

Delia Memorial School (Hip Wo No.2 College) Annual School Plan

**School Year
2019/20**



School Vision & Mission

We strive to help students achieve their full potential and nurture them to be independent life-long learners who can handle different challenges and overcome difficulties in their life.

We aim to provide our students with an ideal learning environment where they can grow and equip themselves with the necessary skills, knowledge and qualities so that they can contribute to the community in future.

We endeavour to prepare our students to be compassionate, responsible, respectful and proactive individuals who would like to serve and help others in the world.

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(Hip Wo No.2 College)
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Major Concerns

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

- 2. 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

Targets	Strategies	Success Criteria	Methods of Evaluation	People in charge	Resources required
<p>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</p>	<ul style="list-style-type: none"> ● 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). 	<ul style="list-style-type: none"> ● 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 and the cross curricular activities. ● More than 70% of the teachers show favourable evaluation comments of cross-curricular activities. 	<ul style="list-style-type: none"> ● Submission of project works of different subjects or cross-curricular projects ● Evaluation filled-in by teachers after the implementation of each activity and Project WISER ● Evaluation filled-in by teachers after the implementation of each activity 	<ul style="list-style-type: none"> ● Assistant Principal ● Academic Department ● Project WISER Coordinator ● All Subject Teachers 	<ul style="list-style-type: none"> ● Time and permission allowed for the addition of field trips or outing activities
	<ul style="list-style-type: none"> ● Organize STEM activities for the students. ● Hold regular meetings between our teachers and the Curriculum Development Officer for curriculum development and professional teachers' development. 	<ul style="list-style-type: none"> ● A STEM team will be formed to organize STEM activities and competitions. ● Regular meetings will be held throughout the year with STEM team members and School-based Support Programme (EDB) members. ● 1 Inter-school and 1 	<ul style="list-style-type: none"> ● Minutes of STEM meetings ● Records of the planning and result of the 	<ul style="list-style-type: none"> ● Assistant Principal ● Academic Department ● Subject teachers of Science subjects, Math and ICT 	<ul style="list-style-type: none"> ● Time-table setting for the regular meetings among all teachers concerned ● Funding, time and permission allowed for organizing the activities and

		<p>external competitions, 2 school wide activities will be conducted.</p> <ul style="list-style-type: none"> ● 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. 	<p>activities and competition conducted</p> <ul style="list-style-type: none"> ● Questionnaires filled in by students and teachers ● Evaluation filled-in by teachers after the implementation of the courses. 		<p>competition</p>
<p>To cultivate students with a reading habit</p>	<ul style="list-style-type: none"> ● Encourage students to read during the Morning Reading Period by exposing them with different topics such as current affairs, global issues, self-management, technology and value education. ● Arrange regular visits to the school library for junior forms' students 	<ul style="list-style-type: none"> ● 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 school library lesson at least 10 times totally throughout the year, other subjects will depend on their needs. 	<ul style="list-style-type: none"> ● 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 of English Language and Chinese language Panel Meetings 	<ul style="list-style-type: none"> ● Academic Department ● Teachers of concerned Subjects ● Librarian 	<ul style="list-style-type: none"> ● Funding, time and permission allowed for the activities

	<ul style="list-style-type: none"> ● Modify and optimize Reading Scheme in language subjects (English and Chinese). ● Set up a Common Room for students to read and relax during recess, lunch or after-school hour. ● Conduct a “Pleasure Reading Month” to cultivate reading atmosphere. Different activities will be organized such as book fair, Book Crossing and book sharing by teachers. 	<ul style="list-style-type: none"> ● 10% increase in the number of borrowing books from library ● “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. ● Common Room is set up and Book Crossing is encouraged. ● Different activities are organized such as book fair, Book Crossing and book sharing by students or teachers. ● More than 70% of the students and teachers show favourable evaluation comments of the activities. 	<ul style="list-style-type: none"> ● Results will be announced monthly ● Reading Scheme evaluation meeting at the end of semesters ● Evaluation meeting at the end of activities ● Questionnaires filled in by students and teachers 		
To boost academic performance and show improvement in students’ academic results.	<ul style="list-style-type: none"> ● Set more clear objectives of what Teachers and Students have to achieve. 	<ul style="list-style-type: none"> ● More than 70% of the students and teachers agree that their learning and teaching are more relevant to the students’ needs and abilities 	<ul style="list-style-type: none"> ● Questionnaires will be used to solicit the opinions of students and teachers. 	<ul style="list-style-type: none"> ● Assistant Principal ● Academic Department 	<ul style="list-style-type: none"> ● Sufficient time for subject panel meetings & results’ analysis

	<ul style="list-style-type: none"> ● Promote the practice of lesson preparation by students (collaboration with Project WISER) ● Encourage peer observation and exchange of professional dialogues of good teaching practices ● Set test & exam papers at the right level to reflect students' learning effectiveness and match the curriculum content. ● Use of formative and summative assessment to provide timely and 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 	<ul style="list-style-type: none"> ● Preparation works shown in the Project works. ● At least one peer observation should be done by each teacher in a year (before the 2nd term lesson observation) ● Students show better academic performances in internal and external exams, project work, homework and presentation including: ● 10% increase in the number of students who can pass in a subject. ● 10% increase in the number of students having an average mark of all subjects 50 or above. 	<ul style="list-style-type: none"> ● Evaluation filled-in by teachers of Project WISER. ● Peer Observation Record ● Students' learning outcomes such as exam results, assignments, project work, presentations 	<ul style="list-style-type: none"> ● All Subject Teachers 	<ul style="list-style-type: none"> ● E-learning platforms to be introduced by the School for collecting data for evaluation and for encouraging students to do lesson preparation
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	<p>curriculum design.</p> <ul style="list-style-type: none"> ● Organize S6 after-school tutorials to clear any students' misunderstanding of their learning content. ● 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. 	<ul style="list-style-type: none"> ● 5% increase in the passing rate of each HKDSE subject. ● 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. 	<ul style="list-style-type: none"> ● HKDSE results ● S6 tutorial records ● Questionnaires filled in by students 		
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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	<ul style="list-style-type: none"> ● To implement a transparent conduct system at the school and meet students and parents regularly. ● To strengthen the use of “Good Deeds Scheme” ● To implement “Positive Education” co-operated with the Hong Kong Christian Service and the University of Hong Kong ● To set-up Volunteer Services Team this year ● To provide job shadowing opportunities for S3-S6 students 	<ul style="list-style-type: none"> ● At least 10% decrease of the number of students who fail to meet the promotional / graduation requirements. (90% attendance & Conduct C) ● All the teachers at school will award students through “Good Deeds Scheme” at least once. ● At least 5% improvement in the scores of the relevant sections of APASO done by our students compared with last year ● 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. 	<ul style="list-style-type: none"> ● Students’ Attendance Records ● Students’ punishment and award records ● Data from APASO ● Volunteer Services Team records 	Sep 2019 -Jun 2020	Student Affair Master Discipline and Guidance Team Career and Life-planning Team Class Teachers Social Workers	An online reward and punishment system IT Support My Pledge to Act - Expressing gratitude, to cherish, be proactive and optimistic (2019)’ Funding Programme Sufficient time for student support meetings with class teachers□

<p>To help students develop a habit of self-reflections and rectify their own misbehavior</p>	<ul style="list-style-type: none"> ● Meet students and parents regularly ● Strengthen the use of “Reflection Scheme” for students to reflect & improve 	<ul style="list-style-type: none"> ● At least 70% of the students who have got punishment records will go through “reflection scheme” ● 	<ul style="list-style-type: none"> ● Students’ discipline records ● Students’ reflection records 	<p>Sep 2019 -Jun 2020</p>	<p>Student Affair Master</p> <p>Discipline and Guidance Team</p> <p>Class Teachers</p>	<p>Sufficient time for student support meetings with class teachers□</p>
<p>To provide more opportunities and increase students’ participation in improving the learning atmosphere of School</p>	<ul style="list-style-type: none"> ● 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) 	<ul style="list-style-type: none"> ● At least 90% of all students participate in school’s lunch time or after-school sports 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 	<ul style="list-style-type: none"> ● Schedules of activities at school ● ECA records ● School website information ● Questionnaires filled-in by students 	<p>Sep 2019 -Jun 2020</p>	<p>Assistant Principal</p> <p>Student Affairs Master</p> <p>ECA Team</p> <p>IT Team</p>	<p>Sufficient support from the School for the organization of the lunch time & after-school sports and ECAs for students □</p> <p>IT Support</p>
<p>To develop a sense of unity and cohesion among students in class and hence enhancing their sense of belonging towards the School</p>	<ul style="list-style-type: none"> ● To encourage students to join inter-class competitions and more external competitions. ● To encourage students & teachers in managing and decorating their classrooms and the school campus 	<ul style="list-style-type: none"> ● At least 90% of all students participate in inter-class competitions. ● At least 50% of all students participate in external competitions. ● At least 5% improvement in the scores of the relevant sections of APASO done by our students compared with last year 	<ul style="list-style-type: none"> ● Schedules of activities at school ● Records of the External competition ● Data from APASO ● 	<p>Sep 2019 -Jun 2020</p>	<p>Assistant Principal</p> <p>Academic Team</p> <p>ECA Team</p> <p>IT Team</p>	<p>Sufficient time for teachers to carry out relevant works with students</p> <p>IT Support</p>