

Rooted in Love

Empowered to Explore

Annual School Plan 2014 - 2015

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 2014-2015

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I. Major Concerns 2014-2015

1. Learning and Teaching

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

Focus 1: Empowering students to become confident autonomous learner

Focus 2: Nurturing the value of 'love' in our students with whole school effort

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 1:</p> <p>1.1.1 Helping students to master generic skills</p> <ul style="list-style-type: none"> - Departments/Teams integrating the development of various generic skills in their curriculum planning / plans - Departments/Teams designing appropriate learning activities to develop the generic skills of the students - Departments/Teams developing assessment tools to evaluate the acquisition of generic skills by students 	<p>Beginning of the school year</p> <p>Throughout the year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> - Integration of generic skills is well planned in the curriculum and activities plan - Students are provided with opportunities to develop their generic skills in different subjects and activities - Assessment tools on generic skills are introduced - Majority of students taking part in the activities find their generic skills enhanced 	<ul style="list-style-type: none"> - Examination of DDPs - Evaluation by students and teachers - Examination of the assessment tools - Feedback from teachers and students 	<p>L & T Advancement Team, SAAT, Department/Team Heads</p> <p>L & T Advancement Team, SAAT, all teachers</p> <p>L & T Advancement Team, SAAT, Department/Team Heads</p>	<p>Time and space for developing appropriate activities and assessment tools</p> <p>Training on development of generic skills and various assessment tools</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1.2 Encouraging students to be adventurous in learning - Setting challenging / bonus questions to stretch the abilities of students further - Encouraging students to take part in external competitions - Encouraging students to step out of their comfort zones and to aim high through sharing sessions with achievers or acknowledgement of achievements of students	Throughout the year Throughout the year Throughout the year	- Challenging/Bonus questions were set and students attempted these questions. - Students find the activities enriching and challenging - Information about external competitions is made known to students. - Majority of students are willing to attempt more challenging tasks such as answering bonus questions or taking part in external competitions	- Assignment inspections, evaluation of teachers and students - Feedback from teachers and students - Examining SLP records - Reflection of students	L & T Advancement Team; Teams/ departments Concerned L & T Advancement Team, SAAT L & T Advancement Team; teams/departments concerned	Teachers' awareness of students' standard

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1.1.3 Helping students to develop their potential</p> <ul style="list-style-type: none"> - Offering workshops on DI and thinking skills to teachers - Teachers applying DI in teaching and helping students develop their thinking skills - Teachers giving formative feedback - Students reflecting on their learning experiences 	<p>Throughout the year</p>	<ul style="list-style-type: none"> - Teachers have a better understanding on DI and thinking skills - Teachers implement DI in their lessons - Students find the formative feedback useful - Majority of students will reflect on their learning experiences 	<ul style="list-style-type: none"> - Evaluation from teachers and students - Assignment inspection, lesson observation 	<ul style="list-style-type: none"> - SDT and L&T Advancement Team, Department Heads, teachers and students 	<p>Prior knowledge of teachers on DI and thinking skills</p> <p>Time and space for teachers to engage in sincere reflections, feedback from teachers and students</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 2: 1.2.1 Integrating the value of love in the school curriculum and promoting the value of love through different programmes</p> <ul style="list-style-type: none"> - Departments/Teams including the value of love in their curriculum - Departments/Teams promoting the value of love in the activities conducted 	<p>Beginning of the school year</p> <p>Throughout the year</p>	<ul style="list-style-type: none"> - Strategies or plans for cultivation of ‘Love’ can be found in DDPs and curriculum plans - Majority of students are able to reflect on the value of love in the activities they joined 	<ul style="list-style-type: none"> - Examining the DDPs and curriculum plans - Evaluation of teachers and students 	<p>L&T Advancement Team, departments and teams concerned,</p>	<p>Guidelines for reflection</p>

2. Student Quality- Excel in Unity

Members of the Sacred Heart Community serve with the Canossian Spirit and promote a loving and nurturing environment on school campus

Focus 1: To nurture positive values in our students

Focus 2: To develop students' self - management skills and ability to face adversities

Focus 3: To raise students' global awareness and sensitivity

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 1:</p> <p>2.1.1 Teachers playing an active role to foster the culture of respect, appreciation and gratefulness in daily lives through strategies such as conducting Homeroom periods on these values, inviting guests for experience sharing, organising visits, giving constant reminders and setting good role models for students</p>	Whole school year	<p>Teachers set good role models of showing respect and appreciation on all occasions</p> <p>Teachers are willing to give students constant reminders and opportunities to nurture positive values</p> <p>Students are able to express respect, appreciation and gratefulness in daily lives</p>	<p>Teacher reflections and evaluations</p> <p>Feedback from students</p> <p>Evaluation by students and observation by teachers</p>	<p>All teachers</p> <p>All teachers</p> <p>All students and teachers concerned</p>	
<p>2.1.2 Organising programmes, briefings or workshops to equip students with positive attitudes and appropriate skills to serve the community</p>	Whole school year	<p>Programmes are organised to promote the positive values of serving the needy</p>	<p>Examining DDPs and evaluation reports</p>	<p>Teams / Department Heads</p>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1.3 Conducting debriefing and evaluation sessions for students to reflect on their experiences of serving others and showing appreciation of the joy of giving	Whole school year	<p>Students spend time to reflect on their experiences of serving others</p> <p>The majority of students are ready to serve and willing to appreciate the joy of giving</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
Focus 2: 2.2.1 Teachers help students identify their strengths and weaknesses in self-discipline and self-management	Whole school year	Students recognise their strengths and weaknesses Teachers give constructive feedback and guidance for students	Examining student reflections, teacher observations and evaluations	All teachers	
2.2.2 Home-room teachers and Partners setting clear and achievable goals with students and conducting constant review and self-evaluation to make improvement and accomplish the goals set	Whole school year	Teachers and students show greater support to set and review the goals set The majority of students can achieve their goals	Examining student reflections and teacher observations	All teachers and students concerned	Evaluation guidelines
2.2.3 Departments and Teams initiating activities and talks to equip students with problem-solving skills in coping with stress and adversities	Whole school year	Programmes are organised to reduce stress of students and strengthen their ability to face adversities	Examining student reflections, teacher observations, DDPs and evaluation reports	All Teams / Departments concerned	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>Focus 3: 2.3.1 Encouraging students to learn beyond the classroom by providing them opportunities to discuss global issues through forums, debates, Form assemblies and morning sharing to raise students' global awareness and sensitivity</p>	Whole school year	Students are more willing to discuss and share their concerns in global issues from different perspectives with their teachers and schoolmates	Examining students' reflection, teachers' observation, DDPs and evaluation reports	All students and teachers concerned	

3. Administration

Focus 1: Updating school documentation system and staff manual

Focus 2: Implementation of the appraisal cycle

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p><u>Focus 1:</u> 3.1.1 Setting up a team to be in-charge of document updates</p>	Whole school year	At least three school documents are updated and the staff members are well informed of the updates	<p>Evaluation report from the team</p> <p>Feedback from the staff</p>	Administration Core Team	Time and knowledge of the areas concerned
<p><u>Focus 2:</u> 3.2.1 Implementing the third year of the appraisal and review cycle</p> <p>- Staff members are well informed of the appraisal system</p>	Whole school year	The majority of the staff concerned find the appraisal and review system helpful	<p>Feedback from the staff concerned</p> <p>Evaluation by appraisers and appraisees</p>	<p>School Assessment, Evaluation and Report Team,</p> <p>Staff Development Team</p>	Time and space for the staff concerned

II. Financial Budget

<u>BUDGET SUMMARY FOR 2014-2015</u>		
CODE	PROGRAMME ITEM	TOTAL ALLOCATION(\$)
A01-A09	Premises	\$1,245,500.00
A10-A20	Administration	\$5,758,007.80
C01-C25	Curriculum	\$962,602.50
P01-P29	Pastoral Care	\$1,394,386.00
	Total	\$9,360,496.30

III. Plan for Use of Special Grants

1. Capacity Enhancement Grant (CEG)

Task Areas:

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

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
1. Pastoral Care	<ul style="list-style-type: none"> ✧ Meeting Catholic students during lunch time ✧ Advisors of the Liturgical Team helping organise religious celebrations, pilgrimage and outreach programmes 	<ul style="list-style-type: none"> ✧ Students show awareness of their religious beliefs and spiritual values through their attitudes towards relationships and participation in spiritual activities ✧ Students are encouraged to get interested and involved in voluntary service 	Every Monday, Tuesday & Thursday from 7:45am to 1:30pm	Salary of one part-time pastoral master = \$81,900	<ul style="list-style-type: none"> ✧ Catholic students participate actively in liturgical and voluntary services ✧ Students show confidence in living their faith and spiritual values 	<ul style="list-style-type: none"> ✧ Feedbacks during interview ✧ Teachers' observation ✧ Feedback from collected reports of Reply Slips of Religious Activities ✧ Feedback from evaluation of religious clubs meetings

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
2. Learner Autonomy	<ul style="list-style-type: none"> ✧ Employing a clerical staff to support the daily operation of the SALC and assist teachers in preparing self-learning materials 	<ul style="list-style-type: none"> ✧ Smooth operation of the SALC, support for learning and teaching conducted by the SALC ✧ Facilitate participants' self-learning 	1 September 2014 to 31 August 2015	\$83,125	<ul style="list-style-type: none"> ✧ Smooth running of the SALC ✧ Resource materials for teachers and students are updated and well-maintained ✧ Learners' worksheets are made ready ✧ The culture of self-learning is enriched 	<ul style="list-style-type: none"> ✧ Feedback from users/teacher-in-charge ✧ Self-evaluation by the staff concerned
3. Sports Development	<ul style="list-style-type: none"> ✧ Recruiting part-time coaches for sports training and preparing for competitions 	<ul style="list-style-type: none"> ✧ Students of different abilities in the school sports teams receive individual attention in sports skills learning and achieve higher goals ✧ Novices are given opportunities to experience higher level of sports training. 	Regular training from September 2014 to March 2015	\$29,700	<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 ✧ Feedback from students

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
4. Academic Development	<ul style="list-style-type: none"> ✧ Offering remedial classes for students who are weak in core subjects: English, Maths and Chinese ✧ 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	\$81,700 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
5. 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"> ✧ Student musicians, especially strings players, receive thorough training in orchestral playing ✧ The teacher-in-charge puts more focus on the weaker players and provides more assistance to the students and the conductor 	Training to be provided at least once a week throughout the school year	\$70,000	<ul style="list-style-type: none"> ✧ Training for students who have potential in playing in Chinese ensemble or school orchestra ✧ Students' interest in music cultivated ✧ School spirit through team training is upheld 	<ul style="list-style-type: none"> ✧ Observations and oral feedback from the conductor ✧ A written evaluations will be carried out by the end of the term of service ✧ A questionnaire will be prepared for students to evaluate the performance of the conductor by the end of the term of service

Areas of concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism
6. Drama production	<ul style="list-style-type: none"> ✧ Developing students' aesthetic sense through exposure to different forms of art and performing arts ✧ Students involving in devising, writing and performing a drama 	<ul style="list-style-type: none"> ✧ Students confidently express themselves clearly and charismatically through different techniques and workshops ✧ They will learn how to put up a drama performance where everyone has a different role to play such as being actresses, backstage crew, designers, director, scriptwriter and stage managers 	<p>October to November 2014 Scaffolding theatrical skills;</p> <p>December 2014 Script writing and Casting;</p> <p>February to March 2015 Rehearsals for HKSDF</p>	\$20,000	<ul style="list-style-type: none"> ✧ The attendance and extra rehearsal sessions ✧ Students' performance in the HKSDF 	<ul style="list-style-type: none"> ✧ The actresses will be cast in audition ✧ The production team will be chosen at the end of the course to join HKSDF

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 2014-2015	Evaluation of student learning / success indicators	Teacher-in-charge
English Language Pull-out Programme	To organise an English Language pull-out programme which empowers students to enhance their English communication and presentation skills	Global Learning High Flyers Scheme	3 months	S4 - 5	30	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team
Chinese Language Pull-out Programme	To organise the Chinese Language pull-out programme "Modern Chinese Literature" which enables students to discover and appreciate the aesthetic, moral and ethical dimensions of Modern Chinese novels and poems		5 months	S4 - 5	30	70% of students reflect that the programme enhances their learning	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 2014-2015	Evaluation of student learning / success indicators	Teacher-in-charge
Mathematics Pull-out Programme	To organise a Mathematics pull-out programme which nurtures interest of students 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 fosters a positive attitude towards learning Biology	Ocean Park Learning Camp	2 days	S4 - 5	20	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team
Humanities Pull-out Programme (Liberal Studies)	To organise Global Awareness Days which provide an opportunity for students to explore and appreciate the characteristics of different cultures in the world and to discuss global issues	Global Awareness Days	2 afternoons	S4 - 5	30	70% of students reflect that the programme enhances their learning	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 2014-2015	Evaluation of student learning / success indicators	Teacher-in-charge
Humanities Pull-out Programme (BAFS & ECON)	To organise the local extended learning programme called “Social Innovation Programme” which enables students to explore developments and challenges of social enterprises in Hong Kong and to apply the learning on society and self-development	Social Innovation Programme	5 days	S5	15	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
Art Pull-out Programme	To organise an Art pull-out programme which enhances students’ artistic sense and creative thinking skills of students	Art Odyssey	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	2	70% of students reflect that the programme enhances their learning	AoL & Gifted Education Team

3. Senior Secondary Curriculum Support Grant (SSCSG)

	Details	HK\$
1 teacher	Chinese	340,011.00
1 teacher	English	429,780.00
1 teacher	Mathematics	308,070.00
1 teacher (half salary)	Mathematics / Science	161,815.50
	Total	1,239,676.50

4. Career and Life Planning (CLP) Grant

Objectives	Strategies	Allocation of CLP Grant
<ul style="list-style-type: none"> ✧ To help students enhance the understanding of interests, abilities and career inclination ✧ To teach students life planning skills including goal setting, problem solving, reflective thinking and personal planning ✧ To facilitate students in career exploration ✧ To help students to develop positive attitudes towards work and learning ✧ To equip students for making informed choices for their future and building up the paths towards those choices 	<ul style="list-style-type: none"> ✧ Reviewing the current provision of life planning and career education in the school ✧ Revising the home period curriculum from S1 to S6 to enhance students' self-understanding and development ✧ Inviting HKACMGM to conduct staff development programme on Life Planning Education and Career Guidance ✧ Coordinating the support on student preparation for HKDSE 	<ul style="list-style-type: none"> ✧ Employment of teaching staff (\$392 400) ✧ Clerical support (\$82 013.40) ✧ Staff development programmes (\$3 000) ✧ School-based programmes for students (\$50 500) <ul style="list-style-type: none"> ✧ <u>S6</u> <ul style="list-style-type: none"> ✧ Mock interview workshop (\$9 000) ✧ Mock release programme (\$7 100) ✧ Talk on preparation for release of HKDSE results for S6 students and parents (\$2 000) ✧ Sharing on multiple pathways (\$500)

Objectives	Strategies	Allocation of CLP Grant
	<ul style="list-style-type: none"> ✧ Providing support to S6 students for the release of HKDSE results ✧ Enhancing students set clear goals for their future study or career plans ✧ Introducing to senior form students the concepts of multiple pathways upon graduation ✧ Coordinating the mentorship programme for S4 with the Alumnae Association ✧ Inviting guests from different professions to share their career ✧ Organising visits to different workplaces and post-secondary institutions ✧ Providing students with information on career-related activities and further studies programmes beyond the classroom and encourage them to join those programmes 	<ul style="list-style-type: none"> ✧ <u>S5</u> <ul style="list-style-type: none"> ✧ My CareerMap (\$3 000) ✧ <u>S4 & S5</u> <ul style="list-style-type: none"> ✧ Talk on Career and Life Planning (\$1 000) ✧ <u>S4</u> <ul style="list-style-type: none"> ✧ Goal setting workshop for S4A and S4B (\$4 800) ✧ Mentorship programme and follow-up activities (\$1 500) ✧ <u>S3</u> <ul style="list-style-type: none"> • Programme organised by Young Leaders and Entrepreneurs (\$18 000) ✧ Resources for home period on careers education (\$2 400) ✧ Careers talks (\$1 200)

IV. Staff Responsibilities (2014-15)

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 Policy & Improvement Committee (SPIC)

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

Catholic Formation Core Team

Mr Ignatius Chow	Ms Jacqueline Au Yeung
Ms Grace Au Yeung	Ms Wendy Chan
Sr Vicky Ramos	Ms Priscilla Kwok
Miss Susanna Wong	Miss Maria Lam
Mr Anthony Mo	

School Assessment, Evaluation & Report Team

Mr David Hung	Miss Florence Kwok
Miss Irene Yung	

Language Support

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

Staff Appraisal

Mr David Hung	Sr Veronica Fok
Mrs Maureen Lai	Ms Lam Mei Yi

Staff Welfare Officers

Miss Mandy Cheung	Mrs Winnie Poon	Ms Stephanie Hui
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Secretary of General Staff Meeting

Ms Winnie Law

Community Service Coordination

Miss Mandy Cheung	Miss Susanna Wong	Mr Chan Shing Wai
Ms Jacqueline Au Yeung		

Crisis Management Committee

Sr Veronica Fok	Miss Florence Kwok	Ms Priscilla Kwok
Ms Lam Mei Yi	Social Worker	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

Building Maintenance Team

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

Staff Development Team (SDT)

Mrs Maureen Lai	Ms Tessa Wong
Mrs Winnie Poon	Ms Lam Mei Yi

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
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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	Ms Nikki Pun

◇ Tender Coordination & Opening Team

Miss Peggy Leung
Miss Ivy Ng

◇ Tender Approval Committee

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

Ms Lam Mei Yi - Learning & Teaching

Learning & Teaching Advancement Team

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

Curriculum Development Committee

Ms Lam Mei Yi Miss Irene Yung (Eng Lang)
Mrs Maureen Lai (Chin Lang) 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)

Subject Departments

Ms Lam Mei Yi

Language Across Curriculum Coordination

Miss Irene Yung Mrs Rosa Choy
Mr Zinc Tsang

OLE Team

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

◇ Young Leaders & Entrepreneurs (YLE)

Mr Thomas Hung Mr Ben Tam

PBL & Thinking Skills Enhancement Team

Ms Laura Li Mrs Laxmi Prasad Mr Mark Lau
Mrs Angela Chiu Ms Nikki Pun

Extended Learning Coordination Team

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

Library & Self-access Learning Centre

Mrs Rosa Choy Miss Emily Cheng Miss Vivian Kan

SEN Coordination

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

Student Learning Support Team

Ms So Wing See Miss Chan Ka Ling
Miss Rebecca Yu

SLP Team

Mr Ted Chow Ms Susanna Chow
Ms Rita Law

Reading Team

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

Ambassadors of Learning & Gifted Education

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

S1 Bridging Course

Ms Magee Au Ms Tessa Wong

Miss Florence Kwok – Student Activities & School Administration

Head Girl Core Group

Miss Florence Kwok Sr Veronica Fok

House Advisors

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

Student Activities Advisory Team

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

Student Council Advisors

Mr David Hung	Ms Yoshie Lee	Miss Mandy Cheung
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Sacred Heartist Award For All-round Achievement

Mrs Winnie Poon	Ms Canny Li	Mr Phil Lee
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Student Testimonial Writing Support Team

Ms Paula Kong	Miss Mandy Cheung	Mrs Caridad Regan
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Scholarship / Prize Coordinating Team

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

◇ **Alumnae Association**

Miss Maria Lam

Student Financial Assistance

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

School Magazine & Publication

School Web News	Ms Wanda Yiu	
Concord & Sch Mag	Ms Paula Kong	Ms Priscilla Tang
	Mrs Laxmi Prasad	
Chinese	Miss Chan Yuk Lin	
	Miss Chang Wai Fong	Miss Lau Ling
For Teens by Teens	Mrs Laxmi Prasad	
	(Consultant Mrs Susan Chung)	

Administration Core Team

Miss Florence Kwok Mr Anthony Mo

◇ **Graduation Day Coordination**

Miss Chan Yuk Lin	Ms Zoe Chan
Miss Lau Ling	Mr Danny Yeung

◇ **Prize-giving Day Coordination**

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

◇ **School Bus Liaison**

Miss Carol Lee

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

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

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

Miss Clara Ho	Mr Terry Li
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◇ **Campus TV & Media Education**

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

◇ **School Documents**

Miss Florence Kwok	Miss Ivy Ng
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◇ **External Affairs Coordination**

Miss Florence Kwok	
Miss Peggy Leung	(Teaching Practice Coordination)

◇ **External Examination Coordination**

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

◇ **Substitutions & Exam Invigilation**

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

◇ **Venue Booking Coordination**

Miss Ivy Ng

◇ **Student Admission & Allocation**

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

◇ **School Calendar**

Mr Anthony Mo	Miss Florence Kwok	Mr Danny Yeung
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Ms Priscilla Kwok – Life Education

Life Education Core Team

Ms Priscilla Kwok Miss Chan Yuk Lin
Ms Christine Ng

◇ **Character Development Team (CDT)**

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

◇ **Counselling 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 Ms Stephanie Hui
Ms Maria Keung Ms Nancy Chow

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

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

◇ **Civic Education Team**

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

◇ **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 Mark Lau

◇ **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 Priscilla Kwok Ms Nikki Pun (Recreation)
Ms Elaine Chan (Parent Liaison & Parent Education)

Parents' Day Coordination

Miss Chan Yuk Lin Ms Canny Li
Ms Wendy Lee

Parents' Night Coordination

Ms Priscilla Kwok Ms Wendy Lee
Form Coordinators

Appendix 1

Heads of Departments

Chinese Literature

Miss Chan Yuk Lin

Putonghua

Ms Leung Hoi Yan

English Language

Miss Irene Yung

Ms Magee Au

Chinese History

Miss Chan Yuk Lin

Miss Chang Wai Fong

Geography

Miss Florence Kwok

Home Economics

Mrs 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

Literature in English

Ms Paula Kong

Ms 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

Ms Christine Ng

Appendix 2

Service & Extra-Curricular Activities

Zonta Z	<u>Ms Nancy Chow</u> Miss Elizabeth Choy	Chinese Culture Club	Ms Wendy Chan Miss Hung Ching Ying	Sports Society	Miss Ellen Chan Mr Danny Yeung
Heartslink Community Project	<u>Miss Mandy Cheung</u> Miss Maria Lam Mr Chan Shing Wai	Chinese Speech & Debating Society	Miss Chang Wai Fong Mr Hui Chun Fat	Music Society	<u>Miss Renie Sinn</u> Ms Jenny Wong 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	<u>Mrs Winnie Poon</u> 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>Mr Phil Lee</u> <u>Ms Winnie Law</u>	Science Society	<u>Ms Laura Li</u> Mr Zinc Tsang Ms Canny Li	Organic Gardening Club	Mr Li Yuen Lee
4. St John Ambulance Brigade	<u>Ms Zoe Chan</u> Mr Kelvin Kwong	Home Management & Housecraft Club	<u>Mrs Ivy Yeung</u> Ms Stephanie Hui	Drama Club	<u>Miss Linda Yip</u> Miss Clara Ho
5. Junior Police Call	Mr Anthony Mo	Third Language	<u>Ms Christine Ng</u> Mrs Laxmi Prasad	Hong Kong Award for Young People	<u>Mr Alex Ho</u> Mr Harry Wong
Religious groups		Maths Society/ Maths Adventure Programme	<u>Miss Rebecca Yu</u> Mr Ben Tam Ms Ginny Chan		
1. Catholic Society	Ms Jacqueline Au Yeung Sr Vicky Ramos	Animal Awareness Society	Miss Laura Lai		
2. Young Canossian Helpers	Ms Wendy Chan Ms Grace Au Yeung				
3. Liturgical Team	Ms Jacqueline Au Yeung Sr Vicky Ramos				
4. Apostleship of Prayer	Mr Anthony Mo Miss Laura Lai				
5. Legion of Mary	Miss Maria Lam Miss Elizabeth Choy				
6. S1 Instruction	Mr Ignatius Chow Ms Priscilla Kwok				
7. YOUCAT We Chat	Ms Susanna Wong				

Appendix 3

***HRTs and HRP*s**

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

Reading and religious period partners:

5A	Miss Susanna Wong
5B	Mr Chan S W
5C	Mrs Prasad Laxmi
5D	Mrs Regan Caridad
5E	Miss C Y Hung
5F	Miss Mandy Cheung
6B	Ms Hui Ka Ling
6D	Mr David Lam

Appendix 4

Anniversary Activities

CGYC 2015	Sr Veronica Fok Mrs Ivy Yeung	Miss Florence Kwok Miss Casper Leung
Heartlink Charity Walk (SHCCAAECF)	Miss Clara Ho	
Fun Fair	Mr David Hung Miss Mandy Cheung	Ms Yoshie Lee
Thanksgiving Mass	Ms Jacqueline Au Yeung Sr Vicky Ramos	Mr Ignatius Chow
Anniversary Celebrations Music Performance	Miss Renie Sinn Mr Jackson Yau	Ms Jenny Wong
Fashion Show	Ms Priscilla Kwok Miss Clara Ho	Ms So Wing See
Heartiest Movement (SHCCAASC)	Miss Janet Wu Ms Amanda Wu	Mr Anthony Mo

V. Class Structure & Student Enrolment

	S1	S2	S3	S4	S5	S6	Total
A	30	32	34	29	29	30	
B	30	31	34	27	29	35	
C	32	32	34	32	24	21	
D	31	32	34	34	31	33	
E	32	32	34	35	33	33	
F	33	33	34	37	33	31	
Total	188	192	204	194	179	183	1140

Sacred Heart Canossian College

Annual School Plan 2014-2015

endorsed by the Incorporated Management Committee (2014-2015):

Sr Agnes Law FdCC
Chairman / School Supervisor
on
