

The Chinese Foundation Secondary School

Annual School Plan

2017/2018

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School Vision & Mission

Our Vision

We aim to help students to achieve personal excellence through nurturing in them a set of positive values and developing their social and learning attitudes as well as their professional competence which are conducive to life-long learning. We work for the betterment of our society in our provision of well-educated student graduates who are also open-minded, loyal and dedicated citizens.

Our Mission

- Provide quality education
- Foster leadership, critical thinking, creativity and confidence among our students through the use of modern techniques and technology
- Cultivate empathy and mutual respect to foster harmonious relationships in our school and society
- Build up our students' global awareness and adequately prepare them with the knowledge and skills necessary for substantive contributions to society

Areas for Major Development

- 1. To enhance students' capacity for self-directed learning**
- 2. To instill Career and Life Planning skills into students**
- 3. To enhance students' reading ability through Extensive Reading**

1. To enhance students' capacity for Self-directed Learning

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enhance students' capacity for Self-directed Learning (SDL)	<ul style="list-style-type: none"> To foster students' learning habit in SDL and peer-learning To apply the school-based 21st Century Skills across school curricula To nurture students as self-directed learners with global perspectives by maximizing learning opportunities To encourage students to set goals for learning To enhance school's information & communication infrastructure and re-engineer the operation mode To enhance the quality of e-learning resources and infiltration of Information & Communication Technology (ICT) components into Learning and Teaching process 	<ul style="list-style-type: none"> Majority of students demonstrate SDL Students develop and master SDL for independent and effective learning Students acquire new knowledge and are willing to share with classmates Students design and share quality questions for self-assessment Students produce quality projects in Project-based Learning Global Awareness Program is well established in school Teachers and students get used to e-learning 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students regularly Collect statistics on the number and nature of SDL activities Consult advice from a panel of external experts 	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams	Government Fund / School Fund

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
To enhance students' capacity for SDL	<ul style="list-style-type: none"> To encourage SDL using CFSS Cloud Knowledge Base as platform to foster STREAM (Science, Technology, Reading & WRiting, Engineering, Art and Mathematics) education 	<ul style="list-style-type: none"> CFSS Cloud Knowledge Base is frequently used by students 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students 	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams	Government Fund / School Fund
	<ul style="list-style-type: none"> To set up Cloud Classroom in CFSS Cloud Knowledge Base to promote SDL 	<ul style="list-style-type: none"> CFSS Cloud Knowledge Base is set up 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students 			
2. To better teachers' professional sharing culture	<ul style="list-style-type: none"> To finetune teaching strategy on SDL on interdisciplinary basis 	<ul style="list-style-type: none"> Staff are confident to promote SDL to students 	<ul style="list-style-type: none"> Conduct evaluation with teachers 			
	<ul style="list-style-type: none"> To transform pedagogical and assessment practices in student-centered manner 	<ul style="list-style-type: none"> Positive feedback from teachers 	<ul style="list-style-type: none"> Consult advice from a panel of external experts 			
	<ul style="list-style-type: none"> To groom teachers by providing them with various exposure and better teachers' professional sharing culture 	<ul style="list-style-type: none"> Innovative and effective learning and teaching practices for SDL are identified, shared and practiced by teachers Teachers get used to professional sharing culture 				

2. To instill Career and Life Planning skills into students

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To integrate Career and Life Planning concepts into multiple aspects of school life	<ul style="list-style-type: none"> To instill Career and Life Planning principles, awareness and understanding into the curriculum of all departments wherever applicable. 	<ul style="list-style-type: none"> Different departments and teams integrate Career and Life Planning concepts into the curricula and activities Career and Life Planning principles are successfully instilled into the normal curriculum of all departments 	<ul style="list-style-type: none"> Evaluation through meetings and discussions within various departments/teams 	Year-round	Assistant School Principal Academic (Student Support), Student Support Coordinators and HODs	Government Fund
	<ul style="list-style-type: none"> To instill Career and Life Planning concepts into co-curricular activities 				Assistant School Principal Academic (Student Support), Student Support Coordinators and Team Heads	
2. To finetune school-based Career Education curriculum	<ul style="list-style-type: none"> To extend and diversify the school-based Career Education curriculum 	<ul style="list-style-type: none"> School-based Career Education curriculum updated and diversified Positive feedback from teachers and students 	<ul style="list-style-type: none"> Evaluation through meetings and discussions within various teams 	Year-round	Assistant School Principal Academic (Student Support), Head of Career and Life Planning Team and other Team Heads	
	<ul style="list-style-type: none"> To strengthen the collaboration with professional organization to provide tailor-made multi-disciplinary career-related programmes 				<ul style="list-style-type: none"> Tailor-made activities are successfully held for each level of students Increases in number of participation Positive feedback from teachers and students 	
3. To strengthen students' sense of Career Planning and Management	<ul style="list-style-type: none"> To strengthen the cooperation between schools and local and overseas tertiary institutions 	<ul style="list-style-type: none"> Clear career goals by students in their self-account writings Positive feedback from teachers and students 	<ul style="list-style-type: none"> Conduct surveys on students' career planning and management Review students' self-account writings 	Year-round	Assistant School Principal Academic (Student Support) and Head of Career and Life Planning Team	Government Fund

3. To enhance students' reading ability through Extensive Reading

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To adopt a whole school approach and facilitate favourable conditions for reading	<ul style="list-style-type: none"> To allocate Library Lesson and Reading Period both inside and outside the KLA framework 	<ul style="list-style-type: none"> Extensive Reading culture is strengthened Popularity of well-designed activities Active participation of teachers and students 	<ul style="list-style-type: none"> Conduct an evaluation on Library Lesson and Reading Period 	Jun 2018	Assistant School Principal Academic (Other Learning Experiences) and Timetable Team TIC	Government Fund
	<ul style="list-style-type: none"> To design appropriate reading activities in a whole school approach 		<ul style="list-style-type: none"> Collect statistics on students' participation in Extensive Reading 	Year-round	Assistant School Principal Academic (Other Learning Experiences) , Head of Departments of the Languages	Government Fund / School Fund
	<ul style="list-style-type: none"> To engage teachers and students to help promote an enhanced reading culture 		<ul style="list-style-type: none"> Collect statistics on staff promotion campaigns 			
2. To motivate students' interest in reading	<ul style="list-style-type: none"> To acquire diverse and appropriate reading materials 	<ul style="list-style-type: none"> Diverse reading materials in terms of quality and quantity 	<ul style="list-style-type: none"> Collect statistics from inventory 	Year-round	Heads of Academic Departments and Librarian	Government Fund / School Fund
	<ul style="list-style-type: none"> To leverage global e-learning resources and promote an e-learning repertoire 	<ul style="list-style-type: none"> Versatility and popularity of the e-learning platforms introduced 	<ul style="list-style-type: none"> Collect feedback from students and teachers 		Heads of Information and Communication Technology (ICT) Department, Language Enhancement Team, STREAM Team, and Cultural Activities Team.	
	<ul style="list-style-type: none"> To strengthen cross-curricular reading programmes and collaboration with other teams. 	<ul style="list-style-type: none"> Students' exalted interest and knowledge in interdisciplinary issues and global issues 	<ul style="list-style-type: none"> Conduct an evaluation on cross-curricular reading programmes 			

**Appendix 1 Plan on Learning and Teaching Enhancement (2017-2018)
(partly paid by Capacity Enhancement Grant)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly (based on the relevant expenses in August 2017)
<ul style="list-style-type: none"> To enrich the Cultural Activities of the School 	To organize Culture Lessons & Cultural programmes during lunchtime and after school	Employment of a Cultural Programme Coordinator	Long Term	Students showing interest in the Cultural Activities	Feedback from teachers and students	Head of Cultural Activities Team	Salary + MPF of a cultural coordinator \$259,560.00
<ul style="list-style-type: none"> To enrich other Co-curricular Activities (CCA) 	To assist teachers in organizing CCA and supervising students in the activities	Employment of a CCA Programme Coordinator	Long Term	Fluency and variety in running CCA	Feedback from teachers and students	Head of CCA Team	Salary + MPF of a CCA teaching assistant \$252,000.00
<ul style="list-style-type: none"> To enhance students' knowledge of ICT 	To assist teachers in S.2 and S.3 ICT lessons and activities during lunchtime and after school	Employment of a Teaching Assistant (ICT)	Long Term	Examination results and Students showing interest in ICT	Examination results and Feedback from teachers and students	HOD of ICT Department	Salary + MPF of a teaching assistant \$243,810.00
<ul style="list-style-type: none"> To enhance students' proficiency in English Language To facilitate the implementation of School-based Assessment 	To provide additional support outside class timetable and to relieve teachers from some administrative work	Employment of a Teaching Assistant (English)	Long Term	Students' interest in the language and skills in presentation	Examination results; Feedback from students and teachers	HOD of English Department	Salary + MPF of 1 Teaching Assistant \$299,925.00

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly (based on the relevant expenses in August 2017)
<ul style="list-style-type: none"> To enhance students' proficiency in Chinese Language To facilitate the implementation of School-based Assessment 	To provide additional support outside class timetable and to relieve teachers of some administrative work	Employment of a Teaching Assistant (Chinese)	Long Term	Students' interest in the language and skills in presentation	Examination results; Feedback from students and teachers	HOD of Chinese Department	Salary + MPF of 1 Teaching Assistant \$275,310.00
<ul style="list-style-type: none"> To enhance students' proficiency in Mathematics 	To provide additional support outside class timetable and to relieve teachers of some administrative work	Employment of a Teaching Assistant (Mathematics)	Long Term	Students' interest in Mathematics and skills in problem solving	Examination results; Feedback from students and teachers	HOD of Mathematics Department	Salary + MPF of 1 Teaching Assistant \$243,810.00
Total							\$1,574,415.00
Capacity Enhancement Grant amount receivable							\$642,473.00
The exceeded amount to be paid by School							\$931,942.00

Appendix 2 Plan on Life Planning Education and Careers Guidance (2017-2018)

(paid by Career and Life Planning Grant)

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
<ul style="list-style-type: none"> To strengthen the corresponding teaching team To enrich the contents and expand the scope of existing level of career guidance service 	To provide additional support outside class timetable and to relieve teachers of some teaching work	Employment of one teacher	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Careers Master	Salary + MPF of an additional teacher \$409,122.00
<ul style="list-style-type: none"> To enrich students' exposure to career-related areas 	To organize workshops and activities in career-related aspects beyond the classroom	Cooperation with NGO and external parties: Experiential Program (S.1 to S.6) \$170,000.00 Job Shadowing (S.5) \$40,000.00	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Careers Master	Expenditure \$210,000.00
<ul style="list-style-type: none"> To strengthen the professional service to students in Career and Life Planning 	To acquire services to cater for students with a particular background	Cooperation with external counselling service provider to run Stimulation Workshop (S.1 to S.3)	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Careers Master and Counselling Master	Expenditure \$30,000.00
Total							\$649,122.00
Surplus Brought forward from 2016-2017							\$147,780.90
Career and Life Planning Grant Amount receivable for 2017-18							\$595,224.00
Estimated Surplus to be carried forward to 2018-2019							\$93,882.90