

Celebrating the Past with Gratitude

Embracing the Future with Hope

Sharing our Life in Love

Annual School Plan 2018 - 2019

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 2018-2019

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I. Major Concerns 2018-2019

1. Learning and Teaching

Grooming students to become confident and enthusiastic life-long learners

Focus 1: Students – Grooming students to be active and responsible learners

Focus 2: Teachers – Supporting teachers to be effective mentors of the students

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> Students – Grooming students to be active and responsible learners</p> <p>1.1.1 Encouraging students to set goals and engage in their learning journey actively</p> <p>Under the guidance of the homeroom teacher, students will</p> <ul style="list-style-type: none"> - identify an area that they would like to explore - seek advice from teachers and design their learning journey - carry out the plan - be provided with opportunities to engage in constant and in-depth reflections, and seek improvement of themselves - plan for future learning experience 	Throughout the year	<ul style="list-style-type: none"> - At least two home periods are conducted to help students plan and reflect on their learning experiences from goal setting to evaluation - 70% of S1-S5 students have taken part in at least one learning activity related to the area identified out of their own initiative - 70% of these students find the goal setting and the learning journey helpful to their growth - At least two sharing sessions on the qualities/characteristics of active and responsible learners have been conducted by students at the morning assembly/ home periods 	<ul style="list-style-type: none"> - Home period records - Feedback from teachers and students - Self-evaluation by students 	<ul style="list-style-type: none"> - L&T Adv. Team, Homeroom Board, departments / teams concerned, teachers and students 	<p>Guidelines for reflection</p> <p>Information of activities of different nature</p> <p>Time and space for student reflection and evaluation</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1.2 Students reflecting on the qualities needed to be active and responsible learners and sharing with other Sacred Heartists at the morning assembly/ home period			<ul style="list-style-type: none"> - Records - Students' reflection 		
1.2 Concerted efforts made by KLAS/ Departments/ Teams to empower students to be active and responsible learners <ul style="list-style-type: none"> - A year plan will be posted in the classroom at the beginning of the school year to better coordinate the arrangement of quizzes, assignments and activities 	Throughout the year	<ul style="list-style-type: none"> - 70% of students find the year plan helpful to their learning 	<ul style="list-style-type: none"> - Feedback from teachers and students - Self-evaluation of students 	<ul style="list-style-type: none"> - L&T Adv. Team, departments 	
<ul style="list-style-type: none"> - Teachers adopt different strategies to address learner diversities and cultivate higher-order thinking skills among students. Sharing sessions will be organised for teachers to share their good practices 	Throughout the year	<ul style="list-style-type: none"> - Teachers have engaged in at least one sharing session on strategies catering for learner diversity and higher order thinking in this school year 	<ul style="list-style-type: none"> - Self-evaluation of teachers 	<ul style="list-style-type: none"> - Teachers, SDT 	Time and space for the sharing session

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<ul style="list-style-type: none"> - KLA/ Depts/ Teams provide different learning opportunities (taste programmes and pull-out programmes) for students of different learning abilities - Depts of the three core subjects provide appropriate support for junior students of different abilities and to consolidate their foundation 	Throughout the year	<ul style="list-style-type: none"> - At least three taste programmes and three pull out programmes are organised by KLA/ Depts/ Teams - 70% of participants find the learning activities conducive to their learning - A list of support given to address learner diversity was compiled by the Eng Lang, Chin Lang and Math departments at the end of the school year - 70% of participants find the support helpful 	<ul style="list-style-type: none"> - Minutes of meetings - Feedback from external organisations (if applicable) - Department records including evaluation records, student evaluations 	<ul style="list-style-type: none"> - Teams/ Depts concerned, students - Eng Lang Dept, Chin Lang Dept, Math Dept, L & T Advancement Team 	<p>Time and space for teachers to organise/students to take part in such activities & availability of such programmes</p> <p>Time and space for teachers to organise/ students to take part in such activities</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3 Making concerted effort to help students cultivate an interest in reading</p> <ul style="list-style-type: none"> - Students and teachers share their reflections/ insights on reading during morning assemblies, home periods and reading periods - Departments integrate reading into their curriculums/ L&T strategies/ assignments - Reading Team and School Library empower student librarians to play an active role in the promotion of reading 	<p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> - At least 5 sharing sessions held during the morning assemblies are about reading - At least two class-based sessions are held during home periods/reading periods in S1-S5 classes - Reading activities/ assignments are included in the curriculum plans of academic departments - Training is provided to empower the student librarians to promote reading - At least two activities are organised by the school library and student librarians to promote reading at Sacred Heart 	<ul style="list-style-type: none"> - Records of morning assemblies/ home periods/ reading periods - DDPs and evaluation reports of departments - Evaluation reports of the Reading Team and school library - Evaluation forms of the activities 	<ul style="list-style-type: none"> - Homeroom Board Core team, teachers and students concerned - L&T Advancement Team, HoDs - Reading Team, school library, teachers and students concerned 	<p>Time allocated to sharing</p> <p>Appropriate materials</p> <p>Appropriate training resources, time of student librarians</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 2: Teachers – Supporting teachers to be effective mentors of students</p> <p>2.1.1 Conducting staff development programmes on positive education, staff wellness, and L&T strategies on promoting higher-order thinking skills</p> <p>2.1.2 Soliciting external support to enhance school-based development in learning and teaching</p> <p>3.1.3 Conducting curriculum review and mapping (PSHE)</p>	<p>Throughout the year</p> <p>Throughout the year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> - At least two professional development workshops on positive education/ higher-order thinking skills are held - 70% of participants find the workshops helpful - A task force is formed to explore L&T strategies to promote higher-order thinking skills - At least two departments have solicited external support to enhance curriculum development/ learning and teaching strategies - The majority of the department members find the external support helpful for improving the learning and teaching of the subject - The process is completed by April 2019. The revised curriculum is school-based and aligned with the central curriculum guide 	<ul style="list-style-type: none"> - Evaluation report of SDT - Feedback from teachers - Feedback and reflection from teachers - Feedback from teachers, evaluation of departments/ teams concerned Feedback from teachers/depts. concerned 	<ul style="list-style-type: none"> - SDT and all teachers - L&T Advancement Team and the teachers concerned L&T Advancement Team, KLAs/ departments concerned 	<p>Availability of relevant training workshops</p> <p>Availability of relevant external support</p>

2. Student Quality Development

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

Focus 1: Empowering students to form positive outlooks on life and enabling students to live as happy, purposeful and independent individuals

Focus 2: Equipping parents with knowledge of positive education

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> 1.1 Integrating Catholic core values, positive education elements, 7 priority values and SHCC graduates profile into the framework of SHCC values education</p> <p>1.2 Empowering teachers with knowledge of values education</p> <p>1.2.1 organising staff development programmes on positive education for teachers</p>	First Term	<ul style="list-style-type: none"> - Values Education Core Team is formed - The framework of school-based values education is ready by Jan 2019 	<ul style="list-style-type: none"> - Minutes of meetings and evaluation of the core team 	<ul style="list-style-type: none"> - Values Education Core Team 	<p>Common time for meetings</p> <p>Advice from external body</p>
		<ul style="list-style-type: none"> - 70% of teachers show that they have a deeper understanding of values education 	<ul style="list-style-type: none"> - Evaluation form 	<ul style="list-style-type: none"> - Values Education Core Team 	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.3 Designing the home period curriculum and materials on values education</p> <p>1.3.1 Devising S1 home periods curriculum</p> <p>1.3.2 Designing teaching packages for 10 home periods and trying them out</p> <p>1.3.3 Training for S1 HRTs and HRPs</p> <p>1.4 Reviewing and mapping of the RME curriculum</p>	<p>- November-December 2018</p> <p>- January-June 2019</p> <p>- August 2019</p> <p>- Throughout the year</p>	<p>- 70% of teachers think that the curriculum and materials are suitable for S1 students</p> <p>- 70% of students concerned find the teaching packages useful in building up their positive outlook of life</p> <p>- 90% S1 HRTs and HRP find the training helpful,</p> <p>- A revised RME curriculum is ready by May 2019</p>	<p>Feedback from students, teachers concerned</p> <p>Feedback from teachers</p> <p>Evaluation reports of Values Education Core Team and RME Department</p>	<p>- Homeroom Board Core Team, Values Education Core Team and S1 HRTs and HRPs</p> <p>- Values Education Core Team, SDT</p> <p>- Values Education Core Team, RME department</p>	<p>Suitable service providers, financial resources, common time for meeting</p> <p>Common time for meeting</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 2:</p> <p>2.1 Conducting parent workshops to equip participants with knowledge of positive education</p> <p>2.2 Exploring new form of parent education</p>	<p>- First term</p> <p>- Throughout the year</p>	<p>- 80% of parents have a deeper understanding on values education</p> <p>- A new initiative on parent education is tried by June 2019</p> <p>- 60% of participants find the programme useful and convenient</p>	<p>- Evaluation of participants</p> <p>Evaluation of the participants, Values Education Core Team</p>	<p>- Value Education Core Team, PTA</p> <p>Value Education Core Team</p>	<p>- In-line evaluation forms</p> <p>Availability of external support to explore new forms of parent education</p>

3. Administration

Providing a more energising and supporting environment

Focus 1: Enhancing the wellness of 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> <p>1.1 Simplifying unnecessary administration procedures - inviting staff members to suggest areas for improvement in school administration - studying the proposal and making improvement accordingly</p> <p>1.2 Improving the current maintenance reporting and repair system to ensure school facilities are in good condition</p>	Throughout the year	<p>- Improvements have been made in at least two areas proposed by members of the Sacred Heart community</p> <p>- 70% of teachers and students know about the school facilities maintenance system</p> <p>- 70% of teachers and students agree that the school maintenance service is satisfactory</p>	<p>- Feedback from teachers</p> <p>- Feedback from teachers and students</p>	<p>- Administration Core Team, clerical staff, teaching staff</p> <p>- Administration Core Team, IT Team, School Maintenance and Repair Team</p>	<p>- Human resources for clerical staff, financial resources, physical setting</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.3 Holding staff wellness programmes		<ul style="list-style-type: none"> - At least two programmes are organised to foster staff wellness - 70% of participants agree that the programmes organised are conducive to promoting their well being 	<ul style="list-style-type: none"> - Evaluation of Staff Welfare Team and SDT 	<ul style="list-style-type: none"> - Staff Welfare Team, Staff Development Team 	<ul style="list-style-type: none"> - Time and space for teachers to join the programmes, financial resources
1.4 Holding programmes addressing student wellness		<ul style="list-style-type: none"> - At least two programmes are organised to foster student wellness - 70% of participants agree that the programmes organised are conducive to promoting their well being 	<ul style="list-style-type: none"> - Student evaluation, depts/ teams concerned 	<ul style="list-style-type: none"> - Depts/teams concerned 	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 2: Ensuring sustainable development in school management</p> <p>2.1 Drawing up succession plan in the management level</p> <ul style="list-style-type: none"> - Identifying appropriate persons to be responsible for different tasks - Providing support to colleagues taking up new tasks 	Throughout the year	<ul style="list-style-type: none"> - The succession plan is drawn up by January 2019 - 70% of colleagues agree that they have received support in taking up new responsibility. 	Evaluation of the Senior Administration Team, SDT, teachers concerned	<ul style="list-style-type: none"> - School Supervisor, Senior Administration Team, teachers concerned 	<ul style="list-style-type: none"> - Appropriate training programme - Time for additional SD programmes

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Focus 3: Sustaining positive school ethos					
3.1 Conducting the research project on school history	Throughout the year	<ul style="list-style-type: none"> - Past students of different decades are interviewed and the interview results are analysed - Documentation research in progress by May 2019 - A brief report on the progress of work is ready by June 2019 - Collection of artefacts in progress by May 2019 and the progress report is prepared by June 2019 	<ul style="list-style-type: none"> - Evaluation of School History Project Team, interview team, research team and collection team 	<ul style="list-style-type: none"> - School History Project Team, student helpers, alumnae helpers 	<ul style="list-style-type: none"> -Collaboration of past students, School History Project Team and consultant
3.2 Preparation for celebrating the 160 th Anniversary of SHCC	Throughout the year	<ul style="list-style-type: none"> - The Coordination Committee for the 160th anniversary celebration programmes is formed by December 2018 - The plan for the 160th anniversary celebration programmes is ready by March 2019 	<ul style="list-style-type: none"> - Evaluation of the Senior Administration Team 	<ul style="list-style-type: none"> - Senior Administration Team, Coordination Committee for the 160th anniversary celebrations 	<ul style="list-style-type: none"> -Collaboration with SHCK, SHCS and SHCSPS

II. Financial Budget

<u>BUDGET SUMMARY FOR 2018-2019</u>		
CODE	PROGRAMME ITEM	TOTAL ALLOCATION(\$)
A01-A08	Premises	\$1,515,500.00
A09-A17	Administration	\$5,298,000.00
C01-C24	Curriculum	\$1,454,272.90
P01-P35	Pastoral Care	\$2,123,183.00
	Total	\$10,390,955.90

Special Collection	Purpose	Income (\$)	Expenditure (\$)
Tong Fai	Teaching Assistant	\$135,140.00	\$135,140.00
Fee for specific purposes	Teaching Assistant	\$165,540.00	\$165,540.00

Promotion of Reading Grant	
Purpose	Expenditure (\$)
Purchase of library books	\$40,000
Promotion of reading activities by School Library and Reading Team	\$20,000
Projects organised by Reading Team	\$12,600
Total	\$72,600

III. Plan for Use of Special Grants

1. Capacity Enhancement Grant (CEG)

Task Areas:

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

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
1. Sports Development	<ul style="list-style-type: none"> ◇ To employ several part-time coaches to provide the trainings at school, swimming pool, sports ground or any other venue of competitions. 	<ul style="list-style-type: none"> ◇ Students will be able to strengthen their specific skills of certain kinds of sports and will have sufficient confidence to overcome the difficulties during the competitions. 	Regular training from September 2018 to August 2019	\$49,730.00	<ul style="list-style-type: none"> ◇ Students receive advanced training and they are prepared for inter-school sports competitions (swimming & athletics) 	<ul style="list-style-type: none"> ◇ Observations from teachers-in-charge and coaches. Evaluation after competitions

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
2. Academic Development	<ul style="list-style-type: none"> ✧ Offering remedial classes for students who are weak in core subjects: English Language, Chinese Language and Mathematics ✧ 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	\$95,900.00 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
3. Development in Music	<ul style="list-style-type: none"> ✧ Employing one part-time conductor for school orchestra and one part-time conductor for Chinese orchestra 	<ul style="list-style-type: none"> ✧ Students will be able to receive a thorough training in orchestral and chamber music performances ✧ The teacher-in-charge can have more focus on the weaker players and provide more assistance to the students and the conductor ✧ More genres of music may be introduced to our students. ✧ Students' ensembles and technique are improved through taking part in competition and performances 	Training to be provided at least once a week throughout the school year	\$162,750.00	<ul style="list-style-type: none"> ✧ More repertoire could be learned and performed by the students ✧ At least two external performances or competition could be participated ✧ One or two chamber music groups will be formed. ✧ School spirit through team training is upheld 	<ul style="list-style-type: none"> ✧ The teacher-in-charge will supervise every session of the rehearsal. ✧ Observation and oral feedback will be done with the conductor and tutors after every session. ✧ A written evaluation will be conducted by the end of the term of service. ✧ A survey will be conducted for students to evaluate the performance of the conductor and tutors by the end of the term of service.

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
4. Drama production	<ul style="list-style-type: none"> ✧ The instructor will outline the important techniques in acting, stage production and script writing. ✧ One of the key components of the course is to encourage students to participate in the Hong Kong School Drama Festival and Funfair. 	<ul style="list-style-type: none"> ✧ The theatrical games will boost students' confidence in expressing themselves clearly and charismatically through different techniques. ✧ They will learn how to put up a drama performance as e.g actresses, backstage crew, designers, directors, scripwriters, or stage managers. ✧ They will learn the importance of commitment, team work and time management 	<ul style="list-style-type: none"> ✧ Oct - Nov: Scaffolding theatrical skills ; ✧ Dec: Script writing and Casting; ✧ Feb - Mar: Rehearsals for HKSDF and the School's Funfair; ✧ April-May: Rehearsals for public performance 	\$48,400.00	<ul style="list-style-type: none"> ✧ The attendance and extra rehearsal sessions will show whether the students are committed enough to join the HKSDF. ✧ HKSDF is the ultimate tool to demonstrate the performance of the students. ✧ Prizes, though are not entirely indicative, can serve as indicators of students' engagement and achievement in theatrical arts. 	<ul style="list-style-type: none"> ✧ The actresses will be cast in audition; and the production team will be chosen at the end of the course to join HKSDF. ✧ Their acting skills and standards of production can also be reflected through whether they can enter the public performance stage to perform at a local theatre..

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
5. Development in English and Chinese speech and debating	<ul style="list-style-type: none"> ✧ To hire a university Government and Law or LLB student(s) (preferably) with debating experience to provide face-to-face coaching. ✧ Provide extra feedback through electronic means to our debate students. 	<ul style="list-style-type: none"> ✧ Participants will become eloquent speakers of English and confident debaters who can support opinions with reasons, and support reasons with evidence. ✧ They will become skilled at organizing information into coherent messages, refuting explanations and challenging evidence. ✧ SHCC English-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 to June in the 2018/19 school year. 	<p>\$68,300.00</p>	<ul style="list-style-type: none"> ✧ students' perceived improvement in debating skills and the effectiveness on the coaching ✧ There should also be an increase in both the number of debaters, and the number of matches compared to the previous year. 	<ul style="list-style-type: none"> ✧ The enhanced ability of students in making advancement in inter-schools Debating competitions ✧ End-of-year evaluation of the debating teams

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 2018-2019	Evaluation of student learning / success indicators	Estimated Expenditure	Teacher-in-charge
English Language Pull-out Programme	Organising an English Language pull-out programme which empowers students to enhance their English communication and presentation skills	English Speaking Enhancement Programme	1 month	S4 - 5	15	Students are able to speak confidently and their presentation skills are enhanced	\$6,000	AoL & Gifted Education Team
Chinese Language Pull-out Programme	Organising the Chinese Language pull-out programme 'Chinese Creative Writing Workshop' which enables students to enhance their Chinese writing skills	中國語文創意寫作班	1 month	S6	30	Students are able to demonstrate a reflective attitude to appreciate the beauty of Chinese literature	\$10,000	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
Science & Humanities Pull-out Programme (Biology & Liberal Studies)	Organising a Science & Humanities pull-out programme which develops students' thinking ability and fosters a positive attitude towards learning Biology	Ocean Park Learning Camp	2 days	S4 - 5	20	Students are able demonstrate an understanding of marine conservation and the negative impact of human development to nature	\$18,000	AoL & Gifted Education Team
English & Humanities Pull-out Programme (English & Liberal Studies)	Organising the Global Awareness Week which provides an opportunity for students to explore and appreciate the characteristics of different cultures in the world and to discuss global issues	Global Awareness Week	5 days	S4 - 5	100	Students are able to appreciate the positive characteristics of different cultures	\$40,000	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
STEM Pull-out Programme	Organising a STEM study tour to Singapore during Extended Learning Week which equips students to meet the challenges in society and around the world with rapid scientific and technological developments	STEM study to Singapore	5 days	S5	15	80% of participating students think that the tour enhances their learning in STEM subjects and promotes their curiosity in STEM	\$20,000	AoL & Gifted Education Team
STEM Pull-out Programme	Organising a STEM study tour to Kumamoto, Japan during Chinese New Year Holidays which enables students to explore different dimensions of STEM and apply relevant knowledge in their daily lives	STEM study to Kumamoto, Japan	5 days	S5	15	80% of participating students think that the tour enhances their learning in STEM subjects and promotes their curiosity in STEM	\$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 creativity workshop which provides a chance for students to enhance their creativity and critical thinking skills	Creativity Workshop	3 days	S4, 5	12	All participants are trained to be the mentors of S2 PBL so that they can give creative ideas and advice to S2 students	\$6,400	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	2	70% of participating students think that the programmes enhance their learning	\$20,000	AoL & Gifted Education Team

3. Learning Support Grant

Estimated income= \$100254

Surplus of last s.y.: \$ 14950

Estimated surplus in this s.y.: \$14304

	Item	Objectives	Hire of services Name of service provider	Time of implementation	Target group.	Performance indicators	Evaluation methods	Estimated expenditure
1.	After school tutorials	Help students to improve academic performance in various subjects	Part time tutors	1-2 days per week throughout the year Around 270 hours HK\$150/hour	No.of SEN students : 10 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 report from tutors and teachers; self-evaluation of students performance in assessments	\$40500
2.	Deployment of teaching assistants to support SEN students	Help in administrative work, invigilation and extra support to SEN students	TA	Whole year HK\$4200/month	No.of SEN students : all Type of SEN students : ADHD, ASD, HI, SpLD No. of parents: 0	Special sessions are arranged for the students in need during common test and examination periods Support from the office is provided to implement individual programmes for students in need Assistance is provided in the general administrative work relating to students with special need	Report from L&T Advancement team, SEN coordination Team, Counselling Team, School office	\$50400
3.	Counselling workshops	Training workshops on mental health and peer relationship	To be confirmed	Duration: 2-3 in a year	No.of SEN students : 8-10 Type of SEN students : ADHD, 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.	Questionnaire, self-reflection from participants, evaluation from service providers	\$10000
Total								\$100900

IV. Staff Responsibilities (2018-19)

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	Mr Ben Tam
Miss Florence Kwok	Mr Ted Chow	Head Girl
Ms Lam Mei Yi	Mr David Hung	President of SC
Ms Priscilla Kwok	Mrs Winnie Poon	Head Prefect
Mr Anthony Mo	Ms Elizabeth Choy	S5 Representative

Catholic Formation Core Team

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

School Assessment, Evaluation & Report Team

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

Data Analysis

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

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

Staff Appraisal

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

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

Mrs Caridad Regan

Community Service Coordination

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

Crisis Management Committee

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

Non-teaching Staff Co-ordination

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

General Affairs and School Maintenance Team

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

Staff Development Team (SDT)

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

IT Team

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

2. 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	

Promotion of Positive Values

<u>Sr Veronica Fok</u>	Ms Priscilla Kwok
Miss Chan Yuk Lin	Ms Christine Ng
Ms Candy Chun	Ms Jacqueline Au Yeung

School Finance and Resources Management Committee

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

◇ Control Committee for School Budget (CCSB)

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

◇ Supplies Inspection Team (SIT)

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

◇ Tender Opening and Vetting Committee

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

◇ Tender Approval Committee

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

Ms Lam Mei Yi - Learning & Teaching

Learning & Teaching Advancement Team

Ms Lam Mei Yi Mr David Hung
Ms Nancy Chow

Curriculum Development Committee

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

STEM Development Coordinating Team

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

Subject Departments

Ms Lam Mei Yi

Language Across Curriculum Coordination

Miss Irene Yung Mr Zinc Tsang Miss Jacqueline Au

OLE Team

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

Young Leaders & Entrepreneurs (YLE)

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

PBL & Thinking Skills Enhancement Team

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

Extended Learning Coordination Team

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

Library & Self-access Learning Centre

Mrs Rosa Choy Miss Emily Cheng

SEN Coordination

Mr Kelvin Kwong Miss Carol Lee Miss Hilary Chan
Ms Wendy Chan

Student Learning Support Team

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

SLP Team

Mr Ted Chow Ms Susanna Chow Ms Rita Law

Reading Team

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

Ambassadors of Learning & Gifted Education

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

S1 Bridging Course

Ms Magee Au Ms Tessa Wong Miss Winnie Lam

Miss Florence Kwok – Student Activities & School Administration

Head Girl Core Group

Miss Florence Kwok

Student Activities Advisory Team

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

House Advisors

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

Student Council Advisors

Mr David Hung Ms Yoshie Lee Miss Laura Lai

Scholarship / Prize Coordinating Team

Miss Florence Kwok Miss Renie Sinn Ms Priscilla Tang
Mr Jackson Yau Mr Wilfred Leung Ms Zoe Chan

Sacred Heartist Award For All-round Achievement

Mrs Winnie Poon Ms Canny Li Mr Phil Lee

Alumnae Association

Miss Maria Lam

Student Financial Assistance

Miss Florence Kwok Ms Tessa Wong
Miss Jenny Wan Mr Harry Wong

School Magazine & Publication

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

Administration Core Team

Miss Florence Kwok Mr Anthony Mo Mr Ted Chow

◇ **Graduation Day Coordination**

Miss Chan Yuk Lin Ms Zoe Chan
Miss Lau Ling Mr Raymond Fong

◇ **Prize-giving Day Coordination**

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

◇ **School Bus Liaison**

Miss Carol Lee

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

Ms Wendy Lee PTA Representative

◇ **Non-school Hour Coordinating Team**

Clerical Staff (Miss Ivy Ng)

◇ **Stage Management Team**

Miss Clara Ho Mr Raymond Fong

◇ **Campus TV**

Mr Jackson Yau Mr Woo King Yan
Mr Wilfred Leung

◇ **School Photographer**

Ms Wendy Lee and the Photography Club

◇ **School Documents**

Miss Florence Kwok Miss Ivy Ng Mr Ted Chow

◇ **External Affairs Coordination**

Miss Florence Kwok Miss Renie Sinn

◇ **External Examination Coordination**

Mr David Hung Mr Ted Chow
Ms Nancy Chow

◇ **Substitutions & Exam Invigilation**

Ms Susanna Chow (substitution) Ms Amanda Wu
Mr Ben Tam (Exam Invigilation)

◇ **Venue Booking Coordination**

Miss Ivy Ng

◇ **Student Admission & Allocation**

Miss Florence Kwok Mr Ignatius Chow Ms Rita Law
Ad hoc interview group

◇ **School Calendar**

Mr Anthony Mo

Ms Priscilla Kwok – Life Education

Life Education Core Team

Ms Priscilla Kwok Miss Chan Yuk Lin
Ms Christine Ng

◇ **Character Development Team (CDT)**

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

◇ **Counseling Team (CT)**

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

◇ **Sex Education Team**

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

◇ **Discipline Team (DT)**

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

◇ **Careers & Further Studies Team (CFST)**

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

◇ **Civic Education Team**

Mr Colin Lai 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)
Miss Wong Wai Kuen Ms Ellen Chan

◇ **Home Room Board Core Team**

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

Parent Teacher Association (PTA)

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

Parents' Day Coordination

Miss Chan Yuk Lin Ms Canny Li
Ms Wendy Lee

Parents' Night/Meeting Coordination

Ms Priscilla Kwok Ms Wendy Lee
Form coordinators

Heads of Departments

Chinese Literature

Miss Chan Yuk Lin

Putonghua

Miss Lau Ling

English Language

Miss Irene Yung

Ms Magee Au

Chinese History

Miss Chang Wai Fong

Geography

Miss Florence Kwok

Home Economics

Mrs Ivy Yeung

Computer Studies

Mr Woo King Yan

Integrated Science

Mr Zinc Tsang

Physics

Mr Ted Chow

Biology

Mr Kelvin Kwong

Visual Arts

Ms Priscilla Kwok

Ms So Wing See

Religious & Moral Education

Ms Jacqueline Au Yeung

Physical Education

Mr Raymond Fong

Business, Accounting & Financial Studies

Ms Tessa Wong

Chinese Language

Ms Leung Hoi Yan

English Literature

Ms Paula Kong

Ms Wanda Yiu

Life and Society

Ms Maria Keung

History

Mr Colin Lai

Economics

Ms Irene Law

Mathematics

Mr Ignatius Chow

Ms Elaine Chan

Chemistry

Ms Susanna Chow

Music

Miss Renie Sinn

Liberal Studies

Ms Nancy Chow

Teacher-Librarian

Mrs Rosa Choy

Third Language

Ms Christine Ng

Service & Extra-Curricular Activities

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

HRTs and HRP

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

V. Class Structure & Student Enrolment (as at 1 September 2018)

	S1	S2	S3	S4	S5	S6	Total
A	30	28	28	20	21	18	145
B	30	28	29	22	28	24	161
C	33	28	30	29	25	29	174
D	31	29	30	25	29	28	172
E	33	28	27	24	26	30	168
F	33	30	29	28	28	32	180
Total	190	171	173	148	157	161	1000

VI. Members of the Incorporated Management Committee (2018-2019)

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

Sacred Heart Canossian College

Annual School Plan 2018-2019

Sr Agnes Law FdCC
Chairman / School Supervisor
On 14 November 2018