

*Sir Ellis Kadoorie  
Secondary School  
(West Kowloon)*



**Annual School Plan  
2010/11**

# *Sir Ellis Kadoorie Secondary School*

## *(West Kowloon)*

### *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 other cultures
3. a sense of social awareness and responsibility

### *Our School Motto*

**Carpe diem** – Seize the Day

### *School Values*

<b>S</b>	Synergy
<b>E</b>	Enthusiasm
<b>K</b>	Kindness
<b>S</b>	Self-discipline
<b>S</b>	Service
<b>W</b>	Wisdom
<b>K</b>	Knowledge

*Sir Ellis Kadoorie Secondary School*  
*(West Kowloon)*

**Annual School Plan**

**School Year 2010-/2011**

**Major Concerns**

- 1. Helping students develop essential virtues**
- 2. Improving the effectiveness of learning and teaching**
- 3. Enhancing positive team culture and organizational capacity**

## Annual School Plan 2010/2011

### 1. Major Concern: Helping students develop essential virtues

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>To inculcate a strong sense of responsibility in students</li> </ul>	<ul style="list-style-type: none"> <li>To run a whole-school programme with a pledge listing the things students should hold responsibility for</li> </ul>	<ul style="list-style-type: none"> <li>50% of students in each class can keep their promises</li> </ul>	<ul style="list-style-type: none"> <li>The pledge checked by C/Ts to see if promises have been kept at the end of the school year</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Moral &amp; Civic Ed. Committee</li> <li>C/Ts</li> </ul>	<ul style="list-style-type: none"> <li>Poster</li> <li>Score sheet</li> </ul>
	<ul style="list-style-type: none"> <li>Class teachers to set up classroom rules that help cultivate this virtue in students</li> </ul>	<ul style="list-style-type: none"> <li>100% of classes set up classroom rules at the beginning of the school year</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	<ul style="list-style-type: none"> <li>September</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Class Teacher</li> </ul>	<ul style="list-style-type: none"> <li>Paper</li> </ul>
	<ul style="list-style-type: none"> <li>To arrange special class period / assembly to develop students' sense of responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Special class period/ assembly arranged once a month</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation by committees</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Guidance Team</li> <li>Discipline Team</li> <li>Environmental Ed. Committee</li> <li>Health &amp; Sex Ed. Committee</li> <li>Moral &amp; Civic Ed. Committees</li> </ul>	

	<ul style="list-style-type: none"> <li>Students to tidy up their classrooms every day after school</li> </ul>	<ul style="list-style-type: none"> <li>60% of classes can keep their classroom clean and tidy</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning records</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>C/Ts</li> <li>Subject teachers</li> <li>Class monitors</li> <li>Students on duty roster</li> <li>Health Ed. Com</li> <li>Moral &amp; Civic Ed. Com</li> <li>Discipline team</li> <li>Janitors</li> </ul>	<ul style="list-style-type: none"> <li>Cleaning equipment</li> </ul>
	<ul style="list-style-type: none"> <li>To give awards for full attendance without lateness</li> </ul>	<ul style="list-style-type: none"> <li>15% of students achieve the target set</li> </ul>	<ul style="list-style-type: none"> <li>Attendance records</li> </ul>	<ul style="list-style-type: none"> <li>Once per term</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>C/Ts</li> <li>Clerks</li> <li>Parents</li> <li>Discipline Team</li> </ul>	<ul style="list-style-type: none"> <li>Prizes/ certificates</li> </ul>
<ul style="list-style-type: none"> <li><i>To foster better self-discipline in students</i></li> </ul>	<ul style="list-style-type: none"> <li>To arrange morning assemblies/ talks to foster the key ingredients of self-discipline in students</li> </ul>	<ul style="list-style-type: none"> <li>4 morning assemblies/ talks arranged</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>All teachers</li> <li>Moral &amp; Civic Ed. Com</li> <li>Health Ed. Com</li> <li>Discipline Team</li> <li>Guidance Team</li> </ul>	
	<ul style="list-style-type: none"> <li>To organize Inter-class competitions (Measurable classroom behaviours, punctuality etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Punctuality rate improves in the 2<sup>nd</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>Discipline Team to report on the punctuality rate at the end of each term</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Discipline Team</li> </ul>	<ul style="list-style-type: none"> <li>Prizes/ certificates</li> </ul>

<ul style="list-style-type: none"> <li>• <i>To strengthen moral values of students</i></li> </ul>	<ul style="list-style-type: none"> <li>• To strengthen moral and civic education</li> </ul>	<ul style="list-style-type: none"> <li>• Current affairs based learning materials prepared each month</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> <li>• Record of work</li> </ul>	<ul style="list-style-type: none"> <li>• Whole year</li> </ul>	<ul style="list-style-type: none"> <li>• AP</li> <li>• C/Ts</li> <li>• Guidance Team</li> <li>• Moral &amp; Civic Ed. Com</li> <li>• Sex &amp; Health Ed. Com</li> <li>• Environmental Ed. Com</li> <li>• Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Printed articles</li> </ul>
		<ul style="list-style-type: none"> <li>• A-Value-a-Month programme smoothly conducted according to plan</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Whole year</li> </ul>	<ul style="list-style-type: none"> <li>• AP</li> <li>• Moral &amp; Civic Ed. Com</li> <li>• Guidance Team</li> <li>• ECA Team</li> <li>• Careers Team</li> <li>• Discipline Team</li> </ul>	<ul style="list-style-type: none"> <li>• Class reading materials</li> <li>• Outside speakers/ organizations</li> <li>• School funding</li> </ul>
	<ul style="list-style-type: none"> <li>• To enhance more parental involvement in promoting the social, emotional and academic growth of students</li> </ul>	<ul style="list-style-type: none"> <li>• 2 talks/ messages/ display boards to enhance parental education</li> </ul>	<ul style="list-style-type: none"> <li>• Survey</li> </ul>	<ul style="list-style-type: none"> <li>• Whole year</li> </ul>	<ul style="list-style-type: none"> <li>• AP</li> <li>• Parents</li> <li>• PTA committee</li> <li>• Guidance Team</li> <li>• Parents Day i/c</li> </ul>	<ul style="list-style-type: none"> <li>• PTA funding</li> <li>• School funding</li> </ul>
		<ul style="list-style-type: none"> <li>• 6 PTA activities/ interest classes organized</li> </ul>	<ul style="list-style-type: none"> <li>• Parents' views from Stakeholder survey</li> </ul>	<ul style="list-style-type: none"> <li>• Whole year</li> </ul>	<ul style="list-style-type: none"> <li>• AP</li> <li>• PTA committee</li> </ul>	<ul style="list-style-type: none"> <li>• PTA funding</li> </ul>

		<ul style="list-style-type: none"> <li>8 Principal's meetings with parents conducted</li> </ul>	<ul style="list-style-type: none"> <li>Parents' views from Stakeholder survey</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>PTA committee</li> </ul>	<ul style="list-style-type: none"> <li>PTA funding</li> </ul>
		<ul style="list-style-type: none"> <li>1 Parents' Day &amp; 2 Parents' Night held</li> </ul>	<ul style="list-style-type: none"> <li>Parents' views from Stakeholder survey</li> </ul>	<ul style="list-style-type: none"> <li>Parents' Day in mid-year</li> <li>1 Parents' Night each term</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Parents' Day i/c</li> <li>Parents' night i/c</li> </ul>	<ul style="list-style-type: none"> <li>PTA funding</li> <li>School funding</li> </ul>
		<ul style="list-style-type: none"> <li>Parents' sharing with students arranged</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	<ul style="list-style-type: none"> <li>Once a year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>PTA committee</li> </ul>	

2. Major Concern: Improving the effectiveness of learning and teaching

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>Enrich students' learning experiences</li> </ul>	<ul style="list-style-type: none"> <li>To cultivate a good reading habit among students through subject departments</li> </ul>	<ul style="list-style-type: none"> <li>70% of subject departments give reading to learn assignments/ activities to encourage students to read beyond the textbooks</li> </ul>	<ul style="list-style-type: none"> <li>Data from subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>HODs</li> <li>Subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>Library books</li> <li>Online resources</li> </ul>
		<ul style="list-style-type: none"> <li>70% of students finish at least 4 book reports</li> </ul>	<ul style="list-style-type: none"> <li>Data from Eng &amp; Chi teachers</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Eng teachers</li> <li>Chi teachers</li> </ul>	<ul style="list-style-type: none"> <li>EERS books</li> <li>CERS books</li> <li>Library books</li> </ul>
	<ul style="list-style-type: none"> <li>To provide learning experiences outside the classroom to arouse students' interest in learning</li> </ul>	<ul style="list-style-type: none"> <li>70% of students take part in 1 outside school activity on top of the school picnic and sports day</li> </ul>	<ul style="list-style-type: none"> <li>OLE record</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Subject departments</li> <li>ECA com</li> </ul>	<ul style="list-style-type: none"> <li>Participation fees</li> <li>School funding</li> </ul>

3. Major Concern: Enhancing positive team culture and organizational capacity

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>To facilitate effective communication among staff</li> </ul>	<ul style="list-style-type: none"> <li>To build up better communication among staff through informal gatherings</li> </ul>	<ul style="list-style-type: none"> <li>70% of teaching staff participating each time</li> </ul>	<ul style="list-style-type: none"> <li>Record of participation</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Staff Welfare Committee</li> </ul>	<ul style="list-style-type: none"> <li>Staff Welfare funding</li> </ul>
	<ul style="list-style-type: none"> <li>To make use of the Staff Development Days to enhance better rapport among staff</li> </ul>	<ul style="list-style-type: none"> <li>80% of teaching staff participating each time</li> </ul>	<ul style="list-style-type: none"> <li>Record of participation</li> </ul>	<ul style="list-style-type: none"> <li>Staff Development days</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> </ul>	<ul style="list-style-type: none"> <li>School Funding</li> </ul>
	<ul style="list-style-type: none"> <li>To conduct collaborative lesson preparation to facilitate communication among members of the same subject department</li> </ul>	<ul style="list-style-type: none"> <li>70% of teachers make use of CLP to share teaching materials and expertise</li> </ul>	<ul style="list-style-type: none"> <li>Verbal report</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>HODs</li> <li>All teachers</li> </ul>	<ul style="list-style-type: none"> <li>Printed materials</li> </ul>
<ul style="list-style-type: none"> <li>To strengthen teachers' professional development</li> </ul>	<ul style="list-style-type: none"> <li>More professional sharing</li> </ul>	<ul style="list-style-type: none"> <li>50% of teachers share teaching materials and seminar information with members of the same subject department</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>All teachers</li> </ul>	<ul style="list-style-type: none"> <li>School intranet</li> <li>Printed materials</li> </ul>

		<ul style="list-style-type: none"> <li>Teachers conduct at least 1 peer lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>Observation record</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>All teachers</li> </ul>	
		<ul style="list-style-type: none"> <li>4 Open lessons arranged</li> </ul>	<ul style="list-style-type: none"> <li>Record of work</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> </ul>	
	<ul style="list-style-type: none"> <li>To support teachers' professional development in related areas</li> </ul>	<ul style="list-style-type: none"> <li>70% of teachers agree that the school has given appropriate support to their professional development</li> </ul>	<ul style="list-style-type: none"> <li>Record of teachers' professional training</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>All teachers</li> </ul>	<ul style="list-style-type: none"> <li>Funding to employ supply teachers</li> </ul>
<ul style="list-style-type: none"> <li><i>To enhance sense of belonging in staff</i></li> </ul>	<ul style="list-style-type: none"> <li>Principal / APs to discuss with individual teachers their needs from time to time</li> </ul>	<ul style="list-style-type: none"> <li>70% of teachers agree that P/APs are easily approachable and teachers can communicate with them whenever the need arises</li> </ul>	<ul style="list-style-type: none"> <li>Survey</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>P</li> <li>APs</li> </ul>	
	<ul style="list-style-type: none"> <li>To arrange tea/lunch gatherings among staff</li> </ul>	<ul style="list-style-type: none"> <li>70% participation rate</li> </ul>	<ul style="list-style-type: none"> <li>Participation rate</li> </ul>	<ul style="list-style-type: none"> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>AP</li> <li>Staff Welfare committee</li> </ul>	<ul style="list-style-type: none"> <li>Staff Welfare funding</li> </ul>

