

*Learning with Passion*

*Living with Integrity*

## **Annual School Plan 2017 - 2018**

*We aim at providing an all-round education of Christian values and formation of the heart to empower our youngsters to be women of integrity and versatility with global awareness.*



# **Annual School Plan 2017-2018**

	<b>Page</b>
<b>Contents</b>	
<b>I. Major Concerns</b>	
1. Learning & Teaching	1 - 4
2. Student Quality	5 - 6
3. Administration	7 - 9
<b>II. Financial Budget</b>	10
<b>III. Plan for Use of Special Grants</b>	
1. Capacity Enhancement Grant (CEG)	11 - 15
2. Diversity Learning Grant (DLG)	16 - 18
<b>IV. Staff Responsibilities</b>	19 - 25
<b>V. Class Structure &amp; Student Enrolment</b>	26
<b>VI. Members of the Incorporated Management Committee (2017-2018)</b>	27

## I. Major Concerns 2017-2018

### 1. Learning and Teaching

*Empowering students to be an autonomous learner*

**Focus 1:** Students – Learning beyond the classroom with confidence and passion

**Focus 2:** Teachers – Building up a passionate and professional learning community at SHCC

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 1:</b></p> <p>1.1.1 Encouraging students to plan their learning journey beyond the classroom</p> <p>Each student</p> <ul style="list-style-type: none"> <li>- reflect on her strengths and weaknesses, interests and past learning experiences</li> <li>- identify an area that she would like to explore</li> <li>- seek advice from teachers and design her learning journey</li> <li>- carry out the plan</li> <li>- evaluate her learning experiences and her growth</li> <li>- plan for future learning experience</li> </ul>	Throughout the year	<p>At least two home periods are conducted to help students plan and reflect on their learning experiences from goal setting to evaluation</p> <ul style="list-style-type: none"> <li>- 80% of S1-S5 students have taken part in at least one extended learning activity out of their own initiatives</li> <li>- 90% of these students find the extended learning activities helpful to their growth</li> </ul>	<ul style="list-style-type: none"> <li>- Collecting feedback from teachers (sharing) and students (evaluation forms)</li> <li>- Self-evaluation of students (reflection sheet)</li> <li>- Records of home periods</li> </ul>	<ul style="list-style-type: none"> <li>- L&amp;T Adv. Team, Homeroom Board, departments / teams concerned, teachers and students</li> </ul>	<p>Guidelines for reflection</p> <p>Information on learning opportunities beyond the classroom</p> <p>Space for reflection and evaluation</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.1.2 KLAS/Departments/Teams arrange programmes to empower students to be passionate and confident learners</p> <ul style="list-style-type: none"> <li>- KLAS/Depts/Teams organise pull-out programmes for students gifted in specific areas</li> <li>- KLAS/Depts/Teams provide students with opportunities to learn beyond the classroom to enhance their curiosity and confidence in learning</li> </ul>	<p>Throughout the year</p>	<ul style="list-style-type: none"> <li>- At least two such activities were organised for senior students and junior students respectively</li> <li>- 80% of participants find the programmes conducive to their learning</li> </ul>	<ul style="list-style-type: none"> <li>- Collecting feedback from teachers and students</li> <li>- Self-evaluation of students</li> <li>- Minutes of meetings</li> <li>- Feedback from external organisation if applicable</li> </ul>	<p>L&amp;T Adv. Team, , departments / teams concerned, teachers and students, external organisations if applicable</p>	<p>Time and space for teachers to organise/ students to take part in such activities</p> <p>Availability of such programmes</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.1.3 Whole school approach to help students form reading habit</p> <ul style="list-style-type: none"> <li>- Departments integrate reading in their curriculums/assignments if possible</li> <li>- Special reading activities are held to enhance students' interest in reading</li> </ul>	Throughout the year	<ul style="list-style-type: none"> <li>- Reading activities/assignments are included in the curriculum of the academic department</li> <li>- At least two special activities on reading are organised during the year and 75% of the participants find these activities conducive to their reading</li> </ul>	<ul style="list-style-type: none"> <li>- DDPs and evaluation reports of departments</li> <li>- Evaluation forms of the activities</li> </ul>	<ul style="list-style-type: none"> <li>- L&amp;T Advancement Team, HoDs</li> <li>- School Library, Reading Team, teachers and students concerned</li> </ul>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 2:</b> Teachers – Building up a passionate and professional learning community at SHCC</p> <p>1.2.1 Teachers of different departments apply mobile learning strategies in their teaching</p> <p>1.2.2 Providing platforms for teachers to deepen their understanding on the latest development of DI, STEM education, eLearning and reading</p> <p>1.2.3 Soliciting external support to enhance school-based development in learning and teaching</p>	<p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p>	<p>- All teachers have applied mobile learning strategies in their lessons at least once during the year</p> <p>- All teachers have participated in at least one programme in one of these four areas by the end of the school year</p> <p>- At least two departments have solicited external support to enhance curriculum development/ learning and teaching strategies</p> <p>- The majority of the department members find the external support helpful in improving the learning and teaching of the subject</p>	<p>- Feedback from teachers, lesson observation</p> <p>- Staff professional development record, reflection of teachers</p> <p>- Feedback from teachers, evaluation of departments/teams concerned</p>	<p>- L&amp;T Advancement Team, Principal, all teachers</p> <p>- SDT and all teaching staff</p> <p>- SDT/L&amp;T Advancement Team, different teams/departments concerned</p>	<p>Availability of relevant external support</p>

## 2. Student Quality Development

Cultivating Catholic core values and the Canossian spirit among students with collaborative efforts

**Focus 1: Fine tuning the framework of school-based life education**

**Focus 2: Building up a platform to share good parenting practices**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b><u>Focus 1:</u></b> 2.1 Fine-tuning the framework of school-based life education</p> <p>2.1.1 Based on the evaluation and survey of the previous year, teams/ departments enhance the learning activities/ programmes organised. Special attention is to be put on values associated with family, truth and justice and integration of values, skills and knowledge</p> <p>2.1.2 Revisit the graduates' profile of the school</p>	Throughout the year	<ul style="list-style-type: none"> <li>- The core values and life skills in the Life Education curriculum are well-covered by the formal and informal curriculums of the school</li> <li>- 70% of students find activities/ programmes, which aim at cultivating values/life skills, enable them to have a deeper reflection on the core values/life skills advocated</li> <li>- 70% of students are aware of the values they uphold while making decision</li> <li>- Sharing session was arranged and the profile of SHCC is drawn up by the end of the school year</li> </ul>	<ul style="list-style-type: none"> <li>- DDPs and evaluation reports of teams and departments</li> <li>- Survey on the nature of activities and programmes</li> <li>- Feedback from students and teachers</li> <li>- Record of the sharing session</li> </ul>	<ul style="list-style-type: none"> <li>- Life Education Core Team, teams/ departments concerned, teachers and students</li> <li>- SAT, Life Education Teams</li> </ul>	<p>Evaluation/ reflection guidelines</p> <p>Time and space for teachers to reflect on the graduate profile thoroughly</p>



Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 2:</b> 2.2 Organising talks, programmes and workshops for parents at Parents' Nights and Parents' Day to enhance their parenting skills, focusing on students' emotional development and life planning</p>	<p>Throughout the year</p>	<ul style="list-style-type: none"> <li>- At least four workshops/sharing sessions are conducted throughout the year</li> <li>- 70% of parents find the talks/programmes/workshops helpful and they understand the development of their daughters better</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from students and teachers</li> <li>- Department/team records</li> </ul>	<ul style="list-style-type: none"> <li>- Life Education Core Team</li> <li>- All teams/ departments concerned</li> <li>- Parents and teachers concerned</li> </ul>	<p>Arrangement for parents to attend the talks</p> <p>Availability of suitable speakers</p>

### 3. Administration

#### Maintaining the supportive and caring environment

**Focus 1:** Digitising all school documents

**Focus 2:** Communicating school policies to stakeholders effectively

**Focus 3:** Providing a supportive environment for learning and teaching

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b><u>Focus 1:</u></b> <b>Digitising all school documents</b>					
3.1 Digitising past student records	Throughout the year	- 70% of past student records are digitalised	- Evaluation report from IT Team	- IT Team, School Office	Time and knowledge of the systems concerned/ resources for external support

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>Focus 2: Capacity building</b>					
3.2.1 Installation of wifi and purchase of tablets to enhance mobile learning	Throughout the year	- The installation of wifi is completed and the level of performance is up to the standard specified in the contract	- Performance test, feedback from teachers and students	- IT Team	Cooperation of the contractor
3.2.2 Upgrading/replacing obsolete or broken school facilities to enhance effectiveness, efficiency and cleanliness; ensuring school facilities are working properly		- A more advanced printer is installed in the Staff Room  - 80% of the staff are satisfied with the upgrading/replacement of school facilities/working condition of the school facilities	- Evaluation report of IT team and School Maintenance Team  - Survey on the opinions of teachers	- IT Team, School Maintenance Team, Administration Core Team	
3.2.3 Enhancing the eNotice system by providing more support to parents		- 80% of parents are satisfied with the eNotice system	- Parent survey  - Evaluation of IT Team	- IT Team, Administration Core Team	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 3:</b> <b>Building up a positive and energizing community</b></p> <p>3.3.1 Enhancing staff morale by providing staff members with opportunities to relax and communicate</p> <p>3.3.2 Introducing a new time table</p> <p>3.3.3 Disseminating updated school policies effectively</p>	Throughout the year	<ul style="list-style-type: none"> <li>- At least two activities are designed to enhance staff morale in each term. At least one training workshop is provided for supporting staff of different categories</li> <li>- 80% of teachers and students find the new timetable arrangement helpful in cultivating a healthy life style</li> <li>- Guidelines are provided to explain new school policies</li> </ul>	<ul style="list-style-type: none"> <li>- Evaluation of Staff Welfare Team, SDT</li> <li>- Feedback from teachers</li> <li>- Surveys for teachers and student</li> <li>- Examining staff manual</li> </ul>	<ul style="list-style-type: none"> <li>- Administration Core Team, SDT, Staff Welfare Team</li> <li>- Administration Core Team, Learning &amp; Teaching Advancement Team</li> <li>- Administration Core Team</li> </ul>	Time and space for teachers to join the activities

## II. Financial Budget

<b><u>BUDGET SUMMARY FOR 2017-2018</u></b>		
CODE	PROGRAMME ITEM	TOTAL ALLOCATION(\$)
A01-A08	Premises	1,245,500.00
A09-A19	Administration	4,496,000.00
C01-C24	Curriculum	1,292,782.50
P01-P32	Pastoral Care	1,990,401.50
	<b>Total</b>	<b>9,024,684.00</b>

Special Collection	Purpose	Income (\$)	Expenditure (\$)
Tong Fai	Teaching Assistant	142,680.00	142,680.00
Fee for specific purposes	Teaching Assistant	165,540.00	165,540.00

### III. Plan for Use of Special Grants

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

##### Task Areas:

1. Developing students' physical fitness through various sports activities and training
2. Improving students' academic performance in the three core subjects: Chinese Language, English Language , Mathematics and Economics
3. Developing students' talents for orchestral music
4. Developing students' talents for drama production
5. Developing students' talents for English and Chinese speech and debating

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
1. Sports Development	✧ Recruiting part-time coaches for sports training and preparing students for competitions	✧ Students will be able to enhance their specific skills in certain kinds of sports and they will have enough confidence to overcome difficulties and challenges under the guidance and encouragement of the coaches	Regular training from September 2017 to August 2018	<b>\$47,860.00</b>	✧ Students receive advanced training and they are prepared for inter-school sports competitions (swimming & athletics)	✧ Observations from teachers-in-charge and coaches. Evaluation after competitions

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
2. Academic Development	<ul style="list-style-type: none"> <li>✧ Offering remedial classes for students who are weak in core subjects: English Language, Mathematics , Chinese Language and Economics</li> <li>✧ Organising enhancement and enrichment courses in various subjects for students</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students perform better in school and public exams</li> <li>✧ Better support is provided for individual students</li> </ul>	Courses will be offered during the school year	<b>\$133,550.00</b> for outsourcing provision of remedial classes in different subjects	<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>✧ Evaluations by subject departments concerned</li> <li>✧ Feedback from participants</li> </ul>

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
3. Development in Music	<ul style="list-style-type: none"> <li>✧ Employing one part-time conductor for school orchestra and one part-time conductor for Chinese orchestra</li> </ul>	<ul style="list-style-type: none"> <li>✧ Student musicians, especially strings players, receive thorough training in orchestral playing</li> <li>✧ The teacher-in-charge puts more focus on the weaker players and provides more assistance to the students and the conductor</li> </ul>	Training to be provided at least once a week throughout the school year	<b>\$141,000.00</b>	<ul style="list-style-type: none"> <li>✧ Training for students who have potential in playing in Chinese ensemble or school orchestra Students' interest in music cultivated</li> <li>✧ School spirit through team training is upheld</li> </ul>	<ul style="list-style-type: none"> <li>✧ Observations and oral feedback from the conductor</li> <li>✧ A written evaluation will be carried out by the end of the term of service</li> <li>✧ A questionnaire will be prepared for students to evaluate the performance of the conductor by the end of the term of service</li> </ul>



Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
4. Drama production	<ul style="list-style-type: none"> <li>✧ Developing students' aesthetic sense through exposure to different forms of art and performing arts.</li> <li>✧ Students involving in devising, writing and performing a drama</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students express themselves clearly and charismatically with confidence through different techniques and workshops</li> <li>✧ They will learn how to put up a drama performance where everyone has a different role to play such as being actresses, backstage crew, designers, director, scriptwriter and stage managers</li> </ul>	<ul style="list-style-type: none"> <li>✧ October 2017 – November 2017: Scaffolding theatrical skills;</li> <li>✧ December 2017: Script writing and casting;</li> <li>✧ February 2018 – March 2018: Rehearsals for HKSDF and the school Fun Fair</li> <li>✧ April 2018 – May 2018: Rehearsals for public performance</li> </ul>	<b>\$59,300.00</b>	<ul style="list-style-type: none"> <li>✧ Satisfactory attendance rate at the training sessions</li> <li>✧ Students' performance in the HKSDF is appreciated by the judges</li> <li>✧ Students find the training sessions equip them with the necessary skills for drama production</li> </ul>	<ul style="list-style-type: none"> <li>✧ Record of attendance</li> <li>✧ Comments from the adjudicators of HKSDF</li> <li>✧ Students' feedback</li> <li>✧ Students can the public performance stage to perform at a local theatre.</li> </ul>

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
5. Development in English speech and debating	<ul style="list-style-type: none"> <li>✧ To hire university Government and Law or LLB student(s) with debating experience to provide face-to-face coaching of 60 hours, and provide extra feedback through electronic means to our debate students.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Participants will become eloquent speakers of English and confident debaters who can support opinions with reasons, and support reasons with evidence.</li> <li>✧ They will become skilled at organizing information into coherent messages, refuting explanations and challenging evidence.</li> <li>✧ The SHCC English-speaking culture can be enhanced.</li> <li>✧ Teachers concerned will be relieved of workload and can focus more on debate competitions.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Coaching will run between September to June in the 2017/18 school year.</li> </ul>	<p><b>\$31,300.00</b></p>	<ul style="list-style-type: none"> <li>✧ Students' perceived improvement in debating skills and the effectiveness on the coaching.</li> <li>✧ Increase in both the number of debaters, and the number of matches compared to the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>✧ The enhanced ability of students in making advancement in inter-schools Debating competitions</li> <li>✧ End-of-year evaluation of the debating teams</li> </ul>

### III. Plan for Use of Special Grants

#### 2. Diversity Learning Grant

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 2017-2018	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
English Language Pull-out Programme	Organising an English Language pull-out programme which empowers students to enhance their English communication and presentation skills	English Speaking Enhancement Programme	3 months	S4 - 5	30	70% of students reflect that the programme enhances their learning	\$18,000	AoL & Gifted Education Team
Chinese Language Pull-out Programme	Organising the Chinese Language pull-out programme “Chinese Creative Writing Workshop” which enables students to enhance Chinese writing skills	中國語文創意寫作班	2 months	S6	40	70% of students reflect that the programme enhances their learning	\$15,000	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 2017-2018</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenditure</b>	<b>Teacher-in-charge</b>
Science & Humanities Pull-out Programme (Biology & Liberal Studies)	Organising a Science & Humanities pull-out programme which develops students' thinking ability and fosters a positive attitude towards learning Biology	Ocean Park Learning Camp	2 days	S4 - 5	20	70% of students reflect that the programme enhances their learning	\$18,000	AoL & Gifted Education Team
English & Humanities Pull-out Programme (English & Liberal Studies)	Organising Global Awareness Week which provides an opportunity for students to explore and appreciate the characteristics of different cultures in the world and to discuss global issues	Global Awareness Week	5 days	S4 - 5	100	70% of students reflect that the programme enhances their learning	\$30,000	AoL & Gifted Education Team
STEM Pull-out Programme	Organising a STEM study tour to Singapore during Extended Learning Week which equips students to meet the changes and challenges in the society and around the world with rapid scientific and technological developments.	STEM study to Singapore	5 days	S5	15	70% of students reflect that the programme enhances their learning	\$30,000	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 2017-2018</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenditure</b>	<b>Teacher-in-charge</b>
Overseas learning/ exchange programme	Subsidising registration fees for overseas learning/ exchange programmes for exceptionally gifted students	Oxford Summer Program	10 days	S4 - 5	2	70% of students reflect that the programme enhances their learning	\$15,000	AoL & Gifted Education Team

## IV. Staff Responsibilities (2017-18)

### *Sr Veronica Fok*

#### Senior Administrative Team (SAT)

Principal	Sr Veronica Fok
Vice Principals	Miss Florence Kwok Ms Lam Mei Yi
Assistant Principal	Ms Priscilla Kwok

Extended SAT Mr Ignatius Chow  
Mr David Hung

#### School Development Advisory Committee (SDAC)

<u>Sr Veronica Fok</u>	Mr Zinc Tsang	Head Girl
Miss Florence Kwok	Mr Alex Ho	President of SC
Ms Lam Mei Yi	Mr Ted Chow	Head Prefect
Ms Priscilla Kwok	Mr David Hung	S5 Representative
Mr Anthony Mo	Mrs Winnie Poon	2 Senior Teachers

#### Catholic Formation Core Team

<u>Mr Ignatius Chow</u>	<u>Ms Jacqueline Au Yeung</u>
Ms Grace Au Yeung	Ms Wendy Chan
Sr Ursula Shum	Ms Priscilla Kwok
Miss Susanna Wong	Miss Maria Lam
Mr Anthony Mo	Ms Yoshie Lee

#### School Assessment, Evaluation & Report Team

<u>Mr David Hung</u>	Miss Florence Kwok
Miss Irene Yung	

#### Data Analysis

<u>Mr David Hung</u>	Mr Ben Tam
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#### Language Support

<u>Miss Irene Yung</u>	Mrs Regan Caridad	Mrs Laxmi Prasad
Ms Leung Hoi Yan	Miss Chan Yuk Lin	

#### Staff Appraisal

<u>Mr David Hung</u>	Ms Lam Mei Yi
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#### Staff Welfare Officers

<u>Mrs Winnie Poon</u>	Ms Stephanie Hui
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#### Secretary of General Staff Meeting

Ms Jenny Wong

#### Community Service Coordination

<u>Miss Maria Lam</u>	Miss Susanna Wong	Miss Florence Yuen
Ms Jacqueline Au Yeung		

#### Crisis Management Committee

Sr Veronica Fok	Miss Florence Kwok	Ms Priscilla Kwok
Ms Lam Mei Yi	Ms Candy Chun	Miss Chan Yuk Lin
Mr Anthony Mo	Mr Ignatius Chow	
Ad hoc members depending on the issue		

#### Non-teaching Staff Co-ordination

Clerical Staff	Miss Florence Kwok
IT & Lab Technicians	Mr Anthony Mo
Janitor Staff	Ms Priscilla Kwok
Lib & SALC	Mrs Rosa Choy

#### General Affairs and School Maintenance Team

<u>Mr Ignatius Chow</u>	<u>Mr Ted Chow</u>	Mr Li Yuen Lee
Miss Ivy Ng		

#### Staff Development Team (SDT)

<u>Ms Lam Mei Yi</u>	Ms Tessa Wong
Mrs Winnie Poon	

#### IT Team

<u>Ms Rita Law</u> (Purchase & budget, e-class & school website, E literacy)	
Mr Woo King Yan (Intranet)	Mrs Angela Chiu (Computer App)
Mr Ignatius Chow	Ms Susanna Chow (SAMS)
Mr Ted Chow	Mr Andy Lo (Technician)
Ms Zoe Chan (e-literacy)	Mr Martin Fung (Technician)

#### ◇ IT Prefects Board

<u>Ms Rita Law</u>	Mr Woo King Yan
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#### SAMS & Timetabling Team

<u>Ms Susanna Chow</u>	Mr Ignatius Chow
Mr Ted Chow	

#### School Finance and Resources Management Committee

<u>Sr Veronica Fok</u>	PTA Representative
Mrs Angela Chiu (Secretary)	
Mr Ignatius Chow	Mr Ted Chow

#### ◇ Control Committee for School Budget (CCSB)

<u>Mr Ignatius Chow</u>	Mr David Hung
Ms Maria Keung	

#### ◇ Supplies Inspection Team (SIT)

<u>Mr Ted Chow</u>	Mrs Angela Chiu
Miss Carol Lee	Ms Nikki Pun

#### ◇ Tender Opening and Vetting Committee

<u>Mr Ted Chow</u>	Mrs Angela Chiu
<u>Miss Ivy Ng</u>	Miss Jenny Wan

#### ◇ Tender Approval Committee

Supervisor/School Manager, Principal, VP/AP, PTA Representative and Teacher Representative

## ***Ms Lam Mei Yi - Learning & Teaching***

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

Ms Lam Mei Yi      Mr David Hung  
Ms Nancy Chow

### **Curriculum Development Committee**

Ms Lam Mei Yi      Miss Irene Yung (Eng.)  
Mrs Maureen Lai (Chin.)      Mr Ignatius Chow (Math)  
Miss Renie Sinn (Cultural S.)      Ms Nancy Chow (Humanities I)  
Mr Kelvin Kwong (Science)      Miss Florence Kwok (Humanities II)  
Mr Woo King Yan (Technology)  
Ms Priscilla Kwok (Religious & Personal Growth)

### **STEM Development Coordinating Team**

Mr Zinc Tsang      Mr Woo King Yan      Mr Ted Chow      Ms Elaine Chan

### **Subject Departments**

Ms Lam Mei Yi

### **Language Across Curriculum Coordination**

Miss Irene Yung      Mr Zinc Tsang      Miss Jacqueline Au

### **OLE Team**

Ms Lam Mei Yi      Miss Laura Lai      Ms Priscilla Kwok  
Miss Clara Ho      Ms Ellen Chan      Ms Irene Law  
Miss Maria Lam

### **Young Leaders & Entrepreneurs (YLE)**

Mr Ben Tam      Mr Chan Shing Wai      Miss Laura Lai  
Miss Florence Yuen

### **PBL & Thinking Skills Enhancement Team**

Miss Elizabeth Choy      Mrs Laxmi Prasad      Mr Li Yuen Lee  
Mrs Angela Chiu      Ms Nikki Pun

### **Extended Learning Coordination Team**

Miss Renie Sinn      Miss Linda Yip      Miss Florence Yuen  
Mr Jackson Yau      Miss Jacqueline Au (school exchange)

### **Library & Self-access Learning Centre**

Mrs Rosa Choy      Miss Emily Cheng

### **SEN Coordination**

Mr Kelvin Kwong      Miss Carol Lee      Miss Hilary Chan

### **Student Learning Support Team**

Ms So Wing See      Miss Chan Ka Ling      Miss Rebecca Yu  
Miss Jennifer Ng

### **SLP Team**

Mr Ted Chow      Ms Susanna Chow      Ms Rita Law

### **Reading Team**

Ms Wanda Yiu      (Reading Journal/Reading Enhancement Scheme)  
Mrs Rosa Choy      (Resource & Activities)  
Miss Rebecca Yu      (Book Recommendation)  
Miss Wong Wai Kuen

### **Ambassadors of Learning & Gifted Education**

Ms Yoshie Lee      Mrs Ivy Yeung      Mrs Winnie Poon  
Miss Elizabeth Choy      Mr Phil Lee

### **S1 Bridging Course**

Ms Magee Au      Ms Tessa Wong      Miss Winnie Lam

**Miss Florence Kwok – Student Activities & School Administration****Head Girl Core Group**

Miss Florence Kwok

**Student Activities Advisory Team**Miss Clara Ho      Miss Florence Kwok      Ms Maria Keung  
Mr David Hung**House Advisors**

Coordinator	Mrs Ivy Yeung	
Bronte	Mr Ted Chow	Ms Stephanie Hui
Curie	Ms Elaine Chan	Miss Chan Ka Ling
Keller	Ms Wendy Lee	Mr Harry Wong
Nightingale	Mrs Ivy Yeung	Ms Nikki Pun
Pankhurst	Mrs Angela Chiu	Miss Maria Lam
Teresa	Mr Zinc Tsang	Ms Zoe Chan

**Student Council Advisors**

Mr David Hung      Ms Yoshie Lee      Miss Laura Lai

**Student Testimonial Writing Support Team**

Ms Paula Kong      Miss Jacqueline Au      Mrs Regan Caridad

**Scholarship / Prize Coordinating Team**Miss Florence Kwok      Miss Renie Sinn      Ms Priscilla Tang  
Mr Jackson Yau      Mr Wilfred Leung      Ms Zoe Chan**Sacred Heartist Award For All-round Achievement**

Mrs Winnie Poon      Ms Canny Li      Mr Phil Lee

**Alumnae Association**

Miss Maria Lam

**Student Financial Assistance**Miss Florence Kwok      Ms Tessa Wong  
Miss Jenny Wan      Mr Harry Wong**School Magazine & Publication**

School Web News	<u>Ms Wanda Yiu</u>
Concord & Sch Mag	<u>Ms Paula Kong</u>
	Mrs Laxmi Prasad
Chinese	<u>Miss Chan Yuk Lin</u>
	Miss Chang Wai Fong

**Administration Core Team**

Miss Florence Kwok      Mr Anthony Mo      Mr Ted Chow

◇ **Graduation Day Coordination**Miss Chan Yuk Lin      Ms Zoe Chan  
Miss Lau Ling      Mr Joe Wong◇ **Prize-giving Day Coordination**Ms Maria Keung      Miss Jacqueline Au  
Ms Elaine Chan      Miss Hung Ching Ying◇ **School Bus Liaison**

Miss Carol Lee

◇ **Tuckshop/Lunch-box Supervisory Team**

Ms Wendy Lee      PTA Representative

◇ **Non-school Hour Coordinating Team**

Clerical Staff (Miss Ivy Ng)

◇ **Stage Management Team**

Miss Clara Ho      Mr Martin Fung

◇ **Campus TV**Mr Ben Tam      Mr Woo King Yan  
Mr Jackson Yau      Mr Wilfred Leung◇ **School Photographer**

Ms Wendy Lee and the Photography Club

◇ **School Documents**

Miss Florence Kwok      Miss Ivy Ng      Mr Ted Chow

◇ **External Affairs Coordination**

Miss Florence Kwok      Miss Renie Sinn

◇ **External Examination Coordination**Mr David Hung      Mr Ted Chow  
Ms Nancy Chow◇ **Substitutions & Exam Invigilation**Ms Susanna Chow (substitution)      Ms Amanda Wu  
Mr Ben Tam (Exam Invigilation)◇ **Venue Booking Coordination**

Miss Ivy Ng

◇ **Student Admission & Allocation**Miss Florence Kwok      Mr Ignatius Chow      Ms Rita Law  
Ad hoc interview group◇ **School Calendar**

Mr Anthony Mo      Mr Joe Wong



## ***Ms Priscilla Kwok – Life Education***

### **Life Education Core Team**

Ms Priscilla Kwok Miss Chan Yuk Lin  
Ms Christine Ng

### ✧ **Character Development Team (CDT)**

Ms Grace Au Yeung Miss Chan Yuk Lin  
Miss Lau Ling Miss Chan Ka Ling  
Miss Hung Ching Ying

### ✧ **Counseling Team (CT)**

Ms Priscilla Kwok Ms Wendy Lee  
Miss Maria Lam Miss Chan Yuk Lin  
Ms So Wing See Ms April Cheung  
Ms Candy Chun

### ✧ **Sex Education Team**

Ms Leung Hoi Yan Ms Dora Au  
Miss Chang Wai Fong Miss Carol Lee  
Ms Candy Chun

### ✧ **Discipline Team (DT)**

Mr Anthony Mo Mr Kelvin Kwong  
Ms Stephanie Hui Ms Nancy Chow

### ✧ **Careers & Further Studies Team (CFST)**

Ms Irene Law Miss Linda Yip  
Ms Ginny Chan Ms Priscilla Tang  
Ms Winnie Lam Mr Wilfred Leung

### ✧ **Civic Education Team**

Mr Alex Ho Mr Kelvin Kwong  
Ms Magee Au Mr Zinc Tsang  
Ms April Cheung

### ✧ **Health Education Team**

Miss Carol Lee  
Miss Susanna Wong Ms Wendy Lee

### ✧ **Green Torch & Green Prefects**

Ms Christine Ng Ms Elaine Chan  
Ms Dora Au Mr Li Yuen Lee (Organic Gardening)

### ✧ **Home Room Board Core Team**

Miss Chan Yuk Lin Ms Priscilla Kwok  
Ms Wendy Chan Form Coordinators

### **Parent Teacher Association (PTA)**

Ms Wendy Lee Ms Leung Hoi Yan (Publication)  
Ms Nikki Pun (Recreation) Ms Priscilla Kwok (Parent Liaison & Parent Education)

### **Parents' Day Coordination**

Miss Chan Yuk Lin Ms Canny Li  
Ms Wendy Lee

### **Parents' Night/Meeting Coordination**

Ms Priscilla Kwok Ms Wendy Lee  
Form coordinators

### **Promotion of Positive Values**

Ms Priscilla Kwok Miss Chan Yuk Lin Ms Christine Ng  
Miss Hung Ching Ying Ms Candy Chun

## Appendix 1

### ***Heads of Departments***

#### **Chinese Literature**

Miss Chan Yuk Lin

#### **Putonghua**

Ms Leung Hoi Yan

#### **English Language**

Miss Irene Yung

Ms Magee Au

#### **Chinese History**

Miss Chang Wai Fong

#### **Geography**

Miss Florence Kwok

#### **Home Economics**

Mrs Ivy Yeung

#### **Computer Studies**

Mr Woo King Yan

#### **Integrated Science**

Mr Zinc Tsang

#### **Physics**

Mr Ted Chow

#### **Biology**

Mr Kelvin Kwong

#### **Visual Arts**

Ms Priscilla Kwok

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

Ms Jacqueline Au Yeung

#### **Physical Education**

Ms Ellen Chan

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

Ms Tessa Wong

#### **Chinese Language**

Ms Leung Hoi Yan

#### **English Literature**

Ms Paula Kong

Ms Wanda Yiu

#### **Life and Society**

Ms Maria Keung

#### **History**

Mr Alex Ho

#### **Economics**

Ms Irene Law

#### **Mathematics**

Mr Ignatius Chow

Ms Elaine Chan

#### **Chemistry**

Ms Susanna Chow

#### **Music**

Miss Renie Sinn

#### **Liberal Studies**

Ms Nancy Chow

#### **Teacher-Librarian**

Mrs Rosa Choy

#### **Third Language**

Ms Christine Ng

## Appendix 2

### *Service & Extra-Curricular Activities*

<b>Zonta Z</b>	<u>Miss Elizabeth Choy</u> Ms Nancy Chow	<b>Chinese Culture Club</b>	Ms Wendy Chan Miss Hung Ching Ying	<b>Sports Society</b>	Ms Ellen Chan Mr Joe Wong Miss Hilary Chan
<b>Heartslink Community Project</b>	<u>Miss Maria Lam</u> Mr Chan Shing Wai Miss Jacqueline Au	<b>Chinese Speech &amp; Debating Society</b>	Miss Chang Wai Fong Miss Wong Wai Kuen	<b>Music Society</b>	<u>Miss Renie Sinn</u> Mr Jackson Yau
<b>Uniform Groups</b>		<b>Putonghua Club</b>	Miss Lau Ling	<b>Art Club</b>	<u>Ms Priscilla Kwok</u> Ms So Wing See
<b>1. Girl Guides - 10th Is. Co.</b>	<u>Ms Leung Hoi Yan</u> Ms Dora Au	<b>English Speech &amp; Debating Society</b>	Ms Priscilla Tang Ms Winnie Law	<b>Dance Club</b>	Miss Janet Wu
<b>2. Rangers</b>	<u>Ms Leung Hoi Yan</u> Miss Hung Ching Ying	<b>Computer / Internet Club</b>	<u>Mr Woo King Yan</u> Mrs Angela Chiu	<b>Photography Club</b>	Ms Wendy Lee
<b>3. Red Cross - YU2</b>	<u>Mr Phil Lee</u> <u>Ms Winnie Law</u>	<b>Science Society</b>	Mr Zinc Tsang Ms Canny Li Mr Wilfred Leung	<b>Drama Club</b>	<u>Miss Linda Yip</u> Miss Clara Ho
<b>4. St. John's Ambulance Brigade</b>	<u>Ms Zoe Chan</u> Mr Kelvin Kwong	<b>Home Management &amp; Housecraft Club</b>	<u>Mrs Ivy Yeung</u> Ms Stephanie Hui Ms Wendy L:ed	<b>History Society</b>	Alex Ho
<b>5. Junior Police Call</b>	Mr Anthony Mo Miss Hilary Chan	<b>Third Language</b>	<u>Ms Christine Ng</u> Mrs Laxmi Prasad	<b>Hong Kong Award for Young People</b>	Mr Harry Wong
<b>Religious groups</b>		<b>Maths Society/ Maths Adventure Programme</b>	<u>Miss Rebecca Yu</u> Ms Ginny Chan		
<b>1. Catholic Society</b>	Ms Jacqueline Au Yeung Sr Ursula Shum	<b>Animal Awareness Society</b>	Miss Laura Lai Miss Jennifer Ng		
<b>2. Young Canossian Helpers</b>	Ms Wendy Chan Ms Grace Au Yeung				
<b>3. Liturgical Team</b>	Ms Jacqueline Au Yeung Sr Ursula Shum				
<b>4. Apostleship of Prayer</b>	Mr Anthony Mo Miss Laura Lai				
<b>5. Legion of Mary</b>	Miss Elizabeth Choy Miss Maria Lam				
<b>6. S1 Instruction</b>	Mr Ignatius Chow Ms Priscilla Kwok				
<b>7. YOUCAT We Chat</b>	Miss Susanna Wong Ms Yoshie Lee				

## Appendix 3

***HRTs and HRP*s**

	<b>Homeroom Teacher</b>	<b>Homeroom Partner</b>
1A	Ms Dora Au	Miss Susanna Wong
1B	Ms Canny Li	Miss Wong Wai Kuen
1C	Ms Zoe Chan	Miss Winnie Lam
1D	Ms Jenny Wong	Ms Tessa Wong
1E	Mrs Winnie Poon	Ms Ellen Chan
1F	Mr Chan Shing Wai	Miss Renie Sinn
2A	Mrs Rosa Choy	Mr Zinc Tsang
2B	Miss Hung Ching Ying	Mr Woo King Yan
2C	Miss Lau Ling	Mr Ted Chow
2D	Ms April Cheung	Miss Jennifer Ng
2E	Ms Priscilla Tang	Ms Rita Law
2F	Mr Harry Wong	Mrs Ivy Yeung
3A	Mrs Angela Chiu	Mr Phil Lee
3B	Ms Elaine Chan	Miss Elizabeth Choy
3C	Ms Chan Man Sze	Ms Susanna Chow
3D	Ms Magee Au	Ms Wendy Lee
3E	Ms So Wing See	Mr Joe Wong
3F	Ms Chan Ka Ling	Ms Maria Keung
4A	Miss Jacqueline Au	Mr Alex Ho
4B	Ms Grace Au Yeung	Ms Winnie Law
4C	Miss Carol Lee	Miss Hilary Chan
4D	Miss Chang Wai Fong	Mr Li Yuen Lee
4E	Mr Ben Tam	Miss Florence Yuen
4F	Ms Leung Hoi Yan	Mr Daving Hung
	Homeroom Teacher	Reading/Religious Partner
5A	Miss Maria Lam	Miss Clara Ho
5B	Ms Christine Ng	Miss Linda Yip
5C	Miss Rebecca Yu	Ms Nikki Pun
5D	Mr Jackson Yau	Mrs Regan Caridad
5E	Ms Yoshie Lee	Mrs Prasad Laxmi
5F	Miss Laura Lai	Mr Wilfred Leung
6A	Miss Chan Yuk Lin	
6B	Ms Paula Kong	
6C	Ms Wendy Chan	
6D	Miss Irene Yung	
6E	Mr Ignatius Chow	
6F	Ms Wanda Yiu	

**V. Class Structure & Student Enrolment (as at 1 September 2017)**

	<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>S4</b>	<b>S5</b>	<b>S6</b>	<b>Total</b>
<b>A</b>	30	27	26	23	18	27	<b>151</b>
<b>B</b>	31	27	26	28	25	21	<b>158</b>
<b>C</b>	32	29	28	27	30	30	<b>176</b>
<b>D</b>	31	30	30	29	28	29	<b>177</b>
<b>E</b>	31	30	29	28	30	29	<b>177</b>
<b>F</b>	34	32	31	28	32	30	<b>187</b>
<b>Total</b>	189	175	170	163	165	166	<b>1026</b>

**VI. Members of the Incorporated Management Committee (2017-2018)**

Sr Agnes Law	School Supervisor
Sr Marie Remedios	Sponsoring Body Manager
Sr Virginia Wong	Sponsoring Body Manager
Mrs Lucilla Yip	Sponsoring Body Manager
Ms Janet Wong	Sponsoring Body Manager
Dr Ken Chow	Sponsoring Body Manager
Ms Catherine Wong	Sponsoring Body Manager
Sr Veronica Fok	School Principal
Ms Lam Mei Yi	Teacher Manager
Ms Jacqueline Au Yeung	Alternate Teacher Manager
Mr Stephen Lee	Parent Manager
Mrs Lesia Yuen	Alternate Parent Manager
Ms Teresina Chan	Alumni Manager
Mrs Connie Lau	Independent Manager

# **Sacred Heart Canossian College**

## **Annual School Plan 2017-2018**

Endorsed by the Incorporated Management Committee (2017-2018):

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Sr Agnes Law FdCC  
Chairman / School Supervisor  
on

24 October 2017