

地利亞修女紀念學校 (協和二中)  
**Delia Memorial School (Hip Wo No.2 College)**  
**2019/2020**

特殊教育需要學生支援組  
**SEN TEAM (Learning Support Grant)**

年度計劃  
**Annual School Plan**

**關注事項 Major Concerns**

1. 為有特殊教育需要學生提供適切支援。Provide appropriate support to students with special educational needs.
2. 提升教學效能，照顧學生學習差異。Improve teaching effectiveness and take care of students' learning diversity.
3. 推廣融合教育及共融文化的活動，建立共融關愛環境。To promote inclusive education and inter-cultural activities, and to cultivate a harmonious and loving environment.

1. 為有特殊教育需要學生提供適切支援。 Provide appropriate support to students with special educational needs.

Targets	Category and Strategies	Success Criteria	Methods of Evaluation	People in charge	Resources required
1. 為有特殊教育需要學生提供適切支援。 Provide appropriate support to students with special educational needs.	<p>1.1 學術 Academic</p> <ul style="list-style-type: none"> <li>● 為有特殊學習困難學生提供到校專科輔導班。 Provide after-school tutorial classes for students with special learning difficulties.</li> <li>● 舉辦試後寫作活動及文化體驗活動。 Post-examination writing activities and cultural experience activities.</li> </ul>	<ul style="list-style-type: none"> <li>● 學生出席率超過七成。 Student attendance rate is over 70%.</li> <li>● 學生於課後輔導班的後測成績比前測提升。 The post-test scores of the students in the after-school tutoring classes are improved.</li> <li>● 出席有關活動後，學生能完成寫作活動及文化報告。 After attending the activities or training course, students can complete writing activities and reports.</li> </ul>	<ul style="list-style-type: none"> <li>● 學生出席活動紀錄 Student attendance record</li> <li>● 輔導班前測及後測成績 Pre-test and post-test results</li> <li>● 寫作活動之作品及文化報告 Essays and cultural reports</li> </ul>	<ul style="list-style-type: none"> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 相關科任老師 Subject teacher</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構（參見財政報告） School service organization (refer to financial report)</li> </ul>
	<p>1.2 情緒支援 Emotional support</p> <ul style="list-style-type: none"> <li>● 高中同學於 OLE 時段參加表達藝術體驗工作坊。 Senior form students participate in the Expressive Arts workshop during OLE.</li> <li>● 為有情緒支援需要的高中同學提供表達藝術治療小組，協助學生消除壓力。 Provide an Expressive Arts therapy group for senior form students to help them to handle stress.</li> <li>● 為初中同學提供藝術治療小組及戲劇工作坊，讓學生從而</li> </ul>	<ul style="list-style-type: none"> <li>● 超過七成教師表示表達藝術體驗工作坊有助學生紓解壓力。 More than 70% of the teachers agree that the Expressive Arts workshop helps students to relieve stress.</li> <li>● 學生出席率超過七成。 Student attendance rate is over 70%.</li> <li>● 七成學生表示藝術治療小組或戲劇工作坊有助其認識自己，建立自信。 70% of students agree that an Expressive Arts therapy group or drama workshops help them to</li> </ul>	<ul style="list-style-type: none"> <li>● 學生出席活動紀錄 Student attendance record</li> <li>● 教師問卷 Questionnaire for Teacher</li> <li>● 學生問卷 Questionnaire for Student</li> <li>● 學生上學出席紀錄 School attendance record</li> <li>● 家訪紀錄</li> </ul>	<ul style="list-style-type: none"> <li>● 學生事務主任 Student Affairs Master</li> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 社工 Social worker</li> <li>● 班主任 Class Ts</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構（參見財政報告） School service organization (refer to financial report)</li> </ul>

	<p>認識自己，建立自信。 Provide art therapy groups and drama workshops for junior form students in order to help them to build confidence.</p> <ul style="list-style-type: none"> <li>● 家訪 Home visits to students who cannot attend school properly</li> </ul>	<p>know themselves and build confidence.</p> <ul style="list-style-type: none"> <li>● 改善缺席問題，參加小組學生的出席率有所提升。 Improve the absence of students, and the attendance rate of students participating in the group has be improved.</li> <li>● 全面家訪所有嚴重缺席同學 Successfully home visit all the students who are absent seriously</li> </ul>	<p>Home visits' records</p>		
	<p>1.3 非華語學生支援 NCS support</p> <ul style="list-style-type: none"> <li>● 為非華語 SEN 學生提供中文訓練課程及適應課程。 Provide Chinese training courses and adaptation courses for non-Chinese speaking SEN students.</li> </ul>	<ul style="list-style-type: none"> <li>● 學生出席率超過七成。 Student attendance rate is over 70%.</li> <li>● 學生於中文訓練課程的後測成績比前測提升。 Students' post-test scores in Chinese courses are improved.</li> <li>● 出席有關活動後，學生能完成專題報告。 After attending the relevant activities, students can complete the report.</li> </ul>	<ul style="list-style-type: none"> <li>● 學生出席活動紀錄 Student attendance record</li> <li>● 中文訓練課程及適應課程前測及後測成績 Chinese training courses pre-test and post-test results</li> <li>● 作品及專題報告 Essays and reports</li> </ul>	<ul style="list-style-type: none"> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 相關科任老師 Subject teacher</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構（參見財政報告） School service organization (refer to financial report)</li> </ul>
	<p>1.4 專業服務 Professional service</p> <ul style="list-style-type: none"> <li>● 教育心理學家到校提供服務，進行評估及跟進學生個案，為教師提供意見。 Educational psychologists provide services to schools, conduct assessments and follow up student cases, as well as to provide advice to teachers.</li> </ul>	<ul style="list-style-type: none"> <li>● 為懷疑特殊學習需要學生進行評估，完成該年度所有轉介個案。 Evaluate students who are suspected of special learning needs and complete all referrals.</li> <li>● 職業治療改善學生書寫技巧。</li> </ul>	<ul style="list-style-type: none"> <li>● 教育心理學家評估報告 Educational psychologist assessment report</li> <li>● 教育心理學家到校服務紀錄 Educational psychologists'</li> </ul>	<ul style="list-style-type: none"> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 社工 Social worker</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構（參見財政報告） School service organization (refer to financial report)</li> </ul>

	<ul style="list-style-type: none"> <li>● 為有需要學生提供到校職業治療及進行評估。 Provide on-campus occupational therapy and assessment for students in need.</li> <li>● 為有需要學生提供到校臨床心理學家輔導服務。 Provide on-campus counseling services from clinical psychologist.</li> </ul>	<p>Occupational therapy improves student writing skills.</p> <ul style="list-style-type: none"> <li>● 臨床心理學家為學生提供專業意見，學生溝通能力或解難能力有所改善。 Clinical psychologists provide professional advice to students, students' communication skills or problem-solving skills are improved.</li> </ul>	<p>school service record</p> <ul style="list-style-type: none"> <li>● 參加職業治療學生完成後測 Students who participate in Occupational therapy complete post-test</li> <li>● 臨床心理學家到校服務紀錄 Clinical psychologists' school service record</li> </ul>		
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2. 提升教學效能，照顧學生學習差異。 Improve teaching effectiveness and take care of students' learning differences.

Targets	Category and Strategies	Success Criteria	Methods of Evaluation	People in charge	Resources required
2.提升教學效能，照顧學生學習差異。 Improve teaching effectiveness and take care of students' learning diversity.	<p>2.1 學術 Academic</p> <ul style="list-style-type: none"> <li>● 學生支援小組向教師提供 SEN 學生之教學策略。 The Student Support Team will provide teachers some teaching strategies for SEN students.</li> <li>● 鼓勵同儕觀課，在觀課時協助教師為不同學習差異之學生進行課業調適。 Encourage peer observation and help teachers to adjust worksheet or learning materials for students with different learning differences during class observation.</li> </ul>	<ul style="list-style-type: none"> <li>● 教師在日常教學中配合學生之學習差異，使用不同的教學策略。 Teachers use different teaching strategies in daily teaching.</li> </ul>	<ul style="list-style-type: none"> <li>● 觀課文件 Class observation documents</li> <li>● 課業檢查 Homework check</li> <li>● 老師對各教學策略的使用及效度之反思 Teachers' reflections on the use &amp; effectiveness of the teaching strategies</li> </ul>	<ul style="list-style-type: none"> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 教務組 Academic department</li> </ul>	<ul style="list-style-type: none"> <li>● 教學策略 Teaching strategy</li> <li>● 觀課及檢查課業安排 Arrangements of class observation and homework check</li> </ul>
	<p>2.2 教師發展 Teacher development</p> <ul style="list-style-type: none"> <li>● 在教師專業發展日上，安排教師培訓，讓教師對 SEN 學生有更深認識。 Arrange teacher training on the teacher professional development day in order to provide teachers a deeper understanding of SEN students.</li> </ul>	<ul style="list-style-type: none"> <li>● 超過七成教師認為培訓活動對處理 SEN 學生有幫助。 More than 70% of teachers believe that training activities are helpful for dealing with SEN students</li> </ul>	<ul style="list-style-type: none"> <li>● 教師問卷 Questionnaire for Teacher</li> </ul>	<ul style="list-style-type: none"> <li>● 助理校長 Assistant Principal</li> <li>● 學生事務主任 Student Affairs Master</li> <li>● 特殊教育需要統籌主任 SENCO</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構(參見財政報告) School service organization (refer to financial report)</li> </ul>

	<p>2.3 學校政策 School policy</p> <ul style="list-style-type: none"> <li>● 聘請 SEN 教學助理，教學助理協助處理 SEN 學生事務。教學助理將於課堂上協助教師進行活動教學，或於課堂內/課堂外指導 SEN 學生完成課業。 Hire a SEN Teaching Assistant to assist with SEN student affairs. The teaching assistant will assist learning activities according to teacher's needs. The SEN Teaching Assistant can also provide tutorial services to SEN students in/outside the classroom.</li> <li>● 學生支援組、教師和社工定期舉辦 SEN 個案會議，讓教師了解班上學生之特殊教育需要。 Student Support Team, teachers and social workers regularly hold SEN case meetings to let teachers understand the special education needs of the students in the class.</li> </ul>	<ul style="list-style-type: none"> <li>● 教學助理協助處理學生事務，指導學生完成課業，完成與 SEN 相關職務。 The teaching assistant assists in the handling of student affairs, guides students to complete the course, and completes SEN-related duties required by teachers.</li> <li>● 每學期舉至少一次 SEN 個案會議。 At least one SEN case meeting per semester.</li> </ul>	<ul style="list-style-type: none"> <li>● 學生事務主任及特殊教育需要統籌主任定期查核教學助理之工作進度 Student Affairs Master and SENCO regularly check the job progress of the teaching assistant.</li> <li>● 個案會議紀錄 Case meeting record</li> <li>● SEN 學生檔案 SEN student file</li> </ul>	<ul style="list-style-type: none"> <li>● 助理校長 Assistant Principal</li> <li>● 學生事務主任 Student Affairs Master</li> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 社工 Social Workers</li> <li>● 所有教師 All teachers</li> </ul>	/
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**3. 推廣融合教育及共融文化的活動，建立共融關愛環境。To promote inclusive education and inter-cultural activities, and to cultivate a harmonious and loving environment.**

Targets	Category and Strategies	Success Criteria	Methods of Evaluation	People in charge	Resources required
<p>3.推廣融合教育及共融文化的活動，建立共融關愛環境。 To promote inclusive education and inter-cultural activities, and to cultivate a harmonious and loving environment.</p>	<p>3.1 興趣活動 ECA</p> <ul style="list-style-type: none"> <li>為 SEN 學生提供不同興趣活動，如皮革製作工作坊、扭氣球工作坊、花藝飾品工作坊、拍攝技巧工作坊、漫畫創作、媒體製作課程、蛋糕及甜品製作班，協助學生培養多元智能，找到一技之長。活動配合開放日進行。 Provide different activities for SEN students, such as leather production workshop, balloon workshop, floral workshop, photo-taking workshop, comic course, media production course, dessert making courses, to help students develop multiple intelligences. The event is carried out in conjunction with the open day.</li> </ul>	<ul style="list-style-type: none"> <li>學生出席率超過七成。 Student attendance rate is over 70%.</li> <li>出席有關活動後，學生能掌握所學，並於開放日中擺設攤位。 After attending the event, students will be able to master what they have learned and set up booths on the open day.</li> <li>超過七成教師認為興趣活動對發展 SEN 學生潛能有幫助。 More than 70% of teachers agree that ECA can help developing the potential of SEN students.</li> </ul>	<ul style="list-style-type: none"> <li>學生出席活動紀錄 Student attendance record</li> <li>教師問卷 Questionnaire for Teacher</li> <li>開放日攤位活動 Open day booth</li> </ul>	<ul style="list-style-type: none"> <li>助理校長 Assistant Principal</li> <li>學生事務主任 Student Affairs Master</li> <li>特殊教育需要統籌主任 SENCO</li> <li>社工 Social Workers</li> </ul>	<ul style="list-style-type: none"> <li>到校服務機構（參見財政報告） School service organization (refer to financial report)</li> </ul>
	<p>3.2 非華語學生支援 NCS support</p> <ul style="list-style-type: none"> <li>提供文化導賞活動及宿營活動，借助活動讓學生認識香港文化。 Provide cultural tours and camping activities to help students understand Hong</li> </ul>	<ul style="list-style-type: none"> <li>學生出席率超過七成。 Student attendance rate is over 70%.</li> <li>出席有關活動後，學生能完成專題報告。 After attending the event, students can complete the report.</li> </ul>	<ul style="list-style-type: none"> <li>學生出席活動紀錄 Student attendance record</li> <li>作品及專題報告 Student's work and report</li> </ul>	<ul style="list-style-type: none"> <li>特殊教育需要統籌主任 SENCO</li> <li>相關科任老師 Subject</li> </ul>	<ul style="list-style-type: none"> <li>到校服務機構（參見財政報告） School service organization (refer to financial</li> </ul>

	Kong culture.			teacher	report)
	<p>3.3 共融活動</p> <p>Inter-cultural activities</p> <ul style="list-style-type: none"> <li>● 邀請機構到校，舉辦共融互動劇場。 Invite institutions to the school to host an interactive theater about inclusive education.</li> <li>● 舉辦開放日--創藝攤位，學生將會於開放日攤位上擺賣有關物品，以提升學生自信。 Organize creative market on open day, where students will sell items on the open day booth to enhance their confidence.</li> </ul>	<ul style="list-style-type: none"> <li>● 超過七成教師表示表達共融互動劇場有助學生紓解壓力。 More than 70% of the teachers agree that the interactive theater can help students relieve stress.</li> <li>● 學生能掌握所學，並於開放日中擺設攤位。 Students can master what they have learned and set up booths on the open day.</li> </ul>	<ul style="list-style-type: none"> <li>● 教師問卷 Questionnaire for Teacher</li> <li>● 開放日攤位活動 Creative market on open day</li> </ul>	<ul style="list-style-type: none"> <li>● 助理校長 Assistant Principal</li> <li>● 學生事務主任 Student Affairs Master</li> <li>● 特殊教育需要統籌主任 SENCO</li> <li>● 社工 Social Workers</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構（參見財政報告） School service organization (refer to financial report)</li> </ul>