

# Yuen Long Merchants Association Secondary School



## Annual School Plan 2011/2012

## **Major Concerns (in order of priority)**

- 1 To enhance learning and teaching capacity**
- 2 To build a harmonious and healthy school –  
To adopt a whole-school approach in nurturing positive attitudes and values**
- 3 To implement the New Senior Secondary Curriculum (NSSC)**

## Annual School Plan 2011/2012

### Major Concern 1: To enhance learning and teaching capacity

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1 Enhance learning & teaching effectiveness	<ul style="list-style-type: none"> <li>• Communicate clearly the learning objectives to students in lessons to make learning more explicit &amp; effective</li> <li>• Provide more opportunities for guided peer interaction to promote peer learning &amp; collaboration, with ample support &amp; scaffolding;</li> <li>• Employ more vigorously questioning techniques that promote high-order thinking</li> <li>• Give specific and improvement-oriented feedback both in lessons &amp; in assignments</li> <li>• Organize good practice sharing &amp; staff development workshops to increase teaching capacity</li> <li>• Employ a wider range of classroom strategies including IT to cater to diverse learning needs &amp; styles</li> </ul>	Improved academic performance; More active class interaction	Lesson observation; Evaluation meetings; Analysis on students' performance	Whole year	Academic Head, KLA Co-ordinators & Subject Panel Heads	PD hours to promote questioning techniques; Hiring TA for assistance in providing IT & other support

2 Enhance learning skills of students	<p>Make the development of learning skills a focus for all subjects</p> <ul style="list-style-type: none"> <li>• Enquiry skills, 6W1H, concept maps &amp; mind-mapping (IH &amp; LS)</li> <li>• Phonetics (English junior)</li> <li>• Analytical skills &amp; Critical thinking (all)</li> <li>• Enquiry skills through scientific investigation (IS &amp; science subjects)</li> <li>• Pre-lesson preparation skills (PSHE)</li> </ul>	Improved learning effectiveness; Ability to use scientific methods of investigation to explain natural phenomena & daily observation; Improved ability to answer data-based questions	Students' performance in assignments, tests; practical work & Experiment report; School-level monitoring & co-ordination of the work of subject panels; Subject- and class-level monitoring	Whole year	Academic Head, KLA Co-ordinators & Subject Panel Heads	/
3 Cater to the diverse abilities and needs of students to help them improve their learning skills and confidence	<ul style="list-style-type: none"> <li>• Explore &amp; adopt different classroom strategies to support students' varied leaning needs</li> <li>• Organize enhancement and supplementary programme/extra courses/ tutorials with the assistance of TA's &amp; other resources/grants available</li> </ul>	Improved learning attitude; more active student participation in lessons; Positive feedback to the extra courses/ programmes	Lesson observation; Student & Teacher Surveys	Whole year	Vice Principals, KLA Co-ordinators & Subject Panel Heads	Sun Hung Kei Properties Educational Funds, After School Learning & Support Funds & Diverse Learning Grant
	<ul style="list-style-type: none"> <li>• Implement enhancement measures for high-fliers to fully explore their potentials by arranging them to participate in various open academic competitions and activities and enrolling in courses for gifted students</li> </ul>	Students perform well in open competitions and courses	Students' performances in open competitions and courses	Whole year	KLA Co-ordinators & Subject Panel Heads	
4 Strengthen teachers' professional learning & sharing	<ul style="list-style-type: none"> <li>• Implement collaborative lesson preparation</li> </ul>	Building learning & teaching material data bank	School-based course materials Sharing & discussion reports	Whole year	KLA Co-ordinators & Subject Panel Heads	/

culture	<ul style="list-style-type: none"> <li>• Conduct collaborative teaching meetings</li> </ul>	Interflow of teaching ideas & pedagogical issues	Lesson Observation/ feedback report form	Whole year	KLA Co-ordinators & Subject Panel Heads	/
	<ul style="list-style-type: none"> <li>• Run staff development workshops -- questioning techniques, critical thinking skills &amp; lesson observation</li> </ul>	Teachers' questioning techniques enhanced	Teachers' feedback; Lesson observation	Staff Development Days	Staff Development Head	School funds
	<ul style="list-style-type: none"> <li>• Hold good practice sharing sessions</li> </ul>			Whole year	Academic	/
	<ul style="list-style-type: none"> <li>• Facilitate cross-curricular collaboration &amp; professional exchange</li> </ul>					

**Major concern 2: To build a harmonious and healthy school – to adopt a whole-school approach in nurturing positive attitudes and values**

<b>Targets</b>	<b>Strategies/ Activities/Programs</b>	<b>Success Criteria</b>	<b>Methods of evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources required</b>
Run a whole-school Pastoral Care Programme	Implement the Harmonious School Policy	<ul style="list-style-type: none"> <li>• Students feel a better sense of belonging</li> <li>• A supportive &amp; appreciative atmosphere in the classroom</li> <li>• Students' sense of responsibility strengthens</li> <li>• Students' self-discipline, confidence and self-management skills improve</li> <li>• Students develop positive values and set goals and rules for themselves</li> </ul>	Teachers review and survey Students survey Questionnaire APASO OLE in iPortfolio & webSAMS	Whole year	HOD of Pastoral Care, Counselling Mistress & Discipline Mistress	School Funds & External Resources available
	Adopt and implement the Endeavour Project: (奮進計劃)					
	- Part I: Personal Endeavour Plan (個人行為改善計劃)					
	- Part II: Class-based Endeavour Plan (班本奮進計劃), Class-based Goal Setting,					
	- Part III: Punctuality & Attendance Programme (星星獎勵計劃)					
	Use external resources available to run the Enhanced Smart Teen Project in S2					
	Organize leadership training programmes to consolidate such values and attitudes					
	- Student Ambassadors					
	- Anti-drug Ambassadors					
	Teach MCE in class teacher lessons & during assembly time with different theme and focus					
Run P.A.T.H.S. Programme in S1-S3	S1 students can fit into school culture & develop sense of belonging	Parents' feedback & stakeholders' survey	Aug -- Sept	EMI Committee & S1 CTs		
Run the ICAN Programme in S4 & S6						
Adopt and implement the Anti-sex harassment Policy						
Implement 'One responsible position for each student' policy in class						
Strengthen student support for S1 students						
● Summer bridging course						
● Class teacher communication with parents						
● Class-based programmes						

**Major Concern 3: To implement the New Senior Secondary Curriculum**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1 Facilitate the application for JUPAS 2012 for S6 students	Co-ordinate & follow up various aspects throughout the JUPAS application	Successful application for JUPAS	Review meetings	Whole year	NSS Committee, webSAMS, i-portfolio in charge & IT	/
2 Facilitate the application for HKDSE 2012 for S6 students	Co-ordinate & follow up various aspects throughout the HKDSE application	Completion of application & various follow-up work	Review meetings	Whole year	HKDSE in charge, webSAMS	
3 Strengthening effectiveness of learning and teaching and co-ordination to ensure successful implementation of the New Senior Secondary curriculum.	<b>Curriculum</b> Review on the choice of elective modules and formulate SBA implementation plan	<ul style="list-style-type: none"> <li>The choice of elective modules finalized and better co-ordination attained</li> <li>Students generic skills enhanced</li> <li>Formulation of the OLE curriculum</li> <li>Progress in preparation of school-based teaching packages for LS and other subjects including Chinese and English Electives</li> <li>SLP finalized</li> </ul>	Scrutiny of action plans, documents and teaching resources of subjects & OLE; Subject evaluation reports; Discussions with teachers & students; Teachers' Evaluation & sharing meetings & reports	Whole year	Principal, Vice principals & NSS Committee	/
	<b>Learning &amp; Teaching</b> Adopt appropriate pedagogy to deliver the NSS curriculum of different subjects				Subject panel heads	Time for teachers to attend training
	Revise & develop school-based teaching materials for LS				LS panel head	Liberal Studies Curriculum Support Grant
	<b>OLE</b> <ul style="list-style-type: none"> <li>Review &amp; enhance the OLE curriculum</li> <li>Conduct periodic SLP progress reviews with the students to ensure that their participation is on track and suitably balanced</li> </ul>				OLE Co-ordinator, NSS Committee, i-portfolio IC & webSAMS	Enhanced Senior Secondary Curriculum Support Grant & Capacity Enhanced Grant
	Devise guidelines/ schemes for students' participation in OLE					

	Data entry of OLE in i-portfolio &/ webSAMS					
	<b><u>Administration</u></b> Employ contract teachers and TAs to create space for teachers to work collaboratively to plan curriculum, lessons and teaching materials & enhance their knowledge and skills in the teaching of the new curriculum				Principal Vice principals NSS Committee	
	<b><u>Assessment</u></b> Incorporate SBA into regular learning & teaching plans				Subject panel heads	/
	Co-ordinate the SBA implementation of various subjects across S5 & S6	SBA Implementation plan formulated	Subject reports		NSS Committee	/
	Adjust the format & question types in school examination papers of NSS subjects to articulate well with those in HKDSE to facilitate assessment for learning	Subject data banks established	Subject reports		Subject panels	/
4 Cater for learning diversity	Teachers to attend EDB training programmes	Teachers' professional skills enhanced & learning becomes more effective	Students & teachers' feedback	Whole year	Subject panels	PD hours
	Smaller class for students needing more support	More support provided for students in need	Students & teachers' feedback			/
	Employ a wider range of learning & teaching and classroom strategies to facilitate teaching & learning	Improved learning attitudes & performances	Lesson observation		Subject panels	/
5 Sustain good communication with the stakeholders on	Organize NSS talks and distribute NSS materials for S3 students and their parents	Stakeholders are informed of the progress of NSS implementation of the school	Stakeholders' feedback	Whole year	NSS Committee	Budget for the talks and surveys



the progress of NSS implementation	Conduct surveys to collect opinions and comments from students, teachers and parents to fine-tune, if necessary, the NSS curriculum	Stakeholders are informed of the progress of NSS implementation of the school	Stakeholders' surveys		NSS Committee & subject panels concerned	/
	Update and upload NSS information onto the school website regularly				NSS Committee & IT	/