



基督教宣道會宣基中學

Christian & Missionary Alliance Sun Kei Secondary School

Annual School Plan 2014-2015

School Mission

Our school is a government subsidized secondary school founded by Christian & Missionary Alliance Church Union of Hong Kong and was officially opened in September, 1999. We exalt biblical truth, and act on Christian benevolent spirit. With the responsibility to proclaim Christian truth, and a macro view of international perspective, we gaze at the broad education universe and practise high quality whole person education. We are dedicated to grooming students to have a balanced development in ‘Spiritual, Moral, Intellectual, Social, Physical and Aesthetic’ education, so that they can utilize their potential and be equipped with abilities and high moral to pursue excellence and make contribution to society.

School Motto

‘Trust in the LORD with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will make your paths straight.’ (Proverbs 3:5-6)

School Vision

- An Arena for Proclaiming Christ
- An Institution to Develop Human Potentials
- A Cradle of Leaders

2012-15 Major Concerns

- To cater for learner diversity and to further enhance the use of English in teaching and learning.
- To nurture students with humanistic quality and to inspire them to reach their multifarious potentials.
- To develop our school as a professional learning community and to further enhance teacher capacity.

1. Major Concern :

To cater for learner diversity and to further enhance the use of English in teaching and learning

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> Developing and Implementing student support and enhancement programs 	<ul style="list-style-type: none"> To set up English and Mathematics talented classes in junior forms 	<ul style="list-style-type: none"> 1 English and 1 Mathematics talented classes are formed in S1, S2 and S3 respectively 	<ul style="list-style-type: none"> Examination results 	Sept, 2014-Jul,2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To implement S5& S6 Elite Student Scheme 	<ul style="list-style-type: none"> At least 1 workshop is offered to S5 & S6 elite students 	<ul style="list-style-type: none"> Year-end Evaluation 	Sept, 2014-Jun, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To offer HKDSE Elite and Consolidation Classes 	<ul style="list-style-type: none"> At least 5 subjects offer these courses 	<ul style="list-style-type: none"> Students' survey 	Oct, 2014-Jan, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To encourage elite students to meet and learn from alumni who have excelled in HKDSE 	<ul style="list-style-type: none"> A HKDSE Prize Giving Ceremony honor the outstanding alumni is held 90% of the top 20 students in each form attend the sharing session 	<ul style="list-style-type: none"> Records of work 	Sept, 2014	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To implement S3 Auditor Scheme 	<ul style="list-style-type: none"> At least 10 S3 elite students are qualified to sit in the S4 elective classes 	<ul style="list-style-type: none"> Year-end Evaluation 	Jan-Mar,2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To hold academic talks to junior form elite students 	<ul style="list-style-type: none"> 2 academic talks are held by senior form elite students At least 20 junior form elite students attend the talk 	<ul style="list-style-type: none"> Records of work 	Nov, 2014-Mar, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To nominate elite students to attend external enrichment training sessions 	<ul style="list-style-type: none"> At least 20 elite students attend external training sessions 	<ul style="list-style-type: none"> Records of work 	Sept, 2014-Jul,2015	Teaching and Learning Committee	

	<ul style="list-style-type: none"> To organize subject enrichment programs 	<ul style="list-style-type: none"> At least 5 subjects offer enrichment programs 	<ul style="list-style-type: none"> Records of work 	Sept, 2014-Jul,2015	Teaching and Learning Committee	by Diversity Learning Grant
	<ul style="list-style-type: none"> To promote International Assessments to talented students 	<ul style="list-style-type: none"> More than 250 students participate in the International Competitions and Assessments for Schools (ICAS) 	<ul style="list-style-type: none"> Records of work 	Mar, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To provide advanced sections in junior form assessments 	<ul style="list-style-type: none"> Provide advanced sections in all subjects of junior forms 	<ul style="list-style-type: none"> Records of work 	Exams	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To adopt flexible assessment policy for students with Special Educational Needs 	<ul style="list-style-type: none"> Provide assessment modification and exemption to all SEN students 	<ul style="list-style-type: none"> Records of work 	Exams, UT	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To provide support to students with Special Educational Needs 	<ul style="list-style-type: none"> Arrange case conferences for teachers on each SEN student Arrange group training sessions for students with SEN 	<ul style="list-style-type: none"> Records of work 	Sept, 2014-Jul,2015	Student Quality Nurturing Committee	Learning Support Grant

<ul style="list-style-type: none"> Enhancing teachers' capacity in catering for learner diversity 	<ul style="list-style-type: none"> To provide lesson demonstrations and discussion sessions 	<ul style="list-style-type: none"> Organize lesson demonstrations in 5 Key Learning Areas and Liberal Studies Provide lesson plan templates Arrange discussion sessions after the lesson demonstrations 	<ul style="list-style-type: none"> Records of work Teachers' feedback 	Sept, 2014-Jul, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To maintain and enrich the resource bank of lesson demonstrations and teaching strategies 	<ul style="list-style-type: none"> Provide at least 10 new journals about catering for learners' diversity in classroom teaching 	<ul style="list-style-type: none"> Records of work Teachers' feedback 	Sept, 2014-Jul, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organize various pedagogies and learning activities to meet diversified student needs 	<ul style="list-style-type: none"> Organize at least 5 Public Demonstrations of Teaching Exemplars At least 5 subjects adopt one specific pedagogy to cater for learners' diversity 	<ul style="list-style-type: none"> Records of work Teachers' feedback 	Sept, 2014-Jul, 2015	Teaching and Learning Committee	
<ul style="list-style-type: none"> Developing Language Across Curriculum 	<ul style="list-style-type: none"> To support content-subjects which use English as medium of instruction (MOI) 	<ul style="list-style-type: none"> The LAC team collaborate with at least 1 content-subject with lesson observation, lesson planning and teaching materials design Professional support like pronunciation training, classroom language, notes translation and scaffolding, etc. are provided to the teachers in need by English Enhancement Team 	<ul style="list-style-type: none"> Records of work 	Sept, 2014 - Jun, 2015	English Department	

<ul style="list-style-type: none"> Further Enhancing of English-rich environment 	<ul style="list-style-type: none"> To maintain the English resource bank for the use of lunchtime broadcasting and class teacher periods on English Speaking Days 	<ul style="list-style-type: none"> At least 30 promotional video clips on DVDs and readers are available in the school library and the English Room 	<ul style="list-style-type: none"> Records of work 	Sept, 2014 - Jul, 2015	English Department	
	<ul style="list-style-type: none"> To organize lunchtime English activities on English Speaking Days 	<ul style="list-style-type: none"> At least 5 activities are held 	<ul style="list-style-type: none"> Records of work 	Sept, 2014- Jul, 2015	English Department	
	<ul style="list-style-type: none"> To further enhance the English-rich environment by adopting English in everyday use 	<ul style="list-style-type: none"> School signs, forms, intranet messages, report cards, written notice or announcements for the students are switched to English 	<ul style="list-style-type: none"> Records of work 	Sept, 2014 - Jul, 2015	English Department	

2. Major Concern : **To nurture students with humanistic quality and to inspire them to reach their multifarious potentials.**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resource Required
<ul style="list-style-type: none"> Enhancing students' humanistic quality through Moral Education 	<ul style="list-style-type: none"> To organize Moral Education Day for students to cultivate a proper sense of value 	<ul style="list-style-type: none"> More than 80% of students have reflections and resolutions after the event 	<ul style="list-style-type: none"> Records of work 	Sept, 2014	Student Quality Nurturing Committee	External speaker
	<ul style="list-style-type: none"> To arrange a thematic campaign for the whole school 	<ul style="list-style-type: none"> At least 3 assemblies are organized At least 1 sharing session related to the theme is conducted At least 3 relevant activities are organized 	<ul style="list-style-type: none"> Records of work 	Sept, 2014 – Jul, 2015	Student Quality Nurturing Committee	

	<ul style="list-style-type: none"> To strengthen the civic sense of students through various activities 	<ul style="list-style-type: none"> At least 5 sessions of Sun Kei Forums are held At least 2 sharing sessions are conducted in the morning assembly At least 3 times of Flag Raising Ceremony are held At least 3 teams are sent to participate in external Civic & National Education activities and competitions 	<ul style="list-style-type: none"> Records of work 	Sept,2013 – Jun, 2014	Student Quality Nurturing Committee	
<ul style="list-style-type: none"> Fostering students' positive values in different growth stages 	<ul style="list-style-type: none"> To provide experienced learning opportunities in different forms 	<ul style="list-style-type: none"> More than 90% of students complete the following activities: S1: Rock Climbing S2: Voluntary Work S3: Self-challenging Campaign S4: Outward Bound Camp S5: Services Learning S6: DSE Cheering Program 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jul, 2015	Student Quality Nurturing Committee	
<ul style="list-style-type: none"> Fostering students' healthy growth 	<ul style="list-style-type: none"> To enhance students' knowledge of physical health 	<ul style="list-style-type: none"> More than 1000 visitors have viewed school healthy facebook page At least 5 times of nutrition analysis of lunch menu supplied by school canteen 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jul, 2015	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> To cultivate students' healthy and positive attitudes in personal, family and social environment 	<ul style="list-style-type: none"> At least 2 activities are organized 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jul, 2015	Student Quality Nurturing Committee	

<ul style="list-style-type: none"> Further fostering students' caring culture 	<ul style="list-style-type: none"> To organize "Senior fellows assisting S1 freshmen scheme" and arrange senior form students to have regular visits to S1 students 	<ul style="list-style-type: none"> At least 3 activities are organized 	<ul style="list-style-type: none"> Records of work Feedback from students 	Oct, 2014 – Mar, 2015	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> To develop helpful character through the practice of volunteer services 	<ul style="list-style-type: none"> A loving volunteer group participates in at least 10 external volunteer services Promote the 'Volunteer Work Scheme', the external service hours for the whole year should exceed 2000 hours Assist S1 students to carry out community services in small groups S2 students carry out at least one volunteer work plan More than 90% of All-round leaders participate in 1 external volunteer service 	<ul style="list-style-type: none"> Records of work 	Sept, 2014 – Jun, 2015	Student Potentials Development Committee	
<ul style="list-style-type: none"> Widening students' horizons and developing their lifelong interests 	<ul style="list-style-type: none"> To coordinate Arts appreciation activities 	<ul style="list-style-type: none"> At least 2 Arts seminars or performances are held At least 1 Arts appreciation activity is held for S4 during Life Wide Learning Day S4 and S5 students attend at least one external Arts appreciation activity 	<ul style="list-style-type: none"> Observations and statistics of OLE hours 	Oct, 2014 – July, 2015	Student Potentials Development Committee	'Arts Experience Scheme for the Senior Secondary Students' of the Leisure and Cultural Services Department

	<ul style="list-style-type: none"> To encourage S1 to S5 students to participate in extracurricular activities 	<ul style="list-style-type: none"> More than 85% of students participate in at least 1 extracurricular activity or subsidiary society 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jun, 2015	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To conduct assessments on all S1 freshmen and record their achievements in primary education 	<ul style="list-style-type: none"> Collect and review information on new students' talents and conduct assessment on physical and aesthetic abilities 	<ul style="list-style-type: none"> Records of work 	Jul –Aug, 2014	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To encourage students to organize interest classes 	<ul style="list-style-type: none"> At least 6 interest classes are organized by students At least 10 members participate in each class 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jun, 2015	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To organize Arts Fair at lunchtime 	<ul style="list-style-type: none"> At least 4 times of Arts Fair are organized At least 12 teams participate in Arts Fair 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jun, 2015	Student Potentials Development Committee	
<ul style="list-style-type: none"> Building up leadership skills of student leaders 	<ul style="list-style-type: none"> To organize workshops for student leaders of School Teams, Clubs and Societies 	<ul style="list-style-type: none"> Arrange 2 workshops for student leaders 	<ul style="list-style-type: none"> Records of work 	Oct-Nov, 2014	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To enhance All-round Leaders' oratory skills through internal training sessions 	<ul style="list-style-type: none"> 5 workshops are held by student leaders 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jun, 2015	Student Potentials Development Committee	

3. Major Concern

To develop our school as a professional learning community and to further enhance teacher capacity

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resource Required
<ul style="list-style-type: none"> Enhancing the school culture, shared vision and values 	<ul style="list-style-type: none"> To encourage the School Administrators, teachers to share vision and values at meetings and build collegial leadership towards the same goal 	<ul style="list-style-type: none"> Positive feedback from teachers 	<ul style="list-style-type: none"> Feedback from teachers 	Sept, 2014 – May, 2015	Administrative Committee, Teaching and Learning Committee, Student Quality Nurturing Committee, Staff Development Committee	
	<ul style="list-style-type: none"> To integrate shared vision and values into committee and subject annual program plans 	<ul style="list-style-type: none"> Shared vision and values are integrated into program plans 	<ul style="list-style-type: none"> Records of work 			
<ul style="list-style-type: none"> Fostering collective learning and application of learning 	<ul style="list-style-type: none"> To arrange workshops and programs for enriching teachers' knowledge on various educational issues 	<ul style="list-style-type: none"> At least 4 workshops on various educational issues conducted on Friday staff development sessions At least 1 staff development day held 	<ul style="list-style-type: none"> Records of work 	Sept, 2014 – May, 2015	Staff Development Committee, Teaching and Learning Committee, Student Quality Nurturing Committee	
		<ul style="list-style-type: none"> Record of teachers attended seminars conducted by EDB 	<ul style="list-style-type: none"> CPD record 			
	<ul style="list-style-type: none"> To enhance Maths teaching by joining EDB curriculum development schemes 	<ul style="list-style-type: none"> At least 3 collaborative meetings with EDB experts 	<ul style="list-style-type: none"> Records of work 	Sept, 2014- Jul, 2015	Teaching and Learning Committee, Maths Department	EDB's Collaborative Research and Development ("Seed") Project

	<ul style="list-style-type: none"> To build education professional network 	<ul style="list-style-type: none"> At least one liaison program with Sister Schools 	<ul style="list-style-type: none"> Review of meeting documents 	Sept,2014 – Jun, 2015	Global Education and Exchange Committee	
		<ul style="list-style-type: none"> At least 3 meetings in the year in LS Professional Support Network 	<ul style="list-style-type: none"> Records of work 		Liberal Studies	
	<ul style="list-style-type: none"> To adopt “Teacher Competency Framework” for in-depth reflection 	<ul style="list-style-type: none"> Core subjects adopt the framework for teachers’ in-depth reflection 	<ul style="list-style-type: none"> Oral feedback 	Sept, 2014-Jul, 2015	Teaching and Learning Committee, Staff Development Committee	
	<ul style="list-style-type: none"> To develop the work of Research Group on Chief Executive’s Award for Teaching Excellence (CEATE) to enhance effective teaching 	<ul style="list-style-type: none"> Submit nomination of CEATE this year 	<ul style="list-style-type: none"> Records of work 	Sept, 2014– Jun, 2015	Principal, Staff Development Committee, Teaching and Learning Committee	
<ul style="list-style-type: none"> To promote Formative Instructional Practice (FIP) in teaching 	<ul style="list-style-type: none"> At least 1 talk on the introduction of FIP At least 3 subjects adopt FIP in teaching 	<ul style="list-style-type: none"> Records of work 	Sept, 2014-Jul,2015	Teaching and Learning Committee		

<ul style="list-style-type: none"> Strengthening teachers' role in cultivating students' good virtues and values 	<ul style="list-style-type: none"> To organize school-based workshops for teachers 	<ul style="list-style-type: none"> At least 1 workshop conducted 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jun, 2015	Student Quality Nurturing Committee	
<ul style="list-style-type: none"> Utilizing numeric data for decision making and improvement 	<ul style="list-style-type: none"> To strengthen the use of data and to implement best practice standards in teaching and learning areas 	<ul style="list-style-type: none"> Provide statistics on all internal and external examinations Provide comparisons across different internal assessments Conduct "Teaching and Learning Survey" on major subjects 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jul, 2015	Principal, Teaching and Learning Committee	
<ul style="list-style-type: none"> Strengthening the use of IT in teaching 	<ul style="list-style-type: none"> To promote mobile teaching and learning through talks and training workshops 	<ul style="list-style-type: none"> Teachers from at least 5 departments attend various talks and training workshops 	<ul style="list-style-type: none"> Records of work 	Sept,2014 – Jul, 2015	Teaching and Learning Committee	

**School-based After-school Learning and Support Programmes 2014/15 s.y.
School-based Grant - Programme Plan**

Name of School: Christian & Missionary Alliance Sun Kei Secondary School
Project Coordinator: Ms Chan Chor Yan **Contact Telephone No.:** 2191-6022

A. The estimated number of students (count by heads) benefitted under this Programme is 110
(including A. 20 CSSA recipients, B. 80 SFAS full-grant recipients and C. 10 under school's discretionary quota).

B. Information on Activities to be subsidised/complemented by the grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Tutorial service & languages training	To strengthen students' academic foundation so as to promote their confidence and motivation in learning	90% of targeted students attend the training	- Attendance record	09/2014 – 08/2015	10	50	6	50,000	
Art /culture activities	To broaden students' learning experiences outside classroom	90% of targeted students attend the activities	- Attendance record	09/2014 – 08/2015	15	60	7	80,000	
Sports	To broaden students' learning experiences outside classroom	90% of targeted students attend the training	- Attendance record	09/2014 – 08/2015	10	50	6	30,000	
Visits	To broaden students' learning experiences outside classroom	90% of targeted students attend the activities	- Attendance record	09/2014 – 08/2015	5	20	2	20,000	
Communication skills and leadership training courses	To enhance students' communication and leadership skills.	90% of targeted students attend the activities	- Attendance record	09/2014 – 08/2015	5	20	2	10,000	
Total no. of activities: 5				@No. of participation counts	45	200	23		
				**Total no. of participation counts	268				

Note:

* Name/type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (C) .

Composite Information Technology Grant (CITG) Budget for 2014-2015

Income

The grant of this year \$407,089.00

Expenditure

Purchase of IT-related peripheral items and consumables (such as toners, projector bulbs, earphones, mice, flash drives, etc.)	100,000.00
Purchase of digital resource materials (Annual subscription/renewal fees for licenses & software)	20,000.00
Internet connection and internet security services fee, including annual renewal of anti-virus software and firewalls, subscription/renewal of domain names	30,000.00
Hire of maintenance services for school's IT facilities	15,000.00
Upgrade and replacement of school's IT facilities	140,000.00
Total	\$305,000.00

Balance

\$102,089.00