

# **The Chinese Foundation Secondary School**

## **Annual School Plan**

**2019/2020**

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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"> <li>Fine-tuning the school-based Healthy School Life Policy</li> </ul>	<ul style="list-style-type: none"> <li>Policy on HSL is reviewed and revised.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students regularly</li> <li>Collect statistics on the number and nature of HSL activities</li> <li>Consult advice from external experts</li> </ul>	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"> <li>Adopting preventive measures to avoid causes for illnesses, handicaps and deaths</li> </ul>	<ul style="list-style-type: none"> <li>Comprehensive preventive measures are adopted.</li> </ul>				
	<ul style="list-style-type: none"> <li>Reviewing existing school curriculum to include various themes on health education</li> </ul>	<ul style="list-style-type: none"> <li>Curriculum and students' assessment framework are revised accordingly.</li> </ul>				
	<ul style="list-style-type: none"> <li>Reviewing and planning for the continuous professional development of teachers &amp; other staff for themes on health education</li> </ul>	<ul style="list-style-type: none"> <li>Staff training programmes on HSL are well planned and more welcome by teachers.</li> </ul>				
	<ul style="list-style-type: none"> <li>Strengthen cooperation and collaboration with other stakeholders to promote health education</li> </ul>	<ul style="list-style-type: none"> <li>More activities on HSL with other stakeholders are co-organized.</li> </ul>				

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-beings	<ul style="list-style-type: none"> <li>Promoting personal hygiene and acceptance of physical changes during puberty</li> </ul>	<ul style="list-style-type: none"> <li>Students are more aware of personal hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students</li> <li>Collect statistics on the frequency and nature of HSL activities</li> <li>Consult advice from external experts</li> </ul>	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"> <li>Promoting a balanced and healthy diet</li> </ul>	<ul style="list-style-type: none"> <li>Students follow a more balanced diet.</li> </ul>				
	<ul style="list-style-type: none"> <li>Promoting physical exercise to students and staff through a whole-school approach</li> </ul>	<ul style="list-style-type: none"> <li>Students have more physical exercises.</li> </ul>				
	<ul style="list-style-type: none"> <li>Fostering a culture of resilience to help students face problems positively and countering negative influences in society</li> </ul>	<ul style="list-style-type: none"> <li>Students have a more positive attitude towards life and values.</li> </ul>				
	<ul style="list-style-type: none"> <li>Nurturing a positive outlook on life and values for students</li> </ul>					
	<ul style="list-style-type: none"> <li>Conducting evaluation on the effectiveness of the HSL activities from different stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Positive comments are received on the HSL activities.</li> </ul>				

## 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"> <li>Promoting student-centred learning through a whole school approach</li> <li>Facilitating students to ask questions proactively in the learning process</li> <li>Developing a culture of preview and self-monitoring in learning &amp; teaching</li> <li>Facilitating students to strive for academic excellence with well-defined goals and planning</li> <li>Conducting evaluation on the effectiveness of the student-centred learning from different stakeholders</li> <li>Our Associate Science Educator inviting experts from tertiary institutes to conduct workshops for teachers</li> </ul>	<ul style="list-style-type: none"> <li>Majority of students demonstrate SCL.</li> <li>Students develop and master SCL for independent and effective learning.</li> <li>Students acquire new knowledge and are willing to share with classmates.</li> <li>Students design and share quality questions for self-assessment.</li> <li>Students produce quality projects in Project-based Learning.</li> <li>Students get used to e-learning.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students regularly</li> <li>Collect statistics on the frequency and nature of SCL activities</li> <li>Consult advice from external experts</li> </ul>	Year-round	Assistant School Principal Academic (Curriculum) Academic Coordinators All Heads of Departments and Teams All Subject Teachers	Government Fund / Non-government Fund

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"> <li>Fine-tuning school-based curriculums to facilitate student-centred learning</li> </ul>	<ul style="list-style-type: none"> <li>Staff are confident to adopt SCL strategies in lessons and a variety of co-curricular activities.</li> <li>Teachers get used to e-learning assisted by appropriate staff development programme.</li> <li>Innovative and effective learning and teaching practices for SCL are identified, shared and practiced by teachers.</li> <li>Professional Learning Communities (PLC) of teachers can be established.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation with teachers and students</li> <li>Collect statistics on the number and nature of SCL activities</li> <li>Consult advice from external experts</li> </ul>	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"> <li>Providing sufficient training to teaching staff on adopting student-centred teaching pedagogies</li> </ul>					
	<ul style="list-style-type: none"> <li>Promoting e-learning through the use of Cloud Knowledge Base and various channels through a whole school approach</li> </ul>					
	<ul style="list-style-type: none"> <li>Fostering peer evaluation in the learning process</li> </ul>					
3. To cultivate environment for fostering student-centred learning in School	<ul style="list-style-type: none"> <li>Fostering extensive reading for life-long learning</li> </ul>	<ul style="list-style-type: none"> <li>CFSS Cloud Knowledge Base is frequently used by students.</li> <li>Progressive improvement of academic excellence can be shown in public examinations.</li> <li>Achievement in external competitions can be recognized.</li> </ul>				
	<ul style="list-style-type: none"> <li>Providing students with well-structured facilities and ample opportunities to learn and explore</li> </ul>					
	<ul style="list-style-type: none"> <li>Equipping students with independent problem-solving skills for life-long learning</li> </ul>					



### 3. Global Awareness

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

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"> <li>Implementing global awareness into curriculums</li> </ul>	<ul style="list-style-type: none"> <li>Extensive Reading Habit on theme-based global issues is developed.</li> </ul>	<ul style="list-style-type: none"> <li>Collect statistics on students' participation in Extensive Reading</li> </ul>	Year-round	Assistant School Principal Academic (Other Learning Experiences) All Head of Departments	Government Fund
	<ul style="list-style-type: none"> <li>Organizing cross-curricular activities and programmes for increasing global awareness</li> </ul>	<ul style="list-style-type: none"> <li>Active participation of teachers and students in Global Awareness Programme (GAP) and cultural programmes is demonstrated.</li> </ul>	<ul style="list-style-type: none"> <li>Collect statistics on students' participation in different cultural programmes</li> </ul>		Assistant School Principal Academic (Other Learning Experiences) OLE Coordinators	Government Fund / Non-government Fund
	<ul style="list-style-type: none"> <li>Encouraging students to participate in various co-curricular activities related to global awareness</li> </ul>	<ul style="list-style-type: none"> <li>Good feedback is received from different stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct evaluation on the GAP</li> </ul>		Global Awareness Team	
	<ul style="list-style-type: none"> <li>Providing opportunities for students to enhance global awareness through cultural programmes</li> </ul>				Cultural Activities Team	
	<ul style="list-style-type: none"> <li>Organizing sharing and talks for students</li> </ul>				All Heads of Departments and Teams	
	<ul style="list-style-type: none"> <li>Conducting evaluation on the effectiveness of the programmes from different stakeholders</li> </ul>					

<p>2. To develop international exposures for teachers and students</p>	<ul style="list-style-type: none"> <li>Organizing various education tours to Mainland China and a variety of overseas countries</li> <li>Providing more exchange programmes with schools/universities in Mainland China and overseas</li> <li>Developing a closer network with other schools/organizations in Mainland China and overseas</li> </ul>	<ul style="list-style-type: none"> <li>Feedback and evaluation in education tours and exchange programmes from different stakeholders are received.</li> <li>Active participation in video conference with other schools/organization is demonstrated.</li> <li>Active participation of teachers and students in education tours and exchange programmes is demonstrated.</li> </ul>	<ul style="list-style-type: none"> <li>Collect feedback from students and teachers</li> <li>Collect statistics from participants of education tours and exchange programmes</li> <li>Conduct evaluation on cross-curricular reading programmes</li> </ul>	<p>Year-round</p>	<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>	<p>Government Fund / Non-government Fund</p>
<p>3. To arouse awareness on global issues for teachers and students</p>	<ul style="list-style-type: none"> <li>Providing more information about the latest developments in educational issues overseas</li> <li>Providing more information about latest international events</li> <li>Implementing Sustainable Development Goals (SDGs) and other global issues into curriculums</li> </ul>	<ul style="list-style-type: none"> <li>Popularity of well-designed activities is demonstrated.</li> <li>Evaluation on the students' awareness on global issues is conducted.</li> </ul>	<ul style="list-style-type: none"> <li>Collect feedback from students and teachers</li> </ul>			

**Appendix 1 Plan on Learning and Teaching Enhancement (2019-2020)  
(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 2019)
<ul style="list-style-type: none"> <li>To enrich the Cultural Activities of the School</li> </ul>	<ul style="list-style-type: none"> <li>To organize Culture Lessons &amp; Cultural programmes during lunchtime and after school</li> <li>To teach Visual Arts</li> </ul>	Employment of an Assistant Teacher (Visual Arts)	Long Term	<ul style="list-style-type: none"> <li>Students showing interest in the Cultural Activities</li> <li>Students showing interest in Visual Arts</li> </ul>	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 \$285,570.00
<ul style="list-style-type: none"> <li>To enrich other Co-curricular Activities (CCA)</li> </ul>	<ul style="list-style-type: none"> <li>To assist teachers in organizing CCA and supervising students in the activities</li> <li>To teach Science</li> </ul>	Employment of an Assistant Teacher (Science)	Long Term	<ul style="list-style-type: none"> <li>Fluency and variety in running CCA</li> <li>Students showing interest in Science</li> </ul>	Feedback from teachers and students	Head of CCA Team and HOD of Department of Science	Salary + MPF of 1 Assistant Teacher \$285,570.00
<ul style="list-style-type: none"> <li>To enhance students' knowledge of Information and Communication Technology (ICT)</li> </ul>	<ul style="list-style-type: none"> <li>To assist teachers in S.2 and S.3 ICT lessons and activities during lunchtime and after school</li> <li>To teach ICT</li> </ul>	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 \$268,172.00
<ul style="list-style-type: none"> <li>To enhance students' proficiency in English Language</li> <li>To facilitate the implementation of School-based Assessment</li> </ul>	<ul style="list-style-type: none"> <li>To provide additional support outside class timetable and to relieve teachers from some administrative work and teaching workload</li> <li>To teach English</li> </ul>	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 \$268,172.00

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"> <li>To enhance students' proficiency in Chinese Language</li> <li>To facilitate the implementation of School-based Assessment</li> </ul>	<p>To provide additional support outside class timetable and to relieve teachers of some administrative work and teaching workload</p> <ul style="list-style-type: none"> <li>To teach Chinese</li> </ul>	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  \$268,172.00
<ul style="list-style-type: none"> <li>To enhance students' proficiency in Mathematics</li> </ul>	<p>To provide additional support outside class timetable and to relieve teachers of some administrative work and teaching workload</p> <ul style="list-style-type: none"> <li>To teach Mathematics</li> </ul>	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  \$268,172.00
Total							\$1,643,828.00
Capacity Enhancement Grant amount receivable							\$675,675.00
The excess amount to be paid by School (Non-government Fund)							\$968,153.00



**Appendix 3 Plan on Promotion of Extensive Reading (2019-2020)  
(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"> <li>● To create a reading culture in CFSS</li> <li>● To promote a reading culture that corresponds to the school’s major areas of concern</li> </ul>	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 <div style="text-align: right;">\$16,000.00</div>	Long term	Positive feedback from students and teachers	Feedback from teachers and students	Library Committee	\$71,100.00
		Web-based Reading Schemes (a) Chinese e-book scheme <div style="text-align: right;">\$35,000.00</div>					
		(b) English e-book scheme <div style="text-align: right;">\$20,100.00</div>					
Total							\$71,100.00
Promotion of Reading Grant amount subsumed in DSS unit subsidy rates for 2019-2020							\$72,310.00
Estimated Surplus to be carried forward to 2020-2021							\$1,210.00

**Appendix 4 Plan on Sister School Scheme (2019-2020)  
(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"> <li>To facilitate cultural interflows and expand our School’s network</li> <li>To enhance teachers’ professionalism</li> </ul>	To conduct exchange with teachers in new sister school	Transportation, meals, insurance \$12,000	Apr 2020	Positive feedback from teachers  An Exchange Report endorsed by SMC to be submitted to Education Bureau	Surveys of the participants	Other Learning Experiences (OLE) Team	\$12,000
<ul style="list-style-type: none"> <li>To facilitate cultural interflows and expand our School’s network</li> <li>To enhance students’ communications between the two school</li> </ul>	To conduct video conference in Shanghai Nanyang High School	Video conference \$0	Mar/Apr 2020	Positive feedback from students  An Exchange Report endorsed by SMC to be submitted to Education Bureau	Surveys of the participants	Global Awareness Team	\$0
Total							\$12,000.00
Surplus Brought forward from 2018-2019							\$4,000.00
Grant for the Sister School Scheme amount receivable for 2018-2019							\$150,000.00
Estimated Surplus to be carried forward to 2019-2020							\$142,000.00

## Appendix 5 Plan on the Use of the Life-wide Learning Grant (2019-2020)

**Declaration:** We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
<b>Category 1</b>	<b>To organise / participate in life-wide learning activities</b>										
<b>1.1</b>	<b>To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness (e.g. field trips, arts appreciation, visits to enterprises, thematic learning day)</b>										
Cross-KLA (Cultural Activities)	To organize visits, workshops and programmes	To explore and experience different cultures of the world	Sept 2019 – Aug 2020	S1 – S3	Survey form	69,000			✓		✓
Cross-KLA (Learning Activities Days)	To organize experiential learning programmes	To understand and experience different learning objectives	Mar 2020	S2,3,5	Feedback from participants	82,550	✓	✓	✓	✓	✓
Cross-KLA (Global Awareness)	To arrange different workshops and trainings	To experience different cultures of the world	Sept 2019 – Aug 2020	S1 – S5	Feedback from participants	36,500	✓	✓	✓		



Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
							I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
<b>1.2</b>	<b>To organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes (e.g. activities on multiple intelligences; physical, aesthetic and cultural activities; leadership training; service learning; clubs and societies; school team training; uniformed groups; military camps)</b>										
Gifted Education	Gifted Courses organized by post-secondary institutions	To enrich students' intellectual knowledge and stretch their potential	Sept 2019 – Aug 2020	S1 – S6	Feedback and evaluation from participants	48,000	✓			✓	✓
Co-curricular Activities	To organize activities, talks and workshops	To develop students' interest and potential	Sept 2019 – Aug 2020	S1 – S6	Feedback and evaluation from participants	12,000	✓	✓	✓	✓	✓
PE	To provide special trainings to school team members	To elevate the athletes' skills and performance	Sept 2019 – Aug 2020	S1 – S6	Results and feedback from participants	234,150			✓		
Music	To provide special trainings to school team members	To elevate the students' skills and performance	Sept 2019 – Aug 2020	S1 – S6	Results and feedback from participants	266,000			✓		
<b>1.3</b>	<b>To organise or participate in non-local exchange activities or competitions to broaden students' horizons</b>										
Education Tour	To organize an education tour to Kazakhstan	To explore and understand the culture and economy of Kazakhstan	April 2020	S1 – S5	Feedback from participants	187,000	✓	✓	✓		

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
							I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
Education Tour	To organize an education tour to South Korea	To explore and understand the culture and technology development in South Korea	July 2020	S1 – S5	Feedback from participants	111,200	✓	✓	✓		✓
Education Tour	To organize an education tour to China (Guangdong Province)	To explore and understand the development of China related to the module of Liberal Studies in S4	March 2020	S4	Feedback from participants	102,300	✓	✓	✓		✓
STREAM	To participate in non-local competitions	To provide opportunities for students to gain experience and exchange with other participants	Sept 2019 – Aug 2020	S1 – S6	Feedback from participants	50,000	✓	✓	✓		✓
<b>Estimated Expenses for Category 1</b>						<b>1,198,700</b>					

Domain	Item	Purpose	Estimated Expenses (\$)
<b>Category 2</b>	<b>To procure equipment, consumables and learning resources for promoting life-wide learning</b>		
STREAM	Equipment for Astronomy and Cell Biotechnology	To promote students' understanding on related subjects	30,000
PE	Different PE equipment	To arouse students' awareness in sports	93,300
Arts	Painting, Calligraphy, 3-D Art materials and other protective items	To nurture students' appreciation in both traditional arts and modern arts	88,000
<b>Estimated Expenses for Category 2</b>			<b>211,300</b>
<b>Estimated Expenses for Categories 1 &amp; 2</b>			<b>1,410,000</b>

### Estimated Number of Student Beneficiaries

Total number of students in the school:	950
Estimated number of student beneficiaries:	950
Percentage of students benefitting from the Grant (%):	100