

St. Joseph's Anglo-Chinese School

Annual Plan 2018-2019

Domain: Learning and teaching

Major concern: Boosting students' commitment to learn and improving students' academic results

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Empowering students to monitor learning progress and maximizing learning effectiveness	1. Capacitating students to monitor their personal learning progress through after-school tutorial, effective allocation of resources and interpretation of analytical data					
	1.1 The after-school homework support programme is extended to senior forms	Justice (Responsibilities)	Whole year	i. Teachers make favourable comment about students' performance ii. The follow-up record of the Homework Support Team reflects students' improved performance in terms of homework submission	i. Teacher observation ii. Homework Support Team's follow-up record	Homework Support Team
	1.2 All subject support the launch of the reading programme to strengthen the reading culture and reward keen readers	Love (Love God and love one's neighbours as brothers or sisters)	Whole year	i. The Reading Team comments positively on students' performance. ii. The year-end student survey shows that junior form students' reading habits have improved as compared to the beginning of the school year iii. Not less than 70% of junior form students have borrowed books in the library	i. Observation of the Reading Team ii. Questionnaire survey on reading habits for junior form students (comparing data from the beginning and the end of school year) (Reading Team) iii. Book borrowing record from the library	Library / Reading Team / Subject panel chairpersons and teachers

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Catering for students' individual needs by devising appropriate support measures	2. Supporting students with different learning needs and enhancing their academic performance and public exam results through effective resource utilization and learning support programmes					
	2.1 Supporting students with diverse learning needs and improve students' academic performance in school by utilizing resources and launching different academic support and scholarship programmes	Love (Love God and love one's neighbours as brothers or sisters)	Whole year	i. Teachers of the students involved comment positively on their academic performance ii. Not less than 70% of students respond positively to all these programmes	i. Teachers' observation ii. Questionnaire survey (Academic Board)	Vice Principal (Learning and Teaching) / Gifted Education Team / Scholarship Team
	2.2 Implementing small class teaching in English Language lessons for the senior forms (four classes splitting into five groups) so that learner diversity can be better catered for	Love (Love God and love one's neighbours as brothers or sisters)	Whole year	Not less than 70% of teachers involved respond positively to the arrangement	i. Minutes of English Language panel meetings ii. Questionnaire survey (Academic Board)	English Panel Chairperson and teachers / Academic Board

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Converging teachers' expertise for enhanced capacity of the teaching team	3. Establishing learning communities and exploring different teaching strategies and tools					
	3.1 Enhance the effectiveness of e-learning/flip classroom/differential teaching strategies by piloting in selected subjects, levels and topics	Truth (Human reason's capacity)	Whole year	<ul style="list-style-type: none"> i. Subjects involved frequently review and recognize the effectiveness of the teaching strategies adopted ii. Assignment inspection and class observation records reflect the effectiveness of teaching strategies used by the teachers in terms of enhancing students' learning 	<ul style="list-style-type: none"> i. Schemes of work/ subject panel meetings/ co-prep meetings of and examples from different subjects ii. E-Coordinator's record on e-learning iii. Assignment inspection iv. Class observation 	Vice Principal (Learning and Teaching) / Subject panel chairpersons and teachers concerned
	3.2 Provide teacher training on e-learning/flip classroom/differentiated teaching strategies	Truth (Human reason's capacity)	Whole year	<ul style="list-style-type: none"> i. Not less than 70% of the participating teachers have enrolled at least a course or attended workshops, sharing session or training ii. Not less than 70% of the participating teachers have positive comments on the activities 	<ul style="list-style-type: none"> i. CPD hours and record (Staff Development Team) ii. Questionnaire survey (Staff Development Team) 	Curriculum Development Team / Staff Development Team

Domain: Student development

Major concern: Six-year St. Joseph's nurturing and positive growth

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Broadening Students' horizons and Showcase arts talents	Arrange visits or excursions in China or overseas countries to deepen students' understanding of the motherland and broaden their international horizons	Justice (World citizen)	Whole year Diversity Learning Week	a. Not less than 75% of students identify with measures' effectiveness to deepen their understanding of the motherland and develop their global perspective b. F.1-5 students are given no less than three opportunities each year to participate in excursions to China or overseas countries	i. Questionnaire survey ii. Implementation record	Civic Education Team / The subject of Putonghua / Various subjects
Practicing mutual respect and learning to discipline oneself and to love	1. Attach importance to religious education, optimize discipline training, enhance the leadership of students, cultivate correct values, and teach students to opt for good deeds, discipline themselves and love others	Justice (Distinguish right from wrong, good from evil)	Whole year	a. Not less than 75% of students identify measures' effectiveness to help them opt for good deeds, discipline themselves and love others b. Teachers agree that the measures can help students learn to opt for good deeds, discipline themselves and love others	i. Questionnaire survey ii. Teachers' observation and follow-up record	Religious and Moral Education Team / Discipline Team / Extracurricular Activities Team / Student Association / House captains of the four houses / Uniform teams

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Practicing mutual respect and learning to discipline oneself and to love (con't)	2. Strengthen class management, introduce moral education lessons, create positive class atmosphere and cultivate a culture of self-discipline, care and mutual respect among students	Family (Mutual respect)	Whole year	<ul style="list-style-type: none"> a. Not less than 75% of students agree that the measures can foster a culture of self-discipline, care and mutual respect b. Form teachers concur that the measures can foster a culture of self-discipline, care and mutual respect among students 	<ul style="list-style-type: none"> i. Questionnaire survey ii. Teachers' observation and follow-up record 	Vice Principal (Student development) / Form teachers / Discipline Team / Guidance Team
Promoting voluntary service and establishing a caring and loving culture	Promoting volunteer service to students of all forms to affirm students' contribution to society and establish a positive caring and loving culture	Love (Selfless love)	Whole year	<ul style="list-style-type: none"> a. Not less than 80 % of students have participated in service activities b. Not less than 75% students believe such volunteer service activities can help establish a positive caring and loving culture 	<ul style="list-style-type: none"> i. Voluntary service activities record ii. Questionnaire survey 	Religious and Moral Education Team / Guidance Team / Civic Education Team

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Helping students establish life goals and strengthening their resilience	1. Utilize external resources for strengthened career planning and adventure training to make students understand themselves, recognize goals, and improve learning attitude	Life (Tribulations and adversities are to be faced with serenity and hope)	Whole year	a. Not less than 75% of students agree that the measures can help them identify their goals and improve their learning attitude b. Teachers agree that the measures can help them identify their goals and improve their learning attitude	i. Questionnaire survey ii. Teachers' observation and follow-up record	Careers Team / Multiple intelligences training programme
	2. Create a religious atmosphere throughout the school, focusing on the development of students' health, body, mind and spirit, cultivating a culture of gratitude and appreciation, practicing the spirit of St. Joseph's family		Whole year	a. Not less than 75% of students agree that the measures can help them learn to be grateful and appreciate others b. Teachers agree that the measures can help them learn to be grateful and appreciate others	i. Questionnaire survey ii. Teachers' observation and follow-up record	Religious and Moral Education Team / The subject of Religious Studies / All teachers
	3. Raise students' confidence, help them learn to deal with emotions and impulsiveness, improve problem-solving and communication skills to foster a caring and loving culture and strengthen their resilience		Whole year	a. Not less than 75% of students agree that the measures can help them learn to deal with emotions and impulsiveness and strengthen their resilience b. Teachers agree that the measures can help improve students' problem-solving and communication skills, fostering a caring and loving culture	i. Questionnaire survey ii. Teachers' observation and follow-up record	Guidance Team / Form teachers / Religious and Moral Education Team

Domain: School administration

Major concern: Strengthening external relations and Optimizing team performance

Objective	Strategy	Catholic Core Values	Time	Success Criteria	Method of Evaluation	Staff involved
Strengthening external relations and lifting teachers' professionalism	1. Considering the needs of the team, introduce resources from other schools to improve the quality of the team	Truth (Human reason's capacity)	Whole year	Not less than 80% of teachers agree that the resources from other schools can help enhance the professionalism of teachers and broaden their horizons	Questionnaire survey (Staff Development Team)	Principal / Staff Development Team
	2. Further simplify the school's organizational structure, lifting teachers' work efficiency and team morale	Family (Sense of belonging)	Second Term	Teachers take not more than four administrative duties	School Administration Committee meetings	Principal / School Administration Committee
	3. Arrange training programmes or courses for teachers according to their individual needs	Truth (Human reason's capacity) Life (Stewardship)	Whole year	Not less than 80% of teachers can enhance their professionalism and broaden their horizons by taking part in the training programmes or workshops.	i. Teachers' CPD hours and record (Staff Development Team) ii. Questionnaire survey (Academic Board) iii. Teachers' year-end meetings with the principal	Principal / Staff Development Team