

*Learning with Commitment*

*Serving with Gratitude*

**Annual School Plan 2023 - 2024**



# Annual School Plan 2023-2024

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**I. Major Concerns 2023-2024****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 Extending the application of systems thinking to teaching to different levels and different departments</p>	<p>- Throughout the year Teaching by at least</p>	<p>- Systems thinking has been applied to at least two levels/by two departments.</p> <p>- 70% of the students concerned are able to apply systems thinking to their work</p>	<p>- Department reports, student reflections</p> <p>- Student work, teacher evaluations, department reports</p>	<p>- PBL &amp; Thinking Skills Enhancement Team, HoDs, teachers and students</p>	<p>- Appropriate programmes on systems thinking for teachers and students</p> <p>- Appropriate topics</p>

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>- Organising workshops to familiarise students with the idea of design thinking</li> <li>- Designing projects in such a way that students have the apply systems thinking and design thinking</li> </ul>	<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>- Departments adopting various L&amp;T strategies to promote deep learning and reading in different subjects</li> <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>- 80% of Departments have strategies to promote deep learning and reading</li> <li>- 70% of teachers have promoted deep learning in their lessons</li> <li>- 70% of teachers have engaged in reading-related activities</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of teachers, surveys</li> </ul>	<ul style="list-style-type: none"> <li>- Different departments and teams</li> </ul>	<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 BYOD</li> <li>- Teachers making use of information technology to enhance their teaching</li> <li>- Teachers sharing with students how information technology can enhance their learning</li>   <li>- Strengthening STEM education for junior forms, providing S1 students with mass programmes and pull-out programmes</li> <li>- Encouraging students to take part in STEM activities organised by external organisations</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>- At least 75% of students find BYOD beneficial to learning</li> <li>- At least 75% of students find the BYOD beneficial to learning</li> <li>- 70% of teachers agree that information technology is beneficial to learning and teaching</li>   <li>- 75% of S1 students find the STEM programmes increase their interest in STEM education</li> <li>- 70% of students concerned find the pull-out programmes increase their STEM knowledge</li> <li>- 70% of STEM ambassadors have participated in at least three external STEM programmes</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of teachers and students, department evaluation reports and minutes of meetings</li>   <li>- Surveys</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> <li>- Time and space for students to take part in external activities</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	- Throughout the year	<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 helps them improve</li> <li>- 75% of students agree that teachers vary their teaching strategies according to their needs</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of teachers and students</li> <li>- Examinations</li> </ul>	- Teachers and students	- Teachers and students
1.5 Creating space and time for students to explore beyond the classroom <ul style="list-style-type: none"> <li>- Students are encouraged to take part in different learning opportunities beyond the classroom on OLE Fridays/ Activities Days/ during Activities Week</li> </ul>	- Throughout the year	<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 have benefitted from the programmes organised on OLE Fridays/ Activities Days/ during Activities Week</li> </ul>	- Evaluation reports, questionnaires, reflection of teachers and students	- OLE Team, departments and teams concerned	<ul style="list-style-type: none"> <li>- Availability of suitable programmes</li> <li>- Financial resources</li> </ul>

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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 Conducting a review on optimization of Senior Secondary Core Subjects	- First term	- Review report being ready by March 2024	- Meeting minutes	- L&T Advancement Team	- Common time slots for review



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 such as organising workshops on design thinking for new teachers and positive outlook of life to enhance school-based development in learning and teaching as well as student qualities</p>	<p>- Throughout the year</p>	<p>- 70% of teachers find lesson observation useful in enhancing their professional development</p> <p>- Professional support was sought</p> <p>- 75% of department/ team members concerned find the support helpful</p>	<p>- Reflection of teachers</p> <p>- Department evaluation reports</p> <p>- Reflection of teachers</p>	<p>- SDT, teachers concerned</p> <p>- Departments and teams concerned</p>	<p>- Availability of common time slots for observation and discussion</p> <p>- Time for exploring eLearning</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<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> </ul>	<ul style="list-style-type: none"> <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>- Evaluation reports</li> <li>- Surveys</li> </ul>	<ul style="list-style-type: none"> <li>- All teachers, Pedagogy Exploration and Enhancement Team, eLearning Steering Committee, SDT</li> </ul>	<ul style="list-style-type: none"> <li>- Appropriate workshops</li> <li>- Time for workshops</li> </ul>

## 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><b>Focus 1:</b> Strengthening values education</p> <p>1.1 Reviewing whole school support to the implementation of values education with reference to the school core values, Canossian Values Education Framework and the priority values stated by EDB</p> <p>1.2 Integration of Canossian Values Education Framework into curricula and activities</p> <ul style="list-style-type: none"> <li>- Curriculum mapping of values education by different subject departments</li> <li>- Lesson observation on values education</li> </ul>	<p>June to July 2024</p> <p>Throughout the year</p>	<p>Evaluation meetings are conducted</p> <p>80% of subject departments/ teams have integrated values education into their curricula/ activities</p> <p>75% of students have taken part in at least two activities related to values education</p> <p>75% of participants found the activities meaningful and helpful.</p>	<p>Meetings</p> <p>Curriculum plans, observation, evaluation reports, reflection, questionnaires</p>	<p>Department heads, team heads, Values Education Core Team</p> <p>Values Education core Team, HoDs/ Team Heads/ teachers/ students/ teachers</p>	<p>Time for review meetings</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3 Cultivating a better understanding of the development of China and the Chinese culture</p> <ul style="list-style-type: none"> <li>- Organising tours to Mainland China for students to understand the development of China better</li> <li>- Organising activities to introduce/ promote Chinese culture</li> <li>- Organising exchange activities with our Sister School</li> <li>- Organising activities for teachers to understand more about Mainland China</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- At least two trips to Mainland China are organised in addition to the CS tour</li> <li>- At least two activities on Chinese culture/development of China are organised for students</li> <li>- At least one exchange activity is organised for exchange between the students of Sacred Heart and our Sister School.</li> <li>- A staff development trip is organised during the year.</li> <li>- 75% of participants have a better understanding of the development of China/ Chinese culture</li> </ul>	<ul style="list-style-type: none"> <li>- Reflection of students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>- CS Department, SDT, Extended Learning Coordination Team</li> </ul>	<ul style="list-style-type: none"> <li>- Availability of suitable service providers and programmes, financial resources</li> </ul>

<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>
1.4 Entrepreneurship education Framework - Develop the school-based entrepreneurial education framework	- Throughout the year	- The school-based entrepreneurial education framework is ready by April 2024.	Examination of Documents	- Entrepreneurship Education team	
1.5 Enhancing students' information literacy - Empower students to make good use of ChatGPT in learning - Draw up the guidelines on the use of ChatGPT	- Throughout the year	- Information literacy is introduced to students through formal and informal curriculum. - 80% of students are aware of the Information Literacy Framework - Guidelines on the use of ChatGPT is drawn up by early 2024 and introduced to students. - 8-% of students find the guidelines helpful to them	- Examination of documents, questionnaire	- IT team, ICT Dept, Civic Education Team	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.6 Systematic implementation of positive education					
1.6.1 Implementing S1 to S3 Positive Education curricula in Home Periods	- Throughout the year	- 70% of S1 and S3 students find positive education home periods useful in helping them build a positive outlook	- Surveys, reflections of students	- Promotion of Positive Education Core Team, HrTs and HrPs, students	- Time for review meetings
1.6.2 Organising extended learning activities on positive psychology for different levels of students	- Throughout the year	- 70% of participants find positive education activities help them cultivate a positive mindset	- Surveys, feedback from students and teachers	Values Education Core Team	
1.7 Serving with love and respect  - Gratitude, love and respect being stressed in the process of service	- Throughout the year	- Gratitude, love and respect are stressed in the service learning curriculum  - 70% of students show gratitude/ appreciation/ love in their service	- Reflections of students  - Observations of teachers	- Teachers concerned, Community Service Coordination and Service Learning Team	- Availability of service opportunities

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 2:</u> Attending to the mental well-being of students</p> <p>2.1 Giving assistance to students with needs in the area</p> <ul style="list-style-type: none"> <li>- Engaging CoP in providing support to students</li> <li>- Engaging psychiatrist in providing support to students</li> <li>- Holding case conferences with parents/professionals and among teachers to ensure whole school support</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of students concerned find the service helpful</li> <li>- 70% of teachers find the case conferences helpful</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from parents/ students/ CoP/ psychiatrist/ evaluation/ observation of teachers, case record, minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>- AP, SENCO, Social workers, Counselling Team</li> </ul>	<ul style="list-style-type: none"> <li>- Financial resources</li> </ul>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1.1 Empowering teachers to be sensitive to the well-being of students  - Arranging staff development programme on crisis management for all teaching staff  - Arranging sharing sessions for HrTs and HrPs/ among teaches	- First term  - Throughout the year	- 70% of teachers find the programme helpful in equipping them to address the mental well-being of students  - 75% of teachers concerned find the sharing useful in helping students	- Surveys	- VPs, AP, Staff Development Team	- Availability of suitable speakers
2.1.2 Implementing the Mental Well-being Ambassadors Scheme  - Mental Well-being Ambassadors organising activities for schoolmates	- Throughout the year	- 70% of Mental Well-being Ambassadors agree that they help to create a positive culture on school campus - 70% of participants find the activities useful in cultivating positive outlook.	- Reflections of students - Questionnaires	- Values Education Core Team	



Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2.2 Building a supportive environment at home - (parent education)</p> <ul style="list-style-type: none"> <li>- Organising workshops on positive education for parents</li> <li>- Empowering parents to help students cultivate a positive outlook on life/ cultivate a positive relationship with parents</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of participants find the workshops helpful in cultivating a positive mindset</li> <li>- 70% of participants (both parents and students) find that the workshop on parent-child relationship conducive to the building of parent-child relationship</li> </ul>	<ul style="list-style-type: none"> <li>- Surveys, reflection/ evaluation from participants</li> </ul>	<ul style="list-style-type: none"> <li>- Values Education Core Team, team head of Parents Education, parents and students</li> </ul>	<ul style="list-style-type: none"> <li>- Time for parents to participate, additional financial resources</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 2024.</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
1.2 Outreach Project in Cambodia  - Providing opportunities for students to serve the children and women in Cambodia	- Throughout the year	- At least one activity is organised for students to engage in the outreach service - 75% of the participants find the service meaningful - 75% of participants find the service contributing to their personal growth	- Reflection, observation, evaluation report	- Extended Learning Coordination Team, Community Service Coordinating Team	

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> <ul style="list-style-type: none"> <li>- Classroom renovation project</li> </ul>	<ul style="list-style-type: none"> <li>- Throughout the year</li> </ul>	<ul style="list-style-type: none"> <li>- 70% of teachers/ students agree that the School has tried to upgrade the school facilities</li> <li>- Suggestions on improvement of school facilities are collected from teachers and students and addressed</li> <li>- New facilities are used for programmes designated for their purposes</li> <li>- Improvement projects are underway and to be completed in the school year</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>- Administration Core Team, School Maintenance and Repair Team</li> </ul>	

<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>
2.2 Organising staff and student wellness programmes	- Throughout the year	<ul style="list-style-type: none"> <li>- A minimum of two programmes are organised to foster staff wellness.</li> <li>- A minimum of two programmes are organised to foster student wellness.</li> <li>- A minimum of two events are held in the new spiritual garden.</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation by Staff Welfare Team and SDT</li> <li>- Evaluation by homeroom teachers, Counselling Team</li> <li>- Evaluation by Catholic Formation Core Team</li> </ul>	<ul style="list-style-type: none"> <li>- Staff Welfare Team, Staff Development Team, Counselling Team</li> <li>- Catholic Formation Core Team</li> </ul>	<ul style="list-style-type: none"> <li>- Time and space for teachers and students to join the programmes</li> <li>- Time and space for teachers and students to join the events</li> </ul>

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>- Appropriate professional development programmes being recommended to teachers</li> <li>- Training course provided to middle managers</li> </ul> <p>3.2 Staff being well-informed of various school policies through different channels</p> <ul style="list-style-type: none"> <li>- A centralised platform for reference to daily school activities being built</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>- 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> <li>- A common platform is built for information on activities in school in a school day</li> </ul>	<ul style="list-style-type: none"> <li>- Surveys</li> <li>- Surveys</li> <li>- Administration Core Team, IT Team</li> </ul>	<ul style="list-style-type: none"> <li>- SDT</li> <li>- Senior school management, Administration Core Team</li> <li>- Administration Core Team, IT Team</li> </ul>	<ul style="list-style-type: none"> <li>- Time and space for staff to join training programmes</li> <li>- Suitable applications / software</li> </ul>

## II. Financial Budget (as at 31 August 2023)

<b>BUDGET SUMMARY FOR 2023-2024</b>		
<b>CODE</b>	<b>PROGRAMME ITEM</b>	<b>TOTAL ALLOCATION (HK\$)</b>
A01-A08	Premises	2,245,500.00
A09-A18	Administration	6,012,000.00
C01-C24	Curriculum	3,619,550.50
P01-P35	Pastoral Care	4,238,503.00
S01-S04	School Improvement Projects	3,949,100.00
	<b>Total</b>	<b>20,064,653.50</b>

### III. Plan for Use of Special Grants (as at 31 August 2023)

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

**Estimated Total Expenses: HK\$ 720,300.00**

**Task Areas:**

1. Improving the academic performance of junior students in core subjects
2. Improving the academic performance of senior students in 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 academic performance of junior students in core subjects	<ul style="list-style-type: none"> <li>✧ Offering remedial classes for students who are weak in English Language, Chinese Language and Mathematics</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 spelling</li> <li>✧ Students' foundation in Chinese Language will be improved through training on writing skills and comprehension skills</li> <li>✧ Students will get improvement in Mathematics through exercises, graded learning materials and past papers</li> </ul>	Throughout the school year from September 2023 to July 2024	<b>155,300.00</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 programmes</li> <li>✧ Subject teachers' observations 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>



<b>Areas of concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Schedule</b>	<b>Resources Required (HK\$)</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>
2. Improving the academic performance of senior students in core subjects	<ul style="list-style-type: none"> <li>✧ Offering enhancement classes for students who are less able in English Language</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students will be able to master the basic concepts and skills</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 2023 to July 2024	<b>65,000.00</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 be improved</li> <li>✧ Skills and accuracy in 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 2023 to July 2024	<b>200,000.00</b>	<ul style="list-style-type: none"> <li>✧ Assessments show improvement in students' 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>

<b>Areas of concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Schedule</b>	<b>Resources Required (HK\$)</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>
4. Hiring a Chinese Language teacher	<ul style="list-style-type: none"> <li>✧ Hiring a teacher to enhance the teaching of Chinese Language</li> </ul>	<ul style="list-style-type: none"> <li>✧ More activities on Chinese Language will be held</li> </ul>	Throughout the school year from September 2023 to July 2024	<b>300,000.00</b>	<ul style="list-style-type: none"> <li>✧ Students show more interest in Chinese Language</li> <li>✧ Students show improvement in their examination results</li> </ul>	<ul style="list-style-type: none"> <li>✧ Appraisal by Heads of Chinese Language Departments</li> </ul>

## 2. Diversity Learning Grant (DLG)

**Balance Carried Forward: HK\$98,367.00**

**Estimated Total Expenses: HK\$ 126,800.00**

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 2023-2024	Evaluation of student learning / success indicators	Estimated Expenses (HK\$)	Teacher-in-charge
English Language Pull-out Programme	Organising a 12-hour workshop to allow students to apply their English communication skills to care about what happens around them and in society through journalism training by professional journalists	Experience as a Journalist Course	6 sessions (12 hours)	S4 - S5	10	Students are able to learn some key concepts about facts and opinions and speak confidently in their presentations and live presentations. A news or feature story of 400-500 words should be produced.	<b>30,000.00</b>	English Language 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 2023-2024</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenses (HK\$)</b>	<b>Teacher-in-charge</b>
Chinese Language Pull-out Programme	Organising the Chinese Language pull-out programme ‘Chinese Poetry Writing Workshop’ which enables students to develop their ability to write contemporary Chinese poetic styles and themes	Chinese Poetry Writing Workshop	4 sessions	S4 - S5	20	Students are able to demonstrate a reflective attitude in appreciating the beauty of Chinese literature.	<b>8,800.00</b>	Chinese Department and AoL & Gifted Education Team
Leadership Training Programme	Organising a workshop on English public speaking for student leaders so that they are better prepared to write and deliver speeches confidently	English Public Speaking Training for Student Leaders	6 hours	S4 – S6	28	80% of the participants are able to write and deliver a 5-min speech in the workshop.	<b>15,000.00</b>	AoL & Gifted Education Team
Mathematics Pull-out Programme	Organising Mathematics Pull-out Programme which enables gifted students to learn beyond the classroom and apply the knowledge of Mathematics through competitions and lessons by tertiary institutions. The programme can train students’ problem-solving and creative ability.	Mathematics Enrichment Programme	6 sessions (12 hours)	S4 – S5	10	80% of the participants are able to apply what they have learnt in the programme to competitions.	<b>15,000.00</b>	Mathematics 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 2023-2024</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenses (HK\$)</b>	<b>Teacher-in-charge</b>
Science Pull-out Programme (Biology)	Organising Biology Pull-out Programme which enables students to apply the knowledge of Biology and to learn about forensic science/gene replication/epigenetics through the study of DNA.	Biology Enrichment Programme	1 session (2.5 hours)	S4 – S5	20	80% of the participants are able to learn genetic studies through theoretical courses, hands-on experiments and group discussions.	<b>2,500.00</b>	AoL & Gifted Education Team
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	1 session (1.5 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>2,100.00</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	10	Participants reflect their learning outcomes with presentations or reports.	<b>53,400.00</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)	<b>192,024.11</b>
The 1st allotment in the 2023-2024 school year	(b)	<b>155,708.00</b>
Estimated amount of the 2nd allotment in the 2023-2024 school year	(c)	<b>98,290.00</b>
<b>Total income (d) = (a) + (b) + (c)</b>		<b>446,022.11</b>

#### Expenditure

Item		Amount (HK\$)
Employing additional full-time and/ or part-time teachers		<b>0.00</b>
Employing additional TAs		<b>0.00</b>
Hiring of professional services		<b>210,000.00</b>
Purchasing teaching resources and aids		<b>3,000.00</b>
Organising programmes on learning or inclusive culture, conducting school-based teacher training programmes and organising home-school co-operation activities		<b>140,000.00</b>
<b>Total expenditure (e)</b>		<b>353,000.00</b>

#### Balance

Item		Amount (HK\$)
<b>Estimated accumulated surplus by the end of this school year (f) = (d) – (e)</b>		<b>93,022.11</b>

### 4. Life-wide Learning Grant

**Estimated Total Expenses: HK\$2,425,857**

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	V	P	C	S
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	Hong Kong Union for Young Leaders  To allow senior students to collaborate with students from other schools in organising activities	Leadership Training	Sep 2023	S4-S5	2	Observation	1,500		✓			
2	Leadership Training Programme for Student Leaders  To provide an opportunity for students to develop presentation skills, to understand more about their school, and to play the role of Hospitality Team to visitors	Leadership Training	Nov 2023	S4-S5	20	Observation & evaluation	25,000		✓			



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	V	P	C	S
3	S4 Public Speaking Workshop  To offer students advice from experienced speaker(s) to help them prepare for inter-class public speaking competition	English Language	Mar 2024	S4	Whole level	Observation and feedback from teachers attending the workshop	900	✓				
4	S5 Debating Workshop  To offer students advice from experienced speaker(s) to help them prepare for inter-class debating competition	English Language	Mar 2024	S5	Whole level	Observation and feedback from teachers attending the workshop	900	✓				
5	Association of EMI Schools Drama Fest 2024  To offer students opportunities to apply the knowledge and skills learnt in Drama lessons	English Language	Through out the school year	S1-S3	30	Observation and feedback from teachers involved  Feedback from students	2,500	✓	✓	✓		

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	V	P	C	S
6	NESTA Competitions (Speak Out, Page to Stage, Puppetry)  To offer students opportunities to apply the knowledge and skills learnt in Drama lessons	English Language	Through out the school year	S1-S3	15-20	Observation and feedback from teachers involved  Feedback from students	1,300	✓	✓	✓		
7	Puppet Show  To offer students opportunities to apply the knowledge and skills learnt in Drama lessons	English Language	Mar 2024	S1	Whole level	Observation and feedback from teachers involved  Feedback from students	1,200	✓	✓	✓		
8	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 2024	S4 & S5	10	Observation and feedback from teachers involved  Feedback from participating students	28,000	✓	✓		✓	

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	V	P	C	S
9	Speech & Debating Society: Training by instructors  To provide training to the school debating team and help debaters prepare for debating competitions	Debating Skills	Throughout the school year	Debating Team members	10	Observation and feedback from teachers involved; feedback from students	36,000	✓	✓			
10	Interschool Mathematics Competitions  To enhance students' interest in Mathematics and to explore Mathematics	Mathematics	Mar 2024	S1-S5	30	The number of competitions participated	3,000	✓				
11	Training Courses for HKMO (S1-2 Math Adventure Programme)  To enhance the mathematical skills and problem-solving capabilities of S1-2 students by providing HKMO intensive training courses	Mathematics	Oct 2023	S1-S2	20	The students' feedback on training materials	25,000	✓				

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	V	P	C	S
12	Local Tour in Hong Kong  To cultivate students' interest in History and nurture students' positive values in understanding the present in the context of the past, their own community and culture	History	Jul 2024	S1-S5	30	- Pre-trips for teachers if needed - Observation - Debriefing (e.g. discussion / sharing) - Feedback from teachers and participants involved	8,000	✓	✓			
13	Revitalisation of historic buildings in Hong Kong  To acquire project, application, integration and problem-solving skills including Design Thinking as students exercise their creativity, respect and empathy	Problem-based Learning	Sep 2023 - Apr 2024	S2	60	Booth presentations using PowerPoint, posters, models and/or videos	9,000	✓	✓			
14	History Tour and Art Workshop  To help students understand local history and show appreciation of Chinese culture	Moral, Civic and National Education	April 2024	S4	30	Teachers' observation and questionnaire for students	22,000	✓	✓			

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	V	P	C	S
15	<p>Heartlink Community Service Project</p> <p>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</p>	Community Service	Oct 2023 - May 2024	S3-S5	60	Group sharing and evaluation forms	14,000					✓
16	<p>S4 Service Project</p> <p>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</p>	Community Service	Nov 2023-May 2024	S4	137	Debriefing and sharing of experience, reflection on service portfolio	12,000					✓
17	<p>Joint School Service Project</p> <p>To empower students to be committed self-directed organisers and learners through joint school community service</p>	Community Service	Mar 2024	S3-S5	40	Debriefing and evaluation form	4,000					✓

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	V	P	C	S
18	JC Volunteer Together - School-based Programme  To develop students' positive values and caring mindsets through volunteering from a young age	Community Service	Sep 2023 - Apr 2024	S1	186	Learning management system and debriefing workshops	15,000					✓
19	Theatre Visit  To enhance students' exposure to professional drama performance	Arts (Drama)	Sep 2023 - May 2024	S1-S5	40	Observation, post-performance discussion with students	7,800			✓		
20	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 2023 - May 2024	S1-S5	20	Observation, questionnaires from students and teachers concerned, adjudication at the Hong Kong School Drama Festival	68,400			✓		

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	V	P	C	S
21	S5 Activities Days: Hong Kong History Tour  To allow students to understand the history of Hong Kong in greater depth through exploring remaining monuments and sites	History	Apr 2024	S5	30	Observation, evaluation from teachers and students	30,000	✓	✓			
22	S5 Activities Days: STEM Programme  To allow students to apply what they have learnt in Science lessons to various tasks	Cross-disciplinary (STEM)	Apr 2024	S5	30	Observation, evaluation from teachers and students	30,000	✓	✓			
23	S5 Activities Days: Mangrove Exploration  To allow students to explore mangroves in Hong Kong and to learn about their features, ecology, and the threats they face	Biology	Apr 2024	S5	30	Observation, evaluation from teachers and students	15,000	✓	✓			

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	V	P	C	S
24	S5 Activities Days: Programme on Marine Environment  To allow students to understand how human activities affect marine biodiversity	Biology	Apr 2024	S5	30	Observation, evaluation from teachers and students	15,000	✓	✓			
25	Talk - 自我保護  To teach students how to protect themselves	Sex Education	Feb 2024	S1	183	Observation and evaluation forms	1,000		✓			
26	Talk - 曖昧・迷戀  To teach students how to distinguish among different kinds of peer relationships	Sex Education	May 2024	S2	130	Observation and evaluation forms	1,000		✓			
27	Talk - 男女身體界線  To teach students how to interact with the opposite sex in a relationship and set clear boundaries	Sex Education	Feb 2024	S3	136	Observation and evaluation forms	1,000		✓			



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	V	P	C	S
28	Talk - 動漫與電玩的錯誤性觀念 To clarify misconceptions of sex in anime and video games	Sex Education	Feb 2024	S4	135	Observation and evaluation forms	1,000		✓			
29	Talk - 認識性騷擾 To teach students how to avoid sexual harassment	Sex Education	Apr 2024	S5	119	Observation and evaluation forms	1,000		✓			
30	Life Planning Talk (S1: Dreams) To encourage students to pursue their dreams	Careers & Life planning	Sep 2023	S1	184	Google survey form	2,750		✓		✓	
31	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 2023	S2	131	Google survey form	2,750				✓	

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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	V	P	C	S
32	Life Planning (S3: Subject Choice Seminar) To enable students to make informed choices on electives	Careers & Life planning	Dec 2023	S3	136	Google survey form	500		✓		✓	
33	Life Planning Talk (S5: Career Trends) To equip students with the latest career trends on the market	Careers & Life planning	Nov 2023	S5	119	Google survey form	2,750				✓	
34	My City To enable students to understand their own strengths, and develop teamwork. Students take up different roles to build a city.	Careers & Life planning	Apr 2024	S2	131	Google survey form; worksheet feedback	32,000		✓		✓	

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	V	P	C	S	
35	Career Navigation + Equality Works  To enable students to understand their own strengths and develop teamwork. Students take up different roles to build a city.	Careers & Life planning	Jul 2024	S4	131	Google survey form; debriefing	32,000		✓		✓		
36	Career Live  To let students explore different workplace settings and the nature of different careers	Careers & Life planning	Jan 2024	S5	119	Google survey form; debriefing	25,200		✓		✓		
37	Mock Interview Programme  To prepare students for interviews for post-secondary education	Careers & Life planning	May 2024	S6	40	Google survey form; debriefing	8,000		✓		✓		

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	V	P	C	S
38	Preparation for the Release of HKDSE Results  To prepare students for modification of JUPAS choices and disseminate information on further studies	Careers & Life planning	Jun 2024	S6	111	Google survey form	5,000		✓		✓	
39	JUPAS and Multiple Pathways  To prepare students for multiple pathways upon completion of S6	Careers & Life planning	Sep 2023	S6	111	Google survey form	800				✓	
40	Careers Expo  To expose students to different professions and learn life values from speakers	Careers & Life planning	Feb 2024	S3-S6	350	Google survey form	8,000		✓		✓	
41	CV Upgrade / JA Future Skills + Mock Interview  To guide students to write a good CV and how to present themselves in an interview	Careers & Life planning	May 2024	S5	119	Google survey form	35,000				✓	

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	V	P	C	S
42	HK Schools Sports Federation Subscription and Registration  To subsidise athletes to participate in inter-school competitions	Physical Development	Sep 2023	S1-S6	150	Reflections/evaluation/debriefing done by students	3,980			✓		
43	OLE Friday Programmes  To introduce new sports to students so as to give them a broad exposure	Physical Development	Sep 2023 - Aug 2024	S1	180	Observation, evaluation from teachers and students	3,000			✓		
44	Registration for HK Amateur Athletic Association  To allow athletes to practice according to the HKAAA's training schedule at the designated LCSD sports grounds	Physical Development	Sep 2023 - Aug 2024	S1-S6	80	Feedback from coaches during athletic team training	3,200			✓		

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	V	P	C	S
45	Indoor Rowing Lessons To allow students a unique combination of cardiovascular work and strength; indoor rowing offers the opportunity to improve overall fitness	Physical Development	Feb - May 2024	S1-S5	700	Feedback from coaches during athletic team training	4,000			✓		
46	Sports Interest Course or sports development course (camp or exchange programme) To cultivate students' interests in various sports games	Physical Development	Whole year	S1-S6	800	Google survey forms and observations	42,000			✓		
47	Swimming Lessons To learn how to swim and water safety	Physical Development	Feb - May 2024	S3	130	Google survey forms and assessment	58,800			✓		

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	V	P	C	S
48	Sports Competitions  To teach students important values that they can carry through any challenges in life, such as discipline, time management, work ethic, aggression, competitive edge, attitude and strength	Physical Development	Sep 2023 - Aug 2024	S1-S6	300	Feedback from teachers and instructors during competitions	34,400			✓		
49	Activity Days with SHCSPS, SHCS & SHCC  To strengthen the connection between primary and secondary schools through sports activities	Physical Development	TBC	S1-S6	TBC	Comments from primary school students and teachers	2,442			✓		
50	Training Camp for Discipline Prefects  To develop students' leadership skills, to expand our students' other learning experiences	Leadership Training	Jan - Feb 2024	S3-S5	50	Observation from teachers	12,500		✓			

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	V	P	C	S
51	Workshops / Talks by artists on creativity  - To widen students' horizons in different aspects of art - To provide art skills training for students	Arts (Visual Arts)	First term / Second term	S1-S5	50	Evaluation forms and students' artwork	12,000			✓		
52	Voluntary Services  To provide the chance for students to serve the needy in the community through art	Community Service	First term / Second term	S1-S5	50	Evaluation forms	2,000			✓		
53	Post-exam art-related activities  To provide opportunities for students to experience a fun art-related activity after the final examination	Arts (Visual Arts)	Second term	S1-S2	313	Observation and students' feedback	30,000			✓		



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	V	P	C	S
54	Guidance Sisters Training Day Camp  To enhance mission heart, leadership and communication skills of participants	Leadership Training	16 Sep 2023	S1, S3-S5	60	Students' reflection	7,200		✓			
55	Guidance and Small Sisters Overnight Camp  To enhance bonding and team spirit of participants, facilitate life reflection and goal setting	Counselling Project	3-4 Nov 2023	S1, S3-S5	60	Students' reflection	22,500		✓			
56	Small group workshops  To enhance students' social skills and emotional management	Counselling Project	Whole year	S1-S3	30	Survey	16,800		✓			
57	Form Assembly of S1-S6  To enhance students' mental well-beings	Counselling Project	Whole year	S1-S6	815	Survey	21,900		✓			

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	V	P	C	S
58	Appreciation Card Writing To enhance students' gratitude and appreciation	Counselling Project	Jan & July 2024	S1-S6	815	Teachers' observation	6,000		✓			
59	Love Project To cultivate school atmosphere of love and care	Counselling Project	2nd term	S1-S6	815	Participation rate	8,000		✓			
60	S1 Growth Programme To help S1 students build up relationship and values to face the challenges of secondary school life	Counselling Project	1st term	S1	186	Survey	5,800		✓			
61	美荷樓實地考察 To allow students to gain in-depth understanding of the development history of public housing estates in Hong Kong; be included as part of moral and emotional education	Chinese Language	Feb - Apr 2024	S2	160	1. Performance in assignments 2. Self-reflection of participants	9,000	✓				

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	V	P	C	S	
62	<p>The House of Hong Kong Literate - Workshop (新詩寫作坊)</p> <p>To allow students to have a better understanding of Chinese poems and deepen students' knowledge on writing new poems.</p>	Chinese Language	Apr 2024	S2-S5	20	<p>1. Performance in works</p> <p>2. Self-reflection of participants</p>	8,800	✓					
63	<p>Regular training for Chinese Debating Club members and advanced training for interschool debate competitions by instructor</p> <p>To allow students to learn about basic and advanced skills on preparation and participation in interschool debating matches, including data research, drafting of speeches, speech delivery and instant rebuttals, etc.</p>	Chinese Language	Sep 2023 - Aug 2024	S1-S5	300	<p>1. Performance in competitions</p> <p>2. Self-reflection of participants</p>	116,450	✓					

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	V	P	C	S
64	中華文化活動 To enhance students' understanding of Chinese culture and combine various activities to give students a multi-level understanding	Chinese Language	Jan 2024	S1-S5	700	1. Performance in activities 2. Self-reflection of participants	70,000	✓				
65	Course for video production To allow students to acquire basic media production skills and create their own works through practical experience. Students can explore their interest in the media industry	Cross-disciplinary (Others)	Nov 2023	S1-5	12-15	Final media product and evaluation form	15,000		✓	✓		✓
66	Workshop on advanced level sound control To offer students opportunities to learn sound control at an advanced level	Cross-disciplinary (Others)	1 - 30 Nov 2023	S4-S5	10	Observation and feedback from teachers involved; feedback from students	2,000	✓		✓		✓

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	V	P	C	S
67	S6 Field Study in Central  To allow students to gain first-hand experience in conducting fieldwork for enquiry studies of Geography	Geography	Oct 2023	S6	15	Students' performance in fieldwork-based questions in school assessments and public examination results	500	✓	✓			
68	S5 Field Study Camp on Cheung Chau  To allow students to gain first-hand experience in conducting fieldwork for enquiry studies of Geography.	Geography	Apr 2024	S5	21	Students' performance in fieldwork-based questions in school assessments and public examination results	5,500	✓	✓			
69	S4 Field Trip to Shek O  To let students learn more about different rock types and weathering processes found on rocks	Geography	Apr 2024	S4	15	Students' interest in learning Geography and effectiveness in understanding the concepts about the topic of Dynamic Earth	1,800	✓	✓			

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	V	P	C	S
70	S4-6 Field Trip to Sai Kung  To let students learn more about the coastal landform features and geological resources in Hong Kong	Geography	Oct 2023	S4-S6	51	Students' interest in learning Geography and effectiveness in understanding the concepts about coast	2,300	✓	✓			
71	Extended Learning Programmes (Outbound)  To broaden students' horizons and strengthen their national identity through learning beyond the classroom	Cross-disciplinary (Others)	Jul 2024	Whole School	60	Presentation and/or brief written report	61,200	✓	✓	✓	✓	✓
72	76th Hong Kong Schools Music Festival  To showcase music talents of each school music team	Arts (Music)	Mar 2024	S1-S5	180	Comments and awards	60,125			✓		
73	2023 Hong Kong Youth Music Interflows  To showcase music talents of each school orchestral team	Arts (Music)	Nov 2023	S1-S6	80	Comments and awards	13,000			✓		

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	V	P	C	S
74	Hong Kong International A Cappella Competition 2024  To showcase music talents of the school choir	Arts (Music)	Mar 2024	S3-S5	18	Comments and awards	3,500			✓		
75	Hong Kong Inter-school Choral Festival 2024  To showcase music talents of the school choir and to allow students to learn from choral experts	Arts (Music)	Feb 2024	S1-S5	110	Comments and awards	25,000			✓		
76	Joint Schools Music Competition (JSMA)  To showcase music talents of each school music team	Arts (Music)	Apr 2024	S1-S5	180	Comments and awards	36,000			✓		
77	Inter-house Cheering Song Writing Competition  To provide a platform for students to develop their music talents and creativity	Arts (Music)	Nov 2023	Whole school	Whole school	Comments and awards	1,500			✓		

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	V	P	C	S
78	Joint Schools Music Exchange (Post-Exam Activities)  To allow students to learn from partner schools and renowned musicians or conductors	Arts (Music)	Jul 2024	S1-S5	80	Observation, feedback from teachers involved and feedback from students	19,000			✓		
79	Instrumental Training Scheme (2023-24)  To provide opportunities for students to learn musical instruments	Arts (Music)	Oct 2023 - Jul 2024	S1-S5	90	- Online attendance records - Comments from tutors and students	85,000			✓		
80	School Orchestra  To provide structural orchestral, chamber and ensemble music training to students who are musically gifted	Arts (Music)	Sep 2023 - Aug 2024	S1-S5	60	- Competitions and performances - Verbal feedback from students and parents	205,000			✓		
81	Chinese Orchestra  To provide structural Chinese ensemble training to students who are musically gifted	Arts (Music)	Sep 2023 - Aug 2024	S1-S5	20	- Competitions and performances - Verbal feedback from students and parents	84,000			✓		



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	V	P	C	S
82	S1 School Culture Days To nurture students' art appreciation in music & dance performance and conservation of historical documents	Arts (Music)	Oct - Dec 2023	Whole level of S1	Whole level of S1	Online surveys offered by the organisers	10,000			✓		
83	Talks on Information Literacy To let students learn how to evaluate information and media content in terms of reliability, validity, accuracy, authority, timelines, bias, etc.	Information Technology	Mar 2024	S4	123	Student questionnaires	5,000		✓			
84	Publication of students' articles To publish a book on students' writings to recognise their effort	Chinese Literature	Aug 2024	S6	17	Observation from teachers	14,000	✓				

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	V	P	C	S
85	Positive education programs for teachers, students and parents  To promote positive values in school	Values Education	Sept 2023 - July 2024	S1-S6	at least 360	Evaluation forms to participants	25,000		✓			
86	Low Carbon Week  To give students information on having a low carbon and healthy lifestyle so that they can put them into practice	Green Education	Oct 2023	S1-S6	900	Post-activity questionnaire / reflections	2,700		✓			
87	Organic Farming Course  To train students to be organic farmers and to appreciate nature	Green Education	Oct 2023	S1-S5	15	Post-activity reflections / condition of the organic garden	28,600		✓	✓	✓	
88	Micro:bit aquaponic farming  To provide students an opportunity to integrate advanced technology in organic farming	Green Education	Feb 2024	S1-S5	15	Post-activity reflections / condition of the organic garden	16,000		✓	✓	✓	

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	V	P	C	S
89	Visit to Mil Mill To raise students' awareness of recycling and to take part in the process of paper recycling	Green Education	Feb 2024	S1-S6	30	Post-activity evaluation	4,900		✓		✓	
90	Visit to T-park To create a chance for students to learn more about energy conversion and environmental protection	Green Education	Apr 2024	S1-S5	25	Post-activity evaluation	2,400		✓			
91	60th Schools Dance Festival To enhance students' interest in dancing through representing the school in the 60th Schools Dance Festival	Dance Development	Jan - Mar 2024	S1-S5	40	Students shows devotion towards dance team and take the initiative to join dance-related activities like performances; they look forward to starting preparation for the 60th Schools Dance Festival	25,910			✓		

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	V	P	C	S
92	Inter-class Dance Competition  To offer students on stage dance performance experience and apply skills and techniques learnt during dance lessons	Dance Development	2 July 2024	S1-S5	1000	Observation and evaluation from teachers before the competition and during rehearsals; feedback and comments from adjudicators of the competition.	11,400			✓		
93	Dance Course  To enhance students' interest in dancing and improve the quality of their movements	Dance Development	Sept 2023 - Aug 2024	S1-5	40	Students show improvement in their ability to control their movement during dancing, and are able to pass the Chinese Dance Exam	40,000			✓		
94	Outward Bound  To give physical training and character formation opportunities to S3 students	Physical Development	Jan 2023	S3	160	Certificates of competition to students who have completed the 5-day course	326,000		✓	✓		
<b>Sub-total of Item 1.1</b>							<b>2,168,357</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	V	P	C	S
95	World Choir Games 2024 To allow students to learn from a world class choral event	Arts (Music)	Jul 2024	S1-S5	46	Comments and awards	233,500			✓		
<b>Sub-total of Item 1.2</b>							233,500					
<b>Estimated Expenses for Category 1</b>							<b>2,401,857</b>					

I: Intellectual Development (closely linked with curriculum)

V: Value Education

P: Physical and Aesthetic Development

C: Career-related Experiences

S: Community Service

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

No.	Item	Domain	Purpose	Estimated Expenses (HK\$)
1	COA MyFirstChoices	Careers & Life planning	To enable students to understand their career inclination and aptitude so that they can make better choices on electives	4,000
2	Purchasing equipment for Photography Society	Cross-disciplinary (Others)	To purchase new chargers for Canon batteries, Tripod, a new camera and 24-70mm lens	10,000
3	Purchasing equipment for video broadcast / shooting / editing	Cross-disciplinary (Others)	To purchase Live production Switchers (e.g. Blackmagic ATEM) for live broadcast on Campus TV channel  To purchase lifetime license editing software to replace yearly subscription to software license	10,000
<b>Expenses for Category 2</b>				<b>24,000</b>
<b>Expenses for Categories 1 &amp; 2</b>				<b>2,425,857</b>

Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school:	810
Estimated number of student beneficiaries:	810
Percentage of students benefitting from the Grant (%):	100%

## 5. Promotion of Reading Grant

**Estimated Total Expenses: HK\$86,750.00**

	<b>Item</b>	<b>Estimated Expenses (HK\$)</b>
1.	School Library Purchase of Books, E-books and Magazines <ul style="list-style-type: none"> <li>● iPads and Apple pencils</li> <li>● Printed books and magazines</li> <li>● Chinese and English e-Books</li> <li>● Book coupons and prizes for top borrowers' awards</li> </ul>	<b>47,500.00</b>  <b>12,500.00</b>  <b>12,500.00</b>  <b>18,000.00</b>  <b>4,500.00</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                Hiring local writers and professional service providers for conducting talks and theatre shows</li> </ul>	<b>16,750.00</b>  <b>22,500.00</b>

## 6. 支援非華語學生中文學習計劃

支援非華語學生學習中國語文及文化的主要目標：

- 幫助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

非華語津貼使用期：由二零二三年九月至二零二四年八月，共一個學年

非華語津貼金額：(22-23 學年) \$86,889 + (23-24 學年) \$156,691，合共\$243,580

計劃統籌：梁凱欣老師、陳承威老師及劉逸朗老師

項目		預計費用 (\$)
1. 聘請額外教師 1 名 (開支不多於 資助金額的百 分之 50)	<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>● 開展抽離課程，部分與常規教學配合，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>● 舉辦共融校園 (最少舉辦一次)，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 (最少舉辦一次)，如參觀歷史博物館、認識社區文化或校外文化講座等</li> </ul>	160,000
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	20,000
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	10,000
4. 舉辦推廣共融 校園活動	⑩ 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 開設與認識中國文化有關之興趣小組，如剪紙、書法班等	10,000
5. 舉辦校外考察 團	⑩ 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 到訪葵涌共融館，認識其他少數族裔的文化	3,000
6. 教師培訓	⑩ 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 資助教師報讀與指導「IGCSE」相關課程	20,000
<b>合計</b>		<b>223,000</b>



## 7. Citizenship and Social Development Grant

### The Citizenship and Social Development Grant for the school year 2023-24 in the Annual School Plan (ASP) 2023-24

Items	Amount (HK\$)	Targets
1. Developing or procuring relevant learning and teaching resources	<b>20,000.00</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	-	-
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>150,000.00</b>	S4 and S5 students
<b>Total:</b>	<b>180,000.00</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 20 (including A. 2 CSSA recipients, B. 13 SFAS full-grant recipients and C. 5 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 eligible students#			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 2023 – Aug 2024	0	1	2	8,000.00	
Western Instrument Classes	Aesthetic growth and development	Learning Effectiveness	Attendance records and teacher's observation	Sep 2023 – Aug 2024	0	5	3	20,000.00	
Dance Classes	To cultivate students' interest in dancing through regular training	Learning Effectiveness	Attendance records and teacher's observation	Sep 2023 – Aug 2024	1	1	0	4,000.00	
Sports Training	To develop sportsmanship and prepare for inter-school competitions	Learning Effectiveness	Attendance records and teacher's observation	Sep 2023 – Aug 2024	1	6	0	13,000.00	
<b>Total no. of activities: 4</b>				<b>@No. of man-times</b>	2	13	5		
				<b>**Total no. of man-times</b>	20				

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) .

## 9. 姊妹學校計劃

姊妹學校：山東省濟南市舜耕中學

締結日期：二零二三年五月

開展時間：二零二三年九月至二零二四年六月（一個學年）

本校擬於計劃推行期間舉辦下列姊妹學校交流活動：

交流項目名稱及內容	預期目標	評估
<p>一、「<b>兩地書</b>」活動，促進加深了解：</p> <ul style="list-style-type: none"> <li>■ 教師方面： 安排及組織學生與友校對接，暫定以班本為主；或指導學生該有的書信往來禮儀</li> <li>■ 學生方面展開書信往來，定時與全班分享當中的感受</li> </ul> <p>二、<b>上學期視頻課</b>，讓兩地師生有以下之交流： (2023年12月8日 OLE 4 中進行)</p> <ul style="list-style-type: none"> <li>■ 教師方面：雙方擬定教學範疇之交流，初步選取劉鶚的〈大明湖〉作為第一篇講課，將進行共同備課，落實課程編排、教學設計、時間安排等（1.5小時）</li> <li>■ 學生方面：先線上網課，然後各自提出對篇章的理解或提問；雙方代表學生可進行直接交流，建立初步的認識</li> </ul> <p>三、<b>下學期視頻課</b>，讓兩地師生有以下之交流： (2024年2月23日 OLE 6 中進行)</p> <ul style="list-style-type: none"> <li>■ 教師方面：雙方擬定教學範疇之交流，初步選取小思的《香港故事》作為第二篇講課，將進行共同備課，落實課程編排、教學設計、時間安排等（1.5小時）</li> </ul>	<p>學校方面：</p> <ol style="list-style-type: none"> <li>1. 促進兩校、兩地教師在學術文化上的交流</li> <li>2. 增進兩校連枝共長、互學互成的友好情誼</li> <li>3. 深入認識魯、港文化</li> </ol> <p>學生方面：</p> <ol style="list-style-type: none"> <li>1. 認識中國內地的發展</li> <li>2. 認識內地中學與大學學制，有助生涯規劃發展</li> <li>3. 體驗內地中學生的生活面貌</li> <li>4. 認識兩地學校的發展歷史</li> <li>5. 可舜耕中學的學生一對一交流，聖心學生可體驗山東家庭的生活概況</li> <li>6. 通過濟南與香港兩地的歷史文化、學習制度、人文景觀等，開展師生交流。例如探訪</li> </ol>	<ol style="list-style-type: none"> <li>1. 通過兩地學校師生的反思、討論及彼此回饋，深化交流的意義</li> <li>2. 通過學生的口頭匯報，計算入中二級「專題研習」成績</li> <li>3. 在期末聲情匯演中向全校師生匯報</li> </ol>

<ul style="list-style-type: none"> <li>■ 學生方面：先線上網課，然後各自提出對篇章的理解或提問；雙方代表學生可進行直接交流，增進彼此的認識</li> </ul> <p><b>四、山東濟南曲阜五天文化考察、舜耕中學交流團</b> (詳見附件)</p> <ul style="list-style-type: none"> <li>■ 教師方面： 雙方擬定行政範疇的交流，如行程編排、住宿交通、安排學生會面之流程等</li> <li>■ 學生方面： <ul style="list-style-type: none"> <li>⑩ 學生對濟南有了初步認識後，前往濟南、曲阜作實地考察</li> <li>⑩ 更可窺探儒家思想之博大精深</li> </ul> </li> </ul>	<p>或留宿舜耕中學學生的家庭，了解濟南市民的生活文化與習慣；兩地學生共遊大明湖，把眼前景象與篇章對讀等。</p>	
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教育局撥款：\$81,497 x 2，合共\$162,994（於9月及4月發放）

津貼用途及預算開支：（依據教育局提供之支出項目）			
編號	☑	交流項目	支出金額
N1	☑	到訪內地姊妹學校作交流的費用	HK\$150,000.00
N2	☐	在香港合辦姊妹學校交流活動的費用	HK\$
N3	☐	姊妹學校活動行政助理的薪金 (註:不可超過學年津貼額的20%)	HK\$
N4	☑	視像交流設備及其他電腦設備的費用	HK\$3,000.00
N5	☑	交流物資費用	HK\$3,000.00
N6	☐	在香港進行交流活動時的茶點開支(註:不可超過學年津貼額的2%)	HK\$
N7	☐	老師的一次入出境簽證的費用(註:不可超過學年津貼額的1%)	HK\$
N8	☐	其他(請註明):	HK\$
N9	☐	學年預計總開支	HK\$156,000.00

## **IV. Staff Responsibilities (2023-24)**

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

Principal                      Sr Veronica Fok  
Vice Principals              Miss Irene Yung, Mr David Hung  
Assistant Principal        Miss Chan Yuk Lin  
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

### **School Development Advisory Committee**

Convenor: Miss Chan Yuk Lin  
SAT, Teacher Representatives, Student Representatives

### **School Self-evaluation Working Group**

SAT, Mr Ben Tam, Ms Rita Law, Ms Nancy Chow, Mr Zinc Tsang, Ms Laura Lai, Miss Renie Sinn

### **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: Miss Chan Yuk Lin

Heads/ Coordinators

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

## **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 and Teaching Assistant – Miss Irene Yung
- ✧ IT Technicians – Ms Rita Law
- ✧ Laboratory Technicians – Mr Kelvin Kwong
- ✧ Speech Therapist and EP – Mrs Ivy Yeung
- ✧ COP and Psychiatrist – Miss Chan Yuk Lin
- ✧ Janitors – Miss Ivy Ng

### **School Finance**

Mr Ted Chow

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

### **School Liaison**

- ✧ Alumnae  
Miss Maria Lam, Miss Renie Sinn
- ✧ External Affairs  
SAT, Miss Renie Sinn, Mr Jackson Yau
- ✧ Sister School Scheme  
Miss Chan Yuk Lin, Ms Leung Hoi Yan

### **School Maintenance & Safety**

Mr Ted Chow      Mr Franky Fung      Mr Raymond Fong  
Mr Lau Yat Long      Miss Ivy Ng      School Maintenance Officer

### **Staff Development and Welfare**

- ✧ Staff Development  
Mr Jackson Yau, Ms Lydia Lai, Miss Faye To
- ✧ Staff Appraisal  
SAT, HoDs, Team Heads
- ✧ Staff Welfare  
Ms Jacqueline Au Yeung, Ms Dora Au, Ms Nikki Pun
- ✧ Language Support for Teachers
  - 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, Ms Juliana Ko

✧ Staff Manual

Teachers concerned

✧ Circulars

Teachers concerned

✧ 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

## Scholarship and Awards Coordinating Team

Miss Irene Yung, Mr Jackson Yau, Mr Wilfred Leung, Miss Lau Ling, Ms Wanda Yiu, Miss Tracy Cheung (data collection), Miss Gloria Pun

✧ Sacred Heartist Award for All-round Development

Ms Winnie Law, Ms Canny Li, Miss Dorothy Au

## School Publications

Mr Chan Shing Wai

✧ School Magazine & Concord

English Ms Paula Kong, Mrs Laxmiprasad, Ms Wanda Yiu, Miss Hailey Ng

Chinese Miss Tung Hing Kwan, Miss Chan Yuk Lin, Ms Sze Lee Ling

Design Ms So Wing See (School Magazine)

Photos Ms Wendy Lee (School Magazine)

✧ School Webpage

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

## Events & Ceremonies

✧ Graduation Day Coordination

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

✧ Prize-giving Day Coordination

Mr Chan Shing Wai, Ms Elaine Chan, Ms Canny Li, Mr Fan Sing Fai

✧ Venue Coordination

Ms Zoe Chan, Miss Ivy Ng

✧ Stage Management

Miss Tung Hing Kwan, Mr Raymond Fong, Mr Terry Cheung, Mr Jackie Yuen, Miss Clara Ho, Mr Hugo Lam

✧ Campus TV

Mr Wilfred Leung, Miss Dorothy Au, Miss Anson Chan, Miss Mandy Wong

✧ MCs for School Events

Ms Winnie Law, Ms Laura Lai, Ms Jenny Wong

## **IT in 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 Franky Fung, Ms Amanda Wu

✧ Examination and Invigilation

Mr Ben Tam, Miss Jennifer Ng, Ms Zoe Chan

✧ Central Information Archive

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

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

Ms Rita Law (IT), Mr Jackson Yau (Staff development), Mr Franky Fung (BYOD)

## **School Calendar**

✧ School Calendar & First Fifteen-day Coordination

Miss Irene Yung, Ms Ginny Chan

✧ Staff Duty Roster

Mr Anthony Mo, Miss Lau Ling

## **Student Admission**

✧ S1 Admission and Orientation

Miss Maria Lam, Miss Renie Sinn, Miss Tiffany Lo, Ms Winnie Law

✧ Other Levels

Mr David Hung, Ms Winnie Law

## **Special Working Groups**

✧ History Research Project

Ms Winnie Lam, Miss Clara Ho, Ms Lydia Lai

✧ 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)

✧ First Floor Spiritual Garden

Ms Jacqueline Au Yeung (Spiritual), Ms So Wing See (VA)

✧ Anniversary Celebration Preparation

Mr David Hung, Miss Renie Sinn, Ms So Wing See, Ms Jacqueline Au Yeung,  
Miss Elizabeth Choy, Ms Laura Lai, Mr Leo Lee



## **Learning and Teaching**

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

Mr David Hung, Mr Zinc Tsang, Ms Nancy Chow (counselling), Miss Elizabeth Choy, Ms Winnie Law

### **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

### **Student Allocation**

#### ✧ S1 to S6

Miss Elizabeth Choy

#### ✧ S4 Electives Allocation

Mr Zinc Tsang

### **Curriculum Development**

Mr David Hung

#### ✧ Key Learning Areas

- Chinese Language – Ms Leung Hoi Yan
- English Language – Miss Irene Yung
- Mathematics – Mr Jackson Yau
- 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 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

**Citizenship and Social Development**

Ms Nancy Chow

**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**

Miss Hilary Chan

**History**

Ms Winnie Lam

**Home Economics**

Ms Wendy Lee

**Integrated Science**

Miss Elizabeth Choy

**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 Support for Students**

Mrs Ivy Yeung (SENCO)

✧ SEN

Mrs Ivy Yeung, Miss Tiffany Lo, Counselling Mistress, Education Psychologist, Speech Therapist, School Social Workers & related professionals

✧ Student Learning Support

Mrs Ivy Yeung, Miss Susanna Wong, Miss Tiffany Lo, Mr Lau Yat Long (NCS)

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

Miss Elizabeth Choy, Ms Sabrina Cheung, Ms Nikki Pun, Mrs Laxmiprasad, Ms Fiona Chau

### **S1 Bridging Course**

Ms Winnie Lam, Ms Magee Au, Mr Fan Sing Fai, Mr Ian Lee

### **Library**

✧ General Administration

Mrs Rosa Choy, Ms Wanda Yiu, Ms Mia Hon, Miss Emily Cheng

✧ Promotion of Reading

Ms Mia Hon, Ms Wanda Yiu, Mrs Rosa Choy, Ms Jenny Wong, Miss Tracy Cheung

### **STEAM Development Coordinating Team**

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

### **Collaboration with Primary Schools**

Miss Elizabeth Choy, Ms Ellen Chan, Miss Hilary Chan, Miss Gloria Pun, S1 Form Coordinator (Heartland Expedition)

## **Student Support and Qualities Development**

### **Core Team**

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

### **Life Education**

Miss Chan Yuk Lin

#### ✧ Careers and Further Studies Team

Miss Linda Yip, Ms Ginny Chan, Ms Leung Hoi Yan, Mr Wilfred Leung, Mr Ian Lee, Miss Hailey Ng, Mr Jackie Yuen, Mr Franky Fung

#### ✧ Civic Education Team

Mr Kelvin Kwong, Ms Magee Au, Ms Hung Ching Ying, Ms Lydia Lai

#### ✧ Counselling Team

Ms April Cheung, Miss Chan Yuk Lin, Miss Jennifer Ng, Miss Maria Lam, Miss Tiffany Lo, Ms Juliana Ko, Ms Sze Lee Ling, Miss Vincy Tam

#### ✧ Discipline Team

Mr Anthony Mo, Ms Winnie Lam, Ms Mia Hon, Mr Kelvin Kwong, Miss Dorothy Au, Miss Anson Chan, Mr Fan Sing Fai

#### ✧ Green Torch

Ms Christine Ng, Ms Ellen Chan, Ms Elaine Chan

#### ✧ Entrepreneurship Education

Mr Thomas Hung, Ms Nikki Pun, Miss Anson Chan, Ms Fiona Chau, Mr Jackie Yuen

- SHE Challenge

Mr Thomas Hung, Mr Ben Tam, Mr Chan Shing Wai, Ms Laura Lai

#### ✧ Health and Sex Education Team

Miss Carol Lee, Miss Susanna Wong, Ms Nikki Pun

### **Spiritual Formation**

Ms Jacqueline Au Yeung

#### ✧ Catholic Formation Core Team

Ms Jacqueline Au Yeung, Miss Susanna Wong, Ms Dora Au, Ms Ellen Chan, Miss Maria Lam, Miss Eda Choy

#### ✧ Service Learning & Community Service Coordination

Miss Maria Lam, Ms Wendy Chan, Mr Lau Yat Long, Miss Vincy Tam

#### ✧ Catholic Society

Ms Jacqueline Au Yeung, Miss Eda Choy

#### ✧ 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, Pastoral Care Worker
- S1 Instruction: Sr Veronica, Miss Susanna Wong
- Young Canossian Helpers: Ms Wendy Chan, Ms Ellen Chan

#### ✧ Catechism Class

Miss Maria Lam

## **Student Activities**

Ms Laura Lai

✧ OLE & SLP Coordination

Ms Laura Lai (OLE), Mr Ted Chow (SLP), Mr Hugo Lam, Mr Ian Lee, Miss Mandy Wong,

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 Clara Ho, Miss Hilary Chan, Miss Linda Yip

✧ Student Council Advisors

Mr Thomas Hung, Ms Laura Lai, Miss Hilary Chan

✧ House Advisors

Miss Hilary Chan

- Bronte                      Miss Jennifer Ng                      Ms Mia Hon
- Curie                      Ms Elaine Chan                      Mr Leo Lee
- 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 Hailey Ng

✧ Club and Society Advisors

## **Appendix**

### **Clubs and Societies**

- Animal Awareness Club  
Miss Jennifer Ng
- Art Club  
Ms So Wing See, Mr Lee Ho Yin
- Chess Club  
Mr Woo King Yan
- Chinese Culture Club  
Ms Mia Hon, Ms Hung Ching Ying
- Chinese Speech & Debating Club  
Miss Lau Ling, Ms Sze Lee Ling, Miss Wong Man Yi
- Computer / Internet Club  
Mr Woo King Yan
- Dance Club  
Miss Janet Wu
- Drama Club  
Miss Clara Ho, Ms Naylor Danielle, Ms Mia Hon, Mr Terry Cheung
- English Literature Club  
Ms Paula Kong
- English Speech & Debating Club  
Miss Eda Choy, Mrs Laxmiprasad, Miss Naylor Danielle
- History Club  
Ms Winnie Lam, Ms Lydia Lai
- Home Management & Housecraft Club  
Ms Wendy Lee, Mrs Ivy Yeung
- Hong Kong Award for Young People  
Ms Wendy Lee
- Photography Club  
Ms Wendy Lee, Ms Tracy Cheung
- Putonghua Club  
Miss Lau Ling
- Science Club  
Mr Zinc Tsang, Mr Hugo Lam, Miss Jennifer Ng
- SHCC Z Club  
Miss Elizabeth Choy, Ms Nancy Chow, Miss Faye To
- Maths Adventure Programme  
Ms Ginny Chan, Ms Sabrina Cheung
- Sports Society  
Mr Raymond Fong, Miss Gloria Pun, Miss Hilary Chan
- Music Society  
Miss Renie Sinn
- VA Team  
Ms So Wing See, Mr Leo Lee

### **Uniform Groups**

- Girl Guides – 10th 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
- Flag-guards (in preparation)  
Ms Dora Au

### **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

## **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 Education

Ms Hung Ching Ying

- Parent Teacher Association

Ms Wendy Lee, Ms Leung Hoi Yan, Ms Nikki Pun, Ms Chang Wai Fong

- Parents' Meetings (Parents' Night, Parents' Day)

- Parents' Night

Ms Hung Ching Ying, Ms Wendy Lee, Ms April Cheung

- Parents' Day

Miss Chan Yuk Lin, Ms Wendy Lee, Ms Hung Ching Ying

✧ Student Welfare

- School Bus

Miss Carol Lee and Miss Vivian Kan

- Tuckshop and Lunch Box

PTA

- School Uniform

PTA

✧ Student Financial Assistance

Ms Sabrina Cheung, Ms Dora Au, Miss Fiona Chau, Miss Jenny Wan

## **Talent Development**

✧ Gifted Education

Miss Renie Sinn, Miss Elizabeth Choy, Ms Sabrina Cheung, Mr Chan Shing Wai,  
Ms Juliana Ko, Miss Faye To

✧ Extended Learning Coordinating Team

Miss Renie Sinn, Mr Jackson Yau, Miss Linda Yip, Miss Vincy Tam, Miss Faye To

✧ Head Girl Core Group

Miss Irene Yung, Miss Renie Sinn



## V. Class Structure & Student Enrolment (as at 1 September 2023)

Total number of students: **816**

	<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>S4</b>	<b>S5</b>	<b>S6</b>
<b>A</b>	30	22	22	22	20	13
<b>B</b>	29	22	21	20	19	20
<b>C</b>	31	22	23	22	17	17
<b>D</b>	31	21	23	22	16	19
<b>E</b>	31	21	23	21	19	21
<b>F</b>	32	22	24	29	28	21
<b>Total</b>	184	130	136	136	119	111

**VI. Members of the Incorporated Management Committee (2023-2024)**

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 Thomas Hung	Alternate Teacher Manager
Mr Benny Cheuk	Parent Manager
Ms Emily Lai	Alumni Manager
Mrs Connie Lau	Independent Manager

# **Sacred Heart Canossian College**

## **Annual School Plan 2023-2024**

Endorsed by the Incorporated Management Committee (2023-2024):

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Sr Agnes Law FdCC  
Chairman / School Supervisor  
on

27 October 2023