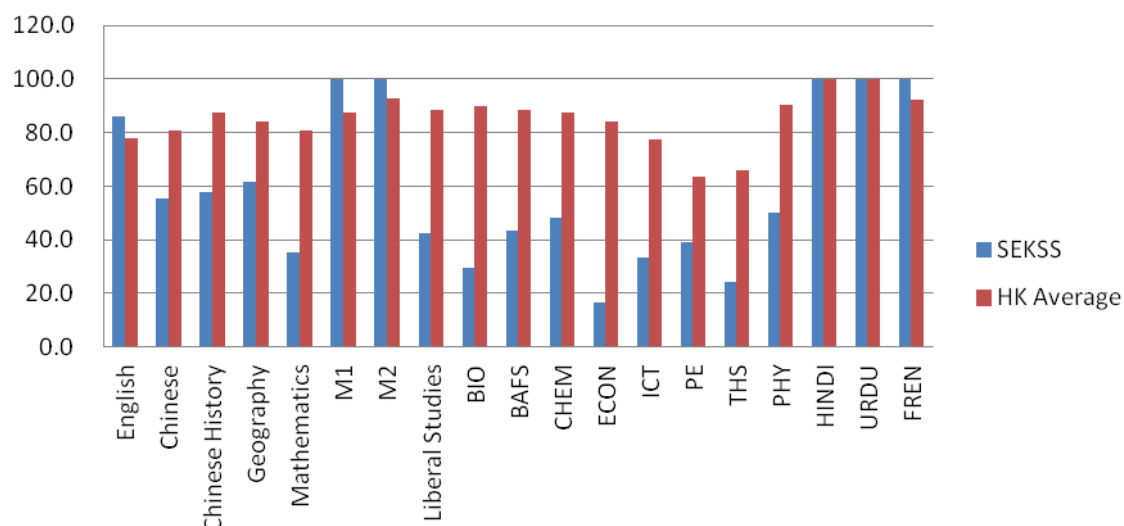
#### HKDSE

In the HKDSE 2013, there were 137 students sitting the examination obtaining a total of 1 Level 5\*\*, 8 Level 5\*, 20 Level 5 and 73 Level 4. The best result went to KWAN CHUNG HANG (S6B) with 1 Level 5\*\*, 4 Level 5\* and 1 Level 5.

Hindi and Urdu were the best performing subjects, with Hindi recording 62.5% and Urdu 100% of credits and distinctions. 37 students took the examination for the Applied Learning Subjects with 31.3 % attaining distinctions.

#### Analysis of HKDSE results (2013)

Passing %



#### GCSE Chinese

In the GCSE Chinese Examination of 2013, 34.9% of the candidates obtained distinction A and A\*, 59.5% of the candidates obtained credit or above.

Subject	No. of candidates	No. of distinctions(A*)	No. of distinctions(A)	No. of credits	No. of passes
GCSE Chinese	126	31	13	31	28

#### GCE AS Chinese

In the GCE AS Chinese Examination, 35% of the candidates obtained distinction A.

Subject	No. of candidates	No. of distinctions(A)
GCE AS Chinese	10	4 in Unit 1 3 in Unit 2

## Scholarships & Special Awards

### 2012/2013 Academically Most Improved Students Award - organized by PTA

<b>Name of students</b>	<b>Class</b>
JANINI CONSTANCE ISABELLE DESIREE	1A
TAMANG SANAM	1B
SHAHZADI IRAM	1C
ASIM FAQAR	1D
EVANGELISTA ARIEL CUSTODIO	1E
SADDIQ MUHAMMAD	2A
RAI MANUSHA	2B
SICUAN TOM KEANNU ATIENZA	2C
MALLA BIPEN	2D
SUBBA SHRINKHALA	2E
SHAFI MUHAMMAD ASAD	3A
PETALIO MARK ERICSON MARANA	3B
APO KRIZZA MAMANGON	3C
BK AARSRINA	3D
WONG QIU RANG ELISHA	3E
CHOI CHUNG SHEUNG	4A
ALE RESHMA	4B
RASKOTI MISAON KUMAR	4C
SUNAR ROYAL	4D
WONG SHEENA MASIBAG	4E
CHAN YEE SHUN	5A
CHUNG PAK WAI	5B
LIMBU YUGESH	5C
GURUNG RASMITA	5D
ALI USMAN	5E

### Hong Kong Indian Women's Club Scholarships 2012/2013

<b>Name of students</b>	<b>Class</b>
GURUNG SHELBY	1E
CHOWDHURY SHAHID	2E
SIT WAI HANG	3E
KAUR KIRAN DEEP	4A
SASEENDRAN ANJALY	4A
PHAM HOANG LONG	5A
CHAN TSZ FUNG	5B

**2012/2013 Outstanding Students Award**  
 – organized by Yau Tsim Mong District School Liaison Committee

<b>Name of students</b>	<b>Class</b>
JOAQUIN JASMINE JENNIVIE SANDOVAL	5A

**Harmony Scholarship 2012/2013**

<b>Name of students</b>	<b>Class</b>
CHOWDHURY SHAHID	2E
THAPA TEJ CHANDRA	3E
KAUR KIRAN DEEP	4A
WONG MAN KI	4A
TSE CHI FUNG	6B

**Ellis Kadoorie School for Indians Trust 2012/2013**

<b>Name of students</b>	<b>Class</b>
SASEENDRAN ANJALY	4A
KAUR KIRAN DEEP	4A

**2012/2013 Prominently Improved Student Award**  
 – organized by Yau Tsim Mong District School Liaison Committee

<b>Name of students</b>	<b>Class</b>
PISUTSONGKHRAM CHOTIKA	1B
SHAHZADI IRAM	1C
SADDIQ MUHAMMAD	2A
PUN SUR PREHI	2B
BUTUNDU ILUNGA ANNE MARIE	2E
GARBUJA PUN NIRAJ	3D
GURUNG RAJ	4A
BALJIT SINGH	4C
TO LIK KI	5B
KHAN MOMINA	5C

### Woo Hay Tong Scholarship Fund 2012/2013

Name of students	Class
LOJA MEL HERBERT II HUBAHIB	2E
THAPA TEJ CHANDRA	3E
THAPA DIL MAYA	4A
RAI NEHA	4A
CHAN TSZ FUNG	5B
LEE CLAUDIA JACQUELINE	5A
JARDIN JIREH KIEL BAUTISTA	6B
TSE CHI FUNG	6B

### The Sir Ellis Kadoorie Scholarships 2012/2013

Name of students	Class
CHOWDHURY SHAHID	2E
LOJA MEL HERBERT II HUBAHIB	2E
THAPA KUSHAL	2E
GILL DILPREET KAUR	2E
RAI VICTORIA	2E
SIT WAI HANG	3E
THAPA TEJ CHANDRA	3E
PORNWAPEE BANCHARONG	3E
KAUR KIRAN DEEP	4A
THAPA DIL MAYA	4A
RAI NEHA	4A
SASEENDRAN ANJALY	4A
WONG MAN KI	4A
PHAM HOANG LONG	5A
SINGH SAAJANPREET MALHI	5A
CHAN TSZ FUNG	5B
LEE CLAUDIA JACQUELINE	5A
LAM ATTANOND TAK KIT	5C
KWAN CHUNG HANG	6B
SIN MAN YEE	6B
JARDIN JIREH KIEL BAUTISTA	6B
TSE CHI FUNG	6B
CHEN HANSHEN	6B



### Hang Lung Scholarships 2012/2013

<b>Name of students</b>	<b>Class</b>
GURUNG SHELY	1E
CHOWDHURY SHAHID	2E
SIT WAI HANG	3E
KAUR KIRAN DEEP	4A
PHAM HOANG LONG	5A
KWAN CHUNG HANG	6B

### Padma and Harilela Academic Scholarships 2012/2013

<b>Name of students</b>	<b>Class</b>
KAUR KIRAN DEEP	4A
SASEENDRAN ANJALY	4A
WEIR JAMIE-LEE	4A
PHAM HOANG LONG	5A
CHAN TSZ FUNG	5B
LAM ATTANOND TAK KIT	5C
KWAN CHUNG HANG	6B
TSE CHI FUNG	6B
CHEN HANSHEN	6B

### SEKSS (WK) 2012 Social Service Award

Scholarship donated by Meenakshi Achi Charitable Foundation

<b>Name of students</b>	<b>Class</b>
CRUZ JOHN KRISTOFFER	6A
SIN MAN YEE	6B
TSANG CHEUK SZE	6C
TANG CHRISTOPHER K W	3D
LONTOC FRANCESCA CHOI	3E
WALIA AGAMPREET KAUR	3E

### Law's Charitable Foundation

NSS Applied Learning Scholarship 2012/2013

<b>Name of students</b>	<b>Class</b>
LI KA WAI	6A
CHAU KA YI	6A
CHAN YEE SHUN	6A

**Inter-school Activities and Awards Won**

<b>Events</b>	<b>Winner</b>	<b>Award</b>
Operation Kingbird 2013 Program, Overseas Ab-initio Flight Training	5E (17) MOHAMED SHAKOOR	Overseas Ab-initio Flight Training
49th School Dance Festival	2C (1) CHAN TSZ YU	Merit
	2C (5) WONG HOI LEE JOE JOE	
	2D (4) CHOW MIU YAN	
	2E (4) CROFT CELESTE	
	2E (9) PARK VALERIE LOK CHING	
	4A (12) SIU WING YAN	
	4B (5) KWOK KA WAI	
	4B (6) LIANG JING JING	
	3E (14) RANA SARALA	Chikni chameli(trio)-Merit
	5C (5) GURUNG KUSUM	
	5C (6) GURUNG SONY	
	3E (2) BUDHA ANITA	Merit
	3E (14) SALARA MAGAR	
	4A (22) GURUNG PRISAM KUMAR	
	4D (14) GURUNG ASHISH	
	4D (28) TAMANG TRIBHUSAN	
	4E (14) GURUNG NARENDRA	
	5D (9) GURUNG RASMITA	
	5D (10) GURUNG SOBI	
	6A (4) GARBUJA PRAJILLA	Mujhey rang dey(solo)-Merit
	3D (4) GURUNG BABINA	Pani mitho(girls)-Highly Commended
	3D (13) PUN BIJAYTA	
	3E (5) GURUNG SANJILA	
	3E (15) RASKOTI PUJA	
	4A (3) GURUNG MANISHA	
4A (13) TAMANG NEMIKA		
4A (14) TAMLING EMA		
4B (1) ALE RESHMA		
4C (15) PARIYAR SONIYA		
4C (19) SHRESTHA NAMRATA		
5D (19) THAPA CHET KUMARI		
6A (4) GARBUJA PRAJILLA		
2B (1) ALLYSA MARIE R. CRUZ	Merit	
2B (25) CHIU RICA JANE		

49th School Dance Festival	4B (6) LIANG JING JING	Merit	
	4C (2) CAPINPIN JENNIFER		
	4E (2) DELA PENA ZYR		
	5A (6) DELA PENA LESLIE		
	6A (8) NASTASIA KRISTIN FLORES		
	6D (2) AZUR CYRL DELA ROSA		
	6E (8) MONTESCLAROS BARBARA CHRISTINA S.		
	4C (2) CAPINPIN JENNIFER		Highly commended AND **Choreography Award
	4C (24) CAPINPIN JEFERSON		
	6A (11) CAPINPIN CHRISTIAN		
Hong Kong School Drama Festival 2012/2013	4B (11) VEGA GIA TRIXIE REYES	Award for Outstanding Performer	
	4C (18) REBLANDO JULIA MAE PARANGAN		
	4D (5) KAUR DILJOT		
	4D (13) DIGNADICE CHRISTIAN JAMES DE GUZMAN		
	4E (1) DELA PENA ZYR		
	4E (7) QUEENIE ANNJOLINE SUAREZ		
	4A (6) LEUNG MAN KIU		Award For Outstanding Cooperation
	4A (7) LUK HIU CHING		
	4A (17) WEIR JAMIE-LEE		
	4A (19) YEN CHEN AN		
	4B (2) CHUNG MEI YUK		
	4B (4) KRISTINE JOYCE EUGENIO		
	4B (5) KWOK KA WAI		
	4B (11) VEGA GIA TRIXIE REYES		
	4B (18) FOK NICK		
	4C (1) APO KRISZEL MAMANGON		
	4C (2) CAPINPIN JENNIFER		
	4C (4) GARIBAY DONA LEE SUNSHINE VELASQUEZ		
	4C (7) GURUNG TIRSANA		
	4C (17) RAI MICHELLE		
	4C (18) REBLANDO JULIA MAE PARANGAN		
	4C (24) CAPINPIN JEFERSON		
	4C (25) ESTRELLA CARN JANSENN RASCO		
	4C (28) NORMAN HENDRICK YASARATNE		
	4D (4) IQBAL FALEN		
	4D (5) KAUR DILJOT		
	4D (9) RAHMAN RUKSHATTE		

Hong Kong School Drama Festival 2012/2013	4D (12) DHILLON GURBIR SINGH JATT	Award For Outstanding Cooperation
	4D (13) DIGNADICE CHRISTIAN JAMES DE GUZMAN	
	4E (1) CADA XHNDRA MAY	
	4E (2) DELA PENA ZYR	
	4E (7) QUEENIEANNJOLINE SUAREZ	
	4E (13) GURPINDER SINGH	
	4E (19) LEUNG AIDAN RAYMOND KA HEI	
	4E (22) NOVERAJ-SINGH	
A Short Story Writing Competition 2012/2013	2E (25) LOJA MEL HERBERT II HUBAHIB	Champion
	2E (21) SUJIN GURUNG	
	5C (26) SANTOS NEIL JAYSON	
Cross Cultural IES Award Scheme (2012/2013)	4A (5) ARISA LEUNG	Award of Excellence
	4A (4) KAUR KIRAN DEEP	
	4A (9) RAI NEHA	
	4A (31) TAM KWAN KIN	
Hang Lung Mathematics Awards	6B (22) KWAN CHUNG HANG	Gold Award
64th HK Schools Speech Festival	2A (2) Jocelyn Manjie Cheung	English Solo Verse Speaking (Non-open) ( 1st runner up)
	2E (8) MUHAMMAD SAHARA PARVEEN	粵語散文獨誦 (亞軍)
Boulder Fence Model Design Competition (Junior Secondary Category) organized by Civil Engineering and Development Department	1E (10) CHOI HO YIN	the Most Robust Design Award
	1E (22) LAW SIU SHING	
	1E (28) TAM HO YIN	
	1E (29) TAMANG DANIEL	
	1E (10) CHOI HO YIN	2 <sup>nd</sup> Runner-up of the Most Efficient Design Award
	1E (22) LAW SIU SHING	
	1E (28) TAM HO YIN	
	1E (29) TAMANG DANIEL	
	1E (2) GURUNG SHELY	the Most Innovative and Aesthetic Design Award
	1C (6) IRAM SHAHZADI	
	1E (19) ALTAF KHAN	
	1E (27) SINGH HAR SHWINDER	
培正數學邀請賽 2013	6B (22) KWAN CHUNG HANG	決賽:優異獎
香港美術教育協會中秋花燈設計展覽暨全港兒童中秋花燈設計比賽及攝影比賽	3D (11) LY CHEUK YING RENEE	亞軍

WDA 體育舞蹈系列賽 - 新春舞蹈大賽	4A (9) RAI NEHA	1st runner-up Latin Dance - Chachacha
WDA 全港標準舞及拉丁舞公開系列賽	4A (9) RAI NEHA	1st runner-up Latin Dance - Chachacha
Australian Mathematics Competition	6B (14) CHAN TSZ FUNG	Distinction
	6B (22) KWAN POK MAN KEVIN	
	5A (10) SASEENDRAN ANJALY	Proficiency
	5A (25) LO TING HIN	

### **Major School Functions and Events (2012/2013)**

<b>Date</b>	<b>Function</b>
1. 13/11/2012	Sports Day (Heats)
2. 20/11/2012	Sports Day (Finals) Guest of Honour : Mrs. Yau Kwong Tse Wai, Former Head of English Department
3. 23/11/2012	Parents' Night cum AGM of PTA
4. 7/12/2012	School Speech Day Guest of Honour : Mr. Mohinderpaul Singh
5. 20/12/2012	School Picnic Day
6. 21/12/2012	Christmas Class Party and Talent show
7. 2/3/2013	Parents' Day
8. 15/3/2013	Learning Celebrations cum PTA Fun Day Guest of Honour: Mr. Nachiappan Thirupathi, the Chairman of PTA
9.	Staff Development Days
28/9/2012	Theme of Day 1 : Understanding the Ethnic Minority Groups
29/1/2013	Theme of Day 2 : a) Reading to Learn, Learning to Write b) To enhance the understanding of a local charity, Tung Wah Group of Hospitals
23/5/2013	Theme of Day 3 : a) Peer Sharing on Learning Diversity b) Level Meetings on APASO and Stakeholder Survey (Grouping 1) c) Achievements and Reflections on Major Concerns (Grouping 2) d) To know the newly established cultural facilities in Hong Kong – visit to Tin Shui Wai Public Library
10.	A total of 8 Principal's Meetings with Parents

## *Reports of Programme Plans*

### Extra-curricular Activities Committee

<b>Date/Period</b>	<b>Activities/Events/Programmes</b>	<b>Target Group</b>
1/9/2012	Briefing of ECA Committee	Whole school
Sep 2012	ECA Enrollment & Promotion	Whole school
21/9/2012	House AGM	Whole school
Oct 2012	Friendly matches / games	School Volleyball Team
Oct – Nov 2012	Inter-house Display Board Design Competition	Whole school
Nov 2012	Training for House officials & student helpers (Sports Day)	Whole school
Nov 2012	Training for the cheering teams (Sports Day)	Whole school
21/12/2012	Class Party and Talent Show	Whole school
Dec 2012, Mar 2013	ECA Commendation Schemes	Whole school
21~ 22/1/2013	Half-yearly Post-examinations activities	Whole school
15 Mar 2013	Learning Celebrations entertainment programmes	Whole school
Jul 2013	Outstanding Students Award — Outstanding club & House members were awarded certificates for their contributions	Nominated Club & House members
Jul 2013	Overall House Champion — the best performing House in the year	All House members
2 ~ 10/7/2013	Post-examinations activities	Whole school
Throughout the year	Inter-House Competitions (ball games) — Basketball, Football, Volleyball, Cricket & Table-tennis	Representatives from each House
Throughout the year	Jockey Club Life-wide Learning Fund	All entitled students
Throughout the year	Leadership Training Programme	S.3 – S.5
Throughout the year	Class period programme	Whole school

## School Discipline Committee

### A: General Programme

Date/Period	Activities/Programmes	Target Group
26/8/2012	Talk for new students and their parents on school discipline in S.1 orientation programme	S.1 students and parents
2/9/2012	Talk on School Discipline in School Assembly	Whole school
21/11/2012	Talk on juvenile crime by Police	S.1 – S.2
21/11/2012	Police Recruitment Talk	S.3 – S.6
Sep 2012 - Jul 2013	<b>Class of the Year Award</b> 1. Inter-class Display Board Competition 2. Inter-class Dress-well Competition 3. Inter-class Punctuality Competition 4. Goal setting 5. Inter-class Classroom Cleanliness Competition 6. Inter-class Football Competition 7. Inter-class 3 on 3 Basketball Competition 8. Readathon 9. Inter-class Badminton Competition	Whole school
4 ~ 8/3/2013	1. Anti-smoking & Anti-drug Week a. Talks b. Exhibitions c. Workshops (English & Cantonese) d. Fun fair e. Competitions	Whole school
Mar - May 2013	<b>Early Bird Scheme</b> for habitual latecomers (collaborated with Guidance & Counseling Team)	Habitual Latecomers
Sep 2012- Jul 2013	Merit System	Whole school
Throughout the year	A: Most Well-behaved Students Award B: Most Improved in Conduct Students Award	Whole school
Throughout the year	Phoenix Scheme	Students with disciplinary records
Throughout the year	Prefect System	Whole school
Throughout the year	Special Arrangement of checking student ID for students leaving schools during lunchtime	S.1 students
Sep 2012 - Jul 2013	Enhanced Smart Teen Project	Selected S.2 and S.3 students



**B. Enhanced Smart Teen Project**

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group</b>
3~7/12/2012	Enhanced Smart Teen Project Training Camp in Hong Kong Customs & Excise Department Training School	ESTP participants

**Post Camp Activities**

<b>Dates/Period</b>	<b>Activity/Programmes</b>	<b>Target Group</b>
17/5/2013	ESTP Prize Presentation Ceremony	S.1 to S.3 students
9/9/2012 21/10/2012	I. Careers related activities: Magic course and performance in “Fight Crime Without Boundary Talent Competition”	ESTP participants
Oct 2012 - Jul 2013	II. <b>Healthy School Ambassador (Refer to Healthy school programme)</b>	ESTP participants and other students

**C. “Harmonious Campus” – Harmony Month (November – December 2012)**

(Collaborated with various functional committees and subject departments like Guidance & Counseling Committee, Moral Civic & National Education Committee, PE Department)

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group</b>
15/10/2012	Peace Ambassadors Training Day Camp	Selected students
5/11/2012	Opening Ceremony: Teacher-student basketball friendly match	Whole school
Nov - Dec 2012	Lunch time game booths	Whole school
Nov - Dec 2012	“Say No to Bullying” Board Display	Whole school
7/11/2012	Talk on "Introduction to the “Race Discrimination Ordinance” by the Equal Opportunity Commission	S.1-S.5 students
10/11/2012	Fight Crime Without Boundary Talent Competition	Selected students
12/11/2012	“Class of the Year Award” – Inter-class Display Board Design Competition	Whole school

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group</b>
14~15, 22/11/2012, 5, 12/12/2012	Cultural Harmony Training Workshops	S.1 students
20/11/2012	“Class of the Year Award” – Harmony Race (Sports Day)	Whole school
5~23/11/2012	“Class of the Year Award” – Slogan Design Competition	Whole school
28/11/2012	Guided Educational Tour	41 S.1-S.2 Chinese students

29 ~30/11/2012 (lunch-time)	“Harmony fun fair”	Whole school
5/12/2012 (class period)	Lesson on dealing with conflict	Whole school

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group</b>
5/12/2012 (end of class period)	“Class of the Year Award” – Inter-class Short Quiz Competition (anti-bullying)	Whole school
10~14/12/2012 (LS lesson)	News Commentary – co-organized with Liberal Studies Department	S.4 and S.5 students
19/12/2012 Class period	Hall Assembly – talks and sharing of the camp	S.1 to S.3 students
21/12/2012	Drama about Bullying (Talent Show)	Whole school

#### **D. Prefect Programme**

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group</b>
10/11/2012	Prefect Badge Presentation Ceremony	Prefects/ S.1 to S.5 students
23~26/4/2013	Students’ Discipline Enhancement Programme by Prefects	S.1 students
25/10/2012	Prefect Barbecue in school	Prefects
16/11/2012	Prefect Exchange Programme: Visit to Jockey Club Government Secondary School	Prefects
10/1/2013	Prefect Exchange Programme– Visit to Tseung Kwan O Government Secondary School	Prefects
8~ 9/7/2013	Joint Government Secondary School Prefect Training Camp	Prefects

#### **E. Monitor/ Monitress Training and Latecomer Prefect training/recruitment/reshuffle**

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group</b>
25/10/2012	Junior Class Leader Training Programme – Class teacher training workshop	Class teachers of junior classes
25/10/2012 22/1/2013 10/7/2013	Junior Class Leader Training Programme – Monitors’ & Monitresses’ Training Workshop (3 times) by Prefects	Monitors and monitresses of junior classes
6/5/2013	Latecomer Prefect Training Course	Selected students

## F. Discipline Teacher Exchange Programme and Professional Sharing

Dates/Period	Activities/Programmes	Target Group
16/4/2013	Experience sharing of the good practice of the our school on the “Sharing Session on Anti-bullying Campaign 2012-2013” organized by EDB	Teachers of other schools
10/6/2013	Discipline & Guidance Teachers Exchange programme: Visit by the Discipline and Guidance teachers of Chinese Christian Church Kwei Wah Shan Secondary School	Discipline and Guidance teachers of Chinese Christian Church Kwei Wah Shan Secondary School

## G. Healthy School Programme 2012/2013

Collaborated with other functional committees and VA department

NGO/ Co-organizer: Boys’ and Girls’ Club Association of Hong Kong

Dates/Period	Activities/Programmes	Target Group
2/9/2012	Talk for students	All students
28/9/2012	Talk for teachers	All teachers
23/11/2012	Talk for parents	Parents
2/3/2013	Parents’ Day (game booth to introduce drug testing)	Parents
4~8/3/2013	Anti-drugs and anti-smoking week	All students
5/3/2013	Anti-smoking talk	All students
6/3/2013	Anti-smoking workshop	Selected students
8/3/2013	Talk on harms of psychotropic substance abuse on urinary tract	All students
7~8/3/2013	Rowing Competition	All students
Sep 2012 - Jul 2013	Health Ambassador Training Programme (About 15 sessions of activities)	Selected students
Sep 2012 - Jul 2013	Dream Ambassador Training Programme (About 16 sessions of activities)	Selected students
Oct 2012 - May 2013	Handicraft Class	Selected students
Nov 2012 - May 2013	Inter-school Healthy Life Photo-taking Competition	All students
9/4/2013	Healthy School Programme - Talk on Juvenile Crime by Correctional Services Department	S.1 - S.4 students
11/4/2013	Visit to Sha Tsui Correctional Institution	Selected students
30/4/2013	Talk on personal private data and anti-cyber bullying by Privacy Commission	S.1 - S.3 students

5/7-2013	Healthy School Programme Closing and Prize Presentation Ceremony	Health and Dream Ambassadors
8/7/2013	Talk on the harms of drug for S.1 students by Hong Kong Society of Rehabilitation and Crime Prevention	S.1 students
10/-7/2013	Dialogue in the dark	Selected students
8~9/, 11/7/2013	Inter-class table football competition	All students
Oct 2012 - Jul 2013	Drug testing	Student volunteers

## School Guidance & Counseling Committee

### First Term Activities

Dates/Period	Activities/Programmes	Target Group
<b>Showing Concern and Consideration for Others, Values Education</b>		
27/9/2012	Dress Special Day for the Community Chest 2012	Whole school
Sept – Nov 2012	Inter-class Display Board Design Competition with focus on "Love & Care"	Whole School
Oct 2012 – Mar 2013	Multicultural Harmony Training Scheme (in collaboration with Hong Kong Christian Service)	Love & Care Ambassadors
Throughout the year	S.1-S.4 Love and Care Ambassadors Training	Recruited students
<b>Coping with Secondary School Life &amp; Healthy Lifestyle</b>		
3/9/2012	Talk on "Anti-bullying" by 0.2 social worker	Whole school
Oct 2012 – Jan 2013	Goal-setting Campaign	S.1-S.6 students
Oct 2012 – Dec 2012	Making a Rainbow Life Programme	(NCS & Returnee students)
1/11/2012	Citi Success School Partnership Programme 2012 – Career Exploration 寰宇希望 花旗集團成功在望獎勵計劃—學校伙伴計劃 2012	All S.5 students
21 & 28/11/2012	Anti-bullying workshop (Kelly Support Group)	S.1-S.2 students
Oct – Dec 2012	Love & Care Ambassadors services to fellow schoolmates (Lending chess and board games at lunch-time)	Open to all
<b>Social Education and Competence Enhancement</b>		
Whole year	<b>"Real Friends Project"</b> with the Hong Kong Police Force, Police Community Relations Office, Mong Kok Police District	Whole School
31/10/2012	1) Opening Ceremony cum Basketball Friendly Match	30 students, 5 police officers
22/1/2013	2) War Game (Indoor)	
Nov – Dec 2012	Interest Classes: 1) Beads keychain (3 sessions at lunch-time) 2) Aroma jelly wax candles (3 sessions at lunch-time) 3) Make-up class (5 sessions after school) 4) Cookie class (1 session after school)	Interested students
8/11/2012	Promotion of Healthy Lifestyle Game Booths and Exhibition (PS33)	Open to all
29/11/2012	Harmony fun fair: Multicultural Harmony Education Game Booth and Exhibition (Led by Love & Care Ambassadors)	Open to all
21/1/2013	HK Disneyland Youth Education Series: 1) Liberal Studies Workshop 2) Animation Workshop	15 S.4 students 15 S.1-2 students
22/1/2013	P.A.T.H.S. opening programme	All S.1 students

## Second Term Activities

Dates/Period	Activities/Programmes	Target Group
<b>Showing Concern and Consideration for Others, Values Education</b>		
Feb – June 2013	Love & Care Ambassadors services to fellow schoolmates (Lending chess and board games at lunch-time every day)	Open to all
8/2/2013	Raising Fund for Yellow House (Lunar New Year Market)	S.3 – S.4 (7 students)
1/3/2013 ~ 31/5/2013 (10 sessions)	跨代共融數碼站『數碼師傅』義工服務 (Master Digital Programme for Elderly)	S.3-S.4 (8 volunteers)
11/5/2013	Flag Selling for The Samaritan Befrienders Hong Kong	Love & Care Ambassadors
<b>Coping with Secondary School Life &amp; Healthy Lifestyle</b>		
23/1/2013	S.3 Life Planning Workshop & Society Simulation Game	All S.3 students
Feb – Jun 2013	Making a Fruitful Life Programme	S.1-S.4 New Arrivals
9/4 – 21/5/2013	P.A.T.H.S. Tier II Programmes <ul style="list-style-type: none"> <li>• Juggling Group: 7 Tuesdays, after school</li> <li>• War Game on 23/5/2013</li> <li>• Ocean Park Fun Day on 9/7/2013 for students who have good attendance and performance</li> </ul>	Selected S.1 students
15/3/2013	'Internet Addiction' game booth and exhibition (生命工場)	Open to all
27-28/3/2013	Noah's Ark Life Education overnight camp	S.3-S.5 students
16/4 – 4/6/2013	English Enhancement Programme for S.2 (every Tuesday)	S.2 Chinese students (max. 8)
<b>Social Education and Competence Enhancement</b>		
28/1/2013	Anti-gambling war game (Volleyball Court)	Selected classes
25/4/2013	Citi Success School Partnership Programme 2012 – Career Exploration Phase 2 寰宇希望 花旗集團成功在望獎勵計劃—學校伙伴計劃 2012	S.3-S.5 (70 students)
30/4/2013	Crime Prevention Talk (by Mongkok Police District)	38 NCS S.1 students
2/7 and 5/7 2013 (post exam)	Fancy key chain making cum 'Decoupage' art work exhibition	Open to all
4/7/2013 (post exam)	Ocean Park Octopus Education Programme (Bamboo Eaters)	S.1-S.3 students (max. 20)
4/7/2013 (post exam)	Anti-drugs Talk by The Society of Rehabilitation and Crime Prevention, Hong Kong (善導會)	S.1-S.3 students
<b>“Real Friends Project 12/13”</b> (cooperate with the Hong Kong Police Force, Police Community Relations Office, Mong Kok Police District)		
2/2/2013	Cleaning Flats for the Elderly with Police Volunteers	S.2-S.4 (4 students)
29/4/2013	Visit to Mong Kok Police Station	S.1-S.4 (17 students)
21/5/2013	Adventure Ship Nautical Training Trip with Police Volunteers	S.1-S.5 (47 students)
<b>Others</b>		
24/5/2013	Sharing with Parents: Ways to help students to prepare for exams	About 20 parents

## Academic Promotion Committee

<b>Dates/Period</b>	<b>Activities/Programmes</b>	<b>Target Group (No. of students attended)</b>
9/2012 – 6/2013	Opening of the Study Room	Whole school (620)
3/2013	Opening of study rooms for S6 students during their study leave	All S.6 students (Over 150)
Christmas holidays	Tutorial classes	Whole school (166)
Easter holidays	Tutorial classes	Whole school (44)
Nov 2012 –Jun 2013	Inter-class Quiz	Whole school
Summer holidays	Summer School tutorial classes	35 classes
5/11/2012	Talk for S5 & S6 GCSE students	All S5 & S6 GCSE students
28/1/2013	Talk for S5 GCSE students	Designated S5 GCSE students
10~14/9/2012	S6 Effective Study Skills Workshop & Seminar	All S6 students
5~9/11/2012	S5 Effective Study Skills Workshop & Seminar	All S5 students
22~26/4/2013	S4 Effective Study Skills Workshop & Seminar	All S4 students

## Promotion of Reading Committee

Date/ Period	Activity/ Events / Programmes	Target Group
Throughout the year	Reading Lesson	S.1-S.3 students
Oct - Dec 2012 Mar - Jun 2013	Mini Book Exhibition	Whole school
17~24/4/2013	Readathon	S.1-S.5 students
5 & 12 /11/2012	Reading Partnership Programme with Tai Kok Tsui Catholic Primary School	Reading Ambassadors & primary school students
7~8/3/2013 & 18~19/4/2013	2 Film shows	Whole school
11~17/2/ 2013	Home Reading Scheme	S.1 students
11~14/3/2013 & 17, 22~26/4/2013 (10 sessions)	Buddy Reading Programme	S.1 students
17~24/4/2013	<b>Reading Week</b> - Book Exhibition - Readathon - Film show and quiz - Book Recommendation - Book Mark Design Competition - Riddles Competition - Slogan Writing Competition - Buddy Reading Programme	Whole school



## Special Education Needs Committee (SEN)

Dates/Period	Activities/Programmes	Target Group
Sep 2012 – Jun 2013 (20 times)	<b>Speech Therapy</b> <b>(by the Hong Kong Rehabilitation Academic Association)</b> 言語治療 (香港康復學會提供)	5 SEN students (1-Intellectual disability, 1-Dyslexia with speech impairment, 1-Visual impairment, 2- Autism) (S.1, S.3 and S.5)
Oct 2012 – Jun 2013 (21 times)	<b>Chinese Dyslexia Group</b> <b>(by the Hong Kong Rehabilitation Academic Association)</b> 中學學習支援津貼(中文讀寫治療) 服務小組 (香港康復學會提供)	2 SEN students (Dyslexia) (S.3 and S.4) + 5 ALA students (S.1 and S.3)
Oct 2012 – Jun 2013 (18 times)	<b>ADHD Training Programme</b> <b>(by Link Education)</b> 專注力提昇訓練 (共融教室提供)	2 SEN students (ADHD) (S.1 and S.2)
Oct – Dec 2012 (7 times)	<b>Social Group</b> <b>(by C.C.C. Kei Shun Special School and Student Support Team, S.E.K.S.S.W.K.)</b> 社交小組訓練 (基順特殊學校及本校學生支援小組提供)	3 SEN students (2-Autism, 1- Intellectual disability) (S.3 and S.5)
Jan – May 2013 (5 times)	<b>Social Group, Pilot Project on enhancement of support services for students with ASD</b> <b>(by the Educational Psychology Service Section, N.T., NEWPAGE Learning and Development Consultants, and Student Support Team, SEKSSWK)</b> 社交小組訓練 (加強支援有自閉症學生的試驗計劃) (教育局心理服務組(新界), 新一頁學習及發展顧問及本校學生支援小組提供)	4 SEN students (2-Autism, 1- Intellectual disability, 1-Dyslexia) (S.1, S.3 and S.5) + 3 students (S.1)
Apr – May 2013	<b>Learning Group</b> <b>(by the EDB Educational Psychologist)</b> 學習小組 (教育心理學家提供)	6 ALA students (S.1 and S.3)
Oct 2012 – Jun 2013 Every day during lunch-time and after school	<b>English Tutorial Class</b> <b>(by the SEN Teaching Assistant)</b>	12 SEN students (1-Visual impairment, 2-Autism, 4-Intellectual disability, 5-Dyslexia) (S.1, S.3, S.4 and S.5) + 2 ALA Students (S.1 and S.3)

## Careers Guidance Committee

<b>Date/Period</b>	<b>Activities/ Programmes</b>	<b>Target Group</b>
12/9/2012	Applied Learning Briefing Session for S.5	S.5 students
12/9/2012	Tomorrow's Youth Development Programme - Careers Talk	S.4 & S.5 students
26/9/2012	Talk on Progression Pathways for S6	S.6 students
10/10/2012	Talk on "S.6 Strategies on JUPAS Programme Selection"	S.6 students
17/10/2012	Class Period Topic: Study Skills	S.1 & S.2 students
Oct – Nov 2012 (4 times)	Tomorrow's Youth Workshop in School	S.4 ~ S.6 students
24/10/2012	Talk on "How to Prepare Additional Information for JUPAS Application"	S.6 students
27/10/2012	Visit of Baptist University	S.4 ~ S.6 students
30/10 ~ 1/11/2012	Workshops on JUPAS Application	S.6 students
1/11/2012	Citi Success School Partnership Programme 2012 – Career Exploration	S.5 students
10/11/2012	Visit of HKU Information Day for Admission	S.6 students
21/11/2012	Police Recruitment Talk	S.1 ~ S.4 students
23~28/11/2012	JUPAS workshops by the Hong Kong Christian Service	Non-Chinese speaking S.6 students
12/1/2013	IVE Info Day	S.6 students
21/1/2013	Sports and Fitness Talk	Physical education students
22/1/2013	Visit of YES Station	S.4 students
23/1/2013	Class Period (Topic: Top Jobs and Careers for the Future)	S.1 & S.2 students
23/1/2013	S3 Life Planning Workshop and Society Simulation Game (by the YWCA)	S.3 students
25/1/2013	Talk on VTC for S6	S.6 students
26/1/2013	Visit to City University of Hong Kong for Briefing Session on the Law Faculty Admission	S.4 ~ S.6 students
26/1 ,2/2/2013	WOW I'm Ready Programme (by the EDB)	S.4 & S.5 students
30/1/2013	Class Period (Topic: Maths and Your Career)	S.1 & S.2 students
4/2/2013	Career-related Experience Sharing on Applied Learning	S.5 students
4/2/2013	Talk on University Entrance Requirements and JUPAS Statistics	S.5 students
6/2/2013	Talk on Progression Pathways for S3 (Talk on VTC, DVE and Youth College)	S.3 students
Feb – Mar 2013	Careers Weeks	Whole school
22/2/2013	Briefing Session on Applied Learning for S4	S.4 students

23/2/2013	Visit of IVE (Chai Wan) Info Day 2013	S.6 students
27/2/2013	Class Period (Topic: Careers Planning)	Whole school
28/2/2013	IVE Taster Programme	S.5 students
1/3/2013	Visit to Applied Learning Exhibition	S.4 students
5/3/2013	Company Visit of HK Productivity Council	S.5 students
5/3/2013	Talk and Sharing Session on Other Pathways for S.6 School Leavers	S.6 students
5~7/3/2013	SEK Education & Careers Expo 2013	Whole school
13~15/3/2013	Board Display on Applied Learning	Whole school
22/3/2013	Hotel Visit	Selected S.4 & S5 students
26/4/2013	Talk on Choice of Subjects in S4	S.3 students
29/4/2013 ~ 6/5/2013	Finding Your Colours of Life Workshops – NSS Subject Choices and the Development of Career Aspirations	S.3 students
30/4/2013	Ocean Park Career Day	S.4 & S.5 students
May 2013	S3 Taster Programme	S.3 students
2~20/5/2013	Career Education Workshops by Hong Kong Christian Service	S.1 & S.2 students
15/5/2013	Class Period (Topic: Further Studies)	S.5 students
16/5/2013	Job Shadow Day at Hong Kong Police Force	Interested S.3 & S.4 students
3/6/2013	Talk on Choice of Subjects in S4 for S3 Parents and Students	S3 parents & students
26/6/2013	PolyU Fashion Show 2013	Interested students
2/7/2013	Careers Card Game	S.2 students
3/7/2013	Talk on JUPAS and Further Studies cum Experience Sharing on Career Exploration	S.5 students
10/7/2013	Preparation for the Release of HKDSE	S.6 students & parents
12 ~ 24/7/2013	Crimson Summer Exchange (CSE) 2013 – Beijing Residential Programme	Interested students
23 ~ 25/7/2013	PolyU Engineering Summer Camp 2013	Interested S.5 students
28/7 ~ 8/8/2013	Crimson Summer Exchange (CSE) 2013 – Hong Kong Programme	Interested students
Jul – Aug 2013	Summer Job Training and Placement Programme (HKSKH Lady MacLehose Centre)	Selected S.4 & S.5 non-Chinese Speaking students
Jul – Aug 2013	Summer Work Experience Scheme Organized by HK Association of Careers Masters and Guidance Masters	Selected S.6 students

## Moral & National Education Committee

<b>Dates/Period</b>	<b>Activities/ Programmes</b>	<b>Target Group</b>
Oct 2012	A Pledge on Responsibility	Whole school
17/10/2012	Time Management	S.4 & S.5 students
7/11/2012	Talk on Introduction to the Race Discrimination Ordinance (by the Equal Opportunities Commission)	S.1 ~ S.5 students
21/11/2012	Gallery of the Civic Education Resource Centre: guided education tour and the movie sharing session	S.5 students
28/11/2012	Guided educational tour: 'Multicultural Site Visit'	S.1 & S.2 Chinese students
29~30/11/12	Cultural Harmony Programmes: Chinese Calligraphy, Henna drawing and games stall	Whole School
Dec 2012	'Election of the Top 10 pieces of News'(Hok Yau Club)	S.1, S.5 & S.6 Chinese students
12/12/2012	Presentation on World Hunger Crisis (by the Student Ambassadors)	Whole school
12/12/2012	Talk on Well Thought Decision on Sex (by the Family Planning Association of Hong Kong)	S.5 students
21/1/2013	National Costume Day cum Cultural Harmony Programmes: Nepalese dance performance, presentations on Chinese, Nepalese, Indian and Pakistani national costumes and multicultural talks	Whole school
6/3/2013	Song Dedication	Whole school
Mar 2013	'My Happy & Healthy School Life' Photographic Competition	Whole school
20 & 27/3/2013	Talk on Internet Addiction and Time Management (by the Christian Action)	S.1 & S.2 students
24/4/2013	Talk on Intellectual Property (by the Intellectual Property Department)	S.1 & S.2 students
24/4/2013	Guided educational tour of LegCo Complex	Selected S.4 students
3/5/2013	Hunger Banquet	Whole school
21/5/2013	ICAC Travelling Exhibition Bus visiting our school	Whole school
21/11/2012, 5/12/2012 & 15/5/2013	Prepare for reading materials for Reading Lesson	S.1 ~ S.3 students
May 2013 26/6/2013	Board Display & Quiz on 'Basic Law'	Whole school
Throughout the year	Design a school-based Moral and National Education curriculum	Whole school
Throughout the year	Display board of current affairs	Whole school

## Health & Sex Education Committee

Dates/Period	Activities/ Programmes	Target Group	
3~25/9/2012	Recruitment of School Health Ambassadors (SHAs)	S.4 & S.5 students	
26/9/2012	Appointment Ceremony of SHAs at school assembly for S2 to S6 students	Whole school	
5~6/10/2012 pre-camp meeting: 25/9/2012	2-day Training Camp for SHAs	School Health Ambassadors	
15/11/2012 1/11/2012  2/3/2013 training session: 21/2/2013	School-based Service <ul style="list-style-type: none"> <li>• School-based Service - Drug Testing Promotion Day for Students</li> <li>• School-based Service - Drug Testing Promotion Day for Parents</li> </ul>	Whole school  Parents	
25/4/2013 training sessions: 19/3,16 & 23/4/2013	Community Service <ul style="list-style-type: none"> <li>• Community Service Day – Visit to Western Pacific Kindergarten</li> </ul>	School Health Ambassadors	
5~8/3/2013 training sessions: 28/1, 21/2 & 2/3/2013	Anti-Drug & Anti-Smoking Week (co-organized with the Discipline Committee)	Whole school	
	5~8/3/2013	Thematic board displays on the hazardous effects of drug abuse and smoking	Whole school
	7~8/3/2013	Game stalls run by SHAs	Whole school
		Song Dedication	
		Slogan Writing Competition	
		Indoor Rowing Competition	
8/3/2013	Talk on Anti-Smoking	S.1 ~ S.3 students	
2/3/2013	Thematic board displays on Parents Day	Parents	
15/3/2013	Learning Celebrations (co-organized with the Discipline Committee) <ul style="list-style-type: none"> <li>• game stalls at the Covered Playground</li> <li>• thematic board displays on the hazardous effects of drug abuse and smoking</li> <li>• song dedication</li> <li>• rowing competition</li> <li>• slogan writing competition</li> </ul>	Whole school	
5/7/2013	<ul style="list-style-type: none"> <li>• Healthy Life Recognition Ceremony with 16 government secondary schools.</li> </ul>	School Health Ambassadors & students of 16 GSS	
21/1/2013  12/12/2012	Educational Talk <ul style="list-style-type: none"> <li>• Talk on Anti-Smoking (Title of the talk: Smoking – An Outdated Idea)</li> <li>• Talk on Sex Education (Title of the talk: Well Thought Decision on Sex)</li> </ul>	S.1 to S.5 students  S.5 students (GCSE Chinese electives)	

<b>Dates/Period</b>	<b>Activities/ Programmes</b>	<b>Target Group</b>
12/12/2012	<ul style="list-style-type: none"> <li>Talk on Sex Education (Title of Talk: Well Thought Decision on Sex)</li> </ul>	S.5 students (DSE Chinese electives)
22/2/2013	Visit to Regal Kowloon Hotel	School Health Ambassadors
Oct 2012 – July 2013	Thematic Board Displays/ Exhibitions <ul style="list-style-type: none"> <li>Thematic Board Display on the topic ‘How to Lead a Healthy Lifestyle’</li> </ul>	Whole school
Mar – Jul 2013	<ul style="list-style-type: none"> <li>Thematic Board Display on the topic ‘Hazardous Effects of Drug Abuse and Smoking’</li> </ul>	Whole school
Mar – Jul 2013	<ul style="list-style-type: none"> <li>Board Display on the activities conducted by the Health &amp; Sex Education Committee</li> </ul>	Whole school
Apr – Jul 2013	<ul style="list-style-type: none"> <li>Thematic Board Display on the topic ‘Let’s Guard Against Novel Coronavirus’</li> </ul>	Whole school
Jun – Jul 2013	<ul style="list-style-type: none"> <li>Inter-school Photographic Exhibition</li> </ul>	Whole school
21/1/2013	Survey <ul style="list-style-type: none"> <li>School-based Survey on Smoking Among Students 2012/2013</li> </ul>	S.1 ~ S.6 students
Oct 2012 – Jun 2013	Promotion of Reading	S.1 ~ S.3 students
Sep 2012 – May 2013	Cleaning the School Campus <ul style="list-style-type: none"> <li>Class of the Year Award – Inter-class Classroom Cleanliness Competition</li> </ul>	Whole school
22/11/2012	<ul style="list-style-type: none"> <li>Classroom Cleaning Campaign (First Term)</li> </ul>	Whole school
1/3/2013	<ul style="list-style-type: none"> <li>Classroom Cleaning Campaign (Second Term)</li> </ul>	S.1 ~ S.5 students
2/3/2013	Health Service for Parents <ul style="list-style-type: none"> <li>Free Body Check-up Health Service for Parents on Parents’ Day</li> </ul>	Parents
Sep 2012 – Jul 2013	Healthy School Programme (HSP)	Whole school

## Environmental Education Committee

<b>Dates/Period</b>	<b>Activities/ Programmes</b>	<b>Target Group</b>
Sep 2012	Hong Kong Award of Environmental Excellence- Certificate of Merit	Whole school
Sep 2012	Recycling Bag Collection	Whole school
Sep 2012	Briefing with members of Energy-cum-Carbon Audit in Government Secondary Schools	Teachers concerned
Sep 2012	Switch off the Lights Campaign	Whole school
Sep 2012 – Feb 2013	Student Environmental Protection Ambassador Scheme	Students concerned
Whole year	Recycling Materials Collection	Whole school
Apr 2013	Follow up actions after Energy-cum-Carbon Audit	Whole school
28/3/2013	Earth Hour Campaign	Whole school
Whole school year	One Person One Flower Scheme	Whole school
Whole school year	Student Environmental Protection Ambassador Scheme	Students concerned
12/4/2013	Outings organized: - Educational Tour to the Peak	40 students
19/4/2013	- Appreciation of the dolphins outside Lantau Island	40 students
26/4/2013	- Study Tour to Tai Po about Land Use	30 students
15/5/2013	Talk organized: - Environmental Education Talk (Speaker: Consultant of the Carbon Audit)	50 students
5/6/2013	- Environmental Education Talk (Speaker from the Environment Protection Department)	50 students
Sep 2012 – Jul 2013	Awards Obtained: - 11th Green School Award- Certificate of Appreciation - Hong Kong Award of Environmental Excellence- Certificate of Merit	

## Community Services Committee

Date/Period	Activities/Events /Programmes	Evaluation
Throughout the year	<ol style="list-style-type: none"> <li>1. Briefing on Community Service and Other Learning Experiences for all students</li> <li>2. Meetings with class teachers and /or key members</li> <li>3. Award Scheme: <i>Community Service Award</i></li> </ol>	<p>3 formal meetings (1 in each term) with all students concerning Community Service and Other Learning Experience were held. Service Records were distributed to students after the meetings.</p> <p>Nearly all students showed quite great concern on the Service Record, especially in the Second Term.</p> <p>At the end of the school year, <u>150</u> of S.1 to S.6 students (17.3%) met the minimum EDB requirement.</p>
Throughout the year	Briefing to S.4 and S.5 on NSS requirement	<p>At the end of the school year, <u>26.75 %</u> of S.4, <u>26.71 %</u> S.5 and <u>8.71 %</u> of S.6 students met the minimum EDB requirement for the NSS Curriculum. The target of 60% was not met. Hence, better implementation of the Scheme is needed.</p>
Jan 2012 - Dec 2013	Award Scheme in relation to the Social Welfare Department of HKSAR	<p>During the period from Jan to Dec 2011 (1.1.2011 to 31.12.2011), the School obtained the following Service Awards from the Award Scheme of Social Service Department of HKSAR:</p> <p>Total number of students: 864            Total volunteering service hour: 7192.5.            Gold Award (<math>\geq 200</math> hours) : 6            Silver Award (100 – 199 hours) : 16            Bronze Award (50 – 99 hours) : 26            Merit Award (30 – 49 hours) : 22</p> <p>Award certificates were prepared by Volunteer Movement, Social Welfare Department</p>
Throughout the year	Formal and/or informal meetings/discussion with teachers	<p>All teachers concerned had given valuable advice on the Service Record Award Scheme, especially concerning the maximum servicing hours.</p>



## Parents-Teachers' Association

### 1. Aims

The Parents-Teachers' Association (PTA) was formed with an aim to:

- promote close liaison between school and home;
- discuss matters of mutual concern in a concerted effort to improve students' welfare and studies.

### 2. Representatives on the School Management Committee

Two parent members of the Executive Committee represented the PTA (duly elected by parents and teachers at AGM) on the School Management Committee to help shape school policies and plans.

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

The Annual General Meeting (AGM) was held on Friday, 23 November 2012 in the School Hall. Five executive committee meetings were held in the school year 2012/2013.

Dates/Period	Activities/ Programmes	Target Group
23/11/2012	21 <sup>st</sup> PTA AGM	PTA members
23/11/2012	SMC Parent Representative Election	Parents
29/11/2012	1 <sup>st</sup> Executive Committee Meeting	Executive Committee Members
17/1/2013	2 <sup>nd</sup> Executive Committee Meeting	Executive Committee Members
23/2/2013	3 <sup>rd</sup> Executive Committee Meeting	Executive Committee Members
13/6/2013	4 <sup>th</sup> Executive Committee Meeting	Executive Committee Members
26/9/2013	5 <sup>th</sup> Executive Committee Meeting	Executive Committee Members

### 4. Principal's Meetings with Parents

Altogether 8 meetings were conducted. Each meeting concluded with a question and answer session, which provided the perfect forum for parents to voice their opinions and/or concerns and to seek answers to any questions they might have. All in all, parents found the meetings useful and cherished the ample opportunities provided by the PTA for close dialogues with the school management and, of course, to meet other parents.

Dates/Period	Activities/ Programmes	Target Group
5/10/2012	<ul style="list-style-type: none"> <li>• School developments</li> <li>• School Intranet, ECA and Q &amp; A session</li> <li>• AGM</li> </ul>	47 members attended
23/11/2012	<ul style="list-style-type: none"> <li>• Parent's sharing session and term test results</li> </ul>	80 members attended
7/12/2012	<ul style="list-style-type: none"> <li>• Sharing session</li> </ul>	12 members attended
25/1/2013	<ul style="list-style-type: none"> <li>• Sharing session</li> <li>• Jupas talk</li> <li>• Promotion criteria</li> <li>• Second term commencement and Exams</li> </ul>	21 members attended
2/3/2013	Parents Day	
15/3/2013	<ul style="list-style-type: none"> <li>• Recent development of the school</li> </ul>	100 members attended

	<ul style="list-style-type: none"> <li>• Sharing session</li> <li>• PTA BBQ</li> </ul>	20 members attended
5/5/2013	<ul style="list-style-type: none"> <li>• Guidance &amp; Counseling</li> <li>• Sharing session</li> <li>• Identifying learning difficulties, helping your children improve their language skills and building a positive relationship with them.</li> </ul>	15 members attended
5/7/2013	<ul style="list-style-type: none"> <li>• Summer vacation activities</li> <li>• New school developments 2013/2014</li> <li>• Q &amp; A</li> </ul>	11 members attended

## 5. PTA Fun Day BBQ

The Parent-Teacher Association (PTA) Fun Day was organized by the PTA after the prize-giving ceremony of Learning Celebrations on 15 March at our school campus. There were around 80 participants including students, their parents and the rest of their families, as well as teachers. The PTA sponsored coal, barbecue pits, fish balls, bread, corn, sweet potatoes, halal sausages and meat.

Dates/Period	Activities/ Programmes	Target Group
15/3/2013	PTA Fun day BBQ	25 parents, 20 students & teachers

## 6. PTA Interest Classes

Following the success of the PTA interest classes in the last school year, this year with the help of some willing and volunteer parents, a variety of interest classes were conducted to foster home-school cooperation. The interest classes were free of charge and open to all school stakeholders - parents, students and teachers – on a first-come first-served basis.

Lots of enthusiastic students and teachers participated in the Pilates and Funky Dance classes. Students enjoyed the bowling and tennis activities outside school. These activities gave the students chance to do things outside the school environment helping them to be independent and responsible.

Dates	Interest Classes & i/cs	No of students
29/5/2013	Funky Dance	(S.1~S.5) 27
2/7/2013	Pilates	(S.1~S.3) 8
3/7/2013	Pilates	(S.4~S.5) 6
2/7/2013	Nail Polishing	(S.1~S.3) 19
3/7/2013	Cheese Cake Making	(S.4~S.5) 16
5/7/2013	Bowling	(S.1~S.5) 16
3/7/2013	Tennis	(S.1~S.5) 7
5/7/2013	How To Make Money	(S.4~S.5) 25

## 7. 16<sup>th</sup> Parents Also Appreciate Teachers Drive

Dates/Period	Activities/ Programmes	Target Group
Mar – Jun 2013	Writing postcards of appreciation to teachers	425 parents & students
15/6/ 2013	Presentation of certificates of appreciation to teachers	PTA Executive Committee parent-members

## 8. National Costume Day

Dates/Period	Activities/ Programmes	Target Group
28/6/2013	Students came to school wearing their national costumes.	S.1~ S.5 students and teachers

## 9.PTA Involvement in School Functions

Dates/Period	Activities/ Programmes	Target Group
30/8/2012	Orientation Day for New Students and Parents	250 new students & parents
23/11/2012	Parents' Day	200 parents & guests
15/3/2013	Learning Celebrations	750 parents & students
2/3/2013	Parents' Night	150 parents

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

The PTA sponsored 50% of the entry fees of the students who participated in the 64<sup>th</sup> Hong Kong Schools Speech Festival held in November and December 2012. The PTA also sponsored the Academically Most Improved Students' Award in July 2012. Students who had shown great academic improvement in the Annual Examination 2012-2013 were nominated to receive the award. The PTA provided a \$500 subsidy to the school's sports teams and Dance Team to cover travelling expenses and refreshments.

Date	Event / Prize / Award	Participants
Nov – Dec 2012	64 <sup>th</sup> Hong Kong Schools Speech Festival French Speech Festival	30 students
Jul 2013	Academically Most Improved Students Award	25 students
Sep 2012 – Jun 2013	Subsidies for school dance and sport teams	18 teams
13/6/2013	French DELF subsidized fees for students	22 students

## 11.Purchase of Hindi and Urdu Books

The PTA assisted the school in the procurement of Hindi and Urdu books from India and Pakistan.

**The varied activities and events organized by the PTA over the past year have enhanced communications between parents and teachers and have served to promote better cooperation between stakeholders, providing our students with the best possible opportunities to be involved in their school lives and promoting whole school development. PTA is a successful platform for parents and teachers to interact with each other, improving parent-teacher relationship and fostering home-school cooperation.**

## **Achievements and Reflections on Major Concerns (2012/2013)**

### *Major Concern 1: Effective Learning and Teaching*

<b>Targets</b>	<b>Achievements</b>	<b>Reflections</b>
<ul style="list-style-type: none"> <li><i>To streamline the school administrative structure for holistic planning and better coordination</i></li> </ul>	<ul style="list-style-type: none"> <li>Assistant Principals' leadership role was clearly delineated and specified in Duty List.</li> </ul>	<ul style="list-style-type: none"> <li>The teacher assigned as the teacher-in-charge of major concern on Learning and Teaching can take a more active role in the coordination work between different departments.</li> </ul>
<ul style="list-style-type: none"> <li><i>To modify the curriculum to cater for learner diversity and better interfacing between Junior and Senior Secondary</i></li> </ul>	<ul style="list-style-type: none"> <li>L&amp;S was implemented in S.1, and the element of 'history' was included in S.2 I.H.</li> <li>More elective choices (VA, Music, French, Hindi, Urdu, BAFS (Management)) were offered to S.4 students. Students were also encouraged to take Apl courses.</li> <li>All levels of NCS students were required to take GCSE Chinese as a compulsory subject. The curriculum was tailored-made for each level.</li> <li>The Department of GCSE Chinese explored different teaching strategies to cater for students with varied level of language proficiency.</li> <li>A School-based curriculum for Class Period was produced and implemented on Wednesdays for all levels. Mass programmes and activities,</li> </ul>	<ul style="list-style-type: none"> <li>Many students are talented in various aspects; multiple elective choices should continue to be provided. Subjects like Health Management and Social Care may be considered to be elective subjects.</li> <li>There is a need for more experienced teachers to teach NCS students.</li> <li>NCS students need to be further motivated to learn the Chinese Language.</li> <li>At the beginning of the school year, a clear planning with time frame should be provided to CT. Briefing session should be</li> </ul>

	<p>including various talks, workshops, seminars, etc. were systematically organized. Only 9% of teachers did not agree that the implementation of the class periods were effective.</p> <ul style="list-style-type: none"> <li>• MNE Department organized a series of activities to cultivate our students to be global citizens. Only 12% of teachers regarded that the implementation of MNE did not fit the need of the school.</li> </ul>	<p>arranged when necessary.</p> <ul style="list-style-type: none"> <li>• A few of teachers suggested that class periods with longer time for running activities were preferred.</li> <li>• Teachers reported that it was difficult to find organizations to give talks in English.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>To arouse students' interest and motivation in classroom learning</i></li> </ul>	<ul style="list-style-type: none"> <li>• All teachers conducted student opinion survey on their teaching. The details were recorded in the minutes of all departments.</li> <li>• Certain measures to cater for learner diversity, e.g. remedial classes, curriculum tailoring, designing homework of varied levels of difficulty, drilling on past exam paper, tutorial class after school or during holiday, were adopted by departments.</li> <li>• More than 65% of teachers agreed that they employed diversified pedagogical practices in their lessons.</li> <li>• Extra lessons on study skills, like exam skills, critical thinking and writing skills were arranged for senior form students.</li> <li>• 80% of teachers agreed that they taught students the generic skills involved in</li> </ul>	<ul style="list-style-type: none"> <li>• About 37% of teachers regarded that 70% or above students had improved their learning attitude. The learning attitude of students varied from class to class.</li> </ul>

	<p>curriculum.</p> <ul style="list-style-type: none"> <li>• More than 90% of teachers agreed that programmes were provided to help students develop good learning strategies and presentation skills in all subject.</li> <li>• More than 70% of teachers agreed that more assignments and more demanding assignments were prepared for better classes of the junior forms.</li> <li>• Lots of professional sharing on good teaching practices were carried out within and among departments through peer lesson observations. More than 90% of teachers agreed that at least 2 lesson observations were conducted.</li> </ul>	<ul style="list-style-type: none"> <li>• It is suggested teachers should conduct more open lessons for peer observation.</li> </ul>
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## Major Concern 2: Healthy lifestyle and cultural harmony

Targets	Achievements	Reflections
<ul style="list-style-type: none"> <li>To develop a healthy lifestyle in students</li> </ul>	<ul style="list-style-type: none"> <li>Various activities like talks, competitions, games, workshops and mass programmes have been organized to promote healthy life and essential virtues among students.</li> <li>99% of teachers agreed that the major concern 2 (Healthy lifestyle and cultural harmony has been either partly (61%) or fully achieved (38%)</li> <li>60% of students joining “Early Bird Scheme” have their punctuality improved</li> <li>85% of junior form monitors and monitresses received training on duty and responsibility</li> <li>62% of teacher agreed that the punctuality of students had improved.</li> <li>73% of teachers agreed that the general discipline of our students had improved.</li> <li>Positive messages were conveyed to students in almost all morning assemblies.</li> <li>Students’ moral and civic mind has been enhanced through a wide range of programmes from different horizons such as whole school programmes, reading materials provided in reading lessons, class period, brief talk in the morning assemblies, and indoctrination through classroom teaching.</li> <li>Anti-drugs message has been widely delivered to students through the successful implementation of Healthy School Programme.</li> <li>88% of our teacher agreed that our students have got more anti-drugs messages.</li> <li>Home-school communication has been strengthened through the organization</li> </ul>	<ul style="list-style-type: none"> <li>Extra lining-up arrangement is a good practice for training up students’ discipline.</li> <li>Students’ performance in lining-up has improved.</li> <li>The number of latecomers drastically dropped in the 2<sup>nd</sup> term. Less extreme cases of late comers were found.</li> <li>It is a good practice for prefects to host the lining-up assemblies. Students’ respect for the head prefects has been developed.</li> <li>The programmes for essential virtues should be further strengthened.</li> <li>The class periods materials are too difficult for junior forms. It would be better to have them tailor-made for junior forms and senior forms.</li> <li>Activities of the Healthy School Programme were well-planned and there was good collaboration with the NGOs.</li> <li>There should be more promotion of the SAA to students.</li> <li>Parental involvement in school functions has been enhanced.</li> <li>There have been sufficient occasions for parents to meet teachers/the Principal.</li> <li>"Meetings with the Principal" should be streamlined.</li> </ul>

	of more than 10 parent-teacher/Principal meetings.	
<ul style="list-style-type: none"> <li><i>To cultivate cultural harmony among students</i></li> </ul>	<ul style="list-style-type: none"> <li>The school campus has been decorated with more than 30 exhibits of multi-cultural colours.</li> <li>73% of our teachers agreed that the exhibits displayed in different parts of our school campus reflected multi-cultural colours.</li> <li>The inter-cultural understanding and acceptance were greatly enhanced through a basket of activities like talks, national costumes day, visits and class periods.</li> <li>Appreciation among different cultures and cooperation among students of different ethnic backgrounds have been greatly enhanced through different inter-cultural activities like art exhibition, dance performances and various music programmes.</li> </ul>	<ul style="list-style-type: none"> <li>There should be periodic updating of the exhibits of multi-cultural colours.</li> <li>Students may not be interested in the reading materials without teachers' guidance.</li> <li>There is not enough time for in depth discussion of the reading materials.</li> <li>Short video can be shown in lieu of just giving reading materials.</li> <li>As there are not many Chinese students, activities about Chinese culture are inadequate.</li> <li>Students understand others' culture and have learnt how to achieve mutual respect.</li> </ul>



### *Major Concern 3: Enhancing positive team culture and organizational capacity*

<b>Targets</b>	<b>Achievements</b>	<b>Reflections</b>
<ul style="list-style-type: none"> <li><i>To formulate a comprehensive induction programme for teachers</i></li> </ul>	<ul style="list-style-type: none"> <li>Experiences shared among new teachers in the new teaching environment.</li> <li>Mutual support developed to establish a positive attitude in the professional development</li> <li>4 induction &amp; training sessions were arranged for new teaching staff.</li> <li>80% of the new teaching staff attended (a high percentage of participation).</li> <li>Two lunch gatherings were arranged with 80% of participation.</li> <li>82% of the new staff (9 teachers) said the induction sessions helped them adapt to the school.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers freely expressed their thoughts in classroom management, teaching methods, emotion management in the induction programme.</li> <li>Some new teachers expressed their opinion that more time should be given to the new teachers to express their ideas during the sharing session.</li> <li>There will be further exploration on what can be done to help new teachers.</li> <li>More innovative activities can be held in the induction programme to make the programme more interesting.</li> </ul>
<ul style="list-style-type: none"> <li><i>To implement mentorship scheme within the department or key learning area</i></li> </ul>	<ul style="list-style-type: none"> <li>Mentors were appointed for new teaching staff.</li> <li>4 meetings at regular intervals (beginning of term, before Half-yearly Exam, before Parents' Day, end of year) were conducted.</li> <li>100% of the responses from new teaching staff agreed that opportunities for informal communication were provided whenever in need and a positive relationship was developed with mentors.</li> <li>New teachers attended lesson observation arranged by mentees, and they agreed that evaluation and sharing with mentees help them gain insight to improve their own teaching strategies.</li> </ul>	<ul style="list-style-type: none"> <li>Some teaching staff had no knowledge of such a scheme and some HODs or KLA i/c did not know that they also played the role as mentors. It is suggested that the Scheme should be introduced in the 1st HOD meeting or in the 1st staff meeting in the coming school year.</li> <li>The target, strategies and success criteria should be clearly stated to ensure the success of the scheme.</li> </ul>

<ul style="list-style-type: none"> <li>• <i>To form learning circles under the guidance of experts from the EDB</i></li> </ul>	<ul style="list-style-type: none"> <li>• Provided a platform for the newly appointed young teachers to share the difficulties they faced in lessons and formulated solutions with facilitators and circle members.</li> <li>• Lesson observations and post-lesson discussions were conducted among the circle members and evaluation was facilitated by the expertise.</li> <li>• They played an important role to enhance teachers' professional development and staff support.</li> <li>• Two meetings in each term were arranged with over 80% of participation.</li> </ul>	<ul style="list-style-type: none"> <li>• It is good to see that the New Staff Professional Development Scheme was implemented to support new teachers to cater for learner diversity and to support the SEN students.</li> <li>• Only 36% of the new staff agreed that Learning Circle helped their teaching.</li> <li>• Some new staff found the learning circle time consuming and ineffective since they had been taught about the matters in PGDE programmes.</li> <li>• It was inappropriate to have the first meeting in November because it was one of the busiest times of the year.</li> <li>• As classroom management and lesson observation are important to new staff, it is planned that two meetings will be held with focus on classroom management and skills sharing on lesson observation in September and October respectively. The focus in the second term will be discussed during the Half-yearly Exam period.</li> </ul>
<ul style="list-style-type: none"> <li>• <i>To enhance communication through informal gatherings</i></li> </ul>	<ul style="list-style-type: none"> <li>• More than 10 tea or lunch gatherings were organized for all staff members and more than 90% of teaching staff have taken part in some lunch or tea gathering.</li> <li>• It was good to see that informal gatherings were occasionally held with full support from the staff.</li> <li>• Principal and Assistant Principals joined some luncheon gatherings with groups to have informal gathering.</li> </ul>	<ul style="list-style-type: none"> <li>• Similar gatherings will be organized to improve communication.</li> <li>• Principal and Assistant Principals will discuss more with individual teachers and the staff welfare committee members to understand the needs of staff.</li> </ul>

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

### Employment of Teaching Assistant for Chinese Language 2012/2013 Evaluation Report

We employ a Chinese Teaching Assistant (CTA) to help the Chinese Department to prepare various teaching materials and run different programmes from 1/9/2012 to 31/8/2013

1. She has conducted the following Chinese Programmes:

Course	Target group	Duration	No. of students participated
Chinese Enhancement Course	S3 students with a weak foundation in Chinese.	November, 2012 to May, 2013 (once a week)	13

According to the mark sheet, some students who joined the course showed slight improvement in the Yearly Examination.

2. The CTA helped to prepare the worksheets and teaching materials for the Chinese teachers. The oral feedback from the panel members is very good.
3. The CTA helped the Chinese Department and Chinese Club to organize different extra-curricular activities and help to design the banner displayed on Parents' Day and decorate the Display Board for Learning Celebration Day. Her performance was highly commended.
4. The CTA assisted the students in borrowing and returning books during lunchtime. Students are willing to borrow books of the Chinese Extensive Reading Scheme during the lunch break.
5. The CTA helped the Chinese teachers in filing and distribution of the books of the Chinese Extensive Reading Scheme. It relieved teachers' administrative duties and gave teachers more spare time to prepare for lessons.
6. The CTA helped to carry out some administrative duties assigned by the Assistant Principal.
7. The CTA will help to conduct Summer Enrichment Programmes for S.1 and S.2 students who failed in the Yearly Examination during the summer vacation.
8. 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 has helped to lessen the workload of teachers and the school on the whole. According to the results of the discussion amongst the members of the Chinese Department, over 90% of the teachers agreed to employ a CTA in 2013/2014.

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

### Employment of Teaching Assistant for Mathematics 2012/2013 Evaluation Report

<b>Activity / Programme</b>	<b>Time Period / Duration</b>	<b>Successful Experience</b>	<b>Recommendations for Improvements</b>
Employment of Mathematics Teaching Assistant (T.A.)	September 2012 – August 2013 (1 year)	<p>With additional funds under the Teachers' Capacity Enhancement Grant, a Mathematics Teaching Assistant (Kenneth) was employed to assist members of the Mathematics Department to prepare worksheets and provide IT support for teaching and learning purposes.</p> <p>Kenneth helped to conduct the Lunch Time Mathematics Q&amp;A Sessions for all forms during lunch from 1:00 p.m. to 1:35 p.m. each school day. The feedback from students attending the Q&amp;A Sessions was very positive. Most participants found the sessions useful and shown improvement in their assessment results.</p> <p>Kenneth assisted the Mathematics Department to run after school Mathematics tutorial classes for S.4 and S.5 students who needed special assistance. He also conducted tutorial classes for all students during Christmas, Chinese New Year and Easter holiday. He designed graded exercises and test papers for students with different Mathematics standards. The feedback from panel members was good.</p> <p>Kenneth proved himself to be highly efficient by helping to prepare Mathematics Revision Exercise Books before the Term Test and Examination, and Summer Vacation Exercise Books for different forms.</p> <p>Kenneth had also done a very good job in assisting the Head of Department in the annual stocktaking for the Mathematics Department.</p> <p>Members of the Mathematics Department found Kenneth very helpful, friendly, co-operative, reliable</p>	The T.A. could assist the Mathematics Department to prepare on-line teaching materials for e-learning purposes.

		<p>and efficient.</p> <p>Members of the Department concluded that the employment of a Teaching Assistant had helped to relieve the workload of Mathematics teachers very much.</p>	
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## **Evaluation on the Use of Capacity Enhancement Grant**

### **Employment of Teaching Assistant for Computer Literacy and ICT Department 2012/2013 Evaluation Report**

A teaching assistant (TA) was employed for the Department of Computer Literacy and ICT to relieve the workloads of the teachers for the 2012-2013 academic year.

The main duty of the teacher assistant is to provide assistance to teachers in the junior form Computer Literacy (CL) lessons. The TA helps in maintaining the class discipline. In some circumstances he may be able to provide immediate support to students and teachers during lessons. The help from teaching assistant for the CL lessons is very imperative because of the large class sizes of the CL lessons. The CL lessons would not be conducted effectively without the help of TA.

Due to the accident happened in August 2012, the TA was on sick leave for the whole academic year. The main duty of the computer TA, that is, to support CL teachers during CL lessons was relieved by many TAs from other disciplines. However, the outcome is not as desirable as expected. The provision of the new CL teaching site is on hold and no help was provided to teachers of the department in the preparation of teaching materials and other related departmental duties.

On the whole, the members of the department strongly concluded that a dedicated Teaching Assistant for the computer department is very crucial in helping teachers conduct lessons effectively.

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

### **Technical Services Support Officer (TSSO) 2012/2013**

#### **Evaluation Report**

<b>Activity / Programme</b>	<b>Time Period / Duration</b>	<b>Successful Experience</b>	<b>Recommendations for Improvements</b>
Employment of a Technical Service Support Officer (TSSO)	Sept 2012 – Aug 2013 (1 year)	<ul style="list-style-type: none"> <li><input type="checkbox"/> With additional funds under the Teachers' Capacity Enhancement Grant, a Technical Service Support Officer (TSSO) was employed to provide IT support to teachers in the application of IT for L&amp;T purposes.</li> <li><input type="checkbox"/> The TSSO helped to assist teachers in the following aspects:               <ul style="list-style-type: none"> <li>• To download L&amp;T materials through the Internet or other IT sources.</li> <li>• To prepare school-based teaching aids and materials with computers.</li> <li>• To make preparation and arrangement for the lessons and school functions involving IT.</li> <li>• To assist teachers in conducting lessons in CR, CAL and the MMLC.</li> <li>• To maintain the school homepage</li> </ul> </li> <li><input type="checkbox"/> The TSSO provided IT 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 student of the school intranet (e-class platform etc)</li> <li>• Re-installation of all desktop and notebook computers</li> <li>• Installation of Server side OS</li> <li>• Performing data backup</li> </ul> </li> <li><input type="checkbox"/> The TSSO provided guidance and instructions for students in different IT-related activities during off-lesson times</li> <li><input type="checkbox"/> The TSSO had also done a good job in assisting IT Team in keeping stock of the IT equipment.</li> <li><input type="checkbox"/> Most staff found the TSSO very helpful, friendly, co-operative, reliable and efficient.</li> <li><input type="checkbox"/> Members of the IT Team concluded that the employment of a TSSO had helped to relieve their workload very much.</li> </ul>	<p>The TSSO could assist more in WebSAMS and e-Class administrative duties.</p> <p>The TSSO could assist more in promoting e-Learning.</p>

## **Use of Special Grant for Designated Schools 2012/13**

### **Employment of one temporary teacher and one part-time Chinese Language teaching assistant**

#### ***Strategies***

One temporary teacher on non/civil service contract terms and one part-time Chinese Language Teaching Assistant were employed by Special Grant for Designated Schools.

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

From 1.9.2012 to 31.8.2013

#### ***Duties***

To assume the duties of a full-time teacher and assist the Chinese Department in development of teaching resources for GCSE Chinese.

#### ***Evaluation***

1. The workload of teachers was alleviated as the temporary teacher shared the overall teaching duties of all staff.
2. With the alleviation of teaching duties, collaborative lesson preparation was implemented in all subjects for teachers to prepare school-based curriculum resources, to discuss students' learning difficulties and to share effective teaching strategies.
3. With more human resources brought by the employment of temporary teacher, 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 to S.3 Chinese Language, S.1 & S.2 English Language and S.1 to S.2 Mathematics lessons with the additional manpower 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 teacher and teaching assistant helped to run the 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 teaching assistant 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.

**End of Report**