



基督教宣道會宣基中學

Christian & Missionary Alliance Sun Kei Secondary School

**Annual School Plan
2023-2024**

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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

2021-2024 Major Concerns

- To promote deep learning and to nurture self-motivated learners
- To empower our students with a positive and compassionate mindset; to inspire students with a sense of respect and responsibility towards society, our nation and the world

1. Major Concern : To promote deep learning and to nurture self-motivated learners

Briefly list the feedback and follow-up actions from the previous school year:

1. As a self-improving school, our focus in this year will be on cultivating 'self-motivated learners'. We will achieve this through the implementation of the different programs and activities and the upgrading of our IT infrastructure. By fostering collaboration and sharing among teachers, parents, alumni, external parties and students, we anticipate that students will develop into lifelong learners during this exciting year.
2. It is valuable to cultivate students' self-evaluation habits as this can improve their generic skills, including self-management skills. In line with implementing generic skills, creativity, communication skills, problem-solving skills, and collaboration skills can be enhanced when students work in groups.
3. To celebrate our school's silver jubilee anniversary, it is a golden opportunity for our students to showcase their talents and shine on stage in the name of God. Through various learning activities, whether led by teachers or initiated by students themselves, they will embody the qualities of Sunkeians, such as perseverance and resilience, while also reflecting our anniversary theme of "Innovate in Legacy Renovate with Grace."

Targets	Implementation Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required	Achieve the seven learning goals
<ul style="list-style-type: none"> • To enhance students with deep learning skills and to become a self-motivated learner 	<ul style="list-style-type: none"> • To consolidate the idea of the “Model of Learning” 	<ul style="list-style-type: none"> • At least 2 assembly activities are conducted • Good practices are observed and demonstrated in the lesson observations • Sharing in at least 1 staff development session 	<ul style="list-style-type: none"> • Records of work 	Sept 2023 – Jul 2024	Teaching and Learning Committee		breadth of knowledge. generic skills
	<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 2023	Teaching and Learning Committee		life planning, generic skills
	<ul style="list-style-type: none"> • To organize Student Support Day to help student to formulate and review their process goal 	<ul style="list-style-type: none"> • Student Support Day is successfully organized 	<ul style="list-style-type: none"> • Records of work • Student survey 	Nov 2023	Teaching and Learning Committee		life planning, generic skills

	<ul style="list-style-type: none"> To get students into a habit of self-reflection 	<ul style="list-style-type: none"> Reserve students' self-reflection time in different occasions, such as lessons and class teachers' periods 	<ul style="list-style-type: none"> Records of work 	Dec 2023, Mar, Jun 2024	Teaching and Learning Committee		life planning, generic skills
	<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 levels to S4-S6 students 	<ul style="list-style-type: none"> Assessment records Records of work 	Nov 2023 – Jun 2024	Teaching and Learning Committee		breadth of knowledge, generic skills
<ul style="list-style-type: none"> To promote deep learning by creating an English-rich environment 	<ul style="list-style-type: none"> To enrich students' learning experiences and broaden their exposure 	<ul style="list-style-type: none"> At least 3 English-related ECA are offered 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	ENG Dept		language proficiency
	<ul style="list-style-type: none"> To offer a great variety of learning opportunities beyond the classroom 	<ul style="list-style-type: none"> EngSoc organizes at least 8 activities, including English Week, Drama Competition and publications outside the classroom 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	ENG Dept		language proficiency
	<ul style="list-style-type: none"> To collaborate with Project Learning in S2 curriculum and facilitate students' learning in report writing 	<ul style="list-style-type: none"> A set of teaching and learning material is developed 	<ul style="list-style-type: none"> Records of work 	Dec 2023 – Jun 2024	ENG Dept, Project Learning Dept		breadth of knowledge, language proficiency

<ul style="list-style-type: none"> To promote deep learning through STEAM education and e-Learning 	<ul style="list-style-type: none"> To offer platforms for students to showcase their learning outcomes that involve deep and transfer learning 	<ul style="list-style-type: none"> Students participate in at least 1 STEAM exhibition 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	Teaching and Learning Committee, Project Learning Dept		breadth of knowledge, information literacy,
	<ul style="list-style-type: none"> To implement and take part in cross-curricular STEAM activities/ projects 	<ul style="list-style-type: none"> Students participate in at least 1 STEAM exhibition/activity/ project 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	Teaching and Learning Committee, Project Learning Dept		breadth of knowledge, language proficiency, information literacy
	<ul style="list-style-type: none"> To enrich the environment for applying Deep Learning to students 	<ul style="list-style-type: none"> At least 4 online free e-Learning tools are introduced to students, 2 for surface learning and 2 for deep learning 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	Teaching and Learning Committee		breadth of knowledge, language proficiency, information literacy
	<ul style="list-style-type: none"> To enhance eLearning strategies in teaching and to provide training of using e-Learning tools through workshops or demonstrations 	<ul style="list-style-type: none"> 95% of the subjects experience the use of e-Learning strategies in classroom teaching Collaborate with different subject teachers to promote cross subject sharing Sharing in at least 1 staff development session 	<ul style="list-style-type: none"> Records of work 	Oct 2023 – Jun 2024	Teaching and Learning Committee		breadth of knowledge, information literacy
<ul style="list-style-type: none"> To include deep learning strategies in the curriculum design and the extension of 	<ul style="list-style-type: none"> To prepare teaching activities and materials that involves surface (e.g. notes-taking and checking), deep learning (e.g. group discussion and teacher-questioning in problem-solving 	<ul style="list-style-type: none"> For each type of learning (Surface, Deep and Transfer), each subject adopts at least 2 teaching/learning strategies in each form 	<ul style="list-style-type: none"> Lesson plans, teaching materials and evidence submitted by 	Sept 2023 – Jul 2024	All Subjects		breadth of knowledge, language proficiency

transfer learning	tasks), and transfer learning strategies (e.g. using Venn diagram for task involves compare and contrast of conceptual knowledge; applications of prior knowledge in problem-solving tasks)	with evidence provided	teacher at the end of term				
	<ul style="list-style-type: none"> To implement Problem-Based Learning to equip students with deep learning skills and transfer learning skills 	<ul style="list-style-type: none"> Mini-project / PBL / research study is arranged in at least 1 form 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	BIO Dept, CHEM Dept, MATH Dept, PHY Dept, and Project Learning Dept		breadth of knowledge, language proficiency
	<ul style="list-style-type: none"> To nurture self-motivated learner by encouraging students to take part in school anniversary activities 	<ul style="list-style-type: none"> At least 100 students participate in the school anniversary activity, like Open Day At least 30 students participate in the school anniversary activities, like iClassroom 	<ul style="list-style-type: none"> Records of work 	Feb – April 2024	ALL Depts		breadth of knowledge, language proficiency
<ul style="list-style-type: none"> To provide students with multi-dimensional and diversified reading experience to enhance the deep reading 	<ul style="list-style-type: none"> To collaborate with Chinese and English Departments to organize reading activity 	<ul style="list-style-type: none"> Organize at least 1 Book Club activity 	<ul style="list-style-type: none"> Records of work 	Oct 2023 – Jul 2024	Library		breadth of knowledge, language proficiency
	<ul style="list-style-type: none"> To collaborate with English Department to organize “Audio Book” activity 	<ul style="list-style-type: none"> Organize at least 1 Audio Book activity 	<ul style="list-style-type: none"> Records of work 	Oct 2023 – Jul 2024	Library		breadth of knowledge, language proficiency
	<ul style="list-style-type: none"> To launch the Reading Journey Profile 	<ul style="list-style-type: none"> Diamond Award : 5 students Gold Award : 10 	<ul style="list-style-type: none"> Records of headcount 	Oct 2023 – May 2024	WMY, Library Assistant		breadth of knowledge, language proficiency

		students Silver Award : 25 students • Bronze Award : 30 students					
<ul style="list-style-type: none"> To empower teachers with professionalism in implement teaching ideas regarding deep learning 	<ul style="list-style-type: none"> To implement Professional Learning Community Session 	<ul style="list-style-type: none"> All subject teachers attend the Professional Learning Community Sessions 	<ul style="list-style-type: none"> Records of work 	Oct 2023 – Jun 2024	Teaching and Learning Committee		
	<ul style="list-style-type: none"> To encourage reflection of all teachers using Key Performance Indicators (KPI) 	<ul style="list-style-type: none"> 80% of senior form teachers (DSE subjects) complete the KPI with reflection 	<ul style="list-style-type: none"> Records of work 	Oct 2023 – Jun 2024	Teaching and Learning Committee		
	<ul style="list-style-type: none"> To share the good practices among teachers 	<ul style="list-style-type: none"> 95% of teachers submit teaching plan illustrating the strategies that promote deep learning 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jun 2024	Teaching and Learning Committee		
	<ul style="list-style-type: none"> To conduct Lesson Observation to see how deep learning skills are put into practice 	<ul style="list-style-type: none"> 80% of the subjects meet the requirements (2 times for full-time teachers) 	<ul style="list-style-type: none"> Lesson observation record 	Oct 2023 – May 2024	Teaching and Learning Committee		

2. Major Concern : **To empower our students with a positive and compassionate mindset; to inspire students with a sense of respect and responsibility towards society, our nation and the world**

Briefly list the feedback and follow-up actions from the previous school year:

1. To celebrate our school's silver jubilee anniversary, it is a golden opportunity for our students to showcase their talents and shine on stage in the name of God. Through various celebration activities, whether led by teachers or initiated by students themselves, they will embody the qualities of Sunkeians, such as perseverance and resilience, while also reflecting our anniversary theme of "Innovate in Legacy Renovate with Grace."
2. Should arrange more activities to let students participate actively in a wide range of activities. In order to promote the development of generic skills, it is possible to grant more chances for student leaders.
3. Encourage students to help organize and lead the whole-school activities for their self-growth purpose.
4. In order to enhance national and global identity of students, it is suggested that frequency of national education activities should be increased.

Targets	Implementation Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required	Achieve the seven learning goals
<ul style="list-style-type: none"> • Enable students with a sense of responsibility towards school, society and our nation 	<ul style="list-style-type: none"> • To organise Moral Education Day in the context of developing students with a sense of responsibility towards school, society and our nation 	<ul style="list-style-type: none"> • Organise Moral Education Day and invite students to share their resolutions • 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 	19th Sept 2023	Student Quality Nurturing Committee		national and global identity
	<ul style="list-style-type: none"> • To organise activities to enable students with a sense of responsibility towards school, society and our nation 	<ul style="list-style-type: none"> • Organise 3 assemblies • At least two whole-school activities 	<ul style="list-style-type: none"> • Records of work 	Sept 2023 – June 2024	Student Quality Nurturing Committee		national and global identity
<ul style="list-style-type: none"> • To improve the main experiential 	<ul style="list-style-type: none"> • To organise different experiential activities to foster students' positive value and 	<ul style="list-style-type: none"> • Organise at least 1 experiential activity for S1 to S5 	<ul style="list-style-type: none"> • Records of work 	Sept 2023 – July 2024	Student Quality Nurturing Committee		generic skills, healthy lifestyle

activities of each form to foster students' positive value and affective	affective characteristics in different growth stages	<ul style="list-style-type: none"> At least 80% of all students participate 					
	<ul style="list-style-type: none"> To organise value and affective education activities in class teacher periods and assembly 	<ul style="list-style-type: none"> Organise at least 1 class teacher period activity and assembly for S1 to S6 At least two whole-school activities At least 80% of all students participate 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – July 2024	Student Quality Nurturing Committee		generic skills, healthy lifestyle
	<ul style="list-style-type: none"> To organize outbound activities for target students (Be a Tough Sunkeian) 	<ul style="list-style-type: none"> Organize at least 5 activities At least 80% of the target students participate 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – July 2024	Student Quality Nurturing Committee		generic skills, healthy lifestyle
	<ul style="list-style-type: none"> To organize positive value movie appreciation 	<ul style="list-style-type: none"> 100 S1 to S6 students participate in the activity 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – July 2024	Student Quality Nurturing Committee		healthy lifestyle
	<ul style="list-style-type: none"> To organize personal growth training camp 	<ul style="list-style-type: none"> 40 S2 students participate in the activity 30 S3 students participate in the activity 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – July 2024	Student Quality Nurturing Committee		generic skills, healthy lifestyle
<ul style="list-style-type: none"> To promote positive mental health and support students in need 	<ul style="list-style-type: none"> To organize activity to promote positive mental health 	<ul style="list-style-type: none"> Organize at least 1 activity in class teacher period or morning assembly 	<ul style="list-style-type: none"> Records of work 	Sept 2023	Student Quality Nurturing Committee		healthy lifestyle
	<ul style="list-style-type: none"> To deliver positive thinking messages 	<ul style="list-style-type: none"> Post at least 20 videos or pictures with positive messages in Instagram 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Quality Nurturing Committee		healthy lifestyle

<ul style="list-style-type: none"> To nurture student leaders with a sense of responsibility towards school, society and our nation. 	<ul style="list-style-type: none"> To offer platforms for all-round leaders (Core team) to organise whole school events in live with school major concerns 	<ul style="list-style-type: none"> At least 2 school events are conducted 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		national and global identity, breadth of knowledge, language proficiency, generic skills
	<ul style="list-style-type: none"> To offer platforms for all-round leaders to conduct moral, civic and national education activities 	<ul style="list-style-type: none"> At least 2 school events are conducted 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		national and global identity, breadth of knowledge, language proficiency, generic skills
<ul style="list-style-type: none"> To nurture students with compassionate mindset and positive values likes self-confident, caring for others and commitment by promoting “Service Learning” 	<ul style="list-style-type: none"> To encourage S1-S5 students to participate both on and off campus volunteer service 	<ul style="list-style-type: none"> More than 60% of students participate in at least 1 volunteer service 1500 hours or above for the total service hours by the whole school 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		generic skills, healthy lifestyle
	<ul style="list-style-type: none"> To participate the 4C Youth Volunteer Leadership Programme (S3-S5 students) 	<ul style="list-style-type: none"> Organise 1 volunteer service Join at least 1 volunteer service 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		generic skills, life planning, healthy lifestyle
	<ul style="list-style-type: none"> To participate the “Community Tour Guide@TKO” programme 	<ul style="list-style-type: none"> Organize at least 1 community tour guide for the purpose of social service 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		breadth of knowledge, language proficiency, generic skills, healthy lifestyle

	<ul style="list-style-type: none"> To participate the “Paddy in our school” programme for natural affective nurture and social service 	<ul style="list-style-type: none"> Organize at least 1 social service to share the idea of paddy growing and natural appreciation 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		breadth of knowledge, generic skills, healthy lifestyle
<ul style="list-style-type: none"> To develop an I.E. (Invitational Education) environment by the whole school 	<ul style="list-style-type: none"> To organise I.E. activities 	<ul style="list-style-type: none"> Conduct I.E. activity on the first day of school year Inviting Classroom Design Wall of Grace Post Examination Activity 90% class teachers appreciate the thanksgiving activity 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	Student Potentials Development Committee		healthy lifestyle
	<ul style="list-style-type: none"> To promote I.E. atmosphere 	<ul style="list-style-type: none"> Produce at least 10 videos of school activities 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Aug 2024	Student Potentials Development Committee		healthy lifestyle
<ul style="list-style-type: none"> To nurture a sense of responsibility towards society filling citizen’s responsibility through routine and special civic activities 	<ul style="list-style-type: none"> To organise activities for promoting Civic and National Education 	<ul style="list-style-type: none"> Organise 4 activities for the whole school throughout the year 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – June 2024	Student Quality Nurturing Committee		national and global identity, breadth of knowledge
	<ul style="list-style-type: none"> National Flag Hoisting Ceremony & National Anthem Playing and Singing in Morning Assembly and Students Sharing: Promote National Education and develop students’ national consciousness 	<ul style="list-style-type: none"> Conduct National Flag Hoisting every school day Conduct National Flag Hoisting and National Anthem Playing and Singing every week and in ceremonies at least 5 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – May 2024	Student Quality Nurturing Committee		national and global identity, breadth of knowledge

		times throughout the year					
	<ul style="list-style-type: none"> To participate in national security education activities and competitions To organise seminar to enhance the knowledge on national conditions 	<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 2023 – May 2024	Student Quality Nurturing Committee		national and global identity, breadth of knowledge
	<ul style="list-style-type: none"> To organise Sun Kei Forum to let students concern themselves with and understand Hong Kong issues & development situation so as to enhance their sense of citizenship 	<ul style="list-style-type: none"> Organise at least 3 Sun Kei Forum throughout the year for S1 and S2 students 	<ul style="list-style-type: none"> Records of work 	Nov 2023 – May 2024	Student Quality Nurturing Committee		national and global identity, breadth of knowledge, language proficiency
	<ul style="list-style-type: none"> To participate in Citizenship Education activities and competitions 	<ul style="list-style-type: none"> At least 2 teams to join the activities or competitions in the year 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – May 2024	Student Quality Nurturing Committee		national and global identity, breadth of knowledge
	<ul style="list-style-type: none"> To organise Class Teacher Lesson Activities to educate national security and civic learning. 	<ul style="list-style-type: none"> Organise at least 2 Class Teacher lesson activities in a year 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – May 2024	Student Quality Nurturing Committee		national and global identity, breadth of knowledge
<ul style="list-style-type: none"> To implement the curriculum framework of National Security Education 	<ul style="list-style-type: none"> To include the learning elements covered in the curriculum framework into the formal curriculum of relevant subjects 	<ul style="list-style-type: none"> The learning elements are covered in the formal curriculum of all relevant subjects 	<ul style="list-style-type: none"> Inspection of document 	Sept 2023 – Jul 2024	Teaching and Learning Committee		national and global identity, breadth of knowledge
	<ul style="list-style-type: none"> To ensure the teaching material is appropriate chosen according to the guideline of the curriculum framework 	<ul style="list-style-type: none"> Inspection of teaching material is carried out at least once every year 	<ul style="list-style-type: none"> Records of work 	Sept 2023 – Jul 2024	Teaching and Learning Committee		national and global identity

Christian & Missionary Alliance Sun Kei Secondary School
2023– 2024 Programme Proposal for Diversity Learning Grant - funded Other Programme (Gifted Education)

Subject / Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Chinese Language	Debate training course	To enhance students' high order thinking, debating skills and public speaking skills	<ul style="list-style-type: none"> • 15 S2 to S5 students • Nominated by Chinese Department with specific criteria 	15 lessons from Oct 2023 to May 2024	Students learn from the regular course and take part in debate competitions	Ms. Lau Wing-shan	HKD \$ 8,000 (Tutor fee)
English Language	Debate training course	To enhance students' debating skills and public speaking skills	<ul style="list-style-type: none"> • S4 to S5 students • Nominated by English Department with specific criteria 	15 lessons from Oct 2023 to May 2024	Students take part in debating competitions	Ms. Man Hai Ting Haity & Ms. Chan Man Yung Jasmine	HKD \$ 10,000 (Tutor fee)
English Language	English-related courses offered by a local/ overseas tertiary institute	To deepen students' learning, broaden their horizons, enhance their English proficiency as well as to boost their higher order thinking skills	<ul style="list-style-type: none"> • 2-4 S4 to S5 students • Nominated by English Department with specific criteria 	Courses from Sep 2023 to Aug 2024	Students complete the courses and fulfill the course requirements	Ms. Man Hai Ting Haity	HKD \$ 8,000 (Course fee)
Physics	Tutorial for the Physics Olympiad team	<ul style="list-style-type: none"> • To enrich students' knowledge in Physics • To equip students with advanced skills to solve problems in Physics 	<ul style="list-style-type: none"> • 10 S4 students • Nominated by Physics teachers with specific criteria 	At least 24 hours of training from Oct 2023 to May 2024	<ul style="list-style-type: none"> • Students finish a set of assessment for each lesson • Students are nominated to take part in Physics Olympiad competitions 	Mr. Chan Leong	HKD \$ 13,000 (Tutor fee)

Subject / Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Information and Communication Technology (ICT)	AI Robotic training course	To boost students' coding skills, knowledge in AI and robotics.	<ul style="list-style-type: none"> • 10-12 S4 to S5 students • Nominated by ICT teachers with specific criteria 	2 lessons from Nov 2023 to Aug 2024	Students complete the course and develop a robotic application	Mr. Lei Wing-kuen & Mr. Wu Kam-kong	HKD \$ 49,000 (Tutor fee, equipment and purchase fee)
Information and Communication Technology (ICT)	AI image recognition solution design training course	To boost students' coding skills, knowledge in AI image recognition and solution design.	<ul style="list-style-type: none"> • 3 S4 to S5 students • Nominated by ICT teachers based on the problem-solving skills and enthusiasm towards AI solution design 	8 lessons from Sep 2023 to Aug 2024	Students complete the course and develop a solution using AI image recognition	Mr. Lei Wing-kuen	HKD \$ 10,000 (Tutor fee and platform fee)
Science KLA	Science-related courses offered by a local tertiary institute	To broaden students' horizons, enhance their science learning as well as to boost their higher order thinking skills	<ul style="list-style-type: none"> • 3-5 S4 to S5 students • Nominated by Physics, Chemistry or Biology Department with specific criteria 	Intensive courses from Nov 2023 to Aug 2024	Students complete the courses and fulfill the course requirements	Ms. Chan Chor-yan	HKD \$ 20,000 (Course fee)
						Total:	HKD \$ 118,000

Plan on Sister School Exchanges (2023/2024 School Year)

School: Christian & Missionary Alliance Sun Kei Secondary School

Name(s) of the Mainland Sister School (1): Shanghai Minhang Tianyuan High School Affiliated to Beijing Foreign Studies University Date of Forming Sister School: 6/2005

(2): Shenzhen Luohu Foreign Language School Date of Forming Sister School: 12/11/2005

(3): Shanghai Datong High School Date of Forming Sister School: 13/4/2006

(4): Beijing Yuying School Date of Forming Sister School: 14/6/2007

(5): Guangzhou Guangyuan Middle School Date of Forming Sister School: 9/11/2007

(6): The Second High School attached to Beijing Normal University Date of Forming Sister School: 19/10/2018

(7): Minxin Hong Kong School (Guangzhou Nansha) Date of Forming Sister School: 1/9/2022

Part 1: Details of Exchange Activities

Item No.	Name and Content of the Exchange Activity	Intended Objective(s)	Monitoring / Evaluation	Estimated Expenditure
1.	Balance b/f from 2022/2023		-	- HK\$ 153,234.00
2.	Grant for the Sister School Scheme received 2023/2024		-	- <u>HK\$ 162,994.00</u>
3.	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 118students) and 13 teacher leaders - Related subject(s) / learning area(s): Moral and National Education, Putonghua, Sports, Music, Visual Arts, Projects / Problem-solving and other academic subjects	- 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	- Questionnaire - Student reflections and group report / presentation in class - Staff meeting report	- Tour Fee : HK\$1400.00 x 131 = HK\$183,400.00 - Printing and stationery, miscellaneous expenditure for the exchange tour : HK\$4000.00 = HK\$187,400.00
4.	To organise a 3-days exchange tour to sister school(s) in Guangzhou or the Greater Bay Area - Suggested exchange areas : cultural / academic activities. - Target group: 6-8 students and 1 teacher leaders - Related subject(s) / learning area(s): STEAM			- Tour Fee : HK\$1200 x 9 HK\$10,800.00 - Printing and stationery, miscellaneous expenditure for the exchange tour : HK\$1000.00 = HK\$11,800.00
5.	Photographer and video facilities for the exchange activities 2023/2024			- HK\$20,000.00
6.	- Surplus c/f to 2024/2025			- HK\$97,028.00
			Total:	- <u>HK\$316,228.00</u> =====

Christian & Missionary Alliance Sun Kei Secondary School
 Programme Proposal on the Promotion of Reading Grant
 2023 – 2024

The major objectives for Promotion of Reading:

1. Multi-dimensional and diversified reading experience to enhance the deep reading of students
2. Enrich reading material collection to cultivate students' personal qualities

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 2023 – July 2024	Teachers and students use the teaching and learning resources	Ms. Wong Mei Ying	HK\$ 67,350.51
Reading Activities	To enhance deep reading of students	· S1 to S5 students	Sept 2023– July 2024	Students complete the activities and fulfill the requirements	Ms. Wong Mei Ying	HK\$ 25,000.00
Prizes for Reading Scheme and Programme	To reinforce the reading culture in school	· All students	Sept 2023 – July 2024	Students complete the activities and fulfill the requirements	Ms. Wong Mei Ying	HK\$ 15,000.00
Newspaper & Magazines	To strengthen students' reading habit	· All students	Sept 2023– July 2024	Teachers and students use the teaching and learning resources	Ms. Wong Mei Ying	HK\$ 12,000.00

School-based After-school Learning and Support Programmes 2023/24 s.y.
School-based Grant - Programme Plan

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

Staff-in-charge: **Ms Lee Man Wai** Contact Telephone No.: **21916022**

A. The estimated number of students (count by heads) benefitted under this Programme is 60 (including A.15 CSSA recipients, B.30 SFAS full-grant recipients and C.15 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	90% of targeted students attend the training	- Attendance record	09/2023 – 08/2024	5	10	3	20,000	
Visits and art /culture activities	To broaden the students' learning experiences outside	90% of targeted students attend the activities	- Attendance record	09/2023 – 08/2024	5	25	6	40,000	
Sports	To broaden the students' learning experiences outside	90% of targeted students attend the training	- Attendance record	09/2023 – 08/2024	5	20	6	30,000	
Communication skills and leadership training courses	To enhance the communication and leadership skills of students	90% of targeted students attend the training	- Attendance record	09/2023 – 08/2024	5	10	3	10,000	
Total no. of activities: <u>4</u>				[@] 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)

Christian & Missionary Alliance Sun Kei Secondary School

Expenditure Budget for SY23/24

Subject / Committee : TLC - IT team

Teacher-in-charge : Lei Wing Kuen

Funding : CITG (\$512,696.00)

Item	Expenditure details	Funding (Please specify)	Amount Applied (\$)	Amount Approved	Pervious Year Expenditure (\$)
1	Purchase of IT-related consumables (e.g. ink cartridge, toner, paper, CD, projectors' lamps) and other non-inventory IT peripheral items (such as earphones, mouse, flash drives and webcams)	CITG	85,000.00		69,268.25
2	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	CITG	105,900.00		122,485.68
3	Internet connectivity and Internet security services, including subscription of WiFi services, purchase of portable WiFi router and mobile data SIM card, annual renewal of anti-virus software and firewalls, subscription/renewal of domain names	CITG	105,507.00		120,525.00
4	Employment of technical support personnel / hire of TSS from service provider	CITG	-	-	-
5	Arrangement of maintenance services for school's IT facilities procured by government funds, e.g. maintenance or replacement of mobile computing devices	CITG	15,000.00		9,280.00
6	Upgrade and replacement of school's IT facilities - One-off expenditure \$200,000 is reserved for the upgrade of Interactive Whiteboard System - One-off expenditure \$90,000 is reserved for the upgrade of eClass Server	CITG	434,500.00		450,404.87
Total			745,907.00	-	771,963.80

Checked by _____

Approved by _____

Christian & Missionary Alliance Sun Kei Secondary School
Proposal on Use of Citizenship and Social Development Grant (for school year 2023-2024)

Teacher-in-charge: Mr Lau Kam-fai

Income:

The total amount of grant: \$292,171

Proposed expenditure:

	Area	Proposed expenditure in school year 2023-2024
i.	Developing or procuring relevant learning and teaching resources e.g. Purchasing online learning and teaching resources from publishers / Audio and visual resources as teaching materials / Teachers' reference books	\$180,000
ii.	Subsidising students and/or teachers to participate in Mainland interflow activities or study tours relating to the CS curriculum	\$20,000
iii.	Joining competitions related to CSD	\$5,000
iv.	Local visits or other outdoor learning activities / experiences related to CSD	\$15,000
	Total proposed expenditure in school year 2023-2024:	\$220,000

