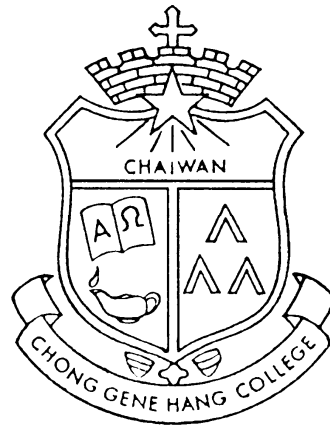


天主教 喇沙會

張振興伉儷書院

CHONG GENE HANG COLLEGE
(Conducted by the De La Salle Brothers)



Annual School Plan

周年校務計劃

2011 – 2012

12 Cheung Man Road, Chai Wan, HK

Tel: 25566081

Fax: 28984494

<http://www.cghc.edu.hk>

cgh-mail@hkcdcity.net

Contents

A.	School Mission and School Vision.....	3 - 4
B.	The Lasallian Spirit and the Star of Faith.....	5 - 6
C.	The School Management Committee and the School Administration Advisory Board	7
D.	School Development Plan (2009-12).....	8 - 13
E.	Major Concerns for 2011-2012	
	1. To promote among students a culture of respecting and caring for others	14 - 15
	2. To raise students' English proficiency.....	16 - 24
	3. To enhance students' ability to self-manage and to learn.....	25 - 30
F.	Plan on the use of Capacity Enhancement Grant.....	31 - 32
G.	Programme Plans:	
	<u>Non-Curriculum</u>	
	1. Careers.....	33 - 34
	2. Moral & Civic Education.....	35 - 42
	3. Computer-Assisted Learning Room (CAL).....	43
	4. Counselling & Guidance.....	44 - 46
	5. Discipline.....	47 - 48
	6. e-Class.....	49 - 51
	7. Environmental Education.....	52 - 53
	8. Extra-curricular Activities.....	54 - 56
	9. Information Technology.....	57 - 58
	10. SAMS.....	59 - 60
	11. Laboratory Management.....	61 - 62
	12. Library.....	63
	13. Multi-Media Learning Centre (MMLC).....	64 - 65
	14. Parent - Teacher Association.....	66 - 67
	15. School Maintenance.....	68 - 69
	16. Healthy Campus.....	70 - 91

Curriculum

1.	Chinese Language.....	92 - 95
2.	English Language.....	96 - 98
3.	Mathematics	99 - 101
4.	Liberal Studies	102 - 104
5.	Physics.....	105 - 106
6.	Chemistry	107 - 109
7.	Biology.....	110 - 113
8.	Integrated Science	114 - 116
9.	Chinese History	117 - 118
10.	History.....	119 - 122
11.	Geography.....	123 - 124
12.	Economics	125 - 126
13.	Business, Accounting and Financial studies.....	127 - 129
14.	Computer Studies.....	130 - 131
15.	Putonghua.....	132 - 133
16.	Design and Technology	134 - 135
17.	Music	136 - 138
18.	Visual Arts.....	139 - 140
19.	Physical Education (HKDSE).....	141 - 142
20.	Physical Education	143 - 144
21.	Religious Studies.....	145 - 146
H.	Budget Summary	147

School Mission

辦學使命

To impart a Human and Christian Education
to those entrusted to our care.

To help our students:
to learn how to learn,
to develop themselves fully as persons of integrity,
and
to learn to live as brothers and sisters.

本校的使命是向學生傳授人文和基督教育，
幫助他們學會學習，
並與人和睦相處，
更培育他們成為正直不阿的善人。

School Vision

辦學理念

Based on our Christian belief and the LaSallian Spirit “Faith and Zeal” rendered to us by our forefather St. John Baptist De La Salle, our vision is to provide a human and Christian education. With the motto “Labore et Virtute”, we intend to cultivate in our campus an ambience of sincerity, openness and enthusiasm; instill in students a sense of loyalty and integrity; and promote development of the five virtues and individual potential so that our students will be able to strive for the best in their pursuit of work and studies, will serve the community and create a world of peace and justice.

本校以信德熱誠為辦學宗旨，本著基督及會祖聖若翰喇沙的仁愛精神，推行人文和基督教育，以「行健自強」為校訓，建立真誠、開放、積極的校園文化，勗勉學生在學習及工作上追求卓越，培育學生忠誠、廉潔的德行，並推動學生發展五育及開拓個人潛能，服務社會，建立和平與正義的世界。

THE LASALLIAN SPIRIT

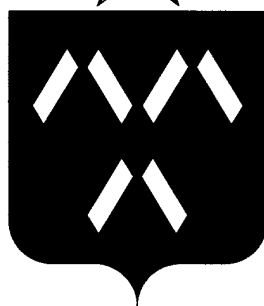
喇沙精神

FAITH & ZEAL

信德與熱誠



← Star of Faith



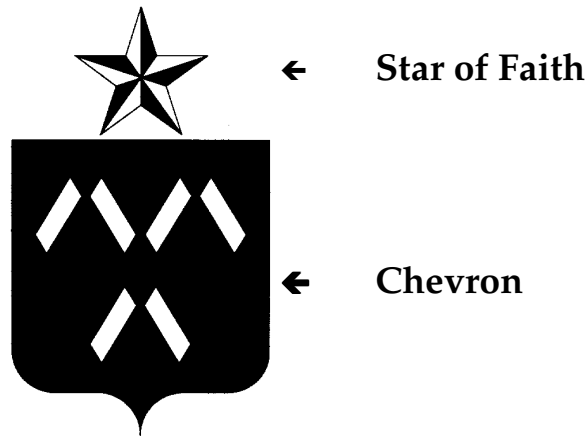
← Chevron

Star of Faith

信德之星

This five-pointed, radiant star is the worldwide logo of the La Salle Brothers. It reminds them of the spirit of their institute, the spirit of FAITH. The spirit of faith will lead us to Christ just as the star of Bethlehem led the Wise Men of the East to Christ.

光芒四射的星徽是喇沙會的世界性徽號，它使喇沙會會眾能緊記信德的精神，這精神將引領我們歸向基督，猶如白冷郡之星引領三王朝拜基督一樣。



Chevron

熱誠之徽

These form part of the coat of arms of the La Salle family of Rheims, France. There are three bent bars of inverted V shapes. They indicate that we should have **ZEAL** in carrying out our tasks and the **courage** never to give up.

三個倒置V型的條狀是法國利姆斯城喇沙家族徽號的一部分，象徵我們應以熱誠及鏗而不捨的精神去完成使命。

THE SCHOOL MANAGEMENT COMMITTEE

Chairman:

Mr. Frederick Kwok Supervisor

Managers:

Rev. Brother Patrick Tierney	The Director in Hong Kong of Saint Joseph's College
Rev. Brother Lawrence	Representative of School Sponsoring Body
Mr. Li Siu Wah	Principal
Mr. Chow Siu Wai	Vice-Principal
Mr. Chen Yau Hip, Louis	Vice-Principal
Mr. Mak Luen Tai, Ricky	Representative of Alumni Association
Ms. Mak Piu Sei, Elaine	Representative of Parent-Teacher Association
Ms. Chang Siu Ching	Representative of Staff Association

The School Administration Advisory Board

Chairman:

Mr. Li Siu Wah

Members:

Ms. Chan Oi Sum (Secretary)
Mr. Chen Yau Hip, Louis
Mr. Cheng Chin Ming
Mr. Chow Shu Wai
Mr. Lee Ming Kwong
Ms. Liu Hang Ling
Ms. Tam Kit Wan
Mr. Tang Chung Ming
Mr. Wong Sai Yiu
Mr. Yu Wai Keung

學校發展計劃 (2009/10 – 2011/12)

關注事項1：提昇學生尊重及關愛別人的文化 (中一至中三)

關注事項	預期成果/目標	策略	時間表		
			09/10	10/11	11/12
(a) 尊重別人	● 讓學生實踐尊重別人的生活態度	<ul style="list-style-type: none"> ● 班規建立-簽署誓章－培養班內禮儀 ● 班房佈置和清潔-尊重自己和別人 ● 通過活通負責老師的教育,培養集會,參觀,觀賞活動,出席講座的尊重文化 ● 舉行班際禮貌比賽,清潔比賽,體育精神獎 ● 校隊培養體育精神,團隊精神 ● 通過展版,早會,班會,講座,午間音樂,短片播放及討論來教育學生 打招呼,禮讓,聆聽等關愛尊重的文化 ● 鼓勵老師,校工,職員以身作則,盡量用關愛和尊重的語言及態度與學生溝通 	X	X	X
	● 協助學生實踐尊重別人的學習態度	<ul style="list-style-type: none"> ● 學科上培養發問,討論和批評別人的尊重文化 ● 各學科/術科課程上加入關愛尊重的元素 	X	X	X
	● 讓學生實踐尊重家人的生活態度	<ul style="list-style-type: none"> ● 通過展版,早會,班會,講座,午間音樂,短片播放及討論來教育學生尊重和關愛家庭 ● 通過各樣比賽和選舉鼓勵關愛家庭的實踐—最有禮貌的兒子,最幫手的兒子,最節儉的兒子,最關心父母的兒子 ● 通過徵文比賽表揚對父母的尊重 		X	X
(b) 關愛別人	● 讓學生實踐關愛同學的生活態度	<ul style="list-style-type: none"> ● 課室日誌-分享經歷,共嘗悲喜 ● 每月定期生日會—短訊賀生日-關愛文化 ● 鼓勵建立班屬啦啦隊,啦啦隊比賽,培養歸屬感 ● 學科上鼓勵學生組成溫習小隊,互相幫助 ● 通過展版,早會,班會,講座,午間音樂,短片播放及討論 來教育學生 打招呼,禮讓,聆聽等關愛尊重的文化 ● 畢業生/校友分享讀書,選科或工作心得 ● 舊生/高班學生為進度不足的學生提供免費學業指導 ● 鼓勵老師,校工,職員以身作則,盡量用關愛和尊重的語言及態度與學生溝通 	X	X	X
	● 協助學生實踐關愛家人的生活態度	<ul style="list-style-type: none"> ● 通過展版,早會,班會,講座,午間音樂,短片播放及討論來教育學生關愛家庭 ● 通過各樣比賽和選舉鼓勵關愛家庭的實踐—最有禮貌的兒子,最幫手的兒子,最節儉的兒子,最關心父母的兒子 ● .通過徵文比賽表揚對父母的關愛 ● 舉辦親子活動 		X	X

關注事項	預期成果/目標	策略	時間表		
			09/ 10	10/ 11	11/ 12
(c) 愛護學校/ 校園	<ul style="list-style-type: none"> ● 協助學生實踐關愛學校及校園 	<ul style="list-style-type: none"> ● 通過各樣比賽和選舉鼓勵關愛學校的實踐—最整齊校服班級 ● 節能班級比賽 ● 節能及環保大使-巡查，檢討學校節能狀況，作出報告，建議. 評量校園環境及衛生情況 通過徵文比賽表揚對校園的關愛 ● 校園清潔大使—巡查，檢討學校清潔狀況，作出報告，建議 ● 與校同行大使-巡查，檢討學生在校外的品行狀況，作出報告和建議 		X	X
(d) 關愛社會/ 社區	<ul style="list-style-type: none"> ● 協助學生實踐關愛社會/社區 	<ul style="list-style-type: none"> ● 學生能身體力行爲社會服務,實踐關愛的精神 ● 讓學生接受義工訓練/鼓勵更多學生加入服務團體/讓更多學生參加社會服務 ● 通過參觀，探訪，講座，時事討論教育學生關心社會 ● 鼓勵捐血 			X

Major concern 2: To raise students' English proficiency

Objectives	Intended Outcomes	Strategies	Time Scale		
			09 / 10	10 / 11	11 / 12
(1) To increase students' exposure to English through	(i) To help students build up vocabulary and bridge students to English MOI classes	(i) 15 % curriculum of Form 3 Maths, Physics, Chemistry and Biology must be instructed in English	✓	✓	✓
(a) The Curriculum and assessment	(ii) To encourage students to use more English	(ii) '100+20' Assessment Policy – Exam papers of the above-said subjects include an additional English session carrying 20 bonus marks (the ceiling is 100 marks)	✓	✓	✓
(b) Activities	(iii) To provide a language rich, pressure free and enjoyable environment for learning English.	(iii) For S1A, B and C, 25 % of the curriculum of Mathematics and Integrated Science must be instructed in English.		✓	✓
	(iv) To develop confidence in using English in classrooms and social context. To develop students' language skills through activities	(iv) For S1D, Mathematics and Integrated Science must be instructed in English.		✓	✓
	(v) To further increase students' exposure to English.	(v) Reading Cards / Watching DVDs in substitution periods.	✓	✓	✓
	(vi) To motivate and encourage learning English outside classrooms through various activities.	(vi) Singing Contest (English session)	✓	✓	✓
	Students:				
	(vii) To show greater interest in learning English.	(vii) Shopping Corner (viii) English Café (ix) Reader Theatre	✓	✓	✓ ✓ ✓
	(viii) To show confidence in speaking in English outside classrooms.				

Objectives	Intended Outcomes	Strategies	Time Scale		
			09 / 10	10 / 11	11 / 12
	(ix) To develop a positive, open-minded attitude towards learning English. (x) To learn to run and participate in English activities. (xi) To enjoy the games and the performances.	(x) S1 Saturday Night Shows (xi) Cross-Curriculum activities (xii) English Shows (xiii) Campus TV (xiv) 40 th Anniversary Open Day Exhibition	✓ ✓	 ✓ ✓ ✓	 ✓ ✓
(2) To increase students' writing standard	Refer to English Programme Plan	Refer to English Programme Plan	✓		
(3) To increase students' exposure to English and their reading standard	Refer to English Programme Plan	Refer to English Programme Plan		✓	
(4) To build up students' confidence and awareness to develop their ability to speak and use different communication strategies	Refer to English Programme Plan	Refer to English Programme Plan			✓

關注事項 3：加強學生自我管理及學習能力

本計劃的主要對象為中一至中三級學生。另一方面本組將會透過簡介會、講座、班主任推介及e-class電郵資料，向中四至中七級學生宣傳本計劃。

目標	預期成果	策略	時間表		
			09 / 10	10 / 11	11 / 12
(a) 協助學生訂立目標	<ol style="list-style-type: none"> 學生反思個人的自我效能及目標，並提升他們對本組工作的關注度 學生初步制訂個人目標及行動計劃 	<ol style="list-style-type: none"> 自管組派發計劃大綱，詳述部份計劃重點。 學生填寫個人自我效能量表及工作紙。 	✓	✓	✓
(b) 學生透過參予課外活動，學習自我管理的能力	學生學習於課外活動舉行前為個人訂下目標及計劃，並在活動後略作檢討	<ol style="list-style-type: none"> 本組採用順勢而行的策略，按本校4項活動：1 越野賽、2 註冊日、3 陸運會、4 旅行日的次序，加深學生對體育及其他課外活動的認識，並教導學生自我管理的技巧。 學生填寫簡單的工作紙。 	✓	✓	✓
(c) 學會學習範疇內和其他科組協作的項目	<ol style="list-style-type: none"> 相關科組能夠在全年工作計劃內制訂配合自我管理及加強學習能力的政策 學生能夠初步認識及掌握學會學習的策略 	<ol style="list-style-type: none"> 各個科目老師向學生講解學習各科的目標及用處。 鼓勵各科在日常功課及測驗，加入學習策略的元素，令學生重視自學。 	✓	✓	✓
(d) 學會學習範疇內由本組主導的項目	<ol style="list-style-type: none"> 學生經常即時將功課、班務及校務項目即時抄錄在手冊 學生能夠認真地預早為假期及考試編訂時間表 學生能夠初步認識及掌握學會學習的策略 由自管組組員負責的先導計劃，能加強學生學習能力 	<ol style="list-style-type: none"> 加置家課記錄版，並增設家課記錄員。 在4大假期及兩次考試前教導學生編寫個人時間表。 本組介紹記憶的類別、特質及自主學習教材。 	✓	✓	✓
(e) 介紹生涯規劃及334學制	活動能幫助學生規劃前途	舉辦生涯規劃及334學制講座。	✓	✓	✓

目標	預期成果	策略	時間表		
			09 / 10	10 / 11	11 / 12
(f) 調適及強化 a - e 項部份措施，並提升學生處理班務及各學會會務的能力	<ol style="list-style-type: none"> 1. 同學學習理性消費 2. 學生學習如何處理小團體 (如班會 / 學會) 等事務 3. 幫助學生掌握較深層次的學習方法 	<ol style="list-style-type: none"> 1. 講座後，學生填寫工作紙。 2. 由班主任協同學自行處理全年各項班務及活動。 3. 教導學生運用有效的閱讀法。 4. 協助班主任舉辦班內各主科成績優異同學讀書心得交流會，編寫心得錄，讓同學借鏡。 5. 爭取在教師培訓日，增設學會學習交流環節。 		✓	
(g) 進一步調適及強化 a - f 項部份措施，學習如何協助管理小團體的事務	<ol style="list-style-type: none"> 1. 教導學生處理在家庭內的自主權及自我管理事宜 2. 學生學習如何協助管理小團體的事務 3. 幫助學生掌握更深層次的學習方法 / 提升學生思維能力，並制訂個人學習的策略 	<ol style="list-style-type: none"> 1. 講座後，學生填寫工作紙。 2. 與學生會及 ECA 負責老師協辦課程，教導學生協助管理小團體的事務。 3. 教授更深層次的學習方法，例如圖象思考法，以便學生建立個人學習的策略。 4. 協助班主任舉辦班內各科成績優異同學讀書心得交流會，編寫心得錄，讓同學借鏡，並進行跨班的讀書心得交流會。 5. 每一科列出課堂授課的策略。 			✓

關注事項 (一)

提昇學生尊重及關愛別人的文化 (2011 – 2012)

目標：提昇學生尊重及關愛別人的文化 (中一至中三)

口號：好心，好話，好事; 分析，分享，分擔

策略/工作	成功準則	評估方法	負責人	統籌	資源
1.1 班級經營 a. 班規建立-簽署誓章-培養班內禮儀 b. 每年兩次定期生日會-E卡-關愛文化 c. 班房佈置和清潔-尊重自己和別人	90%班級建立班規 90%班級有生日會 老師和學生評分達7/10	統計及分析數據 統計及分析數據 問卷調查 統計及分析數據	班主任	WK CCH LC	校內 \$ 4000
1.2 學科/活動滲透 a. 學科上培養發問，討論和批評別人的尊重文化 b. 學科上鼓勵學生組成溫習小隊，互相幫助 c. 校隊培養體育精神，團隊精神 d. 培養集會，參觀，觀賞活動，出席講座的尊重文化	老師和學生評分達7/10 60%科目有溫習小隊 老師和學生評分達7/10 老師和學生評分達7/10	問卷調查 統計及分析數據 問卷調查 問卷調查	科主任及科 任老師 帶隊老師 負責老師	LKH CCH SC	校內
1.3 通過比賽鼓勵和強化實踐 a. 清潔比賽，體育精神獎	70%比賽能順利進行 老師和學生評分達7/10	統計及分析數據 問卷調查	德育及公民 教育組	LC CCH	校內
1.4 教育及討論 a. 學科/術科課程上加入關愛尊重的元素 b. 通過展版，早會，班會，講座，午間音樂，短片播放及討論來教育學生 打招呼，禮讓，聆聽等關愛尊重的文化	70%科目達標 70%活動能順利進行 老師和學生評分達7/10	統計及分析數據 統計及分析數據 問卷調查	科主任及科 任老師 德育及公民 教育組	LKH SC	校內
1.5 管理層/老師/職員/工友楷模 a. 上司應用寬容，包容的態度，鼓勵和關心的語氣與下屬溝通。	老師和學生評分達7/10	問卷調查	德育及公民	CHOW	校內

策略/工作	成功準則	評估方法	負責人	統籌	資源
b. 鼓勵老師以身作則，盡量用關愛和尊重的語言及態度與學生溝通 c. 鼓勵老師以有禮，守時和關愛的態度來教育學生 d. 鼓勵職員/工友以身作則，盡量用關愛和尊重的語言及態度與學生溝通 e. 鼓勵同事間以尊重和關愛的態度相處			教育組		
1.6 愛護學校/校園 a. 節能班級比賽 b. 節能大使-巡查，檢討學校節能狀況，作出報告，建議 c. 校園清潔大使 – 巡查，檢討學校清潔狀況，作出報告，建議 d. 校外巡邏大使 – 巡查，檢討學生在校外的品行狀況，作出報告，建議	70%比賽能順利進行 老師和學生評分達7/10 老師和學生評分達7/10	統計及分析數據 問卷調查	德育及公民 教育組 環保委員會	LC LEE	校內
1.7 關愛別人 a. 畢業生，校友分享讀書，選科或工作心得 b. 舊生/高班學生為進度不足的學生提供免費學業指導	老師和學生評分達7/10 最少一年有兩次 最少100人次受惠	統計及分析數據 問卷調查	德育及公民 教育組 職輔組 學生支援	LEE	校內
1.8 尊重和關愛家庭 a. 通過各樣比賽和選舉鼓勵關愛家庭的實踐—最有禮貌的兒子，最幫手的兒子，最節儉的兒子，最關心父母的兒子 b. 通過展版，早會，班會，講座，午間音樂，短片播放及討論 來教育學生尊重和關愛家庭	70%活動能順利進行 家長和學生評分達7/10 老師和學生評分達7/10	統計及分析數據 問卷調查	德育及公民 教育組 輔導組	SC	校內
1.9 關愛社會/社區 a. 學生能身體力行為社會服務，實踐關愛的精神 讓學生接受義工訓練/鼓勵更多學生加入服務團體/讓更多學生參加社會服務 b. 通過參觀，探訪，講座，時事討論 教育學生關心社會 c. 鼓勵捐血	最少20%學生參與相關 活動 老師和學生評分達6/10 20%合資格人士捐血	統計及分析數據 問卷調查	德育及公民 教育組 輔導組 通識 紅十字會	LEE	校內 校外

Major Concern 2

**To increase students' English proficiency via
Building up students' confidence and awareness to develop their ability
to speak and use different communication strategies (2011/2012)**

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>A. The Curriculum Whole School</p> <ol style="list-style-type: none"> 1. For S1A, B and C, 25 % of the curriculum of Mathematics and Integrated Science must be instructed in English. 2. For S1D, Mathematics and Integrated Science must be instructed in English and 25 % of the curriculum of Liberal Studies must be instructed in English. 3. S2 and S3, 15 % of the curriculum of each subject must be instructed in English. Form coordinators must include the details in their scheme/ schedule of work. 	Whole year	<p>Teachers</p> <ul style="list-style-type: none"> - Develop a curriculum (15 – 25 %) to help students build up vocabulary and develop confidence in using English for their studies and daily lives 	<ul style="list-style-type: none"> - Oral Report - Lesson Observations 	<ul style="list-style-type: none"> - Principal and Vice-Principals - Heads of Subject departments - All subject departments 	<ul style="list-style-type: none"> - School subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. Cross Curriculum activities are arranged. For instance, Science Activity Days and Maths Activity Days in English.	Whole year	<p>Teachers</p> <ul style="list-style-type: none"> - Provide a language rich, pressure free and enjoyable environment for learning English. <p>Students</p> <ul style="list-style-type: none"> - Develop confidence in using English in classrooms and social context. 	<ul style="list-style-type: none"> - Evaluation Meeting - Lesson Observation (Panel Heads concerned) 	<ul style="list-style-type: none"> - Principal and Vice-principals - Curriculum Development Team - Heads of Subject departments - All subject departments 	<ul style="list-style-type: none"> - REES 2011-2012 - School subsidies
3. The Marking Scheme – “100+20” Policy Teachers must include a section in which students are required to answer in English when setting test/ exam papers.	Whole year	<p>Teachers</p> <ul style="list-style-type: none"> - Develop a marking scheme which consists of 20 % to assess students’ performance and arouse students’ interest in learning English. - Develop a curriculum to help students build up vocabulary for their studies and daily lives 	<ul style="list-style-type: none"> - Evaluation forms (Maths, and I.S.) 	<ul style="list-style-type: none"> - Principal and Vice principals - Curriculum Development Team - Examination and Assessment Team - Heads of Subject departments 	<ul style="list-style-type: none"> - School subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>4. Reading Cards/ Watching DVDs Substitution Periods</p> <ul style="list-style-type: none"> - Unless class work is assigned, substitute teachers must request students to read English cards or watch a movie. - For one substitution period, teachers distribute English reading cards. For double periods, watching movies will be arranged. - All the materials (reading cards and DVDs) will be stocked by Teaching Assistant (TA). - Teachers need to fill out a record form (for reference) which will be kept by TA. 	Whole year	<p>Teachers</p> <ul style="list-style-type: none"> - Provide a language rich, pressure free and enjoyable environment for learning English. - Help students develop greater interest in learning English. 	- Questionnaires	<ul style="list-style-type: none"> - English Department - All teachers - Teaching Assistants - i/c: COS 	<ul style="list-style-type: none"> - EES 2011-2012 - School Subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>English Department</p> <p>1. S1 - S3 Intensive Classes</p> <ul style="list-style-type: none"> - There are two intensive groups in each form. One group caters for 24 top students and the other group looks after 20 third best students. - Students taking the intensive classes will be asked to do one project in each term: Form 1 – writing extended stories; Form 2 – projects about social issues; Form 3 – projects about workplace communication. 	Whole year	<p>Teachers</p> <ul style="list-style-type: none"> - Provide a language rich, pressure free and enjoyable environment for learning English. - Help students build up vocabulary for their studies and daily lives <p>Students</p> <ul style="list-style-type: none"> - Develop confidence in using English in classrooms and social context. - Show greater interest in learning English. 	<ul style="list-style-type: none"> - Teachers' reflection - Questionnaires - Statistics 	<ul style="list-style-type: none"> - English Department - English teachers - i/c: ROSA 	<ul style="list-style-type: none"> - School subsidies
2. Remedial for S2 students.	Whole year	<ul style="list-style-type: none"> - Help weaker students build up vocabulary for their studies and daily lives and develop confidence in using English in classrooms and social context. 	<ul style="list-style-type: none"> - Teacher's feedback and evaluation 	<ul style="list-style-type: none"> - English Department - i/c WPS 	<ul style="list-style-type: none"> - School Subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3. The Department's Major Concern – Speaking - The focus in S1 and 3 will be how to handle everyday conversation. - As for S4 – S6, it is applying different communication strategies in individual presentation and group interaction. - As for S6 – S7, accuracy and fluency will be the focal point.	Whole year	Teachers - Help students build up vocabulary for their studies and daily lives Students - Develop confidence in using English in classrooms and social context. - Show greater interest in learning English.	- Teachers' reflection (Form coordinators) - Statistics (pre- and Post-tests) - Evaluation Meeting	- English Department - VW (S1) SAU (S2) TAM (S3) COS (S4) LYY (S5) KLM (S6) EW (S7)	- School subsidies
4. Online Reading Programme for S1 – S7 students	Whole year	Students - Motivate and encourage learning - Further increase students' exposure to English through reading outside classrooms. - English learning and reading conducted in a language rich, pressure free and enjoyable environment.	- Teachers' reflection (Form-coordinators) - Statistics - Students' performance	- English Department - VW (S1) SAU (S2) TAM (S3) COS (S4) LYY (S5) KLM (S6) EW (S7) - i/c EW	- School subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
5. Enrichment/ Intensive Classes for S5	Whole year	Teachers <ul style="list-style-type: none"> - Develop students' grammar skills by conducting remedial tutorials - Motivate and encourage learning English grammar 	<ul style="list-style-type: none"> - Teachers' reflection - Evaluation 	<ul style="list-style-type: none"> - English Department - S5 English teachers 	<ul style="list-style-type: none"> - School Subsidies
B. More English Activities Whole School 1. English Fridays <ul style="list-style-type: none"> - It starts with NET or students giving a short speech or presentation in the morning assembly (NET prepares reading materials for the whole school). At recesses/ lunch breaks, all teachers and students are required to converse in English. - It will be led by NET, on Fridays. 	Whole year	Teachers <ul style="list-style-type: none"> - Develop students' language skills through activities - Provide a language-rich, pressure free and enjoyable environment for learning English - Further increase students' exposure to English. - Motivate and encourage learning English outside classrooms through various activities. 	<ul style="list-style-type: none"> - Observation - Evaluation meeting - Questionnaires - Students' participation 	<ul style="list-style-type: none"> - English Department - All teachers - i/c: COS 	<ul style="list-style-type: none"> - EES 2011-2012 - School subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2. English Activity Day - There will be 8 English Activity Days in 2011-2012, which include Shopping Corner, Reader Theatre and English café.	Whole year	Teachers - Provide a language-rich, pressure free and enjoyable environment for learning English - Further increase students' exposure to English. Students - Show confidence in speaking in English outside classrooms. - Use English in daily life in an authentic way.	- Observation - Evaluation meeting - Questionnaires - Students' participation	- Curriculum Development Team - English Department - NET - English Ambassadors - i/c: COS & LYY	- School Subsidies
3. English Shows - Each form will design inter-group English shows/activities which will be conducted at lunch break.	Whole year	Teachers - Develop students' language skills through activities - Motivate and encourage learning English outside classrooms through various activities. Students - Show confidence in speaking in English outside classrooms. - Enjoy the performances.	- Evaluation meeting - Questionnaires - Students' participation	- English Department - VW (S1) SAU (S2) TAM (S3) COS (S4) LYY (S5)	- School Subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
4. Singing Contest - English session is included.	January 2011	<p>Teachers</p> <ul style="list-style-type: none"> - Develop students' language skills through activities - Further increase students' exposure to English. - Motivate and encourage learning English outside classrooms through various activities. <p>Students</p> <ul style="list-style-type: none"> - Show confidence in speaking in English outside classrooms. - Use English in daily life in an authentic way. - Learn to run and participate in English activities. - Enjoy the games and the performances. 	<ul style="list-style-type: none"> - Observation - Questionnaires 	<ul style="list-style-type: none"> - English Department - i/c: CKL 	<ul style="list-style-type: none"> - School Subsidies

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>English Department</p> <p>1. English Campus TV</p> <ul style="list-style-type: none"> - Teachers and students concerned work together to produce English programmes for Campus TV 2011-2012. - 2-3 teachers work on a programme. - Teachers concerned are responsible for training and preparing students concerned. 	<p>Whole year</p>	<p>Teachers</p> <ul style="list-style-type: none"> - Develop students' language skills through activities - Provide a language-rich, pressure free and enjoyable environment for learning English - Further increase students' exposure to English. <p>Students</p> <ul style="list-style-type: none"> - Show confidence in speaking in English outside classrooms. - Use English in daily life in an authentic way. - Develop a positive, open-minded attitude towards learning English. 	<ul style="list-style-type: none"> - Evaluations - Questionnaires - Teachers' reflection 	<ul style="list-style-type: none"> - English Department 	<ul style="list-style-type: none"> - School Subsidies

關注事項 (三)

加強學生自我管理和學習能力 (2011/2012)

本計劃的主要對象為中一至中三級學生。本組亦會透過「簡介會」、「班主任推介」及「e-class電郵資料」向中四至中七級學生宣傳本計劃。

根據去年的評估報告及同工的回應，反映本組方針正確，但應加強執行的力度，去年本組在加強學生自我管理及學習能力方面已取得成效，來年亦會朝此方向繼續努力，本組將會投放八成資源，以鞏固已有的成果，並同時深化第5項表格內的項目。

中一及中二學生的學習內容與上學年相若，而中三學生則有新的課題，但主題大體不變。

1. 協助學生訂立目標

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
1.1 自管組簡介 計劃大綱 ，詳述部份計劃重點。	4 / 10 F1 - AV Room M&C課，由自管組主持	65%以上學生認同訂立目標的重要性，並檢討進度	工作紙 效能量表 問卷調查	班主任 自管組 CM TA	8份小禮物，約值\$40
1.2 協助學生初步制訂個人 目標 及行動計劃。	13 / 10 F1 M&C課，由班主任主持	65%以上中一學生能夠認真地完成工作紙，再由老師審閱			
1.3 學生透過填寫個人 自我效能量表 ，引發他們反思個人的自我效能及目標，並提升他們對本組工作的關注。請班主任即堂收回量表。 1.4 請班主任 / 本組組員選取每班水準最高的兩份工作紙交給本組，本組將會派發小禮物給得獎學生。請班主任將工作紙派回給學生存檔。	19 / 4 - 25 / 4 F1 早上班主任時段，由班主任負責 25 / 4 F1 學習動機講座 星期三課，由自管組主持	65%或以上所回收的中一效能量表為有效，老師將會分析數據			

2. 學生透過參予課外活動，學習自我管理的能力。

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
2.1 本組採用順勢而行的策略，按本校 2項活動 ：陸運會、旅行日的次序，加深學生對體育及其他課外活動的認識，並教導學生自我管理的技巧。一般的 程序 如下： 班主任 / 本組組員選取每班水準最高的兩份工作紙，本組將會派發小禮物給得獎學生。請班主任將工作紙派回給學生存檔。 請班主任提醒學生在活動後反思自己能否達成當初訂下的目標。	陸運會20/10 - 25 / 10 F1 旅行日 3/1 -5/1 早上班主任時段，由班主任主持 12 /10 F1-F3 課外活動的重要性講座	65%以上學生能夠認真地完成工作紙，為未舉行的活動訂下目標及簡單的行動計劃	工作紙	2項活動的負責老師 班主任 自管組	每次8份小禮物，約值\$40，2次合計約\$80
2.2 讓學生紀錄在 OLE 的學習成果，鼓勵學生在經驗過程中反思及建立目標。		65%以上學生能夠認真地記錄自己紀錄在OLE的學習成果，OLE 組老師負責覆檢	OLE紀錄	OLE組	計入OLE組預算內

3 學會學習範疇

3.1 學會學習範疇內和其他科組協作的項目

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
本校學生不是不知如何學習，而是他們的學習動機、健康狀況、心理素質及遵守紀律等各方面，皆出現 同程度的問題，所以我們希望其他組別配合本組，一同嘗試解決這些難題，而本組則主力教授各種學習策略。 由於茲事體大，本組亦必須得到 其他科組 的協助，才能取得初步成功。		80%相關科組能夠在全年工作計劃內制訂配合自我管理及加強學習能力的政策，並在其後不斷檢討	各個相關科組的全年工作計劃及會議紀錄 老師及學生問卷	各個相關科組 自管組 CM TA	
3.11 在加強學生的學習動機方面，除了本組協助學生訂下整體的個人目標外，各個 科目老師 亦可以向學生講解學習各科的目標及其意義。					

策略及工作	時間表	成功準則	評估方法	負責人	所需資源	
3.12 在改善學生的心理素質方面，本組將會透過教授同學延遲滿足的概念，希望同學從中、長線利益的角度，制訂個人的目標及計劃。由於可供本組教導學生的時間不足，本組希望 德育及公民教育組 配合，教導學生管理自己的情緒、壓力及人際關係。	12 / 3 F1 M&C課， 由班主任主持	65%以上老師及學生認為學生在自我管理及加強學習能力方面有進步		德育及公民教育組 自管組 CM		
3.13 在改善學生的健康狀況方面，除了本組簡介健康在提升學業水平的重要性外，亦希望與 新成立的健康教育組 配合。		RC				
3.14 在鼓勵學生遵守紀律方面，本組選取了同班壹分親(4)法治之邦，讓學生認識校規、學生守則等設立的原意。 訓導組 負責維持校園的紀律，為師生創造一個良好的學習環境。		訓導組				
3.15 在教授學習策略方面，本組將和其他 科目老師 配合，鼓勵學生做預習及勤加溫習。		其他科目老師				
3.16 配合 CA 小組，推行持續性及多元化評估，教導學生學會學習。		65%以上學生認同CA的作用，校內考試組分析數據		問卷調查 校內考試組報告	CA小組	
3.17 鼓勵各科在日常 功課及測驗 ，加入 學習策略 的元素，令學生重視自學。		65%以上學生能夠初步認識及掌握學會學習的策略		學生問卷	自管組 CM	

3. 2學會學習範疇內由本組主導的項目

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
<p>3.21 添置家課記錄版，方便師生抄錄功課、班務及校務項目。</p> <p>3.22 班主任及任教英文科X班的老師委派每班2-3位家課記錄員，記錄功課、班務及校務事項，在下課後15分鐘內將表格投入家課箱內，由TA輸入家課，上載e-class。</p> <p>每班的家課記錄表版面設計和家課紀錄告示板相若，請家課記錄員在家課記錄表填上姓名，並簽名作實。(詳見附頁家課記錄表)</p>		TA經常能夠將每班項目紀錄上載e-class	TA紀錄及問卷	2-3位班代表 TA 自管組RC	
3.23 要求學生即時將功課、班務及校務項目即時抄錄在 手冊 呈交 / 完成日期的欄內。		學生經常即時將功課、班務及校務項目即時抄錄在手冊	老師及學生問卷 自管組紀錄	自管組RC	
3.24 在4大 假期 及兩次 考試 前教導學生編寫個人時間表，參考資料為同班壹分親(6)進退有據。 自管組將會預早將空白的時間表電郵給學生，以便學生預早準備。	11 / 11 F1 M&C課，由班主任主持	65%以上學生能夠認真地填寫時間表	老師及學生問卷 自管組紀錄	班主任 自管組WKP	
3.25 鼓勵學生在 家長日 後填寫「積極解決困難的四步曲」表格，以加強及延續傳統見家長方法的效果。 學生將表格和成績表一併交還給班主任，請班主任/ 本組組員選取每班水準最高的兩份表格。本組將會派發小禮物給得獎學生。請班主任將工作紙派回給學生存檔。	7 / 2 F1 8 / 2 F2 9 / 2 F3 M&C課，由班主任主持	65%以上學生能夠認真地填寫「積極解決困難的四步曲」表格，老師將會審閱學生表格	老師及學生問卷	班主任 自管組CM	24份小禮物，約值\$120

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
3.26 本組介紹 記憶的類別及特質 及 自主學習教材 (學會學習講座) 本組教授一系列學習方法，幫助學生提升學習能力，學會學習，例如PQRST閱讀法(將學習分成五個步驟：Preview預覽、Question發問、Read閱讀、State表述及Test測驗)、Mind Map心智圖等學習法。	2 / 5 F1-F3 星期三課，由 自管組主持	65%以上學生能夠初步認識及掌握學會學習的策略	老師及學生問卷	自管組WK, CM	52份小禮物，約值\$260
3.27 F2班主任介紹教授 讀書及應試方法 在如何提高溫習時的注意力方面，本組選取了同班兩分親 (10)「懸樑刺股」新解 在應試方法方面，本組選取了同班兩分親(7)科學秘笈 班主任選取每班水準最高的兩份工作紙，本組將會派發小禮物給得獎學生。請班主任將工作紙派回給學生存檔。	4/ 11 F2 16 / 5 F2 M&C課，由班 主任主持				

4. 生涯規劃

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
自管組只會向中一及中二級學生略作介紹生涯規劃及334學制的重點。 升學及就業輔導組協助學生認識自己，掌握各種升學及訓練機會，並能對自己將來升學的安排作出合適的抉擇。 重點 為 中三級學生 。 升學及就業輔導組舉辦中三 學生 生涯規劃及334學制講座 升學及就業輔導組舉辦中三 家長 生涯規劃及334學制講座	中三級28/9, 27/2, M&C 課 15/2 星期三下午課，由 升輔組主持	65%以上的中一至中三學生、老師及中三家長認同活動能幫助學生規劃前途	老師及學生問卷	升學及就業輔導組 自管組WK, CM	供家長飲用飲品約\$500及中三選科日\$12000計入升輔組預算內。

5. 調適及強化1 - 4項措施，並提升學生處理班務及各學會會務的能力 2011/2012

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
5.1 調適及強化以上各項措施，鞏固及深化學生自我管理能力的，例如教導同學 理性消費 。 F2潮潮Y世代 - 一屋慳家王視訊檔及同班兩分親9消費反擊戰	13/3 F2 M&C課，由班主任主持	65%以上學生及老師認為學生在自我管理及加強學習能力方面有進步	老師及學生問卷	自管組 WK,CM 訓導組Sang 班主任	16份小禮物，約值\$80
5.2 自管組精選《逗陣行》中相關檔案，介紹給班主任，以便班主任協助學生學習如何處理 小團體 (如班會 / 學會)等事務，例如由班主任協助同學自行處理全年各項班務及活動。 自管組亦會在講座鼓勵同學多參予各類小團體。	9/11 F1 - F3 星期三課，由自管組主持				30份小禮物，約值\$250
5.3 協助每班首三名同學 交流讀書心得 ，編寫「心得錄」，讓同學借鏡。	家長日後	編寫「心得錄」，供同學借鏡。	「心得錄」的質素		36份禮物，約值\$660

*評估方法：除了特別標明的評估方法外，上文評估方法欄內的老師及學生問卷指的是本組在下學期的總評問卷。

II. 預算

A. 預期收入

學校津貼	\$1700
總計:	<u>\$1700</u>

B. 預期支出

1. 購買教材	\$100
2. 活動經費	\$400
3. 獎品	\$900
4. 雜項	<u>\$300</u>
總計:	<u>\$1700</u>

III. 小組組員

主席

鄭展明老師 CM

組員

1. 王金鵬老師 WKP

2. 石淑英老師 SY

3. 李珍莉老師 LCL

4. 楊秋菊老師 CK

5. 鄭雪瑩老師 RC

顧問老師

1. 通識科朱永基老師 WK

2. 體育科黎志亮老師 LAI

Plan on Use of Capacity Enhancement Grant (2011/ 2012)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1. Curriculum Development	To relieve teachers' workload in preparing teaching materials and other teaching related duties	To employ 3 teaching assistants (TAs) to support teachers in <ol style="list-style-type: none"> 1. preparing / revising teaching materials 2. preparing student records 3. conducting remedial classes and 4. supervising activities after school 	Teachers are relieved of some of their workload in preparing / revising teaching materials and in supervising some of the student activities, thus enabling them to concentrate on curriculum development for different KLAs	From September 2011 onward for 1 year	Salary of three TAs for the year – \$446,040 {[\$13,000 + \$12,200 + \$10,200] per month for 12 months (+5% MPF)}	<ul style="list-style-type: none"> ● More better quality of teaching materials prepared ● Prompt updating of student records in Homework ● Better performance in activities 	<ul style="list-style-type: none"> ● Performance appraisal of the teaching assistants ● Questionnaire collected from teachers ● Students' feedback on the supervision of the activities 	Mr. Chow Shu Wai (VP) and Mr. Chen Yau Hip (VP)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
2. Coping with special needs of students	To employ part time Coaches for various sport activities	<ul style="list-style-type: none"> • Conduct training courses for School teams on <ol style="list-style-type: none"> (a) Athletics (b) Bowling (c) X-country (d) Fencing (e) Football (f) Handball (g) Swimming (h) Table-tennis (i) Volleyball • Supervision of the above teams during inter-school competitions 	To relieve teachers' workload in training and supervision of various school teams so that they can concentrate more on the management and development of these teams	From September 2011 to August 2012 (Training Sessions held after school every week and every inter-school competition event)	Salary of the coaches <u>\$150,750</u> (a) \$73,000 (b) \$2,000 (c) \$7,750 (d) \$10,000 (e) \$25,000 (f) \$5,000 (g) \$6,000 (h) \$9,000 (i) \$13,000	<ul style="list-style-type: none"> • More students participated in the training courses • Better performance in the inter-school competitions 	<ul style="list-style-type: none"> • Attendance record • Students' feedback • Inter-school competition results 	Mr. Lai Chi Leung Ms. Lee Yau Yee Mr. Tang Chung Ming Mr. Cheung Chi Hung Mr. Chu Ka Ho Mr. Leung Wing Ching Mr. Chan Chau Man
					Total: \$596,790			

\$98,605 to be deployed from the surplus brought forward from previous years to make up the difference with the provision of \$498,185 (which is at the 2011/2012 CEG rate) [i.e. \$596,790 - \$498,185]

升學及就業輔導組工作計劃 (2011/2012)

I. 行動計劃

1. 關注事項: 提昇學生尊重及關愛別人的文化

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
1. 透過提供各類服務及舉辦活動，輔導及關愛學生，例如： <ul style="list-style-type: none"> ● 協助及保薦學生申請升讀各教育機構 ● 為學生寫推薦書、推薦信及申請學業成績表副本 ● 為學生申請獎助學金 ● 對中六畢業生的升學及就業情況進行調查 ● 安排輔導工作(為學生提供個別及小組輔導及會見需要協助的學生及家長) 2. 成立學生升輔小組，服務同學，推動會務。 3. 和各班班主任、訓育組、輔導組及家教會合作，輔導學生。 4. 聯繫其他組織，例如職業訓練局及各大專院校，共同服務同學。 5. 透過以上講座和活動，使同學明白尊重及關愛別人在求學及就業階段的重要性。 6. 透過 CRE 課及講座，鼓勵同學多參予義工服務，關心和服務社區。 7. 透過 CRE 課、舊生分享、公司講座及參觀，教導學生如何平衡工作與家庭，並關心家庭及身邊人。	F.3 活動 28/9 334學制中三畢業生的出路 15/2中三「小社會」選科活動 27/2 青年學院講座 17/5 334學制中三選科講座 F.4-F6 CRE課 F.6 星期三講座 19/10 城市大學講座 9/11 JUPAS 30/11 牛奶公司講座 18/1 VTC課程講座 F.7 講座 21/9 JUPAS 1 3/10 JUPAS 2 16/1 推薦書及放榜須知	65%以上老師及學生認同本組的工作能夠幫助學生	派發老師及學生問卷，以衡量計劃的成效，重點為主持及講者的表現、活動內容及資料的適切度及用處。本組將會以所收集的問卷資料查找成功及不足之處。 本組組員和學生面談，收集意見。 在本組會議及全年檢討報告中總結經驗	升輔組 學生升輔小組	活動支出約\$1500

2. 關注事項: 提昇學生英語能力

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
1. 舉辦初中生涯規劃及 334 學制講座，強調學生學好英語，才能夠較易適應以英語授課的新高中課程。 2. 向高中生提供公開考試各科的合格率及優良率、突出英文科的要求較一般科目嚴格，同時羅列升學及就業資料，使學生	2011-12 詳見關注事項1 時間表	65%以上學生明白一般入學及職場對英語能力的要求	老師及學生問卷 本組組員和學生面談，收集意見。 在本組會議及全年檢討報告中總結經驗	升輔組	升輔組

了解必須符合入學及職場對英語能力的要求，才能夠有更好的前途，以提為學生學習英語的動機。					
---	--	--	--	--	--

3. 關注事項: 加強學生自我管理及學習能力

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
1. 引發學生對升學及就業問題的關注及興趣，協助學生認識自己。 2. 提供升學及就業資料，使學生了解必須符合入學及職場的要求，才能夠有更好的前途。 3. 協助學生發揮潛能，掌握升學及就業的基本技能，選擇合適的升學及就業途徑，建立正確的求學和工作價值觀，為日後的生活作準備。 4. 協助學生認識自己，掌握各種升學及訓練機會，並能對自己將來升學及就業的安排作出合適的抉擇。重點為中三及中七級學生。 ● 舉辦中三學生及家長生涯規劃及 334 學制講座 ● 舉辦中六及中七大學聯招講座 5. 透過以上講座和活動，使同學明白加強自我管理及學習能力在求學及就業階段的重要性。 6. 鼓勵同學多參予各類小團體，並協助學生學習如何處理小團體 (如班會 / 學會) 等事務，例如由班主任協助同學自行處理全年各項班務及活動。	2011-12 詳見關注事項1 時間表	65%以上的學生、老師及中三家長認同活動能幫助學生規劃前途，並明白加強自身自我管理及學習能力的重要性	老師及學生問卷 本組組員和學生面談，收集意見。 在本組會議及全年檢討報告中總結經驗	升輔組	中三選科 日\$11000

II. 預算

A. 預期收入

1. 學校津貼	\$12500
總計:	<u>\$12500</u>

B. 預期支出:

1. 活動經費	\$11000
2. 購買器材	\$500
3. 購買教材	<u>\$1000</u>
總計:	<u>\$12500</u>

III. 小組成員

鄭展明老師	(組長)
陳旻老師	(組員)
陳靄心老師	(組員)
朱永基老師	(組員)
洪穎生老師	(組員)
林國良老師	(組員)
吳華彪老師	(組員)

德育及公民教育工作計畫 (2011/2012)

一. 工作計畫

1. 全校關注事項：提昇學生尊重及關愛別人的文化。

策略 / 工作	時間表	成功準則	評估方法	負責人
1. 課室整潔及學生儀容評分 (全校參與)	10/2011-5/2012	80%以上交回評分紙	老師觀察及評分成果滿意	LC、班主任
2. 早會短講	全年五次	全校參與	負責老師監察	
3. 生日會	全年二次	全校參與	老師觀察及問卷	CCH

2. 全校關注事項：加強學生自我管理及學習能力。

策略 / 工作	時間表	成功準則	評估方法	負責人
1. 班規 (中一至中三)	全年	80%班級成功設立及實施	負責老師監察	WK
2. 舊生講座	2012年初	學生即時的回應	老師觀察	SC

3. 德育及公民教育及國情教育活動(關注事項：關愛社區)

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準
F.1	2012/02/03 & 2012/03/02	2 課節	課室	專題研習 (小型)	<ul style="list-style-type: none"> ● 讓同學藉搜集資料後對香港 NGO 機構更加認識 ● 讓同學學習如何組織資料及完成專題研習報告 ● 讓同學藉口頭匯報與同學分享不同 NGO 機構的資料 ● 讓同學對義工更加了解 ● 鼓勵同學凡參與服務 	德育及公民教育組	完成報告	90%同學能完成報告
F.1	2012/04/17	2 課節	禮堂	「耀能大使」 分享講座	<ul style="list-style-type: none"> ● 讓同學認識身體殘障人士在身心靈上的需要 ● 讓同學懂得關愛他人，學習共融，與不同的人士相處 	香港耀能協會 (前香港痲痺協會)	老師觀察	100%投入話劇，能回答互動問題
F.2	2012/01/09	2 課節	禮堂	理財教育互動劇場	<ul style="list-style-type: none"> ● 藉劇場讓同學及早學習有效管理財富 ● 讓建立正確的價值觀，裝備自己，迎接未來 	積金局 大細路劇團	老師觀察	100%投入話劇，能回答互動問題
F.3	2012/04/19	2 課節	禮堂	廉政互動劇場	<ul style="list-style-type: none"> ● 藉劇場讓同學認識「廉潔」的定義及其重要性 ● 讓建立正確的價值觀，裝備自己，迎接未來 	廉政公署 香港話劇團	老師觀察	100%投入話劇，能回答互動問題
F.2	3月	4課節	課室 +視聽室	義工機構參觀	<ul style="list-style-type: none"> ● 向同學簡介如何策義工活動及進行活動時需要注意的地方。 ● 同學藉活動懂得憐憫他人，珍惜自己所有 	東華三院	老師觀察及學生分享	100%出席活動及分享
F.4	1月-2月	6課節	課室	老人探訪	<ul style="list-style-type: none"> ● 向同學簡介如何策義工活 	東華三院	老師觀察、	100%出席活動及完成

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準
			+視聽室 + 老人的家		<p>動及進行活動時需要注意的地方。</p> <ul style="list-style-type: none"> ● 同學藉活動懂得憐憫他人，珍惜自己所有 ● 同學藉活動學習如何與人相處 		學生分享及完成慰問咭	慰問咭
F.1 - F.5	2012/02/01	3:00 pm - 4:00 pm	禮堂	盲人體育會講座	<ul style="list-style-type: none"> ● 讓同學了解盲人的需要 ● 鼓勵同學做「盲人領跑員」義工 ● 讓同學明白不同年齡的人也可服務社會，發揮助人精神 	盲人體育會有限公司	老師觀察	100% F.1 - F.5 同學出席
F.1 - F.4	2012/04/18	3:00 pm - 4:00 pm	禮堂	公益金分享講座	<ul style="list-style-type: none"> ● 讓同學了解公益金機構的組織、運作及如何幫助受助團體 ● 增加同學對社關機構的認識 ● 讓同學知道認識更多的弱勢社群的需要 ● 讓同學明白自己也可在不同途徑中服務社會，發揮助人精神 	公益金	老師觀察	100% F.1 - F.4 同學出席
F.1	2012/05/04	1 課節	課室	國情教育課「我是誰？」	<ul style="list-style-type: none"> ● 藉課節內容讓學生增加對國家的認識和歸屬感 	德育及公民教育組	完成工作紙及撰寫感想	100% 1完成工作紙及撰寫感想
F.2	2011/10/06	1 課節	課室	國情教育課	<ul style="list-style-type: none"> ● 藉課節內容讓學生增加對 	德育及公民	老師觀察	95% 同學積極參與問答

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準
				「我愛國嗎？」	國家的認識和歸屬感	教育組		比賽
F.3	2012/04/27	1 課節	課室	國情教育課 「國家的需要」	● 藉課節內容讓學生增加對國家的認識和歸屬感	德育及公民教育組	完成工作紙	100%同學完成工作紙
F.6	11月	2 課節	課室	國情教育課 「辛亥革命」	● 藉課節內容讓學生增加對國家的認識和歸屬感	德育及公民教育組	完成工作紙	100%同學完成工作紙
F.1 - F.7	全年4次	早會	操場	升國旗 (開學禮、國慶、五四運動紀念日及結業禮)	● 藉升國旗讓學生增加對國家的歸屬感	德育及公民教育組	老師觀察	100%同學靜立參與與
F.4 - F.7	11月	/	/	國情問答比賽	● 藉網上問答比賽增加對國家的認識和歸屬感	國民教育中心	上完成	20 或以上同學參加
F.1 - F.3	11月	/	/	國內考察團 (2日1夜)	● 響應教育局「薪火相傳」活動，讓學生增加對國家的認識和歸屬感	教育局		20 或以上同學參加
F.1 - F.5 領津貼者優先	4月	/	/	國內考察團 (5日至7日)	● 讓學生增加對國家的認識和歸屬感	德育及公民教育組		20 或以上同學參加
F.1 - F.5	2012/05/04	早會	操場	「五四運動」 短講	● 讓學生增加對「五四運動」的認識	德育及公民教育組		100% 同學聆聽短講
F.1 - F.4	4月-5月	全日	有蓋操場	「五四運動」 展板	● 讓學生增加對「五四運動」的認識	德育及公民教育組		50% 同學交回問卷

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準
F.1-F.3 F.5-F.7	9月-10月 11月	1 課節 2 課節	課室	健康校園教育課	<ul style="list-style-type: none"> ● 讓學生增加對自我健康、校園健康和社會健康的認識和意識 ● 鼓勵同學身體力行去關愛自己和校園的健康 	健康校園委員會		100%同學完成工作紙
F.1-F.3 F.5-F.7	9月-10月 11月	1 課節 2 課節	課室及天台	環保校園教育課	<ul style="list-style-type: none"> ● 讓學生增加對環保校園和地球的認識和意識 ● 鼓勵同學身體力行去關愛和保護自己的校園和地球 	環保校園教育組		80%同學完成工作紙
F.1 - F.3	11月	2 課節	視聽室	性教育講座	<ul style="list-style-type: none"> ● 讓學生藉講座增加自己對性的認識 ● 	輔導組		100%同學參與
F.1 - F.7		/	/	徵文比賽	<ul style="list-style-type: none"> ● 讓學生藉文字鉅述一次義工經驗 / 探討社會需要 	中文科		收到20份或以上的文章
F.1 - F.7	4月	1:00pm-1:50pm	禮堂	貧富宴	<ul style="list-style-type: none"> ● 讓學生了解貧富的差異 	宗教科 通識科		20 或以上同學參加
F.1		/	課室	四格漫畫	<ul style="list-style-type: none"> ● 讓學生發揮創意，藉設計內容時加強對社會的了解 	視藝科		100%收回四格漫畫
F.1	3月	/	課室	專題研習及口頭匯報(小型)	<ul style="list-style-type: none"> ● 增加學生對一些社關機構認識 ● 增加學生對一些社會問題 	通識科		100%完成專題研習及能作口頭匯報
F.1	11月	/	/	統計報告(小型)	<ul style="list-style-type: none"> ● 讓學生藉圖表表示一些社會現象/問題/數字，並作簡單的了解的結論 	數學科		90%收回統計報告

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準
F.2	10月	/	/	統計報告(小型)	<ul style="list-style-type: none"> 讓學生藉圖表表示一些社會現象/問題/數字，並作簡單的結論經驗 	數學科		90%收回統計報告
F.3	3月	/	/	FLASH設計	<ul style="list-style-type: none"> 讓學生發揮創意，藉設計內容時加強對社會的了解 	電腦科		95%收回FLASH設計
F.1	11月	/	/	統計報告(小型)	<ul style="list-style-type: none"> 讓學生藉圖表表示一些社會現象/問題/數字，並作簡單的了解的結論 	數學科		100%收回統計報告
F.1-F.6	3月- 4月	/	中環	城市論壇	<ul style="list-style-type: none"> 讓同學增加社會問題和相關政策的認識和了解 增長同學的見識 讓學增加認識及積極參與討論社會現象和政策問題。 	通識科		10 或以上同學參加
F.1-F.7	2011/09/19	早會	操場	「我的行動承諾-覓理想，訂目標，活出精彩人生」承諾日	<ul style="list-style-type: none"> 在學期的開始讓同學藉承諾日重新為自己訂立目標，在德行和學業方面尋求進步，為自己未來作準備 	德育及公民教育組		100% 跟著老師讀出承諾宣言及在承諾宣言上簽名
F.1-F.7				關愛家庭大行動	<ul style="list-style-type: none"> 鼓勵同學多些關心和協助家人，促進家庭和諧 ：中一至中五級同學在 1 至 2 月舉行，藉著一年之始和新年的家庭團聚氣紛下，鼓勵同學多些關愛家人。期間會請同學在「行動記錄小冊子」內記錄自己每 	德育及公民教育組	「行動記錄小冊子」	70%或以上的「行動記錄小冊子」視為活動成功。

對象	日期	時間	地點	活動	目的	主辦機構/合辦科組	評估方法	成功標準
					天如何關心和協助家人。在活動後期收回「行動記錄表」，每班選出一位表現最佳的同學頒以獎狀並禮物。禮物是一本食譜，希望同學能從中學學習如何做菜，為家人預備飯菜。			
F4-F6	19/10/2011			名人講座: 劉璇 「不斷學習、精益求精」	<ul style="list-style-type: none"> ● 培養正面積極人生觀，以毅力面對挑戰 	德育及公民教育組	老師觀察及學生分享	
F4-F7 (獲關愛基金資助同學優先)	12/2011			首爾文化及科技考察團	<ul style="list-style-type: none"> ● 了解韓國的科技發展 ● 了解韓國文化和中國文化的異同 ● 藉著擴闊眼界，激發學生求學的興趣 	德育及公民教育組	老師觀察及學生工作紙	80%以上學生的活動專題研習報告表現理想

其他:

本組以「關愛大行動」為活動題目申請「仁濟醫院德育及公民教育獎勵基金」，基金津貼為\$5000。活動包括(1)「關愛家庭大行動」，(2)「探訪老人」義工活動及(3)初中同學國內考察團。11月下旬可知申請是否批准。

評估方法

(1) 關愛家庭大行動

同學在「行動記錄小冊子」內記錄自己每天如何關心和協助家人，家長可在小冊子內簽名推薦自己的兒子為「最孝順的兒子」或「最會做家務的兒子」。收回70%或以上的「行動記錄小冊子」視為活動成功。

(2) 「探訪老人」義工活動

同學出席義工活動並填寫感受小箋和送出慰問卡。90%的中四同學能完成上述活動成功

(3) 國內考察團

同學出席考察活動、完成工作紙和活動感想。有20個或以上的初中同學參加為成功。

二. 財政預算

A. 預計收入

1. 學校資助	\$1500
2. 教育局資助 (CSG)	<u>\$6000</u>
合計	<u>\$7500</u>

B. 預計支出

1. 推廣費用	\$1000
2. 學生活動津貼	\$3000
3. 外購服務	\$2500
4. 影印費	<u>\$1000</u>
合計	<u>\$7500</u>

三. 小組成員

i. 統籌

李明光老師 (主席)
張小清老師 (副主席)
李金霞老師
陳燕老師
朱永基老師
張志雄老師

ii. 課程

張小清老師 (主席)
何慧蓮老師

廖志芳老師
 鄭崢嶸老師
 吳華彪老師
 曾慶峰老師

Programme Plan in CAL & PREP ROOM (2011/ 2012)

I. Action Plan

1. Major Concern: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) To make posters in promoting students civic-mindedness in using CAL	Whole year	Only natural damage of equipment in CAL	Record any deliberate damage in CAL	WSY, Peter	

2. Major Concern: To enhance students' ability to self-manage and to Learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) To strengthen students' civic-mindedness in using CAL by posting notices to remind them to keep everything in order after use	Whole year	Only natural damage of equipment in CAL	Record any deliberate damage in CAL	WSY	

II. Budget

A. Forecast of Revenue

1. School Subsidy

Total: \$ 8000

B. Estimated Expenditure

1. Consumables such as DVD-R, mice, toner cartridges for printers

\$ 4500

2. Warranty for PREP Server & Tape Autoloader (1 year)

Total: \$ 3500
\$ 8000

III. Programme Team

CHEN YAU HIP (YAU)

WONG SAI YIU (WSY)

(COORDINATOR)

(CHAIRPERSON)

Programme Plan in Counselling & Guidance (2011/2012)

I. Action Plan

Major Concern 1: To promote among students a culture of respecting and caring others

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To promote among students a culture of respecting and caring others through various services and guidance programmes -F1 Induction Programme -F1 Education Camp -師兄弟同上路 -Sze-Chai Shield Inter-class Competition -Sex Education Week -Fun to Play Workshop 雜耍及魔術工作坊	2011-12	- Attendance of participants in workshop - Active involvement and participation - Students can understand, reflect the attitude, values and inter-personal skills learnt and practise the skills in their daily life - Participants care and help each other in group/workshop	- Statistical data - Observation and feedback from teachers, course instructors and guidance teachers and social worker - Evaluation meeting	- Guidance teachers - School social worker - Workshop instructors - Form teachers - Workers of NGO	
2. To cooperate and coordinate form teachers, Disciplinary Board, PTA and Careers Team to counsel students		- Students' problems can be helped through mutual support and help of various function groups	- Case conference - Evaluation meetings	- Guidance teachers - In-charge teachers of various function groups	
3. To counsel students who are quick-tempered, self-centered and have inter-personal problem to respect and care others in casework		- Students show improvement in behavior problems related to being rude, impolite and inconsiderate	- Regular case conference - Data from case record form - Feedback from teachers concerned	- Guidance teachers - School social workers	

Major Concern 2: To enhance students' ability to self-manage and to learn

Strategies/Tasks	Time scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To organize workshops to enhance students' ability to self-manage and to learn 1 "Away from bad habits" 2 "Emotion Management" 3 "越野王" 4"希望工程"	2011/12	- Students can understand, reflect and put into practice the values, attitudes and skills learnt in the workshop. - Students show improvement in his disciplinary problems	- Disciplinary record - Feedback from teachers - Comment and observation from tutors/instructors	- Guidance teachers - Disciplinary teachers - Workshop instructors - School Social Worker	

II Budget Plan

A. Forecast of revenue

From EMB subsidy(shared among Careers & Discipline Board)	\$13,669
From students' camp fees	\$27,600
From school subsidy	<u>\$83,731</u>
Total:	<u>\$125,000</u>

B. Estimated expenditure

F 1 Education Camp (school subsidy)	\$40,000
Sex Education Week	\$9,000
"Sze Chai " Shield	\$3,000
Emotion workshops	\$10,000
Self-management workshops during holidays (越野王)	\$30,000
Away from bad habits workshops	\$8,000
Fun to play workshop	\$15,000
Whole school enhancement project	\$8,000
Miscellaneous	<u>\$2,000</u>
Total:	<u>\$125,000</u>

III Programme Team

Tam Kit Wan	Chairlady
Lee Ming Kwong	Pastoral Care Master
Fung Pui Shan	Vice-chairlady
Chan Oi Sum	Member
Ho Wai Lin	Member
Ng Wah Pui	Member
Hung Wing Kwan	Member
Chan Sau Wai	Member
Wong Kam Pang	Member
Chu Wing Kei	Member
Tin Wai Ping	Member
Lee Lai Ling	School social worker

訓導組工作計劃 (2011/2012)

I. 工作計劃

1. 關注事項：培養學生自我管理的能力

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 集隊及進入課室應有之表現： a. 每天早上八時集隊，八時零五分全部安靜及專注於早會上 b. 盡快集隊及安靜上班房	全年	同學的行為及表現做到校方要求	校長、老師的觀察 學生長記錄	全組老師	級訓導老師 各班班主任 教學助理 學生長
2. 遵守課堂規則，專心上課 a. 嚴重影響上課的同學即時被移離課室，交訓導組處理和跟進 b. 該同學須撰寫學生承諾書及面見當事老師、訓導主任、輔導主任或副校長，回班房後亦需填寫「學生課堂表現紀錄簿」十天。	全年	被老師移離的學生比往年減少 整體的課堂表現有進步	老師的評價(問卷) 學生違規記錄 移離室的紀錄	移離小組	教學助理 印刷表格 通知家長
3. 遲到 a. 下一個上課日須早15分鐘報到 b. 多次遲到的同學須於星期六、日或其他公眾假期回校簽到	全年	遲到的人次比往年少	遲到率	全組老師	班主任 教學助理 家長
4. 校服儀容 a. 染髮的同學即時校外停課 b. 定期檢查學生的儀容 c. 每日早上檢查學生的校服	全年	違規的同學比往年少	老師處理的個案 學生違規紀錄表	全組老師	印刷表格 通知家長

2. 關注事項：提昇學生尊重及關愛別人的文化

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 學生長的培訓： a. 每年舉辦兩次訓練營 b. 定期與學生長開會	全年	學生長能發揮團隊精神，彼此關心尊重，也將這種精神投入到維持學生紀律的工作。	老師觀察 總學長及高級學長的報告	全組老師	專業培訓員 租用場地
2. 處理學生事務時盡量顧及學生的尊嚴和表現對學生的愛護	全年	訓導老師和同學的關係改善 違規的同學比往年少	老師的評價(問卷) 學生違規記錄 移離室的紀錄	移離小組	移離室 訓導問話室

II. 財政預算

A. 預計收入

1. 學校資助		<u>\$45,000</u>
	合計:	<u>\$45,000</u>

B. 預計支出

1. 學長訓練課程		\$30,000
2. 文具		\$1,000
3. 雜項支出		\$13,000
4. 影印費		<u>\$1,000</u>
	合計:	<u>\$45,000</u>

III. 小組組員

洪穎生	(主席)	石錦榮	(副主席)	李明光	(組員)
梁永清	(組員)	石淑英	(組員)	林國良	(組員)
朱家豪	(組員)	關麗薇	(組員)	鄭崢嶸	(組員)
周文傑	(組員)	黃治平	(組員)	練星海	(組員)
曾慶峰	(組員)	林庭宇	(組員)	姚泊敦	(組員)
蔡恒愉	(組員)				

Programme Plan of eClass (2011/2012)

I. Action Plan

Major Concern 1: To raise students' English Proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. To encourage English subject teachers to upload more teaching and learning resources to eClass.	10/2011 – 05/2012	Adequate learning materials for each level.	Learning materials are uploaded to eClass for each level.	YY	
2. Manual and instructions are given to English teachers; also give extra support to English teachers.	09/2011 – 12/2011	Problems reported on difficulties in using eClass are reduced.	All English teachers acquire the skills for using the platform.	YY	

Major Concern 2: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Assign login name and password to all students and the parents if requested. So that both students and parents can check on the school notice and homework daily.	09/2011 – 10/2011	All parties will get their accounts and passwords; student can manage their own account	(1) The rate of re-setting account is less than 20% (2) Over 75% of the users have log-in to eClass.	YY / NWP	SMS system
2. Organize training courses for F.1 boys how to use the eClass	09/2011	Problems reported on difficulties in using eClass are reduced.	(1) Over 50% of F.1 boys find eClass useful. (2) Over 50% of F.1 boys find little problems during the courses.	YY / F.1 computer teachers	
3. To list the content of "My eClass" as to encourage students to use the platform as the tools for self-learning.	11/2011 & 05/2012	Students find eClass is useful, and they learn according to their own paces.	Over 50% of the end-users find eClass useful.	CMK / LST	
4. Organize training courses for all	10/2011	Problems reported on difficulties in	(1) Over 30% of teachers	WKP / LC	

teachers in using “My eClass”; and committee members are assigned to various subjects as technical support after training courses are conducted.	– 12/2011	using eClass are reduced.	attend the course. (including new teachers) (2) Over 50% of subject teachers use “My eClass” as an e-learning platform.		
5. Using SLP, eActivity modules to help students in organise the ECA and OLE records.	10/2011 – 06/2012	-All NSS1 students use eClass to organize their personal profiles by using the SLP module. -All students use eClass to organize their ECA records by eActivity modules.	Over 75% of NSS students start using SLP modules.	NWP	

Major Concern 3: To enhance the students’ ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
1. Use eClass as an agent to promote the programme. Post details to the front page of eClass frequently.	10/2011 - 06/2012	Good response from all teachers and students.	Questionnaire in the beginning of academic year.	CMK / YY	
2. To get the support from the parents by sending e-mails to them about the programme.	11/2011	Percentage of request for help handled	Questionnaire in the beginning of academic year.	CMK / WKP	

II. Budget

A. Forecast of revenue

- | | |
|-------------------|----------------|
| 1. School subsidy | <u>\$13280</u> |
|-------------------|----------------|

B. Estimated expenditure

- | | |
|--|----------------|
| 1. Maintenance Package of BoardLearning Education (Asia) Ltd.
(Covered period: Sept 01, 2011- Aug 31, 2012) | \$3580 |
| 2. Miscellaneous | \$300 |
| 3. eClass i-portfolio template (custom-made service) | \$3000 |
| 4. i-protfolio accounts (\$40X160) | <u>\$6400</u> |
| Total: | <u>\$13280</u> |

III. Programme Team

Chen Yau Hip (YAU)	(Co-ordinator)
Lee Yau Yee (YY)	(Chairperson)
Chan Hon Fai (Peter)	(Technical Support)
Chan Yin (LC)	(Member)
Lee Sin Ting (LST)	(Member)
Chow Man Kit (CMK)	(Member)
Ng Wa Pui (NWP)	(Member)
Wong Kam Pang (WKP)	(Member)

Programme Plan in Environmental Education (2011/2012)

I. Action Plan

Major concern 1: To promote among students' a culture of respect and care for others

Strategies/ Task	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Organic farming workshop and activities	Oct 2011 to May 2012	Students are able to cooperate and help each other in the workshop and activities.	<ul style="list-style-type: none"> - An observation of students' behaviour during the programme. - Health conditions of the plants 	LC, LTY, MCC	Instructions to the students

Major concern 2: To raise students' English proficiency

Strategies/ Task	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a) Provide English information in eClass	Oct 2011 to July 2012	Students are able to read and download the English materials through eClass	A study of eClass data	LC	English materials
b) Produce name tags in both Chinese and English for selected plants in campus	Nov 2011	Students are able to learn the English names of the plants	Observation and interviews with selected students	LC	Name tags

Major concern 3: To enhance students' ability to self-manage and to learn

Strategies/ Task	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a) Organic Ambassador Training Scheme	Oct 2011 to June 2012	70% of the participants can successfully awarded with certificates by the Hong Kong Organic Resource Centre	An observation of the certificates being awarded by the Hong Kong Organic Resource Centre	LC	---
b) Recycling of papers, plastic bottles and aluminum cans	Throughout the year	Less recyclable materials are found in rubbish bin.	<ul style="list-style-type: none"> - An observation of the rubbish bins - An observation of the quantity and quality of the recycled 	LTY	---

			materials in recycles bins		
--	--	--	----------------------------	--	--

II. Budget

A. Forecast of Revenue

1. School Subsidy for Conservancy Club (ECA)	\$1000
2. School Subsidy for Environmental Education	\$650
3. Subsidy from Leisure and Cultural Department	<u>\$2000</u>
Total:	<u>\$3650</u>

B. Estimated expenditure

1. Expenditure on Conservancy Club (ECA)	\$1000
2. Expenditure on organic farming and miscellaneous	\$650
3. Expenditure on campus greening	<u>\$2000</u>
Total:	<u>\$3650</u>

III. Programme Team

CHAN YIN	(CHAIRPERSON)
CHAN MAN	(MEMBER)
CHAN TIM YEE	(MEMBER)
CHENG TSANG WING	(MEMBER)
LAM KWOK LEUNG	(MEMBER)
LAM TING YU	(MEMBER)
LEE KAM HAR	(MEMBER)
TIN WAI PING	(MEMBER)

Programme Plan in Extra-Curricular Activities (2011/2012)

I. Action Plan

1. Major Concern: To promote among students a culture of respecting and caring for the community.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Student Union and Club Chairmen are encouraged to help activity teachers to organize and supervise extra-curricular activities.	1/9/2011– 30/6/2012	(a) Student Committee takes active role during organizing activities.	(a) Evaluate with teacher-in-charge and Chairmen of various clubs	ECA committee Teacher-in-charge Chairmen of various clubs	
(b) Student Union and club chairmen are encouraged to organize club activities which base on the need of students and the community such as environmental issues.		(b) Research and discussion when organizing activities about the environmental issues.	(b) Questionnaire and discussion through out the processes.		
(c) Student Union serves as a bridge between school authority, students and the community.		(c) Collecting opinions from students and school.			

2. Major Concern: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Student Union and chairman of clubs are encouraged publish parts of their boards in English at least once during the year.	1/3/2011- 31/3/2012	(a) Chairmen can publish board information in English in the above mentioned period.	(a) Evaluate with teacher-in-charge and Chairmen of various club	ECA committee Teacher-in-charge Chairmen of various clubs	
		(b) Students have enjoyment during the process.	(b) Get feedbacks from the participants.		

3. Major Concern: To enhance student's ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Student Union and club chairmen will be requested to formulate structural system in their clubs.	1/9/2011-30/6/2012	They can complete the tasks.	(a) Hand in list which is included positional posts & name of members.	ECA committee	
(b) To encourage chairmen to prepare procedure manual for their events.			(b) Submit procedure manual for the event.	Teacher-in-charge	
(c) To encourage chairmen to make good preparation & evaluation.			(c) Submit minutes & evaluation reports.	Chairmen	

II. Budget

A. Forecast of revenue

1. ECA Subsidy from School	\$201800
2. Subsidy from Activity Fee	\$100000
3. JCLWL	<u>\$50000</u>

Total:

\$351800

B. Estimated expenditure

A. School Events

*1. Swimming Gala	\$2000
*2. Cross-Country Race	\$10000
*3. Athletics Meet	\$10000
*4. Picnic Day	\$3500
*5. Drama Day	\$4000
*6. Singing Contest	\$2000

Subtotal: **\$31500**

B. Inter-Schools Competitions

*1. Entry Fees for HKSSF Events	\$40000
*2. Subscription Fees for Non-Sports Events	\$6500
*3. Student Registration Fees	\$4000
*4. School Team Uniforms	\$20000
*5. Charge for Training Venues	<u>\$5000</u>

Subtotal: **\$75500**

C.	Inter-Class Competitions	
*1.	Prizes	\$25000
D.	Clubs & Associations	\$52300
E.	#Travel Allowance	\$20000
F.	#House Activity	\$15000
G.	#Student Union	\$20000
H.	#Allowance for Athletic Coach	from CEG
I.	* Transportation for School Activity	\$15000
J.	* Photography Expenses	\$2500
K.	* Leadership Training Camp	\$35000
L.	* JCLWL	\$50000
M.	*Miscellaneous	<u>\$10000</u>
	Total:	<u>\$351800</u>

III. Programme Team

Mr. Tang Chung Ming	(Chairman)
Ms. Chong Siu Ching	(Member)
Mr. Lam Kwok Leung	(Member)
Ms. Chuang Kit Ling	(Member)
Mr. Chu Ka Ho	(Member)
Mr. Cheung Chi Hung	(Member)

Programme Plan in Information Technology (2011/2012)

I. Action Plan

Major concern 1: To promote among students' a culture of respect and care for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Wallpaper to remind students to care for others	1/9/2011– 31/8/2012	The frequency of deliberate damage is less than that of last year	Report from the technician and teachers	IT technician	School funds

Major concern 2: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To provide adequate facilities to support learning	1/9/2011 – 31/8/2012	More than 75% respondents satisfy with the provision of facilities in learning	Questionnaire	YAU	Computers, projectors, AV equipment
To provide adequate resources to procure learning materials	1/9/2011 – 31/8/2012	More than 75% respondents satisfy with the provision of resources to procure necessary materials to help learn English	Questionnaire	YAU	Recurrent grant for each subject

Major concern 3: To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
The facilities should be user-friendly	1/9/2011 – 31/8/2012	More than 75% respondents satisfy with the ease of use of the facilities	Questionnaire	YAU	Help from the technician and members of ITDC
Enough notices and reminders to help students to self-manage the facilities in their own classrooms	1/9/2011 – 31/8/2012	More than 75% respondents satisfy with the provision of the notices and reminders in usage of computers and other AV aids.	Questionnaire	YAU	Help from the technician and members of ITDC

II. Budget

A. Forecast of revenue

1.	The Composite Information Technology Grant (CITG)	\$363,999
2.	eLearning	\$31,940
3.	School subsidy for hardware procurement	<u>\$120,185</u>
	Total:	<u>\$516,124</u>

B. Estimated expenditure

1.	Burglary alarm maintenance charge	\$12,000
2.	Broadband services	\$43,000
3.	Remuneration of IT technician	\$199,584
4.	Subsidy for all subjects	\$10,600
5.	Remuneration of minor staff (extension of opening hours of Computer Rooms)	\$4,000
6.	Maintenance charge of all equipment	\$60,000
7.	Hardware procurement	\$120,000
8.	eLearning	\$31,940
9.	Consumables	<u>\$35,000</u>
	Total	<u>\$516,124</u>

III. Programme Team

MR. CHEN YAU HIP	(CHAIRPERSON)
MS. LEE YAU YEE	(VICE-CHAIRPERSON)
MR. LAM KWOK LEUNG	(MEMBER)
MR. LIN SHING HOI	(MEMBER)
MR. NG WAH PIU	(MEMBER)
MR. TSANG HING FUNG	(MEMBER)
MR. TSE KAM HUNG	(MEMBER)
MR. WONG SAI YIU	(MEMBER)
MR. WONG KAM PANG	(MEMBER)

Programme Plan in SAMS (2011/2012)

I. Action Plan

1. Review of WebSAMS 2.0 after using for the entire school year

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. SAMS Meeting 2. Oral Report by SAMS member	20/09/2011 – 30/09/2011	Satisfaction of the efficiency and accuracy of various modules.	<ul style="list-style-type: none"> ● Members' feedback ● Questionnaire ● Task finished according to the schedule 	All SAMS Member	

2. Upgrading hardware

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Reviewing of new workstations and peripherals. 2. Upgrade hardware on requests.	01/09/2011 – 30/09/2011	Satisfaction of printers, hard disk and other input / output devices.	<ul style="list-style-type: none"> ● Feedback from IT technician and the end users. 	SAMS Chair-person IT Technician (TESS)	

3. Capturing data for SLP / OEA

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Capturing students' data, assessment data, ECA data for SLP. 2. Plan of catering for JUPAS application (OEA & SRR).	1/10/2011 – 31/12/2012	<ul style="list-style-type: none"> ● All staff involved should be well trained and cooperative 	<ul style="list-style-type: none"> ● Task finished according to the schedule 	SAMS Chair-person SLP person-in-charge	

4. Refreshing Course and Staff Development

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. WebSAMS user manual / Quick Reference for users. 2. Training Course for new teachers. 3. Training Course provided by EDB. (including NSS Jupas applications)	1/10/2011– 31/08/2012	<ul style="list-style-type: none"> ● All new teaching staff and over 30% of the staff attending the course or use the user manual. ● SAMS members should attended course related to their fields if necessary. 	<ul style="list-style-type: none"> ● Feedback from teachers ● Statistics of attendance ● Questionnaire 	SAMS Chair-person Tse Kam Hung Lee Yau Yee	

II. Budget Plan

A. Forecast of revenue

1. School Subsidy \$6000

Total: \$6000

B. Estimated expenditure

1. Consumables: disks, paper, cartridges, etc \$2000

2. Miscellaneous \$1000

3. Maintenance (replacement of hardware) \$3000

Total: \$6000

III. Programme Team

CHEN YAU HIP	(COORDINATOR)
LEE YAU YEE	(CHAIRPERSON)
CHAN PETER	(TECHNICAL SUPPORT)
CHANG SIU CHING	(MEMBER)
CHU KA HO	(MEMBER)
LIN SING HOI	(MEMBER)
TSE KAM HUNG	(MEMBER)
WONG SAI YIU	(MEMBER)
WONG KAM PANG	(MEMBER)
KWAN SAU FONG	(MEMBER)
HO MEI NUNG	(MEMBER)
MAK JESSICA	(MEMBER)
LAI MEI WAH	(MEMBER)

Programme Plan in Laboratory Management (2011/2012)

I. Action Plan

Major Concern: To Promote among Laboratory staff and Students a Culture of Respecting and Caring for Others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Enhancement of laboratory safety	1/9/2011-30/6/2012	Students are able to follow instructions to perform experiments and comply with the laboratory rules	Meeting would be held at the end of school year to review students' abilities and performance. Sharing of working experience among science teachers and laboratory staff.	Science teachers, laboratory staff, and students	Learning materials available in the internet and school intranet.
Asking open questions to stimulate students' to think about respecting and caring for others. To develop problem-solving and interpersonal skills. Encourage students to raise questions and discuss among themselves.	1/9/2011-30/6/2012	Students show good responses and are willing to take part in discussion	Observation during laboratory periods Feedback from colleague and students.	Science teachers and laboratory staff.	Learning materials available in the internet and school intranet.

2. Major Concern: To enhance student's ability to self-manage and to carry out scientific investigation safety

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To train students to acquire more scientific knowledge and experimental skills Simple, direct and clear experiment instructions for student. Diagrams and signs which are familiar to students can be included to help students to understand the aim and procedures of the experiment.	1/9/2011-30/6/2012	Most students are keen to take part in experiments. Science teachers and technicians are well experienced. Accident & incidents are minimal.	Accident and incident record. Meeting would be held at the end of school year to share our working experience.	Science teachers and laboratory staff.	MSDS Safety information and learning materials available in the internet and school intranet.

Prepare and check the requested science equipment, materials and chemicals for the experiments					
Assist students and teachers during experiments. Provide assistance in class demonstration.	1/9/2011-30/6/2012	Most students can finish the experiment safely and tidy up the apparatus.	Accident & incident record.	Science teachers and laboratory staff.	

II. Budget Plan

A. Forecast of revenue

1. Chemistry CSG	\$10,000
2. Biology CSG	\$10,000
3. Integrated Science CSG	\$10,000
4. Physics CSG	\$10,000
5. School subsidy	<u>\$35,500</u>
Total:	<u>\$75,500</u>

B. Estimated Expenditure

1. Chemistry (consumables)	\$8,300
Chemistry (equipment)	<u>\$11,000</u>
Subtotal:	<u>\$19,300</u>
2. Biology (consumables)	\$9,900
Biology (equipment)	<u>\$11,800</u>
Subtotal:	<u>\$21,700</u>
3. Integrated Science (consumables)	\$5,000
Integrated Science (equipment)	<u>\$9,000</u>
Subtotal:	<u>\$14,000</u>
4. Physics (consumables)	\$4,000
Physics (equipment)	<u>\$16,500</u>
Subtotal:	<u>\$20,500</u>
Total:	<u>\$75,500</u>

III. Programme Team

LAW CHE WAI	(CHAIRPERSON)
LI CHUN FUNG	(MEMBER)
HUNG KAI LUNG	(MEMBER)

Programme Plan in Library (2011/2012)

I. Action Plan

Major Concern: To promote student self-directed learning in reading library books.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To train the students to have their own learning through reading books in the library.	1/9/2011-8/6/2012	Eager to read books borrowed from the library. Share the happiness of the reading of library books with others.	The no. of books borrowed from the library in the school year 2011/2012	LAM YIN FUN	a. Library books b. Reference books c. Computers (in the library) d. CD-roms, video, VCD & DVD.

II. Budget Plan

A. Forecast of Revenue

1. School Subsidy for ink refill for the Printer	\$3000
2. School Subsidy for library books	<u>\$31,400</u>
Total:	<u>\$34,400</u>

B. Estimated Expenditure

1. 4 boxes of refill colored ink for the printer	\$1500
2. 5 boxes of refill black and white ink for the printer	\$1500
For library books in different subjects:	
1. English	\$1500
2. Chinese	\$1500
3. Mathematics	\$1500
4. Liberal Studies	\$1500
5. History, Geography, Chinese History, Economics, Physics Chemistry, Biology, Integrated Science, Putonghua, Art, P.E. Music, Computer subjects, D&T, Religious studies,BAFS	@\$650
6. Library	<u>\$15,000</u>
Total:	<u>\$34,400</u>

III. Programme Team

Lam Yin Fun

Programme Plan in MMLC (2011/2012)

I. Action Plan

1. Major Concern: To Promote among Students a Culture of Respecting and Caring for Others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) To create wallpaper and screensaver with the message of "Love-and-Care" and to promote students' civic-mindedness in using MMLC	Whole year	Only natural damage of equipment in MMLC	Record any deliberate damage in MMLC	JEL, Peter	Wall-paper and screensaver

2. Major Concern: To Enhance Students' Ability to Self-manage and to Learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) To strengthen students' civic-mindedness in using MMLC by posting notices to remind them to keep everything in order after use	Whole year	Only natural damage of equipment in MMLC	Record any deliberate damage in MMLC	JEL, Peter	Posters and stickers
(b) Students can help teachers fill in the Repair Report Form	Whole year	Only natural damage of equipment in MMLC	Record any deliberate damage in MMLC	JEL, Peter	Repair Report Form

3. Major Concern: To Enhance Students' Ability to Self-manage and to Learn To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) To raise students' English proficiency by posting English posters and stickers	Whole year	Students can recognize the new words	Interview of the students about the effectiveness.	JEL, Peter	Posters and stickers

II. Budget

A. Forecast of Revenue

1. School Subsidy

\$43,000

Total: \$43,000

B. Estimated Expenditure

1. Consumables
2. Maintenance
 - (i) Software upgrade
 - (ii) Hardware upgrapde and replacement
3. Miscellaneous

\$2,000

\$20,000

\$20,000

\$1000

Total: \$43,000

III. Programme Team

CHEN YAU HIP (YAU)

(COORDINATOR)

LIN SHING HOI (JEL)

(CHAIRPERSON)

Programme Plan in Parent-Teacher Association (2011/2012)

I. Action Plan

1. Major Concern: To Promote among Students a Culture of Respecting and Caring for Others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) PTA Picnic (b) Games Day (c) PTA Introduction (d) Executive Committee Meeting (e) AGM, EC election & Parent Talk (f) PTA(HK East) activities (g) F.3 NSS Parents' Talk (h) Green Roof Campaign	(a) March 2012 (b) May 2012 (c) August 2012 (d) whole year (e) October 2011 (f) October2011-Aug 2012 (g) November 2011 (h) Feb 2012	(a) Parents take active roles in all events (b) Parents understand more about the school policy and work well with teachers for the betterment in the education of their children.	(a) To record the attendance of teachers and parents in each event (b) To gather articles from parents and teachers in the newsletter (c) To collect comments from PTA members through formal and informal meetings (d) To review PTA functions in the committee meetings	WL, YY, YAU, LKH, SANG, COS	Subsidy from EMB HSCG, PTA and school

2. Major Concern: To Raise Students' English Proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) English corner in PTA newsletter – "LINK" (b) English Game / activities in PTA picnic or annual dinner. (c) Reading enhancement scheme with English Fictions included	(a) 2 times a year: January 2012 & July 2012 (b) November 2011 or March 2012 (c) October 2011-May 2012	(a) Parents take active roles in all events (b) Parents understand more about the school policy and work well with teachers for the betterment in the education of their children.	(a) To record the attendance of teachers and parents in each event (b) To gather articles from parents and teachers in the newsletter (c) To collect comments from PTA members through formal and informal meetings (d) To review PTA functions in the committee meetings	WL, YY, YAU, LKH, SANG, COS	Subsidy from EMB HSCG, PTA and school

3. Major Concern: To Enhance Students' Ability to Self-manage and to Learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Reading enhancement scheme	(a) October 2011-May 2012	(a)&(b) Students take active roles & give assistance in organizing the activities	(a)&(b) To record the attendance of parents & students	WL, YY, YAU, LKH, SANG, COS	Subsidy from EMB HSCG, PTA and school
(b) PTA Picnic / Games Day	(b) March 2012				

II. Budget Plan

A. Forecast of revenue:

1.	Subsidy from Home-school Co-operation Grants for annual expenses and activities	\$10000
2.	School subsidy for PTA picnic	\$2000
3.	School subsidy for annual dinner	<u>\$2500</u>
	Total:	<u>\$14500</u>

B. Estimated expenditure:

1.	Annual dinner	\$2500
2.	PTA picnic	\$2000
3.	Reading Scheme	\$5000
4.	PTA activities such as: training courses, publication of Newsletter, awards to students, etc.	<u>\$5000</u>
	Total:	<u>\$14500</u>

III. Programme team

LEE YAU YEE	(CHAIRPERSON)
CHAN OI SUM	(MEMBER)
CHEN YAU HIP	(MEMBER)
HUNG WING SANG	(MEMBER)
HO WAI LIN	(MEMBER)
LEE KAM HAR	(MEMBER)

Programme Plan in Maintenance (2011/2012)

I. Action Plan

Major concern 1: To promote among students' a culture of respect and care for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Enough notices to remind students to care for others and reduce damage to the facilities	1/9/2011– 31/8/2012	The frequency of deliberate damage is less than that of last year	Report from the janitor staff and teachers	YAU	School funds

Major concern 2: To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Encouragement e.g. small prizes to the classes in each form with the least damage	1/9/2011 – 31/8/2012	Less than 5 cases of damage reports for each school term	Oral report from janitor staff and teachers	YAU	School funds

II. Budget Plan

A. Forecast of Revenue

1. Noise Abatement Scheme	\$234,699
2. Lift Maintenance Grant	\$79,030
3. Air Conditioning Grant for Preparatory Room of Laboratories	\$12,621
4. School Funds	<u>\$1,788,650</u>
Total:	<u>\$2,115,000</u>

B. Estimated Expenditure

1. School Repair Work	\$200,000
2. Telephone	\$25,000
3. Water	\$30,000
4. Fuel, light and power (including electrical charge for air conditioning)	\$380,000
5. NAS electricity charge	\$550,000
6. Printing (including photocopying fee)	\$290,000

7.	Furniture and Equipment	\$300,000
8.	Consumable store (including toiletries, fans, lights)	\$200,000
9.	Lift maintenance	\$75,000
10.	Books and stationery	\$50,000
11.	Others (including postage, uniforms, transport, newspaper)	<u>\$15,000</u>
	Total:	<u>\$2,115,000</u>

III. Programme team

CHEN YAU HIP	(COORDINATOR)
YU WAI KEUNG	(CHAIRMAN)
HO CHEUNG YAU	(MEMBER)
KWAN SAU FONG	(MEMBER)

健康校園工作計劃 (2011/2012)

一. 工作計劃： 在2011-2012年度推行的 校本《健康校園政策》計劃：

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
1. 傳染病之防範	a. 統籌「抗疫」安排	全年	在疾病傳播的高峰期，適時及適當地統籌各種「抗疫」安排。	觀察及問卷調查：員工及師生都能對疾病傳播提高防範。	健康校園委員會
	b. 安排檢測體溫事宜	全年	同學能在手冊的「體溫欄」填上紀錄，並能明白每天量度體溫的重要性。	班主任檢查學生手冊；查閱學生的請假及早退紀錄；發燒的同學都能適時地請假或早退，以盡早求醫和休息。	健康校園委員會
	c. 推行「預防傳染病」的教育	全年	利用早會時段、壁報、課室的「健康資訊欄」及發通告，並根據衛生防護中心的指引，師生都能接收到有關「預防傳染病」的教育。	口頭及問卷調查：員工及師生對「預防傳染病」都增加了認識。	健康校園委員會

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
2. 校園衛生	a. 加強校園(包括課室及所有公共地方)清潔	全年	黑板、桌椅、電腦桌、電腦、冷氣機、窗簾、學生桌內、地面、風扇、抽氣機及其他公共地方,盡量清潔衛生。	監察及全校使用者的評語：包括校監、校長、教師、工友、學生、家長的意見。	工友
	b. i. 培養學生保持自己班房清潔的能力	全年	班房保持清潔美觀	工友每日的檢查及級訓導老師的定期巡查；評分；第八堂老師負責監察，課室整潔度滿意，同學才可放學。	關愛小組 及 清潔校園小組 (訓導組)
	ii. 培養學生保持校園清潔的能力	全年	校園整體清潔美觀及同學懂得吃完東西後自動執拾餐具的學生有所增加	學生長每日巡視、清潔組的老師、清潔隊和當值老師定期巡視；工友每日的檢查；與協力社合作定期進行校園清潔運動。	
c. 注意學校食堂及廚房的衛生	全年	沒有師生因進食食堂供應的食物而發生中毒事件	膳食委員會負責老師經常巡視並提出改善意見	膳食委員會	

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
3. 校園安全	a. 制訂及執行實驗室安全守則	2011年 9月 2011年9月至 2012年6月	任教理科的教師派發實驗室安全守則，同學都能遵守及明白各實驗室規則的重要性。 90%以上同學沒有違反已簽署之安全守則	所有同學都能簽回實驗室的安全守則；科任老師透過提問或考核；同學都能理解各實驗室規則的重要性。 科任老師監察同學遵守守則的程度	實驗室安全委員會 實驗室安全委員會
	b. 制訂及執行工場安全守則	全年	沒有發生工場意外	科任老師及工場助理員經常巡察、檢查設施及工具之安全。	設計與科技科組
	c. 防火演習	2011年 10月	全體師生能在7分鐘內到達操場報到；同學的秩序良好	計時及老師觀察	防火演習組
	d. 注意校園所有設施的安全	全年	沒有因校園設施損毀而引致意外事件	員工及師生共同監察，並在校園設施損毀時能及早通知維修委員會。	學校維修委員會 及 工友
	e. 突發事件的處理	全年	突發事件發生後1小時內進行處理；90%相關人士對處理感滿意(>3/5)。	問卷調查、 投訴紀錄少於5%	學校危機處理委員會

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
4. 營造關愛互助的氣氛	a. 繼續推行2009-2012年度「關注事項」之「提升學生尊重及關愛別人的文化」有關策略	全年	同學能互相關愛	同學出席各種活動，並能專心地投入各項活動。	關愛小組、德育及公民教育組及所有教職員
	b. 「關愛家庭」大行動	2012年1-2月	全校80%或以上學生能交回小冊子	學生能認真地填寫「關愛家庭」小冊子	關愛小組、德育及公民教育組及所有教職員
	c. 關愛短講	全年；每月約2次	學生能接收到關愛訊息	班主任觀察和提問	關愛小組
	d. 關愛生日會[中一至中七]	每年兩次	同學和班主任能熱心參與生日會	班主任觀察	關愛小組、及所有班主任

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
5. 環保校園	a. 繼續推行有關綠化及優化校園的工作：				
	i. 園圃設計及優化工程(由康樂及文化事務處資助)	2011年11月	新種植的植物能最少在三個月內保持美觀及健康	觀察、康樂及文化事務處派員到訪評估。	環境教育組
	ii. 有機耕種	2011年10月至2012年5月	能成功耕作，並有豐富收成	觀察	環境教育組
	iii. 製作校園植物名牌	2011年10月	植物名牌能增加大家對植物的認識和興趣	觀察及抽樣訪問	綠色管理委員會
	iv. 改善校園綠化保養服務	2011年10月至2012年5月	工作人員能每星期到訪學校並進行綠化保養	觀察及抽樣訪問	綠色管理委員會
	b. 提高學生環保意識				
	i. 綠色校園及中一至中七課堂活動	2011年10月-2011年11月	能增加學生珍惜及愛護學校資源的意識	課堂調查	環境教育組
	ii. 「天台綠園」標語創作比賽	2011年11月	大部分標語的質素良好	查閱學生的標語	環境教育組
	iii. 「地球一小時」宣傳行動	2012年3月	大部份的學生能在「熄燈日」熄燈	詢問學生參與情況	環境教育組
	iv. 「香港的可持續發展」講座	2011年10月	能增加學生對可持續發展的認識	在講座後作調查	環境教育組
v. 「天台綠園」班際問答比賽	2012年4月	問答比賽的參加者能答對大多數問題	統計問答比賽所得的數據	綠色管理委員會	

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
6. 學生健康服務	a. 安排學生參與「學生健康服務」，並鼓勵積極參與。	2011年9月至2012年6月	全校大部份學生參加「學生健康服務」	查核參加人數及出席紀錄	健康校園委員會
7. 與家長及社區的聯繫	a. 爭取家長的支援以營造一個老師與學生健康發展的環境	2011年10月	能有效地以會訊《連繫》作平台向家長介紹有關「如何營造一個讓學生健康發展的環境」的訊息	老師及家長投稿及發放資訊給家長的頻次	家長教師會
	b. 爭取社區的支援以營造一個老師與學生健康發展的環境	全年	能積極與各政府或社區機構密切聯繫(例如：衛生署、香港警務處、奧迪慈善基金、基督教巴拿巴愛心服務團……)以營造一個師生都能健康發展的環境	觀察及問卷調查	健康校園委員會

《健康校園政策》元素一：營造一個健康安全的校園環境

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
8. 醫療室及急救用品之使用	a. 協調醫療室的正確使用 i. 製訂使用守則 ii. 維持醫療室的整潔 iii. 通知校長/副校長/當值訓導老師簽發使用醫療室證明書 iv. 照顧身體不適及受傷的同學	2011年9月 全年 全年 上課日小息及午膳時間	能製定正確的使用守則，並把守則張貼在當眼處；學生能正確地使用醫療室。 醫療室能保持衛生整潔及沒有閒雜人佔用 能適時給予學生證明書，並通知當值老師巡查醫療室 傷者得到適當的幫助及照顧	定時巡查醫療室 定時巡查醫療室 健康校園委員會老師/當值老師巡查醫療室 傷者的回應	健康校園委員會 健康校園委員會 校務處 紅十字會
	b. 定期檢查急救用品 i. 醫療室 ii. 實驗室	全年 每學年上、下學期初各一次(更新箱內物品)及每周例行檢視	醫療室有足夠的醫療/急救物品，例如：膠布、消毒藥水等急救箱內物品齊全，並易於取用；箱內用品清潔	定期巡查醫療室的設備 檢視實驗室設施；查察安全檢查清單紀錄；檢視實驗室事件及意外紀錄；科主任、老師、實驗室同工的回饋	健康校園委員會 實驗室管理員

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
1. 推行禁毒及禁煙教育	a. 透過「德育及公民教育課」、「綜合課」及「星期三活動時段」推行禁毒及禁煙教育 [中一至中七]	2011年 11月16日	同學能較深入地認識K仔對身體的影響	問卷調查、觀察同學的表現和反應	健康校園委員會
	i. 「K仔對身體的影響」講座 [中五至中七]	2011年 11月	同學對多種常被濫用的藥物能有更深入的了解和認識及明白拒絕濫藥的重要性	問卷調查、觀察同學的表現和反應、同學在課堂工作紙的表現	健康校園委員會
	ii. 健康(禁毒)教育「綜合課」 [中五至中七]	2011年 11月30日	同學能藉著「濫藥過來人」的分享，深切明白毒品的害處	觀察同學的表現和反應	健康校園委員會
	iii. 「禁毒達人」分享會講座	2012年 3月	同學對多種常被濫用的藥物能有更深入的了解和認識及明白拒絕濫藥的重要性	問卷調查、觀察同學的表現和反應、同學在課堂工作紙的表現	健康校園委員會
	iv. 健康(禁毒)教育「德育及公民教育課」[中一至中三]	2012年 3月14日	同學能透過工作坊的活動，明白吸煙、酗酒和濫藥對青少年的影響	觀察同學的表現和反應、工作坊完畢後與衛生署姑娘的檢討	健康校園委員會
	v. 「做個醒目自由人」工作坊 [中四]	2012年 3月14日	同學能透過禁毒話劇，明白毒品對青少年的禍害	觀察同學的表現和反應	健康校園委員會
	vi. 禁毒話劇 [中一、二、四、五]				

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
1. 推行禁毒及禁煙教育	b. 透過「從閱讀中學習」推行禁毒及禁煙教育 [中一至中三]	2011年 11月16日	透過閱讀、小組討論，同學反思吸毒的禍害；全校學生參與閱讀。	觀察同學的表現和反應	健康校園委員會及學生學習閱讀計劃小組
	c. 透過「學校課程」推行禁毒及禁煙教育：				
	i. 通識科[中一]： 在「公共衛生」課題中，討論毒品對生活造成的影響 通識科[中五]： 在「公共衛生」主題中，從個人、社會層面討論與公共衛生相關議題(如校本驗毒計劃)以增加他們對個人與健康相關資料的認知 ii. 綜合科學科[中二]： 在「環境的察覺」課題中，講解毒品對人體造成的影響和損害；隨後以「毒品的禍害」為題作一次剪報習作	2011年 9-12月 2011年 10-12月 2011年 12月	同學能準確地指出青少年濫藥的成因及後果 同學能積極參與課堂討論、呈交與議題相關之習作及完成測驗 90%同學準時提交剪報習作；70%同學在有關課題測驗合格。	課堂提問及設小測一個：範圍環繞吸煙及毒品的禍害。 課堂討論、課業、測驗 剪報、測驗	通識科組 通識科組 綜合科學科組

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
1. 推行禁毒及禁煙教育	c. 透過「學校課程」推行禁毒及禁煙教育：(續)				
	iii. 化學科[中五]： 在「重要有機物質」課題的「阿士匹靈 - 從古代到現在」一節中，討論阿士匹靈藥片的用途，並從中講解濫藥的禍害。	2011年 4月	同學能積極發表意見並能準時提交工作紙	完成網上遊踪 - 阿士匹靈的發明和應用工作紙	化學科組
	iv. 中文科： 由中四級或以上的高年級同學閱讀有關健康生活的書籍(例如宣傳反吸毒)，然後進行「好書推介分享」，再配合校園電視台製作相關短片，於初中年級中文課時播放。	下學期	60-70%初中學生 高年級同學能積極參與短片製作、初中年級同學能透過收看節目獲得反吸毒的訊息和認識吸毒的害處。	問卷調查、教師提問及觀察學生表現	中文科組 及 校園電視台
v. 英文科[中五]： Speaking on health issues in HK. Tests will be conducted in Sept 11 and may 2012	Whole year	All F.5 students will participate in group discussion Students will do research on the topic in advance, so that students are able to be more aware of health issues.	Pre-test and post-test. Students are expected to apply different communication strategies and contribute more in group	英文科組	

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
1. 推行禁毒及禁煙教育	c. 透過「學校課程」推行禁毒及禁煙教育：(續)				
	vi. 生物科[中五]： 在「人的生殖」課題中，讓學生搜集資料並討論孕婦吸食毒品如何影響其胎兒。	下學期	90%學生能完成資料搜集及積極參與討論活動	觀察學生表現	生物科組
	生物科[中六]： 在「健康與疾病」課題中，講解濫藥、酗酒和吸煙對人體造成的影響和損害；隨後以「健康生活」為題作一次資料題習作/小測。	上學期	90%同學準時提交習作； 70%同學在有關課題小測中取得合格。	習作、小測	生物科組
	vii. 視藝科[中一]： 以「毒品的禍害」為題繪畫「四格漫畫」	上學期	80%同學提交符合主題漫畫	四格漫畫	視藝科組
d. 透過「壁報板」及課室的「健康資訊欄」提高學生對毒品禍害的意識和關注	全年	學生對毒品禍害提高了意識和關注	學生問卷調查及口頭訪問	健康校園委員會	

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
2. 提升學生的生活技能	a. 繼續推行2009-2012年度「關注事項」之「加強學生自我管理及學習能力」有關策略	全年	65%或以上所收回的「效能量表」為有效	檢視效能量表	自管小組
	i. 協助中一學生訂立目標	全年	65%以上中一級學生能夠認真地完成工作紙	查核學生的工作紙	自管小組
	ii. 學生透過參予課外活動，學習自我管理的能力，例如：如何準備旅行日及陸運會。	全年	65%以上學生能夠認真地完成工作紙，為未舉行的活動訂下目標及簡單的行動計劃。	查核學生的工作紙	自管小組 及 所有教職員
	b. 推行「性教育週」和有關性教育的活動(例如：講座、工作坊、閱讀環節和展覽等)	2011年 11月	理想的活動出席率， 同學能積極參與活動	觀察學生表現及 問卷調查	輔導組 及 健康校園委員會

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
2. 提升學生的生活技能	c. 透過「德育及公民教育課」提升學生生活技能 [中一至中七] (例如：拒絕誘惑的技巧、人際關係、建立自信、溝通技巧、解難技巧、舒緩壓力技巧等)	2012年	學生能互動參與表演	老師觀察學生表現	德育及公民教育組
	i. 廉政互動劇場[中四]	4月19日	學生能明白抗拒賭博誘惑的重要性	查閱學生的工作紙	德育及公民教育組
	ii. 禁賭講座[綜合課]	2011年12月	學生能知道慎用金錢的重要性	查閱學生的工作紙	德育及公民教育組
	iii. 理財講座[中二]	2012年1月9日	學生能認識《淫褻及不雅物品管制條例》	觀察學生參與活動的反應及投入程度	德育及公民教育組
	iv. 《淫褻及不雅物品管制條例》話劇	2011年10月	學生能認識唐氏綜合症	查閱學生的工作紙	德育及公民教育組
	v. 「我和你一樣」之認識唐氏學校講座[中一]	2011年4月	40%以上學生到場參觀及參與攤位遊戲	觀察學生參與活動的反應及投入程度；觀賞展覽的人數	德育及公民教育組
vi. 廉潔展板及攤位	2012年2月				

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
2. 提升學生的生活技能	d. 透過講座、活動、工作坊、展覽等提升學生生活技能	全年	60%以上學生認同升學及就業輔導組的工作成果。	學生問卷調查	自管小組 及 升學及就業輔導組
	i. 協助學生發揮潛能，掌握升學及就業的基本技能，建立正確的求學和工作價值觀，為日後的生活作準備	全年	60%以上學生認同升學及就業輔導組的工作成果。	學生問卷調查	自管小組 及 升學及就業輔導組
	ii. 輔導學生選擇升學及就業的途徑	全年	60%以上學生認同升學及就業輔導組的工作成果。	學生問卷調查	自管小組 及 升學及就業輔導組
	iii. 提醒中三或以上學生在兼職、尋找暑期工或長工時注意職業安全	全年	60%以上學生認同升學及就業輔導組的工作成果。	學生問卷調查	自管小組 及 升學及就業輔導組
3. 培育學生的正面價值觀	a. 透過每天早會的「祈禱時段」向學生宣揚正面的價值觀和人生態度	全年	學生能在氣氛莊嚴的早禱時段中認真地參與祈禱	老師觀察學生表現	天主教同學會

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
3. 培育學生的正面價值觀	b. 透過「德育及公民教育課」培養學生的正面價值觀 [中一至中七]				
	i. 關愛承諾日	2011年 9月	學生認真地填寫「承諾宣言2010」	班主任點收表格，並張貼於壁報板上或存放於學生手冊內。	德育及公民教育組
	ii. 堅毅課題「自強的小花」[中二]	2011年 10月	學生能學習堅毅不屈的精神	老師觀察學生表現	德育及公民教育組
	iii. 尊重課題 「同學給我改花名」[中二]	2012年 3月	學生之間能戒掉互相改花名的習慣，並能投入討論。	查閱學生的工作紙	德育及公民教育組
	iv. 義工活動[中二、四及六]	2012年 2-3月	學生能組織整個義工活動的流程和在事前進行綵排	在活動後進行的義工活動回顧及分享環節中觀察學生表現	德育及公民教育組 及 社工
	v. 班際公民教育常識問答比賽	2012年 4月	每班能派出代表參與比賽，透過比賽來測試學生的公民知識	觀察學生在比賽中的表現	德育及公民教育組
vi. 公德心[中一]	2012年 1月	90%學生以上完成工作紙，並接收到公德心的訊息	工作紙；老師觀察	德育及公民教育組及 班主任	

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
3. 培育學生的正面價值觀	c. 透過「從閱讀中學習」培育正面的人生觀： [中一至中六] 藉著閱讀一些偉人從挫敗中獲得成功的故事來鼓勵同學要以負責任和正面的態度去面對逆境。	2012年 2月	透過閱讀、小組討論，同學能從偉人事蹟中學習面對困難、逆境的正面態度，從而建立正確人生觀；全校學生參與閱讀。	觀察同學的表現和反應	德育及公民教育組 及 學生學習閱讀計劃小組
	d. 利用「早會」、「星期三活動時段」或「午膳時間」進行價值教育				
	i. 「關懷聽障」教育短劇 [中一至中五]	2012年 3月7日	透過教育短劇，學生能珍惜自己的健康及聽覺，並學懂給予聽障人士更多關懷、認同和鼓勵。	觀察同學的表現和反應、口頭訪問同學	健康校園委員會
	ii. 貧富宴〈中一至中六〉	2012年 3-4月	學生能體會貧窮國家人民的生活	享用一餐饑饉餐	德育及公民教育組 及 宗教科組
e. 透過鼓勵同學多參與「課外活動」以培養學生負責任和積極的生活態度		全年	幹事能制定活動計劃，詳細訂明活動名稱、時間、地點、目的、程序、所需用具及應變安排等；會員能積極參與學會活動	查閱幹事會的工作計劃及活動檢討報告 查閱會員出席活動的紀錄	課外活動組

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
4. 增加學生對健康事宜的認識	a. 透過「壁報板」及「展板」提高同學對健康事宜的意識和關注	全年	學生對健康事宜的意識和關注得到提高	問卷調查	健康校園委員會
	b. 鼓勵並協助同學報名參加由衛生署提供的「學生健康服務」	2011年9月	全校大部份學生參加「學生健康服務」	查核參加人數及出席紀錄	健康校園委員會
	c. 設立課室「健康資訊欄」張貼有關健康事宜的資料及剪報	全年	增加學生對健康事宜的認識和提高學生對自身健康的關注	問卷調查和口頭訪問	健康校園委員會及班主任
	d. 利用「星期三活動時段」進行健康教育 i. 「青蔥綠葉行動」講座 [中三至中四]	2012年3月28日	提高學生對個人衛生及皮膚護理的認識	活動期間的問卷調查；觀察學生參與活動的投入程度。	健康校園委員會
	e. 鼓勵並協助同學報名參加各項與「健康教育」有關的比賽	全年	參賽學生都能表現積極	教師觀察	健康校園委員會
	f. 在校內舉辦與健康事宜有關的比賽和活動以增加學生對身心健康的認識	全年	參賽學生都能表現積極	教師觀察	健康校園委員會

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
4. 增加學生對健康事宜的認識	g. 透過「學校課程」推行健康教育：				
	i. 生物科[中四]：在「食物和人類」課題中，與學生討論飲食對健康的影響，隨後以「飲食與健康」為題完成一剪報習作	上學期	80%學生能呈交表現理想的剪報習作	教師批改習作，評估學生表現。	生物科組
	ii. 體育科[中五]：在「營養學與體重管理」課題中，讓學生搜集資料並作有關討論	全年	學生能將BMI控制至18-23之間	量度BMI指數	體育科組

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
5. 教職員的持續專業發展	a. 幫助教職員認識含有禁毒元素的健康校園政策(例如：派發學校禁毒資源套摘要和具健康資訊的單張)	全年	教職員對含有禁毒元素的健康校園政策有認識	年終問卷調查	健康校園委員會
	b. 為教職員提供有關培訓以深化教職員對含有禁毒元素的健康校園政策及青少年吸毒問題的認識(例如：在「教師培訓日」舉辦專題講座)	全年	整學年內，至少有一次講座	年終問卷評估	健康校園委員會 及 教師專業發展委員會
	c. 鼓勵健康校園委員會組組員及訓輔老師接受與健康校園政策有關的培訓	全年	整學年內，至少參與一次講座或研討會	年終問卷評估	健康校園委員會 及 教師專業發展委員會

《健康校園政策》元素二：發展學生的生活技能和健康生活習慣

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
6. 家長的親職技能培訓	a. 為家長提供禁毒教育，讓家長能及早預防和辨識子女的吸毒問題：				
	i. 在學校網頁加設「健康校園政策」平台及定期更新資料	全年	家長及學生能在「健康校園政策」平台獲取相關資料 在適當時候發出通告	查察瀏覽人次； 問卷調查 成功收妥回條	健康校園委員會
	ii. 派發有關資訊的通告	全年			健康校園委員會 及 中央秘書處
b. 強化家校合作：					
	i. 透過家長教師會，向家長解釋學校在「健康校園政策」上的發展方向	2011年 11月至 2012年 6月	在會訊《連繫》/家教會網頁內介紹「健康校園政策」及報導有關禁毒的資訊	老師及家長投稿，刊物派發給家長；定期更新有關「健康校園政策」的網頁。	健康校園委員會 及 家長教師會
	ii. 鼓勵家長參與學校活動				
	iii. 教育家長「禁毒由家開始」的重要性				

《健康校園政策》元素三：辨識需要幫助的學生和建立相關轉介機制

範疇	工作項目	推行時間	成功準則	評估方法	校內負責執行組別
1. 辨識需要幫助的學生	a. 為教職員提供核對表，以辨識需要幫助的學生。	2011年 10月	教職員能明白核對表內的內容	口頭訪問	健康校園委員會
2. 校園毒品事件的處理	a. 說明班主任、科任老師、訓輔老師、學校社工、學校管理層及其他員工在處理校園毒品事件上的角色：	全年	90%以上持份者參加資訊發佈會議	問卷調查、查閱有關資料。	學校危機處理委員會 及 健康校園委員會
	i. 學校社工在得知有學生吸食毒品(無論校外/校內)，為學生提供輔導，並於有需要時轉介學生接受濫用藥物輔導服務及鼓勵學生通知家長。 ii. 跟進學生於校內的情況及表現，並與濫用藥物輔導中心社工保持聯繫	在得悉事件後的3個工作天內 全年	學生接受濫用藥物輔導中心的服務，及有動機戒毒。 學生繼續接受濫用藥物輔導中心的服務，及有動機戒毒。	跟據學校社工及濫用藥物輔導中心的社工之觀察及面談 跟據學校社工及濫用藥物輔導中心的社工之觀察及面談	社工 社工
3. 對學生的轉介、跟進和支援工作	a. 制訂清晰的內部訊息分享指引(包括敏感及保密的資料)	全年	90%以上相關人士對指引感到滿意 (>3/5)	問卷調查、查閱有關資料。	學校危機處理委員會 及 健康校園委員會
	b. 策劃對學生的跟進支援工作	全年	90%以上相關人士對指引感到滿意 (>3/5)	問卷調查、查閱有關資料。	健康校園委員會

二. 財政預算：

A. 預算收入

1. 學校資助		<u>\$3,000</u>
	合計：	<u>\$3,000</u>

B. 預計支出

1. 校外機構提供講座/展覽/工作坊/活動 之 服務費/車馬費	\$1,000	
2. 製作 壁報/展示板 經費	\$500	
3. 紀念品及小禮物 (贈予嘉賓及表現良好的學生)	<u>\$1,500</u>	
	合計：	<u>\$3,000</u>

三. 小組組員：

1. 鄭雪瑩老師	RC	(主席)
2. 余偉強老師	YU	(副主席)
3. 楊秋菊老師	CK	(組員)
4. 鄭崢嶸老師	TW	(組員)
5. 廖智芳老師	LCF	(組員)
6. 蔡美珠老師	CMC	(組員)
7. 林庭宇老師	LTY	(組員)
8. 田惠萍老師	TWP	(組員)
9. 林盈瑩老師	LYY	(組員)
10. 韋佩西老師	WPS	(組員)

中國語文科工作計劃 (2011/2012)

甲、工作計劃

一、關注事項：提升學生尊重及關愛別人的文化

目標	時限	成功準則	評估方法	負責人員	所需資源
1. 於中一至中七級課堂上加強德育訓練，以提升學生的正確價值觀。	1年	1. 學生在潛移默化下，懂得尊重他人，關愛家人，對四周認識或不認識的人均能做到以禮待人；並在家庭、校園建立和諧文化，與家人和學校組員和融共處，加強歸屬感。	1. 觀察學生的待人處事態度。 2. 向家長了解同學對家人的態度。 3. 學生之間和諧相處，校園氣氛融洽。 4. 學生愛護家庭、學校，以家人和學校為榮。	統籌：廖杏玲老師 李金霞老師 執行：所有中文科老師	1. 老師需於編排進度表時特別注入相關元素，以配合課堂教授或活動。 2. 老師需於下課後搜集資料。 3. 參考書
2. 於課外語文活動中配合德育主題，例如徵文比賽、辯論比賽。	1年	1. 學生在潛移默化下，懂得尊重他人，關愛家人，對四周認識或不認識的人，均能做到以禮待人；並在家庭和學校建立和諧文化，上下一心，與家人和學校組員，和融共處，歸屬感強。	1. 觀察學生的待人處事態度。 2. 向家長了解同學對家人的態度。 3. 學生之間和諧相處，校園氣氛融洽。 4. 學生愛護家庭、學校，以家人和學校為榮。	統籌：廖杏玲老師、 李金霞老師 執行：所有中文科老師	1. 老師需花時間及精神安排相關活動。 2. 校方贊助活動獎品。 3. 其他科目/老師支援：擔任評判、合辦活動
3. 安排學生參加公開活動/比賽，藉此認識社會，尊重關心他人及以禮待人。	1年	1. 學生踴躍參加公開比賽/活動。 2. 學生除能做到愛護家庭、學校外，也支持社區活動，宣揚學校的使命。	1. 觀察學生的待人處事態度。 2. 學生勇於承擔，在社區宣揚本校文化。	統籌：廖杏玲老師 李金霞老師 執行：所有中文科老師	老師需花額外時間安排及訓練學生加公開比賽/活動。

二、關注事項(Major Concern)：管理、自我學會學習(加強學生的自我管理能力、幫助學生學會學習)

目標	時限	成功準則	評估方法	負責人員	所需資源
1. 鼓勵中一至中七級同學學習積聚資料，在課堂、課後自備札記簿/資料夾，紀錄所學，從而建立個人的筆記系統。	1年	1. 同學善用札記簿/資料夾。	1. 老師檢查札記簿/資料夾。	統籌：廖杏玲老師 李金霞老師 執行：各級老師	老師需花額外時間檢查札記簿/資料夾。
2. 指導各級同學閱讀外書籍、報章、期刊後，定期紀錄所學，以便檢視學習進程，及時作出反思、改善。	1年	1. 圖書館借閱中文圖書、期刊的數量較以往為多。 2. 同學在課堂完成的閱讀報告(包括：口頭/文字式報告)，成績較以往為佳。 3. 同學具備完整的資料夾。	1. 查核圖書館中文圖書的借書量 2. 查核同學的閱讀報告成績 3. 獎勵機制	統籌：廖杏玲老師 李金霞老師 執行：各級老師	1. 老師需花額外時間檢查紀錄。 2. 老師需安排額外課節在課室裏進行閱讀報告評估。 3. 老師需安排額外課節帶領同學往圖書館 4. 圖書館老師 5. 圖書
3. 訓練各級同學主動承擔，按老師指示，準時繳交功課、編排個人溫習時間表應付測驗、考試，令成績有所進步	1年	1. 同學準時繳交功課。 2. 同學按時早作溫習以應付測驗、考試，成績有進步。 3. 同學認真完成測驗。	1. 同學欠交功課紀錄。 2. 同學的學習態度。 3. 同學的成績表現。	統籌：廖杏玲老師 李金霞老師 執行：各級老師	1. 老師需花時間檢查紀錄。 2. 老師需花額外時間督導同學。
4. 透過資訊科技輔助教學，讓學生接觸外界，進行自學。	1年	1. 大部份同學能利用資訊科技輔助學習	1. 老師觀察及意見。 2. 學生問卷	統籌：廖杏玲老師 李金霞老師 執行：各級老師	1. 電腦 2. 老師需花時間搜集資訊資料。
5. 透過e-class將各班功課日誌、測驗時間、同學的閱讀報告、優秀文章、好書推介等上載，並在各班壁報板設立「中文閣」，培養他們的自覺性，每日定時瀏覽有關資訊及分享佳作。	1年	1. 同學態度積極，樂於自我完善。	1. E-class數據。 2. 老師觀察及意見。	統籌：廖杏玲老師 鄭崢嶸老師 執行：各級老師	1. 老師需花額外時間更新e-class 網頁。 2. 老師需花時間檢查紀錄。 3. 老師需花時間提供資料以更新壁報板。

6. 透過不同深淺程度的提問，鼓勵學生主動學習，老師借回饋引導他們思考，幫助學生內化知識，學會學習。	1年	1. 學生能初步認識及掌握學會學習的策略。	1. 老師觀察及意見。	統籌：廖杏玲老師 李金霞老師 執行：各級老師	老師需花時間鑽研教學技巧並搜集資料。
7. 透過不同課題、活動，例如自行搜集資料、分組報告、互評等，訓練學生的思考、自學能力，並持之以恆，達到學習成果。	1年	1. 學生能初步認識及掌握學會學習的策略。	1. 大部份學生投入活動。 2. 老師觀察及意見。	統籌：廖杏玲老師 李金霞老師 執行：各級老師	老師需花額外時間輔導學生。

乙、 財政預算

A. 預計收入

1. 學校資助(參考：圖書館參考書) (LIB)	\$1500
2. 學校資助 (IT)	\$1000
3. 學校資助(參考書、教具、雜項)	\$6500
4. 學校資助(廣泛閱讀計劃) (CSG)	\$10000
5. 學校資助(課外活動) (ECA)	\$2000
6. 學校資助 (鴻爪集)	\$12000
7. 外判批改 F.5, F.6 作文	<u>\$26500</u>
合計：	<u>\$59500</u>

B. 預計支出

1. 參考書 (LIB)	\$1500
2. 課外活動 (ECA)	\$2000
3. 廣泛閱讀計劃 (CSG)	\$10000
4. IT (光碟)	\$1000
5. 教具及雜項 (影印費、文件夾、錄音機、光碟等)	\$6500
6. 出版文集 (鴻爪集)	\$12000
7. 外判批改 F.5, F.6 作文	<u>\$26500</u>
合計：	<u>\$59500</u>

丙、 小組組員

- 廖杏玲 (主席、中二級精進班老師)
李金霞 (副主席、中六級統籌老師、中三級精進班老師)
何慧蓮 (中一級統籌老師、中一級精進班老師、中一級SEN老師)
洪穎筠 (中二級統籌老師)
石淑英 (中七級文化科統籌老師、中一級輔導班老師)
鄭崢嶸 (中三級輔導班老師)
鄭惠英 (中四、中七級文學科統籌老師、中五級統籌老師)
馮珮珊 (中五及中六級文學科統籌老師、中四級統籌老師)
楊秋菊 (中三級統籌老師、中二級輔導班老師)
陳秋文 (組員)
洪穎生 (組員)

Programme Plan in English (2011/2012)

I. Action Plan

1 Major Concern: To enhance students' English proficiency

Strategies/ Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
(a) Speaking - S1, S2 and S3 will focus on how to handle daily conversation - For S4 – S6, students will learn how to apply different communication strategies in Individual presentation/ Group interaction - For S7, the focal point will be accuracy and fluency	Whole Year	Requirements met for different levels	Pre- and Post-reading tests conducted in each Form and teachers' observation	All English teachers	Worksheets prepared by English teachers
(b) Online Reading Programme for S1 – S7 students	Oct 2011 – Jun 2012	Requirements met for different levels	Teachers' observation and evaluation by service provider	All English teachers	eLearning Fund
(c) S1 - S3 Intensive Classes S1: Writing extended stories S2: Doing project about social issues S3: Doing project about workplace communication	Whole Year	Students write and speak more fluently and willingly	Judged by teachers and evaluations	All English teachers	School
(d) To arouse students' interest in learning English through different activities - English Fridays - Shopping Corner, Readers Theatre & English Café - English Show - Singing Contest - English Campus TV - English Musical - English Week	Whole Year	Provide a language-rich, pressure free and enjoyable environment for learning English, and further increase students' exposure to English.	Teachers' observation and students' questionnaires	All English teachers	School and EES
(e) Cross-curriculum - To develop S1 – S3 Science and Maths curriculum in English. - To conduct bridging courses to enhance students' ability in learning English, Maths, and Science.	Whole Year	The skills requires via cross-curriculum learning	Works judged by teachers	Teachers concerned	School

2. Major Concern: To promote among students a culture of respecting and caring for others

Strategies/ Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
(a) To organize group discussion/ individual discussion in class on topics like How to cure and prevent flu in school/ community and environmental protection in our community in S4 and S5.	Whole Year	Develop confidence in using English in classrooms and social context.	Pre- and post- tests speaking are conducted and teachers' evaluations	S4 and S5 English teachers	Test papers/ worksheets prepared by English teachers

3. Major Concern: To enhance students' ability to self-manage and to learn

Strategies/ Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
(a) Self- and Peer assessment To let students realize their own strength and weakness	Whole Year	Ability of students to handle their work	Judged by teachers concerned	All English teachers	Worksheets prepared by English teachers
(b) To organize students to do the Online English Reading Programmes	Whole Year	Help students build up vocabulary for their studies and daily lives	Evaluations and score sheets by service provider and teachers' observation and reflection	All English teachers	eLearning fund

II. Budget

A. Forecast of Revenue

1. Subject Grant	\$17,902
2. English Extensive Reading	\$10,000
3. Library Fund (LIB)	\$1,500
4. IT Fund (IT)	\$1,500
5. eLearning (IT)	\$31,940
6. Subsidy for Activity (ECA)	\$1,500
7. School Subsidy	\$2,000
8. English Enhancement Grant (EES)	\$22,000
9. Refined English Enhancement Grant	<u>\$524,680</u>
Total:	<u>\$613,022</u>

B. Estimated Expenditure

1. Photocopying	\$7,000
2. Library Books (LIB)	\$1,500
3. Reference Books	\$2,000
4. Reading materials for NSS	\$3,000
5. Extensive Reading Scheme	\$10,000
6. Prizes and gifts	\$2,000
7. Reading materials for Junior forms	\$3,000
8. Online Reading Programme	\$31,940
9. English Club activities	\$1,500
10. Workshops on Drama (EES)	\$20,000
11. English Day and procurement of learning resources (EES)	\$2,000
12. Miscellaneous	\$4,462
13. Refined English Enhancement Scheme	<u>\$524,680</u>
Total:	<u>\$613,022</u>

III. Programme Team

CHAN OI SUM	(CHAIRLADY)	WONG HOI SHAN	(VICE CHAIRLADY)
CHAN SAU WAI	(MEMBER)	CHOI MEI CHU	(MEMBER)
FUNG ROSA	(MEMBER)	KWAN LAI MEI	(MEMBER)
LAM YING YING	(MEMBER)	NG YING PONG	(MEMBER)
STUART ALEXANDER MEAD	(MEMBER)	TAM KIT WAN	(MEMBER)
WAI PUI SAI	(MEMBER)	WAN VIRGINIA	(MEMBER)
WONG WAI LUN	(MEMBER)		

Programme Plan in Mathematics (2011/2012)

I. Action Plan

1. Major Concern: To Promote among Students a Culture of Respecting and Caring for Others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Introduce more group discussions in certain topics	Whole Year	Every Math Teachers has used Discussion Approach at least once	Schemes of work in Form 1 to 3 & Questionnaire	Form 1 to 3 Math Teachers	
(b) Help students to form study groups	Oct 11 – May 12	Every Class has formed Math Study Groups	Group Lists will be collected in every class in Form 1 to 4	Form 1 to 5 Math Teachers	
(c) Encourage students to participate Mathematics activities as competitors or spectators	Oct 11 – May 12	High participation rate in Math Olympiad, Math Marathon and Monthly Math Club Interest Class	Record of Competitors / students participated, Observation by teachers,	WSY, SC, JEL, EY, WIN, CMK, LST, SWH	Hall, AV Room & SAC Reservation, Reference Books
(d) Request students to conduct a statistical HW / project concerning the Community	F1 – 2 Jan 12 – Feb 12 F3 Apr 12 – May 12	F1 students can present the given data with statistical diagrams; F2-3 students can submit a project report of their survey	Teacher's record	Form 1 to 3 Math Teachers	Statistical data from internet

2. Major Concern: To Raise Students' English Proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Add extra 20% questions in English for every quiz & examination for Form 1 to 3	Whole Year	All quizzes & examination papers consists of bonus questions in English for 20%	Collect all examination papers and some quiz sample papers for checking	WSY, SC - checking	
(b) Provide EMI bridging notes for every chapter	Whole Year	EMI bridging notes for every chapter in Form 1 to 3 has printed for students and students show interest on them	Collect all EMI bridging materials for Form 1 to 3 Questionnaire	WSY, SC - collection	English textbooks & reference books for teachers
(c) Arrange about 20% homework in English	Whole Year	F1 & 2 students can solve simple mathematical problems in English	Teacher's record	Form 1&2 ABC Math Teachers	
(d) Joining the Refined EES and design school-based learning packages for Math. in English for CMI Classes in Form 1 to 3	Whole Year	Complete the selected 3 packages and using them for practical teaching	Teachers' observation and students' feedback, Examination Record	SC, CMK (F1&2)	English textbooks & reference books for teachers

3. Major Concern: To Enhance Students' Ability to Self-manage and to Learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Pre-study for each chapter	Whole Year	Students have the practice to do pre-study by themselves	Questionnaire, teachers' observation	All Math teachers	
(b) Teaching strategy for learning to learn e.g. questioning skills, planning, projects, Internet, etc.	Whole Year	Teachers used various teaching approaches to guide students learning in more efficient ways	Questionnaire	All Math teachers	
(c) Mathematics Reading Scheme (Form 1 to 3)	Oct 11 – Nov 11	Every Form 1 to 3 Students have prepared a book report for Mathematics Interest Books	Teachers' Record	Form 1 to 3 Math Teachers	Plenty of Math reading books
(d) Help students to manage the Table of Contents in HW Books	Whole Year	Every homework books has a neat table of content showing details of homework given	Panel Heads' HW books Inspection Record	All Math teachers	A newly designed Table of Contents is made
(e) Management of quizzes & examination papers, reading reports, projects, etc.	Whole Year	Students used a folder to collect all major CA items	Teachers' observation	Form 1 to 4 Math Teachers	
(f) Award for punctuality in handling HW & award for students doing extra questions	Whole Year	Award students doing well in the mentioned issues regularly	Questionnaire	All Math teachers	Gifts for students

II. Budget

A. Forecast of revenue

1. School Subsidy for Teaching Reference & Aids	\$1500
2. Subsidy for Math Club Activities (ECA)	\$3900
3. Library Fund to purchase Books (LIB)	\$1500
4. IT Fund (IT)	<u>\$1000</u>

Total: \$7900

B. Estimated expenditure

1. IT Teaching Aids (IT)	\$1000
2. Reference Books and other Teaching Aids for Teachers	\$1500
3. Library Reference Books (LIB)	\$1500
4. Mathematical Activities (ECA)	<u>\$3900</u>

Total: \$7900

III. Programme Team

WONG SAI YIU	(WSY)	(CHAIRPERSON)
CHANG SIU CHING	(SC)	(VICE-CHAIRPERSON)
CHOW MAN KIT	(CMK)	(MEMBER)
CHU KA HO	(CKH)	(MEMBER)
LEUNG WING CHING	(WIN)	(MEMBER)
LI SIN TING	(LST)	(MEMBER)
LIN SHING HOI	(JEL)	(MEMBER)
SO WAI HUNG	(SWH)	(MEMBER)
TSANG HING FUNG	(HF)	(MEMBER)
YUE HON LIM	(EY)	(MEMBER)

Programme Plan in Liberal studies (2011/2012)

I. Action Plan

Major Concern 1: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(1) Assign two students in each class to keep the homework or other materials distributed during lesson for those who are absent / leave early from class	Whole Year	<ul style="list-style-type: none"> ✓ Students who are assigned for this task can fulfill their duties ✓ Students who applied for sick leaves can still catch up with the flow of the lesson 	<ul style="list-style-type: none"> ✓ Students responsible can perfectly finish the job ✓ The percentage of homework that can be handed in on time for those who applied for sick leaves / left early. 	<ul style="list-style-type: none"> ✓ Subject teachers 	Prizes will be given for the helpers who are responsible for the job
(2) Using examples, especially in selected daily issues of catering others in the teaching content (especially in the module <i>Identity</i>)	Whole Year	<ul style="list-style-type: none"> ✓ Students can list some famous examples of non-profit making organizations and their doings 	<ul style="list-style-type: none"> ✓ The number of examples quoted by students ✓ The relevancy of the examples quoted 	<ul style="list-style-type: none"> ✓ Subject teachers 	Nil
(3) Encourage high achievers to help students with lower ability	Whole Year	<ul style="list-style-type: none"> ✓ Study groups will be formed. The criteria in forming the study group will be based on the general results of the students. Each group should contain high achievers, mediocre students and low achievers. 	<ul style="list-style-type: none"> ✓ The frequency of meetings hold by the study groups ✓ The improvement in marks by the low achievers after receiving the help from classmates 	<ul style="list-style-type: none"> ✓ Subject teachers 	Prizes will be given for the most improved study groups.
(4) Promote the atmosphere of respect when other students are expressing their points of views of an issue	Whole Year	<ul style="list-style-type: none"> ✓ Students can appreciate the art of listening when their classmates are presenting their ideas during the sharing section 	<ul style="list-style-type: none"> ✓ The atmosphere is quiet during presentations ✓ Appropriate comments in after the present 	<ul style="list-style-type: none"> ✓ Subject teachers 	Nil

Major Concern 2: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(1) English terms concerning each area of study will be introduced during lessons	Whole year	✓ Students could remember the terms taught in lessons	✓ For F.1 to F.3 students, tests will be given as 1 of the criteria in continuous assessment. >70% of the students can get a pass in the test	✓ Subject teacher ✓ Form co-coordinators	Nil
(2) Students in F. 3 are required to have one part of their presentation of ideas in English in selected topics	2 nd term of the year	✓ Students are capable to present their ideas in simple English	✓ Short presentations or comments in English will be required after watching the programme will be required.	✓ WK	Clips of the selected video programmes

Major Concern 3: To enhance student's ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(1) A portfolio of worksheets and newspaper cutting should be kept	Whole year	✓ Students are able to select appropriate newspaper cutting for the chapter being taught for use (For 1D, 2D and 3D) ✓ By sharing the portfolio with other classes, students can obtain extra information with ease and understand the way of data-banking.	✓ Students would be able to select and keep their information properly ✓ Appraisal on their newspaper cutting will be carried out on a bi-monthly basis	✓ Subject teachers ✓ WK and JWM	Nil
(2) The punctuality on handing in homework	Whole year	✓ Students are capable and be alert to hand in their homework on time	✓ >85% of students can hand in their homework on time	✓ Subject teachers	Nil

II. Budget Plans

A. Forecast of revenue

	\$	\$
1. Government Funding for hiring an extra teacher	205,516.40	
2. School subsidy for hiring an extra teacher	<u>61,288.60</u>	266,805
3. School Subsidy for Teaching Reference & Aids		6,000
4. Library Fund to purchase Books (LIB)		1,500
5. IT Fund (IT)		<u>500</u>
Total:		<u>274,805</u>

B. Estimated expenditure

	\$	\$
1. Teaching aids		
➤ teacher's reference books	4,000	
➤ L.S. programme services bought from service providers	<u>2,000</u>	6,000
2. IT teaching aids (IT)		500
3. Library Reference Books (LIB)		1,500
4. Salary (MPF included) for the extra L.S. teacher		<u>266,805</u>
Total:		<u>274,805</u>

III. Programme Team

Mr. CHOW, Shu Wai	(CHOW)	Chairman
Mr. CHU, Wing Kei	(WK)	Vice-Chairman
Ms. CHAN, Tim Yee	(CTY)	Member
Mr. JIM, Wing Man	(JWM)	Member (Teaching Assistant)
Mr. LAM, Kwok Leung	(LKL)	Member
Mr. LAM, Ting Yu	(LTY)	Member (I.T., share folder and teaching resources Co-ordinator)
Ms. LI, Chun Lee	(LCL)	Member (NSS IES Co-ordinator)
Ms. TIN, Wai Ping	(TYP)	Member (L.S. documents Co-ordinator)
Mr. TSANG, Hing Fung	(HF)	Member
Mr. WONG, Chi Ping	(WCP)	Member (Activities Co-ordinator)

Programme Plan in Physics (2011/2012)

I. Action Plan

1. Major concern: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To promote students' attitude of respecting and caring for other students.	Whole school year	Students should learn how to get along with other students. Develop students' attitude of mutual respect and cooperation during class discussion and laboratory lessons.	Judged by students' performances in class and cooperation during laboratory lessons.	Chu Ka Ho Sze Shiu Yik Chan Man	Sufficient teaching time

2. Major concern: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
In order to raise F.3 students' proficiency in English, two topics will be taught in English to all Form 3 students.	Whole school year	Students can answer correctly at least 70 % of the questions set in English related to these two topics.	Based on students' responses in class and performances in tests and examinations.	Chan Man	Supplementary worksheets.

3. Major concern: To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Explain to students the objectives of learning Physics. Request students to fulfill the two basic requirements: 1. Bring the Physics textbook to school for each lesson. 2. Hand in the homework on time	Whole school year	At least 90 % of the students in each class bring their Physics textbooks to school for each lesson and 80 % of the students hand in their homework on time.	Judged by students' frequency of bringing their Physics textbooks to school for each lesson and handing in their homework on time.	Chu Ka Ho Chan Man Sze Shiu Yik	

II. Budget Plan

A. Forecast of revenue

1.	School subsidy for teaching resources	
	Teaching aids: videotapes, CD-ROMs, reference books	\$500
2.	School subsidy for library books (LIB)	\$650
3.	School subsidy for consumables (LAB)	\$10,000
4.	School subsidy for equipments (LAB)	\$10,500
5.	School subsidy for IT (IT)	\$600
6.	School subsidy for extra-curricular activities of Science Association (ECA)	<u>\$350</u>
	Total:	<u>\$22,600</u>

B. Estimated Expenditure

1.	Teaching resources	
	Teaching aids: videotapes, CD-ROMs, reference books	\$500
2.	Library books (LIB)	\$650
3.	Laboratory: equipments and consumables (LAB)	\$4,000
4.	Laboratory: new equipments for NSS (LAB)	\$16,500
5.	CD-ROMs, etc. for IT (IT)	\$600
6.	Extra-curricular activities of Science Association (ECA)	<u>\$350</u>
	Total:	<u>\$22,600</u>

III. Programme Team

CHU KA HO	(CHAIRPERSON)
CHAN MAN	(MEMBER)
SZE SHIU YIK	(MEMBER)

Programme Plans in Chemistry (2011/2012)

I. Action Plan

Major Concern 1: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Assign two students to keep the homework or other materials distributed during lesson for those who are absent from class	Whole Year	<ul style="list-style-type: none"> ➤ Students who are assigned for this task can fulfill their duties ➤ Students who applied for sick leaves can still catch up with the flow of the lesson 	<p>Students responsible can perfectly finish the job</p> <p>The percentage of homework that can be handed in in time for those who applied for sick leaves.</p>	NWP, HG, KAM, 2 student helpers selected from class	Prizes will be given for the helpers who are responsible for the job
2. Encourage high achievers to help students with lower ability (study group formation)	Whole Year	<ul style="list-style-type: none"> ➤ Several study groups will be formed. High achievers will be allocated with mediocre students and low achievers 	The improvement in marks by the low achievers after receiving the help from groupmates	NWP, HG, KAM	Prizes will be given for the most improved students and the corresponding group members
3. Promote the atmosphere of respect when other students are expressing their points of views of an issue	Whole Year	<ul style="list-style-type: none"> ➤ Students can appreciate the art of listening when their classmates are presenting 	<p>The atmosphere is quiet during presentations</p> <p>Appropriate comments after the present</p>	NWP, HG, KAM	Nil

Major Concern 2: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Numerous English chemistry terms will be introduced during lessons	Whole year	➤ Students could remember the terms taught in lessons	>90% of the terms will be remembered during random tests in class	NWP, HG, KAM	Nil
2. Add Extra 20% questions in English for every quiz & examination in F.3	Whole Year	➤ All quizzes & examination papers consists of bonus questions in English for 20%	Collect all examination papers and some quiz sample papers for checking	NWP, HG	Nil
3. Provide EMI bridging notes for every chapter in F.3	Whole Year	➤ EMI bridging notes for every Chapters in Form 3 has printed for students and students show interest on them	Collect all EMI bridging materials for Form 3, Questionnaire	NWP, HG	English Textbooks & Reference books for teachers
4. Arrange about 20% homework in English in F.3	Whole Year	➤ F3 students can solve simple chemistry problems in English	Teacher's record	NWP, HG	Nil

Major Concern 3: To enhance student's ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. The punctuality on handing in homework	Whole year	➤ Students are capable and be alert to hand in their homework on time ➤ Award students doing well in the mentioned issues regularly	>80% can hand in their homework on time	NWP, HG, KAM	Gifts for students
2. Pre-study for each Chapter	Whole Year	➤ 70% o the students have the practice to do pre-study by themselves.	Teachers' observation	NWP, HG, KAM	Nil
3. Help students to manage the Table of Contents in HW Books	Whole Year	➤ Every homework books has a neat table of content showing details of homework given	Panel Heads' HW books Inspection Record	NWP, HG, KAM	A newly designed Table of Contents
4. To promote self-learning through eClass by providing more updated eClass learning materials	Whole Year	➤ 60% of students make use of eClass	Records of eClass	NWP, HG, KAM	To promote self-learning through eClass by providing more updated eClass learning materials

II. Budget Plan

A. Forecast of revenue

1. Science CSG (LAB)	\$10,000
2. School subsidy for consumables and equipment (LAB)	\$9,300
3. Activities (ECA)	\$350
4. IT subsidy (IT)	\$600
5. Library books (LIB)	\$650
6. School subsidy for Teaching Aids and consumables	<u>\$3,500</u>

Total: \$24,000

B. Estimated expenditure

1. School subsidy for consumables (LAB)	\$8,300
2. School subsidy for equipment (LAB)	\$11,000
3. Activities (ECA)	\$350
4. IT subsidy (IT)	\$600
5. Library books (LIB)	\$650
6. Teaching Aids and References for Chemistry	\$3,000
7. Prizes for Chemistry quizzes and projects; Stationery	<u>\$500</u>

Total: \$24,400

III. Programme Team

Mr. NG, Wa Piu Henry	(NWP)	(Chairperson)
Mr. TSE, Kam Hung	(HG)	(Member)
Mr. HO, Kam Wing	(KAM)	(Member)
Mr. LAW, Chi Wai	(LCW)	(Lab. Technician)

Programme Plan in Biology (2011/2012)

I. Action Plan

Major concern 1: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
A. To create a warm learning atmosphere and state the importance of respect and caring for others in class, especially during questioning, discussion and presentation	Whole school year	Most students (more than 75%) can show respect and caring for others.	Observations by subject teachers especially during questioning, discussion and presentation.	Subject teachers	Good caring of students and persistence by teachers.
B. To develop the students' attitude in caring for others in doing experiments	Whole school year	Most students (more than 75%) are co-operative with their team-mates and are able to finish the experiments in time.	Assessed by subject teachers and the number of accidents in experimental lessons.	Subject teachers and Laboratory technicians.	Sufficient time for explanation of the experiment and good caring of the students by the teachers so as to set as a good example.

Major concern 2: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
A. To introduce essential biological terms and knowledge in English: i. For all the F.3 students, Chapter 5 ' Food and humans' will be taught in English (in co-operation with the Refined English Enhancement Scheme, REES)	Second term	i. More than 50% of students can answer simple questions set by teachers with acceptable standard of spoken or written English	i. Assessed by teacher	F.3 subject teachers	Sufficient teaching time, worksheets
B To set some questions in English in tests or/and examination papers as the bonus section for the F.3 students	Whole school year	Most students (more than 75%) attempt more than half of the questions	School tests or/and examinations results and the answers by which the students provided in the papers	F.3 subject teachers	Teachers' general documentation
C. To give bonus marks for the students doing the newspaper cuttings in English	Whole school year	Most students (more than 60%) who hand in the newspaper cuttings in English show the acceptable standard of English	Assessed by subject teachers	F.4 – F.7 subject teachers	Worksheets
D. To enhance students the ability in reading: i. Request F.4, F.5 students (especially the English Class) to read and understand selected passages of biological knowledge in English and write a brief report.	Whole school year	i. Most students (more than 60%) can express their ideas and write the brief report with acceptable standard of English	Assessed by subject teacher	F.4 and F.5 subject teachers	Clear and detailed instructions with adequate assistance provided by the subject teachers

Major concern 3: To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
A. To train students the habits of i. filling in the homework record forms properly; ii. filing all the notes, laboratory reports, worksheets, etc. in a folder systematically; iii. handing in assignments according to the teachers' instructions.	Whole school year	Most students (more than 75%) can i. fill in the homework record form properly; ii. file the notes, laboratory reports, worksheets, etc. in a folder systematically; iii. hand in assignments according to the instructions set by teachers	Inspections of i. the homework record forms ii. students' folders iii. subject teachers' records	Subject teachers	Homework record forms, well-organized sets of notes, laboratory reports, worksheets, etc., folders
B. For F.3 students: As to co-operate with the strategies of the School "Self-management team", teachers have to monitor the students to record the assignments and tests in the students' handbooks	First term	Most students (more than 75%) can make the accurate records	Inspection of the students' handbooks, records from the School "Self-Management Team"	F.3 Subject teachers	Good caring of students by teachers
C. To remind and monitor students to perform their experiments in a well-ordered way and to keep the apparatus tidily	Whole school year	Most students (more than 75%) can perform their experiments in a well-ordered way and are able to finish the experiments in time	Inspections by the teachers and numbers of accidents in experimental lessons	Subject teachers and Laboratory technicians	Sufficient time for explanation of the experiment and good caring of the students
D. For F.3 students: As to co-operate with the strategies of the School "Self-management team", teachers have to point out the relationship between having a healthy life style and good self-management	Second term	Most students (more than 75%) can understand the importance of having a healthy life style	Assessed by the subject teachers	F.3 Subject teachers	Good caring of students by teachers and sufficient teaching time
E. To encourage students to do pre-lesson work	Whole school year	Most students (more than 75%) are able to answer the questions set by the teachers	Assessed by the subject teachers	Subject teachers	Clear instructions made by subject teachers
F. To make use of the E-class as a platform for promoting autonomous learning	Whole school year	Most students (more than 75%) make use of the E-class to arouse their interest in studying biology	E-class login frequency	Subject teachers	Sufficient storage space in E-class, teachers' prepared E-learning materials

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
G. To conduct more group discussions and small group projects	Whole school year	Most students (more than 60%) show the abilities to learn from the peers	Observations during the discussions and the level of conclusions they made after the discussions	Subject teachers	Sufficient teaching time, teachers' general documentation.

II. Budget Plan

A. Forecast of revenue

1. School subsidy for teaching resources:

Teaching reference books	\$1,500
Library books (LIB)	\$650
IT teaching resources (IT)	\$600

2. Funds for the laboratory (LAB)

Biology CSG	\$10,000
School subsidy for the laboratory consumables and equipment	\$11,700

3. School subsidy for extra-curricular activities of the Science Association (ECA) \$350

Total: \$24,800

B. Estimated expenditure

1. Teaching resources	\$2,750
2. Laboratory consumables (LAB)	\$9,900
3. Laboratory equipment (LAB)	\$11,800
4. Extra-curricular activities of the Science Association	<u>\$350</u>

Total: \$24,800

III. Programme Team

MS CHENG SUET YING RUFINA	(RC)	Chairperson
MR. CHEN YAU HIP	(YAU)	Member
MR. LEUNG WING CHING	(WIN)	Member
MR. HUNG KA LUNG	(HKL)	Member (Laboratory technician)

綜合科學科工作計畫 (2011/2012)

一. 工作計畫

1. 關注事項：提昇學生尊重及關愛別人的文化

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 老師以身作則，鼓勵同學互相尊重及關愛 2. 利用本科課程中公民教育部分，提昇同學對社會和環境的關注，從而更懂得尊重和關愛他人 3. 安排小組活動，例如實驗活動或專題研習，增加同學互相尊重及關愛的機會	全年	1. 有70%同學懂得尊重和關愛別人	1. 老師觀察 2. 評估學生在小組活動中的表現和態度	科任老師	

2. 關注事項：提昇英語能力

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 在課程中滲入 a) 加強學生的語文訓練，如包括英譯的科學名詞及用語 b) 制定深淺程度不同的練習，令各學生均有適當的刺激和訓練 c) 對程度較弱的學生進行課後輔導 2. 在考試試卷中額外加入20%英文題目，作為獎勵，鼓勵同學多作溫習英語	全年	1. 同學能理解學習的內容 2. 考試中英文题目的平均合格率達50%以上	1. 老師觀察 2. 評估學生學業成績	科任老師	雙語筆記

3. 關注事項：自我管理，學會學習

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 提高學生的實驗技能及安全意識，並懂得自律 a) 持續及全面性指導及評估學生的實驗技能及態度 b) 增強學生在實驗室的安全意識 c) 改善學生在實驗室的秩序	全年	1. 100%同學能適當使用儀器進行實驗 2. 80%同學於指定時間內完成實驗 3. 無嚴重實驗意外發生	老師觀察 檢閱實驗報告	科任老師	實驗報告
2. 培養學生對科學與科技的興趣，提昇自我學習的動機 a) 進行班際科學創作比賽 b) 科任老師共同擬定活動細則，如所需物料、科學原理	下學期	1. 100%同學參與創作活動 2. 70%同學於指定時間內完成及提交	統計參與人數	科任老師 科組長	有關物料
3. 課業 a) 監察同學利用手冊記錄課業 b) 配合校方的家課及持續評估政策，獎勵表現良好及準時交功課的同學	全年	1. 100%同學記錄課業 2. 80%同學準時提交課業 3. 50%同學達中上成績	老師批改課業。	科任老師	
4. 「科學」新聞剪報寫感想 a) 鼓勵學生閱讀報章 b) 進行新聞剪貼活動，同學並用文字表達出對該段新聞的感受或作出反思	全年	1. 100%同學參與閱報寫感想活動 2. 70%同學能運用通順的文字寫出對新聞的感想或評價	1. 收集新聞剪貼簿 2. 檢視同學所寫的文字	科任老師	剪報工作紙

二. 財政預算

A. 預計收入

1. 學校資助

a) 教具及參考書資助	\$300
b) 學生圖書津貼 (LIB)	\$650
c) 資訊科技津貼 (IT)	\$600
d) 學校課外活動津貼 (ECA)	\$350

2. 綜合科學科 CSG(LAB) \$10,000

3. 學校津貼 \$4,000

總收入：\$15,900

B. 預計支出

1. 教學資源	a) 教具及參考書	\$300
	b) 學生圖書 (LIB)	\$650
	c) 教學軟件 (IT)	\$600
	d) 理科學會活動費(ECA)	\$350

2. 實驗室開支 a) 經常性開支 (LAB) \$5,000

b) 非經常性開支 (LAB) \$9,000

總支出：\$15,900

三. 小組組員

謝錦雄	主席及中二級聯絡人	張志雄	中一級聯絡人
黎志亮	科任老師	陳 旻	科任老師
李倩婷	科任老師	蘇偉雄	科任老師
吳華彪	顧問老師	羅志偉	實驗室助理

中國歷史科工作計劃(2011/2012)

一、工作計劃

1.教學目標：讓學生認識和欣賞中國的傳統文化，掌握中國歷史的發展脈絡，培養學生明辨是非、對史事的組織、綜合及分析能力

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
- 中一至中三級(初中) - 因應學生的興趣和程度編訂全年教學進度及教學重點	2011年9月 至 2012年7月	以學生的課堂表現和成績反映成果	根據學生的課堂表現、持續評估和考試成績作出評估	中一：CY、YU 中二：CY、YU、LCF 中三：SY、LCF	學校津貼
- 中四至中六級(文憑) - 中七級(預科) - 因應公開考試課程編訂教學進度	2011年9月 至 2012年7月	以學生的校內、校外成績反映成果	根據學生的持續評估和考試成績作出評估	中四：LCF 中五：LCF 中六：SANG 中七：LCF	高中課程需要老師接受更多培訓
- 鼓勵同科老師互相觀課，討論教學重點及技巧	2011年 10月至 2012年4月		由學校「同儕觀課小組」作評估	所有中史科任教老師	

2.教學目標：透過推行學科及學會活動，配合學校周年計劃，提高學生學習中國歷史文化的興趣；通過活動培養及加強學生自我管理及學習能力

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
探究式學習： 引導學生自行探究、運用高階思維分析、比較及詮釋歷史資料、找出偏頗的觀點，以及根據證據作出合理的判斷	2011年9月 至 2012年7月	以學生的評論題習作及課堂表現反映	學生的評論題習作成績及課堂表現所得的分數	所有中史科任教老師	出版社及網上提供的歷史資料、坊間的教學資料
籌組中史學會	2011年9月	成功籌組	運作順利	SANG, LCF	學校津貼
中一至中五級 專題報告或模型製作比賽	2012年2月 至 2012年4月	以學生的製作成品反映	學生的作品計入持續性評估	所有中史科任教老師	
中一至中三級 中史問答比賽	2012年3月 至 2012年4月	通過學生對活動的參與和反應反映	看現場氣氛及比賽成績進行評估	中一：YU 中二：CY 中三：LCF	
參觀(中一至中六)	約於2011年 11月	能否提升學生對香港歷史的認識	學生參與和投入的程度	SANG	學校津貼

3.教學目標：配合學校周年計劃-----提昇學生尊重及關愛別人的文化

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 協助學生實踐尊重別人的學習態度 2. 在課程內加入關愛尊重的元素，以歷史名人如三國時代政治人物的成敗得失去說明關愛尊重的重要性。	2011年9月 至 2012年7月	1.成功培養發問，討論和評論別人的尊重文化 2.學生以史為鑑，明自關愛尊重別人的重要性。	評估本科課程內涉及關愛尊重的元素的比例	負責任教老師	規劃課程
3. 讓學生實踐關愛同學的生活態度		讓學術上較強的學生幫助其他較弱的同學	小組的功課和專題研習成果	負責任教老師	學生分組

二、 財政預算

A. 預支收入

1. 學校津貼

(a) 中史學會 (ECA)	\$600
(b) 購置教材 (IT)	\$300
(c) 購置中史圖書 (LIB)	\$500
(d) 購置參考書及雜用	\$600
合計	<u>\$2000</u>

B. 預計開支

(a) 中史學會活動經費 (ECA)	\$600
(b) 購置本科教學光碟等 (IT)	\$300
(c) 購置中史書 (LIB)	\$500
(d) 購置參考書及其他雜用	\$600
合計	<u>\$2000</u>

三、 小組成員

洪穎生 (SANG)	(主席)	石淑英 (SY)	(組員)
楊秋菊 (CK)	(組員)	廖智芳 (LCF)	(組員)
余偉強 (YU)	(組員)	何祥有 (CY)	(組員)

歷史科工作計劃 (2011/2012)

I. 行動計劃

1. 關注事項: 提昇學生尊重及關愛別人的文化

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
1. 協助學生實踐尊重別人的學習態度 2. 在課程內加入關愛尊重的元素，例如以希特拉獨裁的納粹黨時代，從反面證明缺乏關愛尊重少數民族的嚴重後果。	2011-12	1 成功培養發問,討論和評論別人的尊重文化。 2 學生以史為鑑，明白關愛尊重別人的重要性。 3 在外出參觀時，同學能夠互相照顧。	1 老師及學生問卷 2 評估本科課程內涉及關愛尊重的元素的比例	歷史科老師	歷史科老師
3. 讓學生實踐關愛同學的生活態度		3 協助新學制中六生和舊制會考轉制生多多交流，互相幫助。	3老師及學生問卷		

2. 關注事項: 提昇學生英語能力

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
1. 透過問書，寫綱目及 PQRS 閱讀法，教導學生閱讀多元化的歷史資料及課文，可以提昇學生的閱讀能力。學生學習以段落形式回答長題目，亦可以鍛練書寫技巧。老師教授學生將以上兩種能力，轉移至英文科。 2. 因為文史一向不分家，本科透過研習西方歷史，使學生明白部份英文的歷史來源，增加學習英語的趣味。 3. 加強中三學生掌握歷史科基本辭彙的能力。	2011-12	學生的閱讀及寫作能力有進步	1 老師及學生問卷 2 分析學生在歷史科考試資料題及長題目部份的分數	歷史科老師	歷史科老師

3. 關注事項: 加強學生自我管理及學習能力

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
<p>1. 學習歷史科的目標</p> <p>簡介學習歷史科的目標，以提升學生的學習動機。老師強調學習歷史科有趣，有用，又易學。</p> <p>a 歷史學者並不單靠背誦資料。歷史事件本身是不變的，但《歷史是什麼》作者卡爾說「不同的歷史詮釋乃基於詮釋者不同的身份及角度，看歷史的人，同樣基於本身的身份的角度，…學習歷史是現在與過去的一席無止境的對話。」所以歷史的解釋是因人而異，學生將會體會批判性思考技巧及多角度思考的樂趣。</p> <p>b 黑格爾說「人類從歷史得到的唯一教訓是，人類沒有從歷史得到教訓」，但軍事評論家馬鼎盛先生卻說「當你對歷史有所了解，你必然對現實有更深刻的理解，對將來的展望也會比較準確。」歷史科也有實用性，可以加深學生對自己、社會及世界的了解，培養全球視野，幫助學生審時度勢。</p> <p>c 歷史科在發展學生的一般人文學科共通能力（如批判性思考、探究能力等）的同時，也著重培養他們的歷史探究技能。學生在學會學習後，自然可以較輕鬆地學習本科。</p>	2011-12	大部份老師及學生認清學習歷史科的目標	老師及學生問卷	歷史科老師	歷史科老師
<p>2. 教學策略</p> <p>a 在課程方面，微調中三課程，而新高中課程的選修部份亦按學生的興趣及能力，選取了歷史議題探究部份，以便照顧學生的需要。課業及試卷的擬定均重點提升學生修讀歷史的興趣及能力。</p> <p>b 本科將會透過採用各種教學策略，加強同學的自學精神、能力及自信心。</p> <p>1. 鼓勵學生做預習</p> <p>教授一系列學習方法，幫助學生提升學習能力，學會學習，例如PQRST閱讀法將學習分成五個步驟：Preview預覽、Question發問、Read閱讀、State表述及Test測驗，其中預覽部份和預習的背後理念相若。</p> <p>2. 探究式學習</p> <p>教師將擔當學習促進者的角色，以「開放式」的問題引導學生自行探究、運用高階思維理解及分析資料、比較及詮釋歷史資料、找出偏頗的觀點，以及根據證據作出合理的判斷。</p> <p>3. 從閱讀中學習</p> <p>透過PQRST閱讀法，教導學生閱讀多元化的歷史資料，可促進學生對所研習課題的理解，並學會尊重不同的觀點、根據不同的詮釋作出合理的判斷，進而提升學生對歷史研習的興趣。</p> <p>4. 有效的提問</p> <p>在課堂教學中，教師多運用提問及回饋。藉著提問及回應學生的答案，教師可引導及調整學生的思考與學習，激發學生的好奇心。</p>	2011-12	學生能夠初步認識及掌握學會學習的策略	老師及學生問卷	歷史科老師	歷史科老師

策略及工作	時間表	成功準則	評估方法	負責人	所需資源
3. 習作 a配合家課小組及CA小組，獎勵準時交功課的學生。 b鼓勵學生填寫歷史科課業及測驗自評及外評表，使學生可以根據合格的標準，衡量自己是否達標，養成自主學習的習慣。學生通過比較自評及老師外評兩項成績，修正自評的鬆緊度，最終學會自我評估自己的習作水平。	2011-12	學生認真填寫課業及測驗自評及外評表 大部份學生	學生習作課業及測驗自評及外評表	歷史科老師	歷史科老師
4. 測驗及考試 a配合CA小組，推行持續性及多元化評估，使老師更能在學生的學習過程中，教導學生學會學習。 b在日常功課及測驗，加入學會學習策略的元素，令學生重視自學的技巧。新高中老師將會在日常的功課及測驗中，撥出約一成分數，要求學生問書，寫綱目及畫心智圖。	2011-12	生學會部份學習策略	CA課業及測驗自評及外評表	歷史科老師	歷史科老師
5. 活動 安排不同的學習活動，以照顧學生興趣、能力及個性的差異，如問答比賽、分組討論、辯論及電影欣賞等讓他們從實踐中學習；培養學生之歷史代入感。	2011-12	大部份學生能夠投入活動	歷史科科務會議老師及學生問卷	歷史及初中通識科老師	活動費約\$1000
6. 資訊科技 a互聯網為學生提供了一個接觸外界的渠道，是學習歷史的重要工具。課堂中利用資訊科技輔助教學，盡可能使用多媒體手段，讓課堂“有聲有色”地“動起來”，亦有利於提升教學效能。 b提供有用網址，鼓勵學生自學，例如是 中文大學歷史資源網簡介 http://www.fed.cuhk.edu.hk/history/index.html 香港史網頁 http://subject.skhlkyss.edu.hk/chist/hkhistory/index.htm 教育城教學資源庫 其他領域→課程：個人、社會及人文教育→歷史→S1-S3 http://resources.hkedcity.net/ 母語教學支援中心 http://www.cmi.hku.hk/index.htm	2011-12	大部份學生能夠利用資訊科技輔助學習	歷史科科務會議老師及學生問卷	歷史科老師	歷史科老師

二. 財政預算

A. 預計收入

1.	歷史學會津貼 (ECA)	\$500
2.	圖書津貼 (LIB)	\$400
3.	資訊科技津貼 (IT)	\$400
4.	學校津貼	<u>\$200</u>
	合計：	<u>\$1500</u>

B. 預計支出

1.	資訊科技支出 (IT)	\$400
2.	圖書支出 (LIB)	\$400
3.	參考書	\$200
4.	歷史科小測、專題研習、文具等獎品 (ECA)	<u>\$500</u>
	合計：	<u>\$1500</u>

三. 小組組員

鄭展明	(主席)
王偉倫	(組員)
馮秀貞	(組員)

Programme Plan in Geography (2011/2012)

I. Action Plan

1. Major Concern 1: To promote among students a culture of respecting and caring for others

Strategies/Tasks	Time Scale	Success Criteria	Method of Evaluation	Materials needed
Group Project (2 to 3 students a group)	F4: March – May 2011 F5: March- May 2011	Students are able to collaborate and cooperate. Students show appreciation to their group mates. Students' friendship is promoted.	General observation of students' behaviour. Evaluation meeting between teacher and students.	---

2. Major Concern 2: To increase students' English proficiency

Strategies/Tasks	Time Scale	Success Criteria	Method of Evaluation	Materials needed
F4 –F5: Introduce some related English key words in classroom teaching	Throughout the year	Students know the meaning of the taught English keywords.	Provide some questions to test students' understanding of English key words in tests (four times in a year).	---
F6 – F7: (1) Encourage students to speak more English in classroom (2) 30% of the lessons to be conducted in English (3) Use appropriate English videos for teaching. (4) Give more emphasize on English grammar and sentence structure in marking.	Throughout the year	Students are able to play more effort on studying English language and show improvement in the use of English language in their homework.	Evaluation meeting between teacher and students.	Related videos in English

3. Major Concern 3: To enhance students' ability to self-manage and to learn

Strategies/Tasks	Time Scale	Success Criteria	Method of Evaluation	Materials needed
F4: Encourage students to pre-study before a topic is being taught.	Throughout the year	60% of F4 students are able to finish the pre-study homework.	General observation of students' behaviour. Evaluation meeting between teacher and students.	pre-study homework
F6 and F7: Give the students a schedule of revision tests. Teach and remind the students to manage their time wisely from time to time.	Throughout the year	70% of the students know the schedule well and are able to draft a timetable for revision.	General observation of students' behaviour. Evaluation meeting between teacher and students.	a schedule of revision tests
To promote self-learning through eClass by providing more updated eClass learning materials	Throughout the year	60% of students make use of eClass	Records of eClass	Record of eClass

II. Budget

A. Forecast of revenue

1. Subsidy for Geography Club (ECA)	\$800
2. Subsidy for transportation (ECA)	\$2,000
3. School Subsidy for library books (LIB)	\$650
4. School Subsidy for reference book	\$300
5. IT Fund (IT)	\$300
Total:	<u>\$4,050</u>

B. Estimated expenditure

1. Expenditure on Geography Club (ECA)	\$800
2. Transportation (ECA)	\$2,000
3. Library books (LIB)	\$650
4. Reference books	\$300
5. IT software (IT)	\$300
Total:	<u>\$4,050</u>

III. Programme Team

CHAN YIN (LC) CHAIRPERSON

Programme Plan in Economics (2011/2012)

I. Action Plan

Major Concern 1: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Using examples of catering others in the teaching content, like external cost, external benefit, income distribution issues etc.	Whole year	Student can remember the examples and point out the importance	No. of examples used in the teaching concerning catering others	LKL	
(b) Encourage high ability student to help low ability students	Whole year	Students would be willing to offer help to others.	Comment from student	LKL, Chow	A prize for the best helper, around \$300 for 6 classes in HKDSE.
(c) Promote cooperative learning	Whole year	Student would be eager to discuss econ academic content without hesitation	Group learning condition	LKL, Chow	

Major Concern 2: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) English spelling enhancement teaching on Economics terms	Whole year	Student should understand the principle on remember the terms and answering English	Accuracy on English spelling on Economics terms	LKL	
(b) Learn by copying in main point in NSS Economics	Whole year	Student should be able to present economics answer in fluency English	Accuracy in English in exams	LKL	
(c) Continuous dictation of economics terms for NSS Economics class	Whole year	High marks and willingness in dictation	Marks statistics	LKL	
(d) Provision of English learning tools for Economics class	Whole year	Student's willingness in using the tools	Oral statistics for using the learning tools	LKL, Chow	
(e) Display economics terms and conservations in the broad of economics club	Jan 12- Apr 12	Student knows about the showing	Ask students whether they know the word showing.	LKL	

Major Concern 3: To enhance student's ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Raise the awareness of finishing homework	Whole year	Students can finish their homework on time	No. of student fail to hand in homework	LKL, Chow	
(b) Economics booth game	3 times a year	Students' willingness in designing, making and participating in the games	Number of students participated	LKL, Chow	\$300 for gift
(c) Class game self-managed by students	at least 3 times	Student should learn how to follow the game rules to exploring by themselves	Performance of students in learning	LKL. Chow	Game tools

II. Budget

A. Forecast of revenue

1. School Subsidy for Teaching Reference & Aids	\$600
2. Subsidy for Econ Club Activities (ECA)	\$300
3. Library Fund to purchase Books (LIB)	\$650
4. IT Fund (IT)	<u>\$300</u>
Total:	<u>\$1850</u>

B. Estimated expenditure

1. Teaching Reference & Aids for Teachers	\$600
2. Economics Activities	\$300
3. Library Reference Books	\$650
4. IT Teaching Aids	<u>\$300</u>
Total:	<u>\$1850</u>

III. Programme Team

Lam Kwok Leung	(Chairman)
Chow Shu Wai	(Member & Vice-principal)

Programme Plan in Business, Accounting and financial studies (2011/2012)

I. Action Plan

Major Concern 1: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Assign two students to keep the homework or other materials distributed during lesson for those who are absent from class	Whole Year	<ul style="list-style-type: none"> ✓ Students who are assigned for this task can fulfill their duties ✓ Students who applied for sick leaves can still catch up with the flow of the lesson 	<ul style="list-style-type: none"> ✓ Students responsible can perfectly finish the job ✓ The percentage of homework that can be handed in on time for those who applied for sick leave. 	<ul style="list-style-type: none"> ✓ 2 student helpers selected from class 	Prizes will be given for the helpers who are responsible for the job
2. Using examples of catering others in the teaching content, especially in the chapter of corporate governance (Form 4 and 6)	Whole Year	<ul style="list-style-type: none"> ✓ Students can list some famous examples of corporate governance (<i>like the case of the tragedy in Café de Coral minimum wage incidence</i>) 	<ul style="list-style-type: none"> ✓ The number of examples quoted by students ✓ The relevancy of the examples quoted 	<ul style="list-style-type: none"> ✓ WK and CTY 	Nil
3. Encourage high achievers to help students with lower ability (study group formation)	Whole Year	<ul style="list-style-type: none"> ✓ Several study groups will be formed. High achievers will be allocated with mediocre students and low achievers 	<ul style="list-style-type: none"> ✓ The improvement in marks by the low achievers after receiving the help from groupmates 	<ul style="list-style-type: none"> ✓ WK and CTY 	Prizes will be given for the most improved students and the corresponding group members
4. Promote the atmosphere of respect when other students are expressing their points of views of an issue	Whole Year	<ul style="list-style-type: none"> ✓ Students can appreciate the art of listening when their classmates are presenting 	<ul style="list-style-type: none"> ✓ The atmosphere is quiet during presentations ✓ Appropriate comments after the present 	<ul style="list-style-type: none"> ✓ WK and CTY 	Nil

Major Concern 2: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Numerous English business terms will be introduced during lessons, especially in the accounting modules	Whole year	✓ Students could remember the terms taught in lessons	✓ >90% of the terms will be remembered during random tests in class	✓ WK and CTY	Nil
2. Some English TV programmes (e.g. The Apprentice) concerning business sense will be shown	Whole year	✓ Students are interested in the programmes broadcasted. Learning the business concepts, while at the same time, enhancing their ability in English	✓ Short presentations or comments in English will be required after watching the programme	✓ WK	DVD of the selected video programmes

Major Concern 3: To enhance student's ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Introduction of personal financial control	1 st term 2011	<ul style="list-style-type: none"> ✓ Students are able to draft a cashbook for themselves to record their daily money activities ✓ By evaluating their cashflows, they would be able to plan their money spending, in accordance with their income / pocket money 	<ul style="list-style-type: none"> ✓ Students would be able to keep their books properly ✓ Appraisal on their money spending habits will be required on a half-yearly basis 	✓ WK	Nil
2. The punctuality on handing in homework	Whole year	✓ Students are capable and be alert to hand in their homework on time	✓ >90% can hand in their homework on time	✓ WK	Nil
3. Filing for the test paper and exercise	Whole year	✓ Students are able to keep the worksheets neatly and in order according to date of record	✓ >90% can keep their work neatly	✓ WK	Nil

II. Budget

A. Forecast of revenue

	\$
1. School Subsidy for Teaching Reference & Aids	2 000
2. Library Fund to purchase Books (LIB)	650
3. IT Fund (IT)	<u>500</u>
Total:	<u>3 150</u>

B. Estimated expenditure

	\$
1. Teaching aids	
➤ teacher's reference books	2 000
2. IT teaching aids (IT)	500
3. Library Reference Books (LIB)	<u>650</u>
Total:	<u>3 150</u>

III. Programme Team

Mr. CHU, Wing Kei (WK) (Chairperson)
Ms. CHAN, Tim Yee (CTY) (Member)

Programme Plan in Computer Subjects (2011/2012)

I. Action Plan

Major Concern 1: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Use English in teaching: (a) To enhance students' English word power by adding English vocabularies in the curriculum (b) Extra exercises in spelling and pronunciation (c) Articles, video in English about latest Information Technology are given to the students as reading material	1/9/2011– 15/6/2012	<ul style="list-style-type: none"> ● Students find that they learn more in IT and English vocabularies 	<ul style="list-style-type: none"> ● 75% of students perform well in spelling quiz, exercises, tests and examinations 	All computer subject teachers	

Major Concern 2: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Developing good habit in self-learning: (a) To encourage students to read more news and do newspaper cutting at least 3 times a year (b) To help students to work on subject file management (c) Hand in their homework assignments on time (d) Prizes are given to students outstanding in self-management	1/9/2011 – 15/6/2012	<ol style="list-style-type: none"> 1. Students develop a good habit in keeping their notes, exercise book, news articles and textbook 2. Most students handle in their homeworks next day after the assignment is given 	<ol style="list-style-type: none"> 3. 75% of students meet the requirements 4. 1/5 of students earn awards. 	All computer subject teachers	Special designed file

Major Concern 3: To enhance the students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Add-on elements on project assignment: (a) Give assignments/ projects titled as "Caring for society" (b) Introducing award programme. Small prizes are given to students as to encourage them to work harder	1/11/2011– 31/5/2012	Student willing to care for the others and completed the project on time	● 75% of the students finished the projects and leave positive comments	All computer subject teachers	Stamps

II. Budget

A. Forecast of revenue

1. Subject Grants	\$10,000
2. Library fund (LIB)	\$650
3. Extra-curricular activities (ECA)	<u>\$500</u>
Total:	<u>\$11,150</u>

B. Estimated expenditure

1. Hardware & software	\$6,000
2. Consumables (Disk, paper etc.)	\$4,000
3. Library books (LIB)	\$650
4. Extra-curricular activities (ECA)	\$500
Total:	<u>\$11,150</u>

III. Programme Team

Mr. Lee Yau Yee	(Chairperson)
Mr. Cheung Chi Hung	(Member)
Mr. Tsang Hing Fung	(Member)
Mr Wong Kam Pang	(Member)
Mr. Yiu Pak Tun	(Member)
Miss Li Sin Ting	(Member)

普通話科工作計劃 (2011/2012)

I. 工作計劃

— 關注事項：提昇學生尊重及關愛別人的文化

策略/工作	時限	成功指標	評估方法	負責人員	所需資源
舉辦普通話週,安排午間點唱及攤位遊戲等活動,提昇學生尊重及關愛(欣賞)別人的文化	1月	同學透過點唱,向其他同學送上祝福、鼓勵和關心。而在進行攤位遊戲時,同學學會守規則,亦會尊重參與的同學	獎勵機制	統籌:洪穎筠老師 執行:所有本科老師	1. 展板 2. 獎品 3. 遊戲用品 4. 音響器材
校際朗誦比賽	11月	學生踴躍參加比賽之餘,亦會尊重其他參賽的同學	老師、校外團體評估同學的水平	統籌:洪穎筠老師 執行:所有本科老師	校方安排導師指導同學朗誦技巧
課堂教學中,透過相關單元配合校方「提昇學生尊重及關愛別人的文化」的主題進行活動	1年	學生踴躍參與活動	學生在課堂以外能身體力行,做到「尊重及關愛別人」	統籌:洪穎筠老師	1.電腦、教學光碟 2.聆聽光碟

二 關注事項：提昇學生英語能力

策略/工作	時限	成功指標	評估方法	負責人員	所需資源
校園電視台	1年	學生在製作節目時,進行英普對譯活動	老師觀察	統籌:洪穎筠老師	視聽器材
透過課堂的語音教學,帶出英普的異同,提升學生英語的能力	1年	學生投入教學活動中	學生在課堂以外敢於兼用普通話與英語和人交談	統籌:洪穎筠老師	1.電腦、教學光碟 2.聆聽光碟

三 關注事項：加強學生自我管理及學習能力

策略/工作	時限	成功指標	評估方法	負責人員	所需資源
開辦普通話課外活動班，提升學生學習普通話的能力	1年	同學積極參與	1.執行老師評估同學的水平 2.出席率及問卷	統籌：洪穎筠老師 執行：協辦學校老師	有關教材
課堂教學中，透過課業、答問及學生互動學習，加強學生自我管理及學習能力	1年	學生準時完成課業，並投入教學活動中	老師觀察及學生在課堂以外敢於用普通話與人交談	統籌：洪穎筠老師	1.單元教材及工作紙 2.音響器材

II. 財政預算

A. 預計收入

1. 學校資助- (ECA)	\$600
2. 教育局資助 CSG	\$500
3. 學校資助- (IT)	\$300
4. 學校資助 (LIB)	<u>\$650</u>
合計:	<u>\$2050</u>

B. 預計支出

1. 參考書	\$200
2. 印刷	\$300
3. 教具	\$600
4. 壁報	\$100
5. 獎品及活動津貼	<u>\$850</u>
合計:	<u>\$2050</u>

III. 小組成員

洪穎筠	(主席)
何慧蓮	(組員)
蔡美珠	(組員)

設計與科技科工作計劃 (2011/2012)

一. 工作計劃

關注事項(一)：提升學生尊重及關愛別人的文化

(尊重別人的思維，透過耐心聆聽及欣賞同學的設計養成尊重別人的心理素質。
在設計及製作的過程中，養成互相合作，互相幫助的關愛精神。)

策略 / 目標	時限	成功指標	評估方法	負責人員	所需資源
分組學習，選拔學術表現較好的學生作為組長，加以肯定及表揚，鼓勵、協助及照顧其他組員。於工場製作期間，協助能力稍遜的同學	1/9/2010 至 8/6/2011	組長關顧組員協力學習，組員間共同研討，從而成功達到設計目標。組員間培育出主動關懷，互相尊重及心存感激的文化	全組同學的繪圖及設計習作和工場製作的表現。	科任老師	圖畫紙、 繪圖工具、 設計習作簿、 機械及手工具
作品欣賞，具體指出別人作品及製成品的成功之處，多加讚揚	1/9/2010 至 8/6/2011	自我評估及小組評估表，評估每一設計目標的成功率	同學先進行自我評估，然後老師帶引各組員相互評估及提出意見，老師引導同學要尊重別人的設計及感受，提出善意和中肯的批評及積極的改善意見。	科任老師	圖畫紙、 繪圖工具、 設計習作簿

關注事項(二)：提升學生英語能力

(本科雖以母語授課，但仍會在一些專門名稱中讓同學知道其英文用語。)

策略 / 目標	時限	成功指標	評估方法	負責人員	所需資源
在課堂上介紹若干專門名稱的英文用語	1/9/2010 至 8/6/2011	學生能說出若干專門名稱的英文用語及明白其意義便可	在課堂上提問	科任老師	課本、黑板

關注事項(三)：加強學生自我管理及學習能力

(透過每一位同學的設計習作，學會自訂目標，分析疑難、搜集資料、自我設計、解決疑難的方法，加強自我管理能力及信心。)

策略 / 目標	時限	呈交成功指標	評估方法	負責人員	所需資源
學習制訂個人目標及行動計劃	1/9/2010 至 8/6/2011	訂定一個合理的設計程序而又是自己能力達到的標準，要量力而為	同學要提交一個合理的設計程序	科任老師	設計習作簿、 設計圖
學習如何妥善處理不同類型的難題，自我編定一套工作次序並切實執行	1/9/2010 至 8/6/2011	訂立可行的設計目標、範圍及方向	設計習作	科任老師	設計習作簿、 設計圖
檢討未來的改善方向	1/9/2010 至 8/6/2011	於設計及製作完成後作出自我評估及提交改善建議	設計習作	科任老師	設計習作簿、 設計圖

II. 財政預算

A. 預計收入

1. 設計與科技科之學校撥款	\$93,809
2. 資訊科技用品	\$600
3. 學校資助購買圖書	\$650
合計：	<u>\$95,059</u>

B. 預計支出

1. 物料	\$72,000
2. 維修保養	\$10,000
3. 工具及機械	\$9,000
4. 急救用品	\$1,000
5. 參考圖書	\$650
6. 資訊科技用品	\$600
7. 其他	<u>\$1,809</u>
合計：	<u>\$95,059</u>

III. 小組成員

余偉強 (主席) 何祥有 (組員)

音樂科工作計劃 (2011/2012)

I. 本年的目標

1. 透過不同類型的音樂活動，培養學生的音樂感和提高學生的學習動機及效能。
2. 藉多元化的音樂體驗，讓學生懂得欣賞及嘗試創造音樂。
3. 透過聲樂及器樂的訓練，讓學生享受表演音樂帶來的滿足感及成就感，從而增強學生的自信心。
4. 透過資訊科技的應用，讓學生從音樂軟件及互聯網中發掘音樂的知識。
5. 透過全校性的音樂活動加強校園整體的音樂風氣。

II. 工作計劃

配合學校之關注事項：提昇學生尊重及關愛別人的文化、提昇學生英語能力、加強學生自我管理及學習能力。

	配合目標	策略	時間表	成功準則
1	1, 2	於課堂播放不同類型的音樂，從而擴闊學生的聽覺領域	全年	70%學生能分辨不同類型的音樂並講出它們的特色
2	1, 3	學習歌唱不同類型的歌曲來訓練學生的歌唱技巧	全年	70%學生能掌握基本的歌唱技巧及演繹不同類型的歌曲
3	1, 4	於課堂中利用電腦軟件來增加學習基礎音樂知識的興趣	全年	70%學生感到有興趣上音樂課
4	1, 2, 3, 4	透過欣賞別人的作品或學生創作的作品，進行互評及自評(創作反思)，以提高學生評賞及批判性思考的能力。	全年	60%學生能懂得互相欣賞大家的作品並於堂上樂於表達自己的意見。
5	1	透過音樂術語，作曲家及作品名稱的教授附設英語，增潤本科的英語辭彙，從而豐富學生的英語辭彙。	全年	70%學生能講出或寫出有關英語辭彙的中文解釋
6	1, 2, 3, 4	發展資訊科技以開拓同學的創作思維，提高同學應用資訊科技的能力、學習興趣和創作成效，更促進同學的自主學習。	全年	70%學生對有關的創作活動感到有趣並享受創作的過程和成果
7	1, 4	教導學生利用互聯網，搜尋一些有關音樂的資料，並於課堂上與其他同學分享	全年	70%學生感到有興趣上音樂課
8	1	於課業及試題中編排不同程度的題目以照顧學生的個別差異	全年	60%學生能完成有關的課業及試題
9	1	鼓勵學生借圖書來博覽更多音樂知識	全年	40%學生曾借過有關音樂的圖書

	配合目標	策略	時間表	成功準則
10	1, 2, 4, 5	透過歌唱或創作不同類型的歌曲(例如：愛心與關懷、敬師) 以提高學生對德育及公民教育的意識。	全年	60%學生能透過這些活動表現出對同學之間的關懷

〈校外及校內音樂活動〉

	配合目標	策略	時間表	成功準則
1	1, 2, 3	挑選並訓練有潛能的學生參加校際音樂節，令他們於比賽中觀摩其他參賽者的表現並自我提升	2012年 3月	於校際音樂節比賽參賽，取得良好成績
2	1, 2	帶領學生參加由香港管弦樂團、香港中樂團及康樂及文化事務處所主辦的學生音樂會，讓學生體驗現場音樂表演的感染力	全年	80%以上學生能享受音樂會為他們帶來的樂趣
3	1, 2, 3, 5	透過祈禱會和聖誕聯歡會的表演來增強同學的自信心	全年	70%以上學生能投入訓練，享受演出
4	1, 2, 3	透過合唱團的訓練，提升同學的歌唱及合唱技巧	全年	70%以上學生能投入訓練，享受演出
5	1, 2, 5	透過歌唱比賽，讓同學發揮歌唱天分	2012年 1月	80%以上學生能享受演出
6	1, 2, 5	舉辦「中四級班際英文歌唱比賽」及「中五級班際音樂會」，從而提升學生對學校及自己班的歸屬感及增強學生表達英語的能力	下學期	80%以上學生能享受演出
7	1, 2, 3	組織電子結他班及爵士鼓班，讓同學進行注重學習質素的基礎樂器演奏方法和合奏技巧的訓練	全年	70%以上學生能投入訓練及享受表演音樂帶來的滿足感及成就感

III. 財政預算

A. 預計收入

- | | |
|---|--------|
| 1. 學校資助：課外活動組活動津貼 (ECA-Music) | \$2000 |
| 2. 學校資助：資訊科技 (I.T) | \$300 |
| 3. 學校資助： | |
| a) 購買有關音樂科光碟、音樂書籍 (Teacher' s text books) | \$1400 |
| b) 鋼琴保養費用及樂器維修 (ECA-Others) | \$1500 |
| c) 校際音樂節比賽費 (ECA-Subscription Fees) | \$750 |
| 4. 教育署資助：圖書館 (LIB) | \$650 |

5. 歌唱比賽獎品 (Singing Contest-ECA)	\$1700
6. 參觀及比賽交通費 (School Bus-ECA)	\$1000
合計：	<u>\$9300</u>

B. 預計支出

1. 學校資助：購買有關音樂科光碟、音樂書籍 (Teacher' s text books)	\$1400
2. 學校資助：音樂活動津貼 (ECA-Music)	\$2000
3. 學校資助：鋼琴保養費用及樂器維修 (ECA-Others)	\$1500
4. 學校資助：校際音樂節比賽費 (ECA-Subscription Fees)	\$750
5. 添置教具 (I.T)	\$300
6. 購買圖書館之書籍 (LIB)	\$650
7. 參觀及比賽交通費 (School Bus-ECA)	\$1000
8. 歌唱比賽獎品 (Singing Contest-ECA)	\$1700
合計：	<u>\$9300</u>

IV. 評估成效

1. 透過平日課堂和持續性評估去觀察學生的表現及考查學生校內考試的成績。
2. 透過筆試的形式，評估學生普通的音樂常識。
3. 觀察學生於校內歌唱比賽和小型音樂會中的表現和參加人數。
4. 觀察校際音樂節各個比賽項目學生的成績和參加人數。
5. 觀察學生於校外參與各項表演節目的表現和觀眾反應。

V. 小組成員

莊潔玲老師 (主席)

Programme Plan in Visual Arts (2011/2012)

I. Action Plan

1. Major Concern: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Comic design competition (SS1)	Nov 2011	(a) 70% or above good design works	(a) General criteria in artwork judging	Lee	(a) Prizes
(b) Collagraphic painting (F2)	Jan 2012	(b) 70% or above good design works	(b) Presentation	Lee	(b) Pictures of St. John Baptist de LaSalle

2. Major Concern : To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Introducing related terms in English during the lessons	Whole year	(a) Students are able to remember the frequently used terms	(a) Questioning	Lee	
(b) Encourage 1D students to use English visual art terms in appreciation	Whole year	(b) 50% of F1D students are able to use English VA terms in the appreciation	(b) Worksheets	Lee	

3. Major Concern : To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(a) Artwork with portfolio (F4-F7)	Sept 2010 – Jun2011	(c) All students are able to show the development of ideas and collect relevant materials	(a) Inspection and marking	Lee	(a) Boxes, sketch books & folders

II. Budget

A. Forecast of revenue

1.	Subject grant	\$40,000
2.	School subsidy (ECA)	\$2,000
3.	Library Fund to purchase books (LIB)	\$650
4.	School subsidy (IT)	\$600
5.	School subsidy	<u>\$15,000</u>
	Total:	<u>\$58,250</u>

B. Estimated expenditure

1.	Consumables	\$52000
2.	Activities (ECA)	\$2000
3.	IT resources (IT)	\$600
4.	Library books	\$650
5.	Teaching aids & references	<u>\$3000</u>
	Total:	<u>\$58,250</u>

III. Programme Team

Lee Ming Kwong George (Chairman)
Yiu Pak Tun Patrick (Member)

Programme Plan in Physical Education (HKDSE) (2011/2012)

I. Action Plan

1. Major Concern: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Vocabulary learning (Terms in syllabus)	Whole school year	Most students are able to comprehend the terms in English	Work sheets	Subject teacher	Work sheets

2. Major Concern: To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a) Preparation for lesson before class	Whole school year	Most students show preliminary understanding to the content before lesson	Teacher's questioning	Subject teacher	Note and resource on internet
b) Hand in assignments on time	Whole school year	Most students hand in their assignments on time	Record for receiving assignments	Subject teacher	Record sheet
c) Continuous assessment	Whole school year	Most students actively participate in learning activities	a) Attitude in learning b) Result in CA	Subject teacher	
d) News reflection	Whole school year	Most students show critical thinking in doing the assignment	Work sheets	Subject teacher	Work sheets
e) Learning through internet http://www.pe-web.org/ http://www.tswong.net/hksports/main/main.htm	Whole school year	Most students are able to use resource on internet to facilitate learning	Work sheets	Subject teacher	Work sheets
f) Plan and execute a fitness training programme	Whole school year	Most students show improvement in fitness levels	Fitness test	Subject teacher	Equipment
g) Organize sports competitions	Whole school year	Students are able to complete the task	Feedback from the teacher-in-charge	Subject teacher	
h) Serve as officials of sports events	Whole school year	Students are able to complete the task	Feedback from the teacher-in-charge	Subject teacher	

3. Major Concern: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a) Promotion of sportsmanship	Whole school year	a) Students must comply with the rules b) Students show respect for other c) Students abide by the referee's decision in competitions	a) Work sheets b) Skill practice c) Competition	Subject teacher	Work sheets
b) Collaborative learning	Whole school year	Smart students are willing to help other	a) Group discussion b) Project c) Presentation	Subject teacher	

II. Budget

A. Forecast of revenue

1. School subsidy for Text books	\$1000
2. School subsidy for reference books	\$650
3. School subsidy for magazine (LIB)	\$650
4. School subsidy for IT resources (IT)	\$300
5. School subsidy for teaching aids	<u>\$500</u>
Total:	<u>\$3,100</u>

B. Estimated expenditure

1. Text books	\$1000
2. Reference books	\$650
3. Magazine (LIB)	\$650
4. IT resources (IT)	\$300
5. Teaching aids	<u>\$500</u>
Total:	<u>\$3,100</u>

III. Programme Team

Lai Chi Leung (Chairperson)
Tang Chung Ming (Member)

Programme Plan in Physical Education (2011/2012)

I. Action Plan

1. Major Concern: To raise students' English proficiency

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Vocabulary learning (equipment & events)	Whole school year	Most students are able to understand the terms in English.	a) Observation b) Skill practice	Subject teacher	Equipment

2. Major Concern: To enhance students' ability to self-manage and to learn

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a) Wear proper PE uniform	Whole school year	Most students wear proper uniform in PE lessons	Record for wearing proper PE uniform	Subject teacher	Pen & class name list
b) Return all equipment to proper areas after use	Whole school year	Students return all equipment to proper areas after use	Observation	Subject teacher	Equipment
c) Students are actively participate in practice	Whole school year	Most students show improvement in their skills and fitness levels	a) Skill practice b) Fitness test	Subject teacher	Fitness record card

3. Major Concern: To promote among students a culture of respecting and caring for others

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
a) Promotion of sportsmanship	Whole school year	a) Students must comply with the rules b) Students show respect for other c) Students abide by the referee's decision in competitions	d) Skill Practice e) Competition	Subject teacher	---
b) Collaborative learning	Whole school year	Smart students are willing to help other	Practice	Subject teacher	---

II. Budget

A. Forecast of revenue

1. School Subsidy for P.E. equipments	\$15,000
2. School Subsidy for Extra-curricular activities for P.E.	<u>\$78,517</u>

Total: \$93,517

B. Estimated expenditure

1. P.E. Equipment	\$15,000
2. Extra-curricular activities for P.E. (ECA):	
a) Annual Subscription (HKSSF)	\$300
b) Entry fee for inter-school competitions	\$4,200
c) Student registration fee for inter-school competitions	\$3,800
d) Entry fee for CBSSA Athletics Meet	\$3,485
e) School team uniform subsidy	\$16,880
f) School team travelling subsidy	\$26,000
g) Charge of the use of Wanchai Sports Ground (Sports Day)	\$8,000
h) Charge of the use of Chaiwan Swimming Pool (Swimming Gala)	\$1,800
i) Charge for the use of Lei Yue Mum Park (X-country)	\$7,052
j) Charge of the use of football pitches	\$2,000
k) Prizes for inter-class and inter-house competitions	<u>\$5,000</u>

Total: \$93,517

III. Programme Team

Lai Chi Leung	(Chairperson)
Chan Chau Man	(Member)
Tang Chung Ming	(Member)
Cheung Chi Hung	(Member)

宗教教育科工作計劃(2011/2012)

一. 工作計畫

1. 關注事項：提昇學生尊重及關愛別人的文化

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 中一級主題：「尊重」 工作紙及討論	十一月	1. 同學能完成工作紙 2. 同學能參與討論	老師觀察及評分	任教老師	工作紙
2. 中三級活動「憐憫的心」 兩人一組，搜集生活中與「憐憫」有關的事蹟， 做一個簡單的報告，並於課堂內作分享。	上學期	從活動中，同學能分享自己對「憐憫」的體 會及如何關懷他人。	老師評分	任教老師	活動指引
3. 每節課開始時，由同學輪流帶領祈禱及唸天主 經，令同學多些關注身邊的人和事。	全年	同學的祈禱內容能關注身邊的人和事。	老師觀察	任教老師	

2. 關注事項：提昇學生英語能力

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 英文天主經 (中一) 2. 英文聖母經 (中二) 3. 英文喇沙雋語 (中三) 4. 英文歌詞 (中四、中五)	下學期	1. 同學能完成工作紙 2. 同學能誦唸英文天主經及聖母經 3. 同學能明白英文雋語和歌詞的意思	老師觀察及評分	任教老師	工作紙

3. 關注事項：加強學生自我管理及學習能力

策略 / 工作	時間表	成功準則	評估方法	負責人	所需資源
1. 中三專題習作「我的成長」：同學能依照指引自行搜集資料及準時交功課	下學期	1. 80% 同學能依照指引完成習作 2. 80% 同學能準時交習作	老師觀察及評分	任教老師	-

二. 財政預算

A. 預計收入

1. 學校資助	\$35,600
2. 學校資助(圖書館)	\$650
3. 學校資助(IT)	<u>\$300</u>
合計:	<u>\$36,550</u>

B. 預計支出

1. 教具及雜項	\$2,000
2. 圖書館藏書	\$650
3. 公教報及喜樂少年	\$900
4. 海星堂記事簿	\$400
5. 聖誕聯歡會	\$30,000
6. 香港喇沙青年運動	\$1,000
7. 宗教培育活動	<u>\$1,600</u>
合計:	<u>\$36,550</u>

三. 小組成員

石錦榮老師	(主席)
鄧仲明老師	(組員)
鄭崢嶸老師	(組員)