

地利亞修女紀念學校 (協和二中)  
**Delia Memorial School (Hip Wo No.2 College)**  
**2020/2021**

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
<p>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>	<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>● 舉辦試後學科活動。 Post-examination activities which is related to academic</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。 Improved test scores of students who participated in after-school tutorial classes.</li> <li>● 出席有關活動後，學生能完成寫作活動或報告。 After attending the activities or training course, students are able to finish writing activities or 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>● 活動之作品及報告 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>1.2 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 workshops during OLE.</li> <li>● 為有情緒支援需要的同學提供表達藝術治療小組或戲劇工作坊，協助學生消除壓力。 Provide an Expressive Arts therapy group or drama workshops for students to help them handle stress and build confidence.</li> <li>● 家訪</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助其認識自己，建立自信。 70% of students agree that an Expressive Arts therapy group or drama workshop 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>

	Home visits to students who cannot attend school properly	<p>know themselves better and build confidence.</p> <ul style="list-style-type: none"> <li>● 家訪嚴重缺席之特殊教育需要同學</li> </ul> <p>Home visits to students who have a serious absence problem.</p>	Home visits' records		
	<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 學生提供課後輔導。 Provide tutorial classes for non-Chinese speaking SEN students.</li> <li>● 舉辦試後文化活動。 Post-examination cultural 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>● 學生於課後輔導的後測成績比前測提升。 Students' improved test scores in tutorial classes.</li> <li>● 出席有關活動後，學生能完成專題報告。 After attending the relevant activities, students are able to finish the reports.</li> </ul>	<ul style="list-style-type: none"> <li>● 學生出席活動紀錄 Student attendance record</li> <li>● 前測及後測成績 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 psychologist provides services to schools, conducts assessments and follows up student cases as well as to advise teachers.</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>	<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。 Evaluation of students who are suspected of special learning needs and completion of all referrals of the year.</li> <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 psychologist provides professional advice to students; students' communication skills or</li> </ul>	<ul style="list-style-type: none"> <li>● 教育心理學家評估報告 Educational psychologists' assessment report</li> <li>● 教育心理學家到校服務紀錄 Educational psychologists' school service record</li> <li>● 臨床心理學家到校服務紀錄 Clinical</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>

		<p>problem-solving skills are improved.</p>	<p>psychologists' school service record</p> <ul style="list-style-type: none"> <li>● 班主任認為學生之溝通能力或解難能力有所改善。 Class teacher's recognition of improvement in the students' communication skills and/or problem-solving skills.</li> </ul>		
--	--	---	--	--	--

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>● SEN 小組向教師提供 SEN 學生之教學策略。 SEN Team will provide teachers 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 worksheets or learning materials for students with learning differences during class observations.</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 using different teaching strategies in daily teaching to adjust for students with learning differences.</li> <li>● 教師在共同備課時分享 SEN 支援策略。 Teachers share SEN support strategies in panel meeting.</li> <li>● 科任教師填寫 SEN 學生之學習支援表。 Subject teachers fill in the learning support form for SEN students.</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> <li>● 教師問卷 Questionnaire for Teachers</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 the training activities are helpful for handling SEN students.</li> </ul>	<ul style="list-style-type: none"> <li>● 教師問卷 Questionnaire for Teachers</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> </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 teachers' needs. The 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 finish their homework, and carries out SEN-related duties required by teachers.</li> <li>● 每學期舉辦至少一次 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 students file</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 Workers</li> <li>● 所有教師 All teachers</li> </ul>	/
--	--	--	---	---	---

**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、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, media production course, dessert making courses etc. to help students develop multiple intelligences. The activities are carried out in conjunction with the open day.</li> <li>● 舉辦歷奇活動或宿營活動，培養學生領導能力及團體合作精神。 Organize adventure training or camping activities to cultivate students' leadership skills and team spirit.</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>● 超過七成教師認為活動對發展 SEN 學生潛能有幫助。 More than 70% of teachers agree that those activities 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 Teachers</li> <li>● 開放日攤位活動 Open day booths</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 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</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</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</li> </ul>	<ul style="list-style-type: none"> <li>● 特殊教育需要統籌主任</li> </ul>	<ul style="list-style-type: none"> <li>● 到校服務機構（參見財政報告）</li> </ul>

	<p>文化。 Provide cultural tours and camping activities to help students understand Hong Kong culture.</p>	<p>專題報告。 After attending the event, students can complete the report.</p>	<p>Student's work and report</p>	<p>SENCO ● 相關科任老師 Subject teacher</p>	<p>School service organization (refer to financial report)</p>
	<p>3.3 共融活動 Inter-cultural activities ● 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 related items on the open day booths to enhance their confidence.</p>	<p>● 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.</p>	<p>● 教師問卷 Questionnaire for Teachers ● 開放日攤位活動 Creative market on open day</p>	<p>● 學生事務主任 Student Affairs Master ● 特殊教育需要統籌主任 SENCO ● 社工 Social Workers</p>	<p>● 到校服務機構（參見財政報告） School service organization (refer to financial report)</p>