

Delia Memorial School (Hip Wo)

# **Annual School Plan**

(2012/13)

## **School Mission**

**Integration of multiple cultures / Emphasis on students' all-round development / Provision of opportunity for success**

Delia Memorial School (Hip Wo) is a government-funded Direct Subsidy School (DSS) that specializes in providing education services for different ethnic groups in Hong Kong, including the Non-Chinese speaking students and the newly-arrival students from Mainland China.

With our educational philosophy of student development and student-centred education, we are dedicated to developing students to their full potential including the development of their generic skills, knowledge, values and attitudes, thus enabling them to have an all-rounded development of the five virtues: Ethics, Intellect, Physique, Social Skills and Aesthetic.

In addition, we strive to develop multicultural education and cultivate students' multi-cultural values and perspectives, nurturing them to understand and appreciate different ethnic groups and the cultures, and at the same time equipping them with an international vision.

We believe that everyone can have a chance for success. We have a strong belief that education is to lead one to the path of success rather than failure. Hence, we endeavor to establish a campus that is full of opportunities for success, thus motivating students to try their best in all aspects.

## **Major Concern of School Development Plan (Third Stage)**

**Liaison with Parents / Life-long Planning/ Curriculum Planning**

**Annual School Plan 2012/13\_Major Concern**

**Major Concern 1: Liaison with Parents**

Objective	Strategy / Task	Success Criteria	Evaluation Method	Schedule	Party-in-charge	Resources Required
<ul style="list-style-type: none"> <li>Promote cooperation between parents and school so as to construct a mutual, sharing and understanding relationship</li> </ul>	Launch 'Home-School Communication Plan' so as to strengthen the communication and collaboration relationship between class teachers and parents	<ul style="list-style-type: none"> <li>The communication task and requirement as stated in the plan are completed</li> <li>Class teachers and parents believe in general that the plan may strengthen the communication and collaboration relationship between them</li> </ul>	<ul style="list-style-type: none"> <li>Statistical analysis on the number of calls</li> <li>Evaluation on the plan with reference to the survey result and evidence</li> </ul>	<ul style="list-style-type: none"> <li>Jan 2013: Mid-term review</li> <li>June 2013: Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Overall coordination: Ms Kwok PN</li> <li>Monitoring: Ms Amy Chow</li> <li>Implementation: S1 class teachers</li> </ul>	<ul style="list-style-type: none"> <li>Mobile phone &amp; fee- \$12,000</li> <li>Fee for text message- \$27,400</li> <li>Time resources for the calls and talks between class teachers and parents</li> </ul>
<ul style="list-style-type: none"> <li>Enhance parents' understanding on school policy and their recognition with the school</li> </ul>	Publish school newsletter on a monthly basis, and develop the email communication network between parents and school	<ul style="list-style-type: none"> <li>School newsletters are published on a monthly-basis</li> <li>20% of the parents use email to receive school newsletters and other school documents</li> <li>Parents in general find that they have more understanding on school policy</li> </ul>	<ul style="list-style-type: none"> <li>Statistical analysis on the number of newsletter</li> <li>Statistical analysis on the number of parents and number of contacts within the email network</li> <li>Evaluation on the plan with reference to the survey result and evidence</li> </ul>		<ul style="list-style-type: none"> <li>School newsletter: Mr. Lam SM &amp; Ms Cheung HF</li> <li>E-mail network: Mr. Lo WC</li> </ul>	<ul style="list-style-type: none"> <li>Publication fee for 12 issues of school newsletters \$12,000</li> </ul>
	Formulate the plan to improve the work of Parent-Teacher Association	<ul style="list-style-type: none"> <li>Proposals formulated</li> <li>The proposal is approved to be practical and effective</li> </ul>	<ul style="list-style-type: none"> <li>Submission of proposals</li> <li>Review done in the school administration meeting</li> </ul>		<ul style="list-style-type: none"> <li>Parent-Teacher Association: Ms Kwok LY</li> <li>Multi-ethnic communication network: Mr. Ullah Rizwan</li> </ul>	<ul style="list-style-type: none"> <li>Time resources for proposal discussion and preparation</li> </ul>
	Construct a multi-ethnic communication network for different ethnic groups					

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**Major Concern 2: Life-long Planning**

Objective	Strategy / Task	Success Criteria	Evaluation Method	Schedule	Party-in-charge	Resources Required
<ul style="list-style-type: none"> <li>● Equip students with skills to enable them so as to set future education and/or career goals upon graduation</li> <li>● Initiate student autonomy to enable them to cope with the challenges, develop and actualize themselves</li> </ul>	Formulate school-based life-long planning by consolidating the experience generated in the past	<ul style="list-style-type: none"> <li>● The curriculum outline is completed</li> <li>● The work is reviewed and have reached the benchmark, with reference to the quality performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>● Work submitted by related parties</li> <li>● Review work done on the work, with reference to the quality performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>● Jan 2013: Mid-term review</li> <li>● June 2013: Completion of curriculum outline, student work review and Plan A/ Plan B of students</li> <li>● Late August 2013: Completion of the analysis relating to tertiary institute offers available for the students</li> <li>● Late Sep 2013: Completion of student pathway report (with comparison analysis)</li> </ul>	<ul style="list-style-type: none"> <li>● Overall coordination: Ms Kwok PN</li> <li>● Implementation: Mr. Wong CK Mr. Lee WS Form master Class teachers</li> </ul>	Time resources for discussion and survey
	Continue to strengthen the life-long education for S5/S6, S3/S4 and S1/S2 students	<ul style="list-style-type: none"> <li>● Majority of S1/S2, S3/S4 students complete the assignment on life-long education and the performance meets the expected level</li> <li>● More than 50% of S5/S6 students have set a clear Plan A/ Plan B and are able to start the work accordingly and attain the expected outcome</li> </ul>	<ul style="list-style-type: none"> <li>● Student work review</li> <li>● Statistical analysis and review on Plan A/ Plan B submitted by S5/S6 students</li> <li>● Comparison between Plan A/ Plan B and the actual pathway (S6)</li> </ul>			
	Fine-tune the pathway tracking mechanism of graduates	<ul style="list-style-type: none"> <li>● The mechanism is able to function effectively in different stages so as to collect accurate data and information</li> </ul>	<ul style="list-style-type: none"> <li>● Review on the data and information relating to the pathway of S6 students at different stages</li> </ul>			

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**Major Concern 3: Curriculum Planning**

Objective	Strategy / Task		Success Criteria	Evaluation Method	Schedule	Party-in-charge	Resources Required
<ul style="list-style-type: none"> <li>● Enhance the existing curricula of academic subject and subject learning activity so as to consolidate the teaching capacity and enhance the teaching effectiveness</li> <li>● Enhance professionalism of teachers in the area of curriculum planning</li> <li>● Construct a sustainable development foundation at school in the areas of curriculum planning and teacher professionalism</li> </ul>	Use 'EP' Strategy (Note 1)  --  With 'Objective' and 'Expected Outcome' as the hub (Note 2)	Enhance the Stage-based Teaching Scheme and Yearly Teaching Scheme of the academic subjects	<ul style="list-style-type: none"> <li>● The review and enhancement work for the Stage-based Teaching Scheme and Yearly Teaching Scheme are completed</li> <li>● The enhanced work is reviewed and have reached the benchmark, with reference to the quality performance indicator</li> </ul>	<ul style="list-style-type: none"> <li>● Enhanced work submitted by related parties</li> <li>● Review work done on the Teaching Schemes, Unit Plans and Curriculum Outlines submitted by related parties, with reference to the quality performance indicator</li> <li>● Evaluation on teachers' professionalism development in curriculum planning, with reference to the survey result and evidence</li> </ul>	<ul style="list-style-type: none"> <li>● Jan 2013: Mid-term review</li> <li>● June 2013: Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>● Overall coordination: Ms Chan HS</li> <li>● Monitoring: Ms Lee MS (Eng), Ms Lee KM (Chin), Mr. Kung LY (Math), Mr. Lau KC (Sci), Mr. Fung CT (Tech), Mr. Tsui MH (PSHE), Mr. Wong MW (LS), Ms Cheung HF (Arts), Mr. Wan WW (PE)</li> <li>● Implementation: All Subject Panels</li> </ul>	<ul style="list-style-type: none"> <li>● Time resources for the discussion, planning and preparation</li> </ul>
		Enhance the Unit Plan of the academic subjects	<ul style="list-style-type: none"> <li>● 2 enhanced Unit Plans are completed for each academic subject/ each form</li> <li>● The enhanced work is reviewed and have reached the benchmark, with reference to the quality performance indicator</li> </ul>			<ul style="list-style-type: none"> <li>● Overall coordination: Ms Kwok PN</li> <li>● Implementation: Mr. Wong CK (Life-long planning), Mr. Lau WK (Moral &amp; civic education), Mr. Li KS (Community Service)</li> </ul>	
		Formulate the Curriculum Outline relating to Life-long planning, Moral & civic education and community services	<ul style="list-style-type: none"> <li>● The curriculum outline is completed</li> <li>● The enhanced work is reviewed and have reached the benchmark, with reference to the quality performance indicator</li> </ul>				

*Note 1: Curriculum includes the procedures namely 'Planning' (P), 'Implementation' (I) and 'Evaluation' (E); 'EP' Strategy refers to the way of taking reference on 'Curriculum Evaluation to initiate the Curriculum Planning'*

*Note 2: For 'PIE' in curriculum, essence lies in 'Constructing an appropriate objectives and expected outcomes' and 'Making use of the objectives and expected outcomes to arrange suitable teaching/ learning experience' and finally 'Formulating corresponding evaluation method to assess the effectiveness'.*