

Ho Lap College

(Sponsored by the Sik Sik Yuen)

Annual School Plan

2017-2018

Annual School Plan (2017-2018)

Major Concern I : To enhance learning skills and learning competence

| Strategy | Implementation Plan | Targets | Parties Responsible | Evaluation Methods |
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| 1. To enhance learning skills in languages | <ul style="list-style-type: none"> Information literacy on dictionary skills and vocabulary building skills | S1 - 4 | Chinese Language English Language | Dictation and tests on vocabulary & grammar in use and proofreading skills |
| | <ul style="list-style-type: none"> Information literacy of e-learning language platforms in regular use and assessment | | Chinese Language English Language | E-learning platform monitoring data and assessments |
| | <ul style="list-style-type: none"> Language arts elements in formal curriculum to cultivate group work, class cooperation and creative ideas | S1 - 2 | Chinese Language Chinese History English Language | S1-2 Class-based and inter-class language-arts project and performances S1 Chinese History drama |
| 2. To foster the self-study skills in content subjects | <ul style="list-style-type: none"> Self-marking exercises and assignments to explore the logic and the rationale behind the solutions Strengthen HOM and logical thinking/questioning in subject instruction E-learning materials used by Ss and Ts and e-learning reviews by subjects | S1 - 6 | Mathematics All Subjects | Quantity of work done by students' self-marking Improvement in test and examination |
| | <ul style="list-style-type: none"> Comprehension and writing exercises using subject-based analytic framework Self-directed learning as evident in topic research and the use of e-learning materials | | Liberal Studies Humanity Subjects Science Subjects | Dictation and self-directed-learning assignments F1 Humanity Project F2 Science Project F3 Economics Project |
| 3. To deepen language and content knowledge across subjects | Language across the Curriculum LAC | S1 - 4 | English Language Humanity Subjects Science Subjects | Homework inspection Test and exam results |
| | Civic Education across the Curriculum | S1 - 6 | Chinese Language English Language Liberal Studies | Student performance in class discussion and assessments Inter-class debate contest on social issues |

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| 4. To promote collaborative learning and self-directed learning in class | <ul style="list-style-type: none"> S1 and S2 class setting in the form of collaborative learning to increase peer sharing, interaction and intellectual satisfaction. | S1-2 | S1S2 Subjects | Teachers' observation and assessment |
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Major Concern II : To pursue individual progress and collective betterment

| Strategy | Implementation Plan | Target | Parties Responsible | Evaluation Methods |
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| 1. To instill the core values of gratitude, respect, perseverance, benevolence and serving others in students' study and daily life | <ul style="list-style-type: none"> Class Teachers and Language Teachers supervise students to do assembly presentation on core values All F1 Ss must take on learning one musical instrument and join one uniform group Chinese Language curriculum on Life Education | S1 - 6 | Student Dev Board MCE Committee CCA Committee Class Teachers Language Teachers Music Dept Chinese Language | Teachers' observation and evaluation |
| 2. To cultivate students' habits of mind and positive intelligence | <ul style="list-style-type: none"> Class Teachers advise Students on "Towards My Goal" Action Plan with regular reviews, stressing progress and "improvement challenge" Students' daily/ weekly journal to Class Teachers with emphasis on positive reassurance to personal acts and deeds Teachers' deliberate plan on cultivating HOM in class and in subject instruction | | Student Dev Board Class Teachers MCE Committee Student Counseling Cmt Academic Cmt | Class Teacher meeting and evaluation Teachers' review in appraisal |
| 3. To provide more opportunities to students to actualize the core values and practise positive thinking | <ul style="list-style-type: none"> Basic organization and leadership training to committee members All F3 and F4 Students must take up one committee post Student leaders' regular meetings with Principal and APs on ways to promote and enhanced the Holapian spirit and its actualization | | Student Dev Board MCE Committee CCA Committee Academic Clubs Discipline Board | Students and Teachers evaluation meetings |

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| <p>4. To encourage students to stretch themselves and broaden their horizons inside & outside school campus and beyond borders</p> | <ul style="list-style-type: none"> ● Stress debriefing in ways to enhance students' learning in varied experiences and programs ● Service Programs with external organizations ● Subject excursions ● Cross-border study trips ● Summer Institutes ● Overseas study programs/exchange programs | | <p>Student Dev Board Student Counseling Cmt CCA Cmt Academic Committee CLP Committee Publication Cmt All Teachers</p> | <p>Teachers observation and evaluation</p> |
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| <p>5. To help students set improvement goals in their studies and help students achieve these goals</p> | <ul style="list-style-type: none"> ● Class Ts advise Ss to do goal setting on "Towards My Goal" Action Plan with regular reviews ● Ss' daily/ weekly journal to Class Ts with emphasis on ways to achieve the learning goals ● F1 Academic Prefect Program ● Self-directed study class on Tuesdays and Thursdays supported by Academic Prefects and teachers ● F1-3 Core subject small group tutorials by subject teachers ● F4-6 subject program to make academic improvement of target student groups ● Supplemental Instruction SI program ● Subject teachers set improvement goals for varied ability groups in class, such as 20% improvement for stronger students and 20% for the weaker ones ● Pull-out programs for NCS students | <p>S1 - 6</p> | <p>Class Teachers Subject Teachers Academic Support Team Academic Prefects Academic Committee</p> | <p>Class Teacher meetings</p> <p>Subject Panel meetings to set the improvement targets for target group students</p> <p>Subject Panel meetings to assess the progress of target students</p> |
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Major Concern III : To foster professionalism

| Strategy | Implementation Plan | Target | Parties Responsible | Evaluation Methods |
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| <p>1. To pursue continual professional development towards school improvement and development needs</p> <p>2. To construct a positive, empathetic atmosphere and practice of professional dialogue and sharing.</p> | <ul style="list-style-type: none"> ● To stress and reiterate the common ground between individual teacher's educational & career aspirations and those of school leadership and management ● To enhance the understanding of the rationale & purpose of school policy & direction so as to nurture commitment and team positivity ● To foster an independent, interdependent and holistic work attitude and practice ● To promote professional dialogue and sharing through meetings, staff development days and 'lesson study' ● Deliberate lesson design incorporating higher-order thinking and student-centred mode of learning, in terms of sharing, presentation, discussion, etc | All Teachers | <p>Staff Appraisal Committee</p> <p>Staff Development Committee</p> <p>Department heads and deputy heads</p> <p>Assistant principals</p> <p>Principal</p> | <p>Teachers' debriefing sessions of school functions and events</p> <p>Teachers' write-up on educational aspirations & belief and Habits of Mind HOM</p> <p>Teachers' appraisal interviews at varied levels</p> <p>Teachers' views as collected in SSE</p> |