



Baptist Lui Ming Choi secondary School

Annual School Plan (2016-2017)

Baptist Lui Ming Choi Secondary School

Annual School Plan (2016-2017)

Major Concerns

1. **Skill-based Learning and Teaching for the future**

能力為本的學與教

- Active learning 自主學習
- 4Cs (Critical thinking and Problem Solving 明辨性思維及解難, Collaboration 協作, Creativity and Innovation 創意及創作 and Communication and Media Literacy 溝通及傳媒素養)
- Teaching effectiveness 教學效能

2. **Professional Learning Community**

專業學習社群

- Participatory Reflection and Action 實踐反思及行動
- Knowledge Management 知識管理 (Creating, Exchanging and Sharing 創新、交流、共享)

Major Concern: (1) Skill-based Learning and Teaching for the future 能力為本的學與教

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.1 4Cs Skill and Learning Self-reliance in classrooms 4Cs includes <u>C</u> ritical Thinking and Problem Solving, <u>C</u> ommunication & Media Fluency, <u>C</u> reativity and Innovation, <u>C</u> ollaboration (Teamwork and Leadership)	(1) Promote and adopt “To learn, To Think and Collaborate & To Express” (學思達) teaching strategy at subject level a. Conduct a pilot scheme including all subjects with walk-in class visits b. Prepare teachers with micro-teaching skills (questioning skills, small-group teaching, presentation skills, E-Learning, etc.) c. Prepare students with study strategies and arouse their awareness towards 7C skills	a1. The new method is well conducted in pilot classes in at least two lessons in the first term. a2. Teachers of the same subject visit a pilot class at least once a year. b. Teachers master the micro-teaching skills c. Students master the study strategies for 7C skills learning	a1. Collect information from pilot teachers a2. Count the number of class visits b. Collect comments through questionnaires after staff development activities c. Observation by teachers in classes	a1. Sept -Dec 2016. a2. Jan-May 2017. b. Sept 2016 - Aug 2017 c. Sept 2016 - Aug 2017	Lau Hon Tong	
	(2) Promote and adopt “Flip-the-classroom” teaching strategy at subject level a. Conduct a pilot scheme including all subjects with walk-in class visits b. Prepare teachers with micro-teaching skills (questioning skills, small-group teaching, presentation skills, E-Learning, etc.) c. Prepare students with study strategies and arouse their awareness towards 7C skills	a1. The new method is well conducted in pilot classes in at least two lessons in the first term. a2. Every teacher visits a pilot class at least once a year. b. Teachers master the micro-teaching skills c. Students master the study strategies with awareness towards 7C skills	a1. Collect information from pilot teachers a2. Count the number of class visits. b. Collect comments by questionnaires after staff development activities c. Observation by teachers in classes	a1. Sept- Dec 2016. a2. Jan-May 2017. b. Sept 2016 - Aug 2017 c. Sept 2016 - Aug 2017	Lau Hon Tong	
	(3) Promote innovative learning strategies at subject level: a. E-learning b. Self-learning c. Collaborayive learning d. Inquiry-based learning, e. STEM or STEAM, f. Read-to-Write Strategy, etc.	a. Subject panels propose plans in the scheme of work b. Teachers implement the proposed plans in class c. Students master the strategies	a. Review of the scheme of work of subjects b. Class visits and reports from subject heads. c. Class visits and observation	2016-17	Lau Hon Tong	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.2 Computing & ICT Fluency Information Literacy (access and evaluate information, use and manage information) ICT Literacy (apply technology effectively)	(1) Promote e-Learning with tablets and internet via IT team <ul style="list-style-type: none"> a. Workshops for teachers about mobile learning b. Complete WiFi network in school and provide essential hardware and software for eLearning such as MDM, teaching apps for iPad management, wireless mirroring c. Collaborate with pilot teachers to promote Google Classroom. d. Promote iPad classroom and mobile learning (Pilot scheme) e. Pilot scheme in mobile teaching (Chem teachers) with windows devices f. Form a focus group for eLearning and promote eLearning to other teachers 	<ul style="list-style-type: none"> a. Number of teachers participated in workshops b1. All classrooms and special rooms with Chromecast installed. b2. Essential hardware and software or eLearning ready for use. c. Teachers use Google Classroom in teaching. d1. Teachers use WiFi classrooms for E-learning with iPads effectively d2. Teachers use iPad management app in teaching effectively e. A solution of non-iPad devices in eLearning ready for use. f. A focus group of at least 3 teachers formed 	<ul style="list-style-type: none"> a1. Feedback form after workshops a2. Count the number of teachers attending the workshop b. Reports from IT team c. Class visits and discussion with the teachers concerned. d. Interview with teachers involved about the effect e. Class visits, and interview with teachers (Report in IT team) f. Discuss with group members about the effect of the group 	<ul style="list-style-type: none"> a. Sept 2016 - Aug 2017 b. Dec 2016, Jun 2017 c. Sept – Nov 2016 d. Sept 2016 - Aug 2017 e. Sept 2016 - Aug 2017 f. Sept 2016 - Aug 2017 	Ngan Shiu Hei	Wifi 900 CITG
	(2) Enhance computing and ICT skills in learning and research in subjects <ul style="list-style-type: none"> ● Information Literacy ● ICT Literacy ● STEM / STEAM 	<ul style="list-style-type: none"> a. Subject panels propose plans in the scheme of work b. Teachers implement the proposed plans 	<ul style="list-style-type: none"> a. Review of the scheme of work of subjects b. Class visits and reports from subject heads 	Sept 2016 – Aug 2017	Ngan Shiu Hei	
	(3) Promote appropriate use of IT in daily lives in ICT and Discipline and Guidance Team <ul style="list-style-type: none"> a. Integrated subject content about using IT in daily lives b. Assembly talks c. Encourage more students to join external IT competitions and service 	<ul style="list-style-type: none"> a. Related subject contents are integrated in ICT subject plan b. 1 or 2 weekly assemblies c. Join 1-2 external competitions or activities 	<ul style="list-style-type: none"> a. Number of lessons and amount of reading materials b. Number of Assemblies c. Number of activities joined 	Sept 2016 – Aug 2017	Ngan Shiu Hei	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.3 Career & Life Planning Flexibility & Adaptability, Adapt to Change, Be Flexible, Manage projects and produce results	(1) Build a holistic curriculum of Career and Life planning a. Incorporate careers and life planning education into school curriculum in collaboration with class teachers and subject teachers b. Modify and enrich the contents of the Individual Student Planning (ISP) materials in partnership with class teachers and form coordinators of the Life Education Team and Careers and Guidance Team c. Encourage students to actively participate in career-related activities and programmes to enhance students' leadership and help their career planning in collaboration with various NGOs and organizations d. Encourage students to finish self-directed service learning projects	a1. Students understand their own career and academic aspirations a2. Students foster positive attitudes towards learning b1. Students find purposes in life, set goals and take action to achieve them b2. Students recognize work values and ethics b3. Students make wise and informed career decisions with reference to students' interests, abilities and orientations c1. Students acquire up-to-date career information, skills and pathways of different occupations and workplaces c2. Students have a better understanding of themselves and prepare themselves as life-long learners. c3. Students can be trained as career ambassadors and help promote career-related activities at school d1. Higher motivation of students d2. Students' higher awareness of people in need d3. A sense of social responsibility built	a. Teachers' observation & feedback in evaluation meetings b. Questionnaires set to collect participants' feedback after each programme / activity c. Teacher surveys d. Feedback of participants, recipients and social workers	2016-17	Chan Wai Yin Wong Sau Chun	Personal growth portfolio & CLPG

Major Concern: (2) Professional Learning Community 專業學習社群

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2.1 Creating time and space for teachers and students	(1) Improve the effectiveness of school administrative work to increase the preparation time for teaching <ul style="list-style-type: none"> eBooking system, eClass parent and student app, Google applications, Meetings. 	Teachers are given more time for preparation of teaching	a. Questionnaires and observation b. Feedback from teachers	2016-17	Lau Hon Tong Kwok Yin Wai Lee Kim Fung	
	(2) Improve the effectiveness of student learning activities such as assignments, ECA, tests and examinations and provide more space and time for different modes of student learning. <ul style="list-style-type: none"> Uniform tests/quizzes ECA participation 	a. Reduction of the quantity of conventional assignments. b. Improvement of quality of students' assignments.	a. Homework questionnaires b1. Subject reports b2. Feedback from students	2016-17	Lau Hon Tong Kwok Yin Wai Lee Kim Fung	
2.2 Professional Development and Interflow within school	(1) Introduce an enhanced Induction programme for newly appointed teachers	Better adaptation of new teachers	Feedback from new teachers	2016-17	Du Ih Hsuan	
	(2) Promote library books and on-line teaching resources via Staff Development Team	More teachers using the resources provided	a. Frequency of borrowing resources b. Feedback from teachers	2016-17	Du Ih Hsuan	
	(3) Promote professional sharing and interflow of teaching strategies and assessment at both subject and school levels	Enhance the culture in professional sharing in subject meetings and staff development days	a. Frequency of professional sharing. b. Feedback from teachers. c. Subject reports	2016-17	Lau Hon Tong Du Ih Hsuan	
	(4) Build a culture of lesson observations focusing on teachers' strategies and students' learning <ul style="list-style-type: none"> Develop new lesson observation practice Lesson observations among members of the pilot scheme. Lesson observations by teachers of the same subject in the pilot schemes. 	a. A new lesson observation practice developed b. Peer lesson observations c. All teachers have observed lessons in pilot schemes at least once	a. A new lesson practice is developed b. Reports from members of pilot scheme c. Reports from teachers	2016-17	Lau Hon Tong	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2.3 Professional Development and Interflow beyond school	(1) Build professional learning circles with other schools	More structured interflow with other schools	a. Frequency of professional sharing b. Feedback from teachers c. Subject reports	2016-17	Du Ih Hsuan	
	(2) Promote professional training courses from EDB and other teaching communities	Updated information distributed on regular basis.	Feedback from teachers	2016-17	Du Ih Hsuan	

END