慕光英文書院
Mu Kuang English School

學校周年計劃
2018-2019

慕 光 英 文 書 院

學校周年計劃

二零一八/二零一九年度

目錄

學校抱負和使命

本校致力為學生提供一個和諧、關愛的校園，並本著因材施教的精神，培育學生在德、智、體、群、美各方面的均衡發展。讓學生達至堅毅學習，與時並進，貫徹「明理愛光」之校訓，建設大同社會。

學校周年計劃

關注事項

1. 深化品德及紀律教育，建構學生自律自理人生。
2. 強化校園英語語境，提昇英語教學效能。
3. 優化生涯規劃教育，確立學生人生方向。

關注事項：1. 深化品德及紀律教育，建構學生自律自理人生。

目標	策略	成功準則	評估方法	時間表	負責人
● 塑造良好心理素質 ● 建構同理心，提升溝通與解難能力	優化班級經營				
	● 班主任會議	● 老師間能更暢順地溝通，以完善班級經營和管理	● 訓導老師的觀察 ● 班主任意見	● 全年	訓導組
	● 班主任課材料	● 教材能引發學生反思及積極討論有關價值教育的議題	● 觀察學生反應 ● 班主任意見	● 全年	輔導組及生命教育科
	● 新同事支援計劃	● 新老師於開學前能對學校運作、校規有所了解，以助班級經營	● 新老師的意見 ● 伙伴老師的觀察	● 全年	教師專業發展及考績組及訓導組

目標	策略	成功準則	評估方法	時間表	負責人
	以多樣化活動培養良好品格、禮貌和自理能力				
	• 生命「種」有愛	• 每班代表學生能依時出席培訓、農場實習及會議 • 每天澆灌/打理植物 • 植物能茁壯生長	• 記錄 • 觀察 • 農作物的收成	• 全年	德育及公民教育組
	• 禮貌之星選舉	• 更多同學能在見到師長時主動打招呼 • 較去年更多同學獲提名	• 老師觀察及意見 • 老師提名數量	• 全年 （共 3 期）	德育及公民教育組
	• 校慶日茶會環保餐具借用	• 所有環保餐具能全部被借出	• 參與率	• 11 月	德育及公民教育組
	• 校園電視台	• 短片能順利拍攝 • 點擊率能達全校學生 50%	• 點擊率	• 全年	訓導組

目標	策略	成功準則	評估方法	時間表	負責人
	● 德育及公民大使計劃	● 大使能協助推動德育及公民教育活動，發揮正能量。 ● 所有大使也能與組內活動的籌備	● 老師觀察和意見 ● 參與率	● 全年	德育及公民教育組
	● 最佳出勤及秩序選舉	● 學生的出席率較去年高，而遲到缺席較去年減少。	● 學生出勤紀錄 ● 老師意見	● 全年（共 4 期）	訓導組
	● 校服、儀容大檢閱	● 學生能透過活動注重自己的儀容，提高自理能力。	● 比賽結果 ● 老師意見	● 全年（共 3 期）	訓導組
	● 成長之旅 (I)(II)	● 學生能參與充實的課餘活動，以助身心成長。 ● 參與學生能達到 80% 或以上的出席率	● 參與率 ● 機構負責人意見	● 全年	德育及公民教育組

目標	策略	成功準則	評估方法	時間表	負責人
	• 《培養學生正面態度和價值觀》主題網絡計劃	• 能順利與中心共同設計、推行和評估有關學生心理和社會發展的課程 • 以系統性問卷調查，分析學生價值觀的發展。	• 問卷調查 • 老師意見/觀察 • 學生訪問	• 全年	德育及公民教育組、班主任、香港大學防止自殺研究中心支援
	• 培養的品德及正面價值主題早會/週會/午間電台	• 學生能專注聆聽早會內容，並加以思考。	• 班主任觀察 • 學生反應	• 全年	訓導組/ 輔導組/ 德育及公民教育組
	• 「生命·歷程」體驗館	• 參與學生能重新思索何謂年青、何謂年老，學懂體諒及尊敬家中長者。 • 學生能思考人生，為自己建立目標。	• 學生活動後分享 • 帶隊老師觀察	• 6月	德育及公民教育組及輔導組

目標	策略	成功準則	評估方法	時間表	負責人
	透過制服團隊訓練，培養責任感和堅毅精神				
	• 應變支援隊	• 隊員出席率能達 70% 或以上 • 能在集會及大型活動上提供支援及急救服務	• 評核報告 • 管理委員會面見及評核	• 全年	課外活動組
	• 升旗隊	• 隊員出席率能達 70% 或以上	• 老師的評估 • 出席紀錄	• 全年	課外活動組
	• 女童軍	• 大部份隊員 能認真操練，建立良好的同學關係，並對童軍團隊產生強烈的歸屬感。	• 學生服務表現 • 老師的評估	• 全年	課外活動組
	• 「2018 年軍事夏令營」分享	• 透過早會，同學能對軍事夏令營有進一步的了解	• 學生對早會／校刊的反應	• 3 月	德育及公民教育組
	• 「2019 年軍事夏令營」招募	• 參加人數比往年增加	• 參加人數 • 參與學生分享	• 3 月	德育及公民教育組

目標	策略	成功準則	評估方法	時間表	負責人
	透過服務學習及領袖訓練，培養同理心及溝通技巧				
	● 賣旗	● 學生能夠身體力行幫助社會上有需要的人，培養良好的公民意識。 ● 參加者的出席率達 80% 或以上	● 參與人數 ● 觀察學生對活動的態度	● 全年一至兩次	德育及公民教育組
	● 義工活動	● 學生義工積極投入服務 ● 參加者的出席率達 80% 或以上	● 負責老師、受惠機構負責人意見 ● 學生意見調查	● 全年數次	德育及公民教育組
	● 支教中國 2.0	● 學生能自信地扮演小老師的角色，並能藉此提升英語能力。	● 老師的評語 ● 參與者的自我反省	● 全年	英文科

目標	策略	成功準則	評估方法	時間表	負責人
	● DSE 加油站	● 交回點唱紙數量比去年增加 ● 中六考生能感受到老師和學弟妹的支持	● 參與人數 ● 參與態度	● 1 月	德育及公民教育組
	● 品德服務獎勵計劃	● 同學積極參與服務及活動 ● 參加人數較去年增加	● 參與人數 ● 學生表現	● 全年	訓導組
	● 風紀隊(隊長及隊員訓練)	● 風紀能獨立地處理日常當值遇到的問題	● 老師觀察	● 全年	訓導組
	● 大哥哥大姐姐計劃	● 學弟妹能在大哥姐的協助下,提升自信心和改善人際關係	● 學生的表現(學長) ● 學生的反應(初中生) ● 活動後問卷調查	● 全年	輔導組
	● 新樹苗關懷計劃	● 各級新來港學生能適應校園生活	● 活動後問卷調查	● 全年	輔導組
	● 新新新人類計劃	● 各級插班新生能適應校園生活。	● 學生意見 ● 老師觀察	● 全年	輔導組

目標	策略	成功準則	評估方法	時間表	負責人
	● 教育 360 中二級領袖訓練	● 學生能完成所有任務。 ● 老師可從活動中發掘一些富領導才能的學生擔當來年的風紀。	● 學生表現 ● 老師觀察	● 下學期	訓導組
	● 關愛共融講座及正能量大使培訓	● 學生進一步了解及體諒有不同需要的同學 ● 正能量大使能在日常生活積極主動幫助弱小，作為其他同學的模範。	● 學生在講座的反應 ● 大使在活動中及活動後的表現	● 全年	德育及公民教育組及融合教育關注組
	● 領袖訓練營	● 德育及公民大使以有效的溝通和團體精神，完成所有任務。	● 學生活動後分享 ● 老師觀察	● 9 月下旬 /10 月上旬	德育及公民教育組
	● 小導師計劃	● 學生能有自信地擔當小導師，替小學生補習。 ● 能完成所有課堂	● 機構負責人的意見 ● 受惠小學生的反應	● 全年	德育及公民教育組

關注事項：**2. 營造英語學習環境，提升學生英語能力。**

(Establishing English Learning Environment, Enhancing Students' English Abilities)

Target	Strategies	Success Criteria	Methods of Evaluation	Time scale	People-in-charge
● Improving public assessment passing rate/ value-addedness (Junior Forms)	➢ Design of tailor-made syllabuses in the form a school-based curriculum for F.3 remedial class (3E) ➢ an extensive curriculum for F.1, F.2 & F.3 English Classes (1A, 2A,3A) and a core curriculum for other classes in F.1, F.2 & F.3 (1BC, 2BC, 3BCD)	~ At least 70% of the students agree the syllabuses suit their learning abilities	~ Students' performance as reflected in the school's assessments	Sept 18-June 19	F.1A, 2A, 3A English Teachers F.3E English Teachers
	● Implementation of TSA elements in F.1 & 2 levels	~ At least 70% of the students agree the implementation can assist them in familiarizing with the TSA format	~ Results of students' and teachers' questionnaires ~ Students' performance as reflected in the school's assessment and public exam	Sept 18-June 19	F.1-2 Coordinators and Teachers

	● F.3 Tutorials on TSA	~ At least 70% of participants agree they can learn the TSA oral techniques in the course ~ The course has about 80% attendance rate on average	~ Attendance records ~ Students' questionnaires	Jan 19-June 19	F.3 English Teachers
	● English Enhancement Class for F.1 & F.2 New Immigrants	~ At least 70% of new immigrants reflect that the course materials are suitable for them	~ Students' feedback and attendance	Oct 18-June 19	Teaching Assistant
	● English Enhancement Class for F.1 remedial students	~ At least 70% of participants agree they can learn the basic elements of English	~ Students' feedback and attendance	Oct 18-June 19	F.1 English Teachers
	● English Supplementary Classes for F.1-3 students (by "District Scheme 區本計劃")	~ At least 70% of participants agree that they can benefit from the scheme	~ Students' feedback and attendance	Oct 18-June 19	Panel Head, F.1-3 Form Coordinators
	● Additional learning materials for theme-based vocabulary	~ At least 70% of students reflect that the materials are useful and are suitable for their abilities	~ Students' performance in class and test results	Sept 18-June 19	F.1-3 English Teachers

	● "Strengthen our teaching effectiveness: Introduce blended learning, deepen our S1-3 school-based curriculum and tailor of resources" (Project funded by Quality Education Fund)	~ At least 70% of students and teachers find the resources are practical and useful for their learning and teaching respectively	~ Students' and teachers' feedback	Oct 17-June 18	Panel Head, F.1-3 Form Coordinators
● Improving public assessment passing rate/ value-addedness (Senior Forms)	● Ability grouping for elite and remedial classes	~ At least 70 % of the students agree the grouping can help them to learn better	~ Students' performance as reflected in the school's assessments, and public exam	Sept 18-June 19	Panel Head
	● Design of tailor-made syllabuses for F.4, F.5 and F.6 remedial classes (4E, 5E and 6E)	~ At least 70% of the students agree the syllabuses suit their learning abilities	~ Students' performance as reflected in the school's assessment	Sept 18-June 19	F.4E, 5E & 6E English Teachers
	● English Enhancement Class for F.4 New Immigrants	~ At least 70% of new immigrants reflect that the course materials are suitable for them	~ Students' feedback and attendance	Oct 18-June 19	Teaching Assistant

● F.6 English Enhancement Program on HKDSE (arranged by DSO)	~ At least 70 % of the students agree the program can help them to achieve better results ~ The course has about 70% of attendance rate on average	~ Students' performance as reflected in the school's assessments, and public exam. ~ Attendance records	Sept 18-Feb 19	F.6 English Teachers
● F.6 Moving-up Programme for the whole form (bi-weekly Saturday by Department)	~ At least 70 % of the students agree the program can help them to achieve better results	~ Students' performance as reflected in the school's assessments, and public exam. ~ Attendance records ~ Results of students' questionnaires	Oct 18-Jan 19	Panel Head F.6 Form Coordinator F.6 English Teachers
● F.6 Moving-up Programme for potentially-passed students (bi-weekly Saturday by Panel head)	~ At least 70 % of the students agree the program can help them to achieve better results	~ Students' performance as reflected in the school's assessments, and public exam. ~ Attendance records ~ Results of students' questionnaires	Oct 18-Jan 19	Panel Head

	● F.6 Post-Mock Oral Practice	~ At least 70 % of the students agree the program can help them to achieve better results ~ The course has about 70% of attendance rate on average	~ Students' performance as reflected in the school's assessments, and public exam. ~ Attendance records	April 19 -May 19	F.6 Form Coordinator Net teacher F.4-6 English Teachers
	● F.5 English Enhancement Program on HKDSE (2nd term)	~ At least 70 % of the students agree the program can help them to achieve better results ~ The course has about 70% of attendance rate on average	~ Students' performance as reflected in the school's assessments, and public exam. ~ Attendance records	Feb 19-May 19	F.5 English Teachers
	● F.5 After-school Oral Class	~ At least 70 % of the students agree the program can help them to improve their speaking skills	~ Students' performance as reflected in the school's assessments, and public exam. ~ Attendance records	Oct 18-May 19	Net Teacher

	• English-related activities by Li Po Chun United World College's students for F.4 elite students ~ Mu Kuang & Li Po Chun Project	~ At least 70 % of the students agree the program can help them to achieve better results ~ The course has about 70% of attendance rate on average	~ Attendance records ~ Students' feedback	Oct 18-April 19	Panel Head, Ronnie Lee (4A), Helen Ip (4BCD)
	• English Supplementary Classes for F.4-5 students (by "District Scheme 區本計劃")	~ At least 70% of participants agree that they can benefit from the scheme	~ Students' feedback and attendance	Oct 18- June 19	Panel Head, F.4-5 Form Coordinators
• Promoting English Reading Atmosphere	• Online Extensive Reading Scheme F.1-4 students are required to read 4 online extensive readers per academic year	~ Students are to finish at least the online tasks for each online extensive reader ~ Students show better comprehension ability and point of views	~ Teachers' and students' feedback ~ Students' participation records	Oct 18-June 19	Panel Head, F.1-4 Form Coordinators

	● Newspaper Reading	~ Number of students who subscribed to Student Standard Newspaper increased ~ Students are to keep a Newspaper Notebook for written comments on selected articles	~ Teachers' and students' feedback	Sept 18- May 19	Panel Head
	● Newspaper article reading (Collaborative project with school library, Chinese subject & Career & Guidance Team)	~ Students from junior and senior forms will receive a newspaper article in English for morning reading session once a month (Wednesday) and answer the questions related to the contents	~ Teachers' and students' feedback	Sept 18-May 19	All English Teachers
	● Theme-based articles of social issues for F.4-6 (Cross-curricular activity with Liberal Studies subject)	~ Students from F.4-6 will receive an English article of a social issue that has been covered in Liberal Studies subject on Friday once every two weeks for reading	~ Teachers' and students' feedback	Sept 18-May 19	F.4-6 English Teachers

	● Online reading texts	~	At least 60% of the normal classes can finish the e-learning at least once a week ~ There is a satisfactory online reading record	~	The participation rate and the record of students' performance	Nov 18-June 19	Panel Head, F.1-5 English Teachers
	● English School Newsletter	~	Students are to contribute to the newsletter Students are to read the School newsletter	~	Teachers' and students' feedback	Oct 18-June 19	Dane Powell, Cherie Chau
● Creating a favourable environment for English Learning	● English Morning Assembly ➢ conducted by English teachers and teachers from other subjects and departments on Friday once every two weeks (e.g. 1st and 3rd Friday) ➢ themes/messages spread are related to the school major concerns or other issues	~	At least 60% of students can understand the contents of the assembly	~	Students' and teachers' feedback	Sept 18-May 19	All English Teachers, Panel Heads of different subjects and department heads
	● English Radio Broadcast ➢ conducted by English teachers on Friday lunchtime once every two weeks (e.g. 2nd and 4th Friday lunchtime)	~	At least 60% of students can understand the contents of the radio broadcast	~	Students' and teachers' feedback	Oct 18-May 19	All English Teachers

● Joint School Activities ➢ Activities to be conducted with EDB and other secondary schools of similar banding (F.6 Mock Oral Practice)	~ At least 70% of the participants agree to the effectiveness of the activities that can help them improve English ~ The activities have at least 80% of attendance rate on average	~ Students' and teachers' feedback ~ Attendance records	March 19	Panel Head, Net Teacher, F.6 English Teachers
● English Learning & Cultural Study tour to English-speaking country	~ At least 70% of the students find the activity can increase their motivation in English learning	~ Teachers' and Students' feedback	June 19	Panel Head
● Online English remote teaching to school students in village in China ~ Mu Kuang & 支教中國 2.0 project	~ At least 70% of the students find the activity can increase their motivation in English learning and increase their confidence in learning English	~ Students' participation and feedback	Oct 18-May 19	Panel Head, Winnie Wai (3A) Ronnie Lee (4A)
● Festive Activities (Halloween, Easter, etc.)	~ At least 70% of the students find the activity can increase their motivation in English learning	~ Students' and teachers' feedback ~ Attendance records	Oct 18-April 19	All English Teachers

	● Speech Festival	~ At least 80% of the participants agree the event help to enhance their speaking abilities ~ More than 70% of the participants could achieve merit or proficiency certificates	~ Teachers' and Students' feedback ~ Performance in the inter-school competition	Sept 18-Dec 18	*Winnie Wai, Ann Lee, Net Teacher
	● English Festival ➢ Singing competition ➢ Trivia ➢ Spell-a-thon	~ At least 70% of the students find the activities in the week can enhance their interests in English	~ Teachers' and Students' feedback	Mar 19	All English Teachers
	● English in Campus ➢ English word cards, posters, banners around the campus ➢ Posters with English phrases in classrooms	~ At least 80% of English teachers find the English learning environment is created	~ Teachers' feedback	Sept 18-June 19	Jack Chan, Julie Fu
	● Writing Competition	~ At least 70% of the students find the competition can arouse their interests in English writing	~ Students' feedback	Nov 18	Julie Fu, Jack Chan

● English Ambassador Scheme
  ➢ Lunch Activities
  ➢ Radio Broadcast
  ➢ Story-telling
  ➢ Interviewing teachers and guests
  ➢ Film Show
	~ At least 70% of the participants find the lunch activities interesting
	~ There is a satisfactory attendance record for film show
		~ Students' participation
		~ Attendance records
			Oct 18-May 19	*Net Teacher, Panel Head, Helen Ip, Dorothy Poon, Winnie Wai

● Lunch activities at Language Learning Room (M11) (e.g. Movie Show, Stall Games…)	~ More than half of the school students have had joined the English activities	~ Teachers' and students' feedback ~ Students' participation	Oct 18-May 19	*Net Teacher, Panel Head, All English Teachers
● Subject Board Decoration ➢ Some key words / phrases/ expressions in other subjects will be translated into English	~ The news and the current English-learning activities of the departments are updated from time to time	~ Teachers' feedback	Sept 18-June 19	Teaching Assistant
Solicit external free resources from socially responsible companies and NGOs.	All the junior form students can access to the Scholastic Literacy Pro Reading Scheme, extra assistance in language structure, speaking and listening practices is giving to the students in need.	Lexile analyzers, feedback from the tutors (retired professionals and university graduates) and questionnaires of students.	Oct 18 – Jun 19	Senior and junior form coordinators, and all subject teachers concerned.

關注事項：3. 優化生涯規劃教育，確立學生人生方向。

目標	策略	成功準則	評估方法	時間表	負責人
● 促進各級學生的生涯發展，協助學生了解自己個性和發展能力，訂立個人發展路向。	● 於初中各級的班主任課舉辦生涯規劃課，各級主題如下： ● 中一級：「認識自我・起動築夢工程」； ● 中二級：「知己知彼・我與工作世界」； ● 中三級：「探索理想・了解選科與職業關係」。	● 70%學生認同生涯規劃課能提升對自我了解和認識。	● 老師於課堂觀察學生在活動中的參與情況及表現 ● 學生評估問卷 ● 中期及年終檢討會議檢討活動成效	● 上學期分兩節(每節1小時，在第九節班主任課及放學時段進行)	袁詠儀
	● 於中四、中五級班主任課舉辦生涯規劃課；中六級將在生命教育課時段進行生涯規劃課。各級主題如下： ● 中四級：「實踐夢想里程碑・裝備自己」； ● 中五級：「實踐夢想里程碑・職場初體驗」； ● 中六級：「實踐夢想里程碑・規劃升學藍圖」。			● 上學期分兩節(每節1.5小時,在第九節班主任課及放學時段進行)	袁詠儀
	● 為高中學生提供個人/小組輔導諮商，協助學生了解自己的志向、能力和需要，從而規劃適合自己的升學或就業路向。	● 70%學生認同個人/小組輔導諮商能協助其規劃升學或就業路向。	● 學生評估問卷 ● 中期及年終檢討會議檢討活動成效	● 全年	升學及就業輔導組全體老師

	活動	成功準則	評估方法	時間	負責人
	● 參加「理財 Get $et Go」工作坊，讓學生體驗理財與生涯規劃的課題	● 70%學生認同活動能增加其對規劃未來的觀念	● 學生參與反應 ● 學生評估問卷 ● 中期及年終檢討會議檢討活動成效	● 3 月	袁詠儀
	● 參觀各專上院校課程資訊日，了解各項升學途徑，讓學生能規劃適合自己的升學路向。	● 70%學生認同參觀活動有助了解各專上院校的課程，訂立個人升學路向。	● 學生評估問卷	● 9-11 月	楊永佳
	● 於課外活動時段開辦「生涯規劃輔導社」，培訓學生成為朋輩輔導員，以助學生認識自我、個人規劃及訂定目標，推動校內生涯規劃教育。	● 70%參與學生認同活動能助其增加對自我的認識及個人生涯發展。	● 老師觀察學生在活動中的參與情況及表現 ● 學生評估問卷	● 全年	袁詠儀 邱啟賢
	● 10 位朋輩輔導員參加學友社舉辦的「學友所承·校本輔導大使計劃」，加強學生對升學資訊的了解、認識朋輩輔導及籌辦活動的技巧。	● 100%學生能完成有關訓練課程。 ● 70%參與學生認同活動能助其認識升學資訊和提升朋輩輔導及籌辦活動的技巧。	● 參與學生出席率 ● 老師觀察學生在活動中的參與情況及表現 ● 學生評估問卷	● 全年	袁詠儀 邱啟賢
	● 開設「生涯規劃資源室」，為學生提供生涯規劃輔導及升學就業資訊。	● 資源室開設首兩年能添置合適資源讓學生借閱。	● 學生評估問卷	● 全年	升學及就業輔導組全體老師

● 提升中學生對工作世界的認知，為升學及就業作理性規劃。	● 教育局商校合作活動、參觀海洋公園、香港迪士尼樂園、T-Hotel 及各行各業企業，讓學生認識工作的世界，了解不同行業的工作性質及工作環境。	● 70%參與學生認同活動能增加其對工作世界的認知。	● 老師觀察參與學生在活動中的表現 ● 學生評估問卷	● 全年	袁詠儀 邱啟賢
	● 參加教育局「商校家長計劃」與港鐵公司合作，舉辦工作坊及參觀活動，讓學生認識港鐵企業的營運理念、工作場地。	● 70%參與學生能完成一連六星期活動。 ● 70%學生認為活動能增加其對工作場地的認識。	● 老師觀察參與學生在活動中的表現 ● 學生評估問卷	● 3-4 月	袁詠儀 楊永佳
	● 與各科組合作，舉辦參觀工作場地活動，讓學生認識各行各業的工作實況，以訂立個人發展路向。	● 70%參與學生認同活動能增加其對工作世界的認知。	● 老師觀察參與學生在活動中的表現 ● 學生評估問卷	● 全年	升學及就業輔導組全體老師
	● 開設升學及就業輔導組面書專頁及本校生涯規劃應用程式	● 學生及家長能透過相關平台了解本組活動、升學及就業資訊。	● 學生下載及瀏覽人次	● 全年	袁詠儀 譚銘龍
	● 主題早會	● 參與學生能掌握早會主題內容。	● 班主任觀察 ● 學生反應	● 全年	袁詠儀