

*Celebrating a Life of Solid Foundation and Sound Values*

## **Annual School Plan 2015 - 2016**

*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 2015-2016

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## I. Major Concerns 2015-2016

### 1. Learning and Teaching

*Grooming students to be responsible learners through a whole school approach*

**Focus 1:** Students – Forming a positive learning attitude and cultivating basic study habits and self-management skills

**Focus 2:** Teachers – Having greater professional exposure and acquiring advanced learning and teaching strategies

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>Focus 1:</b>					
1.1.1 Making concerted effort to empower students to set clear goals, form positive learning attitudes and habits	Throughout the year	- At least two home periods/ mass activities are conducted to help students set goals, form positive learning attitudes and cultivate good habits	- Collecting feedback from teachers and students - Self-evaluation of students	L&T Adv. Team, Homeroom Board, Departments / Teams concerned, teachers and students	Guidelines for reflection Space for reflection and evaluation
1.1.2 Provide students with opportunities to engage in constant and in-depth reflections, and seek improvement of themselves	Throughout the year	- Majority of students find their reflections and evaluations helpful in adjusting their plans and achieving their goals			
- Students and teachers will be encouraged to share their personal experiences/ insights on positive learning attitudes and habits during morning assemblies, home periods and mass programmes	Throughout the year	- Half of the sharing during morning assemblies cover topics on goal setting, study skills and positive learning attitudes	- Record on morning assemblies	Teachers concerned	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<ul style="list-style-type: none"> <li>- HRTs and HRPs encourage students to set goals and draw up plans in September; review the progress with students during home periods and personal encounter, in particular, after common tests and examinations</li> <li>- Departments will integrate subject specific study skills in the curriculum and adopt various strategies to help students form positive learning attitudes and habits. Members are encouraged to share good practices with one another</li> <li>- Formative assessment tools will be employed to help students identify their strengths and weaknesses and make appropriate adjustments accordingly</li> </ul>	<p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> <li>- Most of the students have set their goals in September and evaluate their plans periodically</li> <li>- Subject specific study skills are introduced to students by various subject departments</li> <li>- Majority of students are able to use different learning strategies to cope with their studies</li> <li>- Students are willing to attempt more challenging tasks</li> <li>- Formative assessment tools are adopted by all departments and most students find the formative assessment helpful in enhancing their learning</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from teachers and students</li> <li>- Plans and evaluation reports of departments</li> <li>- Observations by teachers</li> <li>- Self-evaluation of students</li> <li>- Assignment inspections</li> <li>- Self-evaluation of students and teachers</li> </ul>	<p>Teachers and students</p> <p>Department heads and members</p> <p>Teachers and students concerned</p> <p>L&amp;T Adv. Team, Departments / Teams concerned, teachers and students</p>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 2:</b></p> <p>2.1 Providing teachers with opportunities to visit and share good practice with other colleagues, and to reflect on their learning and teaching strategies</p> <ul style="list-style-type: none"> <li>- School visits are arranged for all teaching staff to widen their exposure and reflect on their own learning and teaching strategies</li> <li>- Better deployment of peer lesson observation as a means for staff to review and reflect in their learning and teaching strategies</li> </ul>	Throughout the year	<ul style="list-style-type: none"> <li>- All teachers have at least engaged in one sharing session with teachers from other schools.</li> <li>- Majority of teachers find the school visits conducive to their professional development</li> <li>- Teachers are able to identify their directions for improvement in their teaching after the school visit and peer lesson observation</li> </ul>	<ul style="list-style-type: none"> <li>- Teaches' feedback</li> <li>- Reports of SDT/Departments/ Teams</li> </ul>	SDT, Departments, Teams & teachers	<p>Time and space for school visits and self-reflections</p> <p>Availability of schools to engage in professional exchange</p>

## 2. Student Quality Development

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

**Focus 1:** Developing a framework of school-based life education to enhance understanding of Catholic core values and the Canossian spirit

**Focus 2:** Empowering parents to accompany students on their journey of growth by strengthening parent education

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 1:</b> 2.1.1 Reviewing the current curriculum, various activities and programmes with reference to the core values and life skills promoted by the school</p>	Whole school year	A report on the extent of integration of the core values and life skills in current curriculum and activities is produced by July 2016	Plans and evaluation reports of teams and departments Survey on the nature of activities and programmes	Life Education Core Team, Teams/ Departments and teachers	Reflection guidelines

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1.2 Developing school-based life education curriculum <ul style="list-style-type: none"> <li>- Introducing to the staff the core values and life skills promoted by school</li> <li>- Teams/ Departments integrate the core values and life skills into their curriculum and activities</li> <li>- Students are provided with opportunities and skills to serve the community</li> <li>- Students are provided with opportunities to reflect on the values behind their behaviour</li> </ul>	Whole school year	All staff are aware of the core values and life skills promoted by the school  Integration of core values and life skills can be found in each level  Training workshops/ briefing sessions are held to familiar students with the skills they need for services Majority of students have reflected on their experiences	Evaluation by students and teachers Observation, DDPs and evaluation reports	All Teams/ Departments concerned	Evaluation forms/ Guidelines  Space for reflection  Guidelines
<b>Focus 2:</b> 2.2 Talks/ Sharing sessions on life planning and accompanying adolescents will be arranged for parents on Parents' Day and Parents' Night	Whole school year	At least three workshops/ sharing sessions are conducted throughout the year  Majority of parents find the talks helpful	Feedback from teachers and parents  Department/ Team records	Life Education Core Team  All teams / departments concerned  Parents and teachers concerned	Space for parents to attend the talk  Availability of suitable speakers





Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 2:</b> 3.2.1 Disseminating information about school policies effectively</p> <ul style="list-style-type: none"> <li>- Translating routine/oral guidelines into written format</li> <li>- Updating school policies</li> <li>- Investigating the issue of e-circulars further</li> <li>- A trial will be carried out in the second term to collect the feedback of teachers and parents</li> </ul>	Whole school year	<p>School policies are made known to different stakeholders through SIS, staff meetings, email, e-class and distribution of hard copies</p> <p>Guidelines are provided to explain new/ existing school policies</p> <p>Decision on the implementation of e-circular will be reached after consulting various stakeholders The school is ready for e-circular by the end of August if such a decision is reached</p>	<p>Feedback from the staff</p> <p>Evaluation report from teams/ departments concerned</p> <p>Examination of staff manual</p> <p>Record/ minutes of relevant meetings</p> <p>Examination of the preparation work</p>	<p>Senior Administration Team, School Administration Core Team, teams/ departments concerned</p> <p>IT Team and related parties such as School Administration Core Team and HRTs Board</p>	<p>Time and space for Administration Core Team</p> <p>Staff development and training workshops for parents</p>



## II. Financial Budget

<b><u>BUDGET SUMMARY FOR 2015-2016</u></b>		
CODE	PROGRAMME ITEM	TOTAL ALLOCATION(\$)
A01-A09	Premises	\$660,500.00
A10-A19	Administration	\$5,168,994.80
C01-C24	Curriculum	\$1,252,231.50
P01-P32	Pastoral Care	\$1,429,849.00
	<b>Total</b>	<b>\$8,511,575.30</b>

Special Collection	Purpose	Income	Expenditure
Tong Fai	0.5 Teacher	\$150,800.00	\$150,800.00
Fee for specific purposes	0.5 Teacher	\$162,130.00	\$162,130.00

### III. Plan for Use of Special Grants

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

##### Task Areas:

1. Developing students' faith in God and interest in voluntary service
2. Developing students' learner autonomy through supportive programmes in the SALC
3. Developing students' physical fitness through various sports activities and training
4. Improving students' academic performance in the three core subjects: Chinese Language, English Language and Mathematics
5. Developing students' talents for Chinese painting
6. Developing students' talents for orchestral music
7. Developing students' talent in drama production
8. Developing students' talent in English speech and debating

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
1. Pastoral Care	<ul style="list-style-type: none"> <li>✧ Meeting Catholic students during lunch time</li> <li>✧ Advisors of the Liturgical Team helping organise religious celebrations, pilgrimage and outreach programmes</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students show awareness of their religious beliefs and spiritual values through their attitudes towards relationships and participation in spiritual activities</li> <li>✧ Students are encouraged to get interested and involved in voluntary service</li> </ul>	Every Monday, Tuesday & Thursday from 7:45am to 1:30pm	Salary of one part-time pastoral master = <b>\$88,000</b>	<ul style="list-style-type: none"> <li>✧ Catholic students participate actively in liturgical and voluntary service</li> <li>✧ Students show confidence in living their faith and spiritual values</li> </ul>	<ul style="list-style-type: none"> <li>✧ Feedbacks during interviews</li> <li>✧ Teachers' observation</li> <li>✧ Feedback from collected reports of reply slips of religious activities</li> <li>✧ Feedback from evaluation of religious clubs meetings</li> </ul>

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
2. Learners Autonomy	<ul style="list-style-type: none"> <li>✧ Employing a clerical staff to support the daily operation of the SALC and assist teachers in preparing self-learning materials</li> </ul>	<ul style="list-style-type: none"> <li>✧ Smooth operation of the SALC, support for learning and teaching conducted by the SALC</li> <li>✧ Facilitate participants' self-learning</li> </ul>	1 September 2015 to 31 August 2016	\$ 90,190.80	<ul style="list-style-type: none"> <li>✧ Smooth running of the SALC</li> <li>✧ Resource materials for teachers and students are updated and well-maintained</li> <li>✧ Learners' worksheets are made ready</li> <li>✧ The culture of self-learning is enriched</li> </ul>	<ul style="list-style-type: none"> <li>✧ Feedback from users/teacher-in-charge</li> <li>✧ Self-evaluation by staff concerned</li> </ul>
3. Sports Development	<ul style="list-style-type: none"> <li>✧ Recruiting part-time coaches for sports training and preparing students for competitions</li> </ul>	<ul style="list-style-type: none"> <li>✧ 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</li> </ul>	Regular training from September 2015 to August 2016	\$43,940.00	<ul style="list-style-type: none"> <li>✧ Students receive advanced training and they are prepared for inter-school sports competitions (swimming &amp; athletics)</li> </ul>	<ul style="list-style-type: none"> <li>✧ Observations from teachers-in-charge and coaches</li> </ul>

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
4. Academic Development	<ul style="list-style-type: none"> <li>✧ Offering remedial classes for students who are weak in core subjects: English Language, Mathematics and Chinese Language</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>\$167,300.00</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>
5. Development in Art	<ul style="list-style-type: none"> <li>✧ Employing one part-time Chinese Painting teacher</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students' knowledge on Chinese Painting and appreciation skill is strengthened</li> </ul>	30 lessons altogether for 6 classes of S2 students	<b>\$24,000</b>	<ul style="list-style-type: none"> <li>✧ All students concerned have developed an interest and competence in Chinese Painting</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students' performance in Chinese Painting classes and their works</li> </ul>

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
6. 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>\$96,000</b>	<ul style="list-style-type: none"> <li>✧ Trainings for students who have potential in playing in Chinese ensemble or school orchestra</li> <li>✧ 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
7. 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 – November 2015: Scaffolding theatrical skills ;</li> <li>✧ December 2015: Script writing and Casting</li> <li>✧ February – March 2015: Rehearsals for HKSDF</li> </ul>	\$22,500	<ul style="list-style-type: none"> <li>✧ Satisfactory attendance rate in 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 the 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> </ul>



Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
8. Development in English speech and debating	<ul style="list-style-type: none"> <li>✧ A university Government and Law or LLB student(s) with debating experience to provide face-to-face coaching of 50 hours, and provide extra feedback through electronic means to our debate student</li> </ul>	<ul style="list-style-type: none"> <li>✧ Participants will become eloquent speakers of English and confident debaters</li> <li>✧ Through their participation, it is hoped that the SHCC English-speaking culture can be enhanced</li> </ul>	<ul style="list-style-type: none"> <li>✧ Coaching will run between September to June in the 2015/2016 school year</li> </ul>	<p><b>\$15,000</b></p>	<ul style="list-style-type: none"> <li>✧ Students sense improvement in their debating skills and find the coaching effective</li> <li>✧ An increase in both the number of debaters and the number of matches participated compared to those in the previous year.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Course evaluation forms gather students' feedback on their own performance as well as that of the coach</li> <li>✧ End-of-year evaluation of the debating team</li> </ul>

## 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 2015-2016	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
English Language Pull-out Programme	To organise 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	\$12,000	AoL & Gifted Education Team
Chinese Language Pull-out Programme	To organise 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	5 months	S4 - 5	40	70% of students reflect that the programme enhances their learning	\$12,000	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 2015-2016</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenditure</b>	<b>Teacher-in-charge</b>
Science Pull-out Programme (Physics)	To organise a Physics pull-out programme which provides an opportunity to use state-of-the-art learning facility and to jump on the rides, collecting data to analyse the thrilling moments	Physics in Motion	1 day	S4 - 5	20	70% of students reflect that the programme enhances their learning	\$8,000	AoL & Gifted Education Team
Science & Humanities Pull-out Programme (Biology & Liberal Studies)	To organise a Science & Humanities pull-out programme which develops students' thinking abilities 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)	To organise 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	4 days	S4 - 5	100	70% of students reflect that the programme enhances their learning	\$28,000	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 2015-2016</b>	<b>Evaluation of student learning / success indicators</b>	<b>Estimated Expenditure</b>	<b>Teacher-in-charge</b>
Science Pull-out Programme (Biology)	To organise an ECO Tour to Kenting, Taiwan during Extended Learning Week which enables students to explore more knowledge of Biology and Eco-system in Taiwan	ECO Tour to Kenting, Taiwan	5 days	S5	18	70% of students reflect that the programme enhances their learning	\$30,000	AoL & Gifted Education Team
Sports Pull-out Programme	To organise a sports pull-out programme which enhances students' physical development	Sports Adventure	1 day	S4 - 5	20	70% of students reflect that the programme enhances their learning	\$8,000	AoL & Gifted Education Team
Overseas learning / exchange programme	To subsidise registration fee for overseas learning / exchange programme for exceptionally gifted students	Stanford International Youth Program	10 days	S4 - 5	2	70% of students reflect that the programme enhances their learning	\$10,000	AoL & Gifted Education Team

### 3. Senior Secondary Curriculum Support Grant (SSCSG)

	Details	HK\$
2 teachers	Chinese	\$758,241.00
1.4 teachers	English	\$ 698,063.60
1.5 teachers	Mathematics	\$ 604,480.00
0.5 teacher	Physical Education	\$150,985.80
	<b>Total</b>	<b>\$2,211,770.40</b>

### 4. Career and Life Planning (CLP) Grant

Objectives	Strategies	Allocation of CLP Grant
<ul style="list-style-type: none"> <li>✧ To help students enhance the understanding of interests, abilities and career inclination</li> <li>✧ To teach students life planning skills including goal setting, problem solving, reflective thinking and personal planning</li> <li>✧ To facilitate students in career exploration</li> <li>✧ To help students to develop positive attitudes towards work and learning</li> <li>✧ To equip students for making informed choices for their future and building up the paths towards those choices</li> </ul>	<ul style="list-style-type: none"> <li>✧ Re-organising the Careers Corner and purchasing library books to develop life planning skills</li> <li>✧ Revising the home period curriculum from S1 to S6 to enhance students' self-understanding and development</li> <li>✧ Coordinating the support on student preparation for HKDSE</li> <li>✧ Providing support to S6 students for the release of HKDSE results</li> <li>✧ Helping students set clear goals for their future study or career plans based on their abilities, interest and careers aspiration</li> </ul>	<ul style="list-style-type: none"> <li>✧ Employment of teaching staff (\$466 625)</li> <li>✧ Clerical support (\$90 190.80)</li> <li>✧ School-based programmes for students (\$42 200)               <ul style="list-style-type: none"> <li>✧ <u>S6</u> <ul style="list-style-type: none"> <li>✧ Interviewing workshops (\$8 000)</li> <li>✧ Mock release programme (\$8 000)</li> <li>✧ Talk on preparation for release of HKDSE results for S6 students and parents (\$2 500)</li> <li>✧ Sharing on multiple pathways (\$500)</li> </ul> </li> </ul> </li> </ul>

Objectives	Strategies	Allocation of CLP Grant
	<ul style="list-style-type: none"> <li>✧ Introducing to senior form students the concepts of multiple pathways upon graduation</li> <li>✧ Inviting past students from universities to share their decision making on the choice of study programmes</li> <li>✧ Providing students with information on career-related activities and further studies programmes beyond the classroom and encourage them to join those programmes</li> <li>✧ Reviewing the learning outcomes of the current provision of life planning and career education in school</li> <li>✧ Inviting guests from different professions to share their career journeys and their positive values in life with our students</li> <li>✧ Coordinating the mentorship programme for S4 with the Alumnae Association</li> <li>✧ Organising visits to different workplaces and post-secondary institutions</li> <li>✧ Providing support to parents in guiding students to make choices for further studies</li> </ul>	<ul style="list-style-type: none"> <li>✧ <u>S5</u></li> <li>✧ My CareerMap (\$3,000)</li> <li>✧ <u>S4</u></li> <li>✧ Goal setting workshop for S4A and S4B (\$5,000)</li> <li>✧ Talk on Life Planning (\$1,500)</li> <li>✧ Mentorship programme and follow-up activities (\$500)</li> <li>✧ <u>S3</u></li> <li>• Programme organised by Young Leaders and Entrepreneurs (\$12,000)</li> <li>✧ <u>S1 – S6</u></li> <li>✧ Career Explorer (\$1,200)</li> </ul>

## IV. Staff Responsibilities (2015-16)

### *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 Thomas Hung	S5 Representative
Mr Anthony Mo	Mr Ignatius Chow	
Miss Renie Sinn	Mr David Hung	

#### Catholic Formation Core Team

<u>Mr Ignatius Chow</u>	<u>Ms Jacqueline Au Yeung</u>	Ms Grace Au Yeung
Ms Wendy Chan	Sr Vicky Ramos	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
Mrs Maureen Lai	Ms Leung Hoi Yan	

#### Staff Appraisal

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

Mrs Winnie Poon	Ms Stephanie Hui	Miss Jacqueline Au
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#### Secretary of General Staff Meeting

Ms Priscilla Tang

#### Community Service Coordination

<u>Miss Maria Lam</u>	Miss Susanna Wong	Mr Chan Shing Wai
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	Mr Lee Man On	

#### Staff Development Team (SDT)

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

#### 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 Andy Lo (Technician)	Mr Terry Li (Technician)
Mr Ted Chow	
Ms Zoe Chan (e-literacy)	

#### ◇ 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	Miss Peggy Leung

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

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

#### ◇ Supplies Inspection Team (SIT)

<u>Miss Peggy Leung</u>	Mrs Angela Chiu
Miss Carol Lee	Ms Nikki Pun

#### ◇ Tender Coordination & Opening Team

<u>Miss Peggy Leung</u>
Miss Ivy Ng

#### ◇ 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 & ICT)  
Miss Renie Sinn (Cultural S.)      Miss Florence Kwok (Humanities)  
Ms Laura Li (Science)      Ms Nancy Chow (Liberal Studies)  
Ms Priscilla Kwok (Religious & Personal Growth)

### ◇ **Junior Science Education Working Group**

Mr Zinc Tsang      Miss Elizabeth Choy      Mr Ted Chow

### **Subject Departments**

Ms Lam Mei Yi

### **Language Across Curriculum Coordination**

Miss Irene Yung      Mrs Rosa Choy  
Mr Zinc Tsang

### **OLE Team**

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

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

Mr Thomas Hung      Mr Ben Tam

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

Ms Laura Li      Mrs Laxmi Prasad      Mr Lee Yuen Li  
Mrs Angela Chiu      Ms Nikki Pun

### **Extended Learning Coordination Team**

Miss Renie Sinn      Miss Linda Yip  
Mr Zinc Tsang      Mr Jackson Yau

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

Mrs Rosa Choy      Miss Emily Cheng      Miss Vivian Kan

### **SEN Coordination**

Mr Kelvin Kwong      Miss Carol Lee  
Miss Lau Ling      Ms Nikki Pun

### **Student Learning Support Team**

Ms So Wing See      Miss Chan Ka Ling  
Miss Rebecca Yu      Mr Axel Tong

### **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)  
Mr Chan Shing Wai  
Mr Axel Tong

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

Ms Yoshie Lee      Mrs Ivy Yeung  
Miss Laura Lai      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

**House Advisors**

Coordinators	Mr Ted Chow	
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 Activities Advisory Team**

Miss Florence Kwok	Miss Clara H	Ms Maria Keung
Mr David Hung		

**Student Council Advisors**

Mr David Hung	Ms Yoshie Lee
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**Student Testimonial Writing Support Team**

Ms Paula Kong	Miss Jacqueline Au	Mrs Regan Caridad
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**Scholarship / Prize Coordinating Team**

Miss Florence Kwok	Ms Nikki Pun	Miss Renie Sinn
Mr Jackson Yau	Ms Priscilla Tang	

**Sacred Heartist Award For All-round Achievement**

Mrs Winnie Poon	Ms Canny Li	Mr Phil Lee
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**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	Ms Wanda Yiu	
Concord & Sch Mag	Ms Paula Kong	
	Mrs Laxmi Prasad	
Chinese	Miss Chan Yuk Lin	
	Miss Chang Wai Fong	Miss Lau Ling
For Teens by Teens	Mrs Laxmi Prasad	
	(Consultant Mrs Susan Chung)	

**Heartiest Movement (SHCCAAECF)**

Miss Janet Wu	Mr Anthony Mo
Ms Amanda Wu	

**Administration Core Team**

Miss Florence Kwok Mr Anthony Mo

◇ **Graduation Day Coordination**

Miss Chan Yuk Lin	Ms Zoe Chan
Miss Lau Ling	Mr Joe Wong

◇ **Prize-giving Day Coordination**

Miss Peggy Leung	Ms Laura Li
Ms Elaine Chan	Miss Hung Ching Ying

◇ **School Bus Liaison**

Miss Carol Lee

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

Ms Wendy Lee	PTA Representative
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◇ **Non-school Hour Coordinating Team**

Miss Ivy Ng	Ms Casper Leung
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◇ **Stage Management Team**

Miss Clara Ho	Mr Terry Li
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◇ **Campus TV**

Mr Ben Tam	Mr Woo King Yan
Mr Jackson Yau	Ms Wendy Lee (Photography)

◇ **School Documents**

Miss Florence Kwok	Miss Ivy Ng	Mr Ted Chow
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◇ **External Affairs Coordination**

Miss Florence Kwok	
Miss Peggy Leung (Teaching Practice Coordination)	

◇ **External Examination Coordination**

Mr David Hung	Mr Ted Chow
Miss Peggy Leung	Ms Nancy Chow

◇ **Substitutions & Exam Invigilation**

Ms Laura Li (Exam Invigilation)	
Ms Susanna Chow (substitution)	Ms Amanda Wu

◇ **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	Miss Florence Kwok	Mr Joe Wong
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## ***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 Ms Lam Mei Yi  
Miss Lau Ling Miss Chan Ka Ling  
Miss Hung Ching Ying Miss Chan Yuk Lin

### ✧ **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 Maria Keung  
Ms Nancy Chow

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

Ms Irene Law Miss Linda Yip  
Miss Ginny Chan Mr Thomas Hung  
Miss Laura Lai Miss Winnie Lam

### ✧ **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  
Miss Wendy Chan Form Coordinators

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

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

### **Parents' Day Coordination**

Miss Chan Yuk Lin Ms Canny Li  
Ms Wendy Lee

### **Parents' Night Coordination**

Ms Priscilla Kwok Ms Wendy Lee  
Form coordinators

## 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

Miss Chan Yuk Lin

#### **Geography**

Miss Florence Kwok

#### **Home Economics**

Mrs Ivy Yeung

#### **Computer Studies**

Mr Woo King Yan

#### **Integrated Science**

Mr Zinc Tsang

#### **Physics**

Ms Laura Li

#### **Biology**

Mr Kelvin Kwong

#### **Visual Arts**

Ms Priscilla Kwok

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

Ms Jacqueline Au Yeung

#### **Physical Education**

Miss Ellen Chan

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

Ms Tessa Wong (Marketing)

Mr Thomas Hung (Accounting)

#### **Chinese Language**

Mrs Maureen Lai

Ms Leung Hoi Yan

#### **English Literature**

Ms Paula Kong

Miss Wanda Yiu

#### **Life and Society**

Ms Maria Keung

#### **History**

Mr Alex Ho

#### **Economics**

Ms Irene Law

#### **Mathematics**

Mr Ignatius Chow

Miss Peggy Leung

#### **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>	Miss Ellen Chan Mr Joe Wong
<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 Mr Axel Tong	<b>Music Society</b>	<u>Miss Renie Sinn</u> Ms Jenny Wong Mr Jackson Yau
<b>Uniform Groups</b>	<u>Ms Leung Hoi Yan</u> Ms Dora Au	<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> Miss Hung Ching Ying	<b>English Speech &amp; Debating Society</b>	Mrs Winnie Poon Ms Priscilla Tang Miss 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>Miss Winnie Law</u>	<b>Science Society</b>	<u>Ms Laura Li</u> Mr Zinc Tsang Ms Canny Li	<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	<b>Hong Kong Award for Young People</b>	<u>Mr Alex Ho</u> Mr Harry Wong
<b>5. Junior Police Call</b>	Mr Anthony Mo	<b>Third Language</b>	<u>Ms Christine Ng</u> Mrs Laxmi Prasad Miss Vivian Kan		
<b>Religious groups</b>	Ms Jacqueline Au Yeung Sr Vicky Ramos	<b>Maths Society/ Maths Adventure Programme</b>	<u>Miss Rebecca Yu</u> Mr Ben Tam Ms Ginny Chan		
<b>1. Catholic Society</b>	Ms Wendy Chan Ms Grace Au Yeung	<b>Animal Awareness Society</b>	Miss Laura Lai		
<b>2. Young Canossian Helpers</b>	Ms Jacqueline Au Yeung Sr Vicky Ramos				
<b>3. Liturgical Team</b>	Mr Anthony Mo Miss Laura Lai				
<b>4. Apostleship of Prayer</b>	Miss Elizabeth Choy Miss Maria Lam				
<b>5. Legion of Mary</b>	Mr Ignatius Chow Ms Priscilla Kwok				
<b>6. S1 Instruction</b>	Miss Susanna Wong Ms Yoshie Lee				
<b>7. YOUCAT We Chat</b>					

## Appendix 3

***HRTs and HRP*s**

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

## V. Class Structure & Student Enrolment

	<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	30	30	29	24	25	
<b>B</b>	30	30	30	28	23	28	
<b>C</b>	33	30	33	34	28	23	
<b>D</b>	33	31	32	34	32	27	
<b>E</b>	33	30	33	35	33	29	
<b>F</b>	31	30	34	35	35	29	
<b>Total</b>	190	181	192	195	175	161	<b>1094</b>

# **Sacred Heart Canossian College**

## **Annual School Plan 2015-2016**

Endorsed by the Incorporated Management Committee (2015-2016):

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Sr Agnes Law FdCC  
Chairman / School Supervisor  
on

8<sup>th</sup> October, 2015