

Yuen Long Merchants Association Secondary School



Annual School Plan 2012/2013

School Vision & Mission:

We will be collaborative in all respects to provide a positive, stimulating, supportive, aesthetic and harmonious learning environment.

We are committed to educating students in the areas of intellectual, physical, social, moral, aesthetic and emotional development.

We aim to fulfill the school motto 'Integrity, Simplicity, Diligence and Perseverance' by co-operating with parents in building up the minds and characters of students.

Core Values of Education:

We aim to foster a spirit of self-strengthening in a positive, stimulating and supportive school culture. It is our goal to develop our students into good, responsible citizens of integrity.

Major Concerns (in order of priority):

- 1 To develop students' academic potential, facilitate their academic pursuit & enhance their academic performance
- 2 To enhance our students' whole-person development to meet the challenges of an ever-changing world

Annual School Plan 2012/2013

Major Concern 1: To develop students' academic potential, facilitate their academic pursuit & enhance their academic performance

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1) To enhance students' self-directed learning habits towards subject knowledge & current issues	1) Encourage students to exercise self-learning <ul style="list-style-type: none"> ● Encourage students to do pre-lesson preparation with clear guidelines ● Encourage students to take notes & raise questions during & after lessons ● Ask students to do corrections ● Promote task-based and student-centred approaches to get students more involved in learning and teaching activities ● Teach students to do assignments seriously and submit them in time ● Encourage each class to form after-school study groups ● Operate the Resource Library for senior form students 	<ul style="list-style-type: none"> - Class-based homework record shows improvements - Over 50% lessons and classes adopt the measures 	Evaluation of programme plans of panels; Teachers' observation	Whole year	All teachers	TA support & SSCSG
	2) Promote the use of e-class & e-learning <ul style="list-style-type: none"> ● Upload useful learning materials, software in the e-class ● Organize online current issues competitions ● Encourage professional interflow on the use of eLearning 	<ul style="list-style-type: none"> - Teachers find improved self-learning attitude; - increased use of e-class & e-learning 	Evaluation of programme plans of panels & IT in Education	Whole year	IT in Education Committee; LS panel; All panels;	Composite IT Grant

	3) Encourage students & co-ordinate students to take part in external inquiry learning bound conference, competitions and seminars.				OLE Co-ordinator & LS Panel	TA support, LSCSG & ASLSG
2) To promote good learning skills/ strategies	Subject Departments: 1) to focus on 2 learning skills/strategies across all levels 2) to design subject-based learning activities to develop selected learning skills/ strategies at each level 3) Provide students with different occasions to present their good work & share good learning strategies	Organize at least 1 specially designed occasion for students to present their good work	Evaluation of programme plans of panels;	Whole year	All panels	TA support
3) To enhance students' inquiry learning attitude	1) Review and develop Science curriculum, pedagogy & assessment	Improved feedback	Evaluation of programme plans	Whole year	Science panel	SSCSG
	2) Encourage students to take part in external inquiry learning or project competitions	Students participate in various competitions & achieve good results;			All panels	DLS & ASLSG
	3) Co-ordinate inquiry-based activities, inter-class competitions & forums on social issues	Students demonstrate good application of knowledge & skills they learn & provide positive feedback after joining the activities			LS & Science panels	DLG & ASLSG
	4) Organize S1-S3 inter-class current issue competitions or activities				LS panel	LSCSG

4) To adopt subject-based strategies & programmes to cater for learners' diversity	1) Increase students' self-confidence & sense of achievement by giving them more positive feedback & compliments 2) Encourage teachers to tailor-make material or teach the same material to different depths to cater to learning diversity 3) Provide opportunities for more students to participate in various competitions inside and outside school 4) Organize after school support programmes for S1 & S2 students 5) Organize mentoring programmes in some subjects	Students participate enthusiastically in various activities & programmes & provide positive feedback	Record of OLE; Evaluation of programme plans	Whole year	All panels	ASLSG & DLG
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Major concern 2: To enhance our students' whole-person development to meet the challenges of an ever-changing world

Targets	Strategies/ Activities/Programs	Success Criteria	Methods of evaluation	Time Scale	People in charge	Resources required
1. A stronger motivation & initiative to gain better personal growth	<ul style="list-style-type: none"> ● Provide more academic awards including class-based ones ● Invite alumni & professionals to share experiences & run mentoring programmes ● Enrich students' school experience by offering more OLE 	More active participation in OLE & SLP records	Students' feedback & reflections	Whole year	Academic Committee; OLE co-ordinator	School funds; ASLSG
2. A greater sense of responsibility, respect & self-management	<ul style="list-style-type: none"> ● Encourage students to plan their OLE and organize activities for school ● Run self-management workshops in class teacher periods ● Run time-management workshops ● Empower more student leaders to organize a wide 			Whole year	OLE co-ordinator ; Guidance & Careers Committees; Leadership	TA support; DLG

	variety of programmes within and outside school so as to increase the opportunities for them to learn to be accountable leaders				Programme-in-charge		
3	Appreciation of rational value judgment, healthy living & holistic development	<ul style="list-style-type: none"> Organize activities to promote good health and stress-management activities Organize inter-class competitions Organize health education talks & seminars e.g. how to cope with stress Post related mottos on the boards, in the corridor & staircases Encourage less motivated students to take part in some team building activities held by NGOs 	Students agree they are developing healthier lifestyles & adopt positive values & proactive attitudes toward life	Students' feedback & reflections; Teachers' observation	Whole year	Health Education Committee; Guidance Committee	ASLSG
4	Care for others, our community, our nation & the environment	<ul style="list-style-type: none"> Encourage students to take part in CYC programmes Organize school-based voluntary service programmes Encourage students to sign up for voluntary services 	More enthusiastic participation; Positive feedback from students	Students' feedback & reflections	Whole year	CYC Head; Interact Club; uniform group heads; Guidance Committee	MCE Funds
5	A broader horizon & an enthusiastic, positive life attitude	<ul style="list-style-type: none"> Maximize students' abilities & independence in encountering challenges in their future careers & facing multi-pathways under the NSS education system by holding more careers-related programmes 	Improvements in students' performance in their careers planning with over 50% students find them useful	Students' feedback & reflections	Whole year	Careers Committee;	SSCSG
		<ul style="list-style-type: none"> Organize trips & visits Encourage students to set challenging goals in their studies & everyday life 	over 50% students find them useful	Students' feedback & reflections	Whole year	MCE & NE Committees; OLE & ECA Committees	ASLSG

Appendix 1 **Plan on Use of Senior Secondary Curriculum Support Grant (SSCSG) in 2012/13 School Year**

SSCSG: Cash grant equivalent to the mid-point salary of 0.1 GM per NSS class for the 4-year transitional period

Objective: To facilitate the implementation of the NSS academic structure

Name of School: Yuen Long Merchants Association Secondary School

Means by which teachers have been consulted: Opinion survey followed by staff meeting

No. of operating classes: 30

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefit Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Curriculum development – Mathematics	<ul style="list-style-type: none"> * To substitute teachers when they attend the <i>EDB</i> workshops and seminars. * To enhance the learning of Mathematics for S1 to S6 abler students. 	To employ 1 contract teacher to assist teachers in <ul style="list-style-type: none"> * teaching 4 classes of Mathematics * substituting teachers when they attend the <i>EDB</i> workshops and seminars * holding tutorial classes for brighter students * enhancing students' ability in learning Mathematics * designing learning / teaching resource materials 	S4 to S6 Mathematics teachers to be relieved of some of their workload in preparing teaching materials, conducting learning activities and monitoring students' progress. Teachers can concentrate on preparing students for the <i>HKDSE</i> .	From September 2012 to August 2013. 12 months initially and to be extended if situation warrants.	Salary of the Graduate Master for the period September 2012 to August 2013 [\$31525 per month + \$1576 MPF] for 12 months, i.e. $$(31525 + 1576) \times 12$ Total = \$397215	<ul style="list-style-type: none"> * Percentage of teachers whose workload has been relieved. * Increased amount of quality learning / teaching materials tailored to students' needs. * Percentage of students who can complete the tailor-made exercises. * Percentage of students who obtain better results in quizzes and tests. 	<ul style="list-style-type: none"> * Space created for the S4-S7 Mathematics teachers, e.g. number of teaching classes or periods per cycle reduced * Performance appraisal on the teacher * Development of Mathematics teaching materials * Student / teacher feedback on the usefulness of the learning / teaching materials * Students' general performance in the subject 	Mr. Chan Chi-keung

<p>Enhancement of teaching and learning (Liberal Studies)</p>	<p>To enhance the teaching and learning of Liberal Studies</p>	<p>To employ 1 full-time contract teacher in: 1) teaching one class of NSS LS 2) teaching other PSHE classes at the junior level 3) developing teaching materials for NSS LS</p>	<p>1. Recruitment of a suitable and qualified teacher to teach NSS LS 2. Increasing amount of quality learning /teaching materials tailored to students' needs</p>	<p>From September 2012 to August 2013. (12 months initially and to be extended if situation warrants)</p>	<p>Monthly salary of the full time teacher for the period [\$22,405 (salaries) +\$1,120.25(MPF)] for 12 months, i.e. $(\\$22,405 + \\$1,120.25) \times 12 = \\$282,303$</p>	<p>1. Good performance of teaching in LS classes 2. The amount of quality learning /teaching materials tailored to students' needs will be increased</p>	<p>1. Performance appraisal on the teacher 2. Development of teaching materials for Liberal Studies 3. Feedback from teachers and students on the performance of the teacher</p>	<p>Ms WAN CHUNG Wai-ching</p>
<p>1 To facilitate the implementation of the NSS Academic structure 2 to cope with diverse and special learning needs of NSS students:</p>	<p>1 To facilitate the implementation of OLE & the preparation for the SLP 2 To supervise free periods of 2X students: Arrange adequate exercise of the core subjects for those S5 & S6 students who dropped one Elective to practice in their free periods 3 Running a Resource Library for the use of the S6 students</p>	<p>To employ 1 contract TA of degree level to assist NSS Committee and teachers in : 1) Preparation and enhancement work in the SLP & i-portfolio 2) Data entry for OLE in i-portfolio & SLP 3) Preparation work & data entry for OEA for JUPAS 4) Updating & enhancing resource bank for NSS OLE 5) NSS Administration work & data analysis 6) Supervising activities after school 7) Performing non-teaching duties, e.g. logistics, board display, data entry and analysis, etc. 8) Guiding & Supervising students in their self-study & revision in free lessons</p>	<ul style="list-style-type: none"> ● To help reduce the workload of NSS Committee ● To help develop OLE resource bank ● To provide assistance & support for other teachers ● 2X students benefit from improved learning effectiveness & performances with study load reduced & extra support from the TA, as well as their time and effort spent in a more focused way ● Students receive more intense attention and support 	<p>From September 2012 to August 2013. 12 months initially and to be extended if situation warrants</p>	<p>Monthly salary of the TA for the period [\$10,300 per month +5% MPF] for 12 months, i.e. $\\$[(10,300 + 515) \times 12] = \\$129,780$</p>	<ul style="list-style-type: none"> ● The issue of SLP for senior form students ● Increased amount of resources in the resource bank ● Increased academic performance of 2X students ● Improved learning attitudes 	<p>1) Performance appraisal on the teaching assistant 2) Development of SLP 3) Feedback from teachers on the performance of the teaching-assistant</p>	<p>Ms IP Wai-ching</p>

Appendix 2

School-based After-school Learning and Support Programmes 2012/13 school year**School-based Grant - Programme Plan**Name of School: Yuen Long Merchants Association Secondary SchoolProject Coordinator: Ms IP Wai Ching Contact Telephone No.: 24787348A. The estimated number of benefitting students under this Programme is 117(Including A. 29 CSSA recipients, B. 76 SFAS full-grant recipients and C. 12 under school's discretionary quota)

B. Information on Activities to be subsidised/complemented by the grant.

*Name/type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating target students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
<i>2A Five-star Enhancement Mentorship Programme</i>	Instill & develop through various programmes, activities & services essential elements in 2A students: empathy, respect, appreciation, sense of responsibility & team spirit while S4 & S5 students serve as mentors	Successful completion of projects, services & feedback from students & teachers	Questionnaires	Sept 2011 to Mid July 2012	6	6	2	\$1000	Teacher-in-charge: Mr. FUNG Tsz Ho
<i>Grammar Games & Activities programme for S1 & S2</i>	Enhance learning interest & efficacy of junior form students in English learning through English games & activities	Successful completion of projects, services & over 80% attendance ; positive feedback from students & teachers	Questionnaires	Oct2012 – May 2013 7 sessions per term	5	15	2	\$10000	PUI CHING Education Centre TIC: Miss HH Cheung
<i>After School Tutorial Programme for S1 & S2</i>	Provide after-school academic support for students needing supervision & extra help with homework	Improved attitudes & completion of homework	Observation and student survey results	From Oct 2012 to May 2013 (2 meetings per week) (No. of Sessions: 32)	8	14	2	\$12800	4 Tutors: Alumni TIC: Miss HH Cheung
<i>Summer Grammar Games & Activities programme for S1 & S2</i>	<ul style="list-style-type: none"> Enhance learning interest & efficacy of junior form students in English learning Provide meaningful & useful summer programmes for junior form students 	Successful completion of projects, services & over 80% attendance ; positive feedback from students & teachers	Questionnaires	Summer holiday: July: Summer holiday: July: 7 lessons 7 lessons	5	15	2	\$7000	PUI CHING Education Centre TIC: Miss HH Cheung

<i>Magic course</i>	<ul style="list-style-type: none"> Provide meaningful & useful after school activity for junior form students 	Successful completion of course& over 80% attendance ; positive feedback from students & teachers	Questionnaires	Second Term	5	15	2	\$4000	Course provider to be confirmed TIC: Miss HH Cheung
<i>Balloon Design Course</i>	<ul style="list-style-type: none"> Provide meaningful & useful after school activity for junior form students 	Successful completion of course& over 80% attendance ; positive feedback from students & teachers	Questionnaires	Second Term	5	15	2	\$4000	Course provider to be confirmed TIC: Miss LH Li
<i>Sai Kung Historical Trail to visit wartime sites</i>	<ul style="list-style-type: none"> Provide opportunity for students to explore local historical sites & enhance interest in Chinese History 	Over 80% students enjoyed the trail and found the visits educational & fun	Questionnaires	Post-exam activity in July	3	10	2	\$1500	Tour Leader & Presenter: Ms YC Tsui TIC: Miss HH Cheung
<i>CUHK Cultural Trail</i>	<ul style="list-style-type: none"> Provide opportunity for students to visit CUHK Arouse students' interest to explore local historical sites & cultures 	Over 80% students enjoyed the trail and found the visits educational & fun	Questionnaires	Second Term	14	22	4	\$3000	TIC: Miss HH Cheung
<i>HKDSE Chinese Enhancement Course for S6 Students</i>	<ul style="list-style-type: none"> Provide extra support for students wishing to enhance their study & examination skills 	Successful completion of course& over 80% attendance ; positive feedback from students & teachers	Questionnaires	Oct 2012 – Jan 2013 (8 sessions)	14	22	4	\$7200	TIC: Ms FS Ng Alumni
<i>HKDSE Chinese Enhancement Course for S5 Students</i>	<ul style="list-style-type: none"> Provide extra support for students wishing to enhance their study & examination skills 	Successful completion of course& over 80% attendance ; positive feedback from students & teachers	Questionnaires	Oct 2012 – Jan 2013 (8 sessions)	14	22	4	\$7200	TIC: Ms FS Ng Alumni
<i>Education programmes offered by tertiary institutes or external organizations</i>	- To subsidize students to participate in gifted education programmes offered by local tertiary institutes or external organizations to explore and develop their talents	Successful completion of the programme/ course; positive feedback from students & teachers	Questionnaires	2012-2013	14	22	4	\$10,000	TIC: Ms WC Ip, Mr. CL Yau & Ms YY Chan
<i>Visit/Exchange Programme outside Hong Kong</i>	- To subsidize students to participate in exchange programmes to widen their horizons & equip them to be leaders in the 21 st Century	Successful completion of the programme; positive feedback from students & teachers	Questionnaires	2012-2013	14	22	4	\$10,000	Mr. WY Wong, Mr. WY Sin, Ms CF Chung, Ms FS Ng
Total no. of activities: _____ 12 _____					[@] No. of participation counts	107	200	34	
					^{**} Total no. of participation counts	341			

**Three-year plan -- Measures to broaden students' choices of elective subjects and
Provision of Gifted Education Programmes
for the Fourth Cohort of Senior Secondary Students (from 2012/13 to 2014/15 school year)**

The following programmes are adopted with the support of EDB's Diversity Learning Grant (DLG):

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way students' diverse learning needs are catered for)	Name of programme(s) / course(s) and provider(s)	Duration of the programme / course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning / success indicators	Teacher-in-charge
					12/13	13/14	14/15		
Other Programmes (Gifted Education Programme)	- To enhance students English debating skills and public speaking skills - Intensive training course for aspiring debaters	Mock Trial Training Programme	One year	Elite students in English Language & the Mock Trial Club	12	12	12	Students will improve their skills in debate and public speaking; They take part in the Secondary Schools Mock Trial Competitions	Mrs. NY Chan Hung Alumni
	- To provide intensive training for aspiring actors, singers & dancers & enhance their various skills	English Musical Course	August to Oct 2012 (20 – 30 lessons)	Students with potential passing the audition	60	60	60	School performance on OLE Day & public performance in Yuen Long Theatre	Mrs. WC Ip Chan, Mr. CK Chan & Mrs. NY Chan Hung Professional choreographer cum trainer & director hired
	To provide training programmes for house captains to develop their leadership & interpersonal skills	Leadership Programme for House Captains	One year	S 4-S5 students who will be leaders of houses, nominated by house masters	18	18	18	Evaluation reports, students' feedback	Mr. TH Fung
	To subsidize students to participate in gifted education	Gifted Education	One year	S 4-S6 students	10	10	10	Reflection & experience sharing of	Mr. CL Yau & Ms YY Chan

	programmes offered by local tertiary institutes or external organizations to explore and develop their talents	programmes offered by tertiary institutes or external organizations						students involved with other schoolmates on what they have learnt from the programmes	
Other Programmes (Gifted Education Programme)	To subsidize students to participate in exchange programmes to widen their horizons & equip them to be leaders in the 21 st Century	Exchange programmes to mainland China or overseas by appropriate organizations	3 years	S 4-S6 students	10	10	10	Reflection & experience sharing of students involved with other schoolmates on what they have learnt from the programmes	Ms FS Ng & ms CF Chung
Other Programmes (Gifted Education Programme)	To provide programmes for chairpersons of OLE clubs and school prefects to develop their leadership & interpersonal skills	Leadership programmes conducted by service providers	One year	S4-S5 students	40	40	/	Performance of the trained students in their duties	OLE Co-ordinator & Ms CF Chung
	To provide training programmes to develop students' creativity, aesthetic sensitivity, art appreciation & other talents e.g. balloon decoration & design courses	Creativity & Aesthetic Development courses	One Term	S4-S5 students	12	12	/	Performance & products at the end of the course; Evaluation reports	OLE Coordinator

DLG for Provision of Gifted education programmes (per annum) = \$7,000x 5 classes = \$35,000