

# The Chinese Foundation Secondary School

## **Annual School Plan**

2024 - 2025

### **Contents**

		Page
School Vision	& Mission	2
Areas for Ma	jor Development	3
1. Enhancir	ng Students' Social Well-being	4
2. Language	e Competency and Learning Capacity Enhancement	6
3. Leaders f	For Future	8
Appendix 1	Plan on Learning and Teaching Enhancement (2024-2025)  (partly paid by Capacity Enhancement Grant)	10
Appendix 2	Plan on Life Planning Education and Careers Guidance (2024-2025)  (paid by Career and Life Planning Grant)	11
Appendix 3	Plan on Promotion of Extensive Reading (2024-2025) (paid by Promotion of Reading Grant)	12
Appendix 4	Plan on Sister School Scheme (2024-2025)  (paid by Grant for the Sister School Scheme)	13
Appendix 5	Plan on Life-Wide Learning (2024-2025)  (paid by Life-wide Learning Grant)	14

### **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. Enhancing Students' Social Well-being
- 2. Language Competency and Learning Capability Enhancement
- 3. Leaders for Future

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

Our school emphasizes continuous self-improvement and has implemented a systematic Planning-Implementation-Evaluation (P-I-E) cycle. We refer to the feedback and follow-up actions from the previous school year to formulate and adjust the work for this school year. This allows us to optimize the key focus areas identified in the previous development cycle, as follows:

SY21/22 - 23/24		SY24/25 – 26/27
<ol> <li>Smart Healthy School Life</li> <li>Student-centered Learning</li> <li>Social Responsibility &amp; Global Awareness</li> </ol>	$\rightarrow$	<ol> <li>Enhancing Students' Social Well-being</li> <li>Language Competency &amp; Learning Capacity Enhancement</li> <li>Leaders for Future</li> </ol>

While stakeholder surveys have shown slight improvements in students' positive emotions, life satisfaction, and values, the progress is not significant. There is also a lack of consensus among teachers on whether students maintain healthy lifestyles (e.g., sufficient sleep, nutritious diet, regular exercise). In the upcoming school development cycle, we will shift our focus to address students' mental and social well-being. Initiatives include implementing a Social-Emotional Learning (SEL) curriculum, fostering a positive and inclusive school climate, strengthening family engagement, and enhancing staff training.

Students generally demonstrate higher learning initiative and engagement in lesson preparation. Teachers have also become more effective at helping students identify their learning needs. However, student performance in core subjects, especially English and Mathematics, remains unsatisfactory. Our school aims to cultivate inquisitive learners through interactive classrooms and a positive learning community, with the goal of enhancing both academic and non-academic excellence in the coming years. We hope to strengthen students' language competency to build a solid foundation for their overall learning.

Stakeholder surveys indicate that students have significantly increased their participation in learning activities, which has enhanced their social responsibility and global awareness. Our school aims to leverage these valuable attributes and empower students to assume more leadership roles. This will provide them with more rewarding exposure and learning experiences as they serve the community.

1. Enhancing Students' Social Well-being

	Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required	Seven Learning Goals
		1.1.1 Developing and integrating a comprehensive SEL curriculum into the school curriculum	SEL Curriculum, students' assessment framework and	• Conduct evaluation with teachers and	Year- round	Assistant School Principal	Government Fund / Non- government	
1.1	To implement Social- Emotional Learning (SEL)	cial- notional arning (SEL) rriculum  PGE lesson, Assembly) for SEL instruction to teach students social and emotional skills  Comprehensive preventive measures  regularly  accordingly.  Comprehensive preventive measures		Academic (Student Support) Student	Fund	<ul> <li>♦ National and Global Identity</li> <li>♦ Generic Skills</li> <li>♦ Healthy Lifestyle</li> </ul>		
	curriculum	1.1.3 Incorporating activities, discussions, and resources that promote self-awareness, empathy, responsible decision-making, and positive relationship-building.	<ul> <li>are adopted.</li> <li>Students have a more positive attitude towards life</li> </ul>	number and nature of SEL activities	'	Support Coordinators All Heads of Departments		, , ,
1.2	To foster a positive and	1.2.1 Establishing clear expectations for behavior that promote respect, kindness, and inclusivity	<ul><li>and values.</li><li>Positive comments are received on the SEL activities.</li></ul>	Consult advice from external experts	•	and Teams All Teachers		♦ National and Global Identity
	inclusive school climate	1.2.2 Creating opportunities for students to participate in shared decision-making processes within the school community	Students are more aware of personal hygiene.					<ul><li>♦ Generic Skills</li><li>♦ Healthy Lifestyle</li></ul>
1.3	To strengthen parent and family	1.3.1 Providing workshops and resources for parents to enhance their understanding of social health issues and support their children at home	<ul> <li>Stronger parent and family engagement can be observed,</li> <li>Staff training</li> </ul>					<ul> <li>♦ National and Global Identity</li> <li>♦ Generic Skills</li> </ul>
	engagement	1.3.2 Fostering open communication channels between school and parents to address concerns and share progress	programmes on SEL are well planned and more welcome by teachers.					<ul> <li>♦ Healthy Lifestyle</li> </ul>
1.4	To enhance staff training and	1.4.1 Providing professional development opportunities for teachers to enhance their understanding of social well-being and SEL strategies						<ul> <li>♦ National and Global Identity</li> <li>♦ Generic Skills</li> </ul>
	gramm out	1.4.2 Offering ongoing training and support to teachers in implementing SEL practices effectively						<ul><li>→ Generic Skins</li><li>→ Healthy Lifestyle</li></ul>

### 2. Language Competency and Learning Capability Enhancement

	Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required	Seven Learning Goals
2.1	inquisitive learners through interactive classrooms and positive learning community for enhancing academic and non-academic excellence	2.1.1 Adopting authentic learning approach for students actively participating in the application of knowledge and skill	Students acquire new knowledge and are willing to share	• Conduct evaluation with teachers and	Year- round	Assistant School Principal	Government Fund / Non- government	<ul> <li>♦ National and Global Identity</li> <li>♦ Breath of</li> </ul>
		2.1.2 Stimulating students' curiosity and participation through student-centred, interactive learning activities	quality projects	• Consult advice		Academic (Curriculum)	Fund	Knowledge
		2.1.3 Nurturing students' critical and creative thinking	<ul> <li>in Project-based         Learning.</li> <li>Innovative and         effective learning         and teaching         practices for         language acquisition         are identified,         shared and practiced         by teachers.</li> </ul>			Coordinators  All Heads of Departments		<ul> <li>♦ Generic Skills</li> <li>♦ Information</li> <li>Literacy</li> <li>♦ Life Planning</li> </ul>
		2.2.1 Creating and nurturing a facilitating language learning environment for students				and Teams  All Subject		
		2.2.2 Adopting a whole-school approach to promote language across the Curriculum				Teachers		
2.2	To strengthen students' language competency to build a solid foundation for their learning	atts' age ettency to a solid ation for earning  2.2.3 Sharpening students' communication skills for written and oral communication, effective listening and formulating arguments and reflection  Communities (PLC) of teachers can be established.  Progressive improvement of academic excellence can be shown in public examinations.				<ul> <li>♦ National and         Global Identity</li> <li>♦ Breath of         Knowledge</li> <li>♦ Language         Proficiency</li> <li>♦ Generic Skills</li> <li>♦ Information         Literacy</li> <li>♦ Life Planning</li> </ul>		
			<ul> <li>Achievement in external competitions can be recognized.</li> </ul>					

### 3. Leaders for Future

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required	Seven Learning Goals
	3.1.1 Fostering students' understanding on Sustainable Development Goals (SDG17)	Network with community partners is well established with	• Collect statistics on students'	Year- round	Assistant School Principal		♦ National and
3.1 To enhance students' skills in	3.1.2 Fostering students' responsibility as global citizens	collaboration in engagement programme with our	participation in different cultural		Academic (Other Learning		Global Identity  ♦ Generic skills
preparing for future	3.1.3 Integrating future studies into curriculum	school.  Value education is	programmes, education tours and exchange		Experiences) OLE		<ul><li>❖ Information</li><li>Literacy</li><li>❖ Life Planning</li></ul>
	3.1.4 Providing opportunities for teachers and students to be open to novelty	well incorporated into curriculum of various subjects.	programmes		Coordinators Global		
3.2 To strengthen	3.2.1 Arranging school-based leadership programme to students	Good feedback is received from different stakeholders.	evaluation on the GAP  the reness d global ucted.  • Collect feedback from students and teachers		Awareness Team		♦ Generic skills
students' leadership skills	3.2.2 Lining up with external parties to offer leadership programme to talented students	• Evaluation on the students' awareness on SDG17 and global			Cultural Activities Team	Government Fund / Non- government Fund	<ul><li>♦ Life Planning</li></ul>
	3.3.1 Providing opportunity for students to understand the need of the community	<ul> <li>issues is conducted.</li> <li>Feedback and evaluation in education tours and exchange programmes</li> </ul>			All Heads of Departments and Teams		♦ National and
3.3 To encourage students to serve the community	3.3.2 Arranging community service	from different stakeholders are received.  • Achievement in external competitions, leadership programmes and community services can be recognized.					Global Identity  ♦ Generic skills  ♦ Healthy Lifestyle

Appendix 1 Plan on Learning and Teaching Enhancement (2024-2025) (partially paid by Capacity Enhancement Grant)

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Staff Evaluation Responsib		Resources required yearly		
<ul> <li>To enhance students' proficiency in English Language</li> <li>To facilitate the implementation of Schoolbased Assessment</li> </ul>	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	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 \$297,171.00		
<ul> <li>To enhance students' proficiency in Chinese Language</li> <li>To facilitate the implementation of Schoolbased Assessment</li> </ul>	<ul> <li>To provide additional support outside class timetable and to relieve teachers from some administrative work and teaching workload</li> <li>To teach Chinese Language</li> </ul>	Employment of an Assistant Teacher (Chinese)	Long Term	Students showing interest in the language and improvement of skills in presentation	Examination results; Feedback from students and teachers	HOD of Department of Chinese	Salary + MPF of 1Assistant Teacher \$335,034.00		
To enhance students' proficiency in Mathematics	To provide additional support outside class timetable and to relieve teachers of some administrative work and teaching workload To teach Mathematics	Employment of an Assistant Teacher (Mathematics)	Long Term	Students showing interest in Mathematics and improvement of skills in problem solving	Examination results; Feedback from students and teachers	HOD of Department of Mathematics	Salary + MPF of 1 Assistant Teacher \$297,171.00		
	Total	\$929,376.00							
	ard from 2023-2024	\$0							
	ates as of 30/9/2024)								
	The excess amount to be paid by School (Government Fun								

Appendix 2 Plan on Life Planning Education and Careers Guidance (2024-2025) (paid by Career and Life Planning Grant)

● To strengthen the corresponding teaching team ● To enrich the contents and expand the scope of existing level of career guidance service  ■ To enrich students' exposure to career-related areas  ■ To hold career counselling and career-related activities in Career and Life Planning Room  ■ To hold career counselling and career-related activities in Career and Life Planning Room  ■ To hold career counselling and career-related activities in Career and Life Planning Room  ■ To strengthen the corresponding the support outside class timetable and to relieve teachers of some teachers of some teachers of some teachers of some teachers  ■ To organize workshops and activities in career-related activities in Career and Life Planning Room and curriculum learning package  ■ To hold career counselling and career-related activities in Career and Life Planning Room and curriculum learning package  ■ To hold career counselling and career-related activities in Career and Life Planning Room and curriculum learning package  ■ To hold career counselling and career-related activities in Career and Life Planning Room and curriculum learning package  ■ To hold career counselling and career-related activities in Career and Life Planning Room and curriculum learning package  ■ To hold career counselling and career-related activities in Career and Life Planning Room and curriculum learning package  ■ To hold career counselling and career-related programmes outside school \$20,000.00	Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
To enrich students' exposure to career-related areas  To organize workshops and activities in career-related aspects  To hold career counselling and career-related activities in Career and Life Planning Room  To hold career counselling and career-related activities in Career and Life Planning Room and curriculum learning package  To organize workshops and activities in career-stated spects  Experiential Programmes (S.1 to S.6)  \$190,000.00  Long term Positive feedback from students and teachers  Feedback from teachers and students  Feedback from teachers  Subsidies to students to join career-related activities in Career and Life Planning Room and curriculum learning package	<ul> <li>corresponding teaching team</li> <li>To enrich the contents and expand the scope of existing level of career guidance</li> </ul>	support outside class timetable and to relieve teachers of some teaching	Employment of one teacher	Long term	feedback from students and	from teachers	Life Planning (CLP)	of an additional teacher
● To hold career counselling and career-related activities in Career and Life Planning Room  Subsidies to students to join career- related programmes outside school \$20,000.00  Maintenance of Career and Life Planning Room and curriculum learning package	exposure to career-	workshops and activities in career-	\$95,000.00  Cooperation with NGO and external	Long term	feedback from students and	from teachers	Life Planning (CLP)	
ψ50,000.00	counselling and career-related activities in Career and Life Planning		\$190,000.00  Subsidies to students to join career-related programmes outside school \$20,000.00  Maintenance of Career and Life Planning					

| Total | \$797,008.00 | Surplus Brought forward from 2023-2024 | \$178,405.27 |
| Career and Life Planning Grant amount receivable for 2024-2025 | \$709,320.00 |
| Estimated Surplus to be carried forward to 2025-2026 | \$90,717.27

# Appendix 3 Plan on Promotion of Extensive Reading (2024-2025) (Paid by Promotion of Reading Grant)

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
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 (a) E-book scheme (Includes both Chinese and English e-books) for S1-S6 students  \$21,000.00 (b) English e-book scheme For S1 – S6 students  \$23,100.00 (c) Reading platform which includes science related reading materials  \$21,800.00  (d) Self-adaptive English e-book scheme For S1 students  \$29,600.00  @\$160/head	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Library Committee	\$95,500

Total \$95,500.00

Surplus Brought forward from 2023-2024 \$0

Promotion of Reading Grant amount receivable for 2024-2025 \$77,205.00

Estimated Surplus to be carried forward to 2025-2026 \$0

The excess amount to be paid by School (Government Fund) \$18,295.00

Appendix 4 Plan on Sister School Scheme (2024-2025) (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> <li>To facilitate cultural interflows and expand our School's network</li> <li>To enhance teachers' professionalism and broaden students' horizon</li> </ul>	To conduct exchange with sister schools in mainland China	Tour fee \$168,000	Jan 2025 to Jul 2025	Positive feedback from teachers	Surveys of the participants	Education Tours Team	\$168,000
<ul> <li>To facilitate cultural interflows and expand our School's network</li> <li>To enhance teachers' professionalism and broaden students' horizon</li> </ul>	To conduct exchange with sister schools in Hong Kong	Activity fee, expense of refreshments for exchange activities \$20,000	Sep 2024 to Jul 2025	Positive feedback from teachers	Surveys of the participants	Education Tours Team	\$20,000

Estimated Grant for the Sister School Scheme amount receivable for 2023-2024 \$70,716.70

Amount to be clawed back from EDB \$0.00

Estimated Surplus to be carried forward to 2025-2026 \$45,716.70

### Appendix 5 Plan on Life-Wide Learning (2024-2025) (paid by Life-wide Learning Grant)

Assistant Principal

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

Cutt,	ory 1. 10 organise / participate in inc-wide learning activity													
	Schools are requ	nired to complete th	is part											
			Target S	tude nts	Estimated	Estimated	Estimated Domain D	Brief Description		(Please put a	Learning Ex	riate box(es);		Subject Panel /
No.	Activity Name	Proposed Date	Level	Estimated Number of Participants	Expenses (\$)	Expenses per Person (\$)	(Please select or fill in the domain of the activity as appropriate)	of the Monitoring / Evaluation Mechanism	Intellectual Development (closely linked with curriculum)	<u>V</u> alues Education	Physical and Aesthetic Development	Community <u>S</u> ervice	Career-related Experiences	Teacher-in-
1.1	<b>Local Activities:</b> To organise life-wide learning activities in differ students positive values and attitudes	ent KLAs / cross-KL	A / curriculum a	reas to enhanc	e learning effecti	veness, or to or	ganise diversified life-wide learning act	ivities to cater fo	r students' inte	erests and abi	lities for stretch	hing students'	potential and	nurturing in
1	To organize experiential learning programmes (Learning Activities Days)	Mar 2024 to Jul 2025	S1-S5	854	\$300,000.00	\$351.29	Cross Disciplinary (others)	Survey Forms	✓	✓	✓	✓	✓	LAD Team
2	To organize visits and workshops	Sep 2024 to Aug 2025	S1-S6	993	\$120,000.00	\$120.85	Cross Disciplinary (others)	Survey Forms	✓	✓	<b>√</b>	✓	✓	OLE Team
3	To arrange other language learning programmes	Sep 2024 to Jul 2025	SI	182	\$150,000.00	\$824.18	Cross Disciplinary (others)	Survey Forms					<b>√</b>	CLP Team
4	To arrange STREAM programmes	Sep 2024 to Aug 2025	S1-S6	993	\$200,000.00	\$201.41	Cross Disciplinary (others)	Survey Forms	✓				✓	STREAM Team
5	To arrange Student Support activities	Sep 2024 to Aug 2025	S1-S6	993	\$200,000.00	\$201.41	Cross-Disciplinary (Others)	Survey Forms		1		✓	✓	SS Team
6	To arrange Performing Arts activities	Sep 2024 to Jul 2025	S1-S6	993	\$650,000.00	\$654.58	Arts Education	Survey Forms		✓	<b>√</b>	✓	✓	PA Team
(Pleas	insert rows above if the space provided is insufficient.)													
		Sub-to	otal of Item 1.1	5,008	\$1,620,000.00									
1.2	Non-Local Activities: To organise or participate in non-local exc	hange activities or nor	-local competition	ons to broaden	students' horizon:	3								
1	To participate in non-local competitions	Sep 2024 to Aug 2025	S1-S6	20	\$200,000.00	\$10,000.00		Survey Forms	✓			~	~	Ed Tour Team
2														
3														
(Pleas	ease insert rows above if the space provided is insufficient.)													
		Sub-to	otal of Item 1.2	20	\$200,000.00				·				·	
		Total	for Category 1	5,028	\$1,820,000.00									

#### 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	\$100,000.00					
2								
3								
(Pleas	e insert rows above if the space provided is insufficient.)							
	nses for Category 2	\$100,000.00						
	Estimated Expenses for Categories 1 & 2 \$1,920,000.00							

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

Post of Contact Person for LWL:

Total number of students in the school:	993
Estimated number of student beneficiaries:	993
Percentage of students benefitting from the Grant (%):	100%
Name of Contact Person for LWL:	Hsu Yuk Fan