SALEM - Immanuel Lutheran College Annual School Plan (2014/15)

Theme: Developing students to be active and disciplined learners in meeting future challenges
Yearly slogan: To discover new horizons, we take the initiative to learn together 「進取自主學習强,互勵攜手境界張」

Major Concern 1: Developing active learners

	Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
1	Strengthen the implementation of junior curriculum to build up foundation knowledge and skills for junior form students					
	1.1 Deepen the skills of reading to learn					
	(a) Employ appropriate types of reading and /or reading strategies to cater for the subject-based	Over 80% of subjects implemented reading to learn and conducted students' evaluation	Evaluation in subject meetings	Whole year	Subjects involved	
	learning goals	Different types of reading like extensive reading, pleasure reading and intensive reading were carried out				
		Relevant reading tasks and reading materials were devised				
		Over 90% of students completed the reading tasks				
		Over 70% of students agreed that the implementation of reading could achieve the target learning goals	Students' evaluation			
	(b) Motivate student to participate in reading competition	Students were arranged to participate in reading competition	Evaluation in subject /unit meetings St. donted and best in a	Whole year	English, Library	
		Over 70% of students had positive feedback	Students' evaluation			
	(c) Overview the effectiveness of the implementation of reading in school	An overview of the effectiveness of the implementation of reading in school was completed	Evaluation in committee meetings	2 nd term	CAC	

	Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
1.2	Evaluate and further develop the Skills and Language Across the Curriculum (SLAC)					
	(a) Further revise and evaluate the implementation of the LAC and Project Work curriculum	S3 project work manual was drafted according to 2017 DSE LS IES requirement	Evaluation in subject meeting	Whole year	LS	
		Project work and LAC materials were further modified				
		Subjects conducted students' evaluation to review the implementation of the SLAC	Students' evaluation	Whole year	Subjects involved, Library	
	(b) Further implement language	Language support tasks were implemented	Evaluation in subject meetings	Whole year	Subjects involved	
	support tasks	Over 70% of students agreed that the tasks could enable them to use English to learn the subjects	Students' evaluation			
	(c) Overview the implementation of the SLAC	 A mechanism was established to ensure the work effectiveness of the SLAC An overview of the effectiveness of the SLAC was completed 	Evaluation in committee meetings	2 nd term	CAC	
1.3	Implement Assessment for Learning					
	(a) Apply whole school approach to implement the school target AFL strategy to enhance teaching &	Over 80% of subjects implemented the school target AFL strategy and conducted student evaluation	Evaluation in subject meetings	Whole year	Subjects involved	
	learning	Over 70% of students agreed that the AFL strategy could achieve the target learning goals	Students' evaluation			
		An overview of the effectiveness of the implementation of the AFL strategy was completed	Evaluation in committee meetings	2 nd term	CAC	
	(b) Develop the use of assessment data to enhance teaching & learning	Measures and tasks were devised to use assessment data to enhance teaching & learning	Evaluation of committee meetings	Whole year	AAC. CAC. SLSC. ITC.	

Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
	Positive feedback was received from teachers and students				
Nurture self-regulated learning habits (a) Apply different strategies to foster self-regulated learning habits	 Different strategies were selected to foster self-regulated learning habits Over 70% of subjects agreed that the strategies could foster students' self-regulated learning habits 	 Evaluation in subject meetings Students' evaluation 	Whole year	Subjects involved	
(b) Develop pre-lesson tasks to promote self-directed learning	 Pre-lesson tasks were developed according to the target learning goals Over 70% of students agreed that the pre-lesson tasks could promote self-directed learning 	 Evaluation in subject meetings Students' evaluation 	Whole year	Subjects involved	
(c) Operate the Self-directed Learning Room	80% of the utilization could follow the purposes and regulations for the use of the room	Evaluation in committee meetings	Whole year	Library	
(d) Further apply Assessment as Learning (ASL) in Student Learning Journal (SLJ) to enhance metacognition	Assessment data were employed in Student Learning Journal (SLJ) to enable students to set learning goals and keep track of their learning	Evaluation in committee meetings	Whole year	SLSC	
2 Enhance the learning effectiveness to cope with the NSS curriculum for senior form students					
Evaluate and revise the implementation of the NSS curriculum (a) Use data analysis to evaluate the effectiveness of the implementation of the NSS curriculum	Data analysis was conducted to evaluate the effectiveness of the implementation of the NSS curriculum	Committee meetings	Whole year	CAC, SLSC	

Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
(b) Review 2014 HKDSE results and suggest ways for improvement	All HKDSE subjects reviewed the public examination results and suggested ways for improvements	Evaluation in the 1 st subject meeting	Sept 2014	DSE exam subjects	
2.2 Explore learning strategies to build up senior form learners					
(a) Apply learning strategies to cater for the learning needs of individual subject	Appropriate strategies were implemented to cater for the learning need of individual subject	Evaluation in subject meetings	Whole year	Subjects involved	
	Over 70% of students acquired the learning strategies to learn the subjects	Students' evaluation			
(b) Further employ career planning to promote learning motivation	 Form periods and alumni sharing session related to career planning were organized to enhance learning motivation Positive feedback received from students and teachers 	Evaluation in committee meetings	Whole year	CAC, Career & Guidance Unit	Career and Life Planning Grant
2.3 Employ appropriate examination skills to boost HKDSE results					
(a) Apply appropriate examination skills to boost HKDSE results	 Appropriate examination skills were implemented to boost HKDSE results Over 60% of subjects had better HKDSE results 	Evaluation in subject meetings	Whole year	HKDSE subjects	
	Over 70% of students agreed the examination skills could help them to get a better grasp of HKDSE	Students' evaluation			
(b) Explore strategies and/or tasks to promote elite enhancement	Strategies and/or tasks for elite enhancement were implemented	Evaluation in subject meetings	Whole year	HKDSE subjects, CAC, SLSC	
	Over 70% of subjects found the strategies and /or tasks could enhance the academic performance of the elites	Evaluation in committee meetings			

Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
3 Cultivate academic culture to promote active learning					
3.1 Provide academic programs and activities to widen students' horizon and deepen subject skills and knowledge					
(a) Motivate students to participate in competitions	Over 60% of subjects motivated students to participate in competitions	Evaluation in subject meetings	Whole year	Subjects involved	
	Over 70% of students agreed that the participation of competitions could widen their horizon and deepen subject skills and knowledge	Students' evaluation			
(b) Organize academic programs and activities	Different types of academic programs and activities were organized	Evaluation in subject meetings	Whole year	Subject involved	
	Over 70% students agreed that the academic programs and activities could achieve the target learning goals	Students' evaluation			
(c) Overview the implementation of academic activities in school	An overview of the implementation of academic activities in school was conducted	Evaluation in subject meetings	Whole year	CAC	
3.2 Enrich learning environment to cultivate academic atmosphere					
(a) Explore measures to enhance the physical learning environment	Different measures were implemented to enrich the learning environment / to promote academic atmosphere in class	Evaluation in subject meetings	Whole year	Subjects involved SLSC	
(b) Explore measures to promote academic atmosphere in classroom	Over 70 % of subjects agreed that the measures could achieve the target goals	Evaluation in committee meetings			
4 Build up professional teaching team to foster teaching effectiveness					
4.1 Cultivate professional exchange culture					

Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
(a) Arrange inter-subject sharing of good pedagogical practices among teachers	At least one inter-subject sharing of good pedagogical practices among teachers was arranged	Evaluation in committee meetings	2 nd term	CAC	
	Over 70% of teachers had positive feedback	Teachers' evaluation			
(b) Share the good practice of implementing the subject improvement plans	One staff development program was arranged to facilitate the sharing of the good practice of implementing the subject improvement plans	Evaluation in committee meetings	June 2015	CAC	
	Over 70% of teachers agreed that the program could enhance their teaching capacity	Teachers' evaluation			
4.2 Strengthen the curriculum leadership among panel heads					
(a) Arrange professional exchange among subject panel heads	Professional exchange among subject panel heads was conducted in panel head meetings	Evaluation in committee meetings	Whole year	CAC	
	Over 70% of panel heads had positive feedback				
(b) Arrange meetings to discuss the subject development with individual panel head	Meetings were arranged for over 70% of the subjects	Evaluation in committee meetings	Whole year	CAC	
4.3 Enhance the use of T&L strategies among subject teachers					
(a) Conduct school-based inspection	 An assignment display was conducted Over 70% of teachers agreed that the assignment display could provide them with better understanding of students' performance 	 Evaluation in committee meetings Teachers' evaluation 	Once a term	CAC	
			Whole year	CAC	

Strategies / Tasks	Success Criteria	Evaluation Method	Time Scale	Responsible Department / Person	Resources
(b) Organize professional development programs and activities	 At least three professional development programs and activities were organized 	Evaluation in committee meetings			
	 Over 70% teachers agreed that the programs and activities could enhance their teaching competency 	Teachers' evaluation			

Major Concern 2: Developing Disciplined Students

	Strategies / Tasks		Success Criteria			Evaluation Method	Time-frame	Responsible Department/ Person	Resources
1	Maintain a higher expectation on students' self-control								
		nance students' awareness and rpen their skills in self-management							
	(a)	Monitor students' attitude in attending lessons/assemblies	•	Students attended lessons/ assemblies punctually and with full concentration	•	Observation by the DGC teachers-in-charge Evaluation in committee meetings	Whole year	DGC	
	(b)	Design assemblies for junior / senior forms to convey the message of character building	•	Prefects selected the areas for school-based character building with teachers	•	Observation by the DGC teachers-in-charge Evaluation in committee meetings	S.1-3:Mar 2015 S.4-5: Jul 2015	DGC	
	(c)	Continue the correction plan for late-comers	•	Students having 10 late records was reduced by 10%	•	Statistics of attendance record	Whole year	DGC and school office	
	(d)	Encourage students to focus on drilling the skill of time management in homework submission	•	More students could submit their homework as scheduled/60% of students found the schedule could help them to finish their work on time	•	Evaluation in panel meetings/ teachers' record/ Questionnaire /survey	Whole year	BAFS, CE, Eco and VA	

	S	Strategies / Tasks		Success Criteria		Evaluation Method	Time-frame	Responsible Department/ Person	Resources
	(e)	Introduce e-learning platforms for e-learning across curriculum	•	S.1 and S.2 students were able to manage e-learning materials given	•	Keeping track of the students' accounts in the cloud server	Feb-June 2015	ITC	
	(f)	Set "worship" as the theme of morning devotion to help students to realize our God as the centre of life in order to sharpen their awareness of self-management	•	20% of teachers echoed the theme in the morning devotion	•	Statistics and evaluation in committee meetings	Whole year	RAC	
	(g)	Co-ordinate whole school academic and non-academic activities	•	Re-scheduled whole school extra-curricular activities and student competitions A whole school calendar was drafted and students were notified about whole year EAC events	•	Teachers' observation on students' time management Evaluation in committee meetings	Nov 2014	EAC	
1.2		students to make ethical decisions ehave responsibly							
	(a)	Arrange an assembly to share the gospel and positive life attitudes	•	Over 60% of S.3 to S.5 students showed positive response to the assembly	•	Questionnaire/ Evaluation in committee meetings	Feb 2015	RAC	
	(b)	Continue the scheme "Immediate Consequence" to help students to correct their behaviours		Fewer cases of misbehaviour were reported	•	Evaluation in committee meetings Teachers' feedback	Whole year	DGC	
	(c)	Arrange a briefing session for each form after morning devotion	•	Twice a term in each form	•	Evaluation in committee meetings Teachers' feedback	Whole year	DGC form coordinators	
	(d)	Promote the proper and safe use of the Internet and provide guidelines for cyber ethics for students (the resources from the Hong Kong Government)	•	S.1 and S.2 students were able to make good use of the Internet for school work	•	Questionnaire/ Q&A/ Worksheets/ Class discussions	Oct 2014- April 2015	ICT	
	(e)	Encourage students to donate old computers, peripheral devices and other digital equipment to charitable organizations	•	Students disposed of digital garbage properly Regular reminders to students	•	Evaluation in committee meetings	Sept 2014- June 2015	ICT	

	\$	Strategies / Tasks		Success Criteria		Evaluation Method	Time-frame	Responsible Department/ Person	Resources
1.3	effort	tor students to ensure they make t on fulfilling the commitments in cent student posts							
	(a)	Provide training workshops and form relevant teams (SU and Houses and Sports Association)	•	4 workshops and training sessions were arranged by YWCA	•	Teachers' feedback and evaluation in committee meeting	Oct 2014 and Feb 2015	EAC	Beat Drug Fund
	(b)	Review the expectations of student leaders Provide clear and concrete requirements and criteria to assess student leaders' performance	•	Student leaders and team members were supervised by teachers with clear objectives (award criteria) and requirements A revised assessment tool was drafted	•	Teacher in-charge's feedback and evaluation in committee meetings	Whole year	EAC	
	(c)	Provide different serving chances for student leaders in major school events	•	Students played a good model to schoolmates and acted as a leader showing confidence and courage in different contexts	•	Evaluation in relevant meetings and/ or teachers' feedback	Oct 2013- July 2014	Dean 3, teachers in charge of student leader teams	
2.1	inclu	ote the need of courteous manners ding the careful handling of onships with the opposite sex							
	(a)	Uphold the policy on dating and work closely with social workers	•	Fewer rumors/jokes among students were found	•	Evaluation in committee meetings and Form meetings	Whole year	DGC and Social Worker	
	(b)	Follow known cases of dating	•	The behaviours of known lovers were found appropriate	•	Evaluation in committee meetings and Form meetings	Whole year	DGC and Social workers	
	(c)	Arrange assembly on sex education	•	Students and teachers gave positive feedback	•	Evaluation in committee meeting and/ or questionnaire	S.2-3:Sept 2014 S.4-5: Dec 2015	LEC	
	(d)	Carry out uniform check	•	All students' look and behaviors were improved	•	Statistics of Record of Misbehavior of Students	2 major and minor checks a year	DGC	
	(e)	Patrol in or outside school campus	•	Students' awareness of their proper behaviour was increased	•	Evaluation in committee meeting/ Form meetings	Whole year	DGC and class teachers	
	(f)	Arrange a talk by the Police Public Relations Bureau	•	Senior form students' awareness of legal responsibility such as cyber bully was increased	•	Students' feedback	1st term	DDGC	
2.2		e students to voice their opinions nutually respectful manner							

	Strategies / Tasks		Success Criteria		Evaluation Method	Time-frame	Responsible Department/ Person	Resources
(a)	Provide opportunities for students to voice their views and opinions on school affairs in a respectful manner	•	At least two forums were arranged on discussion about school affairs	•	Evaluation in committee meetings	Whole year	EAC	
		•	Proper manners for voicing opinions were instructed					
		•	Opinions were gathered and reflected by questionnaires to the school authority					
	•	Students' opinions were displayed through various channels						
(b)	Hold regular meetings for school teams to have their opinions	•	Student leaders felt being encouraged to express their opinions	•	Evaluation in panel meetings	Whole year	PE	
	voiced out			•	Questionnaire			
(c)	Create a community platform e.g. Facebook for students to share their views and ideas	•	Students posted messages regularly and expressed their views	•	Check and response to posts on communication platform and discussion with students	Feb-June 2015	ITC	

Major Concern 3: Coping with future challenges

		\$	Strategies / Tasks		Success Criteria		Evaluation Method	Time-frame	Responsible Department/ Person	Resources
1	adult respo	Prepare students to take up the role of adulthood: development of social & moral responsibilities and awareness of national & global identities		ulthood: development of social & moral sponsibilities and awareness of national						
	1.1	Mora	se school-based curriculum of al & National Education and dement related activities							MNEd Grant
		(a)	Organise "Election of Top Ten News of the PRC"	•	At least 300 students participated in the event	•	Evaluation in committee meetings/ students' evaluation form	Oct 2014- Jun 2015	LEC	
		(b)	Arrange a board display of "Two Brilliant Persons in China"	•	Two brilliant Chinese were introduced	•	Evaluation in committee meetings/ students' evaluation form	Oct 2014- Jun 2015	LEC	
		(c)	Cooperate with Chinese History: Election of Historical Great Persons in CHINA	•	At least 150 students participated in the event	•	Evaluation in committee meetings/ students' evaluation form	Oct 2014- Jun 2015	LEC	

Strategies / Tasks				Success Criteria		Evaluation Method	Time-frame	Responsible Department/ Person	Resources
1.2		Strengthen students' awareness of social issues							
	(a)	Arrange news enquiry studies for S.4 to S.5	•	Two times were arranged	•	Evaluation in committee meetings	Juli 2013	LEC	
	(b)	Give students more information about current issues (HK's political reforms, poverty/ waste problem)	•	Two board displays and campaigns were arranged and organized	•	Evaluation in committee/panel meetings		LS	
								EAC LEC	
	(c)	Encourage students to take action/ participate in social affairs by attending various relevant activities	•	Current social issues were discussed in class	•		Whole year	LS	
				(LS lessons)	4:	committee/panel		EAC	
			•	Fund-raising activities and exhibitions were arranged			LEC		
	(d)	Provide students with more exposure to current issues	•	ere implanted (Econ) • Evaluation in panel meetings		Whole year	BAFS, Econ & PE		
			•	Online resources and e-platform were provided (BAFS & PE)	re				
1.3	Deep natio	oen students' knowledge of our on							
	(a)	Join the Students Study Trip to Mainland China organized by the EDB	•	At least 120 S.2 students participated in the tour	•	Evaluation in committee meeting and students' evaluation form	Jan or March 2015	LEC	
	(b)	Discuss issues on economic development in China	•	Topic named "RMB exchange rates" was covered in S6	•	Evaluation in panel meetings	Sept 2014– June 2015	Eco	
1.4	citize	ind students' of their global enship and their responsibility to ect the environment							
	(a)	Organise an event related to "Save the Earth"	•	At least one assembly was arranged for S.2-S.3	•	Evaluation in committee meetings	Nov 2014	LEC	
	(b)	Collect donations of Chinese New Year gifts for the programme "Recycle of Chinese New Year Gifts"	•	At least 20 gifts were collected	•	Evaluation in committee meetings	Jan 2015	LEC	
	(c)	Expose students to environmental problems and arouse the discussion on responsibility	•	One to two issues were discussed in S5 lessons	•	Observation Teacher's feedback	Oct 2014	Bio	