

The Chinese Foundation Secondary School

Annual School Plan

2023 – 2024

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School Vision & Mission

Our Vision

We aim to help students to achieve personal excellence through nurturing in them a set of positive values and developing their social and learning attitudes as well as their professional competence which are conducive to life-long learning. We work for the betterment of our society in our provision of well-educated student graduates who are also open-minded, loyal and dedicated citizens.

Our Mission

- Provide quality education
- Foster leadership, critical thinking, creativity and confidence among our students through the use of modern techniques and technology
- Cultivate empathy and mutual respect to foster harmonious relationships in our school and society
- Build up our students' global awareness and adequately prepare them with the knowledge and skills necessary for substantive contributions to society

Areas for Major Development

- 1. Smart Healthy School Life**
- 2. Student-centred Learning**
- 3. Social Responsibility and Global Awareness**

1. Smart Healthy School Life (SHSL)

- The school has made commendable efforts to create a conducive environment for a healthy school life for students. Activities and initiatives organized by different sub-teams in the Student Support Area address physical health, mental health, and social well-being.
- To further enhance the healthy school life for students, it is recommended to:
 - Expand the availability of counseling and professional services to cover all Student Support sub-teams.
 - Explore additional avenues for promoting mental health and well-being among students and parents.
 - Emphasize more experiential learning activities and implement a long-lasting campaign to help students develop good habits and a healthy lifestyle.
 - Prioritize sustained efforts over excessive reliance on one-off talks or seminars.
 - Allocate more resources for staff development and prioritize the well-being of staff members, including providing support and resources for their own health and well-being.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To adopt a whole school approach to foster a healthy school environment	<ul style="list-style-type: none"> • Strengthening health protection measures on prevention of communicable diseases in school • Encouraging and providing opportunities for students to participate in various health programs • Providing continuous professional development for teachers & other staff on health education 	<ul style="list-style-type: none"> • Policy on HSL is reviewed and revised. • Comprehensive preventive measures are adopted. • Curriculum, students' assessment framework and learning activities are reviewed and revised accordingly. • Staff training programmes on SHSL are well planned and more welcome by teachers. 	<ul style="list-style-type: none"> • Conduct evaluation with teachers and students regularly • Collect statistics on the number and nature of SHSL activities • Consult advice from external experts 	Year-round	Assistant School Principal Academic (Student Support) Student Support Coordinators All Heads of Departments and Teams All Teachers	Government Fund / Non-government Fund

	<ul style="list-style-type: none"> Strengthening cooperation and collaboration with parents and the community to promote health education 					
2. To develop students' healthy lifestyles	<ul style="list-style-type: none"> Promoting physical fitness in school by employing technology in sports 	<ul style="list-style-type: none"> Students are more aware of personal hygiene. Students follow a more balanced and healthy diet. Students and staff have more physical exercises and optimize the use of technology to monitor health status and exercise performance. Students have a more positive attitude towards life and values. Positive comments are received on the SHSL activities. 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students Collect statistics on the frequency and nature of SHSL activities Consult advice from external experts 	Year-round	Assistant School Principal Academic (Student Support)	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Promoting healthy eating by using various data 					
	<ul style="list-style-type: none"> Enhancing students' knowledge, skills and attitudes to plan their ways of life and overcome negative influences 					
	<ul style="list-style-type: none"> Fostering a culture of positive values and a caring, supportive school ethos 					
	<ul style="list-style-type: none"> Identifying needy students and providing follow up support for them 					
					Student Support Coordinators	
					All Heads of Departments and Teams	
					All Teachers	

2. Student-centred Learning (SCL)

- With more school-based support given, there would be a heightened emphasis on the development and enhancement of school-based materials that are more responsive to students' individual learning needs.
- Despite teachers offering a range of learning opportunities to encourage students to apply and reinforce their subject knowledge, there is room for improvement in terms of student engagement and application.
- There would be an increased emphasis on assisting junior students in catching up on any missed learning opportunities that occurred during the pandemic.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To foster students with enhanced autonomy in learning for academic excellence	<ul style="list-style-type: none"> • Uploading teaching, revision materials and self-assessment exercises (term test, examination paper, etc.) on a common platform for students to access online • Facilitating students to identify their learning needs and sense of autonomy through setting self-directed learning profiles with clear learning goals, strategies and plans • Use of the online suites as hub for students to share their learning outcomes that foster collaboration among students 	<ul style="list-style-type: none"> • Majority of students demonstrate SCL. • Students develop and master SCL for independent and effective learning. • Students acquire new knowledge and are willing to share with classmates. • Students design and share quality questions for self-assessment. • Students produce quality projects in Project-based Learning. • Students get used to e-learning. 	<ul style="list-style-type: none"> • Conduct evaluation with teachers and students regularly • Collect statistics on the frequency and nature of SCL activities • Consult advice from external experts 	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams All Subject Teachers	Government Fund / Non-government Fund

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To further extend the adoption of student-centred teaching pedagogies	<ul style="list-style-type: none"> ● Providing teachers with a training of teaching strategies – different modes of assessments such as e-portfolios, e-assessment tasks or performance tasks ● Adopting reflexive approach in teaching and learning process on the part of both teachers and students ● Enriching and diversifying subjects’ online learning resources for students; self-regulated learning ● Providing authentic learning experiences which allow students to self-direct personal change in pursuit of social change 	<ul style="list-style-type: none"> ● Staff are confident to adopt SCL strategies in lessons and a variety of co-curricular activities. ● Teachers get used to e-learning assisted by appropriate staff development programme. ● Innovative and effective learning and teaching practices for SCL are identified, shared and practiced by teachers. ● Professional Learning Communities (PLC) of teachers can be established. ● Progressive improvement of academic excellence can be shown in public examinations. ● Achievement in external competitions can be recognized. 	<ul style="list-style-type: none"> ● Conduct evaluation with teachers and students ● Collect statistics on the number and nature of SCL activities ● Consult advice from external experts 	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams All Subject Teachers	Government Fund / Non-government Fund

3. Social Responsibility and Global Awareness (SRGA)

Feedback and follow-up actions from the previous school year:

- To further enhance the social responsibility and global awareness for students, it is recommended to:
 - expand the network with more external parties to arrange students' activities and teacher's training;
 - widen students' horizon in both national and global identity through curriculum, talks, workshops and education tours;
 - develop students' understanding on sustainable development goals;
 - allow students to be exposed to and learn foreign languages;
 - encourage more students to actively participate in community services and education tours.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enhance students' social responsibility as one of the core character building goals	<ul style="list-style-type: none"> • Lining up with external parties, (e.g. community partners) to offer engagement programme to students 	<ul style="list-style-type: none"> • Network with community partners is well established with collaboration in engagement programme with our school. 	<ul style="list-style-type: none"> • Collect statistics on students' participation in Extensive Reading • Collect statistics on students' participation in different cultural programmes 	Year-round	Assistant School Principal Academic (Other Learning Experiences) All Head of Departments	Government Fund
	<ul style="list-style-type: none"> • Integrating value education materials into curriculum 	<ul style="list-style-type: none"> • Value education is well incorporated into curriculum of various 			Assistant School Principal Academic (Other Learning Experiences)	Government Fund / Non-government Fund

	<ul style="list-style-type: none"> Leading students to understand the importance of social responsibility, and to identify the needy areas 	<p>subjects.</p> <ul style="list-style-type: none"> Good feedback is received from different stakeholders. 	<ul style="list-style-type: none"> Conduct evaluation on the GAP 		<p>OLE Coordinators</p> <p>Global Awareness Team</p> <p>Cultural Activities Team</p> <p>All Heads of Departments and Teams</p>	
2. To develop students' global awareness	<ul style="list-style-type: none"> Introducing Sustainable Development Goals (SDG17) 	<ul style="list-style-type: none"> Evaluation on the students' awareness on SDG17 and global issues is conducted. Feedback and evaluation in education tours and exchange programmes from different stakeholders are received. Active participation in video conference with other schools/organization is demonstrated. 	<ul style="list-style-type: none"> Collect feedback from students and teachers Collect statistics from participants of education tours and exchange programmes 	Year-round	<p>Assistant School Principal Academic (Other Learning Experiences)</p> <p>OLE Coordinators</p> <p>Global Awareness Team</p> <p>All Heads of Departments and Teams</p> <p>IMP Advisors</p> <p>SMC Members</p>	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Leading students to engage in trainings of awareness on world's happening 					
	<ul style="list-style-type: none"> Organizing oversea service 					

	<p>tours</p>	<ul style="list-style-type: none"> • Active participation of teachers and students in education tours and exchange programmes is demonstrated. • Achievement in external competitions can be recognized. 	<ul style="list-style-type: none"> • Collect feedback from students and teachers 			
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**Appendix 1 Plan on Learning and Teaching Enhancement (2023-2024)
(partially paid by Capacity Enhancement Grant)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
<ul style="list-style-type: none"> To enhance students' proficiency in English Language To facilitate the implementation of School-based Assessment 	<ul style="list-style-type: none"> To provide additional support outside class timetable and to relieve teachers from some administrative work and teaching workload To teach English Language 	Employment of an Assistant Teacher (English)	Long Term	<ul style="list-style-type: none"> Students showing interest in the language and improvement of skills in presentation 	Examination results; Feedback from students and teachers	HOD of Department of English	Salary + MPF of 1 Assistant Teacher \$307,188.00
<ul style="list-style-type: none"> To enrich other Co-curricular Activities (CCA) 	<ul style="list-style-type: none"> To assist teachers in organizing CCA and supervising students in the activities To teach Enrichment Course 	Employment of an Assistant Teacher (CCA)	Long Term	<ul style="list-style-type: none"> Fluency and variety in running CCA Students showing interest in Science 	Feedback from teachers and students	Head of CCA Team and HOD of Department of Science	Salary + MPF of 1 Assistant Teacher \$288,414.00
<ul style="list-style-type: none"> To enhance students' knowledge of Information and Communication Technology (ICT) 	<ul style="list-style-type: none"> To assist teachers in S.2 and S.3 ICT lessons and activities during lunchtime and after school To teach ICT 	Employment of an Assistant Teacher (ICT)	Long Term	Students showing improved academic performance and interest in ICT	Examination results and Feedback from teachers and students	HOD of Department of ICT	Salary + MPF of 1 Assistant Teacher \$288,414.00
Total							\$884,016.00
Surplus brought forward from 2022-2023							\$0
Estimated Capacity Enhancement Grant amount receivable (as of 28/9/2023)							955 × \$743 = \$709,565
Estimated excess amount to be paid							\$174,451.00

**Appendix 2 Plan on Life Planning Education and Careers Guidance (2023-2024)
(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"> To strengthen the corresponding teaching team To enrich the contents and expand the scope of existing level of career guidance service 	To provide additional support outside class timetable and to relieve teachers of some teaching workload	Employment of one teacher	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Head of Career & Life Planning (CLP) Team	Salary + MPF of an additional teacher \$450,765.00
<ul style="list-style-type: none"> To enrich students' exposure to career-related areas To hold career counselling and career-related activities in Career and Life Planning Room 	To organize workshops and activities in career-related aspects	Career assessment tool \$55,000.00 Cooperation with NGO and external parties: Experiential Programmes (S.1 to S.6) \$185,000.00 Subsidies to students to join career-related programmes outside school \$20,000.00 Establishment of Career and Life Planning Room and curriculum learning package \$380,000.00	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Head of CLP Team	Expenditure \$640,000.00
Total							\$1,090,765.00
Surplus Brought forward from 2022-2023							\$530,089.05
Estimated Career and Life Planning Grant amount receivable for 2023-2024							\$688,680.00
Estimated Surplus to be carried forward to 2024-2025							\$128,004.05

**Appendix 3 Plan on Promotion of Extensive Reading (2023-2024)
(Paid by Promotion of Reading Grant)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
<ul style="list-style-type: none"> ● To create a reading culture in CFSS ● To promote a reading culture that corresponds to the school's major areas of concern 	To promote an extensive reading culture in CFSS through both traditional media (printed books) and electronic media (e-books and web-based reading schemes)	*Web-based Reading Schemes	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Library Committee	\$84,120.00
		(a) Chinese e-book scheme					
		(b) English e-book scheme					\$48,720.00
Total							\$84,120.00
Surplus Brought forward from 2022-2023							\$6,638.73
Estimated Promotion of Reading Grant amount receivable for 2023-2024							\$76,064.00
Estimated excess amount to be paid							\$1,417.27

**Appendix 4 Plan on Sister School Scheme (2023-2024)
(paid by Grant for the Sister School Scheme)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
<ul style="list-style-type: none"> To facilitate cultural interflows and expand our School's network To enhance teachers' professionalism and broaden students' horizon 	To conduct exchange with sister schools in mainland China	Tour fee \$185,000	Jan 2024 to Jul 2024	Positive feedback from teachers	Surveys of the participants	Education Tours Team	\$185,000
<ul style="list-style-type: none"> To facilitate cultural interflows and expand our School's network To enhance teachers' professionalism and broaden students' horizon 	To conduct exchange with sister schools in Hong Kong	Activity fee, expense of refreshments for exchange activities \$10,000	Sep 2023 to Jul 2024	Positive feedback from teachers	Surveys of the participants	Education Tours Team	\$10,000
<ul style="list-style-type: none"> To facilitate exchange in STREAM To enhance students' communications between the two schools 	To conduct STREAM workshops with sister schools	Workshop fee \$40,000	Jan 2024 to Jul 2024	Positive feedback from students	Surveys of the participants	Other Learning Experiences (OLE) Team and STREAM Team	\$40,000
Total							\$235,000.00
Surplus Brought forward from 2022-2023							\$159,954.00
Estimated Grant for the Sister School Scheme amount receivable for 2023-2024							\$159,955.00
Amount to be clawed back from EDB							\$0.00
Estimated Surplus to be carried forward to 2024-2025							\$84,909.00

Appendix 5 Plan on Life-Wide Learning (2023-2024) (paid by Life-wide Learning Grant)

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													
No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	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)				
			Level	Estimated Number of Participants					Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences
1.1	Local Activities: 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												
1	To organize experiential learning programmes (Learning Activities Days)	Mar 2023 to Jul 2024	S1-S5	831	\$300,000.00	\$361.01	Cross Disciplinary (others)	Survey Forms		✓		✓	✓
2	To organize visits and workshops	Sep 2023 to Aug 2024	S1-S6	963	\$140,000.00	\$145.38	Cross Disciplinary (others)	Survey Forms	✓	✓	✓	✓	✓
3	To arrange other language learning programmes	Sep 2023 to Jul 2024	S1	183	\$150,000.00	\$819.67	Cross Disciplinary (others)	Survey Forms					✓
4	To arrange STREAM programmes	Sep 2023 to Aug 2024	S1-S6	963	\$300,000.00	\$311.53	Cross Disciplinary (others)	Survey Forms	✓				✓
5	To arrange Student Support activities	Sep 2023 to Aug 2024	S1-S6	963	\$600,000.00	\$623.05	Cross-Disciplinary (Others)	Survey Forms		✓		✓	✓
6													
7													
(Please insert rows above if the space provided is insufficient.)													
Sub-total of Item 1.1				3,903	\$1,490,000.00								
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons												
1	To participate in education tours	Sep 2023 - Aug 2024	S1-S6	50	\$150,000.00	\$3,000.00		Survey Forms	✓			✓	✓
2	To participate in non-local competitions	Sep 2023 - Aug 2024	S1-S6	20	\$200,000.00	\$10,000.00		Survey Forms	✓				✓
3													
(Please insert rows above if the space provided is insufficient.)													
Sub-total of Item 1.2				70	\$350,000.00								
Total for Category 1				3,973	\$1,840,000.00								

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

No.	Item	Purpose	Estimated Expenses (\$)
1	Parts and Equipment for STREAM	To nurture students' skills in STREAM	\$75,000.00
2			
3			
(Please insert rows above if the space provided is insufficient.)			
Estimated Expenses for Category 2			\$75,000.00
Estimated Expenses for Categories 1 & 2			\$1,915,000.00

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	963
Estimated number of student beneficiaries:	963
Percentage of students benefiting from the Grant (%):	100%
Name of Contact Person for LWL:	Ms. Hsu Yuk Fan
Post of Contact Person for LWL:	Assistant Principal

Estimated Balance brought forward from SY22/23 + SY23/24 Grant Amount – SY23/24 Expenses = \$937,573.95 + \$1,483,217.00 - \$1,915,000.00 = \$505,790.95 Estimated Balance to be carried forward to SY24/25