

# **The Chinese Foundation Secondary School**

## **Annual School Plan**

**2016/2017**

## Contents

	<b>Page</b>
<b>School Vision &amp; Mission</b>	2
<b>Areas for Major Development</b>	3
1. To enhance students' capacity for Self-directed Learning	4
2. To instill Career and Life Planning skills into students	6
3. To enhance students' reading ability through Extensive Reading	7
<b>Appendix 1 Plan on Learning and Teaching Enhancement (2016-2017) (partly paid by Capacity Enhancement Grant)</b>	8
<b>Appendix 2 Plan on Learning and Teaching Enhancement (2016-2017) (paid by the School)</b>	9
<b>Appendix 3 Plan on Life Planning Education and Careers Guidance (2016-2017) (paid by Career and Life Planning Grant)</b>	10

# **School Vision & Mission**

## ***Our Vision***

We aim to help students achieve personal excellence through the nurturing of a set of positive values, the development of commendable attitudes and professional competence conducive to life-long learning, and to sustain a supply of well-educated, loyal and dedicated citizens for the future development of our society.

## ***Our Mission***

- To provide quality education;
- To foster leadership, critical thinking, creativity and confidence among students through the use of modern techniques and technology;
- To hasten the integration of newly arrived children and returnees into the local community; and
- To adequately prepare students with the knowledge and skills necessary for substantive contribution to society.

## **Areas for Major Development**

- 1. To enhance students' capacity for self-directed learning**
- 2. To instill Career and Life Planning skills into students**
- 3. To enhance students' reading ability through Extensive Reading**

### 1. To enhance students' capacity for Self-directed Learning

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enhance students' capacity for Self-directed Learning (SDL)	<ul style="list-style-type: none"> <li>To foster students' learning habit in SDL and peer-learning</li> </ul>	<ul style="list-style-type: none"> <li>Majority of students demonstrate SDL</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students</li> <li>Collect statistics on the number and nature of SDL activities</li> </ul>	Year-round	Assistant School Principal Academic (Curriculum)	Government Fund / School Fund
	<ul style="list-style-type: none"> <li>To apply the school-based 21<sup>st</sup> Century Skills across school curricula</li> </ul>	<ul style="list-style-type: none"> <li>Students develop and master SDL for independent and effective learning</li> </ul>				
	<ul style="list-style-type: none"> <li>To nurture students as self-directed learners by maximizing learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Students learn new knowledge and are willing to share with classmates</li> </ul>				
	<ul style="list-style-type: none"> <li>To encourage students to set goals for learning</li> </ul>	<ul style="list-style-type: none"> <li>Students design and share quality questions for self-assessment</li> </ul>				
	<ul style="list-style-type: none"> <li>To enhance school's information &amp; communication infrastructure and re-engineer the operation mode</li> </ul>	<ul style="list-style-type: none"> <li>Students produce quality projects in Project-based Learning</li> </ul>				
	<ul style="list-style-type: none"> <li>To enhance the quality of e-learning resources</li> </ul>	<ul style="list-style-type: none"> <li>Teachers and students get used to e-learning</li> </ul>				

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
To enhance students' capacity for SDL	<ul style="list-style-type: none"> <li>To encourage SDL using CFSS Cloud Knowledge Base</li> </ul>	<ul style="list-style-type: none"> <li>CFSS Cloud Knowledge Base is frequently used by students</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students</li> </ul>	Year-round	Assistant School Principal Academic (Curriculum)  All Heads of Departments and Teams	Government Fund / School Fund
	<ul style="list-style-type: none"> <li>To set up Cloud Classroom in CFSS Cloud Knowledge Base to promote SDL</li> </ul>	<ul style="list-style-type: none"> <li>CFSS Cloud Knowledge Base is set up</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students</li> </ul>			
2. To better teachers' professional sharing culture	<ul style="list-style-type: none"> <li>To finetune teaching strategy on SDL</li> </ul>	<ul style="list-style-type: none"> <li>Staff are confident to promote SDL to students</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers</li> </ul>			
	<ul style="list-style-type: none"> <li>To transform pedagogical and assessment practices</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from teachers</li> </ul>				
	<ul style="list-style-type: none"> <li>To better teachers' professional sharing culture</li> </ul>	<ul style="list-style-type: none"> <li>Innovative and effective learning and teaching practices for SDL are identified, shared and practiced by teachers</li> </ul>				

## 2. To instill Career and Life Planning skills into students

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To integrate Career and Life Planning concepts into multiple aspects of school life	<ul style="list-style-type: none"> <li>Instill Career and Life Planning principles, awareness and understanding into the curriculum of all departments wherever applicable.</li> </ul>	<ul style="list-style-type: none"> <li>Different departments and teams integrate Career and Life Planning concepts into the curricula and activities</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation through meetings and discussions within various departments/teams</li> </ul>	Year-round	Assistant School Principal Academic (Student Support)	Government Fund
	<ul style="list-style-type: none"> <li>Instill Career and Life Planning concepts into co-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>Career and Life Planning principles are successfully instilled into the normal curriculum of all departments</li> </ul>			Coordinators and HODs	
2. To finetune school-based Career Education curriculum	<ul style="list-style-type: none"> <li>Evaluate and improve school-based Career Education curriculum</li> </ul>	<ul style="list-style-type: none"> <li>School-based Career Education curriculum updated and finetuned</li> <li>Positive feedback from teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation through meetings and discussions within various teams</li> </ul>	Year-round	Assistant School Principal Academic (Student Support), Head of Career and Life Planning Team and other Team Heads	
	<ul style="list-style-type: none"> <li>Initiate more cross-curricular career-related programmes</li> </ul>	<ul style="list-style-type: none"> <li>Tailor-made activities are successfully held for each level of students</li> <li>Positive feedback from teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>Collect statistics on students' participation in career-related programmes</li> <li>Conduct surveys on career-related programmes</li> </ul>		Assistant School Principal Academic (Student Support), Team Heads and HODs	
3. To strengthen students' sense of Career Planning and Management	<ul style="list-style-type: none"> <li>Prepare students for work and further studies through strengthening cooperation with local and overseas organizations.</li> </ul>	<ul style="list-style-type: none"> <li>Positive feedback from students</li> <li>Clear career goals by students in their self-account writings</li> </ul>	<ul style="list-style-type: none"> <li>Conduct surveys on students' career planning and management</li> </ul>	Year-round	Assistant School Principal Academic (Student Support) and Head of Career and Life Planning Team	Government Fund

### 3. To enhance students' reading ability through Extensive Reading

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To adopt a whole school approach and facilitate favourable conditions for reading	<ul style="list-style-type: none"> <li>Allocate Library Lesson and Reading Period both inside and outside the KLA framework</li> </ul>	<ul style="list-style-type: none"> <li>Extensive Reading culture is strengthened</li> <li>Popularity of well-designed activities</li> <li>Active participation of teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>Conduct an evaluation on Library Lesson and Reading Period</li> </ul>	Jun 17	Assistant School Principal Academic (Other Learning Experiences) and Timetable Team TIC	Government Fund
	<ul style="list-style-type: none"> <li>Design appropriate reading activities in a whole school approach</li> </ul>		<ul style="list-style-type: none"> <li>Collect statistics on students' participation in Extensive Reading</li> </ul>	Year-round	Assistant School Principal Academic (Other Learning Experiences) ,	Government Fund / School Fund
	<ul style="list-style-type: none"> <li>Engage teachers and students to help promote an enhanced reading culture</li> </ul>		<ul style="list-style-type: none"> <li>Collect statistics on staff promotion campaigns</li> </ul>		Head of Departments of the Languages	
2. To motivate students' interest in reading	<ul style="list-style-type: none"> <li>Acquire diverse and appropriate reading materials</li> </ul>	<ul style="list-style-type: none"> <li>Diverse reading materials in terms of quality and quantity</li> </ul>	<ul style="list-style-type: none"> <li>Collect statistics from inventory</li> </ul>	Year-round	Heads of Academic Departments and Librarian	Government Fund / School Fund
	<ul style="list-style-type: none"> <li>Leverage global e-learning resources and promote an e-learning repertoire</li> </ul>	<ul style="list-style-type: none"> <li>Versatility and popularity of the e-learning platforms introduced</li> </ul>	<ul style="list-style-type: none"> <li>Collect feedback from students and teachers</li> </ul>		Heads of Information and Communication Technology (ICT) Department, Language Enhancement Team, STREAM Team, and Cultural Activities Team.	
	<ul style="list-style-type: none"> <li>Initiate cross-curricular reading programmes</li> </ul>	<ul style="list-style-type: none"> <li>Students' exalted interest and knowledge in interdisciplinary issues</li> </ul>	<ul style="list-style-type: none"> <li>Conduct an evaluation on cross-curricular reading programmes</li> </ul>			



**Appendix 1 Plan on Learning and Teaching Enhancement (2016-2017)  
(partly paid by Capacity Enhancement Grant)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly (based on the relevant expenses in August 2016)
<ul style="list-style-type: none"> <li>To enrich the Cultural Activities of the School</li> </ul>	To organize Culture Lessons & Cultural programmes during lunchtime and after school	Employment of a Cultural Programme Coordinator	Long Term	Students showing interest in the Cultural Activities	Feedback from teachers and students	Head of Cultural Activities Team	Salary + MPF of a cultural coordinator  \$245,070.00
<ul style="list-style-type: none"> <li>To enrich other Co-curricular Activities (CCA)</li> </ul>	To assist teachers in organizing CCA and supervising students in the activities	Employment of a CCA Programme Coordinator	Long Term	Fluency and variety in running CCA	Feedback from teachers and students	Head of CCA Team	Salary + MPF of a CCA teaching assistant  \$236,880.00
<ul style="list-style-type: none"> <li>To enhance students' knowledge of ICT</li> </ul>	To assist teachers in S.2 and S.3 ICT lessons and activities during lunchtime and after school	Employment of a Teaching Assistant (ICT)	Long Term	Examination results and Students showing interest in ICT	Examination results and Feedback from teachers and students	HOD of ICT Department	Salary + MPF of a teaching assistant  \$245,070.00
Total							\$727,020.00
Capacity Enhancement Grant amount receivable							\$596,700.00
The exceeded amount to be paid by Government Fund							\$130,320.00

**Appendix 2      Plan on Learning and Teaching Enhancement (2016-2017)**  
**(paid by Government Fund)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly (based on the relevant expenses in August 2016)
<ul style="list-style-type: none"> <li>To enhance students' proficiency in English Language</li> <li>To facilitate the implementation of School-based Assessment</li> </ul>	To provide additional support outside class timetable and to relieve teachers from some administrative work	Employment of a Teaching Assistant (English)	Long Term	Students' interest in the language and skills in presentation	Examination results; Feedback from students and teachers	HOD of English Department	Salary + MPF of 1 Teaching Assistant  \$275,940.00
<ul style="list-style-type: none"> <li>To enhance students' proficiency in Chinese Language</li> <li>To facilitate the implementation of School-based Assessment</li> </ul>	To provide additional support outside class timetable and to relieve teachers of some administrative work	Employment of a Teaching Assistant (Chinese)	Long Term	Students' interest in the language and skills in presentation	Examination results; Feedback from students and teachers	HOD of Chinese Department	Salary + MPF of 1 Teaching Assistant  \$260,190.00
<ul style="list-style-type: none"> <li>To enhance students' proficiency in Mathematics</li> </ul>	To provide additional support outside class timetable and to relieve teachers of some administrative work	Employment of a Teaching Assistant (Mathematics)	Long Term	Students' interest in Mathematics and skills in problem solving	Examination results; Feedback from students and teachers	HOD of Mathematics Department	Salary + MPF of 1 Teaching Assistant  \$252,000.00
Total							\$788,130.00

### Appendix 3 Plan on Life Planning Education and Careers Guidance (2016-2017)

(paid by Career and Life Planning Grant)

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
<ul style="list-style-type: none"> <li>To strengthen the corresponding teaching team</li> <li>To enrich the contents and expand the scope of existing level of career guidance service</li> </ul>	To provide additional support outside class timetable and to relieve teachers of some teaching work	Employment of one teacher	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Careers Master	Salary + MPF of an additional teacher \$389,907.00
<ul style="list-style-type: none"> <li>To enrich students' exposure to career-related areas</li> </ul>	To organize workshops and activities in career-related aspects beyond the classroom	Cooperation with NGO and external parties	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Careers Master	Expenditure \$120,000.00
<ul style="list-style-type: none"> <li>To strengthen the professional service to students in Career and Life Planning</li> </ul>	To acquire services to cater for students with a particular background	Cooperation with external counselling service provider	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Careers Master and Counselling Master	Expenditure \$80,000.00
Total							\$589,907.00
Surplus Brought forward from 2015-2016							\$149,829.50
Career and Life Planning Grant Amount receivable for 2016-17							\$566,880.00
Estimated Surplus for 2017-2018							\$126,802.50