



*Jockey Club Ti-I College*

賽馬會體藝中學

# ANNUAL SCHOOL PLAN 2019-2020

This plan will be tabled for IMC endorsement in December 2019

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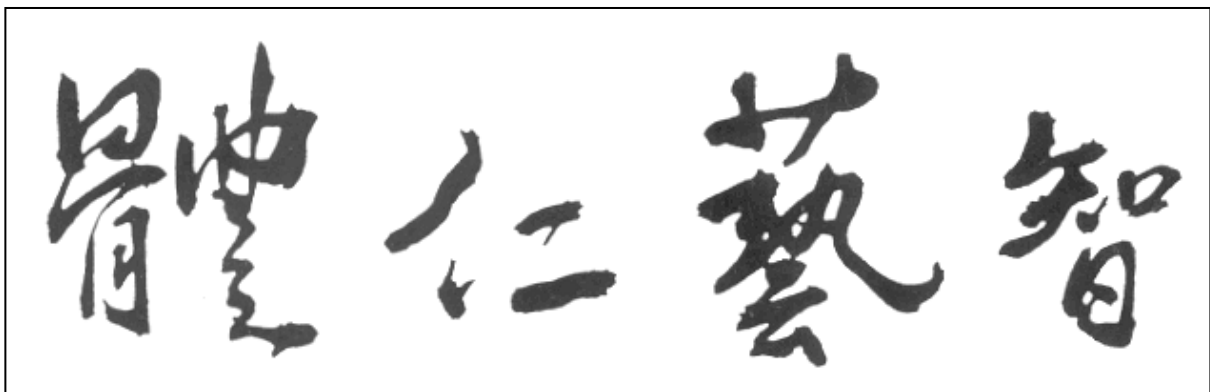
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## 1. MISSION STATEMENT

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The vision and mission of the School are to provide students with the normal grammar school curriculum as well as a better chance to develop their potential in sports or arts. The School puts equal emphasis on academic achievement and the development of students' talent in sports and visual arts. By the time students leave the School, they will have acquired proficient language skills, have an analytical mind, the ability to think for themselves and a sound knowledge in academic subjects as well as in sports or visual arts.



Our School Motto: Sports, Humanities, Arts & Wisdom which emphasizes a healthy life style, a kind heart, an aesthetic awareness to appreciate life and an independent mind.

This Plan seeks to maintain our mission of academics, sports and visual arts and to grow and improve delivery of a quality education in line with the implementation of the NSSC and the changing needs of Hong Kong's community of learners.

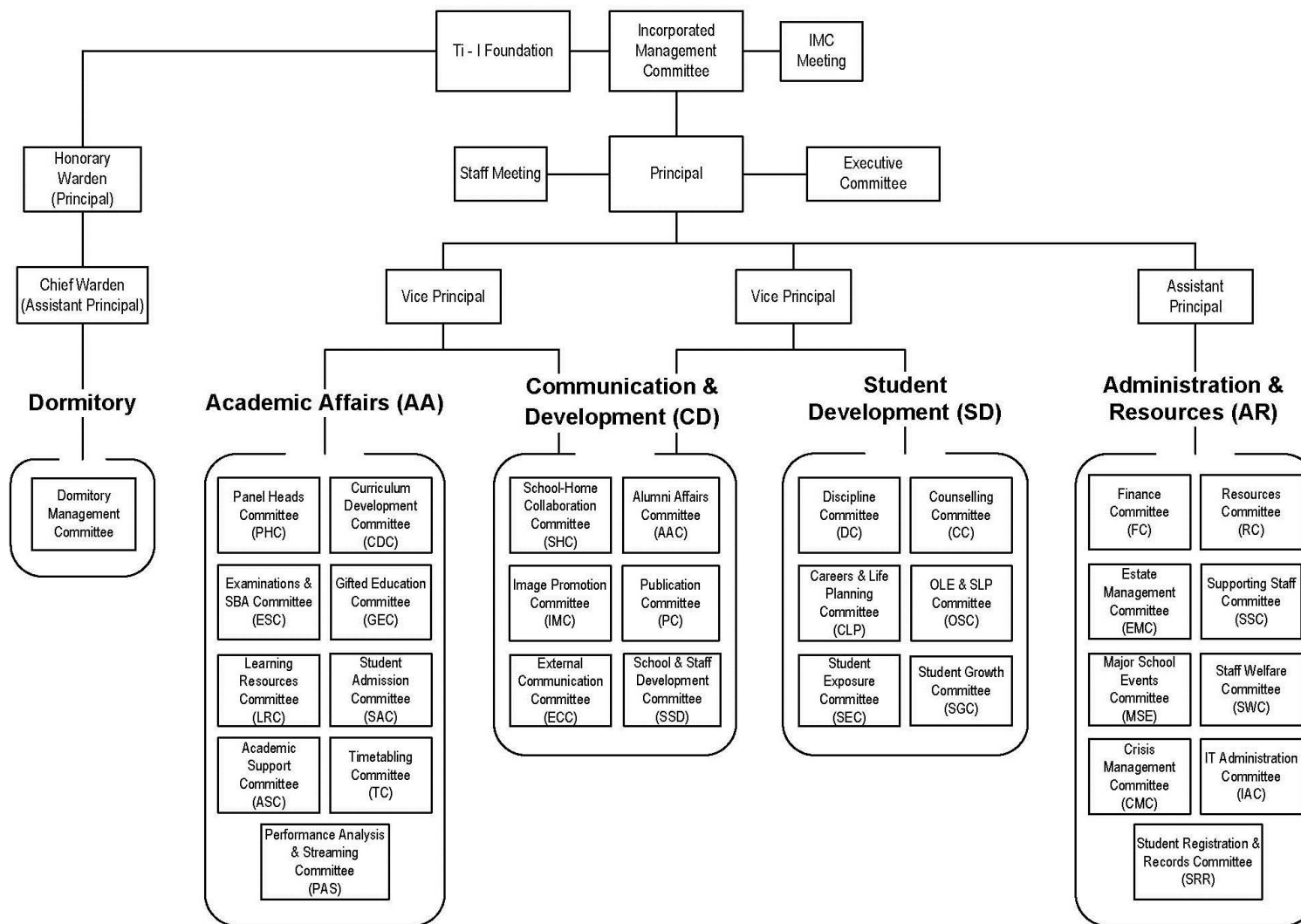
## 2. 3-YEAR DEVELOPMENT PLAN (2018-2021)

Major Concern Area	Targets	School Level Strategies	Time scale		
			2018-2019	2019-2020	2020-2021
MC 1 Academic Advancement	To improve: <ul style="list-style-type: none"> <li>• learning habits</li> <li>• learning attitude</li> <li>• learning atmosphere</li> </ul>	1. Developing students' <u>learning habits</u> and <u>time management</u> skills.	✓	✓	✓
		2. Enhancing the effectiveness of <u>Evidence-based Practice</u> and utilization of data to support teaching and learning.	✓	✓	✓
		3. Extending academic and language learning <u>outside the classroom</u> .		✓	✓
		4. Recognizing outstanding performance and achievement of academic <u>high flyers</u> .		✓	✓
		5. Upgrading <u>facilities/resources</u> and regulating concerned <u>administrative procedures/rules</u> to establish a self-study atmosphere.		✓	✓

Major Concern Area	Targets	School Level Strategies	Time scale		
			2018-2019	2019-2020	2020-2021
MC 2 Student Development	To cultivate in students the: <ul style="list-style-type: none"> <li>passion to serve</li> <li>desire to lead</li> <li>courage to dream</li> </ul>	1. Opening up avenues for students to show their <b><u>respect</u></b> and <b><u>gratefulness</u></b> to parents, teachers, the school and the wider community.	✓	✓	✓
		2. Providing opportunities for students to <b><u>serve</u></b> the community and the school.		✓	✓
		3. Creating platforms and opportunities for students to <b><u>share</u></b> their personal <b><u>views</u></b> and acquire life <b><u>experiences</u></b> .	✓	✓	✓
		4. Exploiting external resources to provide <b><u>leadership</u></b> training for students and student leaders.	✓	✓	✓
		5. Offering students chances to experience <b><u>independent</u></b> living, hardships and different cultures to develop skills to handle difficulties and unfamiliar situations.		✓	✓
		6. Strengthening <b><u>career-planning</u></b> support for senior form students.	✓	✓	✓

Major Concern Area	Targets	School Level Strategies		Time scale		
				2018-2019	2019-2020	2020-2021
MC 3 School Mission	<ul style="list-style-type: none"> <li>To be committed to our passions</li> <li>To build up courage for innovation</li> <li>To showcase and promote our school</li> </ul>	1.	Broadening students' <b>exposure</b> to various new areas of <b>sports</b> and <b>arts</b> .	✓	✓	✓
		2.	Exploring more <b>channels</b> to <b>promote</b> the school.	✓	✓	✓
		3.	Helping students achieve a <b>balanced</b> school-life through actively reviewing and fine-tuning school policies.	✓	✓	✓
		4.	Upgrading our sports / arts <b>facilities</b> .		✓	✓

### 3. SCHOOL ADMINISTRATIVE STRUCTURE



## 4. MAJOR CONCERNS FOR THE SCHOOL YEAR

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### MC 1. Develop attitude to mount intellectual altitude

- To build up good learning habits
- To cultivate a positive learning attitude
- To foster an encouraging learning atmosphere

### MC 2. Enrich exposure to new life experiences with gratitude, initiative and courage

- To strengthen passion to serve
- To nurture desire to lead
- To inspire courage to dream

### MC 3. Inspire innovation and drive for aesthetic and physical challenge

- To be committed to our passions
- To be courageous in innovation
- To showcase and promote our school

#### 一、恆於積極態度，志於精益求精

- 學而成習、持之以恆
- 正向積極、盡力盡責
- 好學不倦、追求卓越

#### 二、勇於突破求進，樂於施善感恩

- 心繫社群、樂善好施
- 啟發潛能、立己達人
- 實踐抱負、起動追夢

#### 三、善於體藝創意，敢於迎接挑戰

- 活用資源、力臻至善
- 勇於創新、拓展體藝
- 再展新猷、盡顯特色



## 5. STAFF DEVELOPMENT PLAN

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### Overall Themes

1. Professional Exchange
  - To create professional exchange opportunities with local counterparts which has experiences and good reputation in the areas that our school would like to improve or develop
2. Curriculum Review
  - To review our present curriculum to respond to EDB's suggestions for major adjustment on the senior secondary curriculum
  - To review our school-based PE/VA curriculum structure in order to meet changing trends and future needs of developing students' talents
  - To review on the time allocation to different KLAs in junior forms to allow multi-disciplinary approach of curriculum and avoid curriculum content overlapping
  - To review the provision of elective subjects in senior form
  - To deal with the mismatch timetabled teaching lessons and morning routines / after school activities
3. Crisis management under current social atmosphere
  - To share with teachers effective ways to better manage their emotion and to maintain effective communication with parents and students
4. Teaching pedagogy
  - To promote new teaching strategies to teachers
5. Professional Exposure
  - To encourage teachers participating in external professional activities / services in order to enrich exposures in areas related to teaching and learning
6. Teachers' Well-being & Team Spirit Building
  - To arouse teachers' health concern and suggest practical ways to improve it
  - To raise teachers' concern on the importance of keeping a balance between work efficiency and personal health
  - To cultivate team spirit among teachers by organizing group activities to increase mutual trust, respect and understanding.

### Staff Development Days

Day 1: 20 December 2019 (Friday)

- Theme: 1. Curriculum review
- To report the survey results collected from students, parents and alumni

- To collect teachers' feedback on the final draft of the curriculum framework
2. Effective communication and stress management under current social atmosphere
  3. 30<sup>th</sup> Anniversary Gala Dinner

#### Day 2: 20 March 2020 (Friday)

- Theme: 1. Reaching Out – Learn from Our Counterparts (PART 1)
- Teachers are divided into groups according to their specialisation. Each group will be arranged to visit a school which has good reputation / solid experience in delivering educational programs in one of the following areas:
    - Academic enhancement
      - English T&L
      - Self-directed learning
    - Student growth and moral education
    - STEM/STEAM education
    - Data analysis management
    - Environmental friendly measures in schools

#### Day 3: 5 June 2020 (Friday)

- Theme: 1. Reaching Out – Learn from Our Counterparts (PART 2)
- Each group shares what they have learned from the visit to the other teachers and suggest how we may practically implement what we have learned from the visiting school
2. Creativity teaching strategies in diversified classroom
  3. Resilience program

#### **Other Strategies**

- Deploying teachers to various kinds of duties to enrich their exposures and experience in different work areas
- Dual Form Teacher and Form Coordinator System encourage collaboration among teachers
- Lesson Observation Policy to promote peer learning and cross-subject exchange culture
- Provision of convenience to encourage teachers to take up the role of public exam marker
- Hosting of visits from external educational institutions to encourage exchange of professional experience
- Organising of the induction program for new teachers to facilitate quick adaptation to the working practice and environment of school
- Organising of staff recreational events and resilience programs to promote team spirit

## **6. WORKING PLAN OF ADMINISTRATIVE GROUPS**

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## ACADEMIC AFFAIRS SECTION

Apart from routine works, the following new initiatives will be carried out during the school year:

### Panel Heads Committee

**Program Brief:** Cross-subject and inter-school collaboration

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**     **Others**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To improve teaching effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>Two subjects as partners collaborate to improve teaching effectiveness in terms of depth of content or LAC</li> <li>Two subjects as partners collaborate to run a programme</li> <li>To contact and partner with a school to learn their experiences</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>All subjects collaborate internally at least once</li> <li>5-10 subjects partner with other schools</li> </ul>	<ul style="list-style-type: none"> <li>CY, NCL, TYF</li> </ul>

**Program Brief: Improving classroom discipline and learning attitude**

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**  **Others**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>Panel heads work with members to specify ways to improve classroom discipline and students' learning attitude</li> <li>Panel heads evaluate the effectiveness of the measures in panel meetings.</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Students' learning attitude improves in the subject every month</li> <li>Students' API/QPI improve gradually</li> </ul>	<ul style="list-style-type: none"> <li>TYF, LUN</li> </ul>

Working plan compiled by: Tsao Yu Fang (Head)

## Curriculum Development Committee

**Program Brief: School-based curriculum review**

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**  **Others**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To conduct school-based curriculum review</li> </ul>	<ul style="list-style-type: none"> <li>Collect opinions from stakeholders about the present curriculum</li> <li>Based on opinions collected, devise a new curriculum framework</li> <li>Based on the curriculum framework, conduct &amp; revise present subject curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Surveys conducted</li> <li>A new curriculum framework worked out</li> <li>Subject curricula revised accordingly</li> </ul>	<ul style="list-style-type: none"> <li>CKL</li> <li>Committee members</li> <li>Panel Heads &amp; members</li> </ul>

Working plan compiled by: Chow Kwok Lim (Head)

## Examinations & SBA Committee

**Program Brief: Coordination of Uniform Test System**

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To help coordinate the uniform tests given by different subjects</li> </ul>	<ul style="list-style-type: none"> <li>Gather assessment data from panels at or before 9/9</li> <li>Coordinate the test dates and frequency of different subjects</li> <li>Announce test dates to students and parents in Sept &amp; Oct</li> <li>Help rearrange the test dates if necessary</li> </ul>	<ul style="list-style-type: none"> <li>Information gathered on time</li> <li>Timetable prepared on time</li> <li>Timetable released on time</li> <li>Test dates changed according to need</li> </ul>	<ul style="list-style-type: none"> <li>LKH</li> <li>LKH</li> <li>All teachers</li> <li>All teachers</li> </ul>

Working plan compiled by: Leung Kim Hung (Head)

## Performance Analysis & Streaming Committee

**Program Brief:** Using data analysis tools for improving Teaching and Learning

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive  Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To make good use of available data analysis tools to improve T&amp;L</li> </ul>	<ul style="list-style-type: none"> <li>Introduce a new module “Value-Added Analysis” to all teachers for analysis Time scale: After each formal assessment</li> <li>Organise a workshop for enhancing teachers’ skills in data analysis Time scale: First term</li> </ul>	<ul style="list-style-type: none"> <li>Suggestions made to the use of the data for improving teaching and learning through analysis</li> <li>Teachers mastered the skills of using collected data to do relevant research and analyses to further facilitate students’ learning</li> </ul>	LUN, CKW, CCW

**Program Brief:** Modification of the Early Intervention Approach on assignment performance

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To make new arrangements on monitoring students’ assignment performance</li> </ul>	<ul style="list-style-type: none"> <li>Modify the current approach so as to monitor the assignment performance closely Time scale: Start at the commencement of the year</li> </ul>	<ul style="list-style-type: none"> <li>Improvements can be made on students’ assignment submission</li> <li>Students can develop good learning habits</li> </ul>	LUN, ICH, LYH

Working plan compiled by: Wong Yuk Lun (Head)

## Learning Resources Committee

**Program Brief:** Organizing reading workshops

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To allow students to learn practical skills from books</li> </ul>	<ul style="list-style-type: none"> <li>Invite speakers to introduce books and teach students some practical skills through the workshops</li> <li>Three times a year</li> </ul>	<ul style="list-style-type: none"> <li>Organized 3 reading workshops</li> <li>15 students or more participated in each workshop</li> </ul>	<ul style="list-style-type: none"> <li>WKH, ACY, WWC, HHS, Header</li> </ul>

**Program Brief:** Recommending suitable reading texts to students

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To shape students' moral values</li> </ul>	<ul style="list-style-type: none"> <li>Provide F.4 &amp; F.5 students with meaningful stories/texts during Reading Period</li> <li>To set questions for students' reflection</li> </ul>	<ul style="list-style-type: none"> <li>Suitable texts were collected</li> <li>F.4 and F.5 students found the texts meaningful</li> </ul>	<ul style="list-style-type: none"> <li>All members</li> </ul>
<ul style="list-style-type: none"> <li>To raise students' interest in reading</li> </ul>	<ul style="list-style-type: none"> <li>Provide F.4 &amp; F.5 students with exciting book excerpts during Reading Period</li> <li>Recommend books to F.1-3 students according to their interest</li> <li>Co-ordinate 10 teachers' book sharing sessions for F.1-3 students during Reading Period</li> </ul>	<ul style="list-style-type: none"> <li>Suitable texts were collected</li> <li>Co-ordinated 10 teacher's book sharing sessions</li> <li>Students enjoyed the book sharing sessions / provided texts</li> </ul>	<ul style="list-style-type: none"> <li>All members</li> <li>WKH, CY, Header</li> </ul>



**Program Brief: Relocating the Learning Hub**

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To upgrade the learning resources and better facilitate the self-learning environment</li> </ul>	<ul style="list-style-type: none"> <li>Relocate the Learning Hub to the existing D&amp;T Room &amp; Fitness Centre, and re-design the layout of the library</li> </ul>	<ul style="list-style-type: none"> <li>The Library was relocated</li> </ul>	<ul style="list-style-type: none"> <li>CY, WKH, CHT, Header</li> </ul>

**Program Brief: Exploring more reading-related activities outside the school campus for Reading Ambassadors**

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To allow students to have a deeper understanding of a few books</li> </ul>	<ul style="list-style-type: none"> <li>Co-organize a “Book Walking Tour” based on some books with an organization</li> <li>Once a year</li> </ul>	<ul style="list-style-type: none"> <li>10 students participated in the activity</li> <li>Students enjoyed the activity</li> </ul>	<ul style="list-style-type: none"> <li>WKH, CHT</li> </ul>
<ul style="list-style-type: none"> <li>To expose students to a wide range of books</li> <li>To award the outstanding Reading Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>Escort the outstanding Reading Ambassadors to Hong Kong Book Fair and sponsor them to buy a book of their choice</li> <li>Once in July</li> </ul>	<ul style="list-style-type: none"> <li>10 Reading Ambassadors were awarded</li> <li>Students enjoyed the activity</li> </ul>	<ul style="list-style-type: none"> <li>WKH, CHT</li> </ul>

Working plan compiled by: Chan Ying (Head)

## Gifted Education Committee

**Program Brief: STEM@體藝:**

**Related Major Concern:**    ■ Develop Learning Attitude    ■ Enrich Exposure    ■ Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To further establish the STEM Room</li> </ul>	<ul style="list-style-type: none"> <li>In the First Term, the STEM Room will be utilized by both D&amp;T and English Panel. In the Second Term, more equipment will be moved in and it will be mainly used for D&amp;T lessons. Application for QEF to further upgrade the room will be filed in Sep 2019</li> </ul>	<ul style="list-style-type: none"> <li>Application for QEF filed in Sep 2019</li> <li>All D&amp;T lessons took place in the STEM Room in the Second Term</li> </ul>	YWS
<ul style="list-style-type: none"> <li>To expose students to STEM through afterschool STEM activities</li> </ul>	<ul style="list-style-type: none"> <li>To enhance their interests, students will be encouraged to take part in various STEM competitions throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>Around 50 students involved in various competitions</li> </ul>	YWS
<ul style="list-style-type: none"> <li>To promote the STEM initiative</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with ICT Panel, organize a STEM@體藝 WEEK,</li> <li>2 Mar to 6 Mar 2020</li> <li>STEM Week Land Yacht Speed testing measurement</li> </ul>	<ul style="list-style-type: none"> <li>100 students participated in different STEM activities during STEM week</li> <li>10 groups of students were able to create a device to measure the speed of land yacht</li> </ul>	YWS, LLY
<ul style="list-style-type: none"> <li>To broaden the horizon of the students regarding the application of STEM related technology and enhance their</li> </ul>	<ul style="list-style-type: none"> <li>To organize a STEM Oversea Study Tour during the Easter Holidays in Apr 2020</li> </ul>	<ul style="list-style-type: none"> <li>The tour is successfully held.</li> </ul>	YWS

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
motivation in related activities			
<ul style="list-style-type: none"> <li>To expose students to STEM through the sailing sports</li> </ul>	<ul style="list-style-type: none"> <li>Booth for land yacht on CODING FAIR 2020 at Hong Kong Convention and Exhibition Centre</li> <li>Recruit helpers from primary school</li> <li>Explore coding x sailing</li> <li>Other science based activities for sailing</li> <li>Time Line : Jun 2020</li> </ul>	<ul style="list-style-type: none"> <li>1,000 students from other schools participated the land yacht activities and sailing coding activities</li> </ul>	LLY*, LTC, WSL, YWS, TPS
<ul style="list-style-type: none"> <li>To expose students to STEM through a cross-discipline model rocket car project/competition</li> </ul>	<ul style="list-style-type: none"> <li>Integrating STEM@體藝 into the formal curriculum (F.2)</li> <li>The I.S. teachers would teach about the theories behind the rocket car.</li> <li>The D&amp;T teachers would teach about the ways of making the rocket car.</li> <li>The ICT teacher would teach about the device(s) for measuring the speed of the rocket car.</li> <li>Timeline: First term</li> </ul>	<ul style="list-style-type: none"> <li>More than 75% of students has jointly participated in the project, produced their own model rocket cars and completed their own worksheets.</li> </ul>	TPS*, LLY, LTC

Working plan compiled by: Tsung Pui Sum (Head)

**Academic Support Committee**

**Program Brief:** “After-school Homework Detention Class”

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To support and give assistance to students who have relatively serious problems in assignment submission</li> <li>To have a positive effect on students’ overall assignment performance</li> </ul>	<ul style="list-style-type: none"> <li>Students having relatively serious assignment submission problems (required to meet VP) will be arranged to attend the detention class and complete all uncollected assignments</li> </ul>	<ul style="list-style-type: none"> <li>Detention class can be operated effectively</li> <li>API’s performance of students can be improved</li> </ul>	<ul style="list-style-type: none"> <li>LYZ*, LTC, HHK</li> </ul>

**Program Brief:** “Elective Dropout Class Enrichment” for F.5 and F.6 students

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To coordinate enrichment classes in the timetable for F.5-6 students who have free lessons due to dropping out of elective subjects</li> <li>To help students use their free lesson appropriately and wisely</li> </ul>	<ul style="list-style-type: none"> <li>Targeted group: students who have dropped elective subject(s) <u>Strategies:</u> <ul style="list-style-type: none"> <li>half of their free periods (i.e. 4 out of 8 lessons) will be occupied for the enrichment classes in Learning Hub</li> <li>1<sup>st</sup> term: conduct enrichment classes for F.6 students</li> <li>2<sup>nd</sup> term: conduct enrichment classes for F.5 students</li> <li>Only Chinese, English and LS classes will be arranged</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Good and smooth running of the enrichment classes</li> <li>Students will be able to make good use of the time arranged and their academic performance can be further uplifted</li> </ul>	WKH, HHC

Working plan compiled by: Ho Hon Kin (Head)

## Student Admission Committee

**Program Brief:** Separate English oral interview by English teachers for F.1 admission

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive  Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>Enhance the effectiveness of <b>Evidence-based Practice</b> and utilization of data to support F.1 Admission</li> </ul>	<ul style="list-style-type: none"> <li>For F.1 Admission Practical Test and First Interview on 29/2/2020, oral English interview will be conducted separately by English teachers, with 2 English teachers per group in order to assess the language ability of the applicants more accurately</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from P and VPs after second interview</li> </ul>	NCL, ICC

Working plan compiled by: Ng Chi Lam (Head)

## Timetabling Committee

**Program Brief:** Conduct a study on the preparation of a possible revised school timetable associated with the school-based curriculum review

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive  Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To find out concerns associated with the preparation of a possible revised school timetable associated with the school-based curriculum review</li> </ul>	<ul style="list-style-type: none"> <li>To conduct the concerned study using the aSc software at around May 2020</li> </ul>	<ul style="list-style-type: none"> <li>A sample timetable is worked out in the study</li> </ul>	CKL, CKH & all other members

**Program Brief: Further develop the succession plan**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**     **Others**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To further develop the succession plan for the committee</li> </ul>	<ul style="list-style-type: none"> <li>To propose a new committee head to replace the original head who will retire after the academic year 2021</li> <li>To carry out succession tasks</li> <li>To recruit one to two new members for the committee</li> </ul>	<ul style="list-style-type: none"> <li>The new committee head starts his/her service &amp; succession tasks carried out</li> <li>The new member(s) is/are recruited</li> </ul>	CKL

Working plan compiled by: Chow Kwok Lim (Head)

## COMMUNICATION & DEVELOPMENT

Apart from routine works, the following new initiatives will be carried out during the school year:

### School Home Collaboration Committee

**Program Brief: Elder Academy**

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance students' empathy</li> <li>To consolidate the relationship between child and parents</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with Student Exposure Committee to run the Elder Academy</li> <li>Two activities will be held on 16 &amp; 17 Jan 2020</li> </ul>	<ul style="list-style-type: none"> <li>Over 20 parents, students and elderly attended the activities</li> </ul>	WMH*, CKH

**Program Brief: Mentorship Scheme**

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To broaden students' horizon</li> <li>To enhance students social skill</li> </ul>	<ul style="list-style-type: none"> <li>Cooperate with Alumni Affair Committee to run the program</li> <li>Invite alumni to be the mentors of the current students</li> </ul>	<ul style="list-style-type: none"> <li>Each mentor organized at least two activities for his/her mentee</li> <li>Mentees recorded the information and tidbits of the activities in the Scheme Handbook for self-reflection</li> </ul>	KIN*, CPY

Working plan compiled by: Wong Man Kin (Head)



**Alumni Affairs Committee**

**Program Brief: Mentorship Program**

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance students' educational, social and personal growth</li> </ul>	<ul style="list-style-type: none"> <li>Through experience sharing on yearly basis</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from mentors and mentees</li> </ul>	MLY, TKK, LLY, CPY, (PTA), KIN (PTA)

**Program Brief: Good Morning Alumni**

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To expose students to role models so as to learn through the success of mentors</li> </ul>	<ul style="list-style-type: none"> <li>Sharing in the morning assemblies, 3 times in the junior assembly and 3 times in the senior assembly</li> <li>(10/11 Mar WWS, 17/18 Mar YSY, 24/25 Mar LSH)</li> </ul>	<ul style="list-style-type: none"> <li>The sharing was conducted according to schedule</li> </ul>	LSH, WWS, YSY*

**Program Brief: Alumni Profiles Collection**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To collect information of the alumni</li> </ul>	<ul style="list-style-type: none"> <li>Collecting information from alumni through different means such as on-line form or counter at Open Day, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Increase in the number of alumni who are willing to provide their information</li> </ul>	LLY, MLY

**Program Brief: Outstanding Alumni Display Board**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>Students learn more about the outstanding alumni</li> </ul>	<ul style="list-style-type: none"> <li>Information about certain outstanding alumni will be displayed along the covered walkway</li> </ul>	<ul style="list-style-type: none"> <li>The display was updated annually</li> </ul>	MLY, TKK

Working plan compiled by: Man Lai Ying (Head)

## External Communication Committee

**Program Brief:** Collect information about school history

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive  Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To collect information about school history and classify into different categories</li> </ul>	<ul style="list-style-type: none"> <li>Classified materials are to be uploaded to the Team Drive from time to time</li> </ul>	<ul style="list-style-type: none"> <li>Classified materials related to school history are stored in the Team Drive of ECC</li> <li>All members have easy access to the information</li> </ul>	CWY, BH & Willy

Working plan compiled by: Chu Wai Yee (Head)

## Image Promotion Committee

**Program Brief:** Olympic Qualifying Event & Ti-Ian

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To promote positive school image through the outstanding results of Ti-Ians in Olympic qualifying events</li> </ul>	<ul style="list-style-type: none"> <li>Reporting news of Ti-Ians getting good results in Olympic qualifying events through school website and Facebook</li> </ul>	<ul style="list-style-type: none"> <li>Successfully report the news in school website and Facebook</li> <li>Positive feedback from teachers and students on the news report</li> </ul>	WKW, CNF

**Program Brief: Balance Reflects the Performance of the School**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To strengthen the promotion of activities/ students' performance in Humanities and Wisdom, which better reflects our students' overall performance</li> </ul>	<ul style="list-style-type: none"> <li>Actively invite subject panels and committees to submit information on activities/students' performance in relation to Humanities and Wisdom</li> </ul>	<ul style="list-style-type: none"> <li>Activities/students' performance in relation to Humanities and Wisdom are/is reported in school website and Facebook every month</li> </ul>	WKW, TCW

Working plan compiled by: Wong Ka Wing (Head)

**School and Staff Development Committee**

**Program Brief:** Reaching Out - Learn from Our Counterparts

**Related Major Concern:** ■ Develop Learning Attitude ■ Enrich Exposure ■ Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To learn from other schools which has experiences and good reputation in the areas that our school would like to improve or develop</li> <li>To build relationship and consolidate collaboration with our counterparts</li> <li>To broaden teachers' horizon</li> </ul>	<ul style="list-style-type: none"> <li><b>Staff Development Day 2 (20/3)</b> <ul style="list-style-type: none"> <li>Teachers are divided into a few groups according to their specialisation. E.g. Science, English Lang., Moral Education, STEM, etc. STEM education</li> <li>Each group will be arranged to visit a school which has good reputation / solid experience in delivering educational programs in one of the following areas:                             <ul style="list-style-type: none"> <li>Academic enhancement                                     <ul style="list-style-type: none"> <li>English T&amp;L</li> <li>Self-directed learning</li> </ul> </li> <li>Student growth and moral education</li> <li>STEM/STREAM education</li> <li>Data analysis management</li> <li>Environmental friendly measures in schools</li> </ul> </li> <li>Well before the visits, each group conducts pre-visit discussion to prepare a "wish list" on what the group would like to get or learn from the visit. E.g. Lesson visit, teacher sharing, meeting with students, visiting facilities, etc.</li> </ul> </li> <li><b>Staff Development Day 3 (5/6)</b> <ul style="list-style-type: none"> <li>Each group presents what they have learned from the visit to the other teachers</li> <li>Each group shall suggest how we may practically implement what we have learned from the visiting school</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>The visits are conducted according to plan and schedule                             <ul style="list-style-type: none"> <li>There are initiatives carried out in our school with ideas originated from the visits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>LCW*, CKL, CWL, YWS, WMH, CCM, CH, Willy</li> </ul>

Working plan compiled by: Leung Chi Wing (Head)

## STUDENT DEVELOPMENT

Apart from routine works, the following new initiatives will be carried out during the school year:

### Careers and Life Planning Committee

**Program Brief: Job Tasting Program**

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To help students explore various career options and gain job experiences</li> </ul>	<ul style="list-style-type: none"> <li>Careers Workshop (for F.4 Students)</li> <li>Job Tasting Program (for F.4 Students)</li> <li>Careers Visit</li> <li>CV Writing and Job Application Skills Workshop (for F.4 students)</li> </ul>	<ul style="list-style-type: none"> <li>Students would come up with a better understanding of themselves and different kinds of job nature</li> <li>Positive results in questionnaire survey</li> </ul>	LKL

**Program Brief: Careers Workshop (for F.3 Students)**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide students with platforms to develop decision-making and problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>Careers Workshops (for F.3 Students)</li> </ul>	<ul style="list-style-type: none"> <li>Students would come up with a rational decision on F.4 subject choice</li> </ul>	<ul style="list-style-type: none"> <li>BH</li> </ul>

Working plan compiled by: Tong Cheong Wing (Head)

**Counselling Committee**

**Program Brief: Sex Education Biweekly**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>Cultivate positive and healthy value of students</li> </ul>	<ul style="list-style-type: none"> <li>Hold the Biweekly program in which different kinds of activities are prepared, such as talk, workshop, exhibition, life education lesson, design competition, publication and game booth.</li> <li>Invite the professional organization to provide service</li> </ul>	<ul style="list-style-type: none"> <li>The activities were conducted as scheduled</li> <li>Positive questionnaire survey results</li> </ul>	CLK, IPL, WSK,

Working plan compiled by: Chui Lai Kuen (Head)



## Discipline Committee

**Program Brief:** Build up a stronger prefect team

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To improve support for prefect team</li> <li>To enhance sense of belonging of the prefect team</li> <li>To provide more opportunities for the personal development of prefects</li> </ul>	<ul style="list-style-type: none"> <li>Prefect team will be divided into 12 groups and each team is to be closely followed by one DC teacher to enhance more personal training and individual caring and support (functional and emotional)</li> </ul>	<ul style="list-style-type: none"> <li>Improved functionality of the prefect team</li> <li>Positive feedback from prefects and teachers</li> <li>Prefect team could work independently at the end of 2<sup>nd</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>All DC teachers</li> </ul>

**Program Brief:** Preventive / educational measures to improve discipline in school

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To develop students' judgement and encourage self-discipline</li> </ul>	<ul style="list-style-type: none"> <li>Deliver more short speeches during assemblies concerning common misbehaviour in school</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>All DC teachers</li> </ul>

Working plan compiled by: Choi Koon Hung (Head)

**OLE & SLP Committee**

**Program Brief: Self-organized activity by F.4 in the School Activity Day**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>• To enhance students' leadership</li> <li>• To develop students' potential in organizing activities</li> <li>• To increase students' independence</li> <li>• To make students more responsible for their own activities</li> <li>• To provide more opportunity for students to serve the society</li> </ul>	<ul style="list-style-type: none"> <li>• F.4 students will be allowed to plan their own activity day on class basis under teachers' guidance if half day social service can not be arranged with NGOs</li> <li>• After the career visit in the morning, F.5 students will be allowed to plan a half-day activity either on class or form basis</li> </ul>	<ul style="list-style-type: none"> <li>• The activities were conducted as planned</li> <li>• Positive feedbacks from teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>• YSH, CKW</li> </ul>

**Program Brief: Social Discovery for F.2 in the School Activity Day**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>• To enhance students' social awareness</li> <li>• To develop students' knowledge of our social structures</li> <li>• To increase students' learning in non-academic aspect</li> <li>• To provide more opportunity for students to serve the society</li> </ul>	<ul style="list-style-type: none"> <li>• In the past few years, F.2 students were arranged to have military conservation in Mt. Davis in the Hong Kong Island. However, the activity is easily affected by bad weather. F.2 School Activity Day was even cancelled last year.</li> <li>• More organizations of different types are to be contacted to provide a whole-day activity for different F.2 classes</li> <li>• Different kinds of activities are to be explored</li> </ul>	<ul style="list-style-type: none"> <li>• The activities were conducted as planned</li> <li>• Positive feedbacks from teachers and students</li> </ul>	<p>YYK</p>

Working plan compiled by: Fu Siu Hong (Head)

## Student Exposure Committee

**Program Brief: Leadership Training Program - Overseas Volunteer Service Trip**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>• To enhance the leadership qualities of student leaders in areas including their proactive-ness, self-confidence, readiness to face challenges, communication skills, spirit of service, etc.</li> <li>• To help them gain exposure in settings outside school, such as an adventure-based training camp and overseas service trip, and by nomination for territory-wide leadership training opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• <b>34</b> student leaders of the major roles at JCTIC, including:                             <ul style="list-style-type: none"> <li>• Head prefects (3);</li> <li>• Chairpersons of clubs &amp; societies (16);</li> <li>• SU chairperson and vice-chairpersons (3); and</li> <li>• House captains and vice house captains (12)</li> </ul> </li> <li>• <b>Program structure:</b> <ul style="list-style-type: none"> <li>• Training Workshops</li> <li>• Adventure-based Training Day Camp</li> <li>• Overseas Service Trip</li> <li>• F.1 Students Orientation Day – Orienteering Game</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• At least 90% of the students invited join the program</li> <li>• The program was conducted as planned</li> </ul>	WMH, CYH

**Program Brief: Elder Academy**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>• The establishment of elder academy serves multiple objectives:</li> <li>• To promote harmony between the elders and the young. Students should enhance communication with the elders through participating in the activities of the elder academy</li> <li>• To strengthen civic education. Students should offer volunteer services to the elders at school campuses. This may in turn promote civic education and foster community spirit among the students</li> </ul>	<ul style="list-style-type: none"> <li>• Implement 12 different activities for the elderly in three years, including interest classes, fitness classes and IT skills.</li> <li>• 3 events will be launched in the first year including physical fitness lectures and training classes, Lunar New Year craft classes and mobile phone emoji design classes</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from students, teachers and the elderly</li> </ul>	<ul style="list-style-type: none"> <li>• YSH, WSK(OSC), WMH, LKL, LHL</li> </ul>

**Program Brief: Sister School Scheme**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To set up a platform to facilitate exchange between Hong Kong and Mainland schools</li> <li>To expand the school network</li> <li>To strengthen cultural interflow, and to achieve mutual advancement</li> </ul>	<ul style="list-style-type: none"> <li>The program is to be conducted in Dec 2019</li> <li>Invite Zhaoqing Duanzhou Middle School (肇慶端州中學) to visit our school in Dec:               <ul style="list-style-type: none"> <li>attend the school Open Day</li> <li>hold a contract signing ceremony</li> <li>join the 30th Anniversary Gala Dinner</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from both sides of students and teachers</li> </ul>	ICH, WMH

Working plan compiled by: Woo Mei Hung (Head)

## Student Growth Committee

**Program Brief:** 6-year program of “The Invincible ME” Stage one for F.1 – The Responsible ME

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To support a fundamental transformation of Ti-ians through action, reflection and learning</li> </ul>	<ul style="list-style-type: none"> <li>The program will start from F.1 this year</li> <li>The theme will be “The Responsible ME”</li> <li>It is a must for student to start with responsibility as a step towards respecting oneself</li> <li>The training will be partly incorporated into the F.1 Lunch Accommodation Program and extend towards the second term</li> </ul>	<ul style="list-style-type: none"> <li>Positive response and participation from all F.1 students</li> </ul>	MSY and members

Working plan compiled by: Yeung Pui Shan (Head)

## ADMINISTRATION & RESOURCES

Apart from routine works, the following new initiatives will be carried out during the school year:

### Resources Committee

**Program Brief:** To setup a souvenir stock system

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To setup a system to manage the stock of souvenirs</li> </ul>	<ul style="list-style-type: none"> <li>To record the number and type of souvenirs in our school</li> <li>To setup specific guidelines for teachers to apply for giving out souvenirs</li> <li>Time scale: 1 year</li> </ul>	<ul style="list-style-type: none"> <li>Reviewed the current stock of souvenirs</li> <li>Provided clear guidelines for teachers to apply for giving out souvenirs</li> </ul>	<ul style="list-style-type: none"> <li>CFL, SKY, WSL, Heidi, Janice</li> </ul>



**Program Brief:** Reconstruction of the display of students' achievement outside the hall and covered playground

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria& Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide more spaces for displaying students' achievements for every year</li> </ul>	<ul style="list-style-type: none"> <li>Relocate and reconstruct the student achievement display from the hall entrance to the covered playground</li> <li>Provide a more systematic and sustainable design for the display</li> <li>Time scale: 1<sup>st</sup> term</li> </ul>	<ul style="list-style-type: none"> <li>Designed and constructed the display area on the wall of the covered playground</li> <li>Positive feedback from teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>FYL, SKY, WKM, Debbie, Janice</li> </ul>

**Program Brief:** Improvement of printing system

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive  Others

Objectives	Strategies / Time Scale	Success Criteria& Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide mobile printing service for teacher and students</li> </ul>	<ul style="list-style-type: none"> <li>Purchase hardware to support mobile printing (e.g. card readers)</li> <li>Construct rules and guidelines for students to use the service</li> <li>Provide chrome book printing service in the computer room during ICT lessons</li> <li>Time scale: 1 year</li> </ul>	<ul style="list-style-type: none"> <li>Setup the printing system which support mobile printing</li> <li>Enable printing in computer rooms</li> </ul>	<ul style="list-style-type: none"> <li>CFL, CH, WSL, Kenneth</li> </ul>

Working plan compiled by: Cheung Fook Lai (Head)

**Estate Management Committee**

**Program Brief: Campus Renovation Project**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide support to the 3 working groups of the Campus Renovation Project</li> </ul>	<ul style="list-style-type: none"> <li>Design, tendering and project management support to the Library relocation project</li> <li>Design, tendering and project management support to the construction work of the Integrated Fitness Centre relocation project</li> <li>E&amp;M and renovation support to the setting up of the STEM Room</li> </ul>	<ul style="list-style-type: none"> <li>Renovation and relocation tasks executed smoothly as planned.</li> </ul>	<ul style="list-style-type: none"> <li>LTC*+CWL + Jone</li> <li>CH*+CWL + Jone</li> <li>LTC*+CWL + Jone</li> </ul>

Working plan compiled by: Chan Wai Leung (Head)

**Information Administration Committee**

**Program Brief:** Formulate the specification of the upgrade of the wired and wireless school network

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To formulate the specification of the wired and wireless school network so as to provide a stable and high-speed network to facilitate the effectiveness of teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>Study and evaluate the current network situation (collecting feedback from users)</li> <li>Negotiate with the vendors to construct feasible specification within the assigned school budget</li> </ul>	<ul style="list-style-type: none"> <li>Renewal of the wired and wireless network contract</li> </ul>	<ul style="list-style-type: none"> <li>LIE* + TWH</li> </ul>

**Program Brief:** Explore the feasibility of the implementation of e-payment and school app

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive  Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To explore the possible ways of the usage of e-payment and school app to enhance the effectiveness of handling parents' payment to school and the communications between parents and the school</li> </ul>	<ul style="list-style-type: none"> <li>Construct the expectations of the e-payment and school app system</li> <li>Meet with potential suppliers</li> <li>Trial-run/Testing of the e-payment and school app system</li> </ul>	<ul style="list-style-type: none"> <li>Submission of a detailed proposal on the implementation of e-payment and school app system to the school</li> </ul>	<ul style="list-style-type: none"> <li>LLY* + CPS</li> </ul>

Working plan compiled by: Lie Chi Wai (Head)

**Supporting Staff Committee**

**Program Brief:** Induction to the new Account Clerk & Office Clerk

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>• To improve the functions of the General Office</li> <li>• To better allocate the duties of the General Office and the Resources Centre</li> <li>• To improve the segregation of accounting duties with the aim to better the school finance management</li> <li>• To help the new staff for their quick adaptation to the culture, working practice and environment of JCTIC</li> </ul>	<ul style="list-style-type: none"> <li>• Reshuffle the duties of General Office and the Resources Centre</li> <li>• Explain school information to new staff, e.g. School Administrative Structure, Handbooks, etc.</li> <li>• Discuss with the staff the assigned duties in details and make necessary adjustments if needed</li> <li>• Offer help and assistance and provide necessary information to new staff upon request</li> <li>• Hold periodic informal meeting with the new staff in order to understand the difficulties they are facing and offer help if necessary</li> <li>• Channel new staff’s reflections to school management or concerned committees</li> <li>• Time scale: Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>• All works are carried out according to plan and schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Willy*, Debbie, LCW</li> </ul>

**Program Brief: Merging of the management of the school Janitors and Dorm Janitor**

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To better coordinate Janitors to provide general affairs support to both the school and the Dormitory</li> </ul>	<ul style="list-style-type: none"> <li>Explain clearly the objectives and the implementation plan to all concerned Janitors at the beginning of the school year to avoid misunderstanding</li> <li>Mix the school duties and Dorm duties and share them among all janitors</li> <li>Monitor closely the daily running of the school and the Dormitory and adjust the work schedule and duty allocation whenever necessary</li> <li>Collect feedback from Janitors about the new arrangement in order to understand the effectiveness of the new system</li> <li>Channel Janitors’ reflections to school management or concerned committees</li> <li>Time scale: Sep 2019 to Jun 2020</li> </ul>	<ul style="list-style-type: none"> <li>The improved system is implemented according to plan and schedule</li> </ul>	<ul style="list-style-type: none"> <li>Debbie*, LCW</li> </ul>

Working plan compiled by: Leung Chi Wing (Head)

## Student Registration and Records Committee

**Program Brief:** Enhance the student record - include search function

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To facilitate staff and teachers to search student information in a more convenient way</li> </ul>	<ul style="list-style-type: none"> <li>Include student prize record</li> <li>Testing in first Term</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from teachers</li> </ul>	LIE, LLY, Dolf, Cloudy

**Program Brief:** Student Record File

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To maintain a student record file</li> </ul>	<ul style="list-style-type: none"> <li>Maintain an updated record file</li> <li>Allow borrowing record from teacher (Second stage)</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from management.</li> </ul>	<ul style="list-style-type: none"> <li>LLY, Willy, LIE</li> </ul>

Working plan compiled by: Leung Li Yick (Head)

## Finance Committee

**Program Brief:** Formal launching of the electronic financial system

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance financial management efficiency and effectiveness through an on-line electronic system</li> </ul>	<ul style="list-style-type: none"> <li>Parallel run – old and new system</li> </ul>	<ul style="list-style-type: none"> <li>Smooth transition and operation of the new system</li> </ul>	<ul style="list-style-type: none"> <li>Responsible Staff</li> <li>All members</li> </ul>

Working plan compiled by: Poon Sinn Ching (Head)

## Major School Events Committee

**Program Brief:** Time Capsule Ceremony for 30<sup>th</sup> Anniversary

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To celebrate 30<sup>th</sup> Anniversary of school</li> </ul>	<ul style="list-style-type: none"> <li>Recruit some student ambassadors for reception</li> <li>Prepare the time capsule ceremony</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from the visitors and guests</li> </ul>	<ul style="list-style-type: none"> <li>WMY, WYL, TKK</li> </ul>

**Program Brief:** Internal prizes and awards coordination

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To coordinate the internal prizes and ensure the accuracy</li> </ul>	<ul style="list-style-type: none"> <li>coordinate the prizes for different parties according to the guidelines</li> <li>Bulk purchase of the prizes and trophies</li> <li>Present the prizes in the ceremonies</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>WMY, TKK, WWC</li> </ul>

Working plan compiled by: Wong Ming Yuet (Head)



## Crisis Management Committee

### Program Brief: Monitoring of the Records of Accidents or Special Incidents

Related Major Concern:     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To arouse the awareness of various subjects and departments in keeping records of accidents or special incidents</li> </ul>	<ul style="list-style-type: none"> <li>Set out guidelines and design standard form</li> <li>Issue circular to staff and teachers</li> <li>Remind in staff meeting</li> <li>April 2020</li> </ul>	<ul style="list-style-type: none"> <li>Records of Accidents or Special Incidents were checked</li> </ul>	<ul style="list-style-type: none"> <li>YWS</li> </ul>

Working plan compiled by: Yip Wing Shun (Head)

**Staff Welfare Committee**

**Program Brief:** Snack time

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide a platform for the staff to relax and chat with each other</li> <li>To provide channels for communications among staff</li> <li>To enhance an even better and harmonious atmosphere among staff</li> </ul>	<ul style="list-style-type: none"> <li>Provide occasional snacks and/or sweet-soup time during school days to the staff</li> </ul>	<ul style="list-style-type: none"> <li>The staff enjoyed the time</li> <li>Relaxing informal social gatherings were held</li> </ul>	ACY, CLK, TPC

**Program Brief:** Bulk-buying

**Related Major Concern:**     Develop Learning Attitude     Enrich Exposure     Inspire Innovation & Drive     Others

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To benefit the staff to have discount when purchasing the goods through bulk-buying</li> <li>To provide channels for communications among staff</li> </ul>	<ul style="list-style-type: none"> <li>Organize bulk-buying activities throughout the</li> <li>Whole school year</li> </ul>	<ul style="list-style-type: none"> <li>The staff enjoyed the benefits through bulk-buying</li> <li>The staff communicated with each other during the process of bulk-buying</li> </ul>	CPY, ACY

Working plan compiled by: Chu Po Yee (Head)

## 7. WORKING PLAN OF SUBJECT PANELS

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## Biology

**Program Brief:** To cope with students with greater learning diversity

**Related Major Concern:** ■ Develop Learning Attitude ■ Enrich Exposure ■ Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>Catering of learning diversity as more biology students are recruited in senior form</li> <li>Encourage students to participate more interschool competition</li> </ul>	<ul style="list-style-type: none"> <li>Prepare graded exercises</li> <li>Additional material for the most capable students</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Professional judgment and student feedback</li> </ul>	<ul style="list-style-type: none"> <li>YYK, CKH</li> </ul>

Working plan compiled by: Choi Koon Hung (Head)

## Business, Accounting and Financial Studies

**Program Brief:** Cross-subject collaboration with Economics: Visit to HKEX

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To let students understand the history and the operation of the Hong Kong Stock Exchange which is one of the largest financial market operators in the world and the global leader in connecting China and the world</li> </ul>	<ul style="list-style-type: none"> <li>2 visits will be organised for F.6 BAFS students</li> <li>The visits are co-organised with Economics</li> <li>Time frame: First term</li> </ul>	<ul style="list-style-type: none"> <li>The visits were organized as planned</li> <li>Students gained a better understanding of the history and operation of the Hong Kong Stock Exchange</li> </ul>	PSC

Working plan compiled by: Poon Sinn Ching (Head)

## Chemistry

**Program Brief:** To help reinforce students' self-disciplinary ability

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To help reinforce students' self-disciplinary ability</li> </ul>	<ul style="list-style-type: none"> <li>All F.3-F.6 Chemistry Teachers will instruct students to handle some glassware and apparatus correctly and carefully when performing experiment (including ALL SBA).</li> <li>Time scale: All Year</li> </ul>	<ul style="list-style-type: none"> <li>Breakage Records and SBA Records (mark penalty) will be kept and monitored by subject teachers.</li> <li>The number of broken items will be less than 5 per year in each form (F.3- F.6)</li> <li>No student in each form will be punished by the subject teachers due to their misbehaviors in the laboratory lessons (DPI record)</li> </ul>	<ul style="list-style-type: none"> <li>LKH*, ACY, CKL</li> </ul>

**Program Brief:** To organize visits to local universities or educational organizations about modern development or STEM in Chemistry and to nominate students (with outstanding performance in Chemistry) to participate in HKASME Science Assessment Test

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To allow students to explore more about Chemistry outside classroom</li> </ul>	<ul style="list-style-type: none"> <li>All F.3-F.5 Chemistry Teachers will nominate OR encourage students to attend assigned activities or participate in HKASME Science Assessment test</li> <li>Time scale: Oct – Mar (Triple lessons in the afternoon or after school)</li> </ul>	<ul style="list-style-type: none"> <li>About 20 - 30 students in each form participated in the assigned activities</li> <li>The performance of students participated in HKASME Science Assessment test was satisfactory and all the students concerned attained "Credit" level</li> </ul>	<ul style="list-style-type: none"> <li>LKH*, ACY, CKL</li> </ul>

Working plan compiled by: Leung Kim Hung (Head)

## 中國語文

項目簡介： 繼續優化中三級思見班

相關關注事項：  促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目標	策略 / 時間	成功準則 及 檢討	負責人
<ul style="list-style-type: none"> <li>拓闊拔尖班受惠層面</li> </ul>	<ul style="list-style-type: none"> <li>讓學員感到光榮</li> <li>課程節數較少，開設班數較多</li> <li>課程滲入文學元素</li> </ul>	<ul style="list-style-type: none"> <li>參加者表現積極</li> </ul>	<ul style="list-style-type: none"> <li>副科主任及相關科任老師</li> </ul>

項目簡介： 文學分享環節

相關關注事項：  促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目標	策略 / 時間	成功準則 及 檢討	負責人
<ul style="list-style-type: none"> <li>增進中三級學生對中國文學科的認識</li> </ul>	<ul style="list-style-type: none"> <li>師兄姐現身說法</li> <li>文學對師兄姐的幫助</li> </ul>	<ul style="list-style-type: none"> <li>學生表現積極</li> </ul>	<ul style="list-style-type: none"> <li>科主任、文學科任老師及中三級中文科科任老師</li> </ul>

項目簡介： 優化體藝徵文比賽

相關關注事項：  促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目標	策略 / 時間	成功準則 及 檢討	負責人
<ul style="list-style-type: none"> <li>提升同學寫作興趣</li> </ul>	<ul style="list-style-type: none"> <li>先分級比賽，再設初中及高中組總冠軍</li> </ul>	<ul style="list-style-type: none"> <li>學生回應正面</li> </ul>	<ul style="list-style-type: none"> <li>科主任、級聯絡人</li> </ul>

## 項目簡介：華服知多少(三)

相關關注事項： 促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目標	策略 / 時間	成功準則 及 檢討	負責人
<ul style="list-style-type: none"> <li>• 深化同學對中國文化—華服的認識</li> </ul>	<ul style="list-style-type: none"> <li>• 展板</li> <li>• 競猜</li> </ul>	<ul style="list-style-type: none"> <li>• 學生回應正面</li> </ul>	<ul style="list-style-type: none"> <li>• 黃文堅、唐昌永、徐麗娟、胡蕙莊、沈嘉儀</li> </ul>

計劃編製者：文麗英 (科主任)

## 中國歷史

計劃簡述：同儕觀課 (重點：基本法教育及班規建立)

相關關注事項： 促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目的	策略 / 時間	成功準則 及 檢討	負責人
<ul style="list-style-type: none"> <li>• 加強老師互相學習的文化，提升教學效能</li> </ul>	<ul style="list-style-type: none"> <li>• 同儕觀課以基本法教育及班規建立作為同事互相學習重點</li> </ul>	<ul style="list-style-type: none"> <li>• 一半或以上中史科老師能達到所定之要求</li> </ul>	<ul style="list-style-type: none"> <li>• 黃家榮老師</li> </ul>



計劃簡述： 與世界歷史科作聯科考察

相關關注事項：  促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目的	策略 / 時間	成功準則 及 檢討	負責人
<ul style="list-style-type: none"> <li>加強跨科合作</li> </ul>	<ul style="list-style-type: none"> <li>與世界歷史科共同策劃及帶領學生前往孫中山博物館</li> </ul>	<ul style="list-style-type: none"> <li>不少於一半的參與學生對活動有正面評價</li> </ul>	<ul style="list-style-type: none"> <li>黃家榮老師</li> </ul>

計劃編製者: 黃家榮 (科主任)

## Design & Technology

Program Brief: F.1 STEM related electronic project – Electronic Roulette wheel application

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To motivate and inspire students with practical electronic project to solve daily problems</li> </ul>	<ul style="list-style-type: none"> <li>Teach F.1 students to use different electronic components to make electronic roulette wheel</li> <li>Instruct the students to apply Electronic Roulette wheel to design a product to solve a daily life problem</li> <li>Students in groups need to brainstorm the ideas, design and make the product</li> <li>Students need to demonstrate and explain how to use the product</li> </ul>	<ul style="list-style-type: none"> <li>90% of students can design and make the product to solve a daily life problem</li> <li>5 good products could be found for the whole form</li> </ul>	LTC, LWY

**Program Brief: Rocket Car design activities for F.2 students**

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To inspire F.2 students in STEM by designing and making a rocket car to take part in a competition</li> </ul>	<ul style="list-style-type: none"> <li>Teach F.2 students about the principle and design of a rocket car</li> <li>Students in groups need to design and make a rocket car which can run fast in a straight line</li> <li>Performed a running test after making the car models</li> </ul>	<ul style="list-style-type: none"> <li>90% of students passed the running test</li> <li>10 good models could be chosen for the whole form</li> </ul>	LTC

Working plan compiled by: Lee Tim Cheung (Head)

## Economics

**Program Brief:** Cross-subject collaboration with BAFS – Visit to HKEX

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To let students understand better about the financial industry in Hong Kong as HKEX is an important local enterprise providing a reliable trading platform for different kinds of securities.</li> </ul>	<ul style="list-style-type: none"> <li>2 visits will be organized for F.6 students in the first term if possible</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedbacks from students</li> <li>Strong incentive of students to ask questions was shown during the course of visiting HKEX</li> </ul>	FSH, CCW, NCL

**Program Brief:** Running a business during the school open day

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To expose students to business aspect with their Economics</li> <li>To cultivate students' entrepreneurial skills</li> </ul>	<ul style="list-style-type: none"> <li>Ask students to make up their own proposals</li> <li>Choose the best one/two proposal</li> <li>Let students carry out the business proposal by students themselves, for example, they have to solve the problems of how to raise money, what to sell, how to promote their products and so on</li> </ul>	<ul style="list-style-type: none"> <li>Students was stimulated to think about their planning and decision-makings</li> <li>Students learned the difficulties of running a business</li> </ul>	FSH, NCL, CCW

Working plan compiled by: Fu Siu Hong (Head)

## English Language

**Program Brief:** Inter-school speaking practice

**Related Major Concern:** ■ Develop Learning Attitude ■ Enrich Exposure ■ Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To improve students' speaking skill</li> </ul>	<ul style="list-style-type: none"> <li>Teachers bring F.5 and F.6 students to the partner school/s</li> <li>Students interact with their counterparts in groups</li> <li>2-3 times</li> </ul>	<ul style="list-style-type: none"> <li>60% of F.6 and 10% of F.5 students joined the program</li> <li>Students were willing to speak more actively in lessons through T's observation</li> <li>Students were more interactive in the Mock Speaking Exam</li> </ul>	<ul style="list-style-type: none"> <li>CY, LPC and all F.5-6 English teachers</li> </ul>

**Program Brief:** One-minute impromptu speech about social issues

**Related Major Concern:** ■ Develop Learning Attitude ■ Enrich Exposure ■ Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance students' immediate oral responses</li> </ul>	<ul style="list-style-type: none"> <li>F.5 students learn social issues in LS lessons</li> <li>F.5 students learn individual response skills in English lessons</li> <li>F.5 students practice responding to questions regarding social issues in LS lessons</li> <li>Top F.5 students join the competition in English Centre</li> <li>Feb and/or Apr</li> </ul>	<ul style="list-style-type: none"> <li>70% of students could answer the question without too much hesitation</li> <li>Top students could all answer the question confidently with substantial content</li> </ul>	<ul style="list-style-type: none"> <li>HHS, TYF, CY, and all LS teachers</li> </ul>

**Program Brief: Joining competitions**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To expose students to various English environment</li> </ul>	<ul style="list-style-type: none"> <li>Enrol students on various competitions, e.g. Speech Contest, Writing Contest, Video Production competitions, etc.</li> <li>Students are prepared or trained for the competitions</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Participants prepared or trained for the competitions seriously</li> <li>Participants handed in their works on time</li> <li>Participants showed interest in joining similar competitions next year</li> </ul>	LPC, CY, TYF

**Program Brief: Improving classroom discipline and learning attitude**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>Teachers work out strategies to maintain classroom discipline and shape positive learning attitude</li> <li>Teachers share and evaluate the effectiveness of the measures in panel meetings</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Students' learning attitude improves in the subject every month</li> <li>Students' API/QPI improve gradually</li> </ul>	All English teachers

Working plan compiled by: Tsao Yu Fang (Head)

## Geography

**Program Brief:** New F.2 curriculum – Phase two

**Related Major Concern:** ■ Develop Learning Attitude - Developing students' learning habits and time management skills

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To design 6-8 sessions of activity - based lessons on the new topic "Food problem"</li> </ul>	<ul style="list-style-type: none"> <li>Issue – based activities with authentic materials</li> <li>Enquiry approach with current news</li> <li>Daily life examples about "Food problem"</li> <li>Vocabulary drills on geography jargons</li> </ul>	<ul style="list-style-type: none"> <li>Active response of students in lessons</li> <li>At least 70 percent of passing rates</li> <li>100 percent of assignment submission</li> </ul>	YPS, LHL

**Program Brief:** Cross-curricular field trip to Mainland China

**Related Major Concern:** ■ Enrich Exposure ■ Inspire Innovation & Drive - Strengthening career-planning support for senior students

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To demonstrate to students the corporate social responsibility (CSR) of a transnational corporation in Mainland China</li> </ul>	<ul style="list-style-type: none"> <li>Once in the academic year as arranged</li> </ul>	<ul style="list-style-type: none"> <li>Active participation of all F.4 Geography students</li> <li>Positive feedbacks from students through field trip report and class presentation</li> </ul>	YPS

**Program Brief: Overseas Geography field trip****Related Major Concern:**  **Develop Learning Attitude - Extending academic and language learning outside the classroom**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To allow students to apply what they have learnt to the dynamic natural and human environment</li> </ul>	<ul style="list-style-type: none"> <li>Organise an environment and cultural tour to Jeju, Korea during the Easter holidays</li> <li>Once in the academic year as arranged</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from participants through field trip report and class presentation</li> </ul>	LHL

Working plan compiled by: Yeung Pui Shan (Head)

**History****Program Brief: Maintain classroom discipline and student learning effectiveness****Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance the learning effectiveness of the students</li> </ul>	<ul style="list-style-type: none"> <li>Ask students to write extra notes on their notebooks for junior forms</li> <li>Ask students to make summary of their notes before each test for senior forms</li> </ul>	<ul style="list-style-type: none"> <li>Students make use of the extra notes to enhance their studies</li> <li>Students use the summary as quick reference before tests and exams</li> </ul>	<ul style="list-style-type: none"> <li>CWY, BH &amp; CPY</li> </ul>

**Program Brief:** Joint outing with Chinese History students

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To promote cross-subject activity</li> </ul>	<ul style="list-style-type: none"> <li>Visit to Dr. Sun Yat-sen Museum with the Chinese History students</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedbacks from History and Chinese History students</li> </ul>	<ul style="list-style-type: none"> <li>CWY</li> </ul>

Working plan compiled by: Chu Wai Yee (Head)

## Information & Communication Technology

**Program Brief:** Collaboration with other STEM-related subjects in junior form ICT curriculum

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To enhance the effectiveness and commitment of students' learning through STEM-related subjects collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Explore a project or an assignment which requires collaboration between ICT and STEM-related subjects</li> <li>Explore and purchase suitable and sufficient devices and accessories for students (sharing mode)</li> <li>Make use of the STEM Room to conduct some STEM-related lessons</li> <li>Time frame: Year round</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from year-end annual survey and Student feedback forms</li> </ul>	<ul style="list-style-type: none"> <li>All Junior Form ICT teachers</li> </ul>

Working plan compiled by: Chan Wai Leung & LIE Chi Wai (Heads)



## Integrated Science

### Program Brief: Extending practical examination

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To further consolidate in students Science process skills</li> </ul>	<ul style="list-style-type: none"> <li>Extend F.1 Practical Examination to F.2 (preparation: first term, examination: May-Jun)</li> </ul>	<ul style="list-style-type: none"> <li>over 75% of students passed the Practical Examination</li> </ul>	<ul style="list-style-type: none"> <li>TPS*, all I.S. teachers</li> </ul>

### Program Brief: Extending Scientific (STEM) Project

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To further consolidate in students Science process skills and unifying Scientific concepts abilities</li> </ul>	<ul style="list-style-type: none"> <li>Extend F.2 Scientific (STEM) Project (either cross-discipline or joint-organization collaboration) to F.1 (preparation: first term, project: Mar-Apr).</li> </ul>	<ul style="list-style-type: none"> <li>over 75% of students passed the Project Assignment</li> </ul>	<ul style="list-style-type: none"> <li>TPS*, all I.S. teachers</li> </ul>

**Program Brief: Extending Science Reading Scheme**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To further consolidate in students LAC reading skills</li> </ul>	<ul style="list-style-type: none"> <li>Extend F.1 Science Reading Scheme (collaboration with LRC) to F.2 (preparation: first term, implementation: Mar-Apr).</li> </ul>	<ul style="list-style-type: none"> <li>over 75% of students submitted the Reading Report</li> </ul>	TPS*, all I.S. teachers

Working plan compiled by: Tsung Pui Sum (Head)

## Liberal Studies

**Program Brief: Implementation of Basic Law education in F.1-3 curriculum**

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To let students understand better about the Basic Law</li> </ul>	<ul style="list-style-type: none"> <li>Revise the scheme of work and have at least 15 hours of teaching related to Basic Law in F.1-3</li> </ul>	<ul style="list-style-type: none"> <li>The lessons were conducted according to the scheme of work</li> </ul>	NCL, CYH

**Program Brief:** Organize excursion for one senior form

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide first hand experiences to students in understanding social issues</li> </ul>	<ul style="list-style-type: none"> <li>Organize an issue-enquiry excursion for one or two classes at a time in the afternoon session during school days</li> </ul>	<ul style="list-style-type: none"> <li>The excursion and the classes were organised as planned</li> </ul>	CYH, NCL

**Program Brief:** Collaboration with English Panel in organizing a one-minute response competition

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To promote cross-curricular collaboration in creating social awareness among students</li> </ul>	<ul style="list-style-type: none"> <li>Jointly organize an One-minute Response Competition for senior forms with English panel in the second term</li> </ul>	<ul style="list-style-type: none"> <li>The competition was organised as planned</li> </ul>	CYH, NCL

Working plan compiled by: Ng Chi Lam (Head)

## Mathematics

**Program Brief:** Using data analysis tools for improving Teaching and Learning

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To make good use of available data analysis tools to improve T&amp;L</li> </ul>	<ul style="list-style-type: none"> <li>The panel will make use of the new module "Value-Added Analysis" for analysis</li> <li>Time scale: After each formal assessment</li> </ul>	<ul style="list-style-type: none"> <li>Discussions and suggestions were made to the use of the data for improving teaching and learning in the panel meeting</li> <li>Students could visualize their learning progress in a timely manner so as to enhance their motivation</li> </ul>	LUN, CKW and all Math teachers

Working plan compiled by: Wong Yuk Lun (Head)

## Music

**Program Brief:** A 20-min scene in the 'Sing Out' musical in Cantonese

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To broaden students' horizon and raise their interest in music</li> </ul>	<ul style="list-style-type: none"> <li>Invite students to join the 'Sing Out' musical education program</li> <li>Regular rehearsals</li> <li>Promote in Friday assembly</li> </ul>	<ul style="list-style-type: none"> <li>Students found the activity interesting and gained valuable experience in performing production</li> </ul>	LSH

**Program Brief:** Performance in the Hong Kong Percussion Competition for Chinese drum class

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To broaden students' horizon and raise their interest in singing and drums</li> </ul>	<ul style="list-style-type: none"> <li>Invite students to join the Chinese drum class</li> <li>Regular rehearsals</li> <li>Promote in morning assemblies</li> </ul>	<ul style="list-style-type: none"> <li>Students found the activity interesting and gained valuable experience during rehearsals and competitions</li> <li>Positive feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>LSH</li> </ul>

Working plan compiled by: Li Shuk Han (Head)

## Physics

**Program Brief:** Strengthen the self-directed learning in Physics

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To arouse students learning attitude by strengthening the self-directed learning ability of physics students</li> </ul>	<ul style="list-style-type: none"> <li>To enforce the lesson preparation assignment to all senior form students</li> <li>The assignment will focus on explaining and understanding the daily experience</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>75% students submit the assignment with suitable discussions on daily experience</li> <li>Teachers provide feedback to individual assignments</li> </ul>	<ul style="list-style-type: none"> <li>All Physics teachers</li> </ul>

**Program Brief:** Cross subject collaboration with Mathematics panel

**Related Major Concern:**  **Develop Learning Attitude**  **Enrich Exposure**  **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To strengthen students' mathematical skills in physics</li> <li>To facilitate students in relating mathematics concepts with the units in Physics</li> </ul>	<ul style="list-style-type: none"> <li>Design teaching and learning materials to be taught in Form 3 Mathematics lessons</li> <li>Include related cross-subject materials in tests and/or exam</li> <li>Whole year</li> </ul>	<ul style="list-style-type: none"> <li>Students engaged in learning the cross-subject materials</li> <li>Successfulness designed related questions for the final examination</li> </ul>	CFL

Working plan compiled by: Cheung Fook Lai (Head)

## Physical Education

**Program Brief:** Moving and renovating existing Sports Science & Fitness Centre

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To relocate the existing Sports Science &amp; Fitness Centre from G/F to the present Learning Hub</li> <li>To provide more facilities and equipment for training and learning purpose</li> </ul>	<ul style="list-style-type: none"> <li>Explore and research for suitable and effective training aids for teaching and learning purpose, e.g. to select new fitness equipment and up-to-date physiological test and measurement facilities to cope with the need of DSE-PE curriculum</li> <li>Arrange and allocate existing equipment</li> <li>Design and drive the project of renovation with the assistance of consultant</li> <li>To be completed by December 2020</li> </ul>	<ul style="list-style-type: none"> <li>A brand new and advanced fitness centre for students was built as planned</li> <li>The new centre became one of the driving forces to motivate students doing sports and exercise and to enhance the learning and teaching effectiveness especially the DSE-PE curriculum</li> </ul>	HHK, LKL, CFL, WWS, CSH, NLK

**Program Brief: Cultivate sportsmanship through “School Teams Policy” in F.3 P.E. major students and F.4 P.E. elective students**

**Related Major Concern:**     **Develop Learning Attitude**     **Enrich Exposure**     **Inspire Innovation & Drive**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>• To broaden students’ exposure to structured sports and cultivate sportsmanship</li> <li>• To help students gain enjoyment and satisfaction through participating in sports teams</li> <li>• To provide support and strengthen the training availability for DSE-PE elective students</li> <li>• To cultivate the sense of “responsibility” and “respect”</li> </ul>	<ul style="list-style-type: none"> <li>• Extend “Mandatory One Sport Team Engagement Policy” from F.1 &amp;2 to F.3 and F.4 (DSE-PE elective group) in 2019-2020 to increase number of student’s man-times in sports participation</li> <li>• Require all F.4 P.E. elective students to join one sports team that is relevant to the sports items they select in DSE-PE</li> <li>• Align and enforce the “School Teams Policy”</li> <li>• Uphold and maintain good discipline of sports team members e.g. to have good attendance record etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Allocated all targeted F.1 to F.3 P.E. major students and F.4 DSE-PE elective students in different sports teams and achieved a balance development of all teams</li> <li>• All targeted students get involved in sports teams training in their selected sports items</li> <li>• All team advisors carried out the tasks and aligned with the Policy agreed actions</li> </ul>	<p>HHK, TPC, FYL, CNF LKL, WWS, CFL</p>



**Program Brief:** Enrich students' exposure by introducing new sport items

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To broaden students' exposure to various new areas of sports through using the LWLG</li> <li>To let students gain enjoyment and satisfaction through participating in sports</li> </ul>	<ul style="list-style-type: none"> <li>Introduce new areas of sports to students via external sports associations and other NSAs etc.</li> <li>Encourage potential students to join the training of new sports items</li> <li>Conduct new sports items in P.E. lessons</li> </ul>	<ul style="list-style-type: none"> <li>Different new sports activities were organised and successfully aroused students' learning motivation</li> </ul>	HHK, TPC, FYL, CNF, LKL and WWS

**Program Brief:** Support for Elite Athletes in their academic need

**Related Major Concern:**  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To strengthen the support of elite athletes who apply official leave for training or competition</li> <li>To achieve the school Mission 1:               <ol style="list-style-type: none"> <li>support students who put effort in their studies</li> <li>develop students' good learning habits even during the period of official leave</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>Coordinate elite athletes' assignments before their official leave for training or oversea competition</li> <li>Bridge elite athletes, subject teachers and parents for enhancing athletes' learning effectiveness during official leave period</li> <li>Communicate regularly with elite athletes who take relatively long official leave period regarding their academic progression</li> <li>Strengthen the online support for elite athletes</li> </ul>	<ul style="list-style-type: none"> <li>Elite athletes' course work and assignment were coordinated before the official leave</li> <li>Communication among all stakeholders were carried out</li> </ul>	HHK, TPC, FYL, CNF, LKL and WWS

Working plan compiled by: Ho Hon Kin (Head)

## 普通話

計劃簡述： 加強跨學科學習

相關關注事項：  促進學習態度  增廣見識、實踐抱負  推動創新、拓展體藝

目的	策略 / 時間	成功準則及檢討方法	負責人
<ul style="list-style-type: none"> <li>拓闊本科的視野，增強與中文科的協作</li> </ul>	<ul style="list-style-type: none"> <li>在口語評估及筆試中滲入中國語文元素</li> </ul>	<ul style="list-style-type: none"> <li>檢閱考試及評估的水平</li> </ul>	<ul style="list-style-type: none"> <li>羅建明、韓幸彩老師</li> </ul>

計劃編製者: 羅健明 (科主任)

## Technology and Living

Program Brief: STEM Workshop (Cross-subject and committee collaboration with I.S. & SHC) – Yeast & Bread Making

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To provide a platform to the students to enhance their knowledge on STEM</li> <li>To effect cross-subject and committee collaborations and expose students' horizons on STEM</li> </ul>	<ul style="list-style-type: none"> <li>Co-operate with Integrated Science (subject) and School Home Collaboration Committee (committee) to hold a workshop after school</li> <li>Help students in exploring the knowledge on STEM through yeast and bread making</li> </ul>	<ul style="list-style-type: none"> <li>Students learned the knowledge about STEM through yeast and bread making</li> <li>The workshop was held as planned</li> </ul>	CPY

Working plan compiled by: Chu Po Yee (Head)

## Visual Arts

### Program Brief: Design Thinking Strategies in Junior Form Curriculum

Related Major Concern:  Develop Learning Attitude  Enrich Exposure  Inspire Innovation & Drive

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
<ul style="list-style-type: none"> <li>To adopt design thinking strategies that focus on students as active and engaged learners</li> </ul>	<ul style="list-style-type: none"> <li>Adopting design thinking strategies in Junior Form Curriculum</li> <li>Time frame: All year</li> </ul>	<ul style="list-style-type: none"> <li>Design Thinking Strategies adopted in Junior Form Curriculum as planned</li> </ul>	All VA teachers

Working plan compiled by: Tse Siu Wah (Head)

## 8. SUPPORT FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

### A. Program Schedule:

Date	Event / Program / Work	Responsible Staff
Aug & Sep	Contact all parents of SEN students to understand the specific needs of each student	ICC
Sep	Compile a list of SEN students for and give detailed information of SEN students to form teachers	ICC
Sep, Jan & Jun	Provide special examination arrangements for SEN students in HKDSE and internal examinations	ICC
Oct to May	Arrange students in need to meet EP	ICC
Oct to May	Provide speech therapy service students in need, especially students with ASD an hearing impairment	ICC
Oct to May	Provide individual coaching to ADHD students	Form Teachers
Nov	Update the information of SEN students in the SEMIS	ICC
Nov	Provide CLP counseling to F.6 SEN students	Form Teachers
Nov	Provide tutorial classes for students in need, especially students with specific learning difficulties	ICC
Feb	Meet the parents of some SEN students on Parents' Day	ICC & EP
Mar	Provide CLP counseling to F.3 SEN students	Form Teachers
Mar to May	Provide a workshop/course to ADHD students	ICC
Apr to May	Provide tutorial classes for students with specific learning difficulties	ICC
Jun	Complete the individual reports of each SEN student in Tier 2	ICC
July to Aug	Confirm the list of new SEN students through the SEMIS	ICC

**B. New Initiative:**

**Program Brief: One-page profile for all SEN students in the junior forms**

Objectives	Strategies / Time Scale	Success Criteria & Evaluation	Responsible Staff
To help SEN students and their form teachers understand their strengths, weaknesses, interests and needs so that teachers can better support them	<ul style="list-style-type: none"> <li>• Invite each SEN student in the junior form to complete an one-page profile and submit it to his/her form teacher in the first term</li> <li>• Encourage form teachers to give positive feedback and encouragement to their SEN students</li> </ul>	<ul style="list-style-type: none"> <li>• SEN students are motivated to perform better in different aspects of school life</li> <li>• Feedback from SEN students, their parents and their teachers</li> </ul>	ICC (SEN Coordinator)

## 9. LIFE PLANNING EDUCATION AND CAREER GUIDANCE SERVICE

The *JCTIC Career and Life Planning Program* addresses the interrelationships between family, work, community and environment. It is an organized, coordinated program from F1- F6 that is effective and appropriate to the needs of our students and families. Our vision is: To enable our students to make well-informed, considered decisions and choices in all aspects of their lives and to develop behaviours and attitudes that contribute to the well-being and respect of self and others, now and in the future.

In order to achieve this:

- The school will assist students to make the most appropriate plans for their career and life choices through analyzing multiple life roles and responsibilities in family, work, and community settings and integrating those factors that impact on personal choice and career pathways.
- Students need to experience opportunities which are designed not only to raise their awareness of future choices but also heighten their expectations and aspirations. They develop the skills for personal planning and making decisions in the context of curriculum, learning and achievement which will prepare them for next stages in life.

Objectives	Strategies	Monitoring / Evaluation	Allocation of Government Grants
Assessment of Extent of Career Counseling (2018-19 year)	Careers & Life Planning Committee to provide baseline data on the extent of career counseling in 2018-19. Statistics on the number of students involved in career planning activities.	Baseline data is tabulated for comparisons for F.3 – F.6	Nil.
Provision of Career Planning & Counseling to Students	Provide Career Planning and Career Counseling Service to students via the Career and Life Planning Committee and Form Teachers	Number of students who seek career advice and support	Teacher/AT salary component to provide career planning service to students

Objectives	Strategies	Monitoring / Evaluation	Allocation of Government Grants
'JUPAS Day' for F.6 Students (27/9/2019)	A workshop day in which F.6 students look at alternative pathways and JUPAS online counseling. The program, run by the Careers & Life Planning Committee, to be supported by Form Teachers.	Teacher's observation	Teacher/AT salary component to provide career planning service to students
Career Education Programs/Workshops (for F.4 Students) (21/2/2020)	One Friday assemblies (about 80 min in total) for F.4 classes on career education program/workshop.	Survey by questionnaire will be conducted	\$6,000 (LWL grant)
'Mock Release of HKDSE Results' for F.6 Students (27/2/2020)	A workshop session for F.6 students, with prior arrangements made with Subject Teachers, to predict students' performance in HKDSE. Based on the predicted scores, students are advised to develop their own strategies in response to the release of HKDSE results.	Survey by questionnaire will be conducted	\$36,000 (LWL grant)
F.3 Parents' Night (DSE Curriculum & Streaming) (13/3/2020)	A special program for F.3 students and their parents on F.4 subject selection.	Teacher's observation	Teacher/AT salary component to provide career planning service to students
Individual Counseling on F.4 Subject (for F.3 Students)	To provide career planning and career counseling service to students by F.3 Form	Teacher's observation	Teacher/AT salary component to provide career planning service to

Objectives	Strategies	Monitoring / Evaluation	Allocation of Government Grants
(16/3/2020-29/5/2020)	Teachers.		students
'Employment, Careers, and Pathways Workshop' (21/3/2020 or 28/3/2020)	A workshop for F.5 students on the work experience program	Survey by questionnaire will be conducted	\$24,000 (LWL grant)
Work Experience Program on Activity Day (3/4/2020)	Work experience visits for F.5 students in which students visit work places such as shops, factories, offices.	Teacher's observation	Nil. ; the program will be organized by OSC Committee
'Job Tasting Program' (4/4/2020 or 14/4/2020)	Job Tasting Program for F.4 students in which students try to work in real working places	Teacher's observation	\$30,000 (LWL grant)
Career Education Programs/Workshops (for F.1 students) (17/4/2020, 24/4/2020)	Two Friday assemblies (about 120 min. in total) for F.1 classes on career education program/workshop.	Survey by questionnaire will be conducted	\$30,000 (CLPG grant)
Career Education Programs/Workshops (for F.2 students) (17/4/2020, 24/4/2020)	Two Friday assemblies (about 120 min. in total) for F.2 classes on career education program/workshop.	Survey by questionnaire will be conducted	\$30,000 (CLPG grant)
Career Education Programs/Workshops (for F.3 students) (17/4/2020, 24/4/2020)	Two Friday assemblies (about 120 min. in total) for F.3 classes on career pathways and elective choices for HKDSE subjects.	Survey by questionnaire will be conducted	\$32,000 (CLPG grant)
'Self-understanding Workshop' (Career Counseling Services)	A workshop for F.4 students on	Survey by questionnaire will	Nil.



Objectives	Strategies	Monitoring / Evaluation	Allocation of Government Grants
(for F.4 students) (24/4/2020)	self-understanding	be conducted; the course will be organized by Hong Kong Sheng Kung Hui Welfare Council Limited (HKSKHWCL)	
F.5 Parents' Night (on Careers) (22/5/2020)	A counseling session on JUPAS for parents of F.5 students.	Teacher's observation	Teacher/AT salary component to provide career planning service to students
Career Video Show (for F.1 & F.2 Students) (April-May 2020)	A video show for F.1 and F.2 students on exploration of the job world.	Teacher's observation	Nil.
Mock Interview for F.6 Students (May 2020)	A mock interview for F.6 students featuring detailed instruction and interactive practice in interview skills.	Teacher's observation	Nil.
CLP Sharing Session (School Life of Senior Form Students) June 2020 (TBD)	A sharing session on senior form school life for F.3 students.	Teacher's observation	Nil.
'Careers Counseling for Release of HKDSE Results' (8/7/2020)	A counseling session on HKDSE results for F.6 students.	Teacher's observation	Teacher/AT salary component to provide career planning service to students
'CV Writing and Job Application	A workshop for F.4 students on CV writing,	Survey by questionnaire will	\$24,000 (LWL grant)

Objectives	Strategies	Monitoring / Evaluation	Allocation of Government Grants
Skills Workshop' (for F.4 Students) July 2020 (TBD)	developing a portfolio and job finding skills.	be conducted	
'Interview Skills and Career Counseling Workshop' (for F.5 Students) July 2020 (TBD)	One-day workshop for F.5 students featuring detailed instructions and interactive practices on interview skills.	Survey by questionnaire will be conducted	\$24,000 (LWL grant)
Individual Counseling (Career Counseling Services) (for F.5 Students) Feb-April (TBD)	A counseling session for F.5 students on understanding their career and life planning development	Survey by questionnaire will be conducted; the course will be organized by HKSKEWCL	Nil.
Careers Visit (Career Counseling Services) (for F.3-F.5 Students) (July 2020)	A visit for F.3-F.5 students on understanding the job world.	Survey by questionnaire will be conducted; the course will be organized by HKSKEWCL	Nil.
Pilot Scheme on Job-shadowing (TBD)	A job-shadowing scheme for F.4 and F.5 students on understanding the job world.	Survey by questionnaire will be conducted	Nil.
To strengthen the affiliation between alumni and current students (Feb./Mar. ,2020)	To invite selected alumni for video shooting to share their unique experiences.	Teacher's observation	External consultant cost: \$25,000 (CLPG grant)
To organize and/or coordinate ad hoc career activities	To reserve budget for guest speakers/ instructors invitation, program fees for ad	Teacher's observation	External consultant cost: \$50,000 (CLPG grant)

Objectives	Strategies	Monitoring / Evaluation	Allocation of Government Grants
(Year round)	hoc career activities, seminars or workshops etc.		

## 10. SUPPORTS FOR NON-CHINESE SPEAKING STUDENTS

規劃：

支援活動	目的	對象	時期	習作	負責人	資源
1. 小班教學及課後班	減少師生比例，全方位提升相關學生的中文能力	<ul style="list-style-type: none"> <li>中一至中三每級一班，每班 20 人</li> <li>非華語學生</li> <li>中文能力較薄弱學生</li> </ul>	全學年	習作，如：閱理、作文、剪報等	中一：韓幸彩老師 中二：葉俊軒老師 中三：黃文堅老師	聘請老師： \$850,000  購買歷屆試題： \$1,000
2. 協作教學班(說話教學)	減少師生比例，提升學生說話能力	<ul style="list-style-type: none"> <li>中三各班，每班分為兩組，每組約 15-20 人</li> <li>非華語學生</li> <li>一般學生</li> </ul>	全學年	說話訓練	沈嘉儀老師、劉育善老師	
3. 調適課程	<ul style="list-style-type: none"> <li>讓中文程度較低之非華語學生學習經調適後之中文課程，把握基礎能力，為應考 GCSE 及 GCE 鋪路</li> <li>已應考 GCE 之學生，繼續接受口語訓練，以</li> </ul>	<ul style="list-style-type: none"> <li>中文程度較低之非華語學生</li> <li>須經評估及家長同意</li> <li>中二 1 位</li> <li>中三 3 位</li> <li>中四 1 位</li> </ul>	全學年	習作，如：閱理、作文等	中二：葉俊軒老師 中三：葉俊軒老師 中四：胡蕙莊老師 中五：葉俊軒老師	

支援活動	目的	對象	時期	習作	負責人	資源
	便融入社會	• 中五 1 位				
4. GCE 課程 (普通教育高級程度證書: 中文科)	協助相關非華語學生參加公開考試, 並取得滿意成績	中五級 1 名非華語學生	全學年	習作, 如: 閱理、作文等	中五: 葉俊謙老師	
5. GCSE 課程 (普通中等教育證書: 中文科)	協助相關非華語學生參加公開考試, 並取得滿意成績	中四級 1 名非華語學生	全學年	習作, 如: 閱理、作文等	中四: 胡蕙莊老師	
6. 文化活動	<ul style="list-style-type: none"> <li>增進非華語學生對中國文化的認識</li> <li>提升非華語學生學習中文的興趣</li> </ul>	中一至中三級非華語學生	待定	工作紙	<ul style="list-style-type: none"> <li>劉育善老師</li> <li>葉俊軒老師</li> </ul>	活動費用: \$5,000
					<b>總預算:</b>	<b>\$856,000</b>

## 11. PROGRAMS FOR SUPPORTING NON-CHINESE SPEAKING STUDENTS TO LEARN CHINESE HISTORY & CULTURE

負責部門	計劃名稱/及目標	策略及效益	時期	對象	預算		成功準則及檢討	負責人
中文科	長衫知多少—展覽及閉幕禮	由非華語生任司儀 鳴謝設計顧問 向設計者及模特兒 頒發紀念品	30/9- 11/10/2019	全校	場地佈置：\$500 顧問紀念座：\$500 學生紀念品(20份)：1600 運費：\$100	\$2,700	觀眾回應正面	KIN
	長衫知多少—寫作及演說比賽	先參觀，後創作	10月內	非華語抽離上課生	獎品	\$400	學生態度認真投入	ICH WWC
	粉嶺龍躍頭	參觀及工作紙	本年度	初中非華語學生(携同一位同校生)	外判單位及旅遊車	\$6,000	學生態度認真	LYZ ICH
	志蓮淨苑	參觀及工作紙	本年度	初中非華語學生(携同一位同校生)	外判單位及旅遊車	\$6,000	學生態度認真	LYZ ICH
中史科	AR 互動平台	透過 AR 互動平台及中英對照 AR card 提升非華語學生學習中史的興趣	1/2020 開始	初中非華語學生	平台	\$40,000	非華語學生反應正面	WKW

負責部門	計劃名稱/及目標	策略及效益	時期	對象	預算		成功準則及檢討	負責人
中史科	中一：中國歷史模型設計活動	透過模型設計活動提升非華語學生學習中史的興趣	12/2019 開始	中一全級 (包括中一非華語學生)	禮物	\$1,000	全級不少於一半學生參加	WWC LKM WKW
中史科	中二：中國歷史四格漫畫活動	透過四格漫畫活動提升非華語學生學習中史的興趣	2/2020 開始	中二全級 (包括中二初中非華語學生)	禮物	\$1,000	全級不少於一半學生參加	SKY LKM WKW
中史科	中三：富體藝特色及基本法元素的中國歷史考察活動	透過中國歷史考察活動提升非華語學生學習中史的興趣	4/2020 開始	中三全級 (包括中三初中非華語學生)	資助中三非華語學生及帶隊老師團費(一天團)	\$4,000	非華語學生反應正面	WKW
中史科	中國歷史趣味教材	購買簡單易明的歷史書、歷史電影、有趣教學軟件、雙語教材等以幫助非華語生學習中國歷史及文化	全年	初中非華語學生	歷史教材	\$10,000	非華語學生反應正面	WWC LKM WKW SKY
中文及中史科	資助教師前往內地，參與有助促進初中非華語學生學習中國歷史	教授非華語學生教學技巧交流	5/2020 或 6/2020	現在/將會教授初中非華語學生的中國歷史及	團費	\$20,000	成功在內地觀課及與內地老師交流，提升教授非華語學生的技巧	WKW

負責部門	計劃名稱/ 及目標	策略及效益	時期	對象	預算		成功準則及檢討	負責人
	及文化的教學交流			中文科老師				
					總預算:	\$91,100		



## 12. SCHOOL-BASED AFTER-SCHOOL LEARNING AND SUPPORT PROGRAMS

### A. Introduction

The focus of the program is to provide more assistance and opportunities to the disadvantaged students to improve their learning effectiveness, broaden their learning experiences outside classroom and raise their understanding of the community and sense of belonging.

### B. Information on activities to be subsidized/complemented by the grant

Name of activity	Nature of the activity	Success criteria	Method(s) of evaluation	Period/Date activity to be held	Estimated no. of grant beneficiaries #	Estimated fee / student (\$)
Aesthetic development activity	Training course / visit	Students' aesthetic abilities have improved	Questionnaire (students and parents)	Oct 2019 – Jun 2020	5	2,000
Physical development activity	Training course	Students' sports skills have improved	Questionnaire (students and parents)	Oct 2019 – Jun 2020	5	2,000
Study tour outside HKSAR	Study tour	Students' learning experience and field of view have been broadened and their self-discipline and self-confident have been enhanced	Questionnaire (students and parents)	Dec 2019 -- Aug 2020	15	10,000

#### Note:

# Grant beneficiaries – referring to target students in receipt of CSSA/SFAA full grant and disadvantaged students identified by the school.

# The amount of the subsidy depends on the actual cost of the activity, the length of the activity and the balance of the fund

### 13. PLAN ON SISTER SCHOOL EXCHANGES

Item No.	Name and Content of the Exchange Activity	Intended Objective(s)	Monitoring/Evaluation	Estimated Expenditure
1.	<p><b><u>Celebration for Ti-I 30<sup>th</sup> Anniversary</u></b></p> <ul style="list-style-type: none"> <li>Teachers and students from Duan Zhou Middle School are invited to our school Open Day on 15 Dec for cultural exchange</li> <li>Two schools will sign the contract for Sister School Exchange Program</li> </ul>	<ul style="list-style-type: none"> <li>Promote cultural exchanges between students in the two places</li> <li>Foster the relationship between the two schools</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaires for students and teachers of our school</li> </ul>	<ul style="list-style-type: none"> <li>Welcome snacks and drinks for guests: \$2,000</li> </ul>
2.	<p><b><u>Duan Zhou Middle School Academic and Cultural Visit Trip</u></b></p> <ul style="list-style-type: none"> <li>Around 30 students and 3 teachers from our school will join 4-Day-3-Night Visit Trip after the second term exam</li> <li>Students will have academic exchange with their mainland counterparts and gain cultural experience on the mainland</li> </ul>	<ul style="list-style-type: none"> <li>Develop students' understanding of domestic learning culture on the mainland</li> <li>Foster the relationship between the two schools</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation questionnaires for students and teachers of both schools</li> <li>Students' sharing during morning assembly</li> </ul>	<ul style="list-style-type: none"> <li>Students' trip fee: \$3,000 x 30 = \$90,000 (including catering and transportation)</li> <li>Teachers' trip fee: \$3,000 x 3 = \$9,000 (including catering and transportation)</li> <li>Total expense: \$99,000</li> </ul>

## 14. PLAN ON USING THE CAPACITY ENHANCEMENT GRANT

Item	Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1	Enhancing teacher's teaching qualities	<ul style="list-style-type: none"> <li>• Create more space for teachers to enhance their teaching quality</li> <li>• Provide teaching support for subject panels (Chi. Lang., Eng. Lang., Maths., Geog., L.S. &amp; PTH).</li> <li>• Promote the moral and national education</li> <li>• Enhance students' language proficiency</li> </ul>	<ul style="list-style-type: none"> <li>• Together with other share of grants from EDB such as MNESG, DLG, CLPG &amp; SSCSG, to employ an Associate Teacher (AT) and 6 teachers to share teachers' teaching load and assist teachers in handling administration work and other school affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' teaching and non-teaching workload will be reduced</li> <li>• Teachers may spare more time in planning and preparing for their teaching</li> <li>• Provision of after school academic and OLE programs for students</li> <li>• Provide pastoral care to students</li> </ul>	From Sep 2019 onward for one school year	Part of the Remuneration package for one year: Salaries + MPF = \$634,000	<ul style="list-style-type: none"> <li>• Formal class teaching of Eng. Lang., Chi. Lang., Math, C. His., Geog., L.S., &amp; P.T.H. were conducted</li> <li>• After school remedial programs were carried out</li> <li>• Supports in organizing school functions were provided</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from staff</li> <li>• Observation</li> </ul>	LCW
<b>Total:</b>						<b>\$ 634,000</b>			

## 15. PLAN ON USING THE DIVERSITY LEARNING GRANT

Domain	Program	Objective(s)	Targets	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Gifted Education	Elite Advancement Scheme (EAS)	<ul style="list-style-type: none"> <li>To foster a very positive learning atmosphere amongst higher achievers in F.4 &amp; F.5</li> <li>To update the higher achievers the most recent criteria for university admission</li> </ul>	Top 20 high flyers in F.4, and top 20 high flyers in F.5	A half-day program in the second term	<ul style="list-style-type: none"> <li>More than 85% of the selected students joined the scheme</li> <li>More than 80% of the students found that they obtained more knowledge about the university, including its entrance requirements, helping them better plan their careers &amp; further studies</li> </ul>	TPS, YSY	School-University joint venture \$4,000

Domain	Program	Objective(s)	Targets	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Gifted Education	Off-site pull-out gifted education programs/ competitions (e.g. programs/ competitions organized by HKAGE, tertiary institutes, etc.)	<ul style="list-style-type: none"> <li>To stretch the performances of students with varied abilities and talents</li> <li>To cope with the diverse learning needs of students with varied abilities and talents</li> <li>To improve students' academic achievements</li> </ul>	<ul style="list-style-type: none"> <li>40 students</li> <li>F.4-F.6</li> <li>subject/ committee selection</li> </ul>	Varied	Certificates, prizes, awards, medals, etc.	TPS	<ul style="list-style-type: none"> <li>handouts</li> <li>worksheets</li> <li>exercises</li> <li>equipment</li> <li>entrance fee subsidies</li> <li>course fee subsidies</li> </ul> <u>\$4,000</u>
Mathematics	Mathematical Olympiad training for senior form students	To prepare for external competitions	F.4 and F.5 students (max.20) nominated by subject teachers	Oct to Dec 2019	80% of the students find that they obtain more knowledge about Olympic mathematics	WMY	\$750 x 5 lessons = <u>\$3,750</u>
Physical Education	Elite athlete program	To organize tutorials for elite athletes to enhance their academic performance	<ul style="list-style-type: none"> <li>30 students</li> <li>All levels</li> <li>Elite athletes</li> </ul>	Oct 2019 to May 2020	Attend tutorial lesson (1.5-2 hr per week, \$130 per hr)	HHK	\$130 x 30 x 8 = <u>\$31,200</u>

Domain	Program	Objective(s)	Targets	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Physical Education	Annual P.E. training camp	To let P.E. senior form elective students learn practical skills through examination and certification and at the same time their collaboration skills, team spirit and other key learning areas can also be enhanced	<ul style="list-style-type: none"> <li>• 50 students</li> <li>• All F.5 elective PE students will be required to attend</li> </ul>	4 days 3 nights in Apr to May 2020	Attend: <ul style="list-style-type: none"> <li>• Canoe training</li> <li>• Windsurfing training</li> <li>• Hiking</li> </ul> Complete: <ul style="list-style-type: none"> <li>• P.E. Camp log book</li> </ul>	HHK FYL LKL WWS	Camp fee: \$320 / 2 x 50 = \$8,000  Training courses: \$510 x50 = \$25,500  Total budget = <u>\$33,500</u>
Visual Arts	Artists-in-school program	<ul style="list-style-type: none"> <li>• To broaden students' perspective in different art / design domains</li> <li>• To let students communicate and interact with artists and designers directly</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination from visual arts panel with specific criteria</li> <li>• 60 students</li> </ul>	Workshop throughout the year	<ul style="list-style-type: none"> <li>• Student's artworks</li> <li>• Students' reflection</li> </ul>	YSY LSY TSW  speakers	Speaker fee for Artists-in-school program <u>\$27,000</u>
Visual Arts	Workshop on Using Adobe Illustrator for Publication Design	To teach the participants how to use the Adobe Illustrator to produce graphic design artworks. Participants will be provided with the opportunities to gain practical	10 – 15 F.3 and F.5 selected students	Oct 2019 to May 2020	The school Year Book and other school publications	LWY	Lessons, tutorials and practical sessions Salary: <u>\$50,000</u>

Domain	Program	Objective(s)	Targets	Duration/ Start Date	Deliverables	Teacher i/c	Budget
		experiences by assisting in the publication of the school Year Book and other school publications					
Taekwondo	Regular Training Program	To provide training to students to enhance their talents and abilities	About 15 F.4 - F.6 students	Oct 2019 to May 2020	Students' attendance and their performance in competition	WKW	15 students x \$35 x 23 lessons x 50% = <u>\$6,038</u>
Rope Skipping	Regular Training Program	To provide training to students to enhance their talents and abilities	About 5 F.4 - F.6 students	Sep 2019 to Jun 2020	Students' attendance and their performance in competition	CPY	5 students X \$1,100 x 50% = <u>\$2,750</u>
						<b>Total:</b>	<b>\$162,238</b>

## 16. PLAN ON USING THE COMPOSITE I.T. GRANT

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### 1. Technical Support Service & I.T. Support Service:

Two TSS staffs and one I.T. Support Officer are recruited to provide technical support services and other I.T. support to all teaching and non-teaching staffs, students and parents.

### 2. Internet & Wi-Fi Subscription Service:

One 1Gbps and one 200 Mbps fibre Internet connections have been established to connect the whole school wired and wireless network to the Internet separately. A whole school wireless network with 100 Access Points are operating in subscription service mode.

Network security services, including email filtering, firewall control and network monitoring, are hired to protect the school network from hackers' attacks.

### 3. I.T. Related Consumables:

Toners, ink, removable media, paper, projector bulbs, filters, mouse, keyboards, etc. are purchased to provide IT related services to all students and teachers.

### 4. Maintenance Services:

Maintenance services are hired to maintain a reasonable uptime for all I.T. equipment and services.

### 5. Renewal of I.T. related equipment:

Annual replacement of computers, projectors, mobile devices etc. to maintain an up to standard I.T. service level.

### 6. Proposed Budget:

#### Expenditure:

Item	Proposed Budget (\$)
Technical Support Services & I.T. Support	752,838
Internet & Wi-Fi Subscription Services	185,880
I.T. Related Consumables	20,000
Maintenance Services	70,000
Renewal of I.T. related equipment	392,000
<b>Total</b>	<b>1,420,718</b>



**Income: 2019-2020 CITG provision**

<b>Item</b>	<b>Proposed Budget (\$)</b>
CITG	463,258
CITG Recurrent Top Up for eLearning	84,940
ITSSG	307,200
<b>Total</b>	<b>855,398</b>

The deficit will be covered by EOEBG and contribution from the Dormitory for the provision of Wi-Fi access in the Dormitory areas.

## 17. PLAN ON USING THE PROMOTION OF READING GRANT

The major objective for Promotion of Reading: Creating a pleasant and enjoyable reading culture at school

Item	Details	Estimated Expenses (\$)
1	Purchase of Printed Books and E-books <ul style="list-style-type: none"> <li>• Printed books and e-books               <ul style="list-style-type: none"> <li>· regular printed books and e-books purchases</li> <li>· purchase of books recommended by F.5 students (Legacy of Reading Program)</li> </ul> </li> </ul>	  17,810 25,000
2	Reading Activities <ul style="list-style-type: none"> <li>• Reading workshops</li> <li>• Book sharing activities by teachers</li> <li>• Subsidizing student representatives' transportation fee to participate in Reading Forum</li> <li>• Souvenirs designed by the prize winners of reading activities</li> <li>• HK Book Fair Visit</li> </ul>	 6,000 1,000 1,000 8,000 1,500
3	Reading Award Scheme	8,000
4	"Read to Breathe" Reading Program	4,000
<b>Total</b>		<b>72,310</b>

## **18. PLAN ON USING THE SCHOOL EXECUTIVE OFFICER GRANT**

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### **Objectives:**

1. Strengthen school administrative support
2. Streamline administrative procedures
3. Reduce the administrative work of teachers and Principals so as to create room for them to focus more on education tasks and to take care of student development
4. Strengthen the financial control and accounting support of the school by means of segregation of duties

### **Strategies:**

By using the grant:

1. To employ a full-time graduate Executive Officer to handle administrative and clerical work to fulfil the about objectives
2. To employ an Account Clerk to share the work with the Bursar in order to achieve the segregation of accounting duties with the aim to improve the financial control of the school

### **Major Duties:**

1. Executive Officer
  - Assist in handling of routine school administrative matters
  - Handle administrative duties related to Home-school Relations.
  - Assist the internal control mechanism for personal management
  - Assist in the lesson substitution arrangement
  - Assist in keeping of student records
  - Drafting minutes for staff meetings
2. Account Clerk
  - Assist in the running of the school accounting system
  - Assist in the executive functions of financial resource management such as handling school trading operations and maintenance of records
  - Assist the internal control for financial management
  - Assist in the inventory control of school fixed assets
  - Provide support to the Finance Committee

# 19. PLAN ON USING THE LIFE-WIDE LEARNING GRANT

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)					
							I	M	P	S	C	
<b>Category 1</b>												
<b>1.1</b>												
<b>To organize / participate in life-wide learning activities</b>												
<b>To organize life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness (e.g. field trips, arts appreciation, visits to enterprises, thematic learning day)</b>												
BAFS	Visit to HKEX - Cross-subject collaboration with Economics	The visit aims at understanding the history, the operation and the future development prospect of the Hong Kong Stock Exchange.	First term	F.5/F.6 students (30 BAFS students)	Attendance and post-visit evaluation	2,000						✓
Biology	Workplace Visits to Ocean Park	To explore animals-related careers and develop respect to animals.	29 June 2020	F.5 Biology Students (45)	Reflection, questionnaire	10,050						✓
Biology	Field Trip	To appreciate the nature and increase students' understanding in biodiversity.	October to November 2019	F.5 Biology students (45)	Field Trip Report	3,000	✓					
Chinese History	考察及參加全國學生學憲法講憲法活動 (廣東省)	學習基本法	October 2019	F.3- F.5 about 4	Questionnaire	2,100		✓				
Gifted Education Committee	英國模型氦氣飛船導航比賽	To promote STEM@體藝 education through model aership competition.	Feb - Apr 2020	~40	Worksheets, competition results	5,000	✓					

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)				
							I	M	P	S	C
Gifted Education Committee	Rocket car competition	To promote STEM@體藝 education through project learning and external competition.	First Term - April 2020	project learning: whole F.2 (~150); external competition: ~30	Model rocket cars, project assignment worksheets, competition results	16,000	✓				
Gifted Education Committee	Three internal STEM@體藝 Competitions	To promote STEM@體藝 education through internal STEM@體藝 competitions.	year-round	~30	Competition criteria, competition results	1,500	✓				
Geography	Senior Geography Field Trip	To prepare students for HKDSE FBQ questions.	March or April 2020	F.4 25-30 students	Field trip report, post-trip presentation, post-trip written test	12,000	✓				
Geography	Senior Form Geography Field Trip	To prepare students for HKDSE FBQ questions.	March or April 2020	F.5 20 students	Field trip report, post-trip presentation, post-trip written tests	7,000	✓				
Geography	Senior Form Field Trip	To prepare students for HKDSE FBQ questions.	October 2019	F.6 18 students	Field trip report, post-trip presentation, written assessment	6,300	✓				

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)					
							I	M	P	S	C	
							I: Intellectual Development M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences					
Integrated Science	Project Assignments	To conduct out-reaching project assignments: travelling fees, service fees, materials, equipment, etc.	April 2020 (tentative)	F.1 students about 150	Project assignment worksheets, on-site observations	15,000	✓					
Visual Arts	exhibition visit	To broaden students' perspective in different art / design domains	May 2020	F4 students about 20	Attendance	3,300			✓			
Visual Arts	exhibition visit & design workshop (BODW)	To boarded students' perspective in different art /design domains	Dec 2019	F4 students about 20	Attendance	1,200			✓			
<b>1.2</b>	<b>To organize diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes (e.g. activities on multiple intelligences; physical, aesthetic and culture activities; leadership training; service learning; clubs and societies; school team training; uniformed groups; military camps)</b>											
Counselling Committee	F.1 Half Day Camp	To help the F.1 new comers set up targets and make friends with classmates.	23/8/2019	F.1 150 students	Attendance	2,500		✓				
Counselling Committee	Boost Morale Camp	To provide adventurous experience to students for their self-growth.	19/2/2020-21/2/2020	F.3 160 students	Questionnaires	132,520		✓				
Counselling Committee	Peer Counselling Scheme	To train the Big Brothers and Big Sisters to cater for the needs of F.1 students.	Sept,2019--July,2020	F.1-F.5 students, app. 25 BBBS and 150 F.1 students.	Questionnaire and Discussion	30,200		✓				

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)							
							I	M	P	S	C			
CLP Committee	Job Tasting Program	To provide a job tasting program for F.4 students so that students can try to work in real working places.	Apr, 2020	F.4 students about	Questionnaire, Teacher's Observation	30,000								✓
CLP Committee	CV Writing and Job Application Skills Workshop for F.4	Strengthening career-planning support for senior form students	June/July, 2020	F.4 students about 160	Questionnaire, Teacher's Observation	24,000								✓
CLP Committee	Interview Skills and Career Counselling Workshop for F.5	Strengthening career-planning support for senior form students	June/July, 2020	F.5 students about 160	Questionnaire, Teacher's Observation	24,000								✓
CLP Committee	Employment, Careers and Pathways Workshop for F.5	Strengthening career-planning support for senior form students	March, 2020	F.5 students about 160	Questionnaire, Teacher's Observation	24,000								✓
CLP Committee	Mock Release of HKDSE Results for F.6	Strengthening career-planning support for senior form students	28 Feb., 2020	F.6 students about 160	Questionnaire, Teacher's Observation	36,000								✓
CLP Committee	Career Education Program for F.4	Strengthening career-planning support for senior form students	Feb, 2020	F.4 students about 140	Questionnaire, Teacher's Observation	6,000								✓
Communi-arties	Art camp (2days 1 night) + Pre-camp program + Post-camp program	1. To observe and discover the relationship in our community. 2. To broaden students' perspective in different art / design domains, response to our community by using creative practices. 3. To learn and interact with local artists.	Nov 2019	F1-F4 about 40 students	Attendance, observation, questionnaire	34,500			✓					
Communi-arties	Christmas Open House	To encourage students to have concern for our society through social services.	Sept - Dec 2019	F1-F4 students about 20	Attendance, observation	4,000						✓		

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)				
							I	M	P	S	C
Dance Team (Note 2)	Regular Training Program	Training	Sept - May	F1-5 students about 25	Attendance	10,625			✓		
Discipline Committee	Tour bus for Prefect camp	For travelling between the school and the campsite	Mar 2020	F.2-F.5 students about 60	Attendance	5,000			✓		
Discipline Committee	Training workshop for Prefects	For training up prefects to perform duties effectively	Around October 2019 and February 2020	F.2 - F.5 students about 60	Attendance	5,000			✓		
Discipline Committee	Prefect Training Camp	For building up friendship, team spirit and leadership	27,28 March 2020	F.2 - F.5 students about 70	Attendance, feedback from Prefects and teachers	48,000			✓		
English Society	English Drama Appreciation	To broaden students' horizon	within the academic year 2020	30	Attendance	9,300	✓				
Girls' Football Team	Christmas training camp 2019	For the preparation of the upcoming competitions	20-23 Dec 2019	F1-F6 about 16 students	Full attendance is required	10,400			✓		
Korfball Club (Note 2)	Regular training	To develop students, interest in korfball activities	Every Wednesday	F.1 - F.5 students about 40	Attendance	8,000			✓		
Learning Resources Committee	Legacy of Reading - Eslite Bookstore Visit	1) To expose students to a wide range of books 2) To help select books for the Learning Hub	April 2020	All F.5 students (about 150)	- Books chosen by students - Questionnaire	3,000	✓				
Math Society (Note 2)	Mathematical Olympial Course	To arouse students' participation and interest in mathematics, improve students' IQ, logical thinking, reasoning, analytical ability and problem-solving ability.	From Sept 2019 to May 2020	F1 to 5 students about 20	Attendance and join inter- school competitions	15,125	✓				
Music	Music Scores for performance	Regular training for strings ensemble, choir or other performing groups	whole year	F.1-F.5	Attendance	900			✓		
Music Club (Note 1)	Instructor's fee for School Choir	Regular training and performance	From September 2019 to September 2020	F.1-F.5	Attendance	33,000			✓		



Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)				
							I	M	P	S	C
Music Club (Note 2)	Instructor' fee for Chinese Drum Class	Regular training and performance	From October 2019 to October 2020	F.1 - F.5 students about 20	Attendance	21,350			✓		
Physical Education (Note 1)	School teams (Category A) coaching fee	To conduct sport teams' training	1 Sep 2019 to 31 Aug 2020	F.1 to F.6 students about 500	Attendance, evaluation form etc.	581,800			✓		
Rope Skipping	Training camp	1) To improve their rope skipping skills during the camp 2) For team-building 3) To improve the collaboration skills of members 4) To get prepared for the upcoming competitions	30/1-1/2/2020	F.1-F.5 students, about 40	Attendance will be taken per event in the camp. A small evaluation session will be held after each related session of training. A large evaluation and reflection will be held at the end of the training camp.	19,300			✓		
Rope Skipping (Note 2)	Weekly training coach fees	1) Students can learn the basic rope skipping skills from the weekly training. 2) Students can improve their rope skipping skills by the guidance of the coach.	16/9/2019-12/6/2020 (Every Friday)	F.1-5 students, about 50	1) Attendance will be taken in each training. 2) The coach will check the progress of each student. 3) The coach will ask the students to join different competitions to see their progress.	24,750			✓		
Sailing Club (Note 2)	Laser 4.7 Sailing Team	To develop Laser 4.7 sailing team	All Saturday for 19-20( Total 52	F1 to F3 students about 30	Attendance, Race Result	44,200			✓		

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)					
							I	M	P	S	C	
			training days)									
Student Exposure Committee	Outward Bound Training	Leadership training	Feb	F4-5	Attendance	24,000		✓				
Student Exposure Committee	Adventure-based training day camp	To help student leaders gain exposure in settings outside the school and to nurture their leadership qualities through adventure-based training activities.	18 Jan 2020	Student leaders, about 40	Attendance, observation of students' responses and feedback in debriefing	10,000		✓				
Student Exposure Committee	Leadership training workshops (2 full-day sessions)	To enhance the leadership qualities of student leaders in areas including pro-activeness, self-confidence and communication skills, etc.	28 Sep and 12 Oct 2019	Student leaders, about 40	Attendance, evaluation results from the service provider	14,000		✓				
Student Exposure Committee	中二級「全人領袖」培訓日營 ---	通過特別設計的遊戲活動，讓同學明白每個人都可以成為領袖，那是「選擇」、「學習」和「堅持」的課題。讓學生於中學階段（特別在初中階段）開始建立清晰而穩固的領袖概念，為自己的人生創造更佳的结果。	25 April 2020	F 2 Whole Form about 155	Questionnaire	20,000		✓				
Taekwondo (Note 2)	Regular Training	To train students for competitions	October 2019 to May 2020	F.1-F.6 students about 20	Attendance	8,050			✓			
Visual Arts (Note 1)	Part-time tutors/lecturers	To broaden students' horizons	2019-2020	F.1-6	Observation	55,200			✓			
<b>1.3</b>	<b>To organize or participate in non-local exchange activities or competitions to broaden students' horizons</b>											
Dance Team	Inter-school Dance Competition	Competition	Feb 2020	F1-5 students about 25	Result & Attendance	12,650			✓			
Dance Team	Inter-school Dance Competition (transportation)	Competition	Feb-Mar	F1-5	Attendance	1,000			✓			

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)				
							I	M	P	S	C
							I: Intellectual Development M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
Geography	Cross-curricular Geography, Economics and Visual Arts field trip	Factory visit, career talk and cultural exchange	April 2020	F.4 50 students	Feedback form and post-trip presentation	11,000	✓				
Music	Hong Kong Youth Association Chinese Drum Competition	Competition fee	April, 2020	F.1-F.5 students about 20	Attendance	400			✓		
Music	School Music Festival Membership fee	For English Speech Festival, Chinese Speech Festival and Music Festival	June, 2020	Whole School	Attendance of School Music Festival, Chinese Music Festival and English Music Festival	400			✓		
Music	Hong Kong Chinese Drum Festival	Competition fee	October, 2019	F.1-F.5 students about 20	Attendance	800			✓		
Music	School Music Festival (Choir)	Competition application fee	March, 2020	F.1 - 5	Attendance	700			✓		
Music Club	Mid-autumn Festival Performance (Chinese Drum)	Transportation Fee	15 September, 2019	F.1-F.5 about 20	Attendance	3,350			✓		
Music Club	Transportation fee for competition	Competition	mid-October, 2019(Drum); March, 2020 (Choir); April(Drum)	F.1-F.5 students about 20 (Drum); 30 (Choir)	Attendance	7,500			✓		
Rock Band	Musical performances	Participate in multiple musical competitions and events	Multiple (already including 12/9, 19/10, 2/11, 30/11, 19/1, 21/3, 3/7)	F1-F6 students about 25	Monitoring will occur through number of events, number of attendees, etc.	5,600			✓		
Student Exposure Committee	Public Speech Contest	Train up students' confidence and speech skill	Jan-April	F1-5	Attendance	4,000	✓				

Domain	Brief Description of the Activity	Objective	Date	Target Student (level and no. of students)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated expenses \$	Essential Learning Experiences (Please put a ✓ in the appropriate box(es), more than one option can be selected)				
							I	M	P	S	C
Voluntary service (Note 3)	Voluntary service, leadership development and multi-national cultural exchange program - Myanmar/Cambodia/Mainland China	1) To enhance leadership qualities of student leaders 2) To nurture moral values 3) To raise global and cultural awareness 4) To provide needed assistance to people in need	Easter holiday 2020 (5 - 6 days)	34 student leaders of various student bodies	Observation and debriefing	75,600				✓	
Voluntary service (Note 3)	Voluntary service and cultural experience program - Japan	1) To raise students' awareness of environmental protection through street cleaning and waste separation 2) To exchange knowledge with local Japanese students by engaging in Chi or Eng lessons 3) To expose students to traditional Japanese culture	Early July (post-exam activity) (5 days)	20 - 30 students	Observation and debriefing	116,200				✓	
Sports (Note 3)	Athletics Team and Sailing Club Singapore sports training and cultural exchange program - Singapore	To enhance students' athletics and water sports skills performance and social communication through the school visit, Singapore school exchange program, intensive training session, cultural and Singapore sports facilities visits	17/7 to 26/7/2020 (10 days)	30 team members	Observation and debriefing	126,115			✓		
Geography (Note 3)	Environmental and cultural exploration - Korea	1) Geography field trip 2) To explore the natural beauty, culture and history of Jeju 3) to study how local people adapt to the natural landscape	Easter holiday 2020 (5 days)	30 F.3 - F.5 students	Observation and debriefing	63,000	✓				
STEM (Note 3)	STEM exchange program - Taiwan	1) To enhance student' understanding of science and technology 2) To arouse students' interest in STEM	5/4 to 9/4 2020 (5 days)	20 students	Observation and debriefing	42,000	✓				
<b>Estimated Expenses for Category 1</b>						<b>1,873,485</b>					

Domain	Item	Purpose	Estimated Expenses \$
<b>Category 2</b>	<b>To procure equipment, consumables and learning resources for promoting LWL</b>		
Music	Purchase 4 pairs of stands for the wooden drums	For replacement of the old stands to ensure that the	2,000

		drums are stable for rehearsals and performance.	
Music Club	Performance necessity e.g. ribbon, bandage, plastic box etc.	Competition and performance	200
Music Club	Necessity and maintenance for violins	Repairing purpose	1,500
Rock Band	Equipment: microphone stands (7) \$2,450, microphones (9) \$9,500; Supplies: miscellaneous cables, heads, repairs, etc. \$2,500	Participate in multiple musical competitions and events	14,450
The Current	Green screen kit & accessories \$2,500; equipment (bulbs, cables, cloth, etc.) \$1,000; softboxes (lighting) \$800; Camera bag \$1,500	Campus TV: to present the latest news, issues and events at Ti-I (a collaborative English and Liberal Studies effort)	5,800
		<b>Estimated Expenses for Category 2</b>	23,950
		<b>Estimated Expenses for Categories 1 &amp; 2 (Note 4)</b>	1,897,435

**Estimated Number of Student Beneficiaries**

Total number of students in the school:	855
Estimated number of student beneficiaries:	855
Percentage of students benefitting from the Grant (%):	100

**Note:**

- 1) Full subsidy for students participating in Cat. A training and choir.
- 2) 50% subsidy for students participating in Cat. B. training.
- 3) 20% subsidy for students and full subsidy for teachers joining the overseas exchange program.
- 4) Amount of Life-wide Learning Grant approved for 2019-2020 amounted to \$1,410,000, the shortfall is to be covered by EOEBG.

## 20. SCHOOL BUDGET

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### A. Government Fund

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**Forecasted Income for 2019-2020** **\$**

Salary Grant for Teaching Staff under Establishment	(a)	50,856,450.00
EOEBG Baseline Reference	(b)	2,219,194.84
EOEBG School Specific Grants	(c)	8,310,208.00
Special Grants (outside EOEBG)	(d)	4,763,965.48

**Total Forecasted Income for the Year (EOEBG): (b)+(c)** **10,529,402.84**

**Total Forecasted Income for the year: (A) = (a)+(b)+(c)+(d)** **66,149,818.32**

**Forecasted Expenditure for 2019-2020** **\$**

Salaries for Teaching Staff under Establishment	(e)	50,856,450.00
EOEBG Baseline Reference	(f)	2,818,320.00
EOEBG School Specific Grants	(g)	8,806,166.00
Special Grants (outside EOEBG)	(h)	6,293,084.86

**Total Forecasted Expenditure for the Year (EOEBG): (f)+(g)** **11,624,486.00**

**Total Forecasted Expenditure for the year: (B) = (e)+(f)+(g)+(h)** **68,774,020.86**

**Projected Deficit for the Year: (A)–(B) = (C)** **(2,624,202.54)**

**EOEBG Portion:**

Projected Deficit for the Year: [(b)+(c)]-[(f)+(g)]	(1,095,083.16)
Add: Accumulated Surplus as at 31/08/2019	765,602.90
<b>Projected Accumulated Surplus at Year End: (D)</b>	<b><u>(329,480.26)</u></b>

**Special Grants Portion (outside EOEBG):**

Projected Deficit for the Year: (d)-(h)	(1,529,119.38)
Add: Accumulated Surplus as at 31/08/2019	1,910,494.05
<b>Projected Accumulated Surplus at Year End: (E)</b>	<b><u>381,374.67</u></b>

**Total Projected Accumulated Surplus at Year End: (D)+(E)** **51,894.41**

## B. School Fund

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<b>Forecasted Income for 2019-2020</b>	<b>\$</b>
Subscription from students	1,747,000.00
F.1 Admission fee Received	40,000.00
	<hr/>
	(i) <b>1,787,000.00</b>
<b>Less: Forecasted Expenditure for 2019-2020</b>	(ii) <b>2,195,047.60</b>
	<hr/>
<b>Projected Deficit for the Year: (i) – (ii)</b>	<b>(408,047.60)</b>
<b>Add: Accumulated Surplus as at 31/08/2019</b>	<b>5,420,803.21</b>
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<b>Projected Accumulated Surplus at Year End:</b>	<b>5,012,755.61</b>
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## C. Endowment Fund

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<b>Forecasted Income for 2019-2020:</b>	<b>\$</b>
Ti-I Education Foundation Limited	<b>1,862,155.00</b>
<b>Less: Forecasted Expenditure for 2019-2020</b>	
• Visual Arts	505,250.00
• Physical Education	902,700.00
• School Development	454,205.00
	<hr/>
	<b>1,862,155.00</b>
<b>Projected Surplus for the Year</b>	<b>0.00</b>
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