

ECF Saint Too Canaan College

2009-2010

School Annual Plan

## ECF Saint Too Canaan College

### I School Mission

#### 1 Our Belief

It is our belief that our students are created in God's image and they are unique, respectable and valuable. Therefore, it is our mission to educate our students to have respect for life as well as develop their abilities and potential given by God.

We believe that education is a means to practice the Christian faith. Based on the love of Christ, we are dedicated to educating our students with love and care.

#### 2 Mission Statement

Our main objective is to promote self-esteem, passion for life, concern for others, social responsibility and life long learning among students with an emphasis on virtue, wisdom, physical development, sociability, aesthetic appreciation and spirituality. To achieve the objective, our school strives to reinforce the foundations of "knowledge", "character and value" as well as "skill and quality" for our students.

The following mission statement, in line with our belief and aspiration, serves as a blueprint for the long term development of our school.

"Based on the teaching of the Bible and through the practice of love, we are committed to creating a learning environment filled with creativity, initiative, care and trust. We aim to help students build harmonious relationships with others, and to develop their own unique potential in the areas of intellect, character and temperament. We aspire to cultivate young people with a sense of responsibility, rationality and affection, who pursue excellence in life with vision and passion."

### II. Major Concerns

The major concerns were discussed in the School Administration Committee meeting. The following three major concerns were adopted for 2009-2010:

- 1. To foster students to be active learners.**
- 2. To develop students to be confident users of English.**
- 3. To nurture students' leadership qualities.**

### **III. Annual Plan for 2009-2010**

Heads of Learning and Teaching and Student Development Department would discuss with their respective department and formulated the departmental Annual Plan for 2009-2010 based on the major concerns of this year.

The 2009-2010 Learning and Teaching Department Annual Plan (Appendix 1) would be the bases for panels of Key Learning Areas to develop their own Annual Plans.

The 2009-2010 Student Development Department Annual Plan (Appendix 2) would be served as the bases for the heads of functional groups to prepare their own Annual Plans.

ECF Saint Too Canaan College  
2009-2010 Learning & Teaching Department  
Annual Plan

**1. Aims**

- 1.1 This department aspires to plan and implement updated but suitable curricula, reliable assessment system, appropriate language policy and assignment policy and procedures.
- 1.2 Hence, learning experiences are deliberately provided for students to construct knowledge, to acquire thinking methods and self-learning habits, to develop the potential, to enjoy intellectual growth, and to pursue excellence. The students will then contribute to society with vision and passion.
- 1.3 In order to achieve the above aim, this department must from time to time be aware of the change in social and educational environment, enhance the teachers' professional experience and teaching effectiveness, grasp the learning conditions of students and coordinate physical facilities and informational resources.

**2. Objectives**

- 2.1 To foster students to be active learners.
- 2.2 To develop students to be confident users of English.
- 2.3 To orientate teachers and students towards the smooth NSS transition.

### 3. Objectives, strategies, implementation and evaluation

Major Concern	Intended Outcome	Strategies	Success Criteria	Concerned Parties
1. To foster students to be active learners.	1.1 Students are able to formulate their personal effective learning plans. Students acquire the habit of taking notes and lesson preparation.	1.1.1 Seminar and workshop for S.1-S.4 students on self effective study skills especially in notes taking and lesson preparation.	1.1.1.1 At least 1 seminar and 2 workshops have been held.	- LTD
			1.1.1.2 80% of the students understand the school's expectation on them in learning.	
			1.1.1.3 70% of the students understand the concept in notes taking and lesson preparation.	
		1.1.2 Subject teachers provide opportunities for students to apply study skills (especially notes taking and lesson preparation) in the learning process.	1.1.2.1 80% of the students follow the instruction of subject teachers in applying the skills.	- Subject teachers
		1.1.3 Online vocabulary system (self-learning database) for junior students	1.1.3.1 80% of the students use the online vocabulary system after school.	-LTD
			1.1.3.2 60% of the students find it useful to prepare and revise for lesson.	
		1.1.4 Sharing by students and teachers on effective learning skills – notes taking and lesson preparation.	1.1.4.1 At least 3 sharing sessions have been held in each term.	-Eng, Maths, SCI(IS) and PSH(SS)

	1.2 Students have consistent progress in academic performance.	<p>1.2.1 Set Star of 'Academic Progress' in each term.</p> <p>1.2.2 Set 'Academic Progress' as a criterion in rewarding merit in learning attitude.</p> <p>1.2.3 Sharing by students and teachers on their experience in academic progress.</p>	<p>1.2.1.1 A Star of 'Academic Progress' is elected in each class.</p> <p>1.2.2.1 At least 1 student is elected in each subject of each class.</p> <p>1.2.3.1 At least 3 sharing sessions have been held in each term.</p> <p>1.2.3.2 70% of the interviewees have positive attitude towards sharing of others.</p> <p>1.2.3.3 60% of the above students show improvement in grand average.</p>	<p>-LTD -MCEC</p> <p>-Subject teachers</p> <p>-LTD</p>
2. To develop students to be confident users of English.	2.1 Students use English to communicate with others in the lessons.	<p>2.1.1 S.1 and S.2 students learn group discussion and presentation vocabulary or useful phrases in English in Learning Across Curriculum (LAC) lessons.</p> <p>2.1.2 Subject teachers provide opportunities for students to discuss and present in English during the lessons.</p>	<p>2.1.1.1 70% of the students passed in LAC.</p> <p>2.1.2.1 Elements have been included in the documents. (i.e. Peer Lesson Preparation record, teaching schedule, form meeting minutes, etc.)</p> <p>2.1.2.2 100% of the students use English in group discussion and presentation.</p>	<p>-LAC</p> <p>-EMI subjects</p>

3. To orientate teachers and students towards the smooth NSS transition.	3.1 Students adapt to the NSS curriculum.	3.1.1 S.4 students are familiar with the syllabi and assessment methods of NSS subjects.  3.1.2 To improve the system to collect homework effectively especially in S.4.	3.1.1.1 80% of the students are familiar with the syllabi and assessment methods of NSS subjects.  3.1.2.1 Amendment in the practice of homework collection system (i.e. implementation of Homework Detention Class for S.4 students)	-S.4 subject teachers of Eng, Chi, Maths, LS, SCI, PSH(CH, Econ, Geog), TECH (T&L), A&P(VA)
	3.2 Teachers adapt to the learning and teaching mode.	3.2.1 Subject teachers attend seminars in relation to NSS assessment concepts and systems by the EDB and other parties.  3.2.2 To review and implement the NSS curriculum.	3.2.1.1 KLA heads manage to arrange their teachers to attend 80% of the NSS seminars in relation to 'Assessing Student Learning' of their own subjects. (including the previous)  3.2.2.1 KLA heads revise the 3-year NSS plan. 3.2.2.2 KLA heads implement 90% of the plan.	-KLA heads & subject teachers in Eng, Chi, Maths, LS, SCI, PSH (CH, Econ, Geog), TECH (T&L), A&P(VA)  -KLA heads  -KLA heads

#### 4. Year plan

Event	Schedule													Responsible Teacher(s)	Supervisor
	Aug 2009	Sept	Oct	Nov	Dec	Jan 2010	Feb	Mar	Apr	May	Jun	Jul	Aug		
1. Planning the exam timetable (internal)	✓	✓												ERI	KLY
2. Scheduling the exam paper review and post exam remedial class	✓	✓												LYY	KLY
3. Announcement of exam regulations for students (HKAL & HKCEE)		✓												LYY	KLY
4. Follow up the exam registration (HKAL & HKCEE)		✓												LYY	KLY
5. Preparing exam guidelines and regulations (internal)		✓												ERI	KLY
6. Planning the exam invigilation timetable (internal)				✓		✓		✓		✓				ERI	KLY
7. Handling students' irregularities during the exam (internal)					✓	✓ S.7	✓ S.5	✓			✓			ERI	KLY
8. Handling students' eligibility for exam (internal)					✓	✓ S.7	✓ S.5	✓			✓			ERI	KLY
9. Monitor the logistics for exam, revision test and S5 Uniform Test						✓ (Wk 19-22)								ERI	KLY
10. Assign centre supervisor and arrange invigilation (HKAL & HKCEE)									✓ HKAL	✓ HKCEE				LYY	KLY
11. Handling the appeal applications (HKAL & HKCEE)											✓ HKAL		✓ HKCEE	LYY	KLY
12. Planning the invigilation timetable (TSA)										✓				ERI	KLY



Event	Schedule													Responsible Teacher(s)	Supervisor
	Aug 2009	Sept	Oct	Nov	Dec	Jan 2010	Feb	Mar	Apr	May	Jun	Jul	Aug		
13. Manage the logistics (TSA)											✓			ERI	KLY
14. Participation in form meeting (S1-S7) <sup>#</sup>					✓		✓	✓				✓		ALL	KLY
15. Post exam / revision test Parents' Day interview for learning and teaching aspects					✓						✓		✓	KLY/ LYY/ TCM/ WCY	KLY
16. Form teachers' orientation	✓													LYY	WCY
17. Compilation of LTD handbook	✓	✓											✓	LYY	WCY
18. Check awards for ceremony										✓	✓	✓		LYY	KLY
19. Prize presentation assembly						✓								LYY	KLY
20. Orientation (LTD session) for new students (3 sessions: S.1, S.4-5, S.6)	✓												✓	WCY	-
21. Promote of study skills -sharing sessions, seminars and workshops for students, teachers & parents (note-taking & lesson preparation) -review	✓ Ts 25/8	✓ S.1, S.4 Ps 25/9	✓ S.2 (6,13, 20/10) S.4 (9,16 23/10)			✓ S.1 19/1	✓ S.4 5/2					✓		TCM/ LKM	WCY
22. Collect records of Peer Lesson Observation (PLO)							✓							LKM	WCY
23. Principal and Panel Lesson Observation (PPLO)		✓ new Ts	✓	✓			✓	✓						LKM	WCY
24. Collect records of Peer Lesson Preparation							✓				✓			LKM	WCY

Event	Schedule													Responsible Teacher(s)	Supervisor
	Aug 2009	Sept	Oct	Nov	Dec	Jan 2010	Feb	Mar	Apr	May	Jun	Jul	Aug		
Scheme (PLP)															
25. Coursework Inspection Scheme (CWI)					✓ 9-18 Dec (return on 4/1)			✓ 25-31 Mar (return on 12/4)						LKM	WCY
26. Students complete the questionnaire for Subject Evaluation Scheme (SES)						✓ S.7 (Wk 21)	✓ S.5 (Wk 23-24)				✓ (Wk 39-40)	✓		LKM	WCY
27. Planning teachers on duty in Homework Detention Class	✓				✓									TCM	WCY
28. Operate and revise Self-advancement Scheme			✓	✓			✓		✓	✓				TCM	WCY
29. Devise, execute and monitor the homework procedure		✓		✓		✓		✓		✓	✓			TCM	WCY
30. Arrangement of S.1 and S.2 post 1 <sup>st</sup> term exam remedial classes						✓ (Wk 23-28)	✓	✓						KLY	WCY
31. Arrangement of S.5 post exam tutorial classes								✓ (Wk 29-31)						KLY	WCY
32. Arrangement of S.3 course selection (From Jan to Mar)			✓	✓			✓	✓				✓		KLY	WCY

Event	Schedule													Responsible Teacher(s)	Supervisor
	Aug 2009	Sept	Oct	Nov	Dec	Jan 2010	Feb	Mar	Apr	May	Jun	Jul	Aug		
33. Briefing session for S.4 and S.6 students about withdrawing subject				✓ 9/11										KLY	WCY
34. Analyzing 3 <sup>rd</sup> set data for S.4 and S.6 withdrawing subject after final exam, then reporting to LTD for arranging parent interview												✓		KLY	WCY
35. 2 <sup>nd</sup> and 3 <sup>rd</sup> stages of S.6 withdrawing subject												✓		KLY	WCY
36. Class formation (S.1-S.7, S.4 & S.5 electives)												✓		KLY	WCY
37. Arrangement of S.4 new student course selection												✓		KLY	WCY
38. Parents' Night (S.1, S.2, S.3 & S.4)	✓ S.1	✓ S.3, S.1&4	✓ S.2											WCY/ KLY	WCY
39. Online vocabulary	✓	✓		✓		✓		✓						WCY LYP	
40. Big Brother & Big Sister Scheme		✓		✓			✓		✓					LYY	WCY
41. Briefing sections for S.1, S.2 & S.5				✓ S.2	✓ S.5		✓ S.1							WCY/ KLY	WCY
42. SEN meetings				✓				✓			✓			KLY	WCY
43. Special meeting for students (promotion / leave)												✓		WCY	-
44. Plan no. of classes next year					✓	✓	✓							WCY	-

Event	Schedule													Responsible Teacher(s)	Supervisor
	Aug 2009	Sept	Oct	Nov	Dec	Jan 2010	Feb	Mar	Apr	May	Jun	Jul	Aug		
45. Plan subject allocation next year					✓	✓	✓							WCY	-
46. S.1 Bridging Course												✓		Summer duty	
47. S.4 Bridging Course													✓	Summer duty	
48. S.4 Streaming Test													✓	Summer duty	
49. Formulation of master timetable (new school year)													✓	Summer duty	

## 5. Team Members

Head:	Wu Chi Ying (WCY)	
Deputy Head:	Kwok Lai Yi (KLY)	
Members:	Chiang Bun (CB)	(HOD/LS)
	Chu Chong Tat (CCT)	(HOD/A&P)
	Lam Ming Tong (LMT)	(HOD/Sci)
	Lee Ka Ming (LKM)	(DHOD/PSH, LTD Core Member)
	Liang Ying Yi (LYY)	(HOD/Tech, LTD Core Member)
	Lum Yu Po (LYP)	(HOD/Eng)
	So Suet Shan (SSS)	(HOD/Chi)
	Tsui Chiu Mui (TCM)	(HOD/PSH, LTD Core Member)
	Wong Wai Kit (ERI)	(HOD/Maths, LTD Core Member)

ECF Saint Too Canaan College  
2009-2010 Student Development Department  
Annual Plan

**1. Aims**

- 1.1 Create a positive school culture based on the school mission statement and Canaan Covenant.
- 1.2 Nurture students' character focused on whole-person development.
- 1.3 Develop students' potential in preparation for their future lives.

**2. Objectives**

To nurture students' leadership qualities.

- 2.1 To develop confident and influential leaders.
- 2.2 To foster a culture of self-discipline among students.

**3. Strategies and implementation**

3.1 Objective 1

To develop confident and influential leaders – by training senior form students to be role models for junior form students.

Strategies	Responsible groups	Success criteria / Reference
a. Big Brothers and Big Sisters Scheme (focus on study groups)	CNC & LTD	Refer to the Annual Plans of CNC & LTD
b. Leadership training program (focus on building up their confidence)	PDC	Refer to the Annual Plan of PDC
c. Training programs of different functional groups and societies	Different committees and KLA	Refer to their Annual Plans
d. Different channels to train students to become confident and influential leaders. (e.g. morning assemblies and school assemblies)	SD	Questionnaire: 60% of student leaders agree that their confidence is enhanced.
e. Other measures	Other SD committees	Refer to the Annual Plans of SD committees

### 3.2 Objective 2

To foster a culture of self-discipline among students.

Strategies	Responsible groups	Success criteria / Reference
<p>a. Form teachers set goals to develop a self-disciplined class culture (e.g. class rules and cleanliness routine)</p> <p>b. The theme of Inter-class Board Competition will focus on developing a self-culture among students in class.</p>	SD and MCEC	<p>a. About 80% of form teachers set goals for developing their self-disciplined class/form culture.</p> <p>b. In the term end survey, 60% of form teachers agree that the routine of cleanliness can help students to develop a culture of self-discipline.</p>
<p>c. Establish a positive image of self-disciplined students, classes and forms.</p> <p>d. Increase recognition the feedback by teachers and students.</p>	SD, CNC and MCEC	<p>c. The self-disciplined students will be awarded in the Ceremony of Stars of Canaan.</p> <p>d. The outstanding classes or forms will be recognized and awarded by school.</p>
e. Other measures	Other SD committees	Refer to the Annual Plans of SD committees

### 3.3 Others

STCC Award Scheme

Strategies	Responsible groups	Success criteria
<p>a. Promote the scheme in the first school assembly.</p> <p>b. S.1-S.3 should join the scheme.</p> <p>c. Line up SU and form houses to promote the scheme to junior form students</p>	SD, SU and form houses	<p>a. Participation rate: S.1 80% S.2 60% S.3 60%</p> <p>b. % of students achieving level one: S.1 30% S.2 20% S.3 20%</p>

#### 4. Responses to CR oral feedback on student support

- 4.1 Students should be encouraged to actively participate in activities. In the long run, students should organize the activities and make contribution to the school.
- ✓ PDC will organize leadership training programs for student leaders and encourage teachers to provide more opportunities for students to organize activities by themselves.
- 4.2 More collaboration is needed among SD committees.
- ✓ MCEC and CNC will co-organize seminars or programs about drug education.
- 4.3 The school rules should be reviewed through the collection of opinions from students and parents.
- ✓ CNC will interview SU members to review the school rules of uniform. After listening to their opinions, some rules can be revised.
- 4.4 PDC activities, i.e. interest classes, should be more diversified. All the attendance records for activities should be collected by PDC for reviewing and evaluating students' participation and performance.
- ✓ PDC will collect the attendance records of interest classes and other departments need to keep the attendance records of students' participation. The evaluation of students' performance is needed among different departments.
- 4.5 STCC Award Scheme should be reviewed. (discussed in SDC Meeting)
- ✓ The scheme will continue this year. S.1 to S.3 students should join.
- 4.6 The school should encourage parents to participate in school activities. Parent education should be enhanced in order to facilitate the home-school cooperation.
- ✓ HSCC will conduct a series of parent education talks with Church.
- 4.7 Cross-form activities should be organized to strengthen students' sense of belonging and cooperation between forms.
- ✓ Cross-form activities will be organized by PDC.

#### 5. Year plan

Event	Timeline												Responsible Teachers	
	Sept 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	July 10	Aug 10		
Central Recruitment	1 <sup>st</sup> Term				2 <sup>nd</sup> Term									WYW, LHF, TAs
Election of Student Union and Form Houses	Enrolment & Election		School activities organized by 09-10 Student Union & Form Houses								Orientation programs		WYW, PDC, MCEC, TAs	
STCC Award Scheme	*			**			***			#	☆		WYW, CGY *WSY, All SD Committees	
Leadership Training	Recruitment		Leadership training sections								In-service training		PDC, WYW	
Post-exam Activities				Preparation – responsible teachers, Student Union and Form House leaders										PDC, TAs & Responsible Teachers

Remarks: \* Promotion \*\* 1<sup>st</sup> Award Presentation \*\*\*2<sup>nd</sup> Award Presentation

# Final Award Presentation ☆Term-end Ceremony Award Presentation



## 6. Evaluation

Teachers, social workers of leadership training and students will be involved in the evaluation.  
(Refer to 3 Strategies and implementation)

## 7. Team members

Head:	Wong Yuk Wah (WYW)	
Members:	Shek Man Kwong (SMK)	(HOC/CNC)
	Chan Sze Wing (CSW)	(DHOC/CNC)
	Yeung Kwok Wai (YKW)	(HOC/MCEC)
	Wong Shun Yiu (WSY)	(HOC/SNC)
	Lau Chun Por (LCP)	(HOC/CGC)
	Cheung Gan Yin (CGY)	(HOC/HEC)
	Lam Ho Fai (LHF)	(HOC/PDC)