

*Learning with Commitment*

*Serving with Gratitude*

**Annual School Plan 2022 - 2023**



# Annual School Plan 2022-2023

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SHCC\_Annual School Plan 2022-2023

**I. Major Concerns 2022-2023****1. Learning and Teaching***Empowering our students to be committed self-directed learners***Focus 1:** Strengthening the abilities of students to engage in self-directed learning**Focus 2:** Strengthening teachers' roles and abilities as facilitators of learning

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Strengthening the abilities of students to engage in self-directed learning</p> <p>1.1 Deepening higher-order thinking skills of students</p> <p>1.1.1 Introducing systems thinking to systematically within subject contents in S1</p>	- Throughout the year	<p>- Systems thinking is introduced systematically to S1 students in at least two academic department.</p> <p>- 70% of S1 students are able to apply systems thinking in their work.</p>	<p>- Department reports, student reflections</p> <p>- Student work, teacher evaluations, department reports</p>	- PBL & Thinking Skills Enhancement Team, HoDs, teachers and students	- Appropriate programmes on systems thinking for teachers and students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1.2 Empowering S2 students to apply systems thinking and design thinking in PBL projects	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- Design thinking is introduced to S2 students.</li> <li>- 80% of S2 students are able to apply design thinking in their work.</li> <li>- 80% of TAs agree that students are able to apply systems thinking and design thinking in the process</li> </ul>	<ul style="list-style-type: none"> <li>- Department reports, student reflections</li> <li>- Student work, teacher evaluations, department reports</li> </ul>	<ul style="list-style-type: none"> <li>- PBL &amp; Thinking Skills Enhancement Team, HoDs, teachers and students, TAs</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate programmes on designs thinking for teachers and students</li> </ul>
1.2 Teachers promoting deep learning and reading.  <ul style="list-style-type: none"> <li>- Teachers adopting various L&amp;T strategies to promote deep learning and reading in different subjects</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of teachers have promoted deep learning in their lessons.</li> <li>- 70% of teachers have engaged in reading-related activities.</li> </ul>	Reflection of teachers, surveys	Different departments and teams	<ul style="list-style-type: none"> <li>- Time for teachers to explore different L&amp;T and reading strategies in class</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3 Students being encouraged to enhance their learning with the aid of information technology.</p> <ul style="list-style-type: none"> <li>- Implementation of the second phase of BYOD</li> <li>- Strengthening STEM education for junior forms, providing S1 students with mass programmes and pull-out programmes</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- The first phase of BYOD is implemented according to schedule.</li> <li>- At least 75% of senior students find BYOD beneficial to learning.</li> <li>- At least 75% of S1 students find the BYOD beneficial to learning.</li> <li>- 70% of teachers agree that BYOD is beneficial to learning.</li> <li>- 75% of students find the programme conducive to their understanding on the use of AI.</li> <li>- 80% of students agree that the programme deepen their interest in STEM activities</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of teachers and students, department evaluation reports and minutes of meetings</li> <li>- Survey</li> </ul>	<ul style="list-style-type: none"> <li>- eLearning Steering Committee, HoDs, teachers and students</li> <li>- STEM Co-ordinating Team</li> </ul>	<ul style="list-style-type: none"> <li>- eLearning Steering Committee, teachers and students</li> <li>- Financial resources</li> <li>- Availability of suitable programmes</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.4 Teachers applying DI strategies and providing students with formative feedback on their performance to facilitate student learning	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 75% of teachers give formative feedback regularly.</li> <li>- 75% of teachers agree that they apply DI strategies regularly.</li> <li>- 75% of students agree that teachers' feedback help them improve.</li> <li>- 75% of students agree that teachers vary their teaching strategies according to their need.</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of teachers and students</li> <li>- Examination</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>- Teachers and students</li> </ul>
1.5 Creating space and time for students to explore beyond the classroom  <ul style="list-style-type: none"> <li>- Students were encouraged to take part in different learning opportunities beyond the classroom on OLE Fridays/ Activities Day/ during Activities Week</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of participants agree that the Activities Week widens their exposure.</li> <li>- 70% of students agree that they benefitted from the programmes organised on OLE Fridays/ Activities Day/ during Activities Week.</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation reports, questionnaires, reflection of teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>- OLE Team, departments and teams concerned</li> </ul>	<ul style="list-style-type: none"> <li>- Availability of suitable programmes</li> <li>- Financial resources</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.6 Students being encouraged to take part in pull-out programmes, external competitions/ activities and extended learning to widen their exposure and to stretch their potential	- Throughout the year	<ul style="list-style-type: none"> <li>- 70% of students agree that they are informed of external activities through different platforms in school.</li> <li>- 70% of participants find that the programmes they joined are helpful in stretching their potential.</li> </ul>	<ul style="list-style-type: none"> <li>- Questionnaires, reflection of students</li> <li>- Surveys, reflection of teachers and students</li> </ul>	- OLE Team, Gifted Education Team, different departments and teams	- OLE Team, Gifted Education Team, different departments and reams
1.7 Introduction of Information Literacy and Entrepreneurship Education					
1.7.1 Information Literacy Framework is introduced to students	- Throughout the year	- 80% of students are aware of the Information Literacy Framework.	- Questionnaires	- IT Team and ICT Department	
1.7.2 The framework of Entrepreneurship Education is introduced to teachers	- Throughout the year	- 80% of teachers understand the spirit of Entrepreneurship Education.	- Surveys	- Entrepreneurship Education Team	



Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 2:</u> Strengthening teachers' roles and abilities as facilitators of learning</p> <p>2.1 Strengthening peer lesson observation as a platform for professional development</p> <p>2.2 Soliciting professional support to enhance school-based development in learning and teaching as well as student qualities</p> <p>2.3 Enhancing the proficiency of teachers in eLearning</p> <ul style="list-style-type: none"> <li>- Organising workshops on eLearning apps for different departments as required</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of teachers find lesson observation useful in enhancing their professional development.</li> <li>- Professional support was sought.</li> <li>- 75% of department/ team members concerned find the support helpful.</li> <li>- At least one workshop on eLearning app is organised for the department requiring it.</li> <li>- At least 70 % of participants find the workshops useful.</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of teachers</li> <li>- Department evaluation reports</li> <li>- Reflection of teachers</li> <li>- Evaluation reports</li> <li>- Surveys</li> </ul>	<ul style="list-style-type: none"> <li>- SDT, teachers concerned</li> <li>- Departments and teams concerned</li> <li>- All teachers, Pedagogy Exploration and Enhancement Team, eLearning Steering Committee, SDT</li> </ul>	<ul style="list-style-type: none"> <li>- Availability of common time slots for observation and discussion</li> <li>- Time for exploring eLearning</li> <li>- Appropriate workshops</li> <li>- Time for workshops</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.4 Using data to inform learning and teaching - Review the practice of various departments	- Second term	- Report on the use of data is collected and ready by June 2023	- Surveys	- SDT	- Time for designing survey

## 2. Student Quality Development

*Grooming our students to be grateful, value-driven young people, ready to serve and share with others*

**Focus 1:** Strengthening values education

**Focus 2:** Attending to the mental well-being of students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Strengthening values education</p> <p>1.1 Understanding the revised Canossian Values Education Framework</p>	- October to November 2022	<ul style="list-style-type: none"> <li>- Seminar/ Workshop was conducted to help teachers</li> <li>- 80% of participants agree that they have understood the Canossian Values Education Framework</li> </ul>	- Surveys	- SDT	- Availability of speakers

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
1.2 Implementation of Canossian Values Education	- Throughout the year	- 75% of students have taken part in at least two activities related to assuming one's responsibilities in learning and family.  - 75% of participants found the activities meaningful and helpful.	- Home period records, minutes of evaluation meetings, questionnaires	- Promotion of Positive Education Core Team, HrTs, HrPs, students, departments and teams concerned	- Time for organising mass programmes for students
1.2.1 Incorporating Canossian Values Education into teaching	- Throughout the year	- All departments have incorporated the Canossian Values Education into their curriculum.	- Evaluation reports, reflection of teachers, examination of documents	- Promotion of Values Education Team, HoDs	- Clear Canossian Values Education Framework
1.2.2 Incorporating Canossian Values Education into Activities	- Throughout the year	- At least 2 such activities are organised during the year.  - 75% of participants had a better understanding on Canossian values in these activities.	- Reflection of participants/ surveys	- Promotion of Values Education Team, Team Heads	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.2.3 Serving with love and respect  - Conducting review on service learning  - Gratitude, love and respect being stressed in the process of service	- January to May 2023	- Gratitude, love and respect are stressed in the service learning curriculum.  - 70% of students show gratitude/ appreciation/ love in their service.	- Examination of the service learning curriculum  - Reflection of students  - Observation of teachers	- Teachers concerned, Community Service Coordination and Service Learning Team	- Availability of service opportunities in face of pandemic

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3 Promotion of Positive Education</p> <p>1.3.1 Implementing S1 to S3 Positive Education curriculums in Home Periods</p> <p>1.3.2 Organising extended learning activities on positive psychology for different levels of students</p>	<p>- Throughout the year</p> <p>- Throughout the year</p>	<p>- 70% of S1 and S3 students find that the positive education home period are useful in helping them build a positive outlook.</p> <p>- 70% of participants find that the positive education activities help them cultivate a positive mindset.</p>	<p>- Surveys, students' reflections</p> <p>- Surveys, feedback from students and teachers</p>	<p>- Promotion of Positive Education Core Team, HrTs and HrPs, students</p>	<p>- Time for review meetings</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3.3 Cultivating a sense of belonging among students</p> <p>1.3.3.1 Launching of the Special Website to cultivate a sense of belonging among students</p> <p>1.3.3.2 SHCC Homecoming Day 2022</p>	<ul style="list-style-type: none"> <li>- First Term</li> <li>- Throughout the year</li> <li>- November 2022</li> </ul>	<ul style="list-style-type: none"> <li>- The Special Website is launched by the end of 2022.</li> <li>- 70% of visitors (teachers and students) agree that the website provides a platform for students to share their talents with others.</li> <li>- 70% of visitors agree that they enjoy the visit</li> </ul>	<ul style="list-style-type: none"> <li>- Surveys</li> <li>- Surveys</li> </ul>	<ul style="list-style-type: none"> <li>- SAT</li> <li>- Departments and teams concerned</li> <li>- Special working Group</li> </ul>	<ul style="list-style-type: none"> <li>- Financial resources for launching the website</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 2: Attending to the mental well-being of students</b></p> <p>2.1 Assistance given to students with needs in the area</p> <ul style="list-style-type: none"> <li>- CoP is engaged in providing support to students</li> </ul> <p>2.1.1 Empowering teachers to be sensitive to the mental well-being of students</p> <ul style="list-style-type: none"> <li>- Staff development programme on mental well-being of students arranged for all teaching staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of participants concerned find the service helpful</li> <li>- 70% of teachers find the programme helpful in equipping them to address the mental well-being of students.</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from parents/ students/ CoP/ evaluation/ observation of teachers</li> <li>- Surveys</li> </ul>	<ul style="list-style-type: none"> <li>- AP</li> <li>- AP, Staff Development Team</li> </ul>	<ul style="list-style-type: none"> <li>- Financial resources</li> <li>- Availability of suitable speakers</li> </ul>



Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1.2 Introduction of the Mental Well-being Ambassadors Scheme  - Training of Mental Well-being Ambassadors	- Throughout the year	- 70% of Mental Well-being Ambassadors find the training programme useful for them to provide peer support to students in need.  - 70% of Mental Well-being Ambassadors agree they help to create a positive culture on school campus.	- Reflection of students  - Questionnaire	- Promotion of Values Education Team	
2.2 Building a supportive environment at home  - Organising workshops on positive education for parents	- Throughout the year	- 70% of the participants find the workshops helpful in cultivating a positive mindset.  - 70% of participants (both parents and students) find that the workshop on parent-child relationship is conducive to the building of parent-child relationship.	- Surveys, reflection/evaluation from participants	- Promotion of Positive Education Core Team, parents and students	- Time for parents to participate, additional financial resources

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2.3 Cultivating a deeper understanding on Chinese culture</p> <ul style="list-style-type: none"> <li>- Extended learning activities being organised to deepen students' understanding and appreciation on Chinese culture</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- At least one activity is organised for the senior and junior students respectively.</li> <li>- 70% of students find that they have a deeper understanding on Chinese culture from the activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Activities records, evaluation reports and reflections of students</li> </ul>	<ul style="list-style-type: none"> <li>- Departments and teams concerned, OLE Team, SLP Team</li> </ul>	<ul style="list-style-type: none"> <li>- Availability of extended learning activities under the pandemic</li> </ul>

### 3. Administration

*Providing an energizing environment for learning and teaching to take place*

**Focus 1:** Sustaining positive school ethos

**Focus 2:** Maintaining a healthy and safe environment for teachers and staff

**Focus 3:** Ensuring sustaining development in school management

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Sustaining positive school ethos</p> <p>1.1 School history project</p> <ul style="list-style-type: none"> <li>- Conducting document search on school history</li> <li>- Collecting artefacts from alumnae</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- A proposal on the renovation of the School Heritage Corner is ready by June 2023.</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation report</li> </ul>	<ul style="list-style-type: none"> <li>- School History Project Team</li> </ul>	<ul style="list-style-type: none"> <li>- Donation of artefacts</li> <li>- Time and space for the document search</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 2</u> Maintaining a healthy and safe environment for teachers and staff</p> <p>2.1 Improving school facilities for the welfare of teachers and students</p> <p>2.2 Organising staff and student wellness programmes</p>	<p>- Throughout the year</p> <p>- Throughout the year</p>	<p>- 70% of teachers/ students agree that the School has tried to upgrade the school facilities</p> <p>- Suggestions on improvement of school facilities are collected from teachers and students.</p> <p>- At least two improvement projects are under way by August 2023.</p> <p>- At least two programmes are organised to foster staff wellness.</p> <p>- At least two programmes are organised to foster student wellness.</p>	<p>- Feedback from students and teachers</p> <p>- Evaluation by Staff Welfare Team and SDT</p> <p>- Evaluation by homeroom teachers and Counselling Team</p>	<p>- Administration Core Team, School Maintenance and Repair Team</p> <p>- Staff Welfare Team, Staff Development Team, Counselling Team</p>	<p>- Time and space for teachers and students to join the programmes</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 3</u> Ensuring sustaining development in school management</p> <p>3.1 Capacity Building</p> <ul style="list-style-type: none"> <li>- Staff being informed of the different professional development programmes</li> <li>- Different professional development programmes being recommended to teachers</li> </ul> <p>3.2 Staff being well-informed of various school policies through different channels</p>	<ul style="list-style-type: none"> <li>- Throughout the year</li> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 80% of staff members agree that they are well informed of the information on various training programmes.</li> <li>- 80% of staff members agree that they are well informed of the information on school policies.</li> </ul>	<ul style="list-style-type: none"> <li>- Surveys</li> <li>- Surveys</li> </ul>	<ul style="list-style-type: none"> <li>- SDT</li> <li>- Senior school management, Administration Core Team</li> </ul>	<ul style="list-style-type: none"> <li>- Time and space for staff to join training programmes</li> </ul>

**II. Financial Budget (as at 31 August 2022)**

<b><u>BUDGET SUMMARY FOR 2022-2023</u></b>		
<b>CODE</b>	<b>PROGRAMME ITEM</b>	<b>TOTAL ALLOCATION (HK\$)</b>
A01-A08	Premises	1,745,500.00
A09-A18	Administration	5,352,000.00
C01-C24	Curriculum	2,910,982.50
P01-P35	Pastoral Care	3,800,827.00
S01-S04	School Improvement Projects	2,250,000.00
	<b>Total</b>	<b>16,059,309.50</b>

### III. Plan for Use of Special Grants (as at 31 August 2022)

#### 1. Capacity Enhancement Grant (CEG)

**Estimated Total Expenses: HK\$ 438,900.00**

**Task Areas:**

1. Improving the language proficiency of junior students
2. Improving the academic performance of senior students in the core subjects
3. Enhancing teaching and learning effectiveness in Chinese writing

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required (HK\$)	Performance Indicators	Assessment Mechanism
1. Improving the language proficiency of junior students	<ul style="list-style-type: none"> <li>✧ Offering remedial classes for students who are weak in English Language and Chinese Language</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students will clarify their misconceptions in English grammar, improve their awareness of parts of speech and correct spelling.</li> <li>✧ Students' foundation in Chinese Language will be improved through training on writing skills and comprehension skills.</li> </ul>	Throughout the school year from September 2022 to July 2023	<b>128,900.00</b>	<ul style="list-style-type: none"> <li>✧ Average attendance rate at 80%</li> <li>✧ Students showing improvement and greater commitment to their learning throughout the programme</li> <li>✧ Subject teachers' observation on participating students being positive</li> </ul>	<ul style="list-style-type: none"> <li>✧ Attendance records</li> <li>✧ Assessment records</li> <li>✧ Evaluation reports from tutors</li> <li>✧ Observation from subject teachers</li> </ul>

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required (HK\$)	Performance Indicators	Assessment Mechanism
2. Improving the academic performance of senior students in the core subjects	<ul style="list-style-type: none"> <li>✧ Offering enhancement classes for students who are less able in English Language and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students will be able to master the basic concepts and skills in the respective subjects.</li> <li>✧ Students will be better adapted to the HKDSE requirements and have a better grasp of the skills needed.</li> </ul>	Throughout the school year from September 2022 to July 2023	<b>110,000.00</b>	<ul style="list-style-type: none"> <li>✧ Improvement shown in internal and public exams</li> <li>✧ Individual needs of students are better catered for</li> </ul>	<ul style="list-style-type: none"> <li>✧ Feedback from participants</li> <li>✧ Evaluation reports from tutors</li> <li>✧ Observation from subject teachers</li> </ul>



Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required (HK\$)	Performance Indicators	Assessment Mechanism
3. Enhancing teaching and learning effectiveness in Chinese writing	<ul style="list-style-type: none"> <li>✧ Promoting teacher development through co-planning of lessons under professional guidance</li> <li>✧ Strengthening Chinese teachers' skills in paper setting and marking through professional training</li> <li>✧ Providing enhancement and enrichment classes for students to enhance and consolidate their writing skills</li> </ul>	<ul style="list-style-type: none"> <li>✧ The bridging between the curriculum and pedagogy in junior and senior Chinese writing will improve.</li> <li>✧ Skills and accuracy in teachers' question setting and marking will be enhanced.</li> <li>✧ Students' writing skills, including the ability to construct their ideas, will be strengthened.</li> </ul>	Throughout the school year from September 2022 to July 2023	<b>200,000.00</b>	<ul style="list-style-type: none"> <li>✧ Assessments show improvement in writing skills.</li> <li>✧ Subject teachers find the programme content useful for daily teaching</li> </ul>	<ul style="list-style-type: none"> <li>✧ Pre-tests and post-tests for students to observe their progress</li> <li>✧ Feedback from students and teachers</li> </ul>

## 2. Diversity Learning Grant (DLG)

**Estimated Total Expenses: HK\$ 269,500.00**

The following programmes are adopted with the support of Diversity Learning Grant (DLG) from the Education Bureau:

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way diverse learning needs of students are catered for)	Tentative Programmes	Duration of the programme / course	Target students	Estimated number of students involved in the school year 2022-2023	Evaluation of student learning / success indicators	Estimated Expenses (HK\$)	Teacher-in-charge
English Language Pull-out Programme	Organising a two-day workshop to allow students to hone their English debating skills by a native speaking coach	S4 Activities Days – English Debate Workshop	2 days	S4	24	Students are able to speak confidently and their presentation skills are enhanced.	<b>9,000.00</b>	OLE Team and AoL & Gifted Education Team
Chinese Language Pull-out Programme	Organising the Chinese Language pull-out programme ‘Chinese Enhancement Writing Workshop’ which enables students to develop their ability to generate ideas, think flexibly, and write with richer vocabulary	Chinese Enhancement Writing Workshop	1 month	S6	20	Students are able to demonstrate a reflective attitude in appreciating the beauty of Chinese literature.	<b>10,000.00</b>	Chinese Department and AoL & Gifted Education Team

<b>DLG funded Programme(s)</b>	<b>Strategies &amp; benefits anticipated (e.g. in what way diverse learning needs of students are catered for)</b>	<b>Tentative Programmes</b>	<b>Duration of the programme / course</b>	<b>Target students</b>	<b>Estimated number of students involved in the school year 2022-2023</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenses (HK\$)</b>	<b>Teacher-in-charge</b>
Leadership Training Programme	Organising a series of workshops on mediation for student leaders so they are better prepared to mediate the disputes of their peers through reflective activities that promote respect among people of diverse backgrounds, experiences and points of view.	Mediation Workshops for Student Leaders	2 sessions (6 hours)	S4 – S6	28	80% of the participants display problem-solving, conflict de-escalation techniques and effective communication skills in the workshops.	<b>12,000.00</b>	AoL & Gifted Education Team
Science Pull-out Programme (Biology)	Organising Biology Pull-out Programme which enables students to apply the knowledge of Biology and to identify the pathogens of unknown diseases through learning about Microbiology.	Biology Enrichment Programme	3 sessions (6 hours)	S4 – S5	20	80% of the participants are able to learn the characteristics of various microorganisms, understand the human immune system and the current application of immunology in scientific research and medicine through various hands-on experiments.	<b>4,800.00</b>	AoL & Gifted Education Team

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way diverse learning needs of students are catered for)	Tentative Programmes	Duration of the programme / course	Target students	Estimated number of students involved in the school year 2022-2023	Evaluation of student learning / success indicators	Estimated Expenses (HK\$)	Teacher-in-charge
STEM Pull-out Programme (Physics)	Organising Physics Pull-out Programme which enables students to apply the knowledge of Physics and learn basic concepts of mechanics through a series of material testing experiments, structural tower and bridge construction exercises. Design, drawings and hands-on construction exercises can train students' problem-solving and creative ability.	Physics Enrichment Programme	3 sessions (6 hours)	S4 – S5	20	80% of the participants are able to understand the physical properties of common materials and apply them to design and structural construction.	<b>4,800.00</b>	AoL & Gifted Education Team

<b>DLG funded Programme(s)</b>	<b>Strategies &amp; benefits anticipated (e.g. in what way diverse learning needs of students are catered for)</b>	<b>Tentative Programmes</b>	<b>Duration of the programme / course</b>	<b>Target students</b>	<b>Estimated number of students involved in the school year 2022-2023</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenses (HK\$)</b>	<b>Teacher-in-charge</b>
Aesthetic Enrichment Programme	Organising a series of art and craft workshops for students to understand and appreciate the art of Han Tribe and Chinese classical calligraphy. Students can also benefit from mindfulness experience for their mental health.	Chinese Seal Engraving Course	3 sessions (4.5 hours)	S4 – S5	30	80% of the participants are able to engrave a personal seal with their Chinese names in classical calligraphy and appreciate Chinese culture.	<b>3,900.00</b>	Visual Arts Department and AoL & Gifted Education Team
Local or Overseas Learning/ Exchange Programmes	Subsidising registration fees for overseas learning/ exchange programmes for exceptionally gifted students	Local or overseas online programmes	10 days	S4 – S5	45	Participants reflect their learning outcomes with presentations or reports.	<b>225,000.00</b>	AoL & Gifted Education Team

### 3. Learning Support Grant (LSG)

#### Income

Item		Amount (HK\$)
Surplus allowed to be retained at the end of last school year (i.e. as at 31st August)	(a)	82,511.00
The 1st allotment in the 2022-2023 school year	(b)	212,954.00
Estimated amount of the 2nd allotment in the 2022-2023 school year	(c)	298,051.00
<b>Total income (d) = (a) + (b) + (c)</b>		<b>593,516.00</b>

#### Expenditure

Item		Amount (HK\$)
Employing additional full-time and/ or part-time teachers		N/A
Employing additional TAs		N/A
Hiring of professional services		350,000.00
Purchasing teaching resources and aids		3,000.00
Organising programmes on learning or inclusive culture, conducting school-based teacher training programmes and organising home-school co-operation activities		150,000.00
<b>Total expenditure (e)</b>		<b>503,000.00</b>

#### Balance

Item		Amount (HK\$)
<b>Estimated accumulated surplus by the end of this school year (f) = (d) – (e)</b>		<b>90,516.00</b>

## 4. Life-wide Learning Grant

**Estimated Total Expenses: HK\$2,451,077.00**

Category 1: To organise / participate in life-wide learning activities

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
1.1	<b>Local Activities:</b> To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes											
1	Visit YHA Mei Ho House, Sham Shui Po  To know more about the important milestone in the development of public housing. This project will combine with oral history and writing.	Cross-disciplinary (Others)	Activities Week in Jan 2023	S2	150	There will be a briefing session before visit. After that, students will write a composition or report, which will be calculated in the term marks.	9,000.00	✓	✓			✓
2	Chinese cultural activities  To enhance students' understanding of Chinese culture, and combine various activities to give students a multi-level understanding.	Cross-disciplinary (Others)	OLE Friday and Activities Week	S1 & S4	300	Students have learning results after completion, or art results or feelings and experiences after activities	60,000.00	✓		✓		

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No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences					
				Level	Estimated Number of Participants			I	M	P	S	C	
3	<p>Debate Coach, Interhouse Debate Competition, Interschool Debate Competition expenses</p> <p>To learn about advanced skills on the preparation and actual participation in various kinds of competition, which include data research, drafting of speeches, listening to and identifying opponents' speeches, speech delivery, instant rebuttals, etc.</p>	Chinese Language	Whole year	S1 – S5	300	<p>1. To equip at least 10 debaters capable of participating in interschool debating competitions.</p> <p>2. To join at least 3 interschool debating competitions.</p> <p>3. Every participant should have at least 80% attendance.</p> <p>4. Participants should be able to research data, draft speech for the mock competition of the course.</p>	105,150.00	✓					
4	<p>Publication of students' articles</p> <p>To publish a book on students' writing to recognise students' effort and promote Chinese Literature in school.</p>	Chinese Literature	Jul 2023	S1 – S6	19	Monitor by S6 Chinese Literature teacher	14,000.00	✓					



No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences					
				Level	Estimated Number of Participants			I	M	P	S	C	
5	Workshop / Talk in supplement to S4 public speaking & inter-class competition  To offer students advice on public speaking from experienced speaker(s) to help them prepare for inter-class competition.	English Language	Mar / Apr 2023	S4	Whole level	Observation and feedback from teachers attending the workshop	900.00	✓					
6	S5 Debating Workshop  To offer students advice on debating from experienced speaker(s) to help them prepare for inter-class debating competition.	English Language	Mar / Apr 2023	S5	Whole level	Observation and feedback from teachers attending the workshop	900.00	✓					
7	Association of EMI Schools Drama Fest 2023  To offer students opportunities to apply the knowledge and skills learnt in Drama lessons.	English Language	TBC	S1 – S3	30	Observation and feedback from teachers involved  Feedback from students	2,500.00	✓		✓			

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No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
8	NESTA Competitions (Speak Out, Page to Stage, Puppetry)  To offer students opportunities to apply the knowledge and skills learnt in Drama lessons.	English Language	Mar – May 2023	S1 – S3	20	Observation and feedback from teachers involved  Feedback from students	1,300.00	✓		✓		
9	Puppet Show  To offer students opportunities to apply the knowledge and skills learnt in Drama lessons.	English Language	Mar 2023	S1	Whole level	Observation and feedback from teachers involved  Feedback from students	1,200.00	✓		✓		✓
10	Experience as a Journalist course to Secondary School Students  To offer students with an interest in journalism a chance to learn the skills used in the profession and an opportunity to feel the work environment of a news agency.	English Language	Jul – Aug 2023	S4 & S5	10	Observation and feedback from teacher(s) involved  Feedback from students	28,000.00	✓				✓

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
11	Face-to-face and electronic debate training sessions  To provide training to the school debating team and help debaters prepare for debating competitions.	Debating Skills	Sep 2022 – Jul 2023	Debating Team members	10	Observation and feedback from teachers involved  Feedback from participants	31,000.00	✓	✓	✓		
12	S5 Geography Field Study Camp  To gain first-hand experience in conducting fieldwork for enquiry studies of Geography.	Geography	Sep 2022	S5	18	Students' performance in fieldwork-based questions in school assessments and the public examination result	4,050.00	✓				
13	S4 Geography Field Trip to Tung Chung  To explore the natural fluvial environment of the Tung Chung River catchment area, the channelised part of the river and the estuary habitat.	Geography	Oct 2022	S4	21	Students' interest in learning Geography and effectiveness in understanding the concepts about river	2,640.00	✓		✓		

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences					
				Level	Estimated Number of Participants			I	M	P	S	C	
14	Outside-school excursions (Local Tour in Hong Kong) <ul style="list-style-type: none"> <li>- To facilitate students' interest in the subject</li> <li>- To nurture students' positive values to understand the present in the context of the past, their own community and culture</li> <li>- To allow students to explore beyond the classroom and facilitate their learning</li> </ul>	History	Apr 2023	S4 & S5	40	<ul style="list-style-type: none"> <li>- Pre-trips for teachers if needed</li> <li>- Professional exchanges on how to design the learning activities</li> <li>- Observation</li> <li>- Worksheet</li> <li>- Debriefing (e.g. discussion)</li> </ul>	6,000.00	✓					
15	Interschool mathematics competitions To enhance students' interest in Mathematics and to explore in Mathematics.	Mathematics	Mar 2023	S1 – S5	26	The number of competitions participated and the students' feedback on training materials	3,000.00	✓					
16	Workshops / Talks by artists on creativity <ul style="list-style-type: none"> <li>- To widen students' horizons in different aspects of art</li> <li>- To provide art skills training for the students</li> </ul>	Arts (Visual Arts)	First Term / Second Term	S1 – S5 Visual Arts Term members	50	Evaluation form	12,000.00			✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
17	Voluntary Service To provide the chance for the students to serve the needy in the community through art.	Community Service	First Term / Second Term	S1 – S5 Visual Arts Term members	50	Art production or evaluation form	2,000.00			✓		
18	Mini Art Exhibition To provide the chance for the students to appreciate different kinds of art form and cultivate their aesthetic attitude.	Arts (Visual Arts)	Nov 2022	S1 – S6	800	Student feedback	3,000.00			✓		
19	Talk(s) about video production and related career Students learn about the operations of media production and post-production, understand new media trends and related careers.	Cross-disciplinary (Others)	Nov 2022	S1 – S5	60	Completion of the talk and evaluation form	800.00			✓	✓	

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
20	Workshop on self-esteem  To groom students to become confident and self-directed learners.	Counselling Project	TBC	S2	10	Teacher advisors of the Character Development Team will provide guidance on self-directed learning programme throughout the school term. Participants will be able to learn more about different learning strategy and plan their study. CDT will collect feedback from teachers and students, and also carry out questionnaires.	1200.00		✓			
21	Mission in Prison  To deepen their understanding towards crime prevention and rehabilitation.	Values Education	TBC	S1 – S5	10	Teacher advisors of the Character Development Team will accompany the students to join this programme. CDT will collect feedback from teachers and students by questionnaires.	1,000.00		✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
22	Positive challenges and Election  To strengthen values education and cultivating positive outlook, raise the awareness and show good mode of conduct in their daily life.	Values Education	TBC	S1 – S5	Whole School	Students will be able to complete 5 days challenge about positive value, reflect on themselves and vote for a role model with positive value.	1,000.00		✓			
23	Service at Food Angel  To deliver food packs and loving care to people who are in need.	Community Service	TBC	S4 – S5	20	Teacher advisors of the Character Development Team will accompany the students to join this programme. CDT will collect feedback from teachers and tutors, and also carry out questionnaires.	1,500.00		✓			✓
24	Programmes on media education (by Hong Kong Press Council)  To help students to acquire skills and knowledge to identify credible sources from various media.	Moral, Civic and National Education	Feb 2023	S4	20 – 30	Questionnaire and observation	4,000.00		✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
25	Local study tour  To help students cultivate a sense of belonging through visiting the historical sites and understanding the local culture.	Moral, Civic and National Education	Mar 2023	S1 – S5	15	Questionnaire and observation	4,200.00		✓			
26	Heartslink Community Service Project  To allow student volunteers to reflect on their gifts and talents, develop a strong sense of commitment and gain different generic skills through yearlong programmes.	Community Service	Sep 2022 – May 2023	S3 – S5	60	Group sharing and evaluation form	8,000.00					✓
27	S4 Service Project  To provide a chance for all S4 students to enrich their service experience and to understand themselves more for the betterment of their personal growth.	Community Service	Nov 2022 – May 2023	S4	130	Debriefing and sharing of experience, reflection on service portfolio.	12,000.00					✓



No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
28	Joint School Service Project To empower students to be committed self-directed organisers and learners in joint school community service.	Community Service	Apr 2023	S4 – S5	40	Debriefing and evaluation form	4,000.00					✓
29	Guidance Sisters Training and Gathering Day (3 times, at school) To train the leadership and communication skills of students	Counselling Project	TBC	S1, S3 – S5	40	Self-reflection of participants	8,900.00		✓			
30	Small Group Workshops To enhance self-confidence and self-direction of students	Counselling Project	TBC	S1 – S6	TBC	Self-reflection of participants	12,000.00		✓			
31	Form Assembly for S1-6 To develop students' character	Counselling Project	TBC	S1 – S6	TBC	Self-reflection of participants	23,100.00		✓			

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No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
32	Training Camp for Discipline Prefects  To develop students' leadership skills to expand our students' other learning experiences	Leadership Training	Jan 2023 – Feb 2023	S3 – S5	50	Discipline Prefects carry out their duties with confidence.	12,500.00		✓			
33	Drama Training Workshops  To cultivate students' skills in drama and to prepare for the performance in the Hong Kong School Drama Festival	Arts (Drama)	Sep 2022 – Apr 2023	S1 – S5	20	Observation, Adjudication from the Hong Kong School Drama Festival	55,400.00			✓		
34	Inter-house Drama Competition  To promote students' interest, skills and appreciation of drama	Arts (Drama)	Jul 2023	S1 – S5	Whole School	Observation, Adjudication from the panel of judges	18,400.00			✓		
35	Visit to Mil Mill  To raise students' awareness on recycling and take part in the process of paper recycling	Green Education	Apr 2023	S1 – S5	30	Post-activity questionnaire / reflections	4,400.00		✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences					
				Level	Estimated Number of Participants			I	M	P	S	C	
36	<p>Organic Farming</p> <p>To train students to be organic farmers and to appreciate nature. Renovation of the organic Garden and training is provided to a group of students followed by regular planting at the school campus. Trained students can teacher four more schoolmates on organic farming in the regular planting activities.</p>	Green Education	Oct 2022 – May 2023	S1 – S6	15 – 20	Post-activity questionnaire / reflections and the condition of the organic garden	18,000.00		✓	✓	✓		
37	<p>Low Carbon Week - A series of activities such as a talk, workshop, video sharing and interclass competitions during the week.</p> <p>To give students information on leading a low carbon life so that they can put them into practices.</p>	Green Education	14 – 18 Nov 2022	S1 – S6	900	Post-activity questionnaires / reflections	2,500.00		✓				

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
38	Puppet art show cum clay puppet workshop  To provide an opportunity for students to understand more about the Chinese culture.	Cross-disciplinary (Others)	Jan 2023	S2	180	By observation, evaluation from teachers and students	40,000.00	✓	✓	✓		
39	S5 Activities Days: Hong Kong History Tour  To allow students to understand more in-depth the history of Hong Kong through exploring remaining monuments and sites.	History	Apr 2023	S5	30	By observation, evaluation from teachers and students	34,000.00	✓	✓			
40	S5 Activities Days: Programme on energy efficiency  To allow students to understand how companies can reduce the use of energy by increasing energy efficiency.	Cross-disciplinary (Others)	Apr 2023	S5	30	By observation, evaluation from teachers and students	34,000.00	✓	✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
41	S5 Activities Days: Traditional craft-making workshop  To provide an opportunity for students to understand more about the Chinese culture.	Cross-disciplinary (Others)	Apr 2023	S5	30	By observation, evaluation from teachers and students	40,000.00	✓	✓	✓		
42	S4 Activities Days: Public Speaking Programme  To allow students to hone their public speaking skills through acting the roles of reporters.	Cross-disciplinary (Others)	Apr 2023	S4	50	By observation, evaluation from teachers and students	40,000.00	✓	✓	✓		
43	S4 Activities Days: Teamwork enhancement programme  To allow students to enhance their communication skills and teamwork through problem-solving games that take place outside of school.	Cross-disciplinary (Others)	Apr 2023	S4	30	By observation, evaluation from teachers and students	39,000.00		✓			
44	S4 Activities Days: English debate workshop  To allow students to hone their debating skills.	Debating Skills	Apr 2023	S4	24	By observation, evaluation from teachers and students	48,000.00	✓	✓	✓		

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
45	S4 Activities Days: CFST programme To allow students to develop their career aspiration.	Careers & Life Planning	Apr 2023	S4	140	By observation, evaluation from teachers and students	45,000.00		✓		✓	
46	S4 Activities Days: Communication skills training workshop To allow students to communicate with others more effectively and to resolve conflicts.	Counselling Project	Apr 2023	S4	23	By observation, evaluation from teachers and students	25,000.00	✓	✓	✓		
47	West Kowloon Tea House Matinee To provide an opportunity for students to understand more about the Chinese culture.	Cross-disciplinary (Others)	Apr 2023	S1 – S4	100	By observation, evaluation from teachers and students	5,000.00	✓	✓	✓		
48	Revitalisation of historic building in Hong Kong To acquire project, application, integration and problem-solving skills as they exercise their creativity and empathy.	Problem-based Learning	Sep 2022 – Apr 2023	S2	78	Presentation using PowerPoint, Poster and / or video.	11,500.00	✓	✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
49	自我保護 (S1 Form Assembly)  To teach students how to have self-protection	Sex Education	Nov 2022	S1	150	By evaluation forms and observation	1,000.00		✓			
50	迷戀與曖昧關係 (S3 Form Assembly)  To teach students how to distinguish between the different kinds of peer relationships	Sex Education	May 2023	S3	143	By evaluation forms and observation	1,000.00		✓			
51	認識性騷擾 (S5 Form Assembly)  To enable students to avoid sexual harassment	Sex Education	Mar 2023	S5	123	By evaluation forms and observation	1,000.00		✓			

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences					
				Level	Estimated Number of Participants			I	M	P	S	C	
52	Learning Day at Disneyland  To allow students to gain valuable experiences beyond the classroom and to provide opportunities for them to gain insight into their own selves and learn about setting life goals and pursuing their dreams with a positive attitude through understanding Disney's characters and tales.	Cross-disciplinary (Others)	Dec 2022	S1 – S4, S6	800	By observation, evaluation from teachers and students	400,000.00		✓	✓			
53	Life Planning Talk (S1: Dreams)  To encourage them to pursue their dreams.	Careers & Life planning	Sep 2022	S1	Whole form	Google survey form	2,500.00				✓		
54	Life Planning Talk (S2: Jobs of the Future)  To expose students to jobs of the future so that they can start building transferrable skills for work.	Careers & Life planning	Sep 2022	S2	Whole form	Google survey form	2,500.00				✓		



No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
55	Life Planning Talk (S4: Life Planning and Work Values)  To let students have an overall picture of life planning and value of work.	Careers & Life planning	Nov 2022	S4	Whole form	Google survey form	2,500.00		✓		✓	
56	Life Planning Talk (S5: Career Trends)  To equip students with the latest career trends on the market.	Careers & Life planning	Oct 2022	S5	Whole form	Google survey form	2,500.00				✓	
57	My City (Simulation for S3)  To enable students to understand their own strengths and develop teamwork. Students take up different roles to build a city.	Careers & Life planning	Mar 2023	S3	Whole form	Google survey form; worksheet feedback	28,800.00		✓		✓	
58	Career Live (S5)  To let students explore different workplace settings and work nature of different careers.	Careers & Life planning	Apr 2023	S5	Whole form	Google survey form; debriefing	32,000.00		✓		✓	

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
59	Mock Interview Programme (S6)  To prepare students for interview for post-secondary education.	Careers & Life planning	Jun 2023	S6	80	Google survey form: debriefing	18,000.00				✓	
60	Career Navigation and Life Value Workshop (S4)  To enable students to think and voice their own strengths through career navigation tools to identify and prioritise their career options; to build compassion and empathy for the disadvantaged by talking with people with disabilities	Careers & Life planning	Apr 2023	S4	Whole form	Google survey form; debriefing	28,000.00		✓		✓	
61	CV Profile Upgrade x Career Story-telling Workshop  To train students to write their own story with competency statements and establish their own career profile.	Careers & Life planning	Apr 2023	S5	Whole form	Google survey form	30,800.00		✓		✓	

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
62	Preparation for the release of HKDSE  To prepare students for modification of JUPAS choices and disseminate information on further studies.	Careers & Life planning	Jun 2023	S6	Whole form	Google survey form	5,000.00				✓	
63	S6 Multiple Pathways - JUPAS and other study opportunities  To prepare students for multiple pathways upon completion of S6.	Careers & Life planning	Sep 2022	S6	Whole form	Google survey form	600.00				✓	
64	Mentorship Programme  To facilitate students in careers aspiration and foster better bonding with SHCC alumnae.	Careers & Life planning	Dec 2022	S5 – S6	40	Google survey form	2,000.00		✓		✓	
65	Sacred Heart Enterprise Challenge (S.H.E Challenge)  To teach students entrepreneurial skills, including teamwork, leadership, communication and other professional skills	Careers & Life planning	Whole year	S3	120	Google survey form	5,000.00				✓	

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No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
66	Subsidising Sports/Dance Training Programmes  To provide key development to the members of school sports/dance teams who show commitment in training	Physical Development	Whole year	S1 – S6	100	Google survey form	182,000.00			✓		
67	Swimming Classes  To learn how to swim and learn about water safety	Physical Development	Feb – May 2023	S3	120	Google survey form	58,800.00			✓		
68	Activity Day between SHCSPS, SHCS & SHCC  To strengthen the connection between primary and secondary schools through sports activities	Physical Development	TBC	P1 – S6	TBC	Comments from primary school students and teachers	2,442.00			✓		
69	Outward Bound  To give physical training and character formation for S3 students	Physical Development	Jan 2023	S3	120	OBHK will take charge of the whole programme.  Certificates will be awarded to students who have completed the 5-day course.	286,000.00		✓	✓		

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
70	Subscription and Registration for HK Schools Sports Federation  To subsidise athletes inter-school competitions	Physical Development	Sep 2022	S1 – S6	150	Reflections/evaluation/debriefing done by students	43,200.00			✓		
71	Sports Interest Courses  To raise students' interest in various sports games	Physical Development	Whole year	S1 – S6	800	Google survey form and observations	69,000.00			✓		
72	Schools Dance Festival and interclass competitions  To teach students important values that they can carry through any challenge in life, such as discipline, time management, work ethic, aggression, competitive edge, attitude and strength	Dance Development	Whole year	S1 – S6	50	Dance competitions	27,220.00			✓		
73	75th Hong Kong Schools Music Festival  To showcase musical talents of each school (school music teams)	Arts (Music)	Mar 2023	S1 – S5	200	Comments and awards will be granted.	75,125.00			✓		

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No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
74	2022 Hong Kong Youth Music Interflows  To allow students to learn with renowned musicians and tutors	Arts (Music)	Nov 2022	S1 – S5	90	Comments and awards will be granted.	8,000.00			✓		
75	Hong Kong International A Cappella Competition 2022 – an annual interschool music competition  To showcase musical talents of each school (school choir)	Arts (Music)	Nov 2022	S3 – S5	18	Comments and awards will be granted.	2,200.00			✓		
76	Music Master Classes – Special instructions for music team members  To allow students to learn from renowned musicians and tutors	Arts (Music)	TBC	S1 – S5	200	Comments will be given to students. Students' feedback will be collected.	10,000.00			✓		

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
77	School Orchestra, coaching fees for School Orchestra and Chinese Orchestra  To provide quality training for school music teams and musically gifted students by professional coaches	Arts (Music)	Whole year	S1 – S5	200	Regular rehearsal sessions will be monitored by the music teacher. Participation in competitions or performance is required. Students' feedback will be collected by the end of school year.	211,750.00			✓		
78	Various inter-school music competitions  To showcase musical talents of each school	Arts (Music)	Whole year	S1 – S5	200	Comments will be given to students. Students' feedback will be collected.	7,500.00			✓		
<b>Sub-total of Item 1.1</b>							<b>2,387,277.00</b>					

1.2 <b>Non-Local Activities:</b> To organise or participate in non-local exchange activities or non-local competitions to broaden students’ horizons												
No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (HK\$)	Essential Learning Experiences				
				Level	Estimated Number of Participants			I	M	P	S	C
78	Overseas Music/Choral Competition or exchange  To provide chances for students to learn outside Hong Kong	Arts (Music)	Whole year	S1 – S5	200	Comments will be given to students. Students’ feedback will be collected.	53,000.00			✓		
<b>Sub-total of Item 1.2</b>							<b>53,000.00</b>					
<b>Estimated Expenses for Category 1</b>							<b>2,440,477.00</b>					

I: Intellectual Development (closely linked with curriculum)

M: Moral and Civic Education

P: Physical and Aesthetic Development

S: Community Service

C: Career-related Experiences



Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning

No.	Item	Domain	Purpose	Estimated Expenses (HK\$)
1	Adobe Premiere Pro, CyberLink PowerDirector 365	Cross-disciplinary (Others)	For students to edit videos	3,600.00
2	Windows laptop/ mirrorless camera	Cross-disciplinary (Others)	To buy equipment for better multi-camera live streaming quality and wireless live streaming	7,000.00
<b>Expenses for Category 2</b>				<b>10,600.00</b>
<b>Expenses for Categories 1 &amp; 2</b>				<b>2,451,077.00</b>

Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school:	830
Estimated number of student beneficiaries:	830
Percentage of students benefitting from the Grant (%):	100%

## 5. Promotion of Reading Grant

**Estimated Total Expenses: HK\$ 71,770.00**

	<b>Item</b>	<b>Estimated Expenses (HK\$)</b>
1.	School Library Purchase of Books <ul style="list-style-type: none"> <li>● Printed books and magazines</li> <li>● e-Books</li> </ul>	<b>52,000.00</b>
2.	Reading Team Projects <ul style="list-style-type: none"> <li>● Reading Team School-based Reading Scheme &amp; Reader of the Class Award</li> <li>● School Library Reading Activities               <ul style="list-style-type: none"> <li>Hiring local writers and professional service provider for conducting talks and theatre show</li> </ul> </li> </ul>	<b>5,680.00</b>  <b>15,000.00</b>

## 6. 支援非華語學生中文學習計劃 (2022–2023)

支援非華語學生學習中國語文及文化的主要目標：

- 讓非華語學生學習中國語文，認識中國文化
- 透過參加各類活動，提升學生對學習中國語文及傳統文化的興趣
- 鼓勵非華語學生走進社區，透過考察、交流，欣賞中華文化
- 建構共融校園

津貼使用期：由二零二二年九月至二零二三年八月，共一個學年。

計劃統籌：梁凱欣老師、洪妙芸老師

項目		預計費用 (HK\$)
1. 聘請額外教師 1名	<ul style="list-style-type: none"> <li>• 擬定非華語學習具體大綱及教材，如建立練習庫、成語庫、詞語庫等，有助非華語學生鞏固語文基礎</li> <li>• 與常規教學配合，作出個別指導</li> <li>• 指導非華語學生進行朗讀訓練（每週每級一次 / 早禱前 7:40-7:55），多作朗讀有助提升學生語感</li> <li>• 提供課後支援課程（每週一次），提升語文基礎能力</li> <li>• 舉辦共融校園（每學期共舉辦兩次），如利用共同課節舉辦猜燈謎；可在午膳時間與中文學會合辦舉辦</li> <li>• 舉辦參觀活動（每學期舉辦兩次），如參觀歷史博物館、認識社區文化或校外文化講座等</li> </ul>	204,270.00
2. 購買教學資源 或相關書籍	採購學與教資源，如文言互動特訓電子練習；購買自學材料或軟件，讓非華語學生多做鞏固練習、閱讀中文課外書籍，以鞏固其語文基礎	30,000.00
3. 僱用專業服務	校外導師／機構舉辦課後中文學習班（IGCSE課程）或協助教師舉辦共融校園活動	40,000.00
4. 舉辦推廣共融 校園活動	與中文學會合作，籌辦一些文化交流活動，增進認識彼此的文化，達至共融校園的氛圍	30,000.00
5. 舉辦校外考察 團	到訪與中國文化有關的著名景點如文武廟、戲曲中心等，有助提升對中國文化、香港生活面貌的認識	20,000.00
6. 教師培訓	為教師提供教授中文作為第二語言的培訓，並提高他們的文化敏感度	20,000.00
	<b>合計</b>	<b>344,270.00</b>

## 7. Citizenship and Social Development Grant

### The Citizenship and Social Development Grant for the school year 2022-23 in the Annual School Plan (ASP) 2022-23

Items	Amount (HK\$)	Targets
1. Developing or procuring relevant learning and teaching resources	<b>2,000.00</b>	S4 and S5 students
2. Subsidising students and/or teachers to participate in Mainland interflow activities or study tours relating to the CS curriculum	-	CS teachers and S5 Students
3. Organising school-based learning activities relating to the CS curriculum	<b>10,000.00</b>	S4 and S5 students
4. Organising and subsidising students to participate in joint-school/ cross-curriculum activities relating to the CS curriculum held in Hong Kong or in the Mainland	<b>30,000.00</b>	S4 and S5 students
<b>Total:</b>	<b>42,000.00</b>	

## 8. School-based After-School Learning and Support Grant (SBG)

A. The estimated number of students (count by heads) benefitted under this Programme is 25 (including A. 5 CSSA recipients, B. 12 SFAS full-grant recipients and C. 8 under school's discretionary quota).

B. Information on Activities to be subsidised/complemented by the Grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating			Estimated expenditure (HK\$)	Name of partner/service provider (if applicable)
					A	B	C		
Chinese Instrument Classes	Aesthetic growth and development	Learning Effectiveness	Attendance records and teacher's observation	Sep 2022 – Aug 2023	0	2	1	7,000.00	
Western Instrument Classes	Aesthetic growth and development	Learning Effectiveness	Attendance records and teacher's observation	Sep 2022 – Aug 2023	1	3	5	24,000.00	
Dance Classes	Cultivate students' interest in dancing through regular training	Learning Effectiveness	Attendance records and teacher's observation	Sep 2022 – Aug 2023	2	1	1	6,000.00	
Sports Training	Develop sportsmanship and prepare for inter-school competition	Learning Effectiveness	Attendance records and teacher's observation	Sep 2022 – Aug 2023	2	6	1	8,000.00	
<b>Total no. of activities: 4</b>				<b>@No. of man-times</b>	5	12	8		
				<b>**Total no. of man-times</b>	25				

Note:

\* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

\*\*Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

# Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C).

## **IV. Staff Responsibilities (2022-23)**

### **Senior Administrative Team (SAT)**

Principal Sr Veronica Fok  
Assistant Principals Miss Irene Yung, Miss Chan Yuk Lin, Mr David Hung  
Extended SAT Miss Renie Sinn, Ms Rita Law

### **Crisis Management Team**

SAT Counselling Mistress  
Discipline Master SEO Social Workers (involving student behaviour/emotions)  
Ad hoc members: HrTs and HrPs, other teachers concerned

### **Values Education Core team**

Miss Chan Yuk Lin, Ms Jacqueline Au Yeung, Miss Renie Sinn, Ms Laura Lai,  
Ms Christine Ng, Ms Nancy Chow

### **National Security Education Coordinating Team**

Convenor: Sr Veronica Fok

Heads/ Coordinators

- ✧ Civic Education Team
- ✧ Learning and Teaching Advancement Team
- ✧ Discipline Team
- ✧ Counselling Team
- ✧ Staff Development Team
- ✧ Values Education
- ✧ OLE
- ✧ Promotion of Chinese Culture

### **School Development Advisory Committee**

Convenor : Miss Chan Yuk Lin

SAT, Teacher Representatives, Student Representatives

## **Administration**

### **Core Team**

Miss Irene Yung, Mr Ted Chow, Mr Anthony Mo, Ms Rita Law, Mr Ben Tam

### **General Administration**

Miss Irene Yung

- ✧ Clerical Staff – Miss Irene Yung
- ✧ IT Technicians – Ms Rita Law
- ✧ Laboratory Technicians – Mr Kelvin Kwong
- ✧ Teaching Assistant – Miss Irene Yung
- ✧ Specialist – SENCO
- ✧ Janitor – Miss Ivy Ng

### **School Finance**

Mr Ted Chow

- ✧ Control Committee for School Budget  
Mr Ted Chow, Mr Hody Chan, Miss Elizabeth Choy
- ✧ Procurement  
Mr Kelvin Kwong
  - Tender Approval Committee  
Supervisor, Principal, VP/AP, Teacher, PTA rep
  - Tender Opening and Vetting Committee  
Mr Kelvin Kwong, Mr Ben Tam, Miss Ivy Ng, Miss Vivian Kan
- ✧ Supplies Inspection Team  
Miss Carol Lee, Ms Nikki Pun, Ms Karen Chan, Ms Canny Li

### **School Liaison**

- ✧ Alumnae  
Miss Maria Lam, Miss Renie Sinn
- ✧ Parents  
Ms Wendy Lee (PTA)  
Ms Hung Ching Ying (Parent Education)
- ✧ School Bus  
Miss Carol Lee
- ✧ External Affairs  
APs, Miss Renie Sinn, Mr Jackson Yau

### **School Maintenance & Safety**

Mr Ted Chow      Mr Franky Fung  
Mr Alex Li      Miss Ivy Ng

### **School Calendar & First Fifteen-day Coordination**

Mr Anthony Mo, Ms Winnie Law

### **Language Support**

- ✧ English  
Ms Laura Lai, Mrs Laxmiprasad, Miss Naylor Danielle
- ✧ Chinese  
Ms Leung Hoi Yan, Mr Chan Shing Wai, Miss Chang Wai Fong

## **School Documents**

Miss Irene Yung

✧ Plans and Reports

Miss Irene Yung, Mr David Hung, Ms Laura Lai

✧ Staff Manual

Teachers concerned

✧ Circulars

Teachers concerned

✧ School Webpage

Ms Rita Law, Ms Wanda Yiu, Miss Naylor Danielle, Teachers concerned

## **Scholarship and Awards Coordinating Team**

Miss Irene Yung, Mr Jackson Yau, Mr Wilfred Leung, Ms Zoe Chan (data collection),  
Miss Jacqueline Au, Miss Sharon Leung, Miss Lau Ling

✧ Sacred Heartist Award for All-round Development

Ms Winnie Law, Ms Canny Li, Miss Dorothy Au

## **School Management**

Mr Ben Tam

✧ WebSams

Mr Ben Tam, Ms Susanna Chow

✧ Timetabling and Substitution

Mr Ben Tam, Mr Ted Chow, Ms Susanna Chow, Mr Alex Li, Ms Amanda Wu

✧ Examination and Invigilation

Mr Ben Tam, Miss Jennifer Ng, Ms Sabrina Cheung

✧ Central Information Archive

Mr Ben Tam, Mr Hody Chan, Ms Rita Law, Miss Renie Sinn

## **IT Team**

Ms Rita Law

✧ IT Infrastructure and Logistics

Ms Rita Law, Mr Woo King Yan, Mr Andy Lo (IT Technician)

✧ IT in Administration

Ms Rita Law, Mr Ted Chow, Ms Zoe Chan, Mr Terry Cheung, Miss Kylie Chan

✧ IT in Education

- Students (BYOD), Parents

Ms Rita Law, Mr Franky Fung, Ms Hung Ching Ying

- Teaching Strategies

Mr Jackson Yau (SDT), Mr Wilfred Leung, departments

## **Stage Management and Campus TV**

✧ Stage Management Team

Miss Tung Hing Kwan, Mr Raymond Fong, Mr Franky Fung, Mr Terry Cheung

✧ Campus TV Team

Mr Wilfred Leung, Mr Hody Chan, Miss Dorothy Au, Miss Chan Wing Sze

## **Graduation Day Coordination**

Miss Chan Yuk Lin, Ms Zoe Chan, Mr Raymond Fong, Ms Leung Hoi Yan

## **Prize-giving Day Coordination**

Ms Maria Keung, Miss Jacqueline Au, Ms Hung Ching Ying, Ms Elaine Chan, Ms Canny Li



## **School Documents and Publications**

- ✧ School Plans and Reports  
Miss Irene Yung, Ms Laura Lai, Mr David Hung
- ✧ School Magazine & Concord
  - English Ms Paula Kong, Mrs Laxmiprasad, Ms Wanda Yiu
  - Chinese Miss Chan Yuk Lin, Miss Tung Hing Kwan
  - Design Ms So Wing See (School Magazine)
  - Photos Ms Wendy Lee (School Magazine)
- ✧ Circular  
Teachers concerned

## **Student Admission**

- ✧ Student Admission
  - S1 Admission and Registration  
Miss Maria Lam, Miss Renie Sinn, Ms Christine Ng, Miss Tiffany Lo
  - Other Levels  
Mr David Hung

## **Staff Development and Welfare**

- ✧ Staff Development  
Mr Jackson Yau, Mr Thomas Hung, Miss Tat Hoi Ki
- ✧ Staff Appraisal  
SAT, HoDs, Team Heads
- ✧ Staff Welfare  
Ms Jacqueline Au Yeung, Miss Hung Miu Wan

## **Meeting Recording**

Miss Vivian Kan

- ✧ Staff Meeting  
Mrs Laxmiprasad, Miss Naylor Danielle
- ✧ SIS  
Miss Vivian Kan

Miss Irene Yung

- ✧ Promotion Meetings  
Mrs Laxmiprasad, Miss Naylor Danielle

## **Venue Coordination**

Ms Zoe Chan, Miss Ivy Ng

## **School Improvement, Evaluation and Planning**

- ✧ SAT, HoDs/Team Heads, All Staff Members, Mr Ben Tam (Data Provision)
- ✧ Team Heads
- ✧ All staff member

## **Special Working Groups**

- ✧ Staff Duty Roster  
Mr Anthony Mo, Miss Lau Ling
- ✧ MCs for School Events  
Ms Winnie Law, Ms Laura Lai, Ms Jenny Wong
- ✧ History Research Project  
Ms Winnie Lam, Miss Clara Ho, Miss Salina Cheung

- ✧ Classroom Renovation  
Miss Irene Yung, Mr Ted Chow (admin), Ms Rita Law (IT), Ms Wanda Yiu (reading),  
Mr Zinc Tsang (L&T), Ms Hung Ching Ying (Homeroom)
- ✧ SHCC Homecoming Day 2022  
Miss Renie Sinn (Music), Ms So Wing See (VA), Miss Janet Wu (Dance),  
Miss Maria Lam (AA), Ms Connie Lam (AA)
- ✧ First Floor Spiritual Garden  
Ms Jacqueline Au Yeung (Spiritual), Ms Christine Ng (Green),  
Mr Franky Fung (Maintenance), Ms Ellen Chan (S1 HrT), Miss Silver Lau (VA)

## Learning and Teaching

### **Learning & Teaching Advancement Team**

Mr David Hung, Mr Zinc Tsang, Ms Nancy Chow (counselling), Ms Maria Keung, Miss Elizabeth Choy

### **Curriculum Development**

Mr David Hung

#### ✧ Key Learning Areas

- Chinese Language – Ms Leung Hoi Yan
- English Language – Miss Irene Yung
- Mathematics – Mr Jackson Yau
- LS / CS – Ms Nancy Chow
- PSHE – Ms Nancy Chow
- Science – Mr Kelvin Kwong
- Aesthetics & Physical Development – Miss Renie Sinn
- Technology – Mr Woo King Yan

#### ✧ Departments

##### **Biology**

Mr Kelvin Kwong

##### **Business, Accounting & Financial Studies**

Mr Hody Chan

Mr Thomas Hung

##### **Chemistry**

Mr Zinc Tsang

##### **Chinese History**

Miss Chang Wai Fong

##### **Chinese Language**

Ms Leung Hoi Yan

Mr Chan Shing Wai

##### **Chinese Literature**

Miss Chan Yuk Lin

##### **Computer Studies**

Mr Woo King Yan

##### **Dance**

Miss Janet Wu

##### **Economics**

Ms Nikki Pun

##### **English Language**

Miss Irene Yung

Ms Magee Au

##### **English Literature**

Ms Paula Kong

##### **Geography**

Ms Maria Keung

##### **History**

Ms Winnie Lam

##### **Home Economics**

Ms Wendy Lee

##### **Integrated Science**

Miss Elizabeth Choy

##### **Liberal Studies (C&S)**

Ms Nancy Chow

##### **Life and Society**

Ms Jenny Wong

##### **Mathematics**

Mr Jackson Yau

Ms Elaine Chan

##### **Music**

Miss Renie Sinn

##### **Physical Education**

Mr Raymond Fong

##### **Physics**

Mr Ted Chow

##### **Putonghua**

Miss Lau Ling

##### **Religious & Moral Education**

Ms Jacqueline Au Yeung

##### **Visual Arts**

Ms So Wing See

### **Academic Advancement**

- ✧ Assessment Literacy  
L&T Advancement Team, HoDs
- ✧ Assessment Monitoring  
KLA Coordinators, HoDs
- ✧ Learning and Teaching Strategies  
SDT, IT in Education

### **Academic Support for Students**

Mrs Ivy Yeung (SENCO)

- ✧ SEN  
Mrs Ivy Yeung, Miss Silver Lau, Counselling Mistress, Education Psychologist, Speech Therapist, School Social Workers & professionals concerned
- ✧ Student Learning Support  
Mrs Ivy Yeung, Miss Susanna Wong, Mr Kevin Chan, Miss Hung Miu Wan (NCS)

### **Examination Affairs**

- ✧ Internal Examinations/Assessments
  - Timetables and Invigilation  
Examination and Invigilation Team
  - Special Arrangements for SEN Students  
SENCO
  - Other Affairs  
Mr David Hung, Discipline Team (If needed)
- ✧ External Examinations/Assessments
  - HKDSE  
Mr David Hung, Members of L&T Advancement Team
  - TSA  
Ms Nancy Chow, Miss Elizabeth Choy
  - Pre-S1 Attainment Test  
Mr Zinc Tsang, Ms Nancy Chow

### **PBL and Thinking Skills Enhancement Team**

Miss Elizabeth Choy, Miss Chan Wing Sze, Ms Sabrina Cheung, Ms Nikki Pun, Mrs Laxmiprasad

### **Student Allocation**

- ✧ S1 to S6  
Miss Elizabeth Choy
- ✧ S4 Electives Allocation  
Mr Zinc Tsang

### **S1 Bridging Course**

Ms Winnie Lam, Ms Magee Au, Mr Franky Fung, Ms Chan Ka Ling

### **Library and Self-Access Learning Centres**

Mrs Rosa Choy, Miss Emily Cheng

### **Reading Team**

Ms Wanda Yiu, Mrs Rosa Choy, Ms Jenny Wong, Ms Ginny Chan, Ms Hung Ching Ying

**STEM Development Coordinating Team**

Mr Zinc Tsang, Ms Elaine Chan, Mr Hugo Lam, Mr Woo King Yan

**Academic Collaboration with Primary Schools**

Miss Elizabeth Choy, ad hoc working group

## **Student Support and Qualities Development**

### **Core Team**

Miss Chan Yuk Lin, Ms Jacqueline Au Yeung, Miss Renie Sinn, Ms Laura Lai

### **Spiritual Formation**

Ms Jacqueline Au Yeung

#### ✧ Catholic Formation Core Team

Ms Jacqueline Au Yeung, Mr Kevin Chan, Ms Wendy Chan, Miss Susanna Wong, Ms Dora Au, Ms Ellen Chan

#### ✧ Service Learning & Community Service Coordination

Miss Maria Lam, Miss Salina Cheung, Mr Kevin Chan, Ms Claire Li

#### ✧ Catholic Society

Ms Jacqueline Au Yeung, Pastoral Care Worker

#### ✧ Religious Groups

- Apostleship of Prayer: Mr Anthony Mo, Ms Laura Lai
- Legion of Mary: Miss Maria Lam, Miss Elizabeth Choy
- Liturgical Team: Ms Jacqueline Au Yeung, Mr Kevin Chan
- S1 Instruction: Sr Veronica, Miss Susanna Wong, Pastoral Care Worker
- Young Canossian Helpers: Ms Wendy Chan, Ms Ellen Chan

#### ✧ Catechism Class

Miss Maria Lam

### **Life Education**

Miss Chan Yuk Lin

#### ✧ Careers and Further Studies Team

Miss Linda Yip, Mr Hody Chan, Ms Ginny Chan, Ms Leung Hoi Yan, Mr Wilfred Leung, Ms Karen Chan, Ms Vanessa Wang

#### ✧ Character Development Team

Ms Chan Ka Ling, Miss Lau Ling, Ms Jenny Wong, Mr Terry Cheung

#### ✧ Civic Education Team

Mr Kelvin Kwong, Ms Hung Ching Ying, Ms Magee Au, Miss Salina Cheung

#### ✧ Counselling Team

Ms April Cheung

- Cases  
Ms April Cheung, Miss Chan Yuk Lin, Miss Jennifer Ng
- Programmes  
Ms April Cheung, Miss Maria Lam, Ms Claire Li, Miss Tat Hoi Ki, Miss Hung Miu Wan, Miss Chan Wing Sze

#### ✧ Discipline Team

Mr Anthony Mo, Ms Winnie Lam, Ms Mia Hon, Miss Tiffany Lo, Mr Kelvin Kwong, Miss Dorothy Au, Mr Alex Li

#### ✧ Green Torch

Ms Christine Ng, Ms Ellen Chan, Ms Dora Au, Ms Elaine Chan

#### ✧ Entrepreneurship Education

Mr Thomas Hung, Mr Hody Chan, Ms Karen Chan, Ms Nikki Pun, Ms Claire Li

- External Competitions  
Mr Thomas Hung, Mr Ben Tam, Mr Chan Shing Wai, Ms Laura Lai
- SHE Challenge

#### ✧ Promotion of Positive Outlook

Miss Chan Yuk Lin, Ms Jacqueline Au Yeung, Ms Christine Ng, Ms Chan Ka Ling, Miss Hung Miu Wan, Ms Kyna Kwan

- ✧ Promotion of Chinese Culture  
Ms Hung Ching Ying, Ms Mia Hon
- ✧ Health and Sex Education Team  
Miss Carol Lee, Miss Susanna Wong, Ms Nikki Pun, Ms Leung Hoi Yan

### **Talent Development**

- ✧ Gifted Education  
Miss Renie Sinn, Miss Elizabeth Choy, Miss Sharon Leung, Ms Sabrina Cheung, Mr Chan Shing Wai, Ms Vanessa Wang
- ✧ Extended Learning Coordinating Team  
Miss Renie Sinn, Mr Jackson Yau, Miss Linda Yip, Miss Sharon Leung, Miss Jacqueline Au
- ✧ Head Girl Core Group  
Miss Irene Yung, Miss Renie Sinn

### **Support for Student (Financial and Pastoral Care)**

Miss Chan Yuk Lin

- ✧ Home Room Board Core Team  
Miss Chan Yuk Lin, Ms Hung Ching Ying, Ms Wendy Chan, Level Coordinators
- ✧ Parental Support
  - Parent Teacher Association  
Ms Wendy Lee, Ms Leung Hoi Yan, Ms Nikki Pun, Ms Wendy Chan
  - Parents' Meetings (Parents' Night, Parents' Day)
    - Parents' Night  
Ms Hung Ching Ying, Ms Wendy Lee, Ms Wendy Chan
    - Parents' Day  
Miss Chan Yuk Lin, Ms Wendy Lee, Ms Wanda Yiu
- ✧ Student Financial Assistance  
Mr Hody Chan, Ms Dora Au, Miss Jenny Wan

### **Student Activities**

Ms Laura Lai

- ✧ OLE & SLP Coordination  
Ms Laura Lai (OLE), Mr Hugo Lam, Mr Ted Chow (SLP), Coordinators/Representatives of
  - Careers and Further Studies
  - Physical Education
  - Spiritual and Moral Education
  - Services
  - CCA/ Extended Learning
- ✧ Academic Departments/ Teams

### **Student Activities Advisory Team**

Ms Laura Lai, Miss Hilary Chan, Ms Maria Keung, Miss Tiffany Lo

- ✧ House Advisors

Miss Hilary Chan

- |               |                     |                   |
|---------------|---------------------|-------------------|
| • Bronte      | Miss Jennifer Ng    | Ms Mia Hon        |
| • Curie       | Ms Elaine Chan      | Ms Chan Ka Ling   |
| • Keller      | Miss Tung Hing Kwan | Mr Wilfred Leung  |
| • Nightingale | Ms Nikki Pun        | Mr Franky Fung    |
| • Pankhurst   | Miss Maria Lam      | Ms Sabrina Cheung |
| • Teresa      | Ms Chang Wai Fong   | Miss Hilary Chan  |

✧ Student Council Advisors  
    Ms Laura Lai, Miss Hilary Chan, Mr Thomas Hung

✧ Club Advisors

### **Appendix**

#### **Club Advisors**

- Animal Awareness Club  
    Miss Jennifer Ng
- Art Club  
    Ms So Wing See, Miss Silver Lau
- Chess Club  
    Mr Woo King Yan
- Chinese Culture Club  
    Ms Mia Hon, Ms Hung Ching Ying
- Chinese Speech & Debating Club  
    Ms Claire Li, Miss Tat Hoi Ki
- Computer / Internet Club  
    Mr Woo King Yan
- Dance Club  
    Miss Janet Woo
- Drama Club  
    Miss Clara Ho, Ms Naylor Danielle, Ms Mia Hon
- English Literature Club  
    Ms Paula Kong
- English Speech & Debating Club  
    Ms Vanessa Wang, Mrs Laxmiprasad, Miss Naylor Danielle
- History Club  
    Ms Winnie Lam, Miss Salina Cheung
- Home Management & Housecraft Club  
    Ms Wendy Lee, Mrs Ivy Yeung
- Hong Kong Award for Young People  
    Ms Wendy Lee
- Maths Adventure Programme  
    Ms Ginny Chan, Ms Sabrina Cheung, Mr Alex Li
- Photography Club  
    Ms Wendy Lee, Mr Hugo Lam
- Putonghua Club  
    Miss Lau Ling
- Science Club  
    Mr Zinc Tsang, Mr Hugo Lam, Miss Jennifer Ng

#### **Department-based Societies/ School Teams**

- ✧ Sports Society  
    Mr Raymond Fong, Miss Sharon Leung, Miss Hilary Chan
- ✧ Music Society  
    Miss Renie Sinn
- ✧ VA Team  
    Ms So Wing See, Miss Silver Lau

#### **Service Groups**

- ✧ SHCC Z Club  
    Miss Elizabeth Choy, Ms Nancy Chow, Miss Jacqueline Au



### **Uniform Groups**

- ✧ Girl Guides – 10<sup>th</sup> Is Co.  
Ms Dora Au
- ✧ Rangers  
Ms Leung Hoi Yan
- ✧ Junior Police Call  
Mr Anthony Mo
- ✧ St John's Ambulance Brigade  
Ms Zoe Chan, Mr Kelvin Kwong
- ✧ Red Cross – YU2  
Ms Winnie Law

### **School Services**

- ✧ AOL
- ✧ Campus TV
- ✧ Careers Assistants
- ✧ Discipline Prefects
- ✧ Green Prefects
- ✧ Guidance Sisters
- ✧ Hospitality Team
- ✧ IT Prefects
- ✧ Reading Ambassadors
- ✧ School Photographers
- ✧ School Publication
- ✧ SHE Mentors
- ✧ STEM Ambassadors
- ✧ Student Librarians Association
- ✧ Major School Events

**V. Class Structure & Student Enrolment (as at 1 September 2022)**Total number of students: **826**

	<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>S4</b>	<b>S5</b>	<b>S6</b>
<b>A</b>	21	26	25	20	15	15
<b>B</b>	22	26	23	20	22	20
<b>C</b>	27	26	23	19	20	25
<b>D</b>	26	26	24	21	20	24
<b>E</b>	26	26	24	21	23	24
<b>F</b>	27	26	24	27	21	21
<b>Total</b>	149	156	143	128	121	129

## VI. Members of the Incorporated Management Committee (2022-2023)

Sr Agnes Law	School Supervisor/ Sponsoring Body Manager
Sr Virginia Wong	Sponsoring Body Manager
Sr Rita Chung	Sponsoring Body Manager
Ms Catherine Wong	Sponsoring Body Manager
Mrs Lucilla Yip	Sponsoring Body Manager
Ms Janet Wong	Sponsoring Body Manager
Mr Kenneth Law	Sponsoring Body Manager
Sr Veronica Fok	School Principal
Ms Leung Hoi Yan	Teacher Manager
Mr Ben Tam	Alternate Teacher Manager
Mr Tony Chong	Parent Manager
Ms Josephine Tjia	Alumni Manager
Mrs Connie Lau	Independent Manager

# **Sacred Heart Canossian College**

## **Annual School Plan 2022-2023**

Endorsed by the Incorporated Management Committee (2022-2023):

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Sr Agnes Law FdCC  
Chairman / School Supervisor  
on

28 October 2022