

慕光英文書院

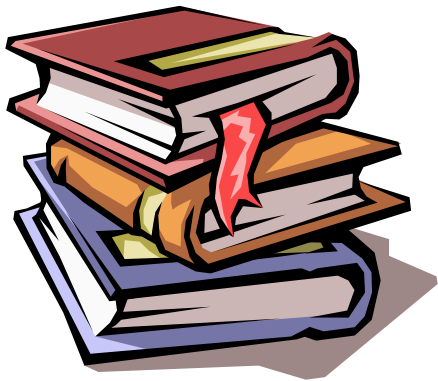


周年校務計劃
二零一一至二零一二年度

慕光英文書院

辦學宗旨

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。



慕光英文書院
周年校務計劃書
二零一零/二零一一年度

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1. 關注事項：培養關愛文化，締造和諧校園

| 策略/工作 | 時間表 | 成功準則/效果 | 評估方法 | 負責人 | 所需資源 |
|------------------------------------|---------|---------------------------|------------------------|---------------------|------------|
| (a) 優化班級經營 | | | | | |
| (1)班級經營分享 | 8/11 | 新入職老師能從分享會中了解本校學生及班級經營的技巧 | ◇ 老師的意見 | 教師專業發展及考績組 | / |
| (2)班際壁報設計比賽(主題：「關愛祖國」) | 9-10/11 | 加強學生對祖國的認識及國民身份的認同 | ◇ 學生的投入程度 ◇ 各班壁報的質素 | 德育及公民教育組及家校合作委員會 | 經費 \$600 |
| (3)多元化班際活動/比賽 | 全年不定期 | 學生積極參與不同的活動和比賽，為班增光 | ◇ 各班參與積極程度 ◇ 比賽成績 | 課外活動組、德育及公民教育組及其他科組 | |
| (4)班級經營大獎 | 全年 | 提升學生對班的歸屬感及投入校內各活動 | ◇ 各班參與積極程度 | 德育及公民教育組 | 經費 \$1,000 |
| (5)一人一職 | 全年 | 以有系統的班會，讓同學於班內各當其職，建立歸屬感。 | ◇ 班主任分享 | 德育及公民教育組、班主任 | / |
| (b) 以多樣化活動培養重紀律、公德心及守法等良好品格 | | | | | |
| (1)校服儀容大檢閱 | 全年數次 | 學生能透過活動注重自己的儀容，提高重紀律的精神 | ◇ 學生表現 | 訓導組 | / |
| (2)班際秩序比賽 | 全年數次 | 學生能透過比賽，更守規則，注重秩序和紀律 | ◇ 學生表現 ◇ 老師意見調查 | 訓導組 | / |
| (3)班際出勤比賽 | 全年數次 | 透過比賽培養學生勤學、守時的美德及良好 | ◇ 學生出勤表現及紀錄 | 訓導組 | / |

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|--------------------------------------|----------|---|--|--------------|------------|
| | | 學生的責任感 | | | |
| (4)班際清潔比賽 | 上、下學期各一次 | 學懂愛護環境，保護地球，培養良好公德 | <ul style="list-style-type: none"> ◇ 學生參與態度 ◇ 學校環境情況 | 德育及公民教育組、班主任 | 經費 \$1,000 |
| (5)午膳秩序比賽(中一至中三) | 上、下學期各一次 | 學生能透過比賽，知道任何時候也須守規則，注重秩序和紀律 | <ul style="list-style-type: none"> ◇ 當值老師評分 | 學生福利組 | / |
| (6)廢物分類回收計劃(回收箱) | 全年 | 學生能認識環保的必要，更加愛護境及提高環保意識 | <ul style="list-style-type: none"> ◇ 廢物回收情況 ◇ 個人態度 | 總務組 | / |
| (c) 透過制服/服務團隊及領袖訓練，培養責任感及堅毅精神 | | | | | |
| (1)升旗隊訓練及當值 | 全年 | 隊員能認真操練及完全服從老師的指令，從而鍛鍊個人的堅毅精神及提高國民身份的認同 | <ul style="list-style-type: none"> ◇ 學生表現 ◇ 老師的評估 | 德育及公民教育組 | 經費 \$5,000 |
| (2)應變支援隊當值及服務 | 全年 | 透過不同類型的訓練，使隊員可以提升個人能力及堅毅精神。透過隊員間的相互照顧和分享，以及當值時的互信和合作，培養出隊員的責任感及領袖才能 | <ul style="list-style-type: none"> ◇ 利用「服務分」計劃評估同學的表現 ◇ 各小隊主管呈交評核報告 ◇ 管理委員會每半年一次面見及作出整體評核 | 尙大三先生 | 經費 \$4,000 |
| (3)女童軍及男童軍當值 | 全年 | 大部份隊員認真操練，建立良好的同學關係，並對童軍團隊產生了強烈的歸屬感 | <ul style="list-style-type: none"> ◇ 老師的評估 ◇ 學生服務表現 | 課外活動組 | 經費 \$4,000 |

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| (d) 透過不同的宣傳媒體推廣關愛的重要性 | | | | | |
| (1)性教育活動 | 9/11 | 灌輸學生正確的性知識、建立正確的性觀念及態度 | <ul style="list-style-type: none"> ◇ 統計參與人數 ◇ 學生的反應 ◇ 活動後問卷調查 | 輔導組 | 經費 \$2,000 |
| (2)禁毒週 | 11/11 | 學生明白到毒品的禍害及拒絕毒品的的方法 | <ul style="list-style-type: none"> ◇ 統計參與人數 ◇ 學生的反應 ◇ 活動後問卷調查 | 德育及公民教育組、輔導組 | 經費 \$2,000 |
| (3)關愛週 | 10/11 及 2/12 | 學生明白到「關愛」的重要性，學懂關愛身邊人之餘，亦關心社會和世界上有需要的人 | <ul style="list-style-type: none"> ◇ 學生參與情況 ◇ 學生參與態度 | 德育及公民教育組、輔導組 | 經費 \$4,000 |
| (4)健康和諧關愛校園獎勵計劃 (觀塘區學校聯會主辦) | 全年 | 促進學校建立正面「健康和諧關愛」校園文化 | <ul style="list-style-type: none"> ◇ 有關機構評估 ◇ 學生的反映 ◇ 問卷調查 | 德育及公民教育組、學生福利組 | / |
| (5)關愛校園獎勵計劃(基督教家庭服務處主辦) | 待有關機構公布 | 對推動校園正面文化的投入、熱誠及努力作出認同。 | <ul style="list-style-type: none"> ◇ 計劃的申請結果 | 德育及公民教育組 | / |
| (6)午間電台 | 不定期 | 透過輕鬆的午間廣播，以不同的主題帶出不同的關愛訊息 | <ul style="list-style-type: none"> ◇ 學生反應 | 德育及公民教育組 | / |
| (7)早讀資料： 配合關愛週為題 | 全年不定期 | 透過早讀資料，讓學生潛移默化知道關愛的重要 | <ul style="list-style-type: none"> ◇ 學生參與情況和態度 ◇ 班主任意見 | 德育及公民教育組、班主任 | 經費 \$500 |

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|------------------------------|-------|--|---|--------------------|------------|
| (8)徵文比賽： 以德育/關愛為題 | 全年不定期 | 學生能從寫作中思考有關課題及增加關愛的意識 | <ul style="list-style-type: none"> ◇ 學生參與數量 ◇ 公開比賽的結果 | 中文科、德育及公民教育組 | 經費 \$1,000 |
| (e) 讓師生以實際行動，彰顯有關的價值觀 | | | | | |
| (1)月餅罐回收比賽 | 10/11 | 學生為關愛地球而出一分力，提高環保意識。 | ◇ 回收月餅罐數量 | 德育及公民教育組、學生會 | 經費 \$500 |
| (2)「總有你鼓勵 為你打打氣」 | 1/12 | 全校師生支持及鼓勵會考班同學，為他們打氣，讓他們知道全體師生也關心和支持他們 | <ul style="list-style-type: none"> ◇ 參與人數 ◇ 參與態度 | 德育及公民教育組 | 經費 \$500 |
| (3) 敬師日 (表揚教師選舉) | 1/12 | 學生懂得更尊重老師，體會老師的辛勞 | <ul style="list-style-type: none"> ◇ 問卷調查 ◇ 學生參與態度 | 德育及公民教育組、教師專業展及考績組 | / |
| (4) 三八婦女節 | 3/12 | 學生能提高對女性的尊重 | ◇ 學生表現 | 家校合作委員會、德育及公民教育組 | 經費 \$1,500 |
| (5) 母親節 | 5/12 | 親手製作小禮物送給母親，以表孝心。 | ◇ 學生表現 | 家校合作委員會、德育及公民教育組 | 經費 \$1,500 |
| (6)父親節 | 6/12 | 親手製作小禮物送給父親，以表孝心。 | ◇ 學生表現 | 家校合作委員會、德育及公民教育組 | 經費 \$1,500 |
| (7)放榜輔導 | 放榜日 | 即場支援應屆中學文憑試及高考考生，提供情緒輔導 | ◇ 學生表現 | 輔導組、社工、升學及就業輔導組 | / |

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|---|-------|---|----------------------|--------------------------|--------------------------|
| (8)環保午膳餐具 | 全年 | 讓學生從校園生活中實踐環保 | ◇ 學生的反應 | 學生福利組 | / |
| (9)新新新人類計劃(新生輔導) | 全年 | 透過活動，讓各級新生適應校園生活 | ◇ 學生的反應 ◇ 活動後問卷調查 | 輔導組 | 經費 \$1,000 |
| (10)個案輔導 | 全年 | 協助學生釐清及解決情緒、家庭、社交、學習等所帶來的困擾，逐漸提升學生自信及建立正確的價值觀 | ◇ 學生表現 | 輔導組、社工 | / |
| (11)新樹苗關懷計劃(新來港學生) | 全年 | 透過朋輩輔導及活動，讓各級新來港學生適應校園生活 | ◇ 學生的反應 ◇ 活動後問卷調查 | 輔導組 | 經費按人數由教育局資助 |
| (12)德育公民大使計劃 | 全年 | 學生一同推廣德育及公民教育及時事活動外，更充當關愛大使的使命 | ◇ 學生參與情況 | 德育及公民教育組 | 經費 \$500 |
| (f) 科、組間建立伙伴關係，協辦各類以關愛為題的比賽及活動 | | | | | |
| (1) 統籌與各部門、各學科及家長合作，於正規及非正規課程中加入德育及公民教育元素* | 全年 | 各科組及各學科能於正規及非正規課程中加入德育及公民教育元素 | ◇ 學生參與情況 ◇ 學生參與態度 | 德育及公民教育組、各部門、各學科、家長 | 經費 \$4,000 (包括其他不定期參觀經費) |
| (g) 以不同的活動，讓學生提高對時事的觸覺及公民意識，了解社會及社區的發展 | | | | | |
| (1) 學生會投票日 | 10/11 | 學生能透過一人一票選舉活動，學習選舉的重要性 | ◇ 統計參與人數 ◇ 投票率 | 德育及公民教育組、學生福利組、1011年度學生會 | \$2,000(由學生會支付) |

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|--------------------------|-------|------------------------------------|----------------------|----------------|------------|
| (2)捐血日 | 1/11 | 學生關心身邊需要協助的人，提高公民的責任感 | ◇ 參與人數 ◇ 參與積極程度 | 德育及公民教育組 | / |
| (3)參觀選舉資訊中心 | 10/11 | 增加學生對香港選舉制度的認識，了解選舉的程序和意義 | ◇ 參與積極程度 | 德育及公民教育組 | 經費 \$1,000 |
| (4) 認識區議會選舉 | 11/11 | 讓同學認識選舉制度及區議會選舉的程序，提高公民意識 | ◇ 學生投入程度 | 德育及公民教育組 | / |
| (5) 維護廉潔選舉之我見(廉政公署主辦) | 11/11 | 學生認識廉潔選舉的概念，從小培養誠信的品格 | ◇ 對活動的投入程度 | 德育及公民教育組 | / |
| (6)學友社主辦「十大新聞選舉」 | 12/11 | 學生對一年發生的大事有所反思 | ◇ 統計參與人數 ◇ 問卷調查 | 德育及公民教育組 | / |
| (7)參加香港電台「城市論壇」電視節目 | 待定 | 讓學生有機會參與時事討論 | ◇ 參與積極程度 | 通識教育科 | / |
| (8)「時事熱話」新聞討論 | 全年 | 學生對最近發生的時事熱點發表意見，關心社會、國家及世界大事 | ◇ 統計參與人數 ◇ 問卷調查 | 德育及公民教育組、學校社工組 | / |
| (9)設立「時事 teen 地『講』場」午間電台 | 全年 | 學生對時事有更多認識及接觸，透過不同的問題引導學生進行反思及發表意見 | ◇ 統計參與人數 ◇ 問卷調查 | 德育及公民教育組 | |
| (h) 讓學生身體力行，幫助他人 | | | | | |
| (1)學校義工隊招募 | 9/11 | 培育更多義工領袖 | ◇ 統計參與人數 ◇ 學生積極程度 | 德育及公民教育組 | / |

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|----------------------------|------|--|--|-----------------------|------------|
| (2) 義工培訓計劃 | 全年 | 認識貧窮問題、智障人士…，幫助弱勢社群，學習回饋社會。 | <ul style="list-style-type: none"> ◇ 負責老師、社工意見調查 ◇ 學生意見調查 | 德育及公民教育組、基督教家庭服務處 | 經費 \$3,000 |
| (3) 大哥哥大姐姐計劃 | 全年 | 讓高年級學兄學姊透過朋輩輔導及小組活動支援初中學生及有特殊學習需要學生 | <ul style="list-style-type: none"> ◇ 學生的表現(學長) ◇ 學生的反應(初中生) ◇ 活動後問卷調查 | 輔導組 | 經費 \$2,000 |
| (4) 班際賣旗 | 全年數次 | 讓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。此外，活動能配合新高中的其他學習經歷的社會服務時數。 | <ul style="list-style-type: none"> ◇ 參與人數 ◇ 觀察學生對活動的態度 | 德育及公民教育組 | 經費 \$1,000 |
| (5) 設立義工服務記錄 | 學期末 | 為學生有系統地記錄社會服務的時數，讓他們畢業時有一份完整的學生概覽 | <ul style="list-style-type: none"> ◇ 參與服務的情況 | 德育及公民教育組 | / |
| (6) 其他團體的義工服務 | 不定期 | 學生對義工服務的興趣加強並瞭解擔任義工的意義 | <ul style="list-style-type: none"> ◇ 統計參與人數 ◇ 學生積極程度 | 德育及公民教育組、其他社區義工機構、輔導組 | / |
| (i) 透過多元化活動，讓學生關愛祖國 | | | | | |
| (1) 南京古都考察團分享會 | 9/11 | 讓同學對是次交流團有所認識加深學生對祖國歷史及國情的認識 | <ul style="list-style-type: none"> ◇ 分享學生表現 ◇ 收聽學生的反應 | 德育及公民教育組 | / |
| (2) 紀念 918 事變 | 9/11 | 加深學生對祖國歷史的認識 | <ul style="list-style-type: none"> ◇ 學生積極程度 | 德育及公民教育組、中國歷史科 | / |

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|-------------------------------|--------|------------------------------------|------------------------|----------------|------------|
| (3)關愛週I暨國民教育週 | 10/11 | 將關愛由自身、社區推展至國家及世界 | ◇ 學生參與情況 ◇ 學生參與態度 | 德育及公民教育組 | 經費 \$2,000 |
| (4)「百年辛亥 千人揮毫」觀塘區學校聯會主辦 | 10/11 | 加深對歷史的認識，加強國民教育 | ◇ 參與率 ◇ 學生表現 | 德育及公民教育組 | 經費 \$1,000 |
| (5)升旗隊訓練營 | 12/11 | 提升隊員的自信心、合作精神和增加歸屬感 | ◇ 學生表現 | 德育及公民教育組 | 經費 \$3,000 |
| (6)「六四事件」回顧 | 6/11 | 加深學生對祖國歷史的認識 | ◇ 觀察閱讀情況 ◇ 參與問答遊戲人數 | 德育及公民教育組、中國歷史科 | 經費 \$500 |
| (7)舉辦軍訓活動或交流團 | 7/11 | 讓學生更親身認識祖國的發展 | ◇ 報名人數 ◇ 參與積極程度 | 德育及公民教育組 | / |
| (8)升國旗儀式及唱國歌儀式 | 全年，不定期 | 學生能透過儀式，學習尊重祖國及愛國的情操 | ◇ 參與時的態度及投入程度 | 德育及公民教育組、升旗隊 | / |
| (9)有關國民教育參觀/考察 | 全年，不定期 | 加深學生對祖國歷史的認識 | ◇ 學生表現 | 中史科、德育及公民教育組 | 經費 \$4,000 |
| (k) 為新高中畢業生建立「社會服務」資料庫 | | | | | |
| (1)設立義工服務記錄庫 | 學期末 | 為學生有系統地記錄社會服務的時數，讓他們畢業時有一份完整的學生概覽。 | ◇ 參與服務的情況 | 德育及公民教育組 | / |
| (2)統整學生概覽 | 學期末 | 為新高中畢業生建立「社會服務」資料庫 | ◇ 有系統的學生概覽 | 課外活動組 | / |

2. 關注事項：照顧學生的學習差異

| 策略 / 工作 | 時間表 | 成功準則 / 效果 | 評估方法 | 負責人 | 所需資源 |
|--|------------------------|---|---|--|------|
| (a) 學校: 1. 科目層面 | | | | | |
| (1) 科目政策 <ul style="list-style-type: none"> ➢ 各科優化照顧學習差異政策 ➢ 強化各項學務統計供學科制訂策略 | 09/2011 09/2011 | 各科於 1112 工作計劃附頁中列明政策及措施 運用學務統計擬定各科的政策及措施 | ✧ 教務主任審閱文件 (中文、數學、科學、科技領域) ✧ 學務副校長審閱文件 (英文、人文、通識、體藝領域) | 各科主任 | |
| (2) 按能力學習 <ul style="list-style-type: none"> ➢ 中一至中六以成績分班 ➢ 中、英、數、通識作分班授課 ➢ 中、英、數評估同學實際學業水平以作適切授課 ➢ 高中按學生程度作分組補課 | 全年 | 班內學習差異縮窄 | ✧ 持分者問卷 ✧ 班主任/科任老師意見 ✧ 年終同學平均分差距縮窄 ✧ 同學意見及老師觀察 | 教務主任 中、英、數、通識科主任 中、英、數科任老師 各科科任老師 | |

| 策略 / 工作 | 時間表 | 成功準則 / 效果 | 評估方法 | 負責人 | 所需資源 |
|---|--|--|--|--|------|
| (3) 課程策劃照顧同學需要 <ul style="list-style-type: none"> ➤ 提供應用學習供同學選擇 ➤ 音樂課按年申延至中六級 ➤ 新高中開辦多元化課程供同學選擇 ➤ 中三級中、英、數開發三套不同程度的課程供分組教學 ➤ 高中按科目自決發展核心及延展部分 ➤ 高中數學科使用兩套程度不同的教科書 | 全年 全年 全年 全年 全年 全年 | 不少於 8 人完成課程 按時完成計劃 不少於 14 科新高中選修科 按時完成計劃 公開試 U 級數目減少 | ✧ 同學參與度 ✧ 持分者問卷 ✧ 同學參與度 ✧ 持分者問卷 ✧ 同學選科滿意度 ✧ 持分者問卷 ✧ 同學上課投入度 ✧ 老師觀察 ✧ 公開試成績 ✧ 同學上課投入度 ✧ 老師觀察 ✧ 2012 年公開試成績 | 升學及就業輔導主任 音樂科科主任 教務組 中、英、數科主任 各科主任 數學科科主任 | |
| (4) 評核時照顧同學能力 <ul style="list-style-type: none"> ➤ 設計多元化課業 ➤ 測驗考試題目照顧能力較弱程度同學 | 全年 | 同學欠交功課次數減少 同學功課質素上升 整體測驗考試合格率接近 70% | ✧ 同學欠交功課次數 ✧ 老師觀察 ✧ 老師觀察 ✧ 同學測驗考試成績 | 各科主任/科任老師 | |

| 策略 / 工作 | 時間表 | 成功準則 / 效果 | 評估方法 | 負責人 | 所需資源 |
|--|-----|--|--|------------------|-------|
| (5) 經驗分享 ➤ 舉行不少於一次的經驗分享會 | 全年 | 每年舉行不少於一次的經驗分享會 | ◇ 老師意見 | 各科主任 | |
| (a) 學校: 2. 組別層面 | | | | | |
| (1) 協助學習能力稍遜的同學增強自信 ➤ 舉辦活動能達至上述目的 | 全年 | 每年舉辦不少於一次活動能達至上述目的 | ◇ 同學參與度 ◇ 持分者問卷 ◇ 活動問卷 | 輔導組 | 由科組自定 |
| (2) 活動發掘學生潛能 ➤ 提供多元化課外活動供同學參與 ➤ 培訓校內領袖同學 | 全年 | 每位同學最少參加一項課外活動 超過 80 人次學生參加領袖訓練活動，並按年增加 | ◇ 同學參與度 ◇ 持分者問卷 ◇ 同學參與度 ◇ 活動問卷 ◇ 持分者問卷 | 課外活動組 訓導組 | 由科組自定 |
| (3) 教研日 ➤ 跨科分享經驗 | 全年 | 每年舉行不少於一次照顧學習差異活動 | ◇ 活動問卷 ◇ 持分者問卷 | 教師專業發展及考績組 | 由科組自定 |

| 策略 / 工作 | 時間表 | 成功準則 / 效果 | 評估方法 | 負責人 | 所需資源 |
|---|-----|-----------------------|---|---------------|----------|
| (4) 自願補習計劃 | 全年 | 為學習能力較弱同學提供補習服務 | <ul style="list-style-type: none"> ◇ 活動問卷 ◇ 持分者問卷 | 教務組 | 課後學習支援撥款 |
| (5) 成立融合教育關注組 | 全年 | 有特殊教育需要的學生得到不少於一項支援服務 | <ul style="list-style-type: none"> ◇ 家長意見 ◇ 持分者問卷 | 容達君副校長 | 由科組自定 |
| <ul style="list-style-type: none"> ➢ 照顧本校學習上有特殊需要的同學 ➢ 校內分享經驗 | 全年 | 每年舉行不少於一次經驗分享活動 | <ul style="list-style-type: none"> ◇ 老師意見 ◇ 活動問卷 | | |
| (6) 考試特別安排 | 全年 | 有特殊教育需要的學生得到支援服務 | <ul style="list-style-type: none"> ◇ 家長意見 ◇ 持分者問卷 | 考試組 | |
| (7) 焦點觀課 | 全年 | 瞭解課堂中如何落實照顧差異 | <ul style="list-style-type: none"> ◇ 觀課 | 學務副校長 / 教務主任 | |
| (a) 學校: 3. 老師層面 | | | | | |
| (1) 教師培訓 | 全年 | 按本校需要推薦合適老師外出受訓 | <ul style="list-style-type: none"> ◇ eservice 教師培訓記錄 | 教務組 / 融合教育關注組 | |

| 策略 / 工作 | 時間表 | 成功準則 / 效果 | 評估方法 | 負責人 | 所需資源 |
|---|-----|--|--|---------------------|------|
| (b) 家長與社區 | | | | | |
| (1) 家長接納學生的學習差異 ➤ 透過家教會活動推廣照顧學習差異的訊息 ➤ 聯繫有特殊教育需要學生的家長 | 全年 | 每年家長教師會活動推廣有關訊息不少於一次 聯繫不少於 6 位有特殊教育需要學生的家長作交流，並按年增加 | ✧ 家長參與度 ✧ 活動問卷 ✧ 持分者問卷 ✧ 社工意見 ✧ 家長參與度 ✧ 持分者問卷 | 家長教師會 社工 / 家長教師會 | |

3. 關注事項：優化英語學習環境，提升學生英語水平

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|------------------|--|--|--|--------------------|
| A1. Improving Public Examination Passing % / Value Added (Junior Forms) | | | | | |
| 1. Ability grouping | Sept 11 – Aug 12 | -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 attainment test | Samuel Kam | |
| 2. Design of tailor-made syllabuses | Sept 11 – Aug 12 | -At least 70% of the students agree the syllabuses suit their learning abilities | -Students' performance as reflected in the school's assessments | Ann Lee, Cherie Chau, Celia Leung (F.1-3 Coordinators) | |
| 3. Implementation of TSA elements in F.1 & 2 levels | Sept 11 – Aug 12 | -At least 70% of the students agree the implementation can assist them in familiarizing the TSA format | -Through the results of students' and teachers' questionnaires -Students' performance as reflected in the school's assessment and public exam | Ann Lee, Cherie Chau (F.1-2 Coordinators) | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|-------------------|--|--|--------------------------------|--------------------|
| 4. F.1 & 2 Grammar and Writing Clinics | Oct 11 -- June 12 | -At least 70% of participants agree to the effectiveness of the clinics | -Through the results of students' and teachers' questionnaires - Attendance records | Anson Chu (Teaching Assistant) | |
| 5. F.3 TSA Oral Practice Tutorials | Oct 11 – April 12 | -At least 70% of participants agree they can learn the TSA oral techniques in the course -The course has about 80% attendance rate in average | -Attendance records -Through students' questionnaires | Fiona Mack | |
| 6. Bridging Programme for S.1 (Measure 1 subsidized by Refined E.E.S.) | Oct 11 – June 12 | - The course has about 70% attendance rate in average - At least 70% of participants agree to the effectiveness of the programme | -Attendance records -Through students' questionnaires | Ann Lee (F.1 coordinator) | |
| 7. School-based Assistance Scheme by EDB | Sept 11 – June 12 | - At least 80% of teachers agree to the effectiveness of the scheme | -Teachers' feedbacks | Samuel Kam, F.1 teachers | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|-------------------|---|--|---|--------------------|
| A2. Improving Public Examination Passing % / Value Added (Senior Forms) | | | | | |
| 1. F.4, F.5, F.6, F.7 ability grouping for elite classes | Sept 11 – June 12 | -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. | Samuel Kam | |
| 2. Design of tailor-made syllabuses for F.4 | Sept 11 – June 12 | -At least 70% of the students agree the syllabuses suit their learning abilities | -Students' performance as reflected in the school's assessments | *Samuel Kam, Ronnie Lee, Winnie Wai, Julie Fu, Earnest Yung, Christine Ho, Helen Ip | |
| 3. F.4 Grammar & Writing Clinics | Oct 11 – June 12 | -At least 70% of the students agree the programmes can help them to achieve better results -The course has about 70% of attendance rate in average | -Students' performance as reflected in the school's assessments -Attendance records -Through results of students' questionnaires | *Ronnie Lee (F.4 coordinator), Samuel Kam, Winnie Wai, Earnest Yung, Christine Ho, Tweety Yuen | |
| 4. F.5 English Enhancement Program | Oct 11 – June 12 | -At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | -Students' performance as reflected in the school's assessments -Attendance records | *Dorothy Poon (F.5 coordinator), Helen Ip, Josephine Mak, Michael Shum, Jack Chan, Celia Leung, Cherie Chau | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|-------------------------------------|--------------------|--|--|---|--------------------|
| 5. F.6 English Enhancement Program | Sept 11 – March 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students’ performance as reflected in the school’s assessments, and public exam. -Attendance records | <ul style="list-style-type: none"> *Christine Ho (F.6 coordinator), Samuel Kam, Ann Lee, Michael Shum, Julie Fu, Winnie Wai, Ronnie Lee | |
| 6. F.6 Moving-up Program (Saturday) | Oct 11 – March 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students’ performance as reflected in the school’s assessments, and public exam. -Attendance records -Through results of students’ questionnaires | <ul style="list-style-type: none"> *Samuel Kam *Christine Ho (F.6 coordinator), Ann Lee, Michael Shum, Julie Fu, Winnie Wai, Ronnie Lee | |
| 7. F.6 Oral Support | Oct 11 – March 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students’ performance as reflected in the school’s assessments, and public exam. -Attendance records | <ul style="list-style-type: none"> Louis Tsang (Teaching Assistant) | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|---------------------------------------|--------------------|--|--|--|--------------------|
| 8. F.7 English Enhancement Programme | Sept 11 – March 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students' performance as reflected in the school's assessments, and public exam. -Attendance records | *Helen Ip (F.7 coordinator), Earnest Yung, Julie Fu | |
| 9. F.7 Oral Support | Oct 11 – March 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students' performance as reflected in the school's assessments, and public exam. -Attendance records | Yao Yiu (Teaching Assistant) | |
| 10.F.7 Moving-up Program (Saturday) | Oct 11 – March 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students' performance as reflected in the school's assessments, and public exam. -Attendance records | *Helen Ip (F.7 coordinator), Earnest Yung, Julie Fu, Louis Tsang (Teaching Assistant) | |
| 11.F.6 & F.7 After Mock Oral Practice | March 12 – May 12 | <ul style="list-style-type: none"> - At least 70 % of the students agree the program can help them to achieve better results -The course has about 70% of attendance rate in average | <ul style="list-style-type: none"> -Students' performance as reflected in the school's assessments, and public exam. -Attendance records | *Christine Ho (F.6 coordinator), *Helen Ip (F.7 coordinator), *Judith Murphy, F.6 & F.7 teachers, Louis Tsang (Teaching Assistant), Anson Chu (Teaching Assistant), Yao Yiu (Teaching Assistant) | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|---|------------------|---|--|---|--------------------|
| B. Promoting English Reading Atmosphere | | | | | |
| <p>1. Reading Program (E.R.S.) for F.1-7</p> <p>-F.1-3 students are required to read at least 6 books per year.</p> <p>-F.4 students are required to read at least 4 books per year.</p> <p>-F.5 students are required to read at least 3 books per year.</p> <p>-F.6 students are required to read at least 3 books per year.</p> <p>-F.7 students are required to read at least 2 books per year.</p> | Sept 11- Jun 12 | <p>-Students are to finish at least one book project per term</p> <p>-Students show better comprehending ability and point of views</p> | <p>-Book report</p> <p>-Teachers' and students' feedback</p> | <p>Samuel Kam</p> <p>Helen Ip</p> <p>-Monitor program</p> <p>-Purchasing books</p> <p>Form coordinators (FC)</p> <p>-Recommend books</p> <p>-Monitor program in form</p> <p>English Teachers and students</p> <p>-carry out program</p> <p>-provide feedbacks</p> | |
| <p>2. Newspaper Reading</p> <p>F.1-3 Students are suggested to subscribe Junior Students Standard</p> <p>F.4-5 Students are suggested to subscribe Students Standard</p> <p>F.6-7 Students are suggested to subscribe Student Standard or SCMP</p> | Sept 11 – Jun 12 | <p>-Number of students who subscribed for Student Standard Newspaper increased</p> <p>-Students are to keep a Newspaper Notebook and written comments after selected articles</p> | <p>-Teachers' and students' feedback</p> | <p>*Anson Chu (Teaching Assistant),</p> <p>Form Coordinators,</p> <p>English Teachers</p> | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|------------------|--|--|--|--------------------|
| 3. Reading Promotion Team/ Monthly thematic reading materials | Sep 11 – Jun 12 | <ul style="list-style-type: none"> -Monitor the process of promoting English reading atmosphere -Design monthly thematic reading materials that are related to the morning assembly for English morning reading assembly use | -Teachers' feedback | *Tweety Yuen, Christine Ho, Winnie Wai, Josephine Mak, Michel Shum | |
| 4. Reading Pal Programme (Measure 2 subsidized by Refined E.E.S.) | Oct 11 – June 12 | <ul style="list-style-type: none"> -At least 70% of the student tutors agree to the effectiveness of the programme -At least 70% of the tutees find the programme is useful in improving their reading skills | <ul style="list-style-type: none"> -Teachers' feedback -Through the results of students' questionnaire -Students' participation | *Samuel Kam, *Celia Leung, Winnie Wai, Earnest Yung, Jack Chan, Josephine Mak | |
| 5. E-learning Reading Programme (Measure 3 subsidized by Refined E.E.S.) | Oct 11 – Jun 12 | <ul style="list-style-type: none"> -At least 70% of the students agree the programme can assist them in improving comprehension skills -There is a satisfactory online reading record | <ul style="list-style-type: none"> -Through the results of students' questionnaires -Online reading records | *Cherie Chau, Ann Lee, Celia Leung, Ronnie Lee, Dorothy Poon, (F.1-5 coordinators), English teachers | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|---|------------------|--|---|---|--------------------|
| 6. English School Newsletter | Sept 10 – Jun 12 | -Students are to contribute to the newsletter Students are to read the School newsletter | -Teachers' and students' feedback | *Tweety Yuen, Judith Murphy | |
| C. Enriching Classroom Teaching | | | | | |
| 1. Students master the different skills through structured classroom activities | Sept 11 – Jun 12 | -50% of students show improvement in all aspects | -Students' performance as reflected in the school's assessments, Attainment test and HKASUE exam. | Samuel Kam Helen Ip F.1-3 Form Coordinators | |
| 2. F.1-3 "Reading for Fun" Reading Booklet | Sept 11 – Jun 12 | -50% of students can improve their reading skills -80% of teachers agree to the level of the difficulty of the tailored made reading booklets | -Students' performance as reflected in the school's assessments and Attainment tests -Teachers' feedback | Ann Lee, Cherie Chau, Celia Leung (F.1-3 Coordinators) | |
| 3. F.3 Oral Handbook Introduce mind-mapping presentation skills, discussion techniques and thematic vocabulary and expressions to F.3 students | Sept 11 – Jun 12 | -The majority of the students show confidence in spoken English. | Monitoring the standard of English in students' oral presentation | Fiona Mack | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|---|------------------|--|---|--|--------------------|
| 4. F.4-F.7 Oral Handbooks | Sept 11 – Jun 12 | -The majority of the students show confidence in spoken English. | Monitoring the standard of English in students' oral presentation | Judith Murphy, Fiona Mack | |
| 5. F.4 – F.6 S.B.A. Booklets | Sept 11 – Jun 12 | -The majority of the students show confidence in spoken English. | Monitoring the standard of English in students' oral presentation | Judith Murphy, Fiona Mack | |
| 6. F.5 – F.6 NSS Elective Booklets | Sept 11 – Jun 12 | -The majority of the students find the tailor-made booklets are suitable for their levels | -Teachers' and students' feedbacks | F.5 and F.6 English teachers | |
| 7. Subject-based vocabulary for elite classes | Sept 11 – Jun12 | -70% of the students in elite classes/groups can master the vocabulary items of other subjects | -Teachers' feedback | *Samuel Kam, F.1-3 Form Coordinators, F.1-3 English teachers | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|---|------------------|--|--|--|--------------------|
| D. Assessment | | | | | |
| 1. Progressive assessment -Teachers are to set their own quizzes for their own class according to their needs -Unit tests, standardized dictation are recommended -the difficulty of the quizzes should be increased gradually | Sept 11 –Jun 12 | -At least 70 % of teachers agree the different types of assessments are able to assess students' learning progress and the analysis is able to help evaluate the learning and teaching processes | -Students' performance as reflected in the school's assessments, Attainment tests and HKASUE exam. | *Samuel Kam, *Helen Ip, Form Coordinators | |
| 2. Analysis of assessment results -Analyse students' results to see if there are any measures need to be taken -based on the results, arrange split classes whenever necessary | Sept 11 – Jun 12 | -Follow-up work is done after assessment | -Teachers' and students' feedback | Samuel Kam, Helen Ip | |
| 3. S.B.A. Assessments (F.4-F.5) | Oct 11 – May 12 | -The process of the assessment can be conducted successfully and on time | -Teachers' feedback | *Ronnie Lee (F.4 coordinator), *Dorothy Poon (F.5 coordinator), F.4-F.5 English teachers | |
| 4. N.S.S. Elective Assessment (F.5-F.6) | Oct 11 – May 12 | -The process of the assessment can be conducted successfully and on time | -Teachers' feedback | *Dorothy Poon (F.5 coordinator), *Christine Ho (F.6 coordinator), F.5-F.6 English teachers | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|-----------------|--|------------------------------------|---|--------------------|
| E. Enhancing Teachers' Professionalism | | | | | |
| 1. Teachers are to attend seminars, workshops, courses, visits, according to their needs | Sept 11 –Jun 12 | -All teachers are able to attend at least 1 (not less than 3 hours) such event. -Insights gained in seminars can be transferred to classroom teaching | Fill in record sheet | DSO, Samuel Kam, English Teachers | |
| 2. Teaching Sharing Sessions | Sept 11 –Jun 12 | -At least one session conducted in forms -Professional collaboration helped effective teaching | - Teachers' and students' feedback | Form coordinators, English Teachers | |
| 3. Lesson Observations | Oct 11 – Jun 12 | -At least one lesson will be observed per term -80% of teachers agree to the comments given by PCs | - Teachers' feedback | Samuel Kam, Helen Ip, | |
| 4. Exercise Books Inspections | Oct 11 – Jun 12 | - Students' exercise books of each teacher will be inspected once per term -80% of teachers agree to the comments given by PCs | - Teachers' feedback | Samuel Kam, Helen Ip, | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|-------------------|--|-----------------------------------|--|---------------------------|
| 5. Supervision on new teachers' teaching and marking | Sept 11 – Jun 12 | -New teachers' lesson and students' exercise books will be inspected in October for giving advice on improvements | -New Teachers' feedback | Samuel Kam | |
| 6. Self Evaluation (Appraisal) | May 12 – Jun 12 | -At least one evaluation meeting to be conducted by the end of the academic year | -Teachers' feedback | Samuel Kam | |
| F. Creating a favourable environment for Learning English | | | | | |
| 1. English Morning Assembly | Sept 11 – Jun 12 | -At least 60% of students can understand the contents of the assembly | -Students' and teachers' feedback | *Samuel Kam, English teachers | |
| 2. Joint School Activities/ English Camp | Oct 11 – Jun 12 | -At least 70% of the participants agree to the effectiveness of the activities that can help them improve English -The activities have at least 75% of attendance rate in average | -Students' and Teachers' feedback | *Samuel Kam, Jack Chan, Winnie Wai, Cherie Chau, Tweety Yuen, Michael Shum, Louis Tsang (Teaching Assistant), Anson Chu (Teaching Assistant) | |
| 3. Cross-curricular Drama Programme for S.2 (Measure 3 subsidized by Refined E.E.S.) | Oct 11 – Jun 12 | -At least 70% of the students find the programme is useful in improving their spoken skills | -Students' and Teachers' feedback | *Fiona Mack, *Samuel Kam, Tweety Yuen, Michael Shum | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|------------|---|-----------------------------------|--|--------------------|
| 4. Festive Activities (Halloween, Easter) | Oct 11 | -At least 70% of the students find the activity can arouse their motivation in English learning | -Students' and Teachers' feedback | *Samuel Kam, *Fiona Mack, Earnest Yung, Ann Lee, Cherie Chau, Ronnie Lee, Celia Leung, Tweety Yuen Judith Murphy | |
| | April 12 | -At least 70% of the students find the activity can provide an English learning environment | -Students' and Teachers' feedback | *Helen Ip, *Judith Murphy, Christine Ho, Michael Shum, Josephine Mak, Fiona Mack, Julie Fu | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|------------------|--|---|---|--------------------|
| 5. Speech Festival (Verse Speaking) | Sep 11 – Dec 11 | -At least 80% of the participants agree the event help to enhance their speaking abilities | - Teachers' and Students' feedback - Performance in the inter-school competition | *Winnie Wai, Judith Murphy, Fiona Mack, Tweety Yuen | |
| 6. English Festival | May 12 | -At least 70% of the students find the activities in the week can enhance students' interests in English | - Teachers' and Students' feedback | *Samuel Kam, *Helen Ip, English teachers | |
| 7. English in Campus (English word cards around the campus) | Sept 11 – Jun 12 | -At least 80% of English teachers find the English learning environment is created | - Teachers' feedback | *Jack Chan, Ronnie Lee, Anson Chu (Teaching Assistant), Louis Tsang (Teaching Assistant) | |
| 8. English Club | Sept 11 – Jun 12 | -At least 70% of the participants find the club can help them improve their spoken skills | - Students' feedback | *Earnest Yung, *Julie Fu | |

| Strategies / Tasks | Time Scale | Success Criteria | Methods of Evaluation | People Responsible | Resources Required |
|--|------------------|---|---------------------------|---|--------------------|
| 9. English Speaking Group for Junior Forms | Sept 11 – Jun 12 | -At least 70% of the participants find the club can help them improve their spoken skills | - Students' feedback | *Fiona Mack, Jack Chan, Celia Leung | |
| 10. F.6 & F.7 Speaking Classes | Sept 11 – Jun 12 | -At least 70% of the participants find the club can help them improve their spoken skills | - Students' feedback | *Judith Murphy, Louis Tsang (Teaching Assistant) | |
| 11. Writing Competition | Nov 11 | -At least 70% of the students find the competition can arouse their interests in English writing | - Students' feedback | *Julie Fu, Josephine Mak | |
| 12. Lunch Activities | Sept 11 – Jun 12 | -At least 70% of the participants find the lunch activities are interesting | - Students' participation | *Louis Tsang (Teaching Assistant), Anson Chu (Teaching Assistant) | |
| 13. Subject Board Decoration | Sept 11 – Jun 12 | -The news and the current English-learning activities of the department are updated from time to time | - Teachers' feedback | * Anson Chu (Teaching Assistant), Louis Tsang (Teaching Assistant) | |

*本校各科組均設有配合『關注事項』的工作計劃，故不在此盡錄。

