



基督教宣道會宣基中學

Christian & Missionary Alliance Sun Kei Secondary School

Annual School Plan 2015-2016

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

2015-18 Major Concerns

- To nurture students as confident and self-directed learners
- To strengthen students’ life planning capabilities and to expose them to a feast of multifaceted experiences

1. Major Concern : To nurture students as confident and self-directed learners

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> Developing self-management learning habit 	<ul style="list-style-type: none"> To develop students' habit of self-management at school level 	<ul style="list-style-type: none"> At least 2 assembly talks are conducted 	<ul style="list-style-type: none"> Records of work 	Sept, 2015- Jul,2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To introduce self-disciplined learning strategies to students 	<ul style="list-style-type: none"> To promote at least 2 strategies in the class teacher periods 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 - Jun,2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To develop students' lesson preparation habit 	<ul style="list-style-type: none"> Provide guidelines in the lesson plan template 	<ul style="list-style-type: none"> Records of work 	Sep - Dec, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise student-lead activities in the academic days 	<ul style="list-style-type: none"> At least 5 activities are held 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 - Jul, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise student-lead 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, 2015 - Jul, 2016	English Department	
	<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 the English Week and 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, 2015 - Jun, 2016	English Department	

<ul style="list-style-type: none"> • Nurturing students as confident learners 	<ul style="list-style-type: none"> • To establish students' goal setting habit 	<ul style="list-style-type: none"> • Provide at least 1 goal setting activity at the beginning of the academic year 	<ul style="list-style-type: none"> • Records of work 	Sept, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To develop students' questioning / problem solving skills and build up students' confidence of tackling problems 	<ul style="list-style-type: none"> • Teach at least 1 questioning / problem solving skill at the beginning of the first semester • Good practices are observed and demonstrated in the lesson observations 	<ul style="list-style-type: none"> • Records of work • Lesson plans 	Oct, 2015 - Apr, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To get students into a habit of self-reflection and develop themselves as confident learners 	<ul style="list-style-type: none"> • Reserve students' self-reflection time in different occasions, such as lessons and class teachers' periods • At least 50% of students keep their self-reflection records 	<ul style="list-style-type: none"> • Records of work 	Dec, 2015, Mar, Jun, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To develop a wide variety of award opportunities for students 	<ul style="list-style-type: none"> • Introduce award opportunities for students, such as "Academic Award Scheme: mortar board sticker" and "project show" • Organise Prize-giving ceremonies at the end of each term 	<ul style="list-style-type: none"> • Records of work 	Sept, 2015 - Jun, 2016	Teaching and Learning Committee	

	<ul style="list-style-type: none"> To demonstrate students' good performance at different levels 	<ul style="list-style-type: none"> Appreciate students' good performance at the classroom level by demonstrating students' good class work in the lessons Appreciate students' good performance at the school level by demonstrating students' good academic results publicly 	<ul style="list-style-type: none"> Records of work 	Oct, 2015 - Jun, 2016	Teaching and Learning Committee	
<ul style="list-style-type: none"> Developing 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, 2015 - Jun, 2016	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 	<ul style="list-style-type: none"> Assessment records Records of work 	Dec, 2015 - Jun, 2016	Teaching and Learning Committee	

		<ul style="list-style-type: none"> • 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"> • Promoting self-extension of learning 	<ul style="list-style-type: none"> • To participate in experiential learning activities outside school 	<ul style="list-style-type: none"> • Introduce and encourage students to participate in experiential learning activities of every subject • 50 % or above subjects participate in subject-based experiential learning activities outside school 	<ul style="list-style-type: none"> • Records of work 	Oct, 2015 - Jul, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To explore the feasibility of setting up a Science and Innovation Center to cultivate students' interest in popular science 	<ul style="list-style-type: none"> • Prepare action plan for the SIC 	<ul style="list-style-type: none"> • Records of work 	Sept, 2015 - Aug, 2016	Scientific Research Team	
	<ul style="list-style-type: none"> • To share successful experience of competitions and extra-curricular activities with other students 	<ul style="list-style-type: none"> • Conduct at least 2 sharing activities (in class teacher periods or lunch time) • Introduce "Project Day" 	<ul style="list-style-type: none"> • Records of work 	Oct, 2015 - Jun, 2016	Teaching and Learning Committee	

<ul style="list-style-type: none"> Fostering collective learning and application of learning 	<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 new resources every month on self-directed learning and e-learning in the resource bank 	<ul style="list-style-type: none"> Resource bank materials 	Sept, 2015-Jul,2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To apply Formative Instructional Practice (FIP) in teaching 	<ul style="list-style-type: none"> S1 Mathematics adopts FIP in teaching 	<ul style="list-style-type: none"> Records of work 	Sept, 2015-Jul,2016	Teaching and Learning Committee	
<ul style="list-style-type: none"> Strengthening the use of e-Learning in teaching and learning 	<ul style="list-style-type: none"> To build a campus wide Wi-Fi infrastructure 	<ul style="list-style-type: none"> Wireless network covers all classrooms and laboratories 	<ul style="list-style-type: none"> Records of work 	Aug - Oct, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To acquire mobile computing devices for e-Learning in lessons 	<ul style="list-style-type: none"> Acquire at least 40 sets of iOS tablets (iPad) Implement Mobile Device Management (MDM) system on all the tablets 	<ul style="list-style-type: none"> Records of work 	Aug - Oct, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To provide e-Learning training through talks and workshops 	<ul style="list-style-type: none"> At least 2 talks/workshops for subject teachers on e-Learning strategies and assessments 	<ul style="list-style-type: none"> Records of work 	Oct, 2015 - Jun, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To apply e-learning strategies in teaching 	<ul style="list-style-type: none"> 50% of the subjects experience the use e-learning strategy in classroom teaching 5 of the subjects become pilot subjects to explore different e-Learning pedagogies in depth 	<ul style="list-style-type: none"> Records of work e-Learning Action Plan Lesson observation 	Oct, 2015 - Jun, 2016	Teaching and Learning Committee	

2. Major Concern : To strengthen students' life planning capabilities and to expose them to a feast of multifaceted experiences

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> Facilitating students' understanding of their abilities, interests as well as career aspirations 	<ul style="list-style-type: none"> To conduct individual student planning (ISP) activities, mock streaming, official streaming for S3 students 	<ul style="list-style-type: none"> 2 ISP activities, 2 rounds of mock streaming and 1 round of official streaming are conducted 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 - Jul, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To conduct S1, S2, S4 and S5 careers education activity series in class teacher periods 	<ul style="list-style-type: none"> At least 2 activities are conducted in each form At least 80% of students think that the activities arouse their awareness of life planning 	<ul style="list-style-type: none"> Records of work Survey 	Sept, 2015 - Jun, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To arrange all S6 students to conduct "Career Interest Inventory" with debriefing 	<ul style="list-style-type: none"> At least 80% of S6 students think that the assessment can help them to make a better JUPAS choice 	<ul style="list-style-type: none"> Survey 	Sept - Nov, 2015	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise alumni sharing session 	<ul style="list-style-type: none"> 1 sharing session is held 80% of students think that the sharing help them know more about their study options or career pathway 	<ul style="list-style-type: none"> Records of work Survey 	Oct - Nov, 2015	Teaching and Learning Committee	

<ul style="list-style-type: none"> • Creating career-related experiences for students 	<ul style="list-style-type: none"> • To organise “simulated social game” (模擬社會遊戲) for S3 students 	<ul style="list-style-type: none"> • At least 80% of students are able to have reflection on their life planning 	<ul style="list-style-type: none"> • Survey 	Jan - Jun, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To organise S5 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 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To promote career-related activities, such as “workplace visit”, “job shadowing” and “job experience program” 	<ul style="list-style-type: none"> • At least 20 students are nominated to join career-related activities 	<ul style="list-style-type: none"> • Records of work 	Sept, 2015 - Jul, 2016	Teaching and Learning 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 conduct appropriate career assessments (according to students’ developmental needs) in class teacher period 	<ul style="list-style-type: none"> • Appropriate career assessments are provided to class teachers 	<ul style="list-style-type: none"> • Records of work 	Oct, 2015	Teaching and Learning Committee, Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> • To provide trainings and guidelines to all teachers on counselling skills 	<ul style="list-style-type: none"> • 1 training session is held • 80% teachers think that the training session and the materials are helpful 	<ul style="list-style-type: none"> • Records of work • Survey 	Nov, 2015	Teaching and Learning Committee, Student Quality Nurturing Committee	

	<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, 2015	Teaching and Learning Committee, Student Quality Nurturing Committee	
<ul style="list-style-type: none"> Exploring life value to facilitate students in life planning 	<ul style="list-style-type: none"> To organise Moral Education Day in the context of Life Education, encouraging students to explore life value 	<ul style="list-style-type: none"> Exceeding 80% of students make reflection and resolution following the activity 	<ul style="list-style-type: none"> Check on the no. of students making resolution following the event 	10 th Sept, 2015	Student Quality Nurturing Committee	External speaker
	<ul style="list-style-type: none"> To organise Life Education activities to explore life value 	<ul style="list-style-type: none"> Organise two assemblies At least one whole-school activity 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 - Jun, 2016	Student Quality Nurturing Committee	
<ul style="list-style-type: none"> Boosting students’ potentials and skills for life long planning 	<ul style="list-style-type: none"> To organise Dream- crafter program 	<ul style="list-style-type: none"> At least 5 applied individual or group applicants succeed to complete their plans 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to May, 2016	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> To organise activities related to life planning 	<ul style="list-style-type: none"> At least 2 programmes or sharing sessions are held for students’ life planning 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To establish leadership mentor scheme 	<ul style="list-style-type: none"> Recruit 10 alumni to be mentors for giving students advice 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To launch an outstanding students network 	<ul style="list-style-type: none"> Organise at least 2 sharing sessions 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Student Potentials Development Committee	

<ul style="list-style-type: none"> Coordinating other learning experiences to expose students to a feast of multifaceted experiences 	<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 2000 hours or above for the total off campus service hours Attend at least 2 workshops organised by Haven of Hope Nursing Home 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To inherit “One Sport one art for life” scheme 	<ul style="list-style-type: none"> 85% or above S1 to S5 students participate into the Extra-curricular activity they preferred 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To show students’ talents by providing various activities, including “Lunchtime activity---Lohas ” 	<ul style="list-style-type: none"> At least 3 times a year At least three stalls each time 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Student Potentials Development Committee	
	<ul style="list-style-type: none"> To organise offshore exchanges / study tours (academic, cultural and services) 	<ul style="list-style-type: none"> At least 1 study tour to Mainland China At least 2 overseas offshore study tours (may include English Language immersion course / tour and service learning tours) 	<ul style="list-style-type: none"> Records of work 	Sept, 2015 to Jun, 2016	Global Education Exchange Committee	

**School-based After-school Learning and Support Programmes 2015/16 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 100
(including A. 10 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 academic foundation of the students so as to promote their confidence and motivation in learning	90% of targeted students attend the training	- Attendance record	09/2015 – 08/2016	10	50	6	50,000	
Art /culture activities	To broaden the students' learning experiences outside classroom	90% of targeted students attend the activities	- Attendance record	09/2015 – 08/2016	15	60	7	80,000	
Sports	To broaden the students' learning experiences outside classroom	90% of targeted students attend the training	- Attendance record	09/2015 – 08/2016	10	50	6	30,000	
Communication skills and leadership training courses	To enhance the communication and leadership skills of students	90% of targeted students attend the activities	- Attendance record	09/2015 – 08/2016	5	20	2	10,000	
Total no. of activities: 4				[@] No. of man-times	45	200	23		
				^{**} Total no. of man-times	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 2015-2016

Income

The grant of this year \$419,709.00

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	36,000.00
Hire of maintenance services for school's IT facilities	16,000.00
Upgrade and replacement of school's IT facilities	160,000.00
Total	\$332,000.00

Balance

\$87,709.00