

ST. LOUIS SCHOOL  
ANNUAL SCHOOL PLAN  
2007/2008



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## Annual School Plan 2007/2008

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# ST. LOUIS SCHOOL

## School Vision & Mission

### Our Vision

Following the guidelines given by the Church, the Hong Kong Catholic Diocese and the Preventive System propagated by the Salesian Congregation, we strive for the nurturing of an open, participative and religious school atmosphere in which joy, trust, a sense of unity and self-discipline prevail. This atmosphere, in St. Louis context, cultivates in students:

1. interest in knowledge and virtue (Scientia et Pietas).
2. nobility of character.
3. active involvement in a variety of activities.
4. a sense of belonging to the school, family, society and country.

### Our Mission

With this Vision in mind and under the close collaboration among the school authority, teachers and parents, the school promises to commit itself to:

1. Developing students' interest in learning with motivation and cultivating in them the ability of critical, independent and creative thinking.
2. Supporting teachers in all areas of school life in enhancing an all-rounded education.
3. Cultivating in students a quest for nobility of character, i.e. piety towards God, integrity, self-discipline, sense of responsibility, emotional maturity and readiness to serve others.
4. Encouraging teachers and students to commit themselves to various cultural, sportive and educational activities. Teachers are involved as stimulating advisers following the Preventive System whereas students as creative, critical and independent organizers.
5. Promoting in students a strong sense of belonging to the school, family, society and country. It is to be achieved through a harmonious and trustworthy school atmosphere; through all kinds of education and activities; through a friendly and caring relationship between teachers and students, and through the close collaboration among the school authority, teachers and parents.

## Major Concern 1. Enhance concerted effort towards a common goal

### MAJOR CONCERN 1.1 Enhance commitment of all staff in decision-making process

Intended Outcomes/Targets: Prompt, constant, smooth and effective communicating channels are facilitated among all staff.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Improve our e-notice system for information passing, message circulation, policy instruction and feedback discussion among all staff.	September 2007 to July 2008	Over 85% of teachers are satisfied with the e-notice system.	Conducting a teacher survey at the end of the school year. (Unless otherwise specified, all questionnaires are on a 4-point performance scale.)	Principal and Vice-Principals	Support from IT Team
Reserve a weekly briefing session to all staff to pass information of different management levels to all staff.	September 2007 to July 2008	Over 85% of weekly meetings are held as scheduled.	Scrutinizing documents: minutes and working schedule.	Principal and Vice-Principals	Budget for printing
Hold monthly general staff meetings for consultation of school policies and measures.	September 2007 to July 2008	General Staff Meetings are called monthly (excluding December and March).	Scrutinizing documents: minutes	Principal and Vice-Principals	Budget for printing

**MAJOR CONCERN 1.2 Step up monitoring and supervision**

Intended Outcomes/Targets: Uniformity and consistency in the implementation of school policies are ensured.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Strengthen professional leadership at different management levels to work out a clear direction of school-based development.	September 2007 to July 2008	A clear direction of school-based development is set.	Scrutinizing documents: minutes	Principal and Vice-Principals	Budget for printing
Refine the school organizational chart to delineate hierarchical empowerment and accountability.	September 2007 to July 2008	The school organizational chart (with clear job descriptions) is refined and stipulated in the Teacher's Handbook.	Scrutinizing documents	Principal and Vice-Principals	Budget for printing
Establish a supplementary upper-middle management level to facilitate systematic monitoring and conduct thorough PIE cycle of self-evaluation.	September 2007 to July 2008	A supplementary upper-middle management level (e.g. the post of KLA coordinator) is created.	Scrutinizing documents	Principal and Vice-Principals	Budget for printing

**MAJOR CONCERN 1.3 Enhance morale and team spirit among all staff.**

Intended Outcomes/Targets: Duties and responsibilities of teaching and non-teaching are delineated to ensure fairness and appropriateness in the distribution of workload.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Formulate a fair, appropriate and open system of teachers' workload measurement and staff deployment policy with the consensus of all staff.	September 2007 to July 2008	A fair, appropriate and open system of teachers' workload measurement is formulated.  Consensus is reached among staff that the staff deployment policy formulated is fair, appropriate and open.	Stakeholder Survey  Scrutinizing documents	BSI	Budget for printing

## Major Concern 2: Enhance effective learning and teaching to meet the challenges of NSS

### MAJOR CONCERN 2.1 Enhance staff development

Intended Outcomes/Targets: Teachers are kept abreast of the current development of education, curriculum, teaching pedagogy and assessment reforms.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Release 2 VPs from part of their regular workload with the provision of TPPG to help coordinate the migration of school towards NSS.	September 2007 to July 2008	2 VPs are released from part of their teaching workload.  Mean score of the professional competence and attitude of vice-principles is above 3.	Scrutinizing documents  Observation	Principal	NA
Relieve some teachers' workload with the provision of CEG to create space for professional development and staff collaboration in SBA, TSA and NSS preparation by recruiting extra TAs and contract teaching posts.	September 2007 to July 2008	The workload of the teachers concerned is relieved.	Scrutinizing documents	Principal, Vice-Principals and Panel Heads	NA
Step up linkage with professional bodies and participate in development programmes and school support services organized by EMB, tertiary or secondary institutes. (e.g. HKIED Assessment Project, School Support Service of Junior English)	September 2007 to July 2008	There is an increase in (i) the number of teacher participants, (ii) the number of external organizations providing the school with support services and (iii) the quantity of development programmes/school support services.	Scrutinizing documents	Vice-Principal	Budget for printing  Clerical support

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Establish experience-sharing network with brother/neighbouring schools.	September 2007 to July 2008	All newly appointed teachers attend the induction course offered by our School Sponsoring Body (SSB), Salesians of Don Bosco (SDB).	Scrutinizing documents: Attendance record	Principal	Clerical support
Reserve a session for professional development or experience sharing of good practices in each monthly general staff meeting.	September 2007 to July 2008	At least 1 session is reserved for professional development or experience sharing of good practices in each monthly general staff meeting.	Scrutinizing documents	Vice-Principal	Budget for printing  Clerical support

### **MAJOR CONCERN 2.2 Enhance staff collaboration**

Intended Outcomes/Targets: More collaboration and professional sharing among staff are carried out and a culture of striving for progress is cultivated.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Conduct common or peer lesson observation among peers for all subjects.	September 2007 to July 2008	75% of the panel members are observed at least once by his/her peer colleagues.	Discuss/Share with the teachers how to improve their teaching skills.  Scrutinizing documents: lesson observation forms and teacher appraisal forms	Vice-Principal	Budget for printing

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Conduct common lesson preparation periods for some subjects	September 2007 to July 2008	Teachers of S1-S4 Chinese Language, S1-S4 English Language, S4-S5 Integrated Humanity, S2 Geography, S2 IS, and S1 Geography conduct their respective common lesson preparation periods.	Scrutinizing documents	Vice-Principal	Budget for printing Clerical support
Encourage collaborative teaching within and cross subjects/KLAs.	September 2007 to July 2008	Implement collaborative project-based learning between IS and geography in S2.	Scrutinizing documents: minutes and working schedule	Prefect-of-Studies	Budget for printing
Develop a holistic plan across the 8 KLAs with appropriate weightings and better cross-curriculum coordination.	September 2007 to July 2008	A holistic plan across the 8 Key Learning Areas with appropriate weightings and better cross-curriculum coordination is developed.	Scrutinizing documents	Vice-Principal	Budget for printing Clerical support

### **MAJOR CONCERN 2.3 Encourage new teaching strategies and assessment modes**

Intended Outcomes/Targets: More interactive teaching approach is stimulated and higher order thinking in learning is provoked.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Implement a new timetabling pattern to incorporate "blocking" with the cycle system to facilitate more interactive and dynamic learning in classroom.	September 2007 to July 2008	Consensus is reached among staff that the quality and effectiveness of learning and teaching is improved.	Scrutinizing documents: survey, meeting minutes	Vice-Principal	Budget for printing



STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Encourage more off classroom activities to be incorporated as OLE in NSS	September 2007 to July 2008	The feasibility of incorporating some classroom activities as OLE is discussed in the meetings of the Board of Support for Students and School Ethos.	Scrutinizing documents: meeting minutes, statistics recorded	Activities master	Budget for printing
Introduce "Continuous Assessment" and "standards-referenced assessment" in a number of subjects.	September 2007 to July 2008	A provisional working schedule for 2008-09 is drafted.	Scrutinizing documents: minutes and working schedule	Prefect-of-Studies	Budget for printing
Extend the practice of group project and oral presentation in some subjects and expand their weighting in assessments.	September 2007 to July 2008	<p>Group project learning is implemented in four individual subjects: S1 History and Geography and S3 Chinese History; launching cross-curricular project learning (IS and Geography) in S2.</p> <p>For each group project, the students will have to</p> <ul style="list-style-type: none"> <li>(i) prepare a written report (which must include a reading list) and</li> <li>(ii) present their project work in either English or Chinese (for Chinese History only).</li> </ul> <p>The group project will contribute to 15% of the final examination result in that subject.</p>	Scrutinizing documents: minutes and working schedule	Prefect-of-Studies	Budget for printing

**MAJOR CONCERN 2.4 Cater the diversified needs of students**

Intended Outcomes/Targets: Low achievers are motivated and assisted for more effective learning.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Implement small class teaching in junior forms English Language, Chinese Language and Mathematics.	September 2007 to July 2008	Small class teaching is implemented in English Language, Chinese Language and Mathematics in S1-S3.	Scrutinizing documents	English Panel Chinese panel Math Panel	Budget for printing
Implement a detention system to handle the lateness or failure of homework submission.	September 2007 to July 2008	A detention system is implemented.	Scrutinizing documents	Discipline Team	Clerical support
Consolidate a set of activities-oriented strategies by joint functional groups to enhance students' learning effectiveness and resilience power, especially among the bottom ones.	September 2007 to July 2008	A joint functional group consolidates a set of activities-oriented strategies to enhance the learning effectiveness and resilience power of the bottom ones.	Scrutinizing documents	Guidance Team	Budget for printing
Launch a self-study program in S4 & S5 for the low ability students.	September 2007 to July 2008	A self-study programme is implemented for academically underachievers in S4 & S5.	Scrutinizing documents	Vice-Principal	Budget for printing Clerical support

**Major Concern 3: Enhance students' language and critical thinking skills**

**MAJOR CONCERN 3.1 Improve students' reading skills**

Intended Outcomes/Targets: Reading as a life-long learning tool and habit is developed among students.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Include a "reading period" for all classes in the time-table.	September 2007 to July 2008	A "reading period" is allocated to each class.  A set of guidelines for reading periods is issued.	Scrutinizing documents	Vice-Principal  Librarian	Budget for printing  Clerical support

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Design a reading list for all students at all levels.	September 2007	A new reading list is compiled.	Scrutinizing documents	Librarian	Budget for printing Clerical support
Continue to implement the award system for students in reading.	September 2007 to July 2008	A student's record book, which details the objectives of the whole-school reading scheme and the reading award scheme, is issued to each student.	Scrutinizing documents	Librarian	Budget for printing Clerical support
Strengthen and enforce the function of library in the promotion of reading.	September 2007 to July 2008	Over 75% of students are satisfied with the function of our school library in the promotion of reading interests.	Survey on the feedback of students	Librarian	Budget for printing Clerical support
Continue to incorporate reading as an essential element in group projects and expand their weightings in assessments.	September 2007 to July 2008	Please refer to Major Concern 2.3	Scrutinizing documents	Prefect-of-Studies	Budget for printing
Develop "standards-referenced assessment" and introduce Student Learning Profile (SLP) to reflect the achievement levels of students in reading.	September 2007 to July 2008	The feasibility of conducting assessment of students' reading outcomes (in terms of reading skills, habits and attitude) is discussed.	Scrutinizing documents	Librarian	Budget for printing

### **MAJOR CONCERN 3.2 Improve students' speaking skills**

Intended Outcomes/Targets: Students can actively engage in speaking English and Chinese with confidence, fluency and accurate proficiency.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Extend the practice of oral presentation progressively in different subjects and expand its weighting in assessments.	September 2007 to July 2008	Please refer to Major Concern 2.3.	Scrutinizing documents	Vice-Principal, Prefect-of-Studies and Panel Heads	Budget for printing

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Incorporate "Dramatic English" in S1-S3 English curriculum with the provision of Additional EMI Support Fund	September 2007 to July 2008	Students can actively engage in speaking English and Chinese with confidence, fluency and accurate proficiency.	Scrutinizing documents	Vice-Principal and English Panel	Salary for Dramatic English teachers
Enforce English Speaking Day as a whole school activity.	September 2007 to July 2008	Students can actively engage in speaking English with confidence, fluency and accurate proficiency.	Scrutinizing documents	English Panel	Budget for printing
Organize interclass and cross-levels English speaking competitions (e.g. debate, drama, speech, verse-speaking, etc.)	English Choral Verse-Speaking Competition: 19-22 November 2007  English Drama Competition: 26-29 May 2008	Students can actively engage in speaking English with confidence, fluency and accurate proficiency.	Scrutinizing documents  Survey	Vice-Principal and English Panel	Budget for printing

### **MAJOR CONCERN 3.3 Improve students' writing skills**

Intended Outcomes/Targets: The writing skills of comprehensiveness, accuracy, and fluency with rich vocabulary are mastered and enhanced among students.

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Extend the practice of essay-typed questions and expand their weightings in assessments	September 2007 to July 2008	Each examination paper (excluding practical, oral and MC papers) should consist of at least one essay-typed question. About 10% of the total mark will be allocated to this question type.	Scrutinizing documents	Vice-Principal, panel Heads	Clerical support

STRATEGIES / TASKS	TIME SCALE	SUCCESS CRITERIA	METHODS OF EVALUATION	PEOPLE RESPONSIBLE	RESOURCES REQUIRED
Encourage writing as daily practice.	September 2007 to July 2008	Over 75% of students obtain grade D or above in General Education (writing session).	Looking at student work (LASW)	Vice-Principals	Clerical support
Launch an e-platform to promote writing.	September 2007 to July 2008	An <b>e-platform</b> (in the form of a Web Page) is constructed to publish good writings by our students.	Visiting the school web page	Vice-Principals	Web page development software