

The Chinese Foundation Secondary School

Annual School Plan

2018/2019

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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. Healthy School Life**
- 2. Student-centred Learning**
- 3. Global Awareness**

1. Healthy School Life (HSL)

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To provide a favourable environment to nurture a healthy culture in School	<ul style="list-style-type: none"> Fine-tuning the school-based Healthy School Life Policy 	<ul style="list-style-type: none"> Policy on HSL is revised 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students regularly 	Year-round	Assistant School Principal Academic (Student Support) Student Support Coordinators All Heads of Departments and Teams All Teachers	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Adopting preventive measures to avoid causes for illnesses, handicaps and deaths 	<ul style="list-style-type: none"> Comprehensive preventive measures are adopted 	<ul style="list-style-type: none"> Collect statistics on the number and nature of HSL activities 			
	<ul style="list-style-type: none"> Reviewing existing school curriculum to include various themes on health education 	<ul style="list-style-type: none"> Curriculum is revised accordingly 	<ul style="list-style-type: none"> Consult advice from external experts 			
	<ul style="list-style-type: none"> Reviewing and planning for the continuous professional development of teachers & other staff for themes on health education 	<ul style="list-style-type: none"> Training programmes on HSL are joined more intensively by teachers 				
	<ul style="list-style-type: none"> Strengthen cooperation and collaboration with other stakeholders to promote health education 	<ul style="list-style-type: none"> More activities on HSL are co-organized with other stakeholders 				

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To help students achieve favourable physical, psychological and social well-being	<ul style="list-style-type: none"> Promoting personal hygiene and acceptance of physical changes during puberty 	<ul style="list-style-type: none"> Students are more aware of personal hygiene 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students Collect statistics on the number and nature of HSL activities Consult advice from external experts 	Year-round	Assistant School Principal Academic (Student Support) Student Support Coordinators All Heads of Departments and Teams All Teachers	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Promoting a balanced and healthy diet 	<ul style="list-style-type: none"> Students follow a more balanced diet 				
	<ul style="list-style-type: none"> Promoting physical exercise to students and staff through a whole-school approach 	<ul style="list-style-type: none"> Students have more physical exercises 				
	<ul style="list-style-type: none"> Fostering a culture of resilience to help students face problems positively and countering negative influences in society 	<ul style="list-style-type: none"> Students have a more positive attitude towards life 				
	<ul style="list-style-type: none"> Nurturing a positive outlook on life and values for students 					
	<ul style="list-style-type: none"> Conducting evaluation on the effectiveness of the programmes from different stakeholders 	<ul style="list-style-type: none"> Positive comments are received on the programmes 				

2. Student-centred Learning (SCL)

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To cultivate students with proactive learning attitude with learner autonomy and learner independence	<ul style="list-style-type: none"> Promoting student-centred learning through a whole school approach 	<ul style="list-style-type: none"> Majority of students demonstrate SCL. Students develop and master SCL 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. 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 SCL activities Consult advice from a panel of external experts 	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams All Subject Teachers	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Facilitating students to ask questions proactively in the learning process 					
	<ul style="list-style-type: none"> Developing a culture of preview and self-monitoring in learning & teaching 					
	<ul style="list-style-type: none"> Facilitating students to strive for academic excellence with well-defined goals and planning 					
	<ul style="list-style-type: none"> Conducting evaluation on the effectiveness of the student-centred learning from different stakeholders 					
	<ul style="list-style-type: none"> Our Associate Science Educator inviting lecturers of the Faculty of Education of the University of Hong Kong to conduct workshops for teachers 					

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To adopt student-centred teaching pedagogies	<ul style="list-style-type: none"> Fine-tuning school-based curriculums to facilitate student-centred learning 	<ul style="list-style-type: none"> CFSS Cloud Knowledge Base is frequently used by students. Teachers get used to e-learning. Innovative and effective learning and teaching practices for SCL are identified, shared and practiced by teachers. Professional Learning Community (PLC) can be established in teacher groups. 	<ul style="list-style-type: none"> Conduct evaluation with teachers and students Collect statistics on the number and nature of SCL activities Consult advice from a panel of external experts 	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams All Subject Teachers	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Providing sufficient training to teaching staff on adopting student-centred teaching pedagogies 					
	<ul style="list-style-type: none"> Promoting e-learning through the use of Cloud Knowledge Base and various channels through a whole school approach 					
	<ul style="list-style-type: none"> Fostering peer evaluation in the learning process 					
3. To cultivate environment for fostering student-centred learning in School	<ul style="list-style-type: none"> Fostering extensive reading for life-long learning 	<ul style="list-style-type: none"> Staff are confident to promote SCL to students in lessons and a variety of co-curricular activities. Progressive improvement of academic excellence can be shown in public examinations. Achievement in external competitions can be recognized. 	<ul style="list-style-type: none"> Conduct evaluation with teachers Collect statistics on the number and nature of SCL activities Consult advice from a panel of external experts 			
	<ul style="list-style-type: none"> Providing students with well-structured facilities and ample opportunities to learn and explore 					
	<ul style="list-style-type: none"> Equipping students with independent problem-solving skills for life-long learning 					

3. Global Awareness

School Management Committee (SMC) and International Mentorship Programme (IMP) Advisors provide advice and support to the Global Awareness Programme.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To foster knowledge and understanding of global awareness for teachers and students	<ul style="list-style-type: none"> Implementing global awareness into curriculums 	<ul style="list-style-type: none"> Extensive Reading Habit on theme-based global issues is developed. Popularity of well-designed activities is demonstrated. Active participation of teachers and students is demonstrated. Good feedback is received from different stakeholders. 	<ul style="list-style-type: none"> Collect statistics on students' participation in Extensive Reading Collect statistics on students' participation in different cultural programmes Conduct evaluation on the programme 	Year-round	Assistant School Principal Academic (Other Learning Experiences) Head of Departments	Government Fund
	<ul style="list-style-type: none"> Organizing cross-curricular activities and programmes for increasing global awareness 				Assistant School Principal Academic (Other Learning Experiences) OLE Coordinators	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> Encouraging students to participate in various co-curricular activities related to global awareness 				Global Awareness Team	
	<ul style="list-style-type: none"> Providing opportunities for students to enhance global awareness through cultural programmes 				All Heads of Departments and Teams	
	<ul style="list-style-type: none"> Organizing sharing and talks for students 					
	<ul style="list-style-type: none"> Conducting evaluation on the effectiveness of the programmes from different stakeholders 					

<p>2. To develop international exposures for teachers and students</p>	<ul style="list-style-type: none"> Organizing various educational tours to Mainland China and a variety of overseas countries Providing more exchange programmes with schools/universities in Mainland China and overseas Developing a closer network with other schools/organizations in Mainland China and overseas 	<ul style="list-style-type: none"> Different Stakeholders feedback and evaluation are received. Students participate on video conference with other schools/organization actively. Active participation of teachers and students is demonstrated. 	<ul style="list-style-type: none"> Collect statistics and survey from participants Collect feedback from students and teachers Collect statistics from participants Conduct evaluation on cross-curricular reading programmes 	Year-round	<p>Head of Education Tours Team</p> <p>Global Awareness Team.</p>	Government Fund / Non-government Fund
<p>3. To arouse awareness on global issues for teachers and students</p>	<ul style="list-style-type: none"> Providing more information about the latest developments in educational issues overseas Providing more information about latest international events Implementing Sustainable Development Goals (SDGs) and other global issues into curriculums 	<ul style="list-style-type: none"> Popularity of well-designed activities is demonstrated. Evaluation on the students' awareness on global issues is conducted. 	<ul style="list-style-type: none"> Collect statistics from students 	Year-round	<p>Assistant School Principal Academic (Other Learning Experiences)</p> <p>OLE Coordinators</p> <p>Global Awareness Team</p> <p>All Heads of Departments and Teams</p> <p>IMP Advisors</p> <p>SMC Members</p>	Government Fund / Non-government Fund

**Appendix 1 Plan on Learning and Teaching Enhancement (2018-2019)
(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 2018)
<ul style="list-style-type: none"> To enrich the Cultural Activities of the School 	<ul style="list-style-type: none"> To organize Culture Lessons & Cultural programmes during lunchtime and after school To teach Visual Arts 	Employment of an Assistant Teacher (Visual Arts)	Long Term	<ul style="list-style-type: none"> Students showing interest in the Cultural Activities Students showing interest in Visual Arts 	Feedback from teachers and students	Head of Cultural Activities Team and Head of Department (HOD) of Department of Visual Arts	Salary + MPF of 1 Assistant Teacher \$254,520.00
<ul style="list-style-type: none"> To enrich other Co-curricular Activities (CCA) 	<ul style="list-style-type: none"> To assist teachers in organizing CCA and supervising students in the activities To teach Science 	Employment of an Assistant Teacher (Science)	Long Term	<ul style="list-style-type: none"> Fluency and variety in running CCA Students showing interest in Science 	Feedback from teachers and students	Head of CCA Team and HOD of Department of Science	Salary + MPF of 1 Assistant Teacher \$271,530.00
<ul style="list-style-type: none"> To enhance students' knowledge of Information and Communication Technology (ICT) 	<ul style="list-style-type: none"> To assist teachers in S.2 and S.3 ICT lessons and activities during lunchtime and after school To teach ICT 	Employment of an Assistant Teacher (ICT)	Long Term	Students showing improved academic performance and interest in ICT	Examination results and Feedback from teachers and students	HOD of Department of ICT	Salary + MPF of 1 Assistant Teacher \$254,520.00
<ul style="list-style-type: none"> To enhance students' proficiency in English Language To facilitate the implementation of School-based Assessment 	<ul style="list-style-type: none"> To provide additional support outside class timetable and to relieve teachers from some administrative work and teaching workload To teach English 	Employment of an Assistant Teacher (English)	Long Term	Students showing interest in the language and improvement of skills in presentation	Examination results; Feedback from students and teachers	HOD of Department of English	Salary + MPF of 1 Assistant Teacher \$254,520.00

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly (based on the relevant expenses in August 2018)
<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 and teaching workload	Employment of an Assistant Teacher (Chinese)	Long Term	Students showing interest in the language and improvement of skills in presentation	Examination results; Feedback from students and teachers	HOD of Department of Chinese	Salary + MPF of 1 Assistant Teacher \$254,520.00
<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 and teaching workload	Employment of an Assistant Teacher (Mathematics)	Long Term	Students showing interest in Mathematics and improvement of skills in problem solving	Examination results; Feedback from students and teachers	HOD of Department of Mathematics	Salary + MPF of 1 Assistant Teacher \$254,520.00
Total							\$1,544,130.00
Capacity Enhancement Grant amount receivable							\$652,556.00
The excess amount to be paid by School (Non-government Fund)							\$891,574.00

**Appendix 3 Plan on Promotion of Extensive Reading (2018-2019)
(paid by Promotion of Reading 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 create a reading culture in CFSS ● To promote a reading culture that corresponds to the school's major areas of concern 	To promote an extensive reading culture in CFSS through both traditional media (printed books) and electronic media (e-books and web-based reading schemes)	Purchase of printed books \$23,000.00	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Library Committee	\$70,100.00
		Web-based Reading Schemes (a) Chinese e-book scheme \$27,000.00					
		(b) English e-book scheme \$20,100.00					
Total							\$70,100.00
Promotion of Reading Grant amount receivable for 2018-2019							\$70,000.00
The excess amount to be paid by School (Non-government Fund)							\$100.00

**Appendix 4 Plan on Sister School Scheme (2018-2019)
(paid by Grant for the Sister School Scheme)**

Objectives	Strategies/Tasks	Implementation Process	Time Scale	Success Criteria	Method of Evaluation	Staff Responsible	Resources required yearly
<ul style="list-style-type: none"> ● To facilitate cultural interflows and expand our School's network ● To enhance teachers' professionalism and broaden students' horizon ● To allow students to have physical training with students in the sister school ● To provide students with a better understanding of a modern Mainland metropolis 	To conduct an education tour to our sister school Shanghai Nanyang High School (NHS) on the theme "Sports"	Air tickets, accommodation, meals, local transportation, insurance, site visits \$180,550.00	Long term	Positive feedback from students and teachers An Exchange Report endorsed by SMC to be submitted to Education Bureau	Surveys of the participants	Other Learning Experiences (OLE) Team	\$180,550.00
Total							\$180,550.00
Grant for the Sister School Scheme amount receivable for 2018-2019							\$150,000.00
The excess amount to be paid by School (Moral & National Education Support Grant)							\$30,550.00