Delia Memorial School
(Hip Wo No.2 College)
School Year
2020/2021
School Plan

Major Concerns

1. **To enhance the learning and teaching effectiveness through strengthening of our curriculum design, teaching pedagogy and assessment**

2. **Major Concern: To help enhance the self-discipline of students, cultivate proper values education and develop a sense of belonging towards the School**

1. **To enhance the learning and teaching effectiveness through strengthening of our curriculum design, teaching pedagogy and assessment**

   (Time Scale: September 2020 to June 2021)

Targets	Strategies	Success Criteria	Methods of Evaluation	People in charge	Resources required
1.1 ● To engage students more in lessons and enrich their learning experiences, develop their multi-perspective thinking and generic skills such as communication skills, critical thinking skills, self-learning skills and creativity ● To develop students' digital literacy and engage students more in e-learning	● Modify and optimize Project WISER, a project-based learning experience to connect students' knowledge to the contexts of its application ● Implement cross curricular project works / activities with pre-lesson learning arrangements among the same or different Key Learning Area (KLA) ● Assign Pre-tasks / Post-tasks of the projects (which will need to be done through Net) e.g. research on the Internet, group discussion through e-platforms, digital portfolio etc. to students ● Encourage teachers to use innovative and interesting apps to arouse students' interests in e-learning	● Project works of different subjects or cross-curricular works of S.1-S.3 students have to be submitted. ● More than 70% of the teachers show favourable evaluation comments of Project WISER. ● More than 70% of the teachers show favourable evaluation comments of cross-curriculum activities. ● Pre-tasks / Post-tasks in e-format are shown in projects or reports. ● More than 70% of teachers show favourable comments on the quality and the submission rate of students' e-assignments and students' participation of e-lessons. ● More than 70% of teachers get favourable comments	● Submission of project works of different subjects or cross-curricular projects ● Evaluation filled-in by teachers after the implementation of Project WISER ● Evaluation filled-in by teachers after the implementation of each activity ● Submission of project works of different subjects and indication of pre-/post-task completion in e-format ● Evaluation filled-in by teachers about the implementation of e-learning/teaching ● Peer e-lesson observation	● Academic Department ● Project WISER Coordinator ● KLA Coordinators ● All Subject Teachers ● IT Technician	● Time and permission allowed for the addition of field trips or outing activities ● Digital resources provided to teachers/ students

		on peer e-lesson observation			
	● Organize STEM and MATHS activities for the students. ● Hold regular meetings between our teachers and the Curriculum Development Officer for curriculum development and professional teachers' development.	● Regular meetings will be held throughout the year with STEM team members / Maths Panel and School-based Support Programme (EDB) members. ● More than 70% of the students and teachers show favourable evaluation comments of the activities. ● More than 70% of the teachers show favourable evaluation comments of professional teachers' developments.	● Minutes of STEM / MATHS meetings ● Records of the planning and result of the activities and competition conducted ● Questionnaires filled in by students and teachers ● Evaluation filled-in by teachers after the implementation of the courses.	● Academic Department ● STEM team coordinator ● Subject teachers of Science subjects, Math and ICT	● Timetable setting for the regular meetings among all teachers concerned ● Funding, time and permission allowed for organizing the activities and competitions
1.2 To cultivate a reading habit	● Encourage students to read during the Morning Reading Period or online by exposing them with different topics such as current affairs, global issues, self-management, technology and value education. ● Visit the school library frequently.	● Morning reading sections cover 4 learning areas, including Value Education, LS and L&S Education, Technology Education, Moral Education ● 80% morning reading portfolio will be finished by students ● English Language and Chinese Language teachers will arrange	● Files of morning reading materials will be collected by Class Teacher and checked by Academic committee every semester ● Teachers report and record in the minutes	● Academic Department ● Teachers of concerned Subjects ● Librarian	● Funding, time and permission allowed for the activities

	● eRead Scheme will be launched in September 2020. A wide range of quality eBooks are provided to students to cultivate self-directed learning habit and enhance their reading interest.	school library lesson at least 10 times totally throughout the year, other subjects will depend on their needs ● 10% increase in the number of borrowing books from library / through eRead Scheme	of English Language and Chinese language Panel Meetings ● Results will be announced each term		
	● Modify and optimize Reading Scheme in language subjects (English and Chinese).	● "Read in Pleasure Hand Book" will be designed and launched to Junior Forms and Reading reports in Senior Forms as the requirements of SBA in Chinese and English Subjects	● Reading Scheme evaluation meeting at the end of semesters		
	● Enhance the use of the Common Room for students to read and relax during recess, lunch or after-school hour.	● At least one competition (chess games, board games) will be organized per term among students to students or students to teachers at lunch time or after school.	● Competition records and evaluation meeting at the end of semesters		
	● Conduct a "Pleasure Reading Month" to cultivate reading atmosphere. Different activities will be organized such as book fair, Book Crossing and	● Prizes will be given to the students who frequently use this room. ● Different activities are organized such as book fair, Book Crossing and	● Sign-in records of the Common Room ● Evaluation meeting at the end of activities		

	book sharing by teachers.	book sharing by students or teachers. ● More than 70% of the students and teachers show favourable evaluation comments of the activities.	● Questionnaires filled in by students and teachers		
1.3 To boost academic performance and show improvement in students' academic results.	● Set more clear objectives of what Teachers and Students have to achieve.	● More than 70% of the students and teachers agree that their learning and teaching are more relevant to the students' needs and abilities	● Questionnaires will be used to solicit the opinions of students and teachers.	● Academic Department ● All Subject Teachers	● Sufficient time for subject panel meetings & results' analysis ● E-learning platforms to be introduced by the School for collecting data for evaluation and for encouraging students to do lesson preparation
	● Promote the practice of lesson preparation by students (collaboration with Project WISER)	● Preparation works shown in the Project works.	● Evaluation filled-in by teachers of Project WISER.		
	● Encourage peer (e-lesson) observation and exchange of professional dialogues of good teaching practices	● At least one peer observation should be done by each teacher in a year (before the 2nd term lesson observation)	● Peer Observation Record		
	● Set test & exam papers at the right level to reflect students' learning effectiveness and match the curriculum content.	● Students show better academic performances in internal and external exams, project work, homework and presentation including:	● Students' learning outcomes such as exam results, assignments, project work, presentations		
	● Use of formative and summative assessment to provide timely and	● 10% increase in the number of students who can pass in a subject.			

	constructive feedback to students and parents for the reference of their continuous learning progress. ● Use of the Test & Exam results' analysis for identifying students' learning difficulties and providing feedback to teachers' teaching & learning strategies and curriculum design.	● 10% increase in the number of students having an average mark of all subjects 50 or above.	
	● Organize S6 after-school tutorials to clear any students' misunderstanding of their learning content.	● 5% increase in the passing rate of each HKDSE subject.	● HKDSE results
	● Offer S6 study classes to students during their study leave so as to ensure that the habit of going to school and revise & study will be carried on.	● At least 70% attendance of S6 selected students. ● At least 70% of S6 students who take part in the study classes show favourable comments of the activities.	● S6 tutorial records ● Questionnaires filled in by students

2. **Major Concern: To help enhance the self-discipline of students, cultivate proper values education and develop a sense of belonging towards the School**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources required
• To help students build self-discipline and positive self-esteem	• To retain a transparent conduct system at the school and communicate with students and parents regularly • To proceed with the "Positive Education" programme co-operated with the Hong Kong Christian Service and the University of Hong Kong • To make further development of Volunteer Services Team • To provide job-related workshops or job shadowing opportunities for S3-S6 students	• At least 10% decrease in the percentage of students who fail to meet the promotional / graduation requirements. (Attendance & Conduct) • All the relevant sections of APASO done by our students have a better score than the average in Hong Kong • At least 40% of all S1-S5 students participate in voluntary services • At least 90% attendance of the job shadowing activities • At least 70% of the students feel that the programme is useful to them	• Students' Attendance Records • Students' Punishment and Award Records • Data from APASO • Volunteer Services Team Records • Students' Attendance Records in job shadowing activities • Questionnaires filled-in by students	Sep 2020 -Jun 2021	Student Affair Master Discipline and Guidance Team Career and Life-planning Team Class Teachers Social Workers	An online reward and punishment system IT Support Opportunities for the Elderly Project Sufficient time for student support meetings with class teachers Sufficient support from the School for the organization of activities for students

• To help students develop a habit of self-reflections and rectify their own misbehavior	• To communicate with students and parents regularly • To strengthen the communication among students, parents, class teachers and school • To strengthen the use of "Reflection Scheme" for students to reflect & improve	• At least 70% of the students who get punishment record have gone through "Reflection Scheme"	• Students' Attendance Records • Students' Punishment and Award Records • Students' Reflection Records	Sep 2020 -Jun 2021	Student Affair Master Discipline and Guidance Team Class Teachers	Sufficient time for student support meetings with class teachers
• To provide more opportunities and increase students' participation in improving the learning atmosphere of School	• To provide more school activities & competitions during lunch time and after school for students to organize and participate • To disseminate students' participation and their achievements in school and on our school website (social media) • To design a more structured Career and Life-planning program for all students	• At least 95% of all students participate in school's lunch time or after-school or extra-curricular activities organized by the School • Update of the school website and social media pages should be done within 2 weeks of the completion of the activities • At least 90% of all students participate in Career and Life-planning activities • All the relevant sections of APASO done by our students have a better score than the average in Hong Kong	• Participation record of school activities • School website information • Questionnaires filled-in by students • Students' Attendance Records in Career and Life-planning activities • Data from APASO	Sep 2020 -Jun 2021	Student Affairs Master Career and Life-planning Team ECA Team IT Team Class Teachers	Sufficient support from the School for the organization of the activities for students Sufficient time and support from the School for Career and Life-planning Team to carry out relevant works with students IT Support

	• To update and disseminate information on further education, vocational training and jobs requirements through the school website	• At least 8 pieces career and life-planning related information are posted on the school website per term				
• To develop a sense of unity and cohesion among students in class and hence to enhance their sense of belonging towards the School	• To encourage students to join inter-class competitions and external competitions • To encourage students & teachers in managing and decorating their classrooms and the school campus	• At least 95% of all students participate in inter-class competitions • At least 50% of all students participate in external competitions • All the relevant sections of APASO done by our students have a better score than the average in Hong Kong	• Schedules of activities at school • Records of the External competitions • Data from APASO	Sep 2020 -Jun 2021	Academic Team Career and Life-planning Team ECA Team IT Team Class Teachers	Sufficient time for teachers to carry out relevant works with students IT Support