

ECF Saint Too Canaan College

2011-2012

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 2011-2012:

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 2011-2012

Heads of Learning and Teaching Department and Student Development Department would discuss with their respective department and formulate the departmental Annual Plan for 2011-2012 based on the major concerns of this year.

The 2011-2012 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 2011-2012 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
2011-2012 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

Objectives	Strategies	Target	Time schedule	Success criteria	Methods of evaluation	Budget	
3.1	To foster students to be active learners.						
	To encourage personal effective learning plans in learning	Students	Sep11 – Jun 12	At least 80% students formulate their learning target and revision plan	- Record of SDL handbook - Questionnaire	\$36,000	
	To develop student with regular learning habit -Lesson preparation -Notes taking -Peer learning in study group -Revision after lesson	Students	Sep11 – Jun 12	- At least 70 % students - At least 70% students - At least 50% students - At least 70% student	- Teachers' observation - Questionnaire	\$20,000	
	To promote good learning performance	Students	Sep11 – Jun 12	- At least 60% students get improvement in academic result	- Data collection - Questionnaire	\$2,000	

3.2	To develop students to be confident users of English.						
	Science Department starts EMI training program for teachers	Teachers Students	Sep11 – Jun 12 Refer to REES & SCI budget	At least 70% students	- Teachers' observation - Questionnaire	(Refer to budgets of SCI Dept.)	
	Promote reading in EMI subjects	Students	Sep11 – Jun 12 Refer to REES budget	At least 70% students		(Refer to budgets of SCI Dept)	
	Subject teachers provide opportunities for students to discuss and present in English during the lessons	Students	Sep11 – Jun 12	At least 70% students		\$0	
3.3	To orientate teachers and students towards the smooth NSS transition.						
	To foster students to be accustomed to NSS curriculum & learning.	Students	Sep11 – Jun 12	90% students can follow the working schedule of SBA	Data collection	\$0	
	To enhance professional development for realizing the New Senior Secondary Academic Structure	Teachers	Sep11 – Jun 12	KLA heads manage to arrange their teachers to attend 80% of the NSS seminars	Data collection	\$0	

4. Year plan

Event		Schedule												Teacher(s) in charge	
		Aug 11	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	Jul 12		Aug 12
Administration	1. Compilation of L&T handbook	✓	✓											✓	WIN
	2. Prepare completed students list and Repeaters list for Form Meetings											✓			LYYI
	3. Prepare Namelist of students who get Grade A and Grade D in Learning Attitude for Form Meetings				✓		✓			✓		✓			LYY
	4. Formulation of master time-tables for RT & exam paper review	✓	✓												ERI
	5. Formulation of master time-table (new school year)													✓	Summer Duty
Curriculum	6. Arrangement of S3 course Selection(From Nov to Mar) Document refer to Public.			✓	✓	✓	✓	✓	✓				✓		CB
	7. Arrangement for S4 and S5 students about Withdrawing subject				✓										CB
	8. Analyzing 3 rd set data for S4 & 5 withdrawing subject after Final Exam, then report to L&T for arranging parent interview.												✓		CB
	9. 2 nd and 3 rd stages of S5 Withdrawing Subject.												✓		CB
	10. Class formation in each form.												✓		CB
	11. Class formation of S4 electives												✓		CB
	12. Class formation of S5 electives												✓		CB

	13. Arrangement of S4 new student course selection												✓		CB
	14. Plan no. of classes next year												✓		WCY
	15. Plan subject allocation next year												✓		WCY
Exam (External)	16. Announce exam regulations for students (HKALE & HKDSE)		✓												LYY
	17. Monitor the Exam Registration (HKALE & HKDSE)		✓												LYY
	18. In charge of Exam Centre supervisor and arrangement Invigilation (HKALE & HKDSE)								✓						LYY
	19. Handling the Appeal Applications (HKAL E & HKDSE)												✓		LYY
	20. Manage the logistics of SBA submission (HKDSE)		✓	✓	✓	✓	✓	✓	✓	✓	✓				LYY
	21. Manage the logistics of TSA									✓ (Speaking)		✓ (Written)			LYY
	22. Arrange center supervisors and invigilation (TSA)										✓				LYY
Exam (Internal)	23. Planning the Exam Time Table (internal)			✓	✓	✓			✓		✓				ERI
	24. Preparing Exam guideline and regulations (internal)		✓												ERI
	25. Planning the Invigilation Time Table (internal)			✓		✓			✓		✓				ERI
	26. Handling Students irregularities during the Exam (internal)						✓	✓	✓			✓			ERI
	27. Handling students eligibility for Examination (internal)						✓	✓		✓	✓		✓		ERI

	28. Monitor the logistics for exams and revision tests			✓		✓	✓	✓			✓				ERI
	29. S1 Attainment Test												✓		Summer Duty
Learning	30. Form teachers' orientation	✓													TCM
	31. Planning teacher on duty in HW Detention Class	✓					✓								TCM
	32. Implement and follow up "serious HW case"			✓	✓	✓	✓	✓	✓	✓	✓				TCM
	33. Monitoring HW SAS and punishment system		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			SSS
	34. Academic prefects' training and follow up		✓												SSS
	35. Monitoring self-study center	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			SSS
	36. Operate and monitor S1-S3 Hw time	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			TCM
	37. Publish L&T academic booklet	✓													TCM
	38. operate and revise Self-advancement Scheme			✓	✓	✓	✓	✓	✓	✓	✓				SSS
	39. Follow up input of academic awards						✓						✓		TCM
	40. Devise, execute and monitor the homework procedure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		TCM
41. Coordinate Summer course											✓			Summer duty	

	42. S1 Bridging Course													✓	Summer Duty
	43. Coordinate S1 and S2 Post 1 st term exam/UT Remedial Classes						✓	✓	✓						TCM / WCY
	44. Follow up the learning matters of students after the Form Meetings				✓	✓	✓	✓	✓	✓	✓	✓			CB LYY TCM WCY
	45. Formulation of master time-tables for S6 & 7 post exam tutorials	✓	✓												SSS
Teaching	46. Peer Lesson Preparation (PLP)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			LKM
	47. Principal and Panel Lesson Observation (PPLO)		✓	✓	✓			✓	✓	✓					LKM
	48. Peer Lesson Observation (PLO)		✓	✓	✓	✓	✓	✓							LKM
	49. Coursework Inspection (CWI)							✓	✓						LKM
	50. Subject Evaluation Scheme (SES)										✓	✓			LKM

5 Team members

5.1 Head

Wu Chi Ying (WCY)

5.2 Core

Curriculum:

Chiang Bun(CB)*, Chow Yu Kin(KEN)

Teaching:

Lee Ka Ming (LKM)

Learning: Homework Policy, Others

Tsui Chiu Mui (TCM)*, Hung Ming Sum(HMS)

Self-study Center, SAS

So Suet Shan(SSS)*, Lam Man Yan (LMY)

Assessment: Internal

Wong Wai Kit(ERI)*, Wong Yu Lan (WYL)

External

Liang Ying Yi(LYY)*, Chiu Man Wah(CMW)

** Teacher in Charge*

5.3 KLAS

English Language Education Panels :

Kong Shuet Ha (KSH), Chan Yuk Yin (CYY)

Chinese Language Education Panels :

So Suen Shan (SSS), Lee Yin Fong (LYF)

Mathematics Education Panels :

Wong Wai Kit (ERI), Kwok Lai Yi (KLY)

Liberal Studies Education Panels :

Chiang Bun (CB), Chow Kim Fung (CKF)

PSH Education Panels :

Tsui Chui Mui (TCM), Lee Ka Ming (LKM)

Science Education Panels :

Lam Ming Tong (LMT)

Technology Education Panels :

Liang Ying Yi (LYY)

Art and Physical Education Panel :

Chu Cheong Tak (CCT)

5.4 Groups

Library Services Head :

Yip Wai Yee (YWY)

Information Tech in Education Head:

Chiu Shuk Wai (GRA)

5.5 L&T Representative

S1 Lee Ka Ming (LKM)

S4 So Suen Shan (SSS)

S2 Chiang Bun(CB)

S5 Wong Wai Kit(ERI)

S3 Tsui Chiu Mui(TCM)

S6&7 Liang Ying Yi(LYY)

ECF Saint Too Canaan College
2010-2011 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

- 2.1 To foster self-disciplined culture among students
- 2.2 To cultivate the character of civism among students.
- 2.3 To develop confident and influential leaders.

3. Strategies and implementation

3.1 To foster self-disciplined culture among students

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
3.1.1. Develop self-disciplined culture through develop self-disciplined class	<p>a. Form teachers' role:</p> <ul style="list-style-type: none"> -set goals and guidelines to develop self-disciplined class culture with the class (e.g class rules and cleanliness routine) -Class prefects should be appointed to keep the discipline and cleanliness in a class. 	<ul style="list-style-type: none"> ● 100% of form teachers set goals for developing their self-disciplined class/form culture and post on class board. ● In the term end survey, 80% of class teachers agree that the routine of discipline and cleanliness can help students to develop self-disciplined culture. 	Questionnaire	Whole year	SD Head	

	<p>b. The theme of inter-class board competition will focus on developing self-disciplined culture among students in a class.</p> <p>- 5' S practice should be the requirement of the competition.</p> <p>c. Teach the 5'S practice in LE and ME lessons.</p>	<ul style="list-style-type: none"> ● 60% of the classes can follow the 5'S practice after the competition. 	Mark sheets for competition	Sept and Oct	MCEC and LE and ME	\$ 800
3.1.2 Establish positive image of self-disciplined students.	<p>a. Stars of Canaan</p> <p>-Students are awarded if they can develop self-discipline character.</p>	<ul style="list-style-type: none"> ● Rating is above 3.5 and 90% students had joined the nomination and election ● They will write their sharing and express the positive comments on self-disciplined character. <p>-</p>	<ul style="list-style-type: none"> - Questionnaire - Board display 	Whole Year	MCEC	\$5,240

	<p>b. Punctuality Campaign</p> <p>-Award will be given to the students who can come to school on time.</p> <p>-The campaign will be held in different period of time.</p>	<ul style="list-style-type: none"> ● To keep the percentage of late students below 2% in average. 	-Statistics from school information	Whole year	CNC and MCEC	\$1,600
<p>3.1.3</p> <p>Establish a self-reflection culture among students</p>	<p>--Writing self-reflection reports after test weeks and examinations.(LE/ME lessons)</p>	<ul style="list-style-type: none"> ● 70% of students can set goals for their learning outcome and character development. ● 50% can achieve their goals in a satisfactory level (e.g rate 3.5 or above 1-5) 	-Self –reflection form	<p>After two RTs</p> <p>and the</p> <p>1st term examination</p>	Junior LE teachers	

<p>3.14 Equip our students to design their self-career planning</p>	<p>a. Local & Overseas Study Exhibition</p> <p>b. Provide counseling for course selection for JUPAS</p> <p>c. Organize counseling groups regularly for S6 and 7 students to explore their career paths</p> <p>d. Workshops and ME lessons for interview skills</p>	<ul style="list-style-type: none"> ● Over 70% students attend and felt useful/meaningful <p>(Questionnaire)</p> <ul style="list-style-type: none"> ● Over 70% students attend and felt useful/meaningful ● Over 70% students attend and felt useful/meaningful 	<p>- Questionnaire</p>	<p>Sept to Dec</p>	<p>CGC</p>	<p>\$2,000</p> <p>\$1,000</p> <p>\$4,000</p>
<p>3.1.5 Provide parent education for our parents especially stress on how to develop children to have a good management of their life.</p>	<p>- Organize different workshops for parents. The topics will focus on how to bring up self-management child. (organized with Church)</p>	<ul style="list-style-type: none"> ● About 40 parents attend the workshop and 70% felt satisfactory on the workshops. 	<p>- Questionnaire</p>	<p>Sept and Oct</p>	<p>HSCC</p>	<p>\$2,000</p>

3.2 To cultivate the character of Civism among students

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
3.2.1 To educate the students to practice the Civism	<ul style="list-style-type: none"> -Outstanding class competition -Different aspects of assessment of self-disciplined class will be designed - The class of higher marks will be awarded as the outstanding class 	<ul style="list-style-type: none"> ● About 70% of the class can reach the standard of the competition 	The result of the competition	Whole Year	CNC	\$300
<p>***Through achieving the Strategy:1.of Objective 1 --Develop self-disciplined culture through develop self-disciplined class.</p> <p style="text-align: center;">We can also educate our students to practice the Civism.</p>						

3.3 To develop confident and influential leaders.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
3.3.1 .Create various channels to train our students to be confident and influential leaders	a. Each students should have at least one post at school.	<ul style="list-style-type: none"> The service record can be checked to make sure students should take at least one post at school. 	- Service record	Whole year	PDC	
	b. Big brothers and sisters scheme (focus on student development) <ul style="list-style-type: none"> CNC teachers as mentors Provide training for Big brothers and Big sisters Give feedback and evaluation to improve the qualities of the services. 	<ul style="list-style-type: none"> 70% of the participants have positive feedback of the scheme and it can enhance their leading skills. The leaders can conduct one product/project with the S.1 students to show their quality of leadership. 	--Questionnaire	Whole year	CNC	\$2,000

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>c. Leadership training program</p> <p>-- All SD heads should design the leadership training program for their own group according to their group's needs.</p> <p>d Provide more channels to promote Form House development</p> <p>--- Promote the Form house status through different ceremonies and competitions.</p> <p>e. Leaders of each SD committees can join the external activities at lease once during this year.</p>	<ul style="list-style-type: none"> ● 70% of participants show satisfaction with the training program. ● 70% of participants indicate that the program can enhance their skills in becoming a confident and influential leaders. ● At least one inter-form activity can be organized in this year. <p>At least 5 groups of SD committee can achieve this goal</p>	<p>Questionnaire will be conducted after the program.</p> <p>Check the record of SD committees</p>	Whole year	PDC	<p>\$6,500</p> <p>\$22,200</p>

4. Year plan

Event	Timeline												Responsible Teacher
	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12	July 12	Aug 12	
Central Recruitment	1 st Term				2 nd Term								WYW, LHF, TAs
Election of Student Union, Form Houses	Enrolment & Election		School activities organized by 11-12 Student Union & Form Houses								Orientation programs		WYW, PDC, MCEC, TAs
Self-reflection Reports			Test Week			1st Exam		Test Week					SD head and TAs
Leadership Training	Recruitment		Leadership training sections							In-service training		All SD committees	
Inter-class Board Competition	✓	✓											HMF, YKW
Punctuality Campaign				✓	✓			✓	✓				YKW
Star of Canaan Election		✓	✓	✓	✓	✓	✓	✓	✓				YKW, HMF, WYL, BEN
Parents' Workshops		✓											WPY& HSCC members
Support for S6 and S7		P1	P2: Interview workshops Course selection for JUPAS Career counseling groups										CGC group
Self-Reflection Report			Test Week			1st Exam		Test week					SD head and TAs
Post-exam Activities					Preparation – responsible teachers, Student Union and Form House leaders							PDC, TAs & responsible teachers	

***Program 1(P1): Local and Oversea Studies Exhibition(7/10/11)

Program 2(P2): Interview workshops and course selection for JUPAS

Career counseling groups

5. Evaluation

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

6. Team members

Student Development Department Head	Wong Yuk Wah (WYW)
Character Nurturing Committee	Shek Man Kwong (SMK) Chan Sze Wing (CSW)
Moral and Civic Education Committee	Yeung Kwok Wai (YKW)
Spiritual Nurturing Committee	Wong Shun Yiu (WSY)
Career Guidance Committee	Lau Chun Por (LCP)
Potential Development Committee	Lam Ho Fai (LHF)
Health Education Committee	Chan Chun Ming (CCM)
Home-School Cooperation Committee	Wong Pak Yi (WPY)