

*Rise to Challenges*

*Excel in Unity*

## **Annual School Plan 2013 - 2014**

*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 2013-2014

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## I. Major Concerns 2013-2014

### 1. Learning and Teaching – Rise to Challenges

*All members of the Sacred Heart community equip themselves to excel in all situations*

**Focus 1: Becoming a reflective learner who aims high (School, Departments, Teams, Teachers, Staff and Students)**

**Focus 2: Being ready to take up challenges in all situations**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b><u>Focus 1:</u></b> 1.1.1 Making a concerted effort to</p> <ul style="list-style-type: none"> <li>- empower students to set clear goals and seek constant improvement of themselves</li> <li>- provide students with opportunities to engage in constant and in-depth reflections</li> </ul>	<p>Throughout the year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> <li>- The majority of students set clear learning goals and draw up learning plans to achieve the goals</li> <li>- The majority of students engage in reflective learning and students show improvement in their learning</li> </ul>	<ul style="list-style-type: none"> <li>- Collecting feedback from teachers and students</li> <li>- Examining students' learning plans</li> <li>- Observations by teachers</li> <li>- Self-evaluation of students</li> <li>- Reports of teams and departments</li> </ul>	<p>L &amp; T Advancement Team</p> <p>All teachers</p> <p>L &amp; T Advancement Team; teams/departments concerned</p>	<p>Time and space for reflection</p> <p>Guidelines for reflection</p>

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
- encourage students to step out of their comfort zones and to aim high through sharing sessions with achievers or acknowledgement of students' achievements	Throughout the year	- The majority of students are willing to attempt more challenging tasks such as bonus questions or external competitions	- Examining students' SLP records	L & T Advancement Team; teams/departments concerned	
1.1.2 Setting tasks of different levels of difficulty to challenge students and stretch their potential	Throughout the year	- Tasks/Activities of different levels of difficulty are organised to suit the diverse ability of students  - Students find the activities enriching	- Assignment inspections, examining the nature of OLE activities, evaluation of teachers and students	L & T Advancement Team; teams/departments concerned	Teachers' awareness of students' standard  Time
1.1.3 Providing teachers with opportunities to reflect on their learning and teaching strategies and share good practice (such as self-evaluation, peer observation, staff appraisal, students' feedback)	Throughout the year	- The majority of teachers are able to identify their own strengths and weaknesses after sincere reflections  - The majority of teachers are able to identify their directions for improvement	- Teachers' feedback, reports of SDT/ Departments/ Teams, students' feedback	Staff Development Team (SDT), Departments/ Teams/Students	Time and space for teachers to engage in sincere reflections, sincere and honest feedback from teachers and students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1.4 Forming a working group to conduct review on student report and recommend changes so that the students can obtain more information about their performance from the student report	From November 2013 to February 2014	<ul style="list-style-type: none"> <li>- Report of the review and recommended changes are ready for consultation by end of February 2014</li> <li>- The recommended changes are tabled for discussion by the IMC in June 2014 after consulting the stakeholders</li> </ul>	- Feedback from different stakeholders	The ad hoc working group, L&T Advancement Team, all staff, other stakeholders	Reference materials on reporting student performance

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 2:</b></p> <p>1.2.1 Preparing for the smooth introduction of the proposed changes to be introduced in 2014</p> <ul style="list-style-type: none"> <li>- A working group to be set up to be responsible for overseeing and coordinating the smooth transition relating to academic arrangements</li> <li>- Timely dissemination of information to students and parents during form assembly/parents' night</li> <li>- Formation of working groups in different departments to follow up on the curriculum review and develop new curriculum in junior forms if necessary</li> <li>- Working out the deployment plan for 2014-15 and identifying the additional demands for human resources</li> </ul>	<p>Throughout the year</p>	<ul style="list-style-type: none"> <li>- An ad hoc working group composed of important parties concerned is formed in October 2013</li> <li>- Students and parents are well informed of the changes introduced and the reasons behind</li> <li>- Newly designed school-based curriculum is ready for implementation by the end of May 2014 (for departments concerned)</li> <li>- Recommendations from the curriculum review are implemented and evaluation is completed by the end of June 2014</li> <li>- The deployment plan for 2014-15 is ready by December 2013 and problems concerning additional demand for human resources are solved by June 2014</li> </ul>	<ul style="list-style-type: none"> <li>- Feedback from teachers and students involved, report from departments/ teams concerned</li> <li>- Examining the curriculums of different departments</li> </ul>	<p>Ad hoc working group, L&amp;T Advancement Team, departments and teams concerned, SAT</p>	<p>Additional human resources</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.2.2 Preparing a school-based curriculum for the new subject 'Life and Society'	Throughout the year	<ul style="list-style-type: none"> <li>- The school-based curriculum for S1-S3 Life and Society is ready for implementation by the summer of 2014</li> <li>- The school-based curriculum well prepares students for studying LS in the senior form</li> </ul>	- Reflection of teachers concerned	L & T Advancement team, LS Department, Ms Maria Keung, Ms Nancy Chow, Ms Margaret Tsang	Availability of suitable references and thorough understanding of Life and Society Curriculum
1.2.3 Providing teachers with opportunities to equip themselves with updated professional knowledge so that they can excel in their duties	Throughout the year	<ul style="list-style-type: none"> <li>- Teachers participate actively in different development programmes</li> <li>- Positive feedback from teachers on staff development programmes organised</li> </ul>	- Teachers' feedback, report from SDT	Staff Development Team (SDT), teachers	Appropriate staff development programmes

## 2. Student Quality- Excel in Unity

**Focus 1:** Acknowledging and appreciating the efforts of one another for self-improvement, new-initiative, serving others and perseverance

**Focus 2:** Working as a team with dignity and respect

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><b>Focus 1:</b></p> <p>2.1.1. Departments and teams encouraging students and teachers to pay more attention to process instead of results; and to identify the strengths of one another to show appreciation</p>	Whole school year	Teams and departments make a concerted effort to appreciate students' effort and perseverance	<p>Reviewing DDPs and evaluation reports</p> <p>Observations by teachers</p>	Teams and Department Heads	
<p>2.1.2. Debriefing and evaluation sessions being conducted for students to reflect on their learning experiences and show appreciation</p>	Whole school year	<p>Students spend time to reflect on their learning experiences</p> <p>Students are able to identify their strengths and weaknesses</p>	<p>Evaluations and observations by students</p> <p>Observations and evaluations by teachers</p>	All students and teachers concerned	Reflection guidelines

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>Focus 2:</b> 2.2.1 Cultivating a cooperative atmosphere for planning and discussions	Whole school year	Teachers and students show greater support to one another  Special Programmes are organised to promote teamwork and team spirit	Examining students' own reflections, teachers' observations and evaluations  Examining DDPs and evaluation reports	All teachers  Team and Department Heads	
2.2.2 Teachers playing an active role to facilitate students' teamwork by assigning small group projects as formative assessments	Whole school year	Teachers recognise students' effort, initiative and improvement  Students' sense of unity is strengthened	Examining teachers' reflections and students' evaluations	All teachers	
2.2.3 Teachers acting as role models to foster the culture of appreciation through strategies such as giving appreciation notes to students	Whole school year	Teachers set good role models of showing appreciation on all occasions  Teachers are willing to give students Appreciation Notes to express their appreciation	Examining teachers' reflections and evaluations  Feedback from students  Number of appreciation notes given	All teachers  All teachers	
2.2.4 Creating opportunities such as peer assessment, homeroom periods and PBL sharing for students to express their appreciation and gratitude	Whole school year	Students are able to express appreciation and give constructive comments whenever opportunity arises	Evaluations by students and observation by teachers	Team and Department Heads	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.2.5 Departments/ teams/ student bodies organising programmes/ activities such as inter-class activities, morning sharing, S2 PBL, S3 drama presentation and Flash (back) to promote the spirit of unity and collaboration	Whole school year	Special programmes are organised to promote teamwork and team spirit  Students' unity and sense of belongings is strengthened	Examining DDPs and evaluation reports	Team and Department Heads	
2.2.6 Fostering students' sense of belonging to the school by conducting sharing sessions for students to better understand school management/ development, such as the change in academic arrangement in 2014-2015	Whole school year	Majority of students are aware of the latest development of the school	Feedback from students and evaluations by teachers  Surveys	Ms Priscilla Kwok, School Report Team, Student Bodies	

### 3. Administration

**Focus 1: Smooth Transition from the SMC to the IMC**

**Focus 2: Implementation of Staff Appraisal System**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b><u>Focus 1:</u></b> 3.1.1 Having formally set up a team to be in-charge of the financial changeover and documents update	Whole school year	The changeover was smoothly conducted	Evaluation report from the team	IMC Changeover Team	
3.1.2 Employing additional clerical staff to support the IMC changeover	Whole school year	All the necessary amendments and changes for the IMC changeover have been made before the end of the transition period  At least three school documents, including school finance and crisis management, were updated and endorsed by the staff before the end of the school year	Evaluation by the clerical staff  Feedback from the staff concerned	Clerical Staff	Resources for hiring additional clerical staff

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1.3 Organising workshops for IMC Managers and staff to familiarize themselves with the education philosophy of the school and their respective responsibilities	Whole school year	Workshops in different nature are organised for the IMC Managers and SHCC staff  The majority of IMC managers and staff have a better understanding on the education philosophy of the school and their respective responsibilities	Feedback from the Managers and staff	Principal, School Sponsoring Body, Staff Development Team	Appropriate speakers for different topics and different stakeholders
<b>Focus 2:</b> 3.2.1 Implementing the second year of the appraisal and review cycle	Whole school year	The majority of the staff concerned find the appraisal and review system helpful	Feedback from the staff concerned  Evaluation by the appraisers and appraisees	School Assessment, Evaluation and Report Team, Staff Development Team	Time and space for the staff concerned

**II. Financial Budget**

<b>BUDGET SUMMARY FOR 13-14</b>		
CODE	PROGRAMME	TOTAL
	ITEM	ALLOCATION(\$)
A01-A09	Premises	\$1,179,500.00
A10-A20	Administration	\$5,104,716.90
C01-C24	Curriculum	\$877,486.90
P01-P28	Pastoral Care	\$1,048,070.00
	<b>Total</b>	<b>\$8,209,773.80</b>

### III. Plan for Use of Special Grants

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

**Task Areas:**

1. Developing a school-based English Drama curriculum for junior levels
2. Developing students’ learner autonomy through supportive programmes in the SALC
3. Develop students’ physical fitness through various sports activities and training
4. Improving students’ academic performance in the three core subjects
5. Developing students’ talents for orchestral music

Areas of concern	Implementation Plan	Benefits anticipated	Schedule	Resources Required	Performance indicators	Assessment Mechanism
1. Drama Education	<ul style="list-style-type: none"> <li>✧ Hiring one part-time professional drama teacher to conduct drama lessons in English for S1 and S2 students</li> </ul>	<ul style="list-style-type: none"> <li>✧ A drama curriculum for junior levels is taught by a professional</li> <li>✧ Students’ English language skills are enhanced</li> <li>✧ Students become more confident and expressive</li> </ul>	Regular drama classes throughout the whole school year	Salary of one part-time drama teachers + MPF = <b>\$277,313</b>	<ul style="list-style-type: none"> <li>✧ Students are active in drama activities and end-of-term performance</li> <li>✧ Students’ language skills are enhanced</li> </ul>	<ul style="list-style-type: none"> <li>✧ Observations and assessments conducted by Drama teachers</li> <li>✧ Observations by Head and Deputy Head of Department of English Language</li> <li>✧ Feedback from students</li> </ul>

Areas of concern	Implementation Plan	Benefits anticipated	Schedule	Resources Required	Performance indicators	Assessment Mechanism
2. Learner 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 teaching and learning conducted by the SALC</li> <li>✧ Facilitate participants' self-learning</li> </ul>	1 Sept 2013 to 31 Aug 2014	<b>\$75,600</b>	<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 the staff concerned</li> </ul>
3. Sports development	<ul style="list-style-type: none"> <li>✧ Recruiting part-time coaches for sports training and preparing for competitions</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students of different abilities in the school sports teams receive individual attention in sports skills learning and achieve higher goals</li> <li>✧ Novices are given opportunities to experience higher level of sports training.</li> </ul>	Regular training from September 2013 to March 2014	<b>\$12,000</b>	<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> <li>✧ Feedback from students</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, Maths and Chinese</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	\$92,000 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
5. 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 a 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>\$70,000</b>	<ul style="list-style-type: none"> <li>✧ Training 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 evaluations 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>

## 2. Diversity Learning Grant

The following programmes are adopted with the support of EDB's Diversity Learning Grant (DLG):

<b>DLG funded Programme(s)</b>	<b>Strategies &amp; benefits anticipated (e.g. in what way students' diverse learning needs are catered for)</b>	<b>Tentative Programmes</b>	<b>Duration of the programme / course</b>	<b>Target students</b>	<b>Estimated no. of students involved in the school year 2013-14</b>	<b>Evaluation of student learning / success indicators</b>	<b>Teacher-in-charge</b>
English Language Pull-out Programme	To organise an English Language Pull-out Programme which empowers students to excel their communication and presentation skills	Global Learning High Flyers Scheme	3 months	S4 - 5	20	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team
Chinese Language Pull-out Programme	To organise a Chinese Language Pull-out Programme which enables students to discover and appreciate the aesthetics, moral and ethical dimensions of classical Chinese literature	讀《三國》的那些	5 months	S4 - 5	20	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team

<b>DLG funded Programme(s)</b>	<b>Strategies &amp; benefits anticipated (e.g. in what way students' diverse learning needs are catered for)</b>	<b>Name of programme(s) / course(s) and provider(s)</b>	<b>Duration of the programme / course</b>	<b>Target students</b>	<b>Estimated no. of students involved in the school year 2013-14</b>	<b>Evaluation of student learning / success indicators</b>	<b>Teacher-in-charge</b>
Mathematics Pull-out Programme	To organise a Mathematics Pull-out Programme which nurtures students' interest and maintain a sense of wonder and curiosity about Mathematics	Game Theory	1 day	S4	20	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team
Science Pull-out Programme (Biology)	To organise a Science Pull-out Programme which develops students' thinking abilities and foster 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	AoL & Gifted Education Team
Science Pull-Out Programme (Physics)	To organise Physics Pull-Out Programme which provides an opportunity for students to discuss and apply how principals of physical science can be used for mechanical advantage	Disney's World of Physics	1 day	S4 - 5	20	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team

<b>DLG funded Programme(s)</b>	<b>Strategies &amp; benefits anticipated (e.g. in what way students' diverse learning needs are catered for)</b>	<b>Name of programme(s) / course(s) and provider(s)</b>	<b>Duration of the programme / course</b>	<b>Target students</b>	<b>Estimated no. of students involved in the school year 2013-14</b>	<b>Evaluation of student learning / success indicators</b>	<b>Teacher-in-charge</b>
Liberal Studies Pull-out Programme	To organise study tour which provide opportunities for students to explore social, cultural, economical, political development of different countries	Study Tour  School-based Programme	5 days	S5	20	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team
Leadership Pull-out Programme	To organise a leadership training programme for students to explore their potential through stepping out of their comfort zones	Leadership Training Day Camp	1 day	S4 - 5	20	70% of students reflect that the programme enhances their learning	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	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team

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

	<b>Details</b>	<b>HK\$</b>
1 teacher	Chinese	311,409.00
1 teacher	English	393,300.00
1 teacher	Mathematics/Sciences	311,409.00
	<b>Total</b>	<b>1,016,118.00</b>

## IV. Appendix - Staff Responsibilities (2013-14)

### *Sr Veronica Fok – Principal (School Development, Academic Development, Resources Management, School Culture & Religious Formation)*

#### Senior Administrative Team (SAT)

Principal (School Development, Academic Development, Resources Management, School Culture & Religious Formation):

Vice Principal (Student Activities, School Administration & Evaluation):

Assistant Principal (Life Education & Student Quality Development):

Sr Veronica Fok

Miss Florence Kwok

Ms Priscilla Kwok

#### Head Girl Core Group

Sr Veronica Fok Miss Florence Kwok

#### School Policy & Improvement Committee (SPIC)

Sr Veronica Fok Miss Irene Yung Mr Thomas Hung  
Miss Florence Kwok President of SC Ms Priscilla Kwok  
Ms Lam Mei Yi Head Prefect Mr Ted Chow  
Mr Ignatius Chow S5 Representative Mr David Hung  
Mr Anthony Mo Head Girl

#### Catholic Formation Core Team Mr Ignatius Chow Ms J Au Yeung

Catholic Society: Ms Jacqueline Au Yeung

Y Canossian Helpers: Ms Grace AY Ms Wendy Chan

Liturgical Team: Ms Jacqueline Au Yeung Sr Vicky Ramos

S1 Instruction: Mr I Chow Ms Priscilla Kwok

Catechism: Miss Susanna Wong

Catholic Parents: Ms J Au Yeung Sr Vicky Ramos

Legion of Mary: Miss Maria Lam Miss Elizabeth Choy

Apostleship of Prayer: Mr Anthony Mo Miss Laura Lai

#### School Assessment Evaluation & Report Team

Mr David Hung Miss Florence Kwok

Miss Irene Yung

#### Language Support

Miss Irene Yung Miss Ivy Lee  
Mrs Caridad Regan Mrs Laxmi Prasad  
Mrs Maureen Lai Ms Leung Hoi Yan

#### Staff Welfare Officers

Miss Mandy Cheung Ms Annie Cheung Mrs Winnie Poon

Secretary of General Staff Meeting Mrs Laxmi Prasad

#### Staff Development Team (SDT)

Mrs Maureen Lai Ms Tessa Wong

Ms Annie Cheung

#### Crisis Management Committee

Sr Veronica Fok Miss Florence Kwok Ms Priscilla Kwok  
Mr Anthony Mo Social Worker Miss Chan Yuk Lin  
Ms Lam Mei Yi 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 Mr Anthony Mo

#### School Magazine & Publication

School Web News Miss Wanda Yiu  
Concord & Sch Mag Ms Paula Kong Miss Laura Lai  
Mrs Laxmi Prasad  
Chinese Miss Chan Yuk Lin  
Miss Chang Wai Fong Miss Lau Ling

#### Substitutions & Exam Invigilation

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

#### Building Maintenance Team

Mr Ignatius Chow Mr Ted Chow  
Mr Li Yuen Lee Miss Ivy Ng

#### SAMS & Timetabling Team

Ms Susanna Chow Mr Ignatius Chow  
Mr Ted Chow

#### School Finance and Resources Management Committee

Sr Veronica Fok PTA Representative  
Mrs Angela Chiu (Secretary)  
Mr Ignatius Chow Miss Peggy Leung

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

Mr Ignatius Chow Mr David Hung  
Ms Maria Keung Mr Thomas Hung

#### ◇ Supplies Inspection Team (SIT)

Miss Peggy Leung Mrs Angela Chiu  
Miss Carol Lee Miss Nikki Pun

#### ◇ Tender Coordination & Opening Team

Miss Peggy Leung  
Miss Ivy Ng

#### ◇ Tender Approval Committee

Supervisor/School Manager, Principal, Vice Principal  
PTA Representative and Teacher Representative

#### IMC changeover ad hoc working group 2012-2013

Sr Veronica Fok Miss Florence Kwok  
Mr Ignatius Chow Miss Peggy Leung  
Miss Jenny Wan

#### ◇ Fixed Asset changeover working group

Miss Peggy Leung Ms Rita Law  
Miss Jenny Wan

## SHCC\_Annual School Plan 13-14

**Learning & Teaching Advancement Team**

Sr Veronica Fok Ms Lam Mei Yi  
Ms Nancy Chow Mr David Hung

◇ **Curriculum Development Committee**

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)

◇ **Language Across Curriculum Coordination**

Miss Irene Yung Mrs Rosa Choy  
Mr Zinc Tsang

◇ **OLE Team**

Miss Florence Kwok Ms Priscilla Kwok Ms Irene Law  
Miss Clara Ho Ms Jacqueline Au Yeung Miss Ellen Chan

◇ **PBL & Thinking Skills Team**

Ms Laura Li Mrs Laxmi Prasad  
Mrs Angela Chiu Mr Alex Ho Ms Nikki Pun  
Mr Ben Tam Mr David Lam

◇ **Extended Learning Coordination Team**

Miss Renie Sinn Miss Linda Yip  
Mr Zinc Tsang Ms Wendy Lee

◇ **Self-access Learning Centre**

Mrs Rosa Choy Ms Christine Ng  
Ms So Wing See Miss Rebecca Yu

◇ **SEN Coordination**

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

◇ **Student Learning Support Team**

Ms So Wing See Ms Annie Cheung  
Miss Chan Ka Ling Miss Maria lam  
Ms Christine Ng

◇ **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 Chan Yuk Lin  
Miss Chang Wai Fong

**Geography**

Miss Florence Kwok

**Home Economics**

Ms Ivy Yeung

**Computer Studies**

Mr Woo King Yan

**Integrated Science**

Mr Kelvin Kwong

**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

**Jr. Humanities/  
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**

Miss Ivy Lee

**IT Team**

Ms Rita Law (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 Mr Terry Li (Technician)  
Mr Ted Chow  
Ms Zoe Chan (e-literacy)

**IT Prefects Board**

Ms Rita Law Mr Woo King Yan

**SLP Team**

Mr Ted Chow Ms Susanna Chow  
Ms Rita Law Ms Lam Mei Yi

**Reading Team**

Miss Wanda Yiu (Reading Journal/Reading Enhancement Scheme)  
Mrs Rosa Choy (resource & activities)  
Miss Rebecca Yu (Book Recommendation)

**Ambassadors of Learning & Gifted Education**

Ms Yoshie Lee Mrs Ivy Yeung Miss Mandy Cheung  
Miss Laura Lai Mr Phil Lee

**Library Prefects Board** Mrs Rosa Choy Miss Emily Cheng**S1 Bridging Course**

Ms Magee Au Ms Tessa Wong

## ***Miss Florence Kwok – Vice Principal (Student Activities, School Administration & Evaluation)***

### **Student Activities Advisory Team**

Miss Florence Kwok      Miss Clara Ho  
Ms Maria Keung      Mr David Hung      Miss Mandy Cheung

### **House Advisors Board**

Mr David Hung  
Bronte      Ted Chow, Stephanie Hui  
Curie      Elaine Chan, Chan Ka Ling  
Keller      Wendy Lee, Thomas Hung  
Nightingale      Ivy Yeung, Nikki Pun  
Pankhurst      Angela Chiu, Miss Maria Lam  
Teresa      Zoe Chan, Zinc Tsang

### **Student Testimonial Writing Support Team**

Ms Paula Kong      Miss Mandy Cheung      Mrs C Regan

### **Prize Co-ordinating Team**

Miss Florence Kwok      Ms Nikki Pun  
Miss Renie Sinn      Mr Alex Ho

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

Mrs Winnie Poon      Miss Susanna Wong  
Ms Canny Li      Mr Phil Lee

### **External Affairs Coordination**

Miss Florence Kwok  
Miss Peggy Leung (Teaching Practice Coordination)

### ◇ **Alumnae Association**

Miss Maria Lam WY      Miss Renie Sinn

### ◇ **Video Conferencing**

Mr Phil Lee – Technical Support

### **Student Financial Assistance**

Miss Florence Kwok      Ms Tessa Wong      Miss Jenny Wan

### **Student Council Advisors**

Mr David Hung      Ms Yoshie Lee      Miss Mandy Cheung

### **Graduation Day**

Miss Chan Yuk Lin      Ms Zoe Chan  
Miss Lau Ling      Miss Betsy Chan

### **Prize-giving Day**

Miss Peggy Leung      Ms Laura Li  
Ms Elaine Chan      Mr David Lam

### **School Bus Liaison**

Miss Carol Lee

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

Ms Wendy Lee      PTA representative

### **Non-school Hour Coordinating Team**

School Office

### **Stage Management Team**

Miss Clara Ho  
Mr Phil Lee

### **Campus TV & Media Education**

Miss Clara Ho      Mr Woo KY  
Mr Ben Tam      Ms Wendy Lee (Photography)

**Service & Extra-Curricular Activities 2013-2014****Community Service & Pastoral**

<u>Club</u>	<u>Advisers</u>
Zonta Z	<u>Ms Nancy Chow</u> Mrs Winnie Poon Miss Elizabeth Choy
<b>Uniform Groups</b>	
<b>1. Girl Guides - 10th Is. Co.</b>	<u>Ms Leung Hoi Yan</u> Ms Dora Au Miss Stephanie Hui
<b>2. Red Cross - YU2</b>	<u>Mr Phil Lee</u> <u>Miss Winnie Law</u>
<b>3. St. John's Ambulance Brigade</b>	<u>Ms Zoe Chan</u> Mr Kelvin Kwong
<b>Hong Kong Award for Young People</b>	<u>Mr Alex Ho</u>
<b>Social Service Club</b>	<u>Miss Ginny Chan</u> Ms Zoe Chan Miss Susanna Wong

**Academic & Knowledge Development**

<u>Club</u>	<u>Advisers</u>
<b>Chinese Culture Club</b>	Ms Wendy Chan
<b>Chinese Speech &amp; Debating Society</b>	Miss Chang Wai Fong
<b>Putonghua Club</b>	Miss Lau Ling
<b>Eng Sp &amp; Debating Society</b>	<u>Mrs Winnie Poon</u> Miss Winnie Law
<b>Computer / Internet Club</b>	<u>Mr Woo King Yan</u> Mrs Angela Chiu
<b>Science Society</b>	<u>Ms Laura Li</u> Mr Zinc Tsang Mrs Canny Li
<b>Home Management &amp; Housecraft Club</b>	<u>Mrs Ivy Yeung</u> Miss Stephanie Hui
<b>Third Language</b>	<u>Miss Ivy Lee</u> Mrs Laxmi Prasad Mr David Lam
<b>Maths Adventure Prog.</b>	<u>Miss Rebecca Yu</u> Miss Ginny Chan Mr Ben Tam

**Aesthetic & Physical Development**

<u>Club</u>	<u>Advisers</u>
<b>Sports Society</b>	Miss Ellen Chan Miss Betsy Chan
<b>Music Society</b>	<u>Miss Renie Sinn</u> Ms Jenny Wong
<b>Art Club</b>	<u>Ms Priscilla Kwok</u> Ms So Wing See
<b>Dance Club</b>	Miss Janet Wu
<b>Concord (English)</b>	<u>Ms Paula Kong</u> Mrs Laxmi Prasad Miss Laura Lai
<b>Concord (Chinese)</b>	<u>Miss Chan Yuk Lin</u> Miss Lau Ling Miss Chang Wai Fong
<b>Photography Club</b>	Ms Wendy Lee
<b>Organic Gardening Club</b>	Mr Li Yuen Lee
<b>Drama Club</b>	<u>Miss Linda Yip</u> Miss Clara Ho Mrs Laxmi Prasad Miss Ivy Lee

## ***Ms Priscilla Kwok – Assistant Principal (Life Education & Student Quality Development)***

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

Ms Lam Mei Yi Miss Chan Yuk Lin  
Miss Lau Ling Miss Chan Ka Ling  
Ms Grace Au Yeung

### **Counseling Team (CT)**

Ms Priscilla Kwok Ms Wendy Lee  
Miss Maria Lam Miss Chan Yuk Lin  
Ms So Wing See School Social Worker

### **Sex Education Team**

Ms Leung Hoi Yan Ms Dora Au  
Miss Chang Wai Fong Miss Carol Lee  
School Social Worker

### **Discipline Team (DT)**

Mr Anthony Mo Miss Mandy Cheung  
Mr Kelvin Kwong Miss 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 Ivy Lee  
Mr David Lam

### **Civic Education Team**

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

### **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

### **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

### **Parents' Night Coordination**

Ms Priscilla Kwok Miss Chan Yuk Lin  
Form coordinators

### **Home Room Board Core Team**

Miss Chan Yuk Lin Ms Priscilla Kwok  
Ms Lam Mei Yi Miss Wendy Chan

### ✧ **Homeroom Teachers & Partners**

1A Ms Dora Au Ms Rita Law  
1B Miss Winnie Law Miss Renie Sinn  
1C Ms Nikki Pun Ms So Wing See  
1D Miss Chan Ka Ling Mrs Ivy Yeung  
1E Mr Thomas Hung Miss Hui Ka Ling  
1F Mr Ben Tam Ms Grace Au Yeung

2A Ms Canny Li Ms Christine Ng  
2B Ms Jenny Wong Mr Alex Ho  
2C Ms Annie Cheung Miss Ellen Chan  
2D Ms Ginny Chan Mr Woo King Yan  
2E Mrs Rosa Choy Mr David Lam  
2F Miss Lau Ling Miss Betsy Chan

3A Miss Chang Wai Fong Ms Tessa Wong  
3B Mrs Winnie Poon Ms Susanna Chow  
3C Mrs Angela Chiu Ms Paula Kong  
3D Miss Peggy Leung Mr Kelvin Kwong  
3E Ms Magee Au Ms Laura Li  
3F Mrs Maureen Lai Mr Ted Chow

4A Ms Elaine Chan Ms Wendy Lee  
4B Ms Leung Hoi Yan Miss Elizabeth Choy  
4C Miss Rebecca Yu Mr Zinc Tsang  
4D Mr David Hung Miss Susanna Wong  
4E Miss Maria Lam Mr Phil Lee  
4F Ms Wendy Chan Miss Carol Lee

### ✧ **Homeroom Teachers & Reading Partners**

5A Mr Li Yuen Lee Ms Lam Mei Yi  
5B Miss Laura Lai Mrs Laxmi Prasad  
5C Miss Clara Ho Ms Maria Keung  
5D Mr Ignatius Chow Mrs Caridad Regan  
5E Miss Irene Yung Miss Florence Kwok  
5F Miss Chan Yuk Lin Miss Mandy Cheung

6A Miss Linda Yip  
6B Ms Irene Law  
6C Ms Yoshie Lee  
6D Ms Zoe Chan  
6E Miss Ivy Lee  
6F Ms Wanda Yiu

***Class Structure & Student Enrolment (2013-14)***

	<b>S1</b>	<b>S2</b>	<b>S3</b>	<b>S4</b>	<b>S5</b>	<b>S6</b>	<b>Total</b>
<b>A</b>	32	33	34	32	32	29	
<b>B</b>	32	33	35	33	35	30	
<b>C</b>	31	33	35	28	22	25	
<b>D</b>	32	36	37	32	37	29	
<b>E</b>	31	36	37	34	37	38	
<b>F</b>	32	35	37	33	32	35	
<b>Total</b>	190	206	215	192	195	186	<b>1184</b>

**Sacred Heart Canossian College**

**Annual School Plan 2013-2014**

endorsed by the Incorporated Management Committee (2013-2014):

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Sr Agnes Law FdCC  
Chairman/ Supervisor  
On

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Date