# Diocesan Boys' School Primary Division



**Annual School Plan** 2007 - 2008

Annual School Plan 07-08

#### **Visions and Values**

Value all aspects of a child's development equally: academic, aesthetic, physical, emotional and spiritual.

Provide the means, place and space for each individual to discover his capabilities. Be an important part of the local community.

Have unity of purpose, and support of the parents and the community.

## Vision statement

Our vision is to prepare our students for the 21<sup>st</sup> Century and to become contributors to society and leaders of the community.

## **Mission**

The mission of the School is: 'to provide a liberal education based on Christian principles.' To realize this stated mission the School has set the following objectives:

To offer a balanced education for the development of the WHOLE person through effective means and agreeable strategies.

To maintain the school tradition.

To evolve a unique cultural identity.

To help students to develop critical thinking, creative frame of mind and communication skills.

To provide opportunities for the development of good character based on Christian principles where students are expected to be trustworthy, responsible, fair and considerate.

To cultivate self-respect and self-esteem through guided activities.

To promote multiple intelligence and to enable students to maximize their talents.

We aim to equip students with sound knowledge, essential qualities of good character, social and technical skills to meet future challenges.

Annual School Plan 07-08

# Diocesan Boys' School Primary Division Annual School Plan (2007-2008)

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Annual School Plan 07-08

## **Major Concern: First Priority - Direction of the School**

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. School Develo	pment					
1.1 School Development Plan	1.1.1 To set up a new 3-year School Development Plan	Sept 07 – July 08	<ul> <li>A new School Development Plan is formulated</li> <li>80% teaching staff agree with the new plan</li> </ul>	• Stakeholders' survey	• HT	NA
1.2 Safety Measures & Crisis Management	1.2.1 To evaluate & further develop a mechanism to deal with crisis management	Sept 07 – July 08	<ul><li>A comprehensive plan is set up</li><li>100% awareness among all staff</li></ul>	• Questionnaire	<ul> <li>HT</li> <li>School Crisis Management Team</li> <li>DHT</li> <li>STs</li> </ul>	Human resources \$ 10,000
1.3 Equal Opportunities Policy	1.3.1 To organize parents' workshops & parent- child activities	Sept 07 – July 08	50% parents are involved in each workshop or activity	<ul><li>Parents' feedback</li><li>Analysis of attendance rate</li></ul>	• HT • SGT & SSW	NA
2. Teaching Staff	f - Staff Appraisal and Staff	Developm	ent			
2.1 Review of Appraisal System	2.1.1 To set up a different appraisal system for middle management & Subject Administrators	Sept 07 – July 08	<ul> <li>A comprehensive system is set up</li> <li>80% middle managers are actively involved in formulating the plan</li> </ul>	• Teachers' feedback	<ul><li>HT</li><li>DHT</li><li>STs</li><li>Subject Administrators</li></ul>	NA
2.2 Individualized Staff Development Plans	2.2.1 To set up individualized staff development plans	Feb – July 08	• 80% teachers indicate they understand their strengths & weaknesses from the appraisals & together with the School set their own individual development plans	• Teachers' survey	• HT • ST (Staff Development)	NA

## **Major Concern: Second Priority - Teaching & Learning**

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. School Curricu	ılum					
1.1 Co-ordination & Collaboration in School Curriculum	1.1.1 To promote the culture of collaboration among the various KLA's.	Sept 07 – July 08	<ul> <li>Integration amongst the various KLA's is evident</li> <li>At least 1 cross-curricular activity is achieved in a term</li> </ul>	• Stakeholders' survey	• DHT • Subject Administrators	NA
1.2 Catering for Learning Diversities	1.2.1 To further develop the Supersize Me Programme for the talented through consultation with Subject Administrators & teachers in charge of the Supersize Me Programme	Sept 07 – July 08	<ul> <li>10% eligible students are enrolled in appropriate Supersize Me programmes</li> <li>A new policy based on continued evaluation on the selection of talented students and evaluation of the programme is formulated</li> </ul>	• Questionnaire for students, parents & teachers	<ul> <li>DHT</li> <li>CDAA-Special Needs Sub- Committee</li> <li>Teachers in charge of Supersize Me Programme</li> </ul>	NA
	1.2.2 To take into account students' diverse abilities in class so that teachers can adopt appropriate teaching content and diversified teaching strategies	Sept 07 – July 08	<ul> <li>50% teachers adopt appropriate teaching strategies according to students needs and share ideas through collaboration</li> <li>80% teachers achieve "Excellent" or "Very Good" in the Lesson Observation Form</li> </ul>	<ul> <li>Peer Observation</li> <li>Lesson Observation</li> <li>Feedback from teachers during subject collaboration</li> </ul>	• DHT • All teachers	NA

	1.2.3 To enable students to make good use of diversified modes of learning to facilitate learning	Oct – Dec 07	• 100% students from G3- 6 attempt the 'Learner's Style' quiz	<ul><li>Statistical analysis</li><li>Stakeholders' Survey</li></ul>	• DHT • IT Committee	NA
1.3 Balance between Assessment for Learning & Assessment of Learning	1.3.1 To further develop the overall assessment policy in school through consultation with Subject Administrators	Sept 07 – July 08	<ul> <li>Timely, holistic &amp; concrete reviews &amp; follow up are achieved amongst all departments</li> <li>80% teaching staff understand the curriculum policies in the school</li> </ul>	<ul> <li>Discussion &amp; evaluation during subject collaboration</li> <li>Stakeholders' Survey</li> </ul>	• DHT • Subject Administrators • All teachers	NA
	1.3.2 To further develop assessment for learning in the curriculum	Sept 07 – July 08	All Departments     evaluate and further     develop formative     assessment in their     curriculum	<ul> <li>Discussion &amp; evaluation during subject collaboration</li> <li>Stakeholders' Survey</li> </ul>	• DHT • Subject Administrators • All teachers	NA

## **Major Concern: Third Priority - Management of School Facilities**

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. School Faciliti	ies					
1.1 Introduction of Smart Card System	1.1 To develop a new system for students to take attendance & pay petty cash	Feb – July 08	100% students use Smart Cards for taking daily attendance & paying petty cash	<ul><li>Students' feedback</li><li>Teachers' feedback</li></ul>	• IT Committee	• QEF • Full time IT staff
1.2 Use of Computers	1.1 To encourage a higher utilization of computers during lessons in the classrooms	Mar – July 08	100% students use computers in the classrooms	• Students' feedback • Teachers' feedback	• IT Committee	• Special One-off IT Grant to Schools
1.3 Use of Library	1.1 To ensure optimum use is made of the library	Sept 07 – July 08	80% classes borrow more books from the School Library	• Statistical analysis to compare the number of books each class has read in 2006/07 & 2007/08	• School Librarian	NA

## Legend:

HT Headteacher

DHT Deputy Headteacher

ST Senior Teacher

SGT School Guidance Teacher

SSW School Social Worker

#### PLAN ON USE OF CAPACITY ENHANCEMENT GRANT 07/08 (Basic Provision)

Name of school: <u>Diocesan Boys' School Primary Division</u>

Means by which teachers will be consulted: <u>Staff Meeting</u>

No. of operating classes: 30

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person -in- charge
courses fol an de ele stu  Te 1.  2. 3.  4. 5.  6. 7. 8.  9. 10 11.  12 13 14 15 16	Children's GO Academy Edvenue Limited Pasona Education Co. Limited Basic Force Education Centre The H.K. Mathematical Olympiad Association Typhoon Club Active Kids Achievers Track Co. Limited Haac Ltd. Ho Koon Centre Arthome 藝術家- 鄭志明 Science Workshop	To provide various choices of electives for students to broaden their knowledge and horizon. There are 21 sessions of around 1 hr 10 mins each in terms 1-3. The session lasts from 1:40 p.m. to 2:50 p.m.  Courses offered: Term 1 - Term 3  1. Hong Kong Children's GO Academy:	- Boys will be able to participate in electives providing basic knowledge in chess, Japanese language, French, African culture, astronomy, creative writing (Typhoon Magazine), money management, personal management, 3C's and leadership training, etiquette, toy science and science experiments.  - Boys will be able to participate in electives providing advanced knowledge in drawing(Drawing on the right side of the brain ® Workshop) and Math (Mathematical Games I & II)  - Astronomy classes (Astronomy Basic, Astronomy Intermediate, Astronomy Advanced & 天文實驗班) provide the boys rare and precious chances to get to know more about astronomy.  - Boys who are interested in sports will be able to learn handball and rock climbing.  - Since all electives are provided for students free of charge, all boys will have equal opportunities to participate in these programmes.	Term 1 Weekly session from 28 Sept to 14 Dec (7 sessions)  Term 2 Weekly session from 4 Jan to 18 Apr (7 sessions)  Term 3 Weekly session from 25 Apr to 13 Jun (7 sessions)	1. Hong Kong Children's GO Academy:  ◆ 圍棋初班 \$1,000 × 14 = \$14,000  ◆ 圍棋中班 \$1,000 × 7 = \$7,000 2. Edvenue Limited: ◆ International Corner \$1,750 × 21 = \$36,750  ◆ 3C's Training \$1,750 × 21 = \$36,750  ◆ Applied Personal Management \$1,750 × 14 = \$24,500  ◆ Be a SMART Leader \$1,750 × 14 = \$24,500  3. Pasona Education Co. Limited: ◆ Elementary Japanese \$1,000 × 14 = \$14,000  ◆ Intermediate Japanese \$1,000 × 7 = \$7,000  4. Basic Force Education Centre: ◆ Money Management A \$950 × 14 = \$13,300  ◆ Money Management B \$ 1017.9 × 14 = \$14,250  ◆ Little Architect \$1,050 × 7 = \$7,350  ◆ Little Lawyer \$992 × 7 = \$6942 5. The H.K. Mathematical Olympiad Association: ◆ Mathematical Games I \$817.86 × 21 = \$17175  ◆ Mathematical Games II \$817.86 × 21 = \$17175  6. Typhoon Club: Typhoon Club: Typhoon Magazine \$2,875 × 21 = \$60,375  7. Active Kids: ◆ Science Adventures \$2,500 × 7 = \$17.500	- Number of participants in Math Olympic Competitions  - Enthusiasm and willingness of the boys to take part in learning of languages, astronomy & science activities.  - Students' improvement in the knowledge of astronomy, chess and sports activities.  - Students' capability in applying etiquette, personal management and money management in daily school life.	- Students' participation and interest in the electives Number of enrollment - Teachers, parents and students' feedback on the electives provided	Susanna Chung

◆ Team Building Workshop (Term 3)  8. Achievers Track Co. Limited:	
(Term 3) Limited:	
◆ Rock Climbing	
10. Ho Koon Centre $$1,200 \times 21 = $25,200$	
♦ Astronomy Basic	
(Terms 1-2) $\$1,200 \times 21 = \$25,200$	
♦ Astronomy Intermediate 9. Haac Ltd.	
V Initiali Culture	
The state of the s	
11. Arthome 藝術家-鄭志明:   \$2,000 × 7 = \$14,000	
Drawing on the right side of the   ◆ Rock Climbing	
brain ® Workshop (Terms 2-3) \$1,440 × 21 =\$30,240	
12. Science Workshop:   10. Ho Koon Centre	
◆ Science Workshop I ◆ Astronomy Basic	
◆ Science Workshop II \$1,000 × 14 = \$14,000	
13. Media Intelligence: ♦ Astronomy Intermediate	
校園報小記者 (Terms 1-2)	
14. Etiquette (Term 3) ♦ Astronomy Advanced	
15. Fun with French A \$1,000 × 7 = \$7,000	
16. Fun with French B ♦ Plant Investigation	
17. Handball $$1,000 \times 7 = $7,000$	
11. Arthome 藝術家-鄭志	
明: Drawing on the	
right side of the brain ®	
Workshop	
\$1,100 × 14 = \$15,400	
12. Science Workshop:	
Science Workshop I	
(include 1 outing @ term)	
$\$2,600 \times 24 = \$62,400$	
◆ Science Workshop II	
(include 1 outing @ term)	
$\$2,600 \times 24 = \$62,400$	
13. Media Intelligence:	
14 lessons & printing cost	
813,000	
14. Etiquette	
$\$1,000 \times 7 = \$7,000$	
15. Fun with French A	
$8600 \times 21 = \$12,600$	
16. Fun with French B	
$$600 \times 21 = $12,600$	
17. Handball	
$$250 \times 21 = $5,250$	
Total=\$726,357	
	n Music too share' Mas
Curricu following part-time weekly rehearsals: for the Junior and Senior rehearsals from \$88,200 per year students' stan	
-lum conductors and 1. Mr. Lee Siu Lam will conduct Orchestras, String Orchestra mid-September 07 performances	
Enhan- assistants for the once a week from: Woodwind Ensemble, Clarinet to late-August 08 2. \$700 x 108= rehearsals	assessment on the
Cement Junior and Senior •9:00 a.m. to 11:00 a.m. (Saturday Ensemble, Saxophone \$75,600 per year demonstrated	
Orchestras, String 2 hrs. Senior School Orchestra ) Ensemble and Chinese Conductors will result of the en	
Orchestra, Woodwind 11:00 a.m. to 12:30 p.m. (Saturday Instrument Ensemble, and over conduct in the 3. \$700 x 54= training provi	
Ensemble, Clarinet 1.5 hrs. Junior School Orchestra. ) 220 orchestral members following functions: \$37,800 per year these conduct	
Engage la Courante and Marchaelle and Marchaelle and Marchaelle and Marchaelle Marchaell	and feedback
Ensemble, Saxophone   No. of hours per year = 126 hrs   participating. Part-time   -HK Schools Music   Festival Feb -   4. \$550 x 36 =   - Students' music   - Students' music   Students' music   - Students'	

Inst	rument Ensemble	2. Mr. Goh Ching will conduct	to conduct the orchestras so as	March	\$19,800 per year	potential and interest	authority,	
and	sectional	twice a week from:	to reduce the workload of the	08,	• •	being developed by	parents, students	
rehe	earsals:	• 3:15 p.m. to 4: 45 p.m. (Tuesday	full time music teachers	- Winners' Prize	5. \$550 x 36 =	these conductors.	and old boys	
		1.5 hrs. String Orchestra)		Concert in April 08,	\$19,800 per year		involved in the	
1	Junior and Senior	•10:45 a.m. to 12:15 p.m. (Saturday	- The part-time conductors	- Homecoming	vio,000 per jeur	- Students' active	school concerts	
	School Orchestra	1.5 hr. Junior School Orchestra)	identified are professional	Concert,	6. \$500 x 54 =	participation and high	and other music	
	Conductor –	No. of hours per year = 108 hrs.	musicians with experience and	- Incoming Concert,	\$27,000 per year	performing standard in	activities.	
	Mr. Lee Siu Lam.	(3hrs x 36 weeks)	knowledge in conducting	- Hong Kong School	321,000 per year	the HK Schools Music	activities.	
	,			- Holig Kolig School	7. \$550 x 40 =		T-1	
	Homer	3. Mr. Yiu Song Lam will conduct	orchestras. We require these	Orchestra Interflow,		Festival and School	- The results of	
	(3.5hrs/week)	once a week from:	professionals to train our	- Public	\$22,000 per year	Concerts.	the external music	
_		• 3:15 p.m. to 4:45 p.m. (Wednesday	students and prepare them for	Performances.			competitions e.g.	
	String Orchestra	1.5 hrs.)	music competitions and				HK Schools Music	
	& Junior School	No. of hours per year = 54 hrs	concerts		Total= \$290,200 per		Festival, Hong	
	Orchestra	(1.5hrs x 36 weeks )			year		Kong School	
	Conductor-	4. Mr. Cheung Lap will conduct			J		Orchestra	
	Mr. Goh Ching	once a week from:					Interflow.	
	(3hrs/week)	• 8:00 a.m. to 9:00 a.m.						
		(Wednesday 1 hr.)						
3.	Woodwind	No. of hours per year = 36 hrs						
	Ensemble	(1hr x 36 weeks )						
	Conductor –	5. Mr. Anthony Wong will conduct						
	Mr. Yiu Song Lam	once a week from:						
	(1.5hrs/week)	• 3:15 p.m. to 4:15 p.m. (Wednesday						
	(1.51115/ WCCK)	1hr.)						
4.	Clarinet Ensemble	No. of hours per year = 36 hrs						
4.	Conductor –	(1hr x 36 weeks)						
	Mr. Cheung Lap	6. Mr. Chu Siu Wai will conduct						
	(1hrs/week)	once a week from:						
~	C 1	• 3:15 p.m. to 4:15 p.m. (Wednesday						
5.	Saxophone	1.5 hrs.)						
	Ensemble	No. of hours per year = 54 hrs						
	Conductor –	(1.5hrs x 36 weeks )						
	Mr. Anthony	7. An assistant will support the						
	Wong	conductors in organizing						
	(1hrs/week)	rehearsals once a week from:						
		• 3:15 p.m. to 4:15 p.m. (Tuesday						
		1 hr. String Orchestra)						
		•10:30a.m11:30a.m. (Saturday						
6.	Chinese	1 hr. Senior School Orchestra)						
	Instrument	No. of hours per year = 40 hrs						
	Ensemble	(2hr x 1 assistant x 20 weeks)						
	Conductor -	Conduct and train students in the						
	Mr. Chu Siu Wai	following internal and external music						
	(1.5hrs/week)	activities:						
	,	- HK Schools Music Festival						
		- Christmas Concert						
		- School Concerts						
7.	Assistant –	- Joint School Performances						
		- Public Performances/						
		Competitions						
		r	I			1	1	ı

Grand total of the above: \$ 1,016,557

#### PLAN ON USE OF CAPACITY ENHANCEMENT GRANT 07/08 (ADDITIONAL FUNDING)

Name of school: <u>Diocesan Boys' School Primary Division</u>
Means by which teachers will be consulted: <u>Staff Meeting</u>

No. of operating classes: 30

To employ corrict conclusion from the Courricus (Imm person society) to provide the Enhancement of Enhancemen	Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person- in- charge
Fencing: May) Total	Curricu- lum Enhance-	To employ sports coaches to provide professional training for	training for students of seven school sports teams. Each training session would vary from 1 hr 30 min to 2 hrs.  Weekday training sessions will be from 3:15p.m. to 4:45p.m. (1hr and 30 mins). Weekend training sessions will last for 2 hrs.  Regular training will be conducted for the following school sports teams from mid-September 2007 to late-August 2008:  1. Athletics: A Team (3.5 hours / week: Thursdays & Saturdays) 2. Badminton: A Team (3 hours / week: Mondays & Thursdays) 3. Basketball: A Team (3 hours / week: Wednesdays & Fridays) 4. Football: A Team (3.5 hours / week: Tuesdays & Saturdays) 5. Fencing: A Team (3 hours / week: Wednesdays & Thursdays) 6. Table-Tennis: A Team (3 hours / week: Mondays & Fridays) 7. Tennis: A Team (3 hours / week: Mondays & Fridays)	results in the 2007-2008 Primary Schools Sports Award Scheme organized by the Hong Kong Schools Sports Federation. Part-time professional sports coaches will be employed to conduct training sessions in order to provide elite training for students and to reduce the workload of full time PE teachers. Over 200 school team members will benefit from participating in the training programme.  The part-time sports coaches identified are international / professional coaches and / or outstanding athletes with experience and knowledge in conducting specific training. We require these professionals to train our students and prepare them for both inter- and intra-	September 2007 to late-August 2008, excluding test and exam weeks, there will be 2-3 weekly training sessions for each school sports team, namely Athletics, Badminton, Basketball, Football, Fencing, Table-Tennis and Tennis.  Coaches will train students for the following competitions:  -Inter-Schools Sports Competitions (Athletics: Oct-Mar; Badminton: Nov, Feb-Mar; Basketball: Feb-Mar; Football: Nov-Dec; Fencing: Apr; Table-Tennis: Nov & May; Tennis: Jan-Apr)  LCSD Easy Sports Competitions: (Badminton & Table-Tennis: Feb	[(\$350 x 3.5 hrs x 2 coaches) + (\$300 x 3.5 hrs x 2 coaches)] x 46 weeks =\$209,300 per year 2. Badminton [(\$400 x 1.5 hrs x 2 days) + (\$250 x 1.5 hrs x 2 days)] x 46 weeks =\$89,700 per year 3. Basketball [(\$350 x 1.5 hrs x 2 days) + (\$200 x 1.5 hrs x 2 days) + (\$200 x 1.5 hrs x 2 days)] x 46 weeks =\$75,900 per year 4. Football [(\$350 x 3.5 hrs) + (\$200 x 3.5 hrs)] x 46 weeks =\$88,550 per year 5. Fencing [(\$350 x 1.5 hrs x 2 days) + (\$250 x 1.5 hrs x 2 days) + (\$250 x 1.5 hrs x 2 days)] x 46 weeks =\$82,800 per year 6. Table-Tennis (\$350 x 2 coaches x 1.5 hrs x 2 days) x 46 weeks =\$96,600 per year 7. Tennis \$380 x 1.5 hrs x 2 days x 46 weeks =\$96,600 per year 7. Tennis \$380 x 1.5 hrs x 2 days x 46 weeks =\$52,440 per year	students' performance standard in competitions as a result of the effective training provided by these coaches.  - Students' sports potential and motivation being developed by these coaches.  - Students' active participation and high performance standard in the Inter-Schools Sports	students' feedback and assessment on the performances of these coaches.  - The response and feedback from the school authority, parents, students and old boys involved in the training, competitions and other sports activities.  - The results of the external sports competitions e.g. Inter-Schools Sports	Miss Agnes

Grand total of the above: \$ 695,290

