



基督教宣道會宣基中學

Christian & Missionary Alliance Sun Kei Secondary School

Annual School Plan 2016-2017

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, 2016-Jul,2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To enhance 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, 2016 - Jun,2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To enhance students' lesson preparation habit 	<ul style="list-style-type: none"> Good practices are observed and demonstrated in the lesson observations 	<ul style="list-style-type: none"> Records of work 	Sep - Dec, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise student-led 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, 2016 - Jul, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise student-led 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, 2016 - Jul, 2017	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, 2016 - Jun, 2017	English Department	

<ul style="list-style-type: none"> • Nurturing students as confident learners 	<ul style="list-style-type: none"> • To strengthen students' goal setting habit 	<ul style="list-style-type: none"> • Provide at least 2 goal setting activities 	<ul style="list-style-type: none"> • Records of work 	Sept, 2016	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 2 questioning / problem solving skills 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, 2016 - Apr, 2017	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, 2016, Mar, Jun, 2017	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 day" • Organise Prize-giving ceremonies at the end of each term 	<ul style="list-style-type: none"> • Records of work 	Sept, 2016 - Jun, 2017	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, 2016 - Jun, 2017	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, 2016 - Jun, 2017	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 	<ul style="list-style-type: none"> Assessment records Records of work 	Dec, 2016 - Jun, 2017	Teaching and Learning Committee	

		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				
	• To conduct data analysis on students' learning performance	• 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	• Assessment records • Records of work	Nov, 2016 - Jun, 2017	Teaching and Learning Committee	
• Promoting self-extension of learning	• To develop multi-dimensional reading experiences of students	• Implement "Reading Channel" • Promote talks/seminars on reading • Conduct lunchtime booktalk	• Records of work	Sept, 2016 - Jul, 2017	Teaching and Learning Committee	
	• To participate in experiential learning activities organised by external bodies	• Introduce and encourage students to participate in experiential learning activities of every subject • 50 % or above subjects participate in subject-based experiential learning activities organised by external bodies	• Records of work	Oct, 2016 - Jul, 2017	Teaching and Learning Committee	

	<ul style="list-style-type: none"> To explore the feasibility of setting up a Science and Innovation Center (SIC) to cultivate students' interest in popular science 	<ul style="list-style-type: none"> Prepare action plan for the SIC Draft QEF Plan 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Aug, 2017	Scientific Research Team	
	<ul style="list-style-type: none"> To be engaged in academic competitions 	<ul style="list-style-type: none"> Organise at least 8 academic competitions during academic day or week Introduce and encourage students to participate in academic competitions of every subject 50% or above subjects participate in academic competitions 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jul, 2017	Teaching and Learning Committee	
	<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 lunch time Organise "Project Day" 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	
<ul style="list-style-type: none"> Fostering collective learning and application of learning 	<ul style="list-style-type: none"> To restructure Teachers' Professional Learning Community Session 	<ul style="list-style-type: none"> 80% subject teachers attend the Professional Learning Community Sessions and finish the reflection form 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To establish the Professional Learning Hub for teachers 	<ul style="list-style-type: none"> 50 articles are uploaded for teachers' self-directed learning 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To provide public lesson demonstrations and discussion sessions 	<ul style="list-style-type: none"> Lesson demonstrations of 4 subjects Self-directed learning and e-learning as main focus 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	

		<ul style="list-style-type: none"> Discussion sessions are organised after the lesson demonstrations 				
	<ul style="list-style-type: none"> To introduce teachers' "Self-mentoring Scheme" for teaching effectiveness 	<ul style="list-style-type: none"> 90% teachers finish the self-reflection form 	<ul style="list-style-type: none"> Records of work 	Aug, 2016 - Oct, 2016	Staff Development Committee	
<ul style="list-style-type: none"> Strengthening the use of e-Learning in teaching and learning 	<ul style="list-style-type: none"> To apply e-Learning strategies in teaching 	<ul style="list-style-type: none"> 80% of the subjects experience the use of e-Learning strategies in classroom teaching 	<ul style="list-style-type: none"> Records of work e-Learning action plans 	Oct, 2016 - Jun, 2017	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 Interactive Learning & Teaching on lesson Self-directed Learning 	<ul style="list-style-type: none"> 70% of subjects apply e-Learning in these three aspects 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To provide e-Learning training through workshops and demonstrations 	<ul style="list-style-type: none"> At least 4 workshops/self-learning materials for subject teachers about e-Learning strategies and tools 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise various pedagogical and learning activities to meet diversified needs of the major concerns 	<ul style="list-style-type: none"> Promote corresponding learning activities, for example, the Learning & Teaching Expo in December 2016 	<ul style="list-style-type: none"> Records of work 	Oct, 2016 - Jun, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To build an environment to facilitate subject teachers to apply e-Learning <ul style="list-style-type: none"> iPads for each KLA Google accounts for students and teachers 	<ul style="list-style-type: none"> Acquire 8 sets of iOS tables (iPad) for KLAs Prepare Google accounts for students and teachers 	<ul style="list-style-type: none"> Records of work 	Aug - Oct, 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, 2016 - Jul, 2017	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, 2016 - Jun, 2017	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, 2016	Teaching and Learning Committee	
	<ul style="list-style-type: none"> To organise alumni JUPAS talk to students 	<ul style="list-style-type: none"> More than 100 students attend the talk Invite more than 20 alumni to be mentors for giving students advice 	<ul style="list-style-type: none"> Records of work Survey 	Oct - Nov, 2016	Alumni Affairs Committee	

<ul style="list-style-type: none"> • Creating career-related experiences for students 	<ul style="list-style-type: none"> • To cooperate with ELCHK to organise career interventions and activities 	<ul style="list-style-type: none"> • 2 career interventions and activities are held • At least 80% of students are able to have reflection on their life planning 	<ul style="list-style-type: none"> • Records of work • Survey 	Jan - Jun, 2017	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 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To invite speaker(s) from different professions to give career talk(s) 	<ul style="list-style-type: none"> • 1 talk is conducted • 80% of students think that the talk helps them to know more about their study options or career pathway 	<ul style="list-style-type: none"> • Records of work • Survey 	Sept, 2016 - May, 2017	Teaching and Learning Committee	
	<ul style="list-style-type: none"> • To promote career-related activities, such as “workplace visit”, “job shadowing” and “job experience programme” 	<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, 2016 - Jul, 2017	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, 2016	Teaching and Learning Committee, Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> • To coordinate the works in “Student Support Day” to provide 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, 2016	Teaching and Learning Committee, Student Quality Nurturing Committee	

<ul style="list-style-type: none"> Fostering positive values among teachers and students 	<ul style="list-style-type: none"> To organise Moral Education Day in the context of Positive Education, to encourage students to explore positive values 	<ul style="list-style-type: none"> Exceeding 80% of students make reflection and resolution 	<ul style="list-style-type: none"> Check on the no. of students making resolution following the event 	20 th Sept, 2016	Student Quality Nurturing Committee	
	<ul style="list-style-type: none"> To organise Positive Education activities 	<ul style="list-style-type: none"> Organise 2 assemblies Organise at least 1 whole-school activity 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	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 programme 	<ul style="list-style-type: none"> At least 5 individual or group applicants complete their plans 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - May, 2017	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 for students' life planning 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	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 to give students advice 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	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, 2016 - Jun, 2017	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 More than 2000 service hours Attend at least 2 workshops organised by Haven of Hope Nursing Home 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	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 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	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 3 stalls each time 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	Student Potentials Development 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, 2016 - May, 2017	Student Quality Nurturing Committee, Student Potentials Development Committee	
	<ul style="list-style-type: none"> To regulate S2 class unions to organise at least one community service 	<ul style="list-style-type: none"> At least 1 service during LWLD day 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	Student Quality Nurturing 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 2 study tours to Mainland China At least 1 overseas offshore study tour (may include English Language immersion course / tour and service learning tours) 	<ul style="list-style-type: none"> Records of work 	Sept, 2016 - Jun, 2017	Global Education Exchange Committee	

School-based After-school Learning and Support Programmes 2016/17 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 100
(including A. 10 CSSA recipients, B. 65 SFAS full-grant recipients and C. 25 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 boost their confidence and motivation in learning	90% of targeted students attend the training	- Attendance record	09/2016 – 08/2017	5	20	6	20,000	
Visits and art / culture activities	To broaden the students' learning experiences outside the classroom	90% of targeted students attend the activities	- Attendance record	09/2016 – 08/2017	10	30	10	35,000	
Sports	To broaden the students' learning experiences outside the classroom	90% of targeted students attend the training	- Attendance record	09/2016 – 08/2017	5	20	6	20,000	
Communication skills and leadership training courses	To enhance the communication and leadership skills of students	90% of targeted students attend the activities	- Attendance record	09/2016 – 08/2017	3	10	3	2,000	
Total no. of activities: 4				@No. of man-times	23	80	25		
				**Total no. of man-times	128				

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.

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)

@ 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)

Composite Information Technology Grant (CITG) Budget for 2016-2017

Income

The grant of this year \$390,255.00

Expenditure

Purchase of IT-related peripheral items and consumables (such as toners, projector bulbs, earphones, mice, flash drives, etc.)	85,000.00
Purchase of digital resource materials (Annual subscription/renewal fees for licenses & software)	38,800.00
Internet connection and internet security services fee, including annual renewal of anti-virus software and firewalls, subscription/renewal of domain names	28,000.00
Hire of maintenance services for school's IT facilities	14,000.00
Upgrade and replacement of school's IT facilities	152,000.00
Total	\$317,800.00

Balance

\$72,455.00