



**ECF Saint Too Canaan College  
Annual School Plan**

**2024-25**

ECF Saint Too Canaan College  
Annual School Plan  
2024-25

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# School Vision and Mission

## **Our Vision:**

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.

## **Our Mission:**

Our main objective is to train students to become self-directed learners and 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."

# Major Concerns

The major concerns were discussed in the School Administration Committee meeting. The following three major concerns were adopted for 2024-27, School 3-year Development Plan:

1. To foster the development of positive values and promote the holistic well being of student.
2. To empower students' uniqueness.

## Action Plan for the Major Concerns

### Major Concern 1: To foster the development of positive values and promote the holistic wellbeing of students

**Briefly list the feedback and follow-up actions from the previous school year:**  
**(In the first year of the development cycle, schools generally do not need to complete this part, but if the major concern(s) of this development cycle is related to the previous development cycle, e.g. optimizing the major concern, schools may make reference to the feedback and follow-up actions of the previous school year to formulate or adjust the work of this school year.)**

1. 2024/25 is the first year of development cycle.
2. Major Concern 1 is also related to the previous development cycle, e.g. **optimizing the major concern.**
3. In respect of this Major Concern, the result from 2023/24 SD teachers' survey is satisfactory (Rating: 3.89 / 5). In 2024/25 our school continue to adapt development of positive value as Major Concern and the theme of the value education can be related to the development of responsibility and perseverance.
4. Students' 3R and the well being should be further emphasized.

<b>Target 1.1 in SDP: To empower students to cultivate a growth mindset.</b>					
<b>Strategy 1: Learning &amp; Teaching</b>					
<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
Inculcate the values of a growth mindset through curriculum design of different subjects so as to teach students to dedicate more effort, time and energy for their own personal growth.	70% of teachers and students agree that a growth mindset is instilled to students through the curriculum.	<ol style="list-style-type: none"> <li>1. Lesson observations</li> <li>2. Homework inspections</li> <li>3. Annual Report</li> <li>4. Subject Evaluation Survey</li> <li>5. L&amp;T survey</li> <li>6. Meeting with Panels</li> <li>7. Conduct mark system</li> </ol>	Whole year	L&T	

<b>Strategy 2:</b> Cultivate ethical decision-making skills and moral reasoning among students to empower them to make responsible choices.					
Create an atmosphere that emphasizes moral education on campus, such as posting ethical slogans and organizing thematic activities, to subtly influence students' values.	Participants give positive feedback	CNC statistics	Whole year	CNC	\$16900
Encourage students to apply what they have learned to their real-life situations, participate in social welfare activities, and cultivate empathy and a sense of responsibility.	Participants give positive feedback	CNC statistics	Whole year	CNC	
<b>Strategy 3 :</b> Integrate mindfulness and stress management techniques into the curriculum to equip students with tools for maintaining physical and mental well-being.					
Provide professional training on mindfulness and stress management for teachers.	Participants give positive feedback	1. CNC statistics 2. Feedback from participants	Whole year	CNC	
Incorporate mindfulness and relaxation techniques into existing courses such as ME lesson, helping students learn to regulate their emotions and manage stress.	Participants give positive feedback	1. CNC statistics 2. Feedback from participants	Whole year	CNC	
Designate specific areas on campus as mindfulness practice zones, providing equipment such as meditation chairs and yoga mats.	Participants give positive feedback	1. CNC statistics 2. Feedback from participants	Whole year	CNC	

<b>Strategy 4:</b> Provide opportunities for students to engage in community service and volunteer work, fostering a sense of social responsibility and civic engagement.					
Establish student volunteer team, regularly organizing service activities.	Participants give positive feedback	1. CNC statistics 2. Feedback from participants	Whole year	CNC	
Collaborate with NGOs to enable students to participate in community development initiatives.	Participants give positive feedback	1. CNC statistics 2. Feedback from participants	Whole year	CNC	
<b>Strategy 5:</b> Organize parents' activities					
Organize parents' talks with topics related to growth mindset	1. Parents have a stronger awareness about the well-being of students 2. >40 parents for each talk	1. Questionnaire 2. Individual interview after parents' talk	From Nov to May (4 workshops)	HSCC	
Introduce external resources from the community (i.e. online parents' talks)	Info about external parents' talks is sent to the parents via Gmail.	Questionnaire	Whole year (The info. will be sent to parents via Gmail.)	HSCC	
Arrange relaxing indoor and outdoor activities for parents and their children (e.g. BBQ, 1-day tour, interest class)	1. Parent-child relationship is strengthened and there is a positive effect on their mental health. 2. 80 participants for BBQ activity 3. 50 participants for 1-day tour 4. 20 participants for interest class	1. Questionnaire 2. Individual interview after parents' talk	1/3 (BBQ), 28/6 (1-day tour), TBC (interest class)	HSCC	

**Target 1.2 in SDP:** To inculcate a constructive learning attitude among students.

<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
To promote and implement effective learning strategies across the curriculum through sharing from students and teachers in activities such as S3 course orientation and morning assemblies.	70% of teachers and students agree that effective learning strategies across the curriculum have been shared to the school.	<ol style="list-style-type: none"> <li>1. Lesson observations</li> <li>2. Homework inspections</li> <li>3. Annual Report</li> <li>4. Subject Evaluation Survey</li> <li>5. L&amp;T survey</li> <li>6. Meeting with Panels</li> <li>7. Conduct mark system</li> </ol>	Whole year	L&T	

**Target 1.3 in SDP:** To strengthen the integration of Christian principles into the educational experience.

<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
Values from the Bible will be instilled to students in lesson, mainly the Biblical Lessons.	70% of students agree that they can learn the values from the Bible effectively.	1. Lesson observations 2. Homework inspections 3. Annual Report 4. Subject Evaluation Survey 5. L&T survey 6. Meeting with Panels 7. Conduct mark system	Whole year	PSH/BK	
Let the students understand the Christian belief, believe in God, participate in Christian fellowship and church activities.	Questionnaire (Score:1-4) score over 2.5	Questionnaire/Teacher evaluation	Whole year	SNC	
Share the Gospels with students so that non-Christians can believe in God and Christians would experience walking with Jesus and achieve the mission of evangelism.	Questionnaire (Score:1-4) score over 2.5	Questionnaire/Teacher evaluation	Whole year	SNC	
Nurture students with Christian characters through different meetings like cell groups of different forms, Christian fellowship and discipleship classes.	Questionnaire (Score:1-4) score over 2.5  students' attendance over 60%	Questionnaire/Teacher evaluation  Participation Rate	Whole year	SNC	
Strengthen the faith of Christian leaders by CMT camp and discipleship classes.	Questionnaire (Score:1-4) score over 2.5	Questionnaire/Teacher evaluation	Whole year	SNC	
Consolidate the Christian belief of new believers by LWL camp and Christian fellowship.	Questionnaire (Score:1-4) score over 2.5	Questionnaire/Teacher evaluation	Whole year	SNC	

Through the serving in student fellowship, Christmas service, Easter Service and spiritual camp, Christian leaders can be trained up with spiritual growth and Christian characters.	Questionnaire (Score:1-4) score over 2.5  students' attendance over 60%	1. Questionnaire/ Teacher evaluation 2. Participation Rate	Whole year	SNC	\$2,500
Through the participation in student fellowship, SNC assembly and activities of Gospel Week, CMT members can be fostered to be mature Christians and potential leaders at school.	Questionnaire (Score:1-4) score over 2.5	Questionnaire/Teacher evaluation	Whole year	SNC	\$6,000
Through all year-round Christian activities, Christian Ministry Team leaders and members can learn to be followers of Jesus and school role models.	Questionnaire (Score:1-4) score over 2.5	Questionnaire/Teacher evaluation	Whole year	SNC	\$6,000

**Target 1.4 in SDP:** To bolster students' sense of national identity and civic responsibility.

<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
Chinese culture will be effectively introduced through Chinese Language teaching and relevant learning activities outside the classroom.	70% of students and teachers agree that Chinese cultures are introduced effectively inside and outside and classroom.	1. Lesson observations 2. Homework inspections 3. Annual Report 4. Subject Evaluation Survey 5. L&T survey 6. Meeting with Panels 7. Conduct mark system	Whole year	Chi Dept	
Flag-raising ceremony 1. Students can experience their national identity through the flag-raising every week and other special occasions. 2. MCEC Society members will learn how to process the Flag-raising ceremony	All students should participate in the ceremony with respectful attitude and well-disciplined.	Teacher evaluation/ Questionnaire	Whole year	MCEC	
1. Flag-raising training course 2. The course aims to cultivate students' reverence for the national flag and enhance their sense of civic responsibility through both theoretical learning and practical application.	The students will learn the proper procedures and etiquette for flag raising and lowering, as well as cultivate a sense of national pride and commitment to their community.	Teacher evaluation / Questionnaire	9/2024- 10/2024	MCEC	\$4,000
School assembly 1. Value Education Day provides a platform for students to have the opportunity to understand and	By arranging mass education in school assemblies, activities, and follow-up works, 80% Students recognize that the school is	Teacher evaluation / Questionnaire	Two days	MCEC	\$3,000

<p>explore different values.</p> <p>2. Through interacting and engaging with individuals from diverse cultures, backgrounds, and perspectives, students can broaden their horizons, cultivate respect for diversity, and reflect on their own values.</p>	<p>cultivating the students' spirit of national consciousness.</p>				
<p>Board Display</p> <p>1. Materials about national education will be updated on the displayed board.</p>	<p>90% of students will read the articles and information, and through participation, reflect on their own learning and responsibilities to society.</p>	<p>Interviews/ Teacher evaluation</p>	<p>Whole year</p>	<p>MCEC</p>	
<p>1. Basic Law competition/Inter-school civic education activities</p> <p>2. Further promote national identity among students through activities organized by NGO</p>	<p>80% students should participate in a Basic Law competition helps students gain a deeper understanding of its content, principles, and values, enhancing their comprehension and awareness of constitutional law.</p>	<p>Interviews/ Teacher evaluation</p>	<p>Whole year</p>	<p>MCEC</p>	
<p>1. National Education Competitions/ National Security Student Ambassadors Further promote national identity among students through activities organized by NGO</p> <p>2. Students share information on national security and establish good role models on appropriate platforms in the school.</p>	<p>80% Engaging promising students in suitable programs.</p> <p>These will enable students to become influential leaders in their future careers and social lives.</p>		<p>Whole year</p>		

<b>Target 1.5 in SDP:</b> To nurture students with STCC's core values (Respect, Responsibility, Resilience).					
<b>Strategy 1 : Learning &amp; Teaching</b>					
<b><u>Implementation Strategy</u></b>	<b><u>Success Criterion</u></b>	<b><u>Methods of Evaluation</u></b>	<b><u>Time Scale</u></b>	<b><u>Responsible Person</u></b>	<b><u>Resources Required</u></b>
Values will be instilled to students through the curriculum of different KLAs in which green education and responsibilities of citizenships, so on and so forth, will be introduced and discussed.	70% of students and teachers agree that core values of the school are introduced effectively in lessons and activities.	1. Lesson observations 2. Homework inspections 3. Annual Report 4. Subject Evaluation Survey 5. L&T survey 6. Meeting with Panels 7. Conduct mark system	Whole year	L&T	
<b>Strategy 2 :</b> To strengthen students' moral values, and cultivate students to become citizens who show respect, responsibility, resilience and care for others.					
To strengthen students' moral values, and cultivate students to become citizens who show respect, responsibility, resilience and care for others.	By arranging mass education in school assemblies, activities, and follow-up works, 80% Students recognize that the school is effectively cultivating the students' spirit of helping others and social responsibility.	Teacher evaluation / Teacher evaluation / Questionnaire/ Observation Method/ Conduct regular progress review meetings/ Interview	Whole year	MCEC	/
1. Voluntary Service Scheme (S2) 2. Civic obligations can be nurtured through voluntary service by students. 3. JC Voluntary together-school based programme is Completed volunteer training courses and practical programs for S2 students.	Students recognize that volunteer activities help them Cultivate Volunteer Spirit and Sense of Social Responsibility	Teacher evaluation / Questionnaire/ Observation Method/ Conduct regular progress review meetings	Whole year	MCEC	\$4,000



**Major Concern 2: To empower students’ uniqueness.**

**Briefly list the feedback and follow-up actions from the previous school year:**  
**(In the first year of the development cycle, schools generally do not need to complete this part, but if the major concern(s) of this development cycle is related to the previous development cycle, e.g. optimizing the major concern, schools may make reference to the feedback and follow-up actions of the previous school year to formulate or adjust the work of this school year.)**

- 2024/25 is the first year of development cycle.

<b>Target 2.1 in SDP : To build self-efficacy in students.</b>					
<b>Strategy 1: Learning &amp; Teaching</b>					
<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
<ol style="list-style-type: none"> <li>1. Refine the award system of the school to recognize students’ achievement</li> <li>2. Show good assignments and record of students’ achievement publicly.</li> <li>3. Strongly promote the use of self-study centre and the tutoring services provided by the alumni</li> </ol>	<ol style="list-style-type: none"> <li>1. An increased percentage of L&amp;T rewards given to students</li> <li>2. Each KLA has participated in displaying students’ good work in large-scaled events at least once each term.</li> <li>3. An increased percentage of using the self-study centre compared to 2023-2024.</li> <li>4. As reflected in lesson observations and homework inspections</li> </ol>	<ol style="list-style-type: none"> <li>1. Lesson observations</li> <li>2. Homework inspections</li> <li>3. Annual Report</li> <li>4. Subject Evaluation Survey</li> <li>5. L&amp;T survey</li> <li>6. Meeting with Panels</li> <li>7. Conduct mark system</li> </ol>	Whole year	L&T	
<b>Strategy 2: To nurture students’ self-discipline.</b>					
<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
Students who have good performance	Participants give positive feedback	Participants’ and	Whole year	CNC	\$71,140

continuously will be awarded and appreciated		teachers' questionnaires			
Caring Groups will be held to encourage students to persist in performing well.	Participants give positive feedback	Participants' and teachers' questionnaires	Whole year	CNC	
Students who participate in Self-improvement Scheme will be given services of higher standard and requirement.	Participants give positive feedback	Participants' and teachers' questionnaires	Whole year	CNC	
We provide the opportunities to let students have the autonomy to run their own club and let them organize their activities.	<ol style="list-style-type: none"> <li>1. Most of the students join ECA.</li> <li>2. Supervisors give good comments to the committee members</li> <li>3. Students perform their achievements successfully.</li> </ol>	<ol style="list-style-type: none"> <li>1. For the AIMS programme, over 80% of the students joined ECA</li> <li>2. A questionnaire will be given to the PICs, that average score is over 3.5</li> </ol>	Whole year	PDC	
We provide the opportunities to let students choose the autonomy to plan their learning journey in different categories, ie. 'AIMS', to explore growth mindset and develop their talents continuously.	<ol style="list-style-type: none"> <li>1. Most of the students join ECA.</li> <li>2. Supervisors give good comments to the committee members</li> <li>3. Students perform their achievements successfully.</li> </ol>	<ol style="list-style-type: none"> <li>1. For the AIMS programme, over 80% of the students joined ECA</li> <li>2. A questionnaire will be given to the PICs, that average score is over 3.5</li> </ol>	Whole year	PDC	
<b>Strategy 3: Through diversified learning experiences, cultivate students' potential, build their self-confidence and sense of accomplishment.</b>					
Inter-class board and room decoration (Competitions and	All classes should decorate their board according to the criteria.	Observation Method/ Conduct regular progress	Whole year	MCEC	\$1,200

Workshops)  1.5S' practice is encouraged to be implemented in classroom settings. 2.To improve the quality of the board decoration, class leaders will be invited to join the workshops. 3.Class visit and marking by P, AP, SD head, MCEC members.		review meetings			
Stars of Canaan 1. In each category, 1 Star of Canaan Nominee will be elected in each class by their classmates. 2. Students will select the final "Star" among the 4 nominees. 3. For each term, an election procedure will be organized. 4. Reading passages will be provided to explain the quality of each star. 5. Awardees are invited to video sharing in morning assembly	90% students should join the nomination and election	Conduct regular progress review meetings/ Interviews	Whole year	MCEC	\$1,150
Arrange study tour for teachers and students to Taichung and Alishan to learn about environmental protection, in cooperation with the PSH department	Over 70% of participants agreed that the educational tour expanded their breadth of environmental knowledge	Whole year	Questionnaire/ feedback from students and teachers	GSC	
The Green Assembly is scheduled for 15/11/2024. On that day, S2 students will have a voluntary MCEC program, and S6 students will attend a CGC counseling program. Additionally, S5 students will attend a program about "Green Skills and Career Talks" organized by The HKFYG Leadership Institute and HSBC. For S1, S3, and	Over 70% of participants agreed that the talk increased their knowledge and awareness about ocean protection and future green skills.	Whole year	Questionnaire	GSC	

S4 students, we will host a talk focused on ocean protection, to increase student awareness on this important environmental topic.					
Arrange study tour for teachers and students to Taichung and Alishan to learn about environmental protection, in cooperation with the PSH department	Over 70% of participants agreed that the educational tour expanded their breadth of environmental knowledge	Whole year	Questionnaire/ feedback from students and teachers	GSC	

**Target 2.2 in SDP:** Adopt an evidence -based approach to inform our curriculum, instructional planning and assessments.

<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
<ol style="list-style-type: none"> <li>Summative assessments. Recognize students' progress in class and form by awarding them in the year-end prize presentation ceremony as a way to motivate students to strive harder</li> <li>Formative assessments. Through the collection of data, teachers refine the curriculum accordingly and adjust the teaching strategies.</li> </ol>	70% of teachers would make changes to their curriculum and adopt different more effective teaching strategies.	<ol style="list-style-type: none"> <li>Lesson observations</li> <li>Homework inspections</li> <li>Annual Report</li> <li>Subject Evaluation Survey</li> <li>L&amp;T survey</li> <li>Meeting with Panels</li> <li>Conduct mark system</li> </ol>	Whole year	L&T	

**Target 2.3 in SDP:** To unlock students' reading potentials.

<u>Implementation Strategy</u>	<u>Success Criterion</u>	<u>Methods of Evaluation</u>	<u>Time Scale</u>	<u>Responsible Person</u>	<u>Resources Required</u>
<ol style="list-style-type: none"> <li>Regular reading activities run by KLAs and the Reading Committee</li> <li>Activities on Reading across the Curriculum (RaC) will be held through integration to the curriculum and outside classroom</li> </ol>	<ol style="list-style-type: none"> <li>At least one reading activity to be held by Chinese Department and English Department each term.</li> <li>High participation rate to the reading activities run by the Reading Committee on reading days.</li> <li>At least one RaC activity to be held each term.</li> </ol>	<ol style="list-style-type: none"> <li>Lesson observations</li> <li>Homework inspections</li> <li>Annual Report</li> <li>Subject Evaluation Survey</li> <li>L&amp;T survey</li> <li>Meeting with Panels</li> <li>Conduct mark system</li> </ol>	Whole year	Reading Committee	
To invite parents to participate in the reading days	Parents have a higher initiative to build up reading atmosphere in the family	<ol style="list-style-type: none"> <li>Questionnaire</li> <li>Individual interview after each activity</li> </ol>	31/10-1/11, 29/4-2/5	HSCC	

**Target 2.4 in SDP :** To create a wide variety of opportunities for students to showcase their unique talents and strengths..

**Strategy 1 :**

<b><u>Implementation Strategy</u></b>	<b><u>Success Criterion</u></b>	<b><u>Methods of Evaluation</u></b>	<b><u>Time Scale</u></b>	<b><u>Responsible Person</u></b>	<b><u>Resources Required</u></b>
1. A platform for students to showcase their learning outcomes in the L&T year-end school assembly.  2. Performance from students on large-scaled events such as the Info Day to showcase their learning outcomes.	70% of teachers and students agree that ample opportunities are created in the campus for students to showcase their talents.	1. Lesson observations 2. Homework inspections 3. Annual Report 4. Subject Evaluation Survey 5. L&T survey 6. Meeting with Panels 7. Conduct mark system	Year end    23/11/2024	L&T	

**Strategy 2 :** Foster a learning environment that celebrates diversity, encourages self-expression, and promotes the acceptance of individual differences.

Develop clear equal opportunity and anti-discrimination policies to ensure the campus environment is inclusive of students and faculty from diverse backgrounds.	Participants give positive feedback	Participants' and teachers'	Whole year	CNC	Nil
Provide teachers with training on diversity and anti-bias, enhancing their ability to handle differences on campus	Participants give positive feedback	Questionnaires	Whole year	CNC	

<b>Strategy 3 : Provide opportunities through counselling, curriculum mapping and other developmental programmes</b>					
<b>Mass programme</b> Career Days (2 days) Delivering message by article sharing, game booths, school assembly	80% of students agree that activities are inspiring and meaningful.	Questionnaire	1-2/4/2025	CGC	\$6,000
<b>ME and Form Teacher lessons</b> ME lessons in S.4 to S.6 and Form Teacher lessons with different themes of career developmental stages from self-understanding to pathways planning.	Feedback from the students and teachers is positive.	Interview	Whole year	CGC	
<b>Integration of career education into different subject curriculums</b> 1. Explore areas in the curriculum for the inclusion of career guidance elements  2. S5 students write their personal statement and consult with English teacher	Feedback from the students and teachers is positive.	Interview	Whole year	CGC	
<b>Strategy 4 : Develop a new LE curriculum for form teacher lessons.</b>					
Incorporate elements of previous LE lessons	70% of the participants believe the content of LE is essential to their life	Questionnaire	Whole year	SD	\$30000

## ECF Saint Too Canaan College

### Plan on Use of Capacity Enhancement Grant in 2024/2025 School Year

Name of school : ECF Saint Too Canaan College

Our school has read and understands the ground rules and procedures in the utilization of the Capacity Enhancement Grant (CEG). The following plan on the use of the CEG is drawn up after full consultation with teachers.

Item	Details	Time Frame	Budget	Evaluation Criteria (Indicator)	Responsible Party
To relieve teachers' workload so that teachers can concentrate on: Curriculum development Enhancing students' language proficiency ✓ Coping with learning needs of students ✓ Others (Please specify) <u>Enhance teaching effectiveness</u>	<ul style="list-style-type: none"> <li>● To recruit 2 Teaching Assistants to provide support to teachers.</li> <li>● To cater the learning needs of students, e.g. lesson substitution, exam invigilation, tutorial.</li> <li>● To assist teachers' teaching effectiveness, e.g. organize learning activities, extra-curricular activities, preparing teaching equipment &amp; exam timetable</li> <li>● To share teachers' administrative duties, e.g. preparing teaching materials, statistics, taking mins etc.</li> </ul>	From September 2024 to August 2025	2 Teaching Assistants (Around HK\$450,000 = Salary & MPF)	<ul style="list-style-type: none"> <li>● Teacher questionnaire – over 70% of teaching staff agreed relevant strategies have:</li> <li>● Teachers agree that their administrative workload is shared and relieved.</li> <li>● The teachers can save more time to prepare lessons and teach students after school.</li> <li>● Enhanced capacity of teachers to concentrate on teaching effectiveness.</li> <li>● Assisted in better arrangements in the organization of learning activities/extra-curricular activities, e.g. in life-wide learning and different student activities.</li> </ul>	Ms. Chan Wing Sze (Executive Officer)

Issued by: LKM/P

Date: 18/10/2024

Revision: 0

**School-based After-school Learning and Support Programmes 2024/25 s.y.  
School-based Grant—Programme Plan**

Appendix II

Name of School: ECF Saint Too Canaan College

Staff-in-charge: Mr. Yan Ka Chi

Contact Telephone No.: 2372 0033

A. The estimated number of students (count by heads) benefitted under this Programme is 71 (including A. 11 Comprehensive Social Security Assistance (CSSA) recipients, B. 34 full grant recipients under the Student Financial Assistance (SFA) Schemes and C. 26 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 <sup>#</sup>			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Art /culture activities — (Drama Club, Model Society, Basic Fashion Design Workshop, Ceramic class, Model Scene Interest Class, and Sand Art Club)	Provide artistic concepts to students and nurture their interest in art	Perform well in the lessons with good performance / products and 75% attendance record	Skill-based training, questionnaire	Oct 2024 – May 2025	2	6	3	\$11,298	
Sports — (Basketball Club, Dance Club and Darts Club)	Provide sports knowledge and help students establish a lifelong exercise habit	Active in participation with 75% attendance record	Skill-based training, questionnaire	Oct 2024 – May 2025	2	5	2	\$4,860	

Learning skill training — Intellectual Development Board Game Society Debate Training Class and Mathematical Olimpiad Club	Provide platform for students to train up their minds and share with each other	75% attendance record	Good attitude / nurture the critical mind	Oct 2024 – May 2025	0	3	2	\$700	
Sports — School Team (Badminton Team Boys & Girls, Basketball Team Girls, Dodgeball Team Boys & Girls, Fencing Team, Football Team Boys, Frisbee Team Boys & Girls, Table-tennis Team Boys & Girls, Volleyball Team Girls, Rope Skipping Class, Cricket Team, Cross Country Team, Swimming Team Boys & Girls)	Enhance students' interests towards sports and to enhance students' skills in school team	75% attendance record	Good learning performance in the class, skill test, attendance record etc.	Oct 2024 – May 2025	4	13	16	\$45,300	
Volunteer Services — Service Group (Red Cross)	Cultivate students' discipline and positive values through providing quality services and activities	75% attendance record	Good learning performance in the class, skill test, attendance record etc.	Oct 2024 – May 2025	1	0	2	\$800	
Others — Self-confidence Development (Business Experience Programme and Organic Garden)	Provide platform for students to explore different area and nurture their interest in it	75% attendance record	Good attitude / nurture the critical mind	Oct 2024 – May 2025	2	7	1	\$950	
Total no. of activities: <u>27</u>				@ No. of man-times	11	34	26		
				**Total no. of man-times	71				

**Annual Programme Proposal for  
DLG - Other Programmes: Gifted Education for the 2024/25 school year**

Appendix III

<b>Domain</b>	<b>Programme</b>	<b>Objective(s)</b>	<b>Targets (No./level/selection)</b>	<b>Duration/ Start Date</b>	<b>Deliverables</b>	<b>Teacher i/c</b>	<b>Budget</b>
Learning & Teaching Department	Tutorial for elites for different DSE subjects	To tailor-make course to enhance the learning effectiveness of different DSE subjects	Selecting S4 – S6 students with different ability recommended by subject teachers after RT/Exam and in Summer	Around 30 courses of 8-12 lessons DSE drilling throughout the year	Courses delivered by experienced tutors or alumni	KSH/Panel heads	\$44,000
Chinese Department	Debate Skills Training (Chinese)	To enhance students debating skills in Chinese	S4 – S6 students can improve their skills in debate and public speaking	10 – 12 sessions	- Regular practice. - Join inter-school competition	SSS	\$8,500

**Plan on the Use of the Life-wide Learning Grant**  
**2024/2025 School Year**

Schools are required to upload this Plan or the Annual School Plan which consist of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.  
Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

**Category 1: To organise / participate in life-wide learning activities**

Schools are required to complete this part							Completion of this part is not mandatory								
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
1.1	<b>Local Activities:</b> To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes														
e.g.	Career Experience Activity	Nov 2022	S1-S3	200	\$20,000.00	\$100.00									
1	Olympics Training	Oct 2024 - May 2025	S2-S3	12	\$9,000.00	\$750.00									
2	School Picnic Coach	6 Dec 2024	S1 - S6	815	\$22,500.00	\$27.61									
3	OLE Coach	23 Jan 2025	S1 - S6	815	\$36,000.00	\$44.17									
4	Mock Release of DSE Result	S6: 22 Nov 2024 (S6), 3 Jul 2025 (S5)	S5 - S6	207	\$15,000.00	\$72.46									
5	S4 Career Life Program	25 Jun 2025	S4	136	\$30,000.00	\$220.59									
6	Chinese Speech Team	Oct 2024 - May 2025	S1 - S5	15	\$8,500.00	\$566.67									
7	Debate Team	Oct 2024 - May 2025	S3 - S5	16	\$20,000.00	\$1,250.00									
8	English Speech Team	Oct 2024 - May 2025	S1 - S5	20	\$10,000.00	\$500.00									
9	Drama Program Fee	Oct 2024 - May 2025	S1 - S5	12	\$20,000.00	\$1,666.67									
10	School Choir	Oct 2024 - May 2025	S1 - S5	50	\$11,000.00	\$220.00									
11	Singing Contest	3 Jul 2025	S1 - S5	728	\$19,750.00	\$27.13									
12	Instrumental Music Course	Oct 2024 - May 2025	S1 - S5	30	\$26,000.00	\$866.67									
13	Visual Art Exhibition	Oct 2024 - May 2025	S1 - S6	150	\$3,500.00	\$23.33									
14	Sports Day	8 - 9 May 2024	S1 - S5	728	\$30,000.00	\$41.21									
15	Sports Team Activities	Oct 2024 - May 2025	S1 - S6	220	\$166,000.00	\$754.55									
16	HKUPA Frisbee Tournament			14	\$3,000.00	\$214.29									
18	Subsidies for ECA	Oct 2024 - May 2025	S1-S5	728	\$62,450.00	\$85.78									
19	LWL	8 - 12 Apr 2025	S1 - S5	25	\$3,000.00	\$120.00									
20	Animal Project and Animal Care, Site Visit	Oct 2024 - May 2025	S1-S5	50	\$14,000.00	\$280.00									
21	SD Leadership training program	16 Nov 2024	S3 - S5	30	\$30,000.00	\$1,000.00									
<b>Sub-total of Item 1.1</b>							<b>4,801</b>	<b>\$539,700.00</b>							

1.2	<b>Non-Local Activities:</b> To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons														
e.g.	Exchange Tour to the Greater Bay Area	10-12 Apr 2023	S4-S5	88	\$100,000.00	\$1,136.36									
1	CGC : Study Tour	7 - 14 Apr 2025	S3 - S5	30	\$40,000.00	\$1,333.33									
2	PDC : Study Tour	8 - 13 Apr 2025	S3 - S5	24	\$121,440.00	\$5,060.00									
3	ENG : Study Tour	Jul 2025	S2 - S5	20	\$40,000.00	\$2,000.00									
4	CHI : Study Tour	8 - 12 Apr 2025	S3 - S5	30	\$36,000.00	\$1,200.00									
<i>(Please insert rows above if the space provided is insufficient.)</i>															
				<b>Sub-total of Item 1.2</b>	<b>104</b>	<b>\$237,440.00</b>									
				<b>Total for Category 1</b>	<b>4,905</b>	<b>\$777,140.00</b>									

**Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)**

No.	Item	Purpose	Estimated Expenses (\$)
e.g.	STEM Learning Kits	STEM Interest Group Activity	\$50,000.00
1	Lib : Reading ,materials & activities	Library stock &activities	\$7,000.00
2	STEM : Purchase of equipment	LWL program	\$10,000.00
3			
<i>(Please insert rows above if the space provided is insufficient.)</i>			
			<b>Estimated Expenses for Category 2</b>
			<b>\$17,000.00</b>
			<b>Estimated Expenses for Categories 1 &amp; 2</b>
			<b>\$794,140.00</b>

**Category 3: Estimated Number of Student Beneficiaries (Compulsory)**

Total number of students in the school:	815
Estimated number of student beneficiaries:	815
Percentage of students benefitting from the Grant (%):	100%
Name of Contact Person for LWL:	CWK
Post of Contact Person for LWL:	CWK

**ECF Saint Too Canaan College**  
**Sister School Exchange Plan**  
**2024/2025**

Sister school name : Panyu Secondary School

Date of connection: 2009

School name:	<b>ECF Saint Too Canaan College</b>		
School Category:	Secondary	Teacher in charge:	Yan Ka Chi

<b>We plan to conduct exchange activities with the following mainland sister schools this school year:</b>	
1.	Invite teachers and students from sister schools to participate in school events
2.	Exchange between management and teachers

**The sister school activities planned to be organized by our school will cover aspects and relevant information as follows:**

( Please fill in the  No. in the appropriate box ( you can select multiple items ) and /or fill in the relevant information in the "Other" column )

**A. Management level ( \* planned to be held / \* ~~not planned to be held~~ )** (\* please delete those that are not applicable )

<b>Exchange program</b>			<b>Expected goals</b>		
<b>Serial No.</b>		<b>Description</b>	<b>Serial No.</b>		<b>Description</b>
A1	<input checked="" type="checkbox"/>	Visit / Investigation	B1	<input checked="" type="checkbox"/>	Enhance knowledge and understanding of the Mainland
A2	<input checked="" type="checkbox"/>	School administration seminar / school management sharing	B2	<input checked="" type="checkbox"/>	Increase the sense of belonging to the country / national identity
A3	<input checked="" type="checkbox"/>	Conference / Video Conferencing	B3	<input checked="" type="checkbox"/>	Exchange good management experience and insights / improve school performance Governance and management capabilities
A4	<input checked="" type="checkbox"/>	Discussions and exchanges with sister schools exchange plan	B4	<input checked="" type="checkbox"/>	Expand school network
A5		Others ( please specify ):	B5	<input checked="" type="checkbox"/>	Broaden horizons
			B6	<input checked="" type="checkbox"/>	Build friendships / connections
			B7	<input checked="" type="checkbox"/>	Develop exchange plans / activity details
			B8		Others ( please specify ):

**B. Teacher level ( \* planned to be held / \* not planned to be held )** (\* please delete those that are not applicable )

Exchange program			Expected goals		
Serial No.		Description	Serial No.		Description
D1		Visit / Investigation	E1	<input checked="" type="checkbox"/>	Enhance knowledge and understanding of the Mainland
D2	<input checked="" type="checkbox"/>	Observe / Evaluate Classes	E2	<input checked="" type="checkbox"/>	Increase the sense of belonging to the country / national identity
D3	<input checked="" type="checkbox"/>	Demonstration lessons	E3	<input checked="" type="checkbox"/>	Establish a learning community / promote teaching and research
D4	<input checked="" type="checkbox"/>	Remote classroom / video communication / electronic teaching communication	E4	<input checked="" type="checkbox"/>	Promote professional development
D5		Seminars / workshops / symposiums	E5	<input checked="" type="checkbox"/>	Improve teaching effectiveness
D6		Professional development day	E6	<input checked="" type="checkbox"/>	Broaden horizons
D7		Others ( please specify ):	E7	<input checked="" type="checkbox"/>	Build friendships / connections
			E8		Others ( please specify ):

**C. Student level ( \* planned to be held / \* not planned to be held )** (\* please delete those that are not applicable )

Exchange program			Expected goals		
Serial No.		Description	Serial No.		Description
G1	<input checked="" type="checkbox"/>	Visit / Inspection	H1	<input checked="" type="checkbox"/>	Enhance knowledge and understanding of the Mainland
G2	<input checked="" type="checkbox"/>	Classroom experience	H2	<input checked="" type="checkbox"/>	Increase the sense of belonging to the country / national identity
G3		Life experience	H3	<input checked="" type="checkbox"/>	Broaden horizons
G4		Project study	H4	<input checked="" type="checkbox"/>	build friendship
G5	<input checked="" type="checkbox"/>	Remote classroom / video communication / e-learning communication	H5	<input checked="" type="checkbox"/>	Promote cultural exchanges
G6	<input checked="" type="checkbox"/>	Cultural, sports and art exchanges	H6	<input checked="" type="checkbox"/>	Enhance language / expression / communication skills
G7	<input checked="" type="checkbox"/>	Exchange of letters	H7	<input checked="" type="checkbox"/>	Improve self-care ability / promote personal growth
G8		Others ( please specify ):	H8	<input checked="" type="checkbox"/>	Enrich learning experience
			H9		Others (please specify ):

**D. Parent level ( \* To be held / \* Not planned to be held )** (\* Please delete the inappropriate ones ) ( Note : Schools are not allowed to use the Sister School Program grant to pay for parents' expenses in exchange activities )

Exchange program			Expected goals		
Serial No.		Description	Serial No.		Description
J1		Visit school	K1		Enhance knowledge and understanding of the Mainland
J2		Parent forum	K2		Increase the sense of belonging to the country / national identity

J3		Share your experience	K3		Broaden horizons
J4		Others ( please specify ):	K4		Strengthen home-school cooperation
			K5		Strengthen parent education
			K6		Exchange experiences and insights on good home-school cooperation
			K7		Others (please specify ):

<b>Evaluation methods proposed to be used are as follows:</b>		
Serial No.		Monitoring / evaluation methods
M1	<input checked="" type="checkbox"/>	Discussion
M2	<input checked="" type="checkbox"/>	Sharing
M3	<input checked="" type="checkbox"/>	Questionnaire
M4		Interview / Visit
M5		Meeting
M6	<input checked="" type="checkbox"/>	Observation
M7	<input checked="" type="checkbox"/>	Report
M8		Others (please specify ):

<b>Purpose of subsidy and estimated expenditure:</b>			
Serial No.		Exchange Program	Expenditure
N1		Expenses for exchange visits to sister schools in the Mainland	\$0
N2	<input checked="" type="checkbox"/>	Cost of co-organizing exchange activities with sister schools in Hong Kong	HK\$20,000
N3	<input checked="" type="checkbox"/>	Salary of Executive Officer for Sister School Activities ( Note : <i>cannot exceed 20% of the academic year allowance</i> )	HK\$32,500
N4	<input checked="" type="checkbox"/>	Cost of video communication equipment and other computer equipment	HK\$80,000
N5	<input checked="" type="checkbox"/>	Exchange material costs	HK\$40,000
N6	<input checked="" type="checkbox"/>	Expenses on refreshments during exchange activities in Hong Kong ( note : <i>cannot exceed the academic year allowance 2%</i> )	HK\$3,000
N7		The cost of the teacher's one-time entry and exit visa ( note : <i>it cannot exceed the academic year allowance 1%</i> )	HK\$0
N8		Others (please specify ):	HK\$0
N9	<input checked="" type="checkbox"/>	Estimated total expenses for the academic year	HK\$175,500
N10		No expenses	not applicable

**Plan of Learning Support Grant (LSG)  
for the 2024/25 school year**

Appendix VI

<b>Name of Activity</b>	<b>Objective of Activity</b>	<b>Target Group</b>	<b>Duration</b>	<b>Success Criteria/ Evaluation Method</b>	<b>Effectiveness</b>	<b>Actual Expense/ Average Expense</b>
Clinical Counselling Service	To provide individual counselling	Students with emotion needs	9/2024-6/2025	Participants' comments; Teachers' observation	The service of outsource organization is satisfactory. Students' ability has been enhanced.	\$36,400
Chinese Learning Enrichment Program	To enhance Chinese Learning skills	Dyslexia ADHD	10-12/2024	Students' survey & Teachers' observation	Teacher's performance is professional. The teacher can guide students to participate actively. Students' improvement is obvious.	\$27,000
Social Skills Training Program	To enhance social skills	ASD	2-5/2025	Students' survey & Teachers' observation	The service of outsource organization is satisfactory. Students' social skills have been enhanced.	\$21,000
Study Skills Enrichment Program/ Attention Training Program	To enhance Learning skills	ADHD Dyslexia	2-5/2025	Students' survey & Teachers' observation	Teacher's performance is professional. The teacher can guide students to participate actively. Students' improvement is obvious.	\$18,000
Career Visit/ Job Placement/	To encourage students to prepare for their future study and career	SEN students	2-8/2025	Students' survey & Teachers' observation	The service of outsource organization is satisfactory. Students' can know more about various jobs, which stimulate to think about their own career.	\$6,000

Teacher Workshop on Catering Diversity for Students	To equip teachers to support the needs of SEN in learning	Teachers	Sept 2024	Teachers' survey	Teachers know the learning diversity of SEN and know more about how to support SEN in learning	\$3,000
Employment of Teaching Assistant	To recruit a Teaching Assistant to support SEN admin & student service	SEN students	Whole year	Performance appraisal	Provide support in an effective manner	\$302,382
Employment of Teacher	To subsidize the salary of teacher in charge of SEN Committee	SEN students	Whole year	Performance appraisal	Plan the support strategies to SEN students in an effective manner	\$884,628

**ECF Saint Too Canaan College**  
**Plan on the Use of the Promotion of Reading Grant**  
**2024-2025**

The major objectives of promoting reading:

Firstly, to enhance student learning capacity through promotion of Reading across the Curriculum (RaC) by assigning extended reading tasks to students in different subjects with the Reading Scheme and Reading Booklet. Secondly, we are eager to arouse the reading atmosphere by organizing different reading activities such as Reading Days, lunchtime activities and assemblies to foster the students, teachers and parents' reading environment. Moreover, we want to develop the library prefects, class reading ambassadors and Reading Club members to promote students' reading potentials.

	Item*	Estimated Expenses (\$)
1.	Purchase of reading materials	\$8,676.00+ \$40,000.00 =
	<input checked="" type="checkbox"/> Printed books	\$48,676.00
	<input checked="" type="checkbox"/> e-Books or e-resource	
2.	Web-based Reading Schemes	\$12,500.00
	eRead Scheme:	
	<input checked="" type="checkbox"/> Other scheme : Wisenews e-platform	
3.	Reading Activities	\$5,000.00
	<input checked="" type="checkbox"/> Hiring writers, professional storytellers, etc. to conduct talks	
	Hire of service from external service providers to organize learning activities related to the promotion of reading	

	<input checked="" type="checkbox"/> Paying the application fees for students to participate in reading activities and competitions	
	<input checked="" type="checkbox"/> Subsidizing students to participate in or apply for fee-charging reading related activities or courses	
4.	Others : _____	

\* Please tick the appropriate boxes or provide details.

**Total: \$66,176.00**

<b>ECF Saint Too Canaan College</b>					
<b>Financial Plan for the year of 2024-25</b>					
<b>Name of Committee :</b>		<b>PSH Department -Use of Citizenship and Social Development Grant</b>			
Item No	Description	Variance Amount (\$)	2425 Budget Plan		Remark
<b>Consumable Item</b>					
R1	Developing or procuring relevant learning and teaching resources	30,172	30,000.00		
R2	Subsidising students and /or teachers to participate in Mainland interflow activities or study tours relating to the CS curriculum	98,530	45,000.00		
R3	Organising school-based learning activities relating to the CS curriculum	40,926	40,000.00		
R4	Organising or subsidising students to participate in join-school/cross-curricular activities relating to the CS curriculum held in Hong Kong or in Mainland	94,000	90,000.00		
		263,628.44	205,000.00		
Prepared by:					
Teacher-In-Charge (Signature)					
Name	Lam Chun Wan				
Date	11/9/24				