



基督教宣道會宣基中學

Christian & Missionary Alliance Sun Kei Secondary School

Annual School Plan 2018-2019

School Mission

Our school is a government subsidised 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

2018-2021 Major Concerns

- To equip students as proactive, independent and purposeful learners who are visionary, innovative, excel in STEAM, and have broad national and global exposure
- To enrich students’ learning experiences and nurture them with positive values and life competencies

1. Major Concern : **To equip students as proactive, independent and purposeful learners who are visionary, innovative, excel in STEAM, and have broad national and global exposure**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> To enhance students' proactive and self-directed learning culture 	<ul style="list-style-type: none"> To develop students' proactive and self-management attitude 	<ul style="list-style-type: none"> At least 2 assembly activities are conducted 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jul,2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To enhance self-directed learning strategies to students 	<ul style="list-style-type: none"> To promote at least 2 strategies in the class teacher periods and lessons 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jun,2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To establish students' goal setting habit 	<ul style="list-style-type: none"> Provide at least 2 goal setting activities at the beginning of the academic year 	<ul style="list-style-type: none"> Records of work 	Sept, 2018	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To develop students' questioning / problem solving skills and build up students' confidence in tackling problems 	<ul style="list-style-type: none"> Adopt "ShareStart" strategy in the lessons. Good practices are observed and demonstrated in the lesson observations 	<ul style="list-style-type: none"> Records of work Lesson plans 	Oct, 2018- Jun, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise student-lead activities in the academic days and open days 	<ul style="list-style-type: none"> At least 30 activities are held 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jul, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To empower student members in the English Society to conduct English activities for the school 	<ul style="list-style-type: none"> English Society holds at least 5 English morning assemblies English Society works with English Enhancement Team to hold at least 10 activities 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jul, 2019	English Department	

<ul style="list-style-type: none"> • To enhance mechanisms for students' self-monitoring habit 	<ul style="list-style-type: none"> • To apply “assessment of learning” strategies 	<ul style="list-style-type: none"> • Identify assessment standards • Develop valid and reliable measurement scales for standards • Keep assessment records 	<ul style="list-style-type: none"> • Assessment records • Records of work 	Uniform test and Exams	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To apply “assessment for learning” strategies 	<ul style="list-style-type: none"> • Initiate students to adjust their learning goals based on evidence from assessment in the exam review periods • Develop learning and teaching strategies to close the learning gap among students 	<ul style="list-style-type: none"> • Assessment records • Records of work 	Dec, 2018 - Jun, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To apply “assessment as learning” strategies 	<ul style="list-style-type: none"> • Apply assessment strategies to enhance students' learning, such as using pre-test and post-test strategy, introduce peer-evaluation in lessons • Engender and sustain students' intrinsic motivation by students' self-reflection sessions in the exam review periods • Develop students' self-monitoring and self-regulating skills in the exam review periods • Mobilise resources to support students' learning 	<ul style="list-style-type: none"> • Assessment records • Records of work 	Dec, 2018 - Jun, 2019	Teaching and Learning Committee	

	<ul style="list-style-type: none"> To conduct data analysis on students' learning performance 	<ul style="list-style-type: none"> Provide qualitative and quantitative assessment records Provide Cross-Assessment Analysis and Percentile Difference Analysis for students and class teachers after exams and uniform test Provide DSE predicted grade to S4-S6 students 	<ul style="list-style-type: none"> Assessment records Records of work 	Nov, 2018 - Jun, 2019	Teaching and Learning Committee	
<ul style="list-style-type: none"> To build an efficient and effective eLearning environment and nurture STEAM innovators 	<ul style="list-style-type: none"> To apply and enhance eLearning strategies in teaching 	<ul style="list-style-type: none"> 90% of the subjects experience the use of e-Learning strategies in classroom teaching 	<ul style="list-style-type: none"> Records of work 	Oct, 2018 - Jun, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To refine the aspects of e-Learning strategies as: <ul style="list-style-type: none"> Flipped Classroom Google Classroom Interactive Learning & Teaching on lesson Self-directed Learning 	<ul style="list-style-type: none"> 90% of subjects apply e-Learning in any of these four aspects 	<ul style="list-style-type: none"> Records of work 	Oct, 2018 - Jun, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To launch the BYOD (Bring Your Own Device) scheme 	<ul style="list-style-type: none"> At least 3 pilot subjects will be involved in the BYOD scheme 	<ul style="list-style-type: none"> Records of work 	Oct, 2018 - Jun, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To refine and further embed STEAM elements in the curriculum 	<ul style="list-style-type: none"> Enhance S1 and S2 project learning with STEAM elements Amend integrated science curriculum 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jun, 2019	Teaching and Learning Committee	

	<ul style="list-style-type: none"> To create STEAM friendly environment and atmosphere 	<ul style="list-style-type: none"> Establish the science and innovation centre Establish a STEAM corner in the library At least 3 whole-school STEAM activities will be introduced 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jun, 2019	Teaching and Learning Committee	
<ul style="list-style-type: none"> To promote values education and broaden students' national and global exposure 	<ul style="list-style-type: none"> To enhance values, national and global mindset education 	<ul style="list-style-type: none"> Introduce new junior form Liberal Studies curriculum 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jul, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To refine junior form Chinese History curriculum 	<ul style="list-style-type: none"> Amend the junior form Chinese History curriculum in accordance with the new curriculum guide 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jul, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To participate in experiential learning activities organised by external bodies 	<ul style="list-style-type: none"> Introduce and encourage students to participate in experiential learning activities of different subjects 50 % or above subjects participate in subject-based experiential learning activities organised by external bodies 	<ul style="list-style-type: none"> Records of work 	Oct, 2018 - Jul, 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise workplace visit / university visits in Life Wide Learning Day 	<ul style="list-style-type: none"> At least 80% of students have reflection and are more aware of the world of work / multiple pathways of further studies 	<ul style="list-style-type: none"> Survey 	Mar 2019	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise “mini museum of SK booksland” programme (Chinese and English Literature) 	<ul style="list-style-type: none"> At least 50 students participate the programme 	<ul style="list-style-type: none"> Records of work 	Oct, 2018 - May, 2019	Teaching and Learning Committee	

2. Major Concern : **To enrich students' learning experiences and nurture them with positive values and life competencies**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> To develop students with Cross-border Thinking in order to explore different ways to establish themselves and others 	<ul style="list-style-type: none"> To organise Moral Education Day in the context of Cross-border Thinking in students to explore different ways to establish themselves and others 	<ul style="list-style-type: none"> Organise Moral Education Day and invite students to share their resolutions 	<ul style="list-style-type: none"> Check on the number of students making resolution following the event. 	11 th Sept, 2018	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> Organise activities to explore Cross-border Thinking 	<ul style="list-style-type: none"> Organise two assemblies At least one whole-school activity 	<ul style="list-style-type: none"> Check on number of activities and assemblies organised for the whole school 	Sept, 2018 - Jun, 2019	Student Quality Nurturing Committee	
<ul style="list-style-type: none"> Improve the main experiential activities of each form to help students to sample life 	<ul style="list-style-type: none"> To organise different experiential activities to foster students' positive value in different growth stages 	<ul style="list-style-type: none"> organise experiential activities for S1 to S5 students At least 80% of all students participate 	<ul style="list-style-type: none"> Check on the number of activities organised 	Sept, 2018 - May, 2019	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> To assist S1 students having one community service by groups 	<ul style="list-style-type: none"> At least one service for each class 	<ul style="list-style-type: none"> Review record 	Oct, 2018 - Jun, 2019	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To regulate S2 class unions having one community service 	<ul style="list-style-type: none"> At least one service during LWLD day 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jun, 2019	Student Quality Nurturing Committee	

	<ul style="list-style-type: none"> To provide Services Learning opportunities for S5 students 	<ul style="list-style-type: none"> More than 90% of students participate in at least 1 external voluntary service 	<ul style="list-style-type: none"> Records of work 	Oct, 2018 - May, 2019	Student Quality Nurturing Committee, Student Potentials Development Committee	
<ul style="list-style-type: none"> Encouraging students to formulate their individual plans by implementing the “Student Holistic Development and Life Planning Scheme” 	<ul style="list-style-type: none"> To coordinate the works in “Student Support Day” to provided individual counselling to all students 	<ul style="list-style-type: none"> Provide template for class teachers to set the individual counselling time slot for each student Teachers find that students can formulate measurable and achievable individual plans 	<ul style="list-style-type: none"> Records of work Survey / teachers’ feedback 	Nov, 2018	Teaching and Learning Committee, Student Quality Nurturing Committee	
<ul style="list-style-type: none"> To provide multi-learning experience to broaden students’ experience and cultivate students with positive value 	<ul style="list-style-type: none"> To organise off campus voluntary service 	<ul style="list-style-type: none"> At least 10 times off campus voluntary services More than 2000 service hours 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - Jun, 2019	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To coordinate Other Learning Activities with other committees and subject panels 	<ul style="list-style-type: none"> Collect and record students’ Other Learning Experiences 	<ul style="list-style-type: none"> eClass records WebSAMS records of intermural awards 	Sept, 2018 - July, 2019	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To coordinate Arts appreciation activities 	<ul style="list-style-type: none"> 1 Arts seminar or performance is held during the senior form Life Education periods 	<ul style="list-style-type: none"> Records of work 	Sept, 2018 - July, 2019	Student Potentials Development Committee	

		<ul style="list-style-type: none"> • At least 2 Arts performances are held during the Post Examination Activities Days • S5 students attend 1 external Arts appreciation activity 				
	<ul style="list-style-type: none"> • To strengthen exchanges with sister schools; organise exchange tours, visits and school-based activities 	<ul style="list-style-type: none"> • No less than 2 exchange tours or visit to Sister School(s) in Mainland China/overseas 	<ul style="list-style-type: none"> • Records of work 	Sept, 2018 - Jun, 2019	Global Education Exchange Committee	
	<ul style="list-style-type: none"> • To organise offshore exchanges / study tours (academic, STEAM, cultural and services) 	<ul style="list-style-type: none"> • At least 4 study / service learning tours to Mainland China • At least 1 overseas offshore study tour (English Language immersion course / Buddy Program / others to New Zealand / Australia or other country) • No less than 2 study tours organised by SKSS to overseas / mainland, in which no less than 15 students participating in each tour. (Related to STEAM / Science / Sustainability / Culture / Moral, Civic and National Education, etc.) 	<ul style="list-style-type: none"> • Records of work 	Sept, 2018 - Jun, 2019	Global Education Exchange Committee	
<ul style="list-style-type: none"> • To nurture a sense of responsibility towards society filling citizen's responsibility through routine and special 	<ul style="list-style-type: none"> • To participate in national education activities and competitions 	<ul style="list-style-type: none"> • At least 2 teams to join the activities or competitions in the year • Organise at least 1 seminar in the year 	<ul style="list-style-type: none"> • Records of work 	Sept, 2018 - May, 2019	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> • To organise Wednesday Sun Kei Forum to understand Hong Kong issues and development situation 	<ul style="list-style-type: none"> • Organise at least 3 times throughout the year with 80% of S1 & S2 students attending at least 1 forum 	<ul style="list-style-type: none"> • Records of work 	Nov, 2018 - May, 2019	Student Quality Nurturing Committee	

civic activities	• To conduct flag hoisting ceremony in Morning Assembly and Students Sharing	• Conduct flag hoisting ceremony 3 times throughout the year	• Records of work	Sept, 2018 - May, 2019	Student Quality Nurturing Committee	
	• To participate in citizenship education activities and competitions	• Join at least 2 competitions	• Records of work	Sept, 2018 - May, 2019	Student Quality Nurturing Committee	
• To organise leadership training programmes, broadening leaders' horizon and exposure	• To organise leadership training workshops for All-round leaders	• Organise at least 5 leadership training workshops	• Records of work	Sept, 2018 - Jun, 2019	Student Potentials Development Committee	
	• To arrange a mandatory leadership training camp	• More than 95% of All-round leaders attend training camp	• Records of work	Sept, 2018	Student Potentials Development Committee	
	• To conduct training for chairperson of the class union	• Organise at least 3 training workshops	• Records of work	Sept, 2018 - Oct, 2018	Student Potentials Development Committee	
	• To take part in a leadership training programme or talk outside school	• Recommend 75% of leaders to join one leadership training programme or talk outside school	• Records of work	Sept, 2018 - Jun, 2019	Student Potentials Development Committee	
	• To organise booth games in 20th Anniversary Open day	• Student Council organise 1 booth game • All-round Leaders organise 1 booth game	• Records of work	Nov, 2018 - Feb, 2019	Student Potentials Development Committee	

School-based After-school Learning and Support Programmes 2018/19 s. y.
School-based Grant - Programme Plan

Name of School: Christian & Missionary Alliance Sun Kei Secondary School

Staff-in-charge: Ms Chan Chor Yan

Contact Telephone No.: 2191-6022

A. The estimated number of students (count by heads) benefitted under this Programme is 60
(including A. 10 CSSA recipients, B. 40 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 and languages training	To strengthen academic foundation of the students so as to promote their confidence and motivation in learning	90% of targeted students attend the training	- Attendance record	09/2018 – 08/2019	5	10	3	20,000	
Visits and art /culture activities	To broaden the students' learning experiences outside classroom	90% of targeted students attend the activities	- Attendance record	09/2018 – 08/2019	5	25	6	35,000	
Sports	To broaden the students' learning experiences outside classroom	90% of targeted students attend the training	- Attendance record	09/2018 – 08/2019	5	20	6	28,000	
Communication skills and leadership training courses	To enhance the communication and leadership skills of students	90% of targeted students attend the training	- Attendance record	09/2018 – 08/2019	5	10	3	2,000	
Total no. of activities: 4				@No. of man-times	20	65	18		
				**Total no. of man-times	103				

Note:

* Types 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 (not more than 25%) (C).

Composite Information Technology Grant (CITG) Budget for 2018-2019

Income

The grant of this year \$407,214.00

Expenditure

Purchase of IT-related consumables, e.g. ink cartridge, toner, paper, CD, projectors' light bulb and other non-inventory IT peripheral items (such as earphones, mouse, flash drives, etc)	75,000.00
Purchase of digital resource materials for learning and teaching, including annual subscription/renewal fees for licences & software, and other charges for on-line learning resources	80,000.00
Internet connectivity and Internet security services, including annual renewal of anti-virus software and firewalls, subscription/renewal of domain names	19,000.00
Arrangement of maintenance services for school's IT facilities procured by government funds	15,000.00
Upgrade and replacement of school's IT facilities	140,000.00
Total	\$329,000.00

Christian & Missionary Alliance Sun Kei Secondary School
2018 – 2019 Programme Proposal on the Promotion of Reading Grant

Domain	Objectives	Targets (No./level/selection)	Duration/ Period	Deliverables	Teacher i/c	Budget
Library Books for Students	To strengthen students' reading habit	• All students	Sept 2018 – July 2019	Teachers and students use the teaching and learning resources	Ms. Wong Mei Ying	HKD \$43,000
Reading Venture	To enhance students' interest in and understanding of literature	• S1 to S5 students	Sept 2018 – July 2019	Students complete the activities and fulfill the requirements	Ms. Wong Mei Ying	HKD \$1,000
Mini Museum of "SK Booksland"	To broaden students' knowledge and enable students to have a more comprehensive understanding of reading	• All students	Nov 2018 – June 2019	Teachers and students participated in the activity	Ms. Wong Mei Ying, Ms Tze Ka Man	HKD \$2,500
Prizes for Reading Scheme and Programme	To reinforce the reading culture in school	• All students	Sept 2018 – July 2019	Students complete the activities and fulfill the requirements	Ms. Wong Mei Ying	HKD \$3,500
Newspaper & Magazines	To strengthen students' reading habit	• All students	Sept 2018 – July 2019	Teachers and students use the teaching and learning resources	Ms. Wong Mei Ying	HKD \$10,000

School : Christian & Missionary Alliance Sun Kei Secondary School
Plan on Grant for the Sister School Scheme (2018/2019 School Year)

Name(s) of the Mainland Sister School (1): Shanghai Tianyuan Senior High School
 (2): Shenzhen Luohu Foreign Language School
 (3): Shanghai Datong High School
 (4): Beijing Yuying School
 (5): Guangzhou Guangyuan Middle School

Date of Forming Sister School : 6/2005
 Date of Forming Sister School : 12/11/2005
 Date of Forming Sister School : 13/4/2006
 Date of Forming Sister School : 14/6/2007
 Date of Forming Sister School : 9/11/2007

Part 1: Details of Exchange Activities

Item No.	Name and Content of the Exchange Activity	Intended Objective(s)	Monitoring / Evaluation	Estimated Expenditure
1.	<ul style="list-style-type: none"> - To organise a 3-days exchange tour to sister school(s) in Shenzhen / Guangzhou or the Greater Bay Area. - Suggested exchange areas : cultural / academic activities, sports competitions, arts carnival and talent shows - Target group: S.3 (all 123 students) and 14 teacher leaders - Related subject(s) / learning area(s): Moral and National Education, Liberal Studies, Putonghua, Sports, Music, Visual Arts, Projects / Problem-solving and other academic subjects 	<ul style="list-style-type: none"> - To facilitate cultural interflows and friendship between students of Sui Kei and sister school(s) in the Mainland - To broaden students' horizons and to help them to have a better understanding of the Mainland 	<ul style="list-style-type: none"> - Questionnaire - Student reflections and group report / presentation in class - Staff meeting report 	<ul style="list-style-type: none"> - Tour Fee : HK\$970 x 137 = HK\$132,890 - Part-time clerical staff salary (including MPF) : HK\$14,385 - Printing and stationery, miscellaneous expenditure for the exchange tour : HK\$2,725 <p style="text-align: center;">----- TOTAL : HK\$150,000 =====</p>