Shun Lee Catholic Secondary School

Annual School Plan

2017-2018

Possess learning 學習在我手

Embrace life 人生由我創

School Mission

The School is dedicated to providing a positive learning environment in which students understand the truth of the Gospel and experience the love of Christ. It is where students learn to integrate Christian faith with Chinese culture and life for holistic personal development.

We believe that students are unique individuals possessing distinctive gifts and talents. We thus commit ourselves to helping students develop their potential to the fullest and become independent learners capable of mastering self-learning skills, with emphasis on fostering positive attitudes towards life.

We devote ourselves to educating students to become responsible citizens who are eager and competent to make contributions to society, and to encourage them to carry on the best of Chinese culture.

Major Concerns for 2015/16 – 2017/18

1. Enhancing Students' Learning Ownership

2. Enhancing Student Development through the Integration of Value Education and Life Planning

3. Enhancing Students' Digital Competence

Major Concern 1: Enhancing Students' Learning Ownership

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. Ensure students' engagement and responsibility in learning by incorporating 4Ps - Preparation, Participation, Presentation & Possession in learning and teaching	✧ Strengthen 4Ps by refining the modules already developed; or developing new teaching packages, with the continued focus on Possession ✧ Incorporate the use of IT in 4Ps	✧ Both teachers and students regard 4Ps as a regular practice for quality teaching and effective learning ✧ Students' habit of reflection of their learning process is strengthened so that they become more aware of what, why and how they learn, as well as how they can use the skills or knowledge acquired in daily life and in the future for vocational or educational purposes ✧ Teachers integrate e-learning with 4Ps in curriculum design	✧ Lesson observation ✧ Number of teaching packages produced ✧ L&T evaluation questionnaire	2017-18	Wong LY	✧ Staff Development Programme ✧ Support from 1 teaching assistant ✧ Common slot in time-table for lesson preparation for some subjects
2. Embrace social skills through collaborative learning	✧ Continue the TEAM seating arrangement in S1 and extend it to S2 to facilitate collaborative learning ✧ Continue to provide training for student group leaders in S1 to ensure their understanding of their role	✧ Students develop a heightened awareness of their roles, duties and manners when collaborating with peers in group work ✧ Teachers develop a set of strategies to better utilize the TEAM seating arrangement to	✧ L&T evaluation questionnaire ✧ Students' reflect ion	2017-18	Wong LY	✧ Support from 1 teaching assistant

	and responsibility ✧ Strengthen S2 teachers' capacity to facilitate collaborative learning through professional sharing of good practices	motivate student learning and encourage peer collaboration for problem solving and knowledge co-construction				
3. Equip students with life-long learning skills	✧ Strengthen collaboration with subjects in enhancing the LSAC curriculum in S1 and S3	✧ Teachers provide ample opportunities for students to apply learning skills acquired in LSAC and integrate those skills in their curriculum ✧ Students demonstrate abilities to transfer skills learnt to other KLAs	✧ L&T evaluation questionnaire ✧ Students' reflection	2017-18	Wong MC	✧ Support from 1 teaching assistant

Major Concern 2: Enhancing Student Development through the Integration of Value Education and Life Planning

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To refine the framework of holistic student development with the integration of value education	✧ Formulate a student development framework with the concerted efforts of related teams and subject panels	✧ The programmes are balanced after the communication between teams and subject panels. ✧ A clear framework is devised for implementation.	✧ Survey results	2017-18	Poon SM Koong TM Chan HL	✧ Clerical Support
	✧ Subject panels, committees and teams incorporate values in their activities, programmes and lessons	✧ Appropriate behaviour of students can be observed in different activities, programmes and lessons	✧ Teacher observation ✧ Survey results	2017-18	SA committee, Life Edu Panel	✧ Clerical Support
	✧ Strengthen class management in order to cultivate a class atmosphere and environment conducive for student development	✧ Classes show more positive atmosphere ✧ Students are self-discipline in class	✧ Teacher observation ✧ Survey results ✧ Homework Record	2017-18	Poon SM, Chan SL	✧ Life education Panel

	✧ Enhance support for students with mental health needs	✧ Students are aware of their mental health ✧ Teachers show more awareness of the students' mental health	✧ Teacher observation ✧ Survey results	2017-18	SA committee SST	
	✧ Display the messages of values on various learning occasions and school campus	✧ Messages about school value can be shown in various learning occasions and school campus.	✧ Teacher observation ✧ Students' feedback	2017-18	Poon SM Koong TM	✧ Clerical Support ✧ School Web
2. To strengthen the Career and Life Planning Education through the concerted efforts of teams and subject panels	✧ Tap resources from external organizations to organize different programmes for students	✧ Programmes with external organizations are conducted	✧ Number of the programmes ✧ Survey results	2017-18	Chan KP	✧ NGO
	✧ Organize various programmes to unleash the potential of students with different abilities.	✧ Students are aware of their own potentials and weaknesses ✧ Students show more leadership abilities.	✧ Teacher observation ✧ Survey results	2017-18	Koong TM	✧ NGO
	✧ Provide parent education programmes to empower parents in supporting student development	✧ More than 70% of the participating rate ✧ Parents show more awareness of the student development ✧ Parents can give advice to their children	✧ Number of participants ✧ Parents Feedback ✧ Survey results	2017-18	Chan HL Koong TM	

Major Concern 3: Enhancing Students' Digital Competence

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. Upgrade IT Infrastructure to facilitate the implementation of e-learning	✧ Maintain the stability of the hardware and software in the school campus. ✧ Provide training and showcase good practices to teacher for using the new tablets in conducting e-learning in lessons ✧ Encourage e-learning in subjects other than pilot subjects.	✧ Teachers are capable of utilizing the tablets in classrooms and are aware of the possibilities/functions of such hardware	✧ Teachers' Feedback ✧ Students' Feedback	2017-18	IT Committee	iSpace STEM Lab Makerspace in Room 307 and DT Room. New iPad
2. Nurture Students into competent and ethical users of technology	✧ Revise T&L curriculum to nurture students' interest and knowledge in information technology ✧ Provide enriched IT activities to potential students. ✧ Provide a framework of digital literacy which help teachers to plan activities with the aims of extending students' digital literacy. ✧ Empower the role of class IT assistants	✧ Students are confident in collaborating, staying safe and communicating effectively with the use of technologies ✧ Creative and critical uses of technology in and outside the classroom ✧ Students are able to use technology to learn and excel proactively	✧ Teachers' Feedback ✧ Students' Feedback ✧ Students' performance in T&L lessons	2017-18	IT Committee T&L Panel IT Prefect Team	iSpace (Room 107) STEM Lab (Room 502) Makerspace in Room 307 and DT Room.

3.	Bridge the digital gap between parents and students	✧ Organize parent talks and workshops with social workers or external NGOs on good digital citizenship to enhance parents understanding of e-learning. ✧ Collaborate with PTA to design and implement information sharing sessions for parents	✧ Parents understand the need of using e-devices for learning ✧ Parents can give guidance to their children on using e-devices ✧ Parents acquire basic IT knowledge	✧ Parents' Feedback	2017-18	IT Committee PTA	NGOs, HKedCity

Appendix I： **Plan on Use of Capacity Enhancement Grant**

Year　　：2017/18

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Self-evaluation and Development Planning of Subjects and Committees	Meeting the needs of self-evaluation and planning	To employ 12 part-time invigilators to share the invigilation duties of teachers	Teachers can spare more time for self-evaluation and planning	Evaluation and development meetings can be arranged in Final Examination period.	Salary of part-time invigilators $80×12×30hr = $28,800	✧ Punctuality of the self-evaluation reports and programme plans ✧ Quality of the self-evaluation reports and programme plans	Questionnaires to teachers to assess their workload on evaluation and planning	Mui HY
Enhancing moral, civic and value education	Enhancing students' development in personal and social domain	To employ a part-time teaching assistant to organize moral & civic and value education	Teachers can spare more time planning developing the school-based programmes for moral, civic and value education.	Programmes for moral, civic and value education will be arranged after-school and in assembly	Salary of the moral and civic education assistant : $150,000	✧ Active participation of students in programmes related to moral, civic and value education ✧ High self-esteem of students is shown	The self-esteem and development on affective domain of students are monitored by APASO.	Leung CY
Enhancing students' Chinese and English language proficiency	Strengthening students' confidence in Chinese & English exams	To employ instructors to provide exam preparation workshops in Chinese and English	Students' confidence in exam preparation can be strengthened	Training will be provided by service providers throughout the academic year	Course fee : $3,000 (English) $4,000 (Chinese)	✧ Better result in Chinese and English exams	Student feedback and teacher observation	Lim LL & Chuk SH

Providing support to the learning and teaching of STEM	Enhancing students' development in STEM education	To employ a teaching assistant to support the planning and implementation of the school-based S2 STEM curriculum	STEM teachers can receive sufficient clerical and teaching support	A teaching assistant will be employed	Salary of the teaching assistant: $185,000	✧ Active participation of students in STEM programmes	Student feedback and teacher workload survey	Wong LY
Providing support to the learning and teaching of English Language	Providing support to English Language education	• To employ a teaching assistant to take up the administration and clerical work related to the subject • To provide enrichment programme for senior secondary students dropping elective subjects • To assist in school publications	English Language teachers can receive sufficient clerical and teaching support Senior secondary students can receive learning support in their core subjects	A teaching assistant will be employed	Salary of the teaching assistant: $185,000	✧ Reduction in time spent on clerical and administration duties	Teacher workload survey	Wong LY

TOTAL = $555,800

Appendix II：Plan on Use of Senior Secondary Curriculum Support Grant

Year ：2017/18

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Employing additional language teachers to support the learning and teaching of Chinese Language and PTH	Enhancing students' Chinese Language and PTH proficiency	✧ To employ a part-time Chinese Language teacher ✧ To employ a full-time PTH teacher	More learning packages on 4Ps and e-learning will be produced in response to the school major concerns related to academic and IT developments	September 2017 to August 2018	Salary and MPF of ✧ a part-time teacher = $100,000 ✧ a full-time teacher = $420,000	✧ Student academic performance in Chinese Language and PTH	Student feedback through Learning & Teaching Survey and student performance in both subjects	Wong LY
Maintaining diversity of NSS elective subjects at senior secondary levels	Providing a broad and diversified NSS curriculum for students	✧ To employ a full-time teacher to teach Integrated Humanities and Liberal Studies	Over 90% of senior secondary students can choose their most desired subject combinations, given the provision of 11 elective subjects offered by the school	September 2017 to August 2018	Salary and MPF of a full-time teacher = $410,000	✧ 100% NSS4 students can get their first choice in the first elective subject. ✧ Over 60% of students can get their most preferred second and third electives	Feedback from both students and teachers on the diversity of NSS curriculum through questionnaire	Wong LY

Total = $930,000

Appendix III：Plan on School-based After-school Learning and Support Programmes

Project Coordinator: Mr. Koong Tak Man   **Contact Telephone No.:** 23893082

A. **The estimated number of students (count by heads) benefitted under this Programme is   318 (including A. 62 CSSA recipients, B. 206 SFAS full-grant recipients and C. 50 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#			Estimated expenditure ($)	Name of partner/service provider (if applicable)
					A	B	C		
1. Writing Workshop for S1-3 (estimated participants = 25 students per level)	• To enhance S1-S2 students' creative or argumentative writing skills • To enhance S3 students' vocabulary and sentence patterns	• Produce writings with improved development of ideas	• Teachers' observation and feedback given by course instructors	July 2018	8	19	8	$7000 ($200 per student)	Service Provider to be confirmed for S1-S2 Alumni for S3
2. Writing Workshop for S5 (estimated participants = 60 students)	• To prepare students for HKDSE writing exam	• Produce writings with improved development of ideas	• Teachers' observation and feedback given by course instructors	August 2018	6	15	6	$10800 ($400 per student)	Alumni

3.	HKDSE Speaking Exam Practice for S6 (estimated participants = 80 students)	• To enhance low-achievers' speaking skills and prepare them for exam	• Attain Level 3 in HKDSE speaking exam	• HKDSE result	April - May 2018	8	20	8	$3240 ($90 per student)	Alumni
4.	Speaking Workshop for S1 – S3 (estimated participants = 80 students)	• To enhance low-achievers' speaking skills and prepare them for exam	• Attain Level 3 in the speaking exam	• Teachers' observation and feedback given by course instructors	July 2018	8	20	8	$4680 ($130 per student)	Alumni
5.	Summer Learning Support Classes for S1 – S3 (estimated participants = 60 students)	• To prepare low achievers for the new syllabus in new academic year	• Score 80 marks in end-of-course assessment	• Assessment score and comments from course instructors	June – July 2018	6	15	6	$ 4050 ($150 per student)	Alumni
6.	Mathematics Remedial Classes in summer holiday (estimated participants : 120 students S1 – S3)	• To improve students basic concepts of Mathematics	• Students have greater confidence in solving basic Mathematics problems	• Tutors' and Teachers' report	July 2018	12	30	12	$5400 ($100 per student)	Alumni

No.	Activity	Objective	Success Criteria	Evaluation Method	Time Scale				Budget	Organization
7.	Mathematics Remedial Classes after school (estimated participants : 90 students S1 to S3)	• To improve students basic concepts of Mathematics	• Students have greater confidence in solving basic Mathematics problems	• Tutors' and Teachers' report	Oct 2017 – May 2018	9	23	9	$3280 ($80 per student)	Alumni
8.	Mathematics Remedial Classes after school (estimated participants : 23 S5 students in 1st term, 30 S5 students in 2nd term and 22 S6 students)	• To improve students basic concepts of Mathematics • To help students consolidate the syllabus taught in the school year	• Attain level 2 or 3 in exams	• Internal exam or HKDSE results	Sept 2017 – May 2018	9	20	9	$20520 (S5:$360 per student in 1st term and $540 per student in 2nd term) (S6: $720 per student)	Alumni
9.	International Competition and Assessments for Schools – Mathematics : (130 students S1 – S3)	• To provide students chances to sit for an international assessment • To provide students more exposure in solving real life problems involving Mathematics	• Students show greater competency in Mathematics • Students have a better mastery in related problems	• Assessment report	March 2018	13	33	13	$2950 ($50 per students)	ICAS Hong Kong Office

Programme	Objective	Success Criteria	Evaluation	Time				Budget	Organization
10. Musical instrument classes (estimated participants: 55 students)	• To help students to develop their interests in learning instruments.	• Students actively participate in various school/public performances, competitions and examinations.	• Tutors' report • ABRSM result • performances	Sept 2017 - Aug 2018	6	14	6	$101400 ($3900 per student around 39 lessons in whole year)	Central Arts
11. Music festival (estimated participants: 42 students)	• To compete with other participants.	• More than 35 individual participants and more than 70% of merit or above	• The result	March 2018	5	12	5	$4400 (around $200 per student)	Hong Kong Schools Music and Speech Association
12. S1 Saturday Tutorial Class (estimated participants: 32 students)	• To help S1 students to learn better in subjects taught in English	• The students show greater confidence and proficiency in using English to learn Math, IH and Science.	• Questionnaire • Observation from subject teachers • Test and examination result	Oct 2017- Dec 2017	3	8	3	$11340 ($810 per student)	Alumni
13. S6 Spiritual Class (estimated participants: 29 students)	• Strengthen the class spirit and increase the self- awareness in spiritual health	• Students show confidence and positive attitude in life.	• Questionnaire	Sept 2017 - Aug 2018	3	8	3	$1260 ($90 per student)	To be confirmed

14. Spiritual Education Program (estimated participants: 20 students)	• Increase the self-awareness of spiritual health	• Students show high self-esteem & good social skills	• Attendance record	Sept 2017 - Feb 2018	2	5	2	$2700 ($300 per student)	
15. St. John First Aid Classes (estimated participants: 50 students)	• To provide students chance to acquire first aid skills	• Students pass in the examination	• Students' feedback • Passing Percentage	July 2017	5	13	5	$4600 ($200 per student)	HK St. John Ambulance
16. Painting Lesson (estimated participants: 18 S4 students 14 S5 students)	• To improve students' painting technique	• Students shows greater competency in painting	• Teachers' observation	Jan 2018 – June 2018	3	8	3	$2100 ($150 per student)	Alumni
17. Photoshop Workshop (estimated participants: 14 S5 students)	• To teach students to use computer graphics in design.	• Students can use computer graphics to present their ideas.	• Students' artworks • HKDSE result	Sept 2017 – Aug 2018	1	5	1	$1400 ($200 per student)	To be confirmed
18. 文學增潤工作坊 （預計人數:20 人）	• 透過不同方法如閱讀經典、實地考察等方法，提升學生文學素養。	• 參加工作坊，進行閱讀或寫作活動	• 問卷調查	2017 年 12 月至 2018 年 7 月	2	5	2	$5400 ($600 per student)	待定

Activity	Objectives	Expected outcome	Evaluation	Period	A	B	C	Cost	Status
19. 文憑試增潤班 (預計人數：60 人)	• 透過不同的能力訓練，如小組討論、文言文閱讀等提升高中同學應考文憑試的信心和表現。	• 不同需要的同學參加不同的增潤班，並完成有關增潤班的練習及測試。	• 教師觀察及回饋	2017 年 10 月至 2018 年 7 月	6	15	6	$5400 ($200 per student)	待定
20. 文化交流活動 (預計人數: 70 人)	• 與宗教科、地理科、視藝等課程配合舉辦活動 • 讓學生認識不同國家的文化	• 學生能將文化交流活動所學應用於課程學習內	• 問卷調查 • 教師觀察	2018 年 4 月至 2018 年 7 月	7	18	7	$64000 ($2000 per student)	未確定
Total no. of activities: 20				@No. of man-times	122	306	122		
				**Total no. of man-times		**550**		**Estimated total: $265920**	

Note:

* Name/type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer

    service, adventure activities, leadership training, and communication skills training courses.

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (C) .

Appendix IV：Plan on Diversity Learning Grant
Three-year plan – Measures to broaden students' choices of elective subjects and provision of gifted education programmes for 2017/18 to 2019/20 Cohort of NSS Students (S4-S6)   **Prepared by Mr Ng HK**

The following programmes are adopted with the support of EDB's Diversity Learning Grant (DLG):

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way students' diverse learning needs are catered for)	Name of programme(s)/ course(s) and provider(s)	Duration of the programme / course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning/ success indicators	Teacher-in-charge
					2017/18	2018/19	2019/20		
Other Programmes	To partially subsidise a group of students who enroll on a study tour to widen their horizons.	Study Tour to Singapore	1 Year	S4 (17/18 Cohort)	30			Reflection and experience sharing of involved students with other schoolmates on what they have learnt from the programmes Students will take the HKDSE Examination	Mr HL Chan
	To partially subsidise a group of students who enroll on a study tour to widen their horizons.	Study Tour to China	1 Year	S4 (17/18 Cohort) S5(16/17 Cohort)	15	15		Reflection and experience sharing of involved students with other schoolmates on what they have learnt from the programmes Students will take the HKDSE Examination	Mr HL Chan
	To partially subsidise a group of students who enroll on a study tour to widen their horizons.	Study Tour to Taiwan	1 Year	S4 (17/18 Cohort) S5(16/17 Cohort)	5	10		Reflection and experience sharing of involved students with other schoolmates on what they have learnt from the programmes Students will take the HKDSE Examination	Mr HL Chan

	To hire personal tutor/coach to give training to students gifted in debating to boost students' language proficiency	Debating Team Workshop	3 Years	S4 (17/18 Cohort) S5 (16/17 Cohort)	5	5	10	Students will attend different language debating matches including Cantonese, English and Putonghua. Students will take the HKDSE Examination	Mr KY Ng
	To subsidise students who enroll on fee-charging credit-bearing courses or gifted education programmes offered by a local tertiary institutes or external organizations to explore and develop their talents	Fee-charging credit-bearing courses or gifted education programmes offered by local tertiary institutes or external organizations	3 Years	S4 (17/18 Cohort) S5 (16/17 Cohort) S6 (15/16 Cohort)	5	10	5	Reflection and experience sharing of involved students with other schoolmates on what they have learnt from the programmes Students will take the HKDSE Examination	Mr HK Ng
	To employ a coach responsible for coordinating pull-out gifted education programmes	Physics Olympiad	1 Year	S4 (17/18 Cohort)	5			Reflection and experience sharing of involved students with other schoolmates on what they have learnt from the programmes Students will take the HKDSE Examination	Mr CS Lui

Appendix V：**Plan on the Use of One-off STEM Grant (HK$ 200K) -** to be clawed back by the end of August 2019

with additional 30K from AC Committee *(budget item named 'expenditure for STEM education', in 2017-2018)*

School：Shun Lee Catholic Secondary School

Year ：2017/18 and 2018/2019 Prepared by Lui CS

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required (HK$)	Performance Indicators	Assessment Mechanism	Person-in-charge
Science Learning centre *(STEM center)*	Supply of STEM facilities and resources, for maintaining the operation of the center.	Update and replace STEM materials constantly. Open STEM center in most school days.	Raise student interests in STEM.	Sept 2017-July2018	Total 30K, about HK$ 15K per year	Centre opens in at least 80% normal school days. Students visit the center comment that the center can raise their interests.	Service record log book. Student questionnaire	Mui LY
S2 STEM class	Regular and extra double lesson for S2 class, delivered by Science teachers	Task-based mini-project, aimed at developing skills and mindset for scientific investigation.	Raise student interest in STEM, especially science disciplines. Prepare skills and basic knowledge for scientific investigation.	Sept 2017-July2018 Two periods per cycle, with short (1-2 lessons) and long (3-4 lessons) projects.	Total 10K, about HK$ 5K per year. Mostly consumable, including teaching and learning materials for S2 STEM class.	Student complete assigned tasks in projects with satisfactory performance. Students find the course materials and design relevant to their learning.	More than 75% of students work are graded satisfactory by the teachers. Student Questionnaire	Ho KP

3D Printers for TL(DT) Class	Provide 3D printing facilities to DT class	Buy 3 to 6 sets of 3D printers, mostly low-end ASAP 3D design and printing will be included in S1 and S2 TL(DT) classes	Exposure to 3D printing technology	Sept 2017-July2018.	Total 30K, in which about 20K for 2017/2018 and 10K for 2018/2019	3D design and printing are taught. Students are able to produce 3D-printed products (e.g. necklace element).	Lesson materials and student work are filed/recorded.	Poon KT
Robotics Kits and electronic modules for DT Class	Understand Automation through control technology powered by Arduino	Arduino robotics will be included in S1 and S2 TL(DT) classes. Each student will build and program his/her own robot Arduino car from scratch!	Hands-on experience and skills Exposure to authentic control technology	Sept 2017-July2018	Total 60K, about 40K for kick-off in 2017/2018, and 20K for 2018/2019	Arduino robotics are taught. Students are able to build and program Arduino cars from scratch.	Lesson materials and student work are filed/recorded.	Poon KT
Student Competition	Resources to support territory-wide student competitions	STEM-related competition will be promoted through STEM teachers in their class as well as on display board of respective subject.	Widen horizon and increase exposure to latest STEM technology for participating (talented) students	Sept 2017-July2018	Total 30K, approximately 15K per year.	Each year, more than one group of students in each level (S2-S5) participates in territory-wide competition.	Records of participation of competition.	Lui CS

Student Learning Experience	Participation in STEM related exhibitions and programmes	Subject panels will submit plan by September and arrange STEM events such as Mobile Lab / AstroLab / Workshop / Training/ Visit / Talk for different groups of students	Widen horizons and increase exposure to STEM technology for participating students.	Sept 2017- July2018	Total 45K, approximately 22.5K per year	Each year, no less than 2 STEM events are arranged, total with no less than 50 participants involved.	Records of events	Lui CS
Consumable and Miscellaneous and data logger	Incentive to supply resources to teachers and talented students, which includes books/DVD/publications/DIY kits/Tools and Hardware(including data logger)	Subject panels will submit request on demand.	Teachers may investigate the feasibility of new and latest STEM-related teaching/learning materials with more incentive Talented students may also involve in advanced STEM projects and investigation	Sept 2017- July2018	Total 25K about 12.5K per year	At least half the teachers make use of the allocation for the designated purpose.	Record of purchase	Lui CS

TOTAL: HK$230,000

Funding: One-off STEM Grant (HK$ 200K) + Additional 30K from AC Committee *(STEAM Education 2017-2018)*

Appendix VI: Work Plan on Strengthening School Administration Management Grant

Year ：2016/17 and 2017/2018   **Teacher-in-charge: Mr. Chan HL**

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
A. Information Management and Communications	1. Enhancing the communication between the SSB and diocesan schools as well as among member schools; 2. Enhancing the information exchange among member schools; 3. Enhancing the professional sharing among teachers of member schools; 4. Helping member schools keep good record of important events & activities; 5. Improving the enrollment procedures of joining activities and courses organized by CEO; 6. Providing member schools with templates of various contracts and agreements; 7. Alleviating teachers' administrative workload	The SSB employs a consultant to help devise an Intranet System and select a software company to finish the project via tendering. The functions of the Intranet System include: 1. Intranet Mail 2. Discussion Forum 3. E-circulars 4. Record of Activities 5. Enrolment of Courses 6. Enrolment of Activities 7. Templates of Contracts 8. Templates of Service Agreements 9. Management of Centralised Tendering Items 10. Sharing of Administrative Resources 11. Opinion Collecting and Statistical System Other Modules: 1. Data Collecting and Analyzing Module 2. Central Recruitment Module 3. Data Management Module	1. The successful establishment of an Intranet System which can serve the various needs of the member schools. 2. 70% of the administrative staff of the member schools agrees that their daily workload related to CEO and other diocesan schools has been alleviated.	Deploy $50,000 to SSB for coordinating this project.	Upon completion of the Project, all member schools should: 1. share the cost for maintaining the new Intranet System and hiring of storage from a data centre; 2. continue to assist the optimization of the System. 3. further explore the possibility of digitizing some other documents of the schools.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
B. Teaching-related administrative work	1. Enhancing the administrative effectiveness and reduce administrative workload in students' academic performance 2. Helping teachers and students tailor learning & teaching materials and strategies. 3. Alleviating teachers' administrative workload 4. Comparing academic performance of students in internal and external assessments	1. Establish an e-platform which staff can follow the longitudinal academic development of students the system should provide information of students in • TSA • Internal examinations • HKDSE	1. The successful establishment of an e-platform which staff can follow the longitudinal academic development of students 2. School administrators can compare the academic performance of different class.	Deploy $50,000 to buy an e-platform	Upon completion of the platform, the school should: 1. encourage staff to adjust their teaching strategies according to the analysis from the e-platform 2. make good use of information in planning the development plan
C. School security	1. Ensuring the security of the school office and some important rooms 2. Alleviating supporting staff's administration workload	1. Install digital access system in school office and some important rooms	1. The successful installation of digital access system 2. Only authorized persons can access defined rooms	Deploy $10,000 for purchase and installation of digital access system	Upon completion of the access system, the school should: 1. consider the needs for further expansion of the system 2. evaluate the access the right of staff and students in various locations
D. Information and communication with parents and the public	1. Enhancing the liaison with the parents and the public 2. Alleviating the workload of IT staff	1. Rewrite the school homepage with Content Management functions 2. Obtain website hosting service	1. 70% of the parents and students agrees that the new school homepage is more user friendly 2. 90% of IT supporting staff agrees that the workload in school homepage maintenance is lower	Deploy $40,000 for the service	Upon completion of the access system, the school should: • Train up IT staff to main the school homepage

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
E. School Document Management	1. Enhancing the efficiency in the issue student career-related documents 2. Alleviating the workload of clerical staff	1. Purchase a high-speed scanner 2. Employ a short-term(2 months) clerical staff to scan the past student record 3. Install a digital archive system to manage the scanned documents	1. The time for the issue of student career-related document is shorten for 30% 2. The clerical staff agree that system can reduce their workload	Deploy $18,000 for the purchase of scanner, $25,000 for the installation of digital archive system, $10,000 for digital transcript customization and $30,000 for salary + MPF of the short-term clerical staff	Upon completion of the access system, the school should: • explore the possibility of further digitalization of other school documents
F. School Activities information and premises management	1. Alleviating the workload of staff 2. Facilitating the arrangement of activities	1. Install a system to link up digital school calendar with booking system	3. Clash in location and time of activities are avoided 4. 70% of the staff agree that the system improve their working efficiency	Deploy $17,000 for the purchase of the system	Upon completion of the access system, the school should: • explore the enhancement of the digital school calendar
			Total	**$250,000**	

Objectives	Strategies	Evaluation	Allocation of TCLP grant
● Allow students to better understand one-self and relate self-assessment outcomes to career and life planning	● Arrange talks/workshops for students at different levels 　■ S1: Understanding self & working world (2 EXT periods) 　■ S2: Understanding one's dreams (2 double periods) 　■ S3: Planning for the future (3 double periods) 　■ S3: Interactive theatre on CLP (1 double period) 　■ S3: Subject selection workshop (1 double period) 　■ S4: Career assessment tool 　■ S5: Goal setting, MBTI & Self-directed Search (3 double periods)	● Students' feedback ● Teachers' observation	● $8200 ● $6500 ● $1800 ● $6000
● Facilitate students to make decisions and act out plans regarding various study and work choices	● Arrange activities for students at senior levels 　■ S3: Life experiential workshop (3 hours) 　■ S4: Work values (1 double period) 　■ S4: Work experiential game (3 hours) 　■ S5: Presentation skills & self-account (3 double periods) 　■ S6: Interview skills (1 double period) and two mock job interview days (2 double periods) ● S4: Alumni mentorship programme ● S5: Career Day (to allow students to have better understanding of career trend through sharing of alumni from different discipline) ● S4 – S5: Career Award Scheme (to enhance students' sense of ownership towards their career and life planning) ● S5 – S6: School-based mentorship programme ● S5 – S6: Individual guidance and counselling 　■ At least one meeting for each student in each level ● S4 – S6: Take part in School-Company-Parent Programme / Business School Partnership Programme	● Students' feedback	● $12000 ● $19800 ● $200

	• S6 graduates: Arrange summer internship training		
• Help senior secondary students explore multiple pathways	• Arrange mass lectures during OLE periods 　　■ S5: Introduction to degree & sub-degree programmes (2 double periods) 　　■ S5: Purchase a CLP booklet for each S5 student from MingPao 　　■ S6: JUPAS and E-APP applications (3 double periods) • Visit various higher education and career expos 　　■ S4: HKTDC Education & Careers Expo • Arrange university tasting classes or summer camps for S4 and S5 students (even for S3 students if available)	• Students' feedback	• $11 100
• Equip parents and teaching staff with the necessary knowledge and technique to provide career guidance support	• Organise two S6 parents' talks for students and parents on JUPAS application and multiple pathways	• Feedback from the parents and teachers	• $2500
		Total expected expenditure as at 24/10/2017:	$68 100

In addition, partial salary of a teaching assistant will be paid with Transitional Career and Life Planning Grant as he/she will support clerical work of the team.