ANNUAL SCHOOL PLAN 2012 – 2013

This document describes specific areas for improvement within the current academic year, i.e. from September 2012 to July 2013.

Following a review and evaluation of the Annual School Plan at the end of each academic year, the Leadership Team of the school identifies specific areas (major concerns) for future improvement and development. Teaching staff are consulted and the proposed major concerns are modified as necessary and published. The Leadership Team then devises a range of specific targets (with associated strategies, success criteria and evaluation methods) to achieve each of the major concerns within a given time frame.

The major concerns for the 2012 – 2013 school year are as follows:

1. To continue to raise academic standards by engaging students in the learning process, encouraging greater ownership of learning and curriculum development initiatives.
2. To continue to develop the all-round educational model in accordance with the vision and mission of the YHKCC.
3. To leverage the unique multi-national and multi-cultural nature of the YHKCC environment to cultivate global citizens.

Major Concern 1	*To continue to raise academic standards by engaging students in the learning process, encouraging greater ownership of learning and curriculum development initiatives.*					
Targets	**Strategies**	**Success Criteria**	**Methods of Evaluation**	**Time Scale**	**People in Charge**	**Resources Required**
a. To reinforce target setting and self-reflection as a means of encouraging students to take greater ownership of their learning.	i. Students set SMART targets at the beginning of each semester.	Students become more familiar with their target grades and the skills / knowledge needed to improve.	Feedback in Student Handbook.	Sep 2012 & Feb 2013	Heads of SGDS, HoY	A new section in the Student Handbook.
	ii. Students review targets with their class teachers and subject teachers on a regular basis, reflect on progress made and determine further action.	Students take more responsibility for their learning and development; students achieve their goals.	Feedback in Student Handbook; improved standards.	Sep 2012 – Jun 2013	Heads of SGDS, HoY, AC, AJH, HoD	A new section in the Student Handbook.
	iii. Produce reflection sheet for use in detentions.	Reflection sheet produced.	Feedback from students, class teachers.	Sep 2012 – May 2013	AJH, DL	Reflection sheet.
b. To encourage senior students to	i. Introduce the concept of a Learning Contract in PSE.	Learning Contract written; PSE lesson	Feedback from teachers and	Sep 2012	AJH, DL, TM, F.5 HoY	

	take greater ownership of their learning through the creation of a Learning Contract.			conducted.	students.			
c.	To further develop the Peer Mentorship Scheme.	i.	Students in senior forms act as mentors to students in junior forms who struggle in a particular area.	An improvement in the sense of responsibility and leadership skills of senior students.	Feedback from students involved and subject teachers.	Sep 2012 – Jun 2013	Heads of SGDS, SSW, F.5 HoY, F.1 & F.2 HoY	
		ii.	Expand the 'Mentorship Tutoring Programme', based on the model of the Exam Tutoring Programme which was successful in F.1/2 last year.	A higher level of engagement on the part of younger students; an improvement in academic standards.	Feedback from students involved and subject teachers.	Sep 2012 – Jun 2013	Heads of SGDS, SSW, F.1, F.2 & F.5 HoY	Budget.
d.	To continue to give regular feedback on learning.	i.	Schedule a Student Teacher Conference Day in the middle of each semester for class teachers to help students evaluate their learning progress across all subjects and suggest ways in which improvements can be made in study habits and attitudes.	Students become familiar with the process of reviewing targets, and reflecting on and evaluating their goals on a regular basis to strive for improvements in learning; Student Teacher Conference Days conducted.	Feedback from students and teachers.	Once per semester	Heads of SGDS, HoY	
e.	To further raise students' and parents' academic awareness through the development and enhancement of school facilities.	i.	To enhance communication between students, parents and teachers through the introduction of a new electronic platform, the virtual learning environment (VLE).	VLE launched.	Feedback from various users and administrators.	End of first semester	DC, DL, PC, IT Department	
		ii.	Collect feedback from users after the first two months of implementation with a view to	Feedback collected.	Feedback from parents, students and teachers.		DC, DL, PC, IT Department	

			further improving the modules and systems.				
f.	To improve study skills.	i.	Identify study skills to develop at different levels, e.g. essay writing skills for junior forms.	Specific study skills targeted.	Feedback from HoD.	Sep 2012 – Jun 2013	AC, AJH, HoD, DL, TM, DM
		ii.	Refine the PSE curriculum to further develop study skills across all years.	Academic Committee and SGDS collaborate to develop effective PSE lessons; improved learning outcomes.	Feedback from subject teachers.	Sep 2012 – Jun 2013	AC, AJH, KN, HoD, DL, TM, HoY
g.	To prepare students more effectively for higher education.	i.	Provide more information about higher education through the PSE program and encourage students to set higher expectations for themselves.	Students are more motivated to strive for academic excellence.	Feedback from students and teachers.	Sep 2012 – Apr 2013	CL, MT, AJH, Heads of SGDS
		ii.	Provide more focused guidance about applying to university.	Greater proportion of graduates progressing to higher education.	University admission statistics.	Sep 2012 – Apr 2013	CL, MT, AJH
h.	To further improve the understanding and use of benchmark test data.	i.	Produce a simplified version of benchmark test data and introduce to all teachers during a General Staff Meeting.	Teachers understand the meaning of the data and are able to use it more effectively in target setting.	Feedback from teachers.	Sep 2012 – Oct 2012	DL, MR, Data Management Group
i.	To further improve the quality of newly admitted students.	i.	Refine the admission criteria and adjust the weighting, to reflect the importance of academic performance.	Greater proportion of new students from 'higher bands'.	Number of students in different bands released by EDB.	Sep 2012 – Jul 2013	DL, Admission Committee
j.	To further improve learning and teaching.	i.	Consolidate existing CPD practices, including student-centered learning, collaborative lesson planning, peer observation, etc.	Improved student participation and engagement in learning; improved classroom discipline.	Regular staff development lesson observations by AJP, AC, AJH and HoDs.	Nov 2012 – May 2013	AJP, AC, AJH, HoD
		ii.	Refine the Teacher Development Plan to focus on	Teachers reflect on current practice and	Teacher Development	Sep 2012 – Jun 2013	AJH, HoD, Staff

	specific areas for development, provide time for regular reflection on progress made towards achieving targets and discussion / evaluation of strategies with HoDs/mentors.	determine specific areas for improvement by setting SMART targets.	Plans completed and evaluated by the Staff Development Committee.		Development Committee	
	iii. Regularly seek students' input regarding the quality of learning and teaching.	Students surveyed once per semester.	Teachers' self-reflection in the Teacher Development Plan.	By semester	AJH, HoD, Staff Development Committee	
	iv. Reintroduce Cause for Concern – Academic and Cause for Concern – Pastoral slips to closely monitor students' progress and provide more timely intervention as necessary.	Problems identified and solved.	Feedback from teachers.	Sep 2012 – June 2013	AC, AJH, HoD, TM, DL, HoY	
	v. Engage HoDs and HoYs in the process of developing strategies to address particular student needs and provide mentoring for subject teachers as necessary.	Appropriate and effective strategies implemented.	Feedback from teachers.	Sep 2012 – June 2013	AC, AJH, HoD, TM, DL, HoY	
	vi. Conduct an external assessment of the quality of learning and teaching.	Improved quality of learning and teaching observed.	Lesson observations.	Jan 2013 – Mar 2013	AJH	Consultant fees.
k. To refine the appraisal system.	i. Review and refine the current appraisal system.	New system implemented.	Appraisal documentation; School Policy & Procedure Manual.	Sep 2012 – May 2013	AJP, DC, AJH, DL	
	ii. Provide training as necessary for HoDs and HoYs to act as appraisers.	Training conducted.	Feedback from HoD, HoY and teachers.	Oct 2012 – Nov 2012	DC, AJH, AC, DL, TM	
l. To further develop	i. Conduct a survey of ICT skills	Survey conducted.	Survey.	Sep 2012	AJH, AC,	

the curriculum by integrating ICT.		delivered through different subjects in F.1 – F.4.					HoD, PC, DD	
	ii.	Produce scheme of work to integrate Cambridge ICT Starters across the curriculum in F.1 – F.4.	Scheme of work produced.	Scheme of work.	Sep 2012 – Apr 2013	AJH, PC, DD	
	iii.	Produce internal tests to assess students' knowledge and understanding of ICT skills.	Assessments produced and approved by CIE	Assessments.	Sep 2012 – Apr 2013	AJH, PC, DD	
	iv.	Provide training as necessary for subject teachers to deliver ICT skills within their own subject area.	Training conducted; teachers can teach and assess ICT skills with confidence.		May 2013 – Jul 2013	AJH, AC, HoD, PC, DD	
m. To further develop the international curriculum.	i.	Consult teachers and students regarding changes to the IGCSE/GCE curriculum, e.g. adding new subjects, changing to Edexcel syllabuses in certain subjects.	Appropriate subjects and syllabuses selected.	Survey.	Oct 2012 – Jan 2013	AJH	
n. To further improve public examination results.	i.	Improve public examination results by at least 5%.	Improved public exam results; students achieve forecast grades.	HKDSE, GCE & IGCSE results.	Sep 2012 – May 2013	AC, AJH, HoD	
	ii.	Set more accurate forecast grades/levels for each subject and student in F.4, F.5 and F.6 using baseline information (such as previous passing rate and credit rate).	Students achieve forecast grades.	Forecast grades and HKDSE, GCE & IGCSE results.	Oct 2012 – August 2013	AC, AJH, HoD	
	iii.	Regular discussion with HoDs about effective methods of preparing students for examinations.	Monthly meeting with HoDs conducted.	Minutes of meetings.	Oct 2012 – May 2013	AC, AJH, HoD	
	iv.	Organize Study Groups in F.5	Improved study and	Exam and test	Nov 2012 –	AC, AJH,	

		and F.6 in preparation for the HKDSE & GCE examinations.	learning atmosphere among students.	results; feedback from subject teachers.	May 2013	HoD, Heads of SGDS, F.5 & F.6 HoY	
	v.	Organize joint HKDSE Chinese and English oral sharing and practice sessions with schools in Tung Chung to further improve students' experience and skills in the HKDSE oral examinations.	Sessions organized and held.	Feedback from participants, including teachers and students.	Dec 2012 – Apr 2013	AC, KN, Languages Department, English Department	
o. To continue to develop the second language curriculum.	i.	To jointly organize various language programmes with local schools which offer Spanish, French and Elementary Chinese.	Lesson observations arranged; Speech Festivals and experience sharing sessions organized.	Number of participants and achievements obtained.	Apr 2013	AC, KN, Languages Department	
	ii.	To continue to improve the Elementary Chinese curriculum by developing school-based teaching and learning materials and provide training for staff.	Teaching and learning materials produced; training provided.	Students' performance in public exams.	Sep 2012 – Jun 2013	AC, KN, Languages Department	NCS Funding
p. To continue to develop students' ability in English.	i.	To continue to provide students with the opportunity to improve their English through the use of an online programme called 'English Builder'.	Participation statistics.	Students' performance in public exams.	Sep 2012 – Jun 2013	AC, BR, English Department	English Enhancement Grant
q. To provide more opportunities for students to present their work and celebrate academic achievements.	i.	HoDs to introduce different activities to allow students to present their best work, e.g. Personal Best Assignments.	Increased sense of ownership and pride in learning achievements among students.	Evaluation and follow up in Academic Committee.	Sep 2012 – Jun 2013	AC, AJH, HoD	
r. To recognize and reward outstanding academic achievements.	i.	Establish a scholarship scheme to reward students who achieve excellent internal and external examination results.	Scholarship Committee setup; Scholarship Scheme designed	Feedback from teachers and students.	Sep 2012 – Jul 2013	DC, PL, AA	
	ii.	Publically recognize students	Certificates issued.	Statistics.	Sep 2012 –	Heads of	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
	who have made a great effort to improve their academic results.			Jul 2013	SGDS, HoD	

Major Concern 2	*To continue to develop the all-round educational model in accordance with the vision and mission of the YHKCC.*					
Targets	**Strategies**	**Success Criteria**	**Methods of Evaluation**	**Time Scale**	**People in Charge**	**Resources Required**
a. To further develop Student Voice.	i. Encourage involvement from a wider group of students and make more meetings open to students interested in Student Voice.	Meetings conducted and more students are actively involved.	Number of students participating.	Sep 2012 – Jul 2013	AJP, KH	
	i. Continued involvement in Student Voice conferences for Executive, Student Council and those showing interest in Student Voice.	Students attend conferences.	List of participants.	Sep 2012 – Jul 2013	AJP, KH	Time to attend conferences and for leadership training.
b. To further develop the Student Council.	i. Create a clearer structure for the Executive and the wider Student Council, with greater accountability expected of members of the Executive.	Evaluate the current constitution and make recommendations; clear structure defined and published; election of responsible, proactive Executive.	Regular meetings held with agendas, minutes and action points; School Policy & Procedure Manual.	Oct 2012 – Jul 2013	AJP, KH	
	ii. Produce a schedule of meetings and methods for giving feedback to the Principal and the Leadership Team.	Meetings conducted; feedback given.	Proactive consultation with the Principal and the LT.	Oct 2012 – Jul 2013	AJP, KH	
	iii. Greater visibility of Student Council in the school and active promotion of the role of Student Voice and the Student Council in the school's development.	Student Council much more visible; a greater number of events (in addition to casual dress days and raising money for charity)	Participation rate.	Oct 2012 – Jul 2013	AJP, KH	A set budget for Student Council to help cover costs of promotion,

							etc.
c. To refine the Prefect system.	i. Redefine the roles and responsibilities of Prefects: Prefects take ownership of the wellbeing of the school and fellow students and help to cultivate a sense of proactive ownership among others.	Prefects act as role models for peers, taking responsibility for their role and leading by example, e.g. implementation of new school rules and policies.	Feedback from Prefects, students and teachers; School Policy & Procedure Manual; Prefect Handbook.	Sep 2012 – Jul 2013	AJP, TW, CK	
	ii. Provide training for Prefects.	Trained conducted.		Oct 2012	AJP, TW, CK	
	iii. Actively promote the role of Prefects in the school's development.	Roles and responsibilities clearly understood by the student body.	Feedback from Prefects, students and teachers	Sep 2012 – Jul 2013	AJP, TW, CK	
	iv. Greater visibility of prefects around the school.	Prefects highly visible.	Feedback from teachers.	Sep 2012 – Jul 2013	AJP, TW, CK	
d. To further develop the team of Student Ambassadors.	i. To set up and train a team of Student Ambassadors (including junior students) for hosting school events.	Ambassador team setup and trained in presentation skills, etiquette, etc.; students participate in various school events.	Feedback from Student Ambassadors, students and teachers.	Sep 2012 – Jul 2013	AJP, ClW	
e. To create an integrated student leadership team.	i. To further develop the roles of the Student Council, Houses, Prefects and Student Ambassadors and clearly define how they function together.	Roles and interaction clearly defined and published.	Feedback from students and teachers; School Policy & Procedure Manual.	Sep 2012 – Dec 2012	AJP, CCT, KH, HT, TW, CK	
f. To further strengthen student activities within the school.	i. To enhance the Life-wide Learning Camp programmes by introducing new elements, including team-building.	New elements introduced into LWL Camp programmes.	Survey of students and teachers.	Oct 2012	DC, LWL Camp Committee	
	ii. To introduce new ECAs.	New ECAs introduced.		Sep 2012	DC, ECA Committee	
	iii. To further expand the Drumline	Drumline team and	The number of	Sep 2012 –	DC, Music	

			Methods of Evaluation	Time Scale	People in Charge	Resources Required
	team and the school choir.	school choir expanded; more opportunities created to perform in public.	new students participating.	Jul 2013	Department	
	iv. To further improve the quality of ECA programmes by strengthening the planning, implementation and monitoring of ECA operations.	Procedures followed.	Participation statistics.	Sep 2012 – Jun 2013	DC, ECA Committee	
g. To provide more opportunities for students to serve the community.	i. To strengthen the existing community service and service outreach programmes.	More service opportunities for students created.	Feedback from students and teachers.	Sep 2012 – Jul 2013	DC, Service Education Committee	
h. To further develop and promote Christianity to students in the school.	i. To set up a Bible Study Group and strengthen the Christian Fellowship.	Bible Study Group established; detailed programme produced for the Christian Fellowship.	Participation rate.	Sep 2012 – Jul 2013	DC, CR, RC, KeL	

Major Concern 3	***To leverage the unique multi-national and multi-cultural nature of the YHKCC environment to cultivate global citizens.***					
Targets	**Strategies**	**Success Criteria**	**Methods of Evaluation**	**Time Scale**	**People in Charge**	**Resources Required**
a. To celebrate the multi-cultural background of school community.	i. To organize different cultural programmes to promote and celebrate the uniqueness of the school's multi-cultural community, e.g. International Night, National Day celebrations, etc.	Programmes organized.	Participation rate.	Dec 2012 & Jul 2013	DC, ECA Committee	
b. To integrate the concept of 'International Mindedness' into the school and the curriculum.	i. Set up a working party to research the issue and explore the implications 'International Mindedness' for the school.	Working party established.	Report produced.	Oct 2012 – May 2013	AJH, MR	
	ii. Modify schemes of work to incorporate ideas on 'International Mindedness'.	'International Mindedness' fully integrated into the	Schemes of work.	May 2013 – Jul 2013	AJH, AC, HoD	

		curriculum.					
c. To cultivate global citizens.	i. Explore the concept of global citizenship in PSE and assemblies.	PSE lessons and/or assemblies conducted.	Feedback from students and teachers.	Sep 2012 – Jun 2013	Heads of SGDS, HoY	
d. To encourage the use of English within the school community as the language of inclusion.	ii. Produce a Language Policy in consultation with the teaching staff.	Language Policy written and incorporated in the School Policy & Procedure Manual.		Aug 2012	AJH, HoD, HoY	
	iii. Encourage greater use of the English language around the school.	Language Policy introduced to students and staff; increased use of English on campus.	Feedback from students and teachers.	Sep 2012 – Jul 2013	AJH, HoD, HoY	
	iv. Different languages celebrated in whole school assemblies and year assemblies.	Assemblies conducted.	Feedback from students and teachers.	Sep 2012 – Jul 2013	Heads of SGDS, HoY, CR	

Abbreviations:

AJP – Mr. Adrian Price, Principal
LT – Leadership Team (Mr. Adrian Price, Mr. Alfred Chan, Mr. Dion Chen, Mr. Andrew Higgins, Ms. Diana Lo, Mr. Thomas Moore & Ms. Kit Ng)
AC – Mr. Alfred Chan, Assistant Principal (Local Curriculum)
DC – Mr. Dion Chen, Assistant Principal (School Administration)
AJH – Mr. Andrew Higgins, Assistant Principal (International Curriculum & Staff Development)
DL – Ms. Diana Lo, Assistant Principal (SGDS, Admissions & Student Data)
TM – Mr. Thomas Moore, Head of SGDS
KN – Ms. Kit Ng, Head of Examinations
Heads of SGDS – Heads of Student Guidance & Discipline System (Ms. Diana Lo & Mr. Thomas Moore)
HoY – Heads of Year
HoD – Heads of Department
SSW – School Social Worker (Ms. Kate Tse)
KH – Mr. Kenneth Harley
TW – Dr. Terence Wang
CK – Dr. Cathy Kwong
ClW – Ms. Cleo Wong

PL – Ms. Peggy Lee
AA – Mr. Alchian Au
CCT – Mr. Chung Chun To
HT – Ms. Holly Tau
PC – Mr. Peter Chan
DD – Ms. Dimple Deans
DM – Mr. Desmond Moriarty