ST. LOUIS SCHOOL

Annual School Plan 2012/2013

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Contents

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School Vision & Mission

Our Vision

Following the guidelines given by the Church, the Hong Kong Catholic Diocese and the Preventive System propagated by the Salesian Congregation, we strive for the nurturing of an open, participative and religious school atmosphere in which joy, trust, a sense of unity and self-discipline prevail. This atmosphere, in St. Louis context, cultivates in students:
1. interest in knowledge and virtue (Scientia et Pietas).
2. nobility of character.
3. active involvement in a variety of activities.
4. a sense of belonging to the school, family, society and country.

Our Mission

With this Vision in mind and under the close collaboration among the school authority, teachers and parents, the school promises to commit itself to:
1. Developing students' interest in learning with motivation and cultivating in them the ability of critical, independent and creative thinking.
2. Supporting teachers in all areas of school life in enhancing an all-rounded education.
3. Cultivating in students a quest for nobility of character, i.e. piety towards God, integrity, self-discipline, sense of responsibility, emotional maturity and readiness to serve others.
4. Encouraging teachers and students to commit themselves to various cultural, sportive and educational activities. Teachers are involved as stimulating advisers following the Preventive System whereas students as creative, critical and independent organizers.
5. Promoting in students a strong sense of belonging to the school, family, society and country. It is to be achieved through a harmonious and trustworthy school atmosphere; through all kinds of education and activities; through a friendly and caring relationship between teachers and students, and through the close collaboration among the school authority, teachers and parents.

Major Concern 1: Continue to develop our school and enhance all the programs and resources to achieve the learning goals and requirements of the NSS curriculum

1.1   Develop the combination of NSS electives to satisfy the needs of students

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
A curriculum that suits our students best and could help them obtain good results in the public examination is set up.	1. Set up a core curriculum and 9 electives for the modified class structure. 2. Tailor-made a lower form curriculum that helps junior form students to adapt the NSS curriculum easier. 3. Develop a system to monitor and revise the existing curriculum.	1. A core curriculum with 9 electives for the modified class structure is set up. 2. At least 75% of students and of subject panels are satisfied with the curriculum. 3. A system to monitor and revise the existing curriculum is developed.	1. Scrutinizing documents: minutes and working schedule 2. Conducting opinion survey of panel heads. of senior form students. 3. Scrutinizing documents: minutes and working schedule	September 2012 to July 2013	1. VP 2. VP+PH 3. VP	Budget for printing

\# Codes
VP = Vice-Principal
PH = Panel Heads
FG = Heads of functional groups
PS = Prefect of Studies
GM = Guidance Master
DM = Discipline Master
CM = Career Master

1.2 Continue to promote the assessment for learning

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
Self-learning and learning interests can be strengthened and developed.	1. 30% of assessments will be formative. (i.e. based on coursework) 2. Establish communicating assessment criteria to assess students' progress and help them understand what they are going to achieve. 3. Project learning, group presentation and discussion are highly recommended methods for continuous assessment.	1.-2. All stipulated administrative policies are implemented as scheduled. 3. Over 75% of teachers are satisfied with the effectiveness of the use of Project learning, group presentation and discussion.	1.-2. Scrutinizing documents: Lesson observation forms, minutes and working schedule 3. Conducting a teacher survey at the end of the school year.	September 2012 to July 2013	VP + PH	Budget for printing

1.3 Explore more available resources for learning and teaching

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
Learning and teaching is enhanced through the effective use of various financial resources.	1. Effectively distribute and use of the Government funding 2. Make good use of CEG on curriculum development; enhancing students' language proficiency; coping with the diverse and special learning needs of students and school activities 3. Make good use of Senior Secondary Curriculum Support Grant and Extra Senior Secondary Curriculum to employ more teaching staff, to buy services and learning and teaching materials to facilitate the implementation of the NSS curriculum 4. Make good use of Diversity Learning Grant, ensuring that there are opportunities for every student to have a broad, balanced and all-round development	1. – 4. Over 85% of teachers are satisfied with the cost-effectiveness of the use of funding.	1. – 4. Conducting a teacher survey at the end of the school year.	September 2012 to July 2013	VP	Budget for printing

1.4 Put an emphasis on catering for the diversified needs of students

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
All students are making progress and striving for excellence in learning.	1. With the student-oriented principle, provide a broad and diversified teaching method so as to cater for the diversified learning needs of students 2. Implement small class teaching in junior forms English, Chinese, and Math and in senior forms liberal studies and 9 electives 3. Enhance and consolidate a set of activity-oriented strategies by joint functional groups and panels to aid students' learning 4. Conduct consolidation and tutorial classes	1. – 4. • All stipulated administrative policies, consolidation and tutorial classes are implemented as scheduled. • The mean score of each of the items concerning students' views on teaching and on learning is 3.5 or above. (Especially items on whether students review their learning based on their test/exam results and whether teachers often give them encouragement in lessons.)	1. – 4. • Feedbacks from Common Lesson Preparations • Lesson observations • Scrutinizing documents: Lesson observation forms, minutes and working schedule • Conducting the stakeholder survey (for students) at the end of the school year. (Unless otherwise specified, all questionnaires are on a 5-point performance scale.)	September 2012 to July 2013	1. VP+PH 2. VP+PH 3. VP+PH 4. VP+PS+PH	Budget for printing

Major Concern 2: Enhance the professional development of teachers in order to support better learning and teaching

2.1 Strengthen the collaboration between the members of each subject panel

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
Collaboration and professional sharing among teachers become an important practice of staff development.	1. Optimise cross-curriculum coordination among subjects by establishing an all-round plan across subjects and holding regular meetings for collaborations 2. Further enhance the collaborative preparation of curriculum, assessments and lesson plans among panels 3. Continue to have peer observation to share their teaching expertise 4. Establish a whole school staff development team to promote the teachers' continuing professional development and to hold sessions for sharing related to professional development among teachers 5. Encourage collaborative teaching within and across subjects	1. – 4. • Over 75% of teachers are satisfied with cross-curriculum coordination among subjects. • The mean score of each of the items concerning teachers' views on school's professional leadership/(ii) , professional development/ (iii) school curriculum and assessment is 3.5 or above.	1. – 4. • Conducting the stakeholder survey (for teachers) at the end of the school year.	September 2012 to July 2013	1-3. VP+PH 4. Principal + VPs 5. VP+PH	Budget for printing

2.2 A more interactive teaching approach should be developed and implemented with all means

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
Part of the syllabus of each subject is taught by an interactive teaching approach.	Encourage common collaborative lessons and lesson observations in order to 1. inspect and learn from associates' interactive teaching methods 2. develop and practice appropriate interactive teaching methods	1. – 3. • The mean score of each of the items concerning students' views on teaching and on learning is 3.5 or above. (Especially items on whether students review their learning based on their test/exam results and whether teachers often give them encouragement in lessons.)	1. – 3. • Conducting the stakeholder survey (for students) at the end of the school year. (Unless otherwise specified, all questionnaires are on a 5-point performance scale.) • Scrutinizing documents: evaluation reports (subject), annual plans (subject) and minutes	September 2012 to July 2013	1-2. VP+PH	Budget for printing

2.3 Ways to handle discipline problems are still our main concerns.

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
A happy and harmonious learning environment is created.	1. Strengthen and use the M and D system 2. Discipline school-based training for new teachers and prefects. 3. Develop school-based classroom management sharing among teachers 4. Strengthen moral education and infuse it into humanities subjects and activities	1. – 4. • Over 80% of teachers are satisfied with the Merit and Demerit system • The mean score of each of the items concerning teachers' views on support for student development is 3.5 or above.	1. – 4. Conducting the stakeholder survey (for teachers) at the end of the school year. Conducting a student survey (for perfects only) at the end of the school year. Survey items includes: • The school's discipline and guidance work is geared to students' development needs. The school provides enough opportunity to foster students' leadership. • The school can help students develop good interpersonal skills. • The school actively helps students develop correct value.	September 2012 to July 2013	1. VP+DM 2. VP+DM 3. VP+ DM 4. VP+ GM	Budget for printing

Major Concern 3: Create more opportunities to improve their language skills and thinking skills

3.1 Continue to strengthen the teaching and learning of English as a subject

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
Student's English proficiency will be enhanced	1. Subject teachers consolidate the teaching of Language Arts through Inter-class Choral Speaking Competition 2. Subject teachers consolidate the teaching of Language Arts through Inter-class Drama Competition 3. Subject teachers continue their effort in promoting students' interest and participation in the Hong Kong Schools English Speech Festival	1. – 3. • Two featured Language Arts programs namely Inter-class Choral Speaking Competition and Inter-class Drama Competition are held as scheduled. • The English Panel can sustain both student's participation rate and performance standard.	1. – 3. • Scrutinizing documents: evaluation reports (subject), annual plans (subject) and minutes	September 2012 to July 2013	PH (English Department) + Subject Coordinator (English Language)	Budget for printing

3.2 Maintain a good English learning environment for our students

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
Students have many opportunities to use English as a tool of communication and learning.	1. Implement reading period 2. Design a reading list for all students at all levels 3. Develop extensive reading award 4. Set up a reading club 5. Hold book exhibition 6. Incorporate reading as an essential element in group projects and expand their weightings in assessments 7. Implement inter-class drama competition 8. Implement Choral speaking competition 9. Implement news report 10. Implement mock interview in English for S5/6 students and introduced CV writing skills 11. Extend the practice of oral presentation in different subjects and expand its weighting in assessments 12. Extend the practice of essay-type questions and expand their weightings in assessments	1. – 12. • The mean score of each of the items concerning students' views on learning is 3.5 or above. • The mean score of each of the items concerning all stakeholders' views on reading is 3.5 or above. • All programs are held as scheduled.	1. – 12. • Scrutinizing documents: evaluation reports, annual plans, examination papers and minutes • Conducting the stakeholder survey at the end of the school year.	September 2012 to July 2013	1-6. Librarian 7. English Panel (PH Assistant) 8. English Panel PH 9. NET+PH (LS) 10. CM 11-12. VP, PS	Budget for printing

3.3 Continue to develop our current bridging programs

TARGETS	STRATEGIES	SUCCESS CRITERIA	METHODS OF EVALUATION	TIME SCALE	PEOPLE IN CHARGE#	RESOURCES REQUIRED
S1 to S3 students are able to learn all EMI subjects in English.	Implement S1 bridging programmes	• All bridging programs are held as scheduled. • The participation rate of each of the program is 75% or above.	• Scrutinizing documents: evaluation reports (Guidance Team/Subject) and annual plans (Guidance Team/ Subject).	September 2012 to July 2013	GM, S1 subject panels	Budget for printing