

Celebrating the Past with Gratitude

Embracing the Future with Hope

Sharing our Life in Love

Annual School Plan 2019 - 2020

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 2019-2020

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I. Major Concerns 2019-2020

1. Learning and Teaching

Empowering students to be an autonomous life-long learners

Focus 1: Grooming students to become confident and enthusiastic life-long learners

Focus 2: Supporting teachers to be effective mentors of students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Grooming students to become confident and enthusiastic life-long learners</p> <p>1.1 Engaging students in deep learning</p> <p>1.1.1 Enhancing higher order thinking skills and generic skills of students</p> <ul style="list-style-type: none"> - Departments/ Teams provide learning experiences for students to develop and apply higher order thinking skills and generic skills such as analysis, application, evaluation, creating new knowledge, problem solving and collaboration. - Learning experiences such as projects, open day and fun fair are organised for students to apply and integrate the skills learnt. 	<ul style="list-style-type: none"> - Throughout the year - Throughout the year 	<ul style="list-style-type: none"> - Development and application of higher order thinking skills is clearly reflected in the curriculum plan of individual departments as well as the goals of various learning activities. - 70% of students find that their higher order thinking skills are enhanced during the year. - At least two learning activities for students to apply and integrate higher order skills/ generic skills are organised by each academic department. 	<ul style="list-style-type: none"> - Examining curriculum plans, schemes of work - Surveys, reflection of students - Reflection of teachers and students, department evaluation reports 	<ul style="list-style-type: none"> - L&T Advancement Team, HoDs - L&T Advancement Team, students, teachers - HoDs, teachers and students 	<ul style="list-style-type: none"> - Guidelines for reflection - Time and space for teachers to organise and students to participate

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.2 Boosting the confidence of students in learning</p> <p>1.2.1 Reviewing academic support to students at junior levels - CDC and departments will examine the academic support given to junior students and its effectiveness.</p> <p>1.2.2 Positive and encouraging feedback is given by teachers and peers to build up the self-images of students. Formative assessments and feedback are given to help students reflect on their learning experiences.</p> <p>1.2.3 Students are encouraged to take part in pull-out programmes/ external competitions to widen their exposure and to stretch their potential further. - More students are informed of the external competitions through the e-announcement system - Students are ready to take part in these activities.</p>	<p>- Throughout the year</p> <p>- Throughout the year</p> <p>- Throughout the year</p> <p>- Throughout the year</p>	<p>- The CDC has conducted a review on the academic support to students by end of May 2020. The report of the review is ready by June 2020.</p> <p>- 75% of teachers give formative feedback regularly - 70% of students find the feedback helpful in reflecting on their learning.</p> <p>- 70% of students find that they are better informed of external activities through the e-announcement system - 70% of participants find that the programmes they joined are helpful in stretching their potential</p>	<p>- Group discussions, reflections, interviews, reports of departments</p> <p>- Surveys, reflection of teachers and students</p> <p>- Questionnaires, reflection of students</p>	<p>- CDC, HoDs, teachers and students</p> <p>- L&T Advancement Team, students, teachers</p> <p>- OLE Team, Gifted education, teachers and students</p>	<p>Time and space for the review</p> <p>Guiding questions for reflection</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3 Strengthening the reading habit of students</p> <ul style="list-style-type: none"> - An e-library is set up to encourage students reading books anytime anywhere - Book sharing is arranged during reading periods for students to share their reflections/ inspiration from reading. <p>1.4 Using data to inform learning and teaching more effectively</p> <ul style="list-style-type: none"> - Departments make use of data to evaluate the performance of students and adjust learning and teaching strategies accordingly. 	<ul style="list-style-type: none"> - First term - Throughout the year - Throughout the year 	<ul style="list-style-type: none"> - An e-library is introduced to students by mid-December 2019 - 70% of students find the e-library convenient and helpful. - At least 2 book sharing sessions are arranged during reading periods in junior forms. - 70% of S1-S3 students find the book sharing sessions conducive to reading. - 70% of departments have adjusted their learning and teaching strategies during the year according to the data received. 	<ul style="list-style-type: none"> - Library department records, home period records, surveys, reflection of students - Department meeting minutes, Department evaluation reports 	<ul style="list-style-type: none"> - Library, Reading Team, HRTs/HRPs, students - School Assessment, Evaluation and Report Team, HoDs, teachers 	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 2:</u> Supporting teachers to be effective mentors of students</p> <p>2.1 Building capacity</p> <p>2.1.1 Organising staff development programmes on positive education, staff wellness, and deep learning</p> <p>2.1.2 Setting up Pedagogy Exploration and Enhancement Team to explore and recommend new learning strategies to teachers</p> <p>2.1.3 Soliciting external support to enhance school- based development in learning and teaching as well as student qualities</p>	<p>- Throughout the year</p> <p>- Throughout the year</p> <p>- Throughout the year</p>	<p>- At least two professional development workshops on positive education/ staff wellness/ deep learning are held.</p> <p>- 70% of participants find the workshops helpful.</p> <p>- Pedagogy Exploration and Enhancement Team is set up.</p> <p>- At least one sharing session on learning and teaching strategy is conducted by the Team.</p> <p>- At least two departments/teams have solicited external support to enhance curriculum development/ learning and teaching strategies/ student qualities development.</p> <p>- 75% of department/team members find the support helpful.</p>	<p>- Evaluation report from SDT</p> <p>- Feedback from teachers</p> <p>- Evaluation report from Pedagogy Exploration and Enhancement Team</p> <p>- Department minutes, evaluation reports, teachers' reflection</p>	<p>- SDT, teachers</p> <p>- Pedagogy Exploration and Enhancement Team</p> <p>- Departments/ teams concerned, teachers</p>	<p>-Availability of relevant training workshops, financial resources</p> <p>- Availability of relevant external support</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2.2 Inter-departmental collaboration to widen the learning experiences of students</p> <p>2.2.1 KLA coordinators take up a more active role in leading curriculum mapping and cross-departmental collaboration to provide extended learning opportunities for students.</p>	<p>- Throughout the year</p>	<p>- At least two meetings are held by KLA coordinators and HoDs to discuss curriculum mapping/ cross-departmental collaboration to enhance student learning.</p> <p>- A three-year plan on cross-departmental collaboration within the KLA/across KLA is drawn up by the end of December 2019.</p>	<p>- Minutes of KLA meetings and department meetings</p>	<p>CDC, KLA coordinators and HoDs</p>	

2. Student Quality Development

Empowering students to form positive outlooks on life and enabling students to live as happy, purposeful and independent individuals

Focus 1: Establishing the framework of SHCC values education, integrated with positive education

Focus 2: Equipping parents with knowledge of positive education to accompany students on their journey of growth

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Establishing the framework of SHCC values education, integrated with positive education</p> <p>1.1 Empowering teachers and non-teaching staff with knowledge of values education - Staff development programmes on positive education are organised for teaching and non-teaching staff</p> <p>1.2 Implementing and evaluating the curriculum and materials for S1 values education</p> <p>1.3 Designing and trying out the S2 home period curriculum and materials for values education</p>	<p>- Throughout the year</p> <p>- Second Term</p>	<p>- At least two staff development workshops are held in the school year. - 70% of teachers find that the sessions here better prepared them for the implementation of positive education.</p> <p>- Ten S1 positive education sessions are conducted during S1 home periods. - Evaluation meeting is conducted and suggestions for fine-tuning the materials are made by end of June 2020.</p> <p>- The teaching package for S2 Positive education is ready and try-out is carried out by end of June 2020. - The revised teaching package is ready by August 2020.</p>	<p>- Minutes of meetings and evaluation from Promotion of Positive Education Core Team, surveys - Home periods records, evaluation meeting minutes, questionnaires</p> <p>- Minutes of preparation meetings and evaluation meetings</p>	<p>- Promotion of Positive Education Core Team, SDT</p> <p>- Promotion of Positive Education Core Team, HRTs, HRP, students</p> <p>- Promotion of Positive Education Core Team</p>	<p>- Appropriate service providers</p> <p>- Common time for meetings - Advice from external bodies</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.4 Developing specific values education extended learning activities for S2-S6 students	- Throughout the year	- At least one programme on positive education is arranged for S2-S6 students. - 70% of students find these programmes help them from a positive outlook on life	- OLE records, reflection of students, questionnaires	- Promotion of Positive Education Core Team, students	- Additional financial resources - Time for review meetings
1.5 Reviewing and mapping of the RME curriculum with the core values of the school and positive education elements	- Throughout the year	- A revised RME curriculum is ready by May 2019	- Evaluation reports from Promotion of Positive Education Core Team and RME Department	- Promotion of Positive Education Core Team and RME Department	
<u>Focus 2:</u> Strengthening parent education on positive education	- First Term	- A talk on positive education is held for S1 parents during the school year	- Feedback from parents, records of parents meetings	- Promotion of Positive Education Core Team, Parents' Meeting	- Suitable service providers, financial resources
2.1 Conducting talks to equip participants with knowledge of positive education	- Throughout the year	- 70% of parents find that the talk is useful. - A new initiative on parent education is tried out by June 2020	- Meeting minutes of Promotion of Positive Education Core Team, questionnaires	- Meeting Coordination Team, parents and students	
2.2 Exploring new form of parent education - Organising a parent-child workshop to foster family relationship		- 70% of participants find the programme useful in helping them build up a positive relationship with their children.			

3. Administration

Enhancing positive relationships in the Sacred Heart Family

Focus 1: Enhancing the wellness of the students and staff of Sacred Heart

Focus 2: Ensuring sustainable development in school management

Focus 3: Sustaining positive school ethos

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Enhancing the wellness of the students and staff of Sacred Heart</p>					-
3.1.1 Simplifying administration procedures	- Throughout the year	<ul style="list-style-type: none"> - Extra clerical support is provided for teachers in at least two administration tasks. - A supportive environment is built up for members of the Sacred Heart community. 	- Feedback from teachers	- Administration Core Team, clerical staff	- Human resources in clerical staff
3.1.2 Providing efficient follow up on repair and maintenance work		<ul style="list-style-type: none"> - 80% of teachers and students find the reporting system convenient and useful. - 80% of the repair work is done within three days. 	- Feedback from teachers and students	- Administration Core Team, IT Team, School Maintenance and Repair Team	
3.1.3 Holding staff and student wellness programmes		<ul style="list-style-type: none"> - At least two programmes are organised to foster staff wellness. - At least two programmes are organised to foster student wellness. 	<ul style="list-style-type: none"> - Evaluation by Staff Welfare Team and SDT - Evaluation by Homeroom Teachers and Counselling Team 	- Staff Welfare Team, Staff Development Team, Counselling Team	- Time and space for teachers and students to join the programmes
3.1.4 Improving school facilities for the welfare of staff and students		- Improvement is made in at least two areas proposed by staff/ students.			

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 2:</u> Ensuring sustainable development in school management</p> <p>3.2.1 Capacity building</p> <p>3.2.2 Implementing and fine-tuning the succession plan</p> <p>3.2.3 Offering training to potential middle managers and successors</p>	<p>- Throughout the year</p>	<p>- Teachers taking up new responsibilities have attended at least one training course relevant to her/his assignment.</p> <p>- The staff responsibilities list and succession plan are fine-tuned by July 2020.</p> <p>- Members of the staff are informed of the vision.</p>	<p>- Evaluation by Senior Administration Team</p>	<p>- School Supervisor</p> <p>- Senior Administration Team</p>	<p>- Training for potential successors</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 3:</u> Sustaining positive school ethos</p> <p>3.3.1 School history project - interviews - document search</p> <p>3.3.2 Outreach Project in Cambodia</p> <p>3.3.3 Hosting the 160th anniversary celebration programmes</p>	<p>- Throughout the year</p>	<p>- The interview data is analysed by January 2020 - A display on school history is ready by January 2020. - A publication on school history is ready for print by June 2020.</p> <p>- Funds for 3/4 of the construction cost is successfully raised by July 2020. - The construction of the women centre is underway.</p> <p>- The celebration programmes are held according as scheduled - 75% of participants find the programmes meaningful.</p>	<p>- Evaluation by School History Project Team</p> <p>- Evaluation by the Cambodia Project Team</p> <p>- Evaluation by the Senior Administration Team</p>	<p>- School History Project Team, student helpers</p> <p>- Cambodia Project Team</p> <p>- Senior Administration Team</p>	<p>- Collaboration of past students, School History Project Team and consultants</p> <p>- Collaboration of Cambodia Project Team, St John the Apostle Catholic Church in Cambodia, students</p> <p>- Collaboration with SHCK, SHCS, SHCSPS, PTA and AA</p>

II. Financial Budget

<u>BUDGET SUMMARY FOR 2019-2020</u>		
CODE	PROGRAMME ITEM	TOTAL ALLOCATION(\$)
A01-A08	Premises	\$1,555,500.0
A09-A17	Administration	\$4,817,025.0
C01-C24	Curriculum	\$1,544,244.2
P01-P35	Pastoral Care	\$3,367,418.1
	Total	\$11,284,187.3

Special Collection	Purpose	Income (\$)	Expenditure (\$)
Tong Fai	Teaching Assistant	\$128,470.0	\$25749.0
Fee for specific purposes	Teaching Assistant	\$166,470.0	\$166,470.0

III. Plan for Use of Special Grants

1. Capacity Enhancement Grant (CEG)

Task Areas:

1. Improving students' academic performance in the three core subjects
2. Developing students' talents for English and Chinese speech and debating
3. Developing students' talents in music and history

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
1. Academic Development	<ul style="list-style-type: none"> ✧ Offering remedial classes for students who are weak in English Language and Chinese Language ✧ Organising enhancement and enrichment courses in various subjects for students 	<ul style="list-style-type: none"> ✧ Students perform better in school and public exams. ✧ Better support is provided for individual students. 	Courses will be offered during the school year	\$99,250.00 for outsourcing provision of remedial classes in different subjects	<ul style="list-style-type: none"> ✧ Improvement shown in internal and public exams ✧ Individual needs of students are better catered for 	<ul style="list-style-type: none"> ✧ Evaluations by subject departments concerned ✧ Feedback from participants

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
2. Development in English and Chinese speech and debating	<ul style="list-style-type: none"> ✧ Hiring a university Government and Law or LLB student(s) (preferably) with debating experience to provide face-to-face coaching ✧ Providing extra feedback through electronic means to our debate students 	<ul style="list-style-type: none"> ✧ Participants will become eloquent speakers of English and Chinese and confident debaters who can support opinions with reasons, and support reasons with evidence. ✧ They will become skilled at organising information into coherent messages, refuting explanations and challenging evidence. ✧ SHCC English/Chinese -speaking culture can be enhanced, and a culture which celebrates diverse opinions may be promoted. ✧ Teachers concerned will be relieved of workload and can focus more on debate competitions. 	<ul style="list-style-type: none"> ✧ Coaching will run between September and June in the 2019/20 school year. 	<p>\$105,800.00</p>	<ul style="list-style-type: none"> ✧ Students perceive improvement in debating skills and the effectiveness of the coaching. ✧ There should also be an increase in both the number of debaters and matches compared with the previous year. 	<ul style="list-style-type: none"> ✧ The enhanced ability of students in making advancement in inter-schools Debating competitions is seen by advisers ✧ End-of-year evaluation by the debating teams

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
3. Developing students' talents in music and history	<ul style="list-style-type: none"> ✧ Hiring a teacher to develop students' talent in music and to enhance the teaching of History and Chinese History 	<ul style="list-style-type: none"> ✧ The teacher will help in Music lessons and organise music related activities. ✧ Students will benefit from his expertise and experiences in organising music activities. ✧ The teacher will teach History and Chinese History. 	<ul style="list-style-type: none"> ✧ September 2019-August 2020 	<p>\$500,000.00</p>	<ul style="list-style-type: none"> ✧ Various music activities organised and students learned how to organise different music activities. ✧ Students show more interest in history. 	<ul style="list-style-type: none"> ✧ Appraisal by Heads of Music, History and Chinese History Departments.

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 2019-2020	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	Sir Ti Liang Yang English Language Ambassadors Outreach Programme	2 days	S4 - 5	15	Students are able to speak confidently and their presentation skills are enhanced	\$8,400	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 their Chinese writing skills	Chinese Creative Writing Workshop	4 days	S6	30	Students are able to demonstrate a reflective attitude to appreciate the beauty of Chinese literature	\$18,000	AoL & Gifted Education Team

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way diverse learning needs of students are catered for)	Tentative Programmes	Duration of the programme / course	Target students	Estimated number of students involved in the school year 2018-2019	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
Physics Pull-out Programme (Physics)	Organising Disney's World of Physics which enables students to apply the knowledge of Physics and a problem-solving technique to everyday situations and hands on experience	Disney's World of Physics	1 day	S4 - 5	20	Students are able to demonstrate an understanding about effects of friction in movement, potential & kinetic energy and pneumatics, etc.	\$14,000	AoL & Gifted Education Team
STEM Pull-out Programme	Organising a STEM study tour to Sichuan during Extended Learning Week which enables students to understand the conservation of giant pandas and appreciate the natural beauty and cultural heritage of Sichuan	STEM study tour to Sichuan	5 days	S5	10	80% of participating students reflect that the tour enhances their learning in STEM subjects and promotes their curiosity about STEM	\$20,000	AoL & Gifted Education Team
Leadership Training Programme	Organising Leadership Training Camp which cultivate and explore students' leadership potential and interest through making students step out of their comfort zones	Leadership Training Camp	2 days	S4 - 5	20	80% of participating students reflect that they are able to identify and appreciate their strengths	\$20,000	AoL & Gifted Education Team

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way diverse learning needs of students are catered for)	Tentative Programmes	Duration of the programme / course	Target students	Estimated number of students involved in the school year 2018-2019	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
Higher-Order Thinking Skills Programme	Organising a Design Thinking Workshop which provides a chance for students to enhance their creativity and critical thinking skills	Design Thinking Workshop	4 days	S4 - 5	12	All participants are trained to be mentors for S2 PBL so that they can give creative ideas and advice to S2 students	\$10,000	AoL & Gifted Education Team
Overseas Learning/ Exchange Programmes	Subsidising registration fees for overseas learning/ exchange programmes for exceptionally gifted students	Overseas Summer Programmes	10 days	S4 - 5	6	80% of participating students reflect that the programmes enhance their learning	\$50,000	AoL & Gifted Education Team

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3. Learning Support Grant

Estimated income : \$165000

Surplus of last s.y.: \$ 13353.97

Estimated surplus in this s.y.: \$14353.97

	Item	Objectives	Hire of services Name of service provider	Time of implementation	Target group	Performance indicators	Evaluation methods	Estimated expenditure
1.	After-school tutorials	To help students to improve academic performance in various subjects	Part time tutors	- 4 days per week (Mondays to Thursdays) throughout the year -Around 202.5 x 2 hours (405 hours) -HK\$200/hour	No. of SEN students:11 Type of SEN students: ADHD, ASD, HI, SpLD No. of parents: 0	- Students reach 75% attendance rate - Positive feedback from the tutors - Improvement shown in the performance of students concerned	Observation reports from tutors and teachers; self-evaluation by students on performance in assessments	\$81000
2.	Deployment of teaching assistants to support SEN students	To help with administrative work, invigilation and extra support to SEN students	TA	- Whole year -HK\$4000/month	No. of SEN students: all Type of SEN students: ADHD, ASD, HI, SpLD No. of parents: 0	- Special sessions are arranged for students in need during common test and examination periods - Support from the office is provided to implement individual programmes for students in need	Report from L&T Advancement team, SEN coordination Team, Counselling Team, school office	\$48000

						- Assistance is provided in general administrative work relating to students with special need		
3.	Professional training by service providers	To equip students with practical study, exam and social skills to cope with their learning difficulties	To be confirmed	1-2 days per week	No. of SEN students: 3-5 Type of SEN students: ADHD, ASD	- Students reach 75% attendance rate - Positive feedback from the tutors - Improvement shown in the performance of students concerned	Observation reports from tutors and teachers; self-evaluation by students on performance in assessments	\$25000
4.	Counselling workshops	To provide training workshops on mental health and peer relationship	To be confirmed	Workshops: 2-3 in a year	No. of SEN students: 8-10 Type of SEN students: ADHD, ASD, MI (potential) No. of parents: 0	- At least one workshop on mental health and one on peer relationships are held - 70% of attendants find the workshops helpful	Questionnaires, self-reflection from participants, evaluation from service providers	\$10000
Total								\$164000

4. Use of Life-wide Learning Grant

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (✓)				
							I	M	P	S	C
Drama Development	Drama training course and inter-house drama competition	<ul style="list-style-type: none"> - To encourage students are encouraged to develop their aesthetic sense through being exposed to different forms of art and performing arts. - To provide students with opportunities to be involved in devising, writing and performing scenes that are created from their unique teenage perspectives. - To encourages students to be creative and learn to work with the whole team, coordinate with crew members in different positions, raise their awareness of the importance of team work 	October2019-July2020	S1 – S6	<ul style="list-style-type: none"> - The attendance and extra rehearsal sessions will show whether the students are committed enough to join the HKSDF and inter-house competitions. - The performance of the students can serve as indicators of their engagement and achievement in theatrical arts. 	\$70,000	✓		✓		✓

Music Development	School Choirs, Orchestra and Chinese Orchestra		<ul style="list-style-type: none"> - To provide specialised training for students who are musically gifted. - To broaden the musical horizon of our students. - To enhance cooperation and the spirit of collaboration spirit through team training 	September2019-July2020	S1 – S6	<ul style="list-style-type: none"> - More repertoires could be learned and performed by the students. - Participating in at least two external performances or competitions - Music competitions and performances 	\$310,000	✓		✓		✓
Physical Development	Sports Training Courses, S3 Swimming Course, Overseas Training Courses		<ul style="list-style-type: none"> - The programmes can provide opportunities for talented students to have advanced and intensive trainings. - Students will be able to strengthen their specific skills in certain kinds of sports and will have sufficient confidence to overcome the difficulties during the competitions. 	September2019-August 2020	S1 – S6	<ul style="list-style-type: none"> - Attendance records and results of competitions. 	\$190,000	✓		✓		✓

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Video production Skills Development	Campus TV, Video production training course	- The training course aims at helping students cultivate creativity and pursue aesthetic development through video production.	September2019-December 2019	S1 – S5	- The attendance of the course. Students are required to submit a final product in the last lesson for evaluation.	\$16,000	✓		✓		✓
Extended Learning Activities	The school will coordinate and explore appropriate programmes or itineraries with Cross-departmental collaboration.	<ul style="list-style-type: none"> - To ensure necessary exposure of our students for a balanced and whole-person development to meet the learning goals of the curriculum - To understand more about students' own personal strengths and weaknesses - To showcase students' talents in various fields - To nurture students to be global citizens with global awareness - To strengthen students' national identities through cultural exchange activities 	September2019-August 2020	S1 – S6	<ul style="list-style-type: none"> - Students will be able to have at least one overseas learning programme in their secondary school life. - More variety of learning programmes can be arranged for catering diverse needs of students. - Reviews regarding the nature & objectives of the programmes will be collected from accompanying teachers, chaperones and students. 	\$650,000	✓	✓	✓	✓	✓

Learning Beyond the Classroom	Outing	To provide a cultural learning trip.	September2019-March 2020	S1	- Learning activity beyond the classroom for S1 students is organised	\$20,000	✓	✓	✓		✓
Project-Based Learning	Project for S2 Students	To offer Cross-curriculum project-based learning on STEM, culture and generic skills	September2019-March 2020	S2	- Project on Culture: Students being able to produce boards, games & models for presentation; - Projects on STEM: students being able to produce boards / products for display or participate in competitions	\$110,000	✓	✓	✓		✓

Service project	Sacred Heart Enterprise Challenge	To empower students with - entrepreneurial skills, including teamwork, leadership, communication and other professional skills, - essential life-long thinking skills, including focusing skills, information gathering skills organizing skills, analyzing skills, generating skills, and integrating skills. - the ideas of running a social enterprise & ethics in business decision making.	September2019-May2020	S3	Upon completion of the programme, students should be able to: - apply their business and entrepreneurial skills to education, career, and service pursuits; - recognise the significance of personal responsibility, financial literacy, leadership, and teamwork in making positive life decisions; - appreciate one's ability to contribute to his/her future and the community.	\$30,000	✓	✓		✓	✓
Social Services	Service Day programme	- To provide a chance for all S4 students to organise a service programme to enrich their service experience and let them understand themselves more for the betterment of their personal growth - To be sensitive to others' needs and to care about people from different walks of life	November 2019-April 2020	S4	- Reflection after the service with the Homeroom teachers / partners - Debriefing in RME lessons - Board display during Foundress Week	\$10,000	✓	✓		✓	✓

		<ul style="list-style-type: none"> - To learn from experience and strive to improve through self-evaluation and sharing - To follow the footsteps of our Foundress, St Magdalene of Canossa - To build a closer relationship with God through serving and loving our neighbours - To be included in students' record for OLE as an impressive and valuable growth experience 									
Careers Related Activities	Careers EXPO	- To invite guest speakers to share their career lives and positive values with students	14 March 2020	S4 – S5	-Participants gaining insight from the positive values shared by speakers and become aware of personal qualities and qualifications required for different careers	\$10,000	✓				✓

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English Speech and Debating Education	The 71st Hong Kong Schools Speech Festival	<ul style="list-style-type: none"> - To groom students to become confident and enthusiastic life-long learners - To allow them to use English, especially spoken English, with confidence to express themselves in a creative way. - To support teachers to be effective mentors of students, allowing them the opportunity to train the whole and guide students to better team work 	November 2019 – December 2019	S1 – S6	<ul style="list-style-type: none"> - Classes entering choral events - Students enjoying the training and competition 	\$7,580	✓		✓		✓
Global exposure	Overseas leadership training programme	<ul style="list-style-type: none"> - To subsidise students to participate in overseas leadership training programmes. 	September 2019 – August 2020	S1 – S6	<ul style="list-style-type: none"> - Students are able to widen their horizons and consider all situations from global perspectives 	\$60,000	✓	✓	✓	✓	✓

I: Intellectual Development (closely linked with curriculum)

M: Moral and Civic Education

P: Physical and Aesthetic Development

S: Community Service

C: Career-related Experience

Procurement of equipment, consumables and learning resources			
Domain	Item	Purpose	Estimated Expenses (\$)
Music Development	Cello flight case covers, Sheng (Tenor) and Sheng (Bass)	Musical training and performance (overseas)	\$100,000
STEM Development	Hydroponic system for STEM project	To conduct an investigation under the supervision of teachers on the growth of plants	\$14,400

Estimated Number of Student Beneficiaries

Total number of students in the school:	980
Estimated number of student beneficiaries:	980
Percentage of students benefitting from the Grant (%):	100%

5. Plan on the use of the Promotion of Reading Grant

	Item*	Estimated expenses (\$)
1.	Purchase of Books	\$ 115,000
	<input checked="" type="checkbox"/> Printed books	
	<input checked="" type="checkbox"/> e-Books	
2.	Web-based Reading Schemes	\$15,500
	<input type="checkbox"/> e-Read Scheme	
	<input checked="" type="checkbox"/> Other scheme : <u>School-based reading scheme & reader of the class award</u>	
3.	Reading Activities	\$10,000
	<input checked="" type="checkbox"/> Hiring writers, professional storytellers, etc. to conduct talks	
	<input type="checkbox"/> Hire of service from external service providers to organise student activities related to the promotion of reading	
	<input type="checkbox"/> Paying the application fees for activities and competitions related to the promotion of reading	
	<input type="checkbox"/> Subsidising students for their participation in and application for reading related activities or courses	
4.	Other : _____	

* Please tick the appropriate boxes or provide details.

IV. Staff Responsibilities (2019-20)

Senior Administrative Team (SAT)

Principal Sr Veronica Fok
Vice Principal Miss Florence Kwok
Assistant Principal Mr Ignatius Chow
Extended SAT Miss Chan Yuk Lin, Miss Renie Sinn, Mr David Hung, Mr Anthony Mo

Administration

Administration Core Team

Miss Florence Kwok Mr Ignatius Chow
Mr Anthony Mo Mr Ted Chow

Alumnae Association

Miss Maria Lam

Campus TV

Mr Jackson Yau Mr Wilfred Leung
Miss Tung Hing Kwan

Control Committee for School Budget (CCSB)

Mr Ignatius Chow Mr David Hung
Ms Maria Keung

Crisis Management Committee

Sr Veronica Fok Miss Florence Kwok
Mr Ignatius Chow Miss Chan Yuk Lin
Ms April Cheung Ms Candy Chun
Mr Anthony Mo Ms Nancy Chow
Ms Kyna Kwan
Ad hoc members depending on the issue

Exam & Common Test Timetabling Team

Mr Ignatius Chow Ms Susanna Chow

External Affairs Coordination

Miss Florence Kwok Miss Renie Sinn

External Examination Coordination

Mr David Hung Mr Ted Chow
Ms Nancy Chow

General Affairs and School Maintenance Team

Mr Ignatius Chow Mr Ted Chow
Mr Harry Wong Miss Ivy Ng

Graduation Day Coordination

Miss Chan Yuk Lin Ms Zoe Chan
Mr Raymond Fong Miss Elizabeth Choy
Mr Chan Chun Ho

IT Team

Ms Rita Law (Purchase & budget, e-class & school website, E literacy)
Mr Woo King Yan (Intranet) Mrs Angela Chiu (Computer App)
Ms Zoe Chan (e-literacy) Mr Andy Lo (Technician)
Mr Ted Chow

Language Support

Miss Irene Yung Mrs Caridad Regan
Mrs Laxmi Prasad Ms Leung Hoi Yan
Mr Chan Shing Wai

Non-school Hour Coordination and Teacher Sharing

Miss Lau Ling Miss Ivy Ng

Non-teaching Staff Co-ordination

Clerical Staff Miss Florence Kwok
Lab Technicians Mr Kelvin Kwong (Science KLA)
IT Technicians Ms Rita Law (IT Team)
Janitor Staff Miss Ivy Ng
Lib & SALC Mrs Rosa Choy (Librarian)

Prize-giving Day Coordination

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

Sacred Heartist Award For All-round Achievement

Mrs Winnie Poon Ms Canny Li
Mr Phil Lee

SAMS & Timetabling Team

Ms Susanna Chow Mr Ignatius Chow
Mr Ted Chow Mr Ben Tam

Scholarship / Prize Coordinating Team

Miss Florence Kwok Mr Jackson Yau
Miss Irene Yung Mr Wilfred Leung
Ms Zoe Chan Miss Lau Ling

School Assessment, Evaluation & Report Team

Mr David Hung Miss Florence Kwok
Miss Irene Yung Mr Ben Tam

School Bus Liaison

Miss Carol Lee

School Calendar

Mr Anthony Mo

School Development Advisory Committee (SDAC)

Miss Florence Kwok Sr Veronica Fok
Mr Ignatius Chow Teacher Representatives
Student Representatives

School Documents

Miss Florence Kwok Miss Ivy Ng
Miss Emily Chan (SEO)

School History Research Project

Mr Colin Lai and History Society

School Magazine & Publication

School Web News Ms Wanda Yiu Ms Jenny Wong
Concord & Sch Mag Ms Paula Kong Mrs Laxmi Prasad
Chinese Miss Chan Yuk Lin Miss Tung Hing Kwan

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Administration (Cont.)

School Photographer

Ms Wendy Lee and Photography Club

Secretary of General Staff Meetings and Promotion Meetings

Mrs Laxmi Prasad Mrs Caridad Regan

Miss Emily Chan (SEO)

Staff Welfare Officers

Mrs Winnie Poon Ms Stephanie Hui

Stage Management Team

Miss Clara Ho Mr Raymond Fong

Student Admission & Allocation

Miss Florence Kwok Mr Ignatius Chow

Ms Rita Law Ad hoc interview group

Student Financial Assistance

Miss Florence Kwok Ms Tessa Wong

Ms Dora Au Miss Jenny Wan

Mr Harry Wong Miss Hung Ching Ying

Substitutions & Exam Invigilation

Ms Susanna Chow (Substitution) Ms Amanda Wu

Mr Ben Tam (Exam Invigilation)

Supplies Inspection Team (SIT)

Miss Carol Lee Mrs Angela Chiu

Mr Phil Lee Ms Nikki Pu

Tender Approval Committee

Supervisor/School Manager, Principal, VP/AP

PTA Representative and Teacher Representative (Mrs Angela Chiu)

Tender Opening and Vetting Committee

Mr Ted Chow Mr Ben Tam

Miss Ivy Ng Miss Jenny Wan

Miss Emily Chan (SEO)

Tuckshop/Lunch-box Supervisory Team

Ms Wendy Lee PTA Representative

Venue Booking Coordination

Miss Ivy Ng

Academic Development

Learning & Teaching Advancement Team

Mr David Hung Ms Maria Keung
Ms Nancy Chow Mr Zinc Tsang

Curriculum Development Committee

Sr Veronica Fok Mr David Hung
Miss Irene Yung (Eng.) Mr Ignatius Chow (Math)
Ms Leung Hoi Yan (Chin.) Ms Nancy Chow (LS)
Mr Kelvin Kwong (Science) Miss Florence Kwok (PSHE)
Mr Woo King Yan (Technology)
Miss Renie Sinn (Aesthetic and physical development)

Subject Departments

Sr Veronica Fok Mr David Hung

Academic Collaboration with Primary Schools

Miss Elizabeth Choy
Representatives from relevant departments as needs arise

Gifted Education

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

Language Across Curriculum Coordination

Miss Irene Yung Miss Jacqueline Au

Library & Self-access Learning Centre

Mrs Rosa Choy Miss Emily Cheng

PBL & Thinking Skills Enhancement Team

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

Pedagogy Exploration and Enhancement Team

Mr Jackson Yau Miss Florence Yuen
Mr Chan Shing Wai Mrs Winnie Poon
Mr Wilfred Leung

Reading Team

Ms Wanda Yiu Mrs Rosa Choy
Mrs Caridad Regan Miss Hung Ching Ying
Ms Jenny Wong Ms Ginny Chan

S1 Bridging Course

Ms Tessa Wong Ms Winnie Lam
Ms Magee Au Ms Winnie Law

Staff Development and Appraisal

◇ **Staff Development Team (SDT)**

Mrs Winnie Poon Ms Tessa Wong
Mr Jackson Yau

◇ **Staff Appraisal**

Mr David Hung

STEM Development Coordinating Team

Mr Zinc Tsang Mr Woo King Yan
Mr Harry Wong Ms Elaine Chan

Student Learning Support & SEN Coordinating Team

Ms Wendy Chan Mr Kelvin Kwong
Miss Carol Lee Ms Chan Ka Ling
Miss Rebecca Yu (Student Learning Support)
Miss Susanna Wong (Student Learning Support)

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Student Qualities Development**Student Qualities Development Core Team**

Miss Chan Yuk Lin Ms Christine Ng
Miss Renie Sinn

Careers & Further Studies Team (CFST)

Ms Irene Law Miss Linda Yip
Ms Ginny Chan Mr Wilfred Leung
Ms Winnie Lam Ms Joey Wong

Catholic Formation Core Team

Ms Jacqueline Au Yeung Mr Ignatius Chow
Ms Grace Au Yeung Miss Maria Lam
Mr Anthony Mo Ms Yoshie Lee
Miss Susanna Wong Ms Ellen Chan
Miss Janet Ho

Character Development Team (CDT)

Ms Grace Au Yeung Miss Hung Ching Ying
Miss Lau Ling Ms Chan Ka Ling
Miss Hilary Chan Ms Jenny Wong

Civic Education Team

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

Community Service Coordination

Miss Maria Lam Miss Susanna Wong
Ms Jacqueline Au Yeung Mr Chan Ka Chun

Counseling Team (CT)**Ms April Cheung (coordinator)**

Miss Maria Lam Miss Chan Yuk Lin
Ms Wendy Lee Ms So Wing See
Miss Jennifer Ng Ms Candy Chun
Ms Kyna Kwan

Discipline Team (DT)

Mr Anthony Mo Mr Kelvin Kwong
Ms Stephanie Hui Ms Nancy Chow
Ms Winnie Lam Ms Mia Hon

Extended Learning Coordination Team

Miss Renie Sinn Miss Linda Yip
Mr Jackson Yau Miss Jacqueline Au
Miss Florence Yuen

Green Torch

Ms Christine Ng Ms Elaine Chan
Ms Dora Au Mr Li Yuen Lee
Ms Ellen Chan

Head Girl Core Group

Miss Florence Kwok Miss Renie Sinn

Health Education Team

Miss Carol Lee Miss Susanna Wong
Ms Nikki Pun

Home Room Board Core Team

Miss Chan Yuk Lin Miss Hung Ching Ying
Ms Wendy Chan Form Coordinators

OLE & SLP Team

Ms Laura Lai Ms Jacqueline Au Yeung
Ms Irene Law Miss Maria Lam
Mr Raymond Fong Miss Clara Ho
Mr Ted Chow (SLP) Ms Jenny Wong (Lang Support)

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

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

Parent Teacher Association (PTA)

Ms Wendy Lee Ms Leung Hoi Yan
Ms Nikki Pun Ms Grace Au Yeung

Parents' Day Coordination

Miss Chan Yuk Lin Ms Wanda Yiu
Ms Wendy Lee Miss Chang Wai Fong

Parents' Meeting Coordination

Miss Renie Sinn Ms Wendy Lee
Form Coordinators

Promotion of Positive Education

Sr Veronica Fok Miss Chan Yuk Lin
Ms Christine Ng Ms Jacqueline Au Yeung
Ms Candy Chun Ms Grace Au Yeung
Miss Stephanie Ngai

Sex Education Team

Ms Leung Hoi Yan Ms Dora Au
Miss Carol Lee Ms Candy Chun

Student Activities Advisory Team

Miss Clara Ho Ms Maria Keung
Ms Yoshie Lee Mrs Ivy Yeung

◇ **House Advisors**

Coordinator	Mrs Ivy Yeung	
Bronte	Miss Jennifer Ng	Ms Mia Hon
Curie	Ms Elaine Chan	Ms Chan Ka Ling
Keller	Mr Harry Wong	Miss Tung Hing Kwan
Nightingale	Ms Nikki Pun	Ms Joey Wong
Pankhurst	Miss Maria Lam	Mrs Jessie Siu
Teresa	Miss Chang Wai Fong	Miss Hilary Chan

◇ **Student Council Advisors**

Mr David Hung Ms Yoshie Lee
Ms Laura Lai

Appendix 1 *Heads of Departments*

Biology

Mr Kelvin Kwong

Business, Accounting & Financial Studies

Ms Tessa Wong

Chemistry

Ms Susanna Chow

Chinese History

Miss Chang Wai Fong

Chinese Language

Ms Leung Hoi Yan

Chinese Literature

Miss Chan Yuk Lin

Computer Studies

Mr Woo King Yan

Economics

Ms Irene Law

English Language

Miss Irene Yung

Ms Magee Au

English Literature

Ms Paula Kong

Geography

Miss Florence Kwok

Ms Maria Keung

History

Mr Colin Lai

Home Economics

Mrs Ivy Yeung

Integrated Science

Mr Zinc Tsang

Liberal Studies

Ms Nancy Chow

Life and Society

Ms Maria Keung

Mathematics

Mr Ignatius Chow

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

Third Language

Ms Christine Ng

Visual Arts

Ms So Wing See

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Appendix 2 *Co-Curricular Activities*

Maths Adventure Programme	<u>Miss Rebecca Yu</u> Ms Ginny Chan	Clubs and Societies		Service Groups	
		Animal Awareness Society	Ms Laura Lai Miss Jennifer Ng	Heartslink Community Project	<u>Miss Maria Lam</u> Mr Chan Shing Wai Miss Jacqueline Au
Music Society	<u>Miss Renie Sinn</u> Mr Chan Chun Ho	Art Club	Ms So Wing See Mrs Jessie Siu	Zonta Z	<u>Miss Elizabeth Choy</u> Ms Nancy Chow
Sports Society	Mr Raymond Fong Ms Karen Chung Miss Hilary Chan	Chinese Culture Club	Miss Hung Ching Ying Ms Mia Hon	Uniform Groups	
Religious Groups		Chinese Speech & Debating Society	Mr Colin Lai Miss Chang Wai Fong	Girl Guides - 10th Is. Co.	Ms Dora Au
Catholic Society	Ms Jacqueline Au Yeung Miss Janet Ho	Computer / Internet Club	<u>Mr Woo King Yan</u> Mrs Angela Chiu	Rangers	Ms Leung Hoi Yan
◇ Apostleship of Prayer	Mr Anthony Mo Ms Ellen Chan	Dance Club	Miss Janet Wu	Junior Police Call	Mr Anthony Mo
◇ Catechism Class	Miss Maria Lam	Drama Club	Miss Clara Ho Miss Linda Yip Ms Joey Wong	St. John's Ambulance Brigade	<u>Ms Zoe Chan</u> Mr Kelvin Kwong
◇ Legion of Mary	Miss Elizabeth Choy Miss Maria Lam	English Speech & Debating Society	Ms Winnie Law Mrs Laxmi Prasad	Red Cross - YU2	<u>Ms Winnie Law</u> Ms Karen Chung
◇ Liturgical Team	Ms Jacqueline Au Yeung Miss Janet Ho	History Society	Mr Colin Lai Ms Winnie Lam		
◇ S1 Instruction	Mr Ignatius Chow Miss Susanna Wong	Home Management & Housecraft Club	<u>Mrs Ivy Yeung</u> Ms Stephanie Hui Ms Wendy Lee		
◇ Young Canossian Helpers	Ms Grace Au Yeung Ms Yoshie Lee Ms Laura Lai	Hong Kong Award for Young People	Mr Harry Wong Ms Karen Chung		
		Photography Club	Ms Wendy Lee		
		Putonghua Club	Miss Lau Ling Mr Chan Ka Chun		
		Science Society	Mr Zinc Tsang Ms Canny Li		

Appendix 3 *HRTSs and HRP*s

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

V. Class Structure & Student Enrolment (as at 15 September 2019)

	S1	S2	S3	S4	S5	S6	Total
A	31	28	27	19	18	21	144
B	31	28	28	25	20	27	159
C	31	30	29	29	24	24	167
D	33	31	28	30	23	26	171
E	31	29	29	28	22	26	165
F	34	29	30	25	28	28	174
Total	191	175	171	156	135	152	980

VI. Members of the Incorporated Management Committee (2019-2020)

Sr Agnes Law	School Supervisor
Sr Veronica Fok	School Principal
Sr Marie Remedios	Sponsoring Body Manager
Sr Virginia Wong	Sponsoring Body Manager
Ms Catherine Wong	Sponsoring Body Manager
Ms Wong Chau Yee Lucilla	Sponsoring Body Manager
Ms Wong Wai Chun Janet	Sponsoring Body Manager
Mr Kenneth Law	Sponsoring Body Manager
Mr Ignatius Chow	Teacher Manager
Ms Jacqueline Au Yeung	Alternate Teacher Manager
Mr Lee Kwok Ping Stephen	Parent Manager
Mr Chong Shu Wong Tony	Alternate Parent Manager
Ms Josephine Tjia	Alumni Manager
Mrs Connie Lau	Independent Manager

Sacred Heart Canossian College

Annual School Plan 2019-2020

Endorsed by the Incorporated Management Committee (2019-2020):

Sr Agnes Law FdCC
Chairman / School Supervisor
on

23 October 2019