

**Po Leung Kuk HKTA Yuen Yuen Primary School**  
**Three-Year School Development Plan**  
2015/16 to 2017/18

**Our School Mission**

- Po Leung Kuk is a charitable organisation working voluntarily for the benefits and wellbeing of the public as a whole. Our main concern is to serve people from different walks of life and to provide education. We strictly uphold the principle of providing quality education for the community.
- In reflecting and meeting the needs of our society, Po Leung Kuk has established different types of schools to provide education for the public on a non-profit making basis. Our educational policies are in close response to the changing needs of our society and are based on the philosophy of making substantial contribution to our community in all aspects of life.
- All Po Leung Kuk schools ethos are to instill in the minds of our students the teaching of concern and respect for others, diligence and honesty. We aim to foster students' all round development not only by imparting book knowledge and work skills, but also by helping them develop a healthy physique. To this end, we have the responsibility to inculcate students with the correct social behaviour and moral values through school programmes and day-to-day school life. The Chinese virtues of morality, intelligence, physical integrity, unity and aesthetics are what we are practising as a major part of school curriculum in all schools now.
- Po Leung Kuk is a non-political or religious organization. We believe people should have freedom to express their feelings and beliefs. Provided that the prosperity and stability of society is not threatened, all schools of thought and all religions can co-exist in schools with no discrimination or prejudice.
- Po Leung Kuk was established over a century ago by a group of enthusiastic Chinese people. It has long been our practice to promote Chinese culture, to show concern for local affairs and the latest events in China. Hence in schools, our aims are to encourage students to pay attention to the developments and changes in China, and to cultivate their sense of belonging and responsibility to China and Chinese culture.
- Our School Motto is: "Respect, Love, Diligence, Integrity". Besides attempting to give our pupils the knowledge and skills necessary to secure high levels of achievement through high quality learning opportunities, our holistic approach aims at facilitating the character formation of our future citizens by nurturing good and elegant character and positive outlook on life. We promote all-round education in students' moral, intellectual, physical, social and aesthetic development and require the students to make significant contributions within a complex, changing world.

## Our School Vision

- To provide students with a secure, caring, friendly and positive learning environment where discipline is firm, fair and consistent, so that students, teaching staff and parents can learn and work collaboratively.
- To encourage students to see learning as fun by providing happy and harmonious learning experiences.
- To encourage students to be active motivated learners who continue to make sense of their work and world, and develop life-long learning strategies. The students will take ownership by discovering and developing their potential, passions and gifts.
- To provide a wide range of learning opportunities and differentiated teaching methodology that meet the needs and learning styles of individual students.
- To create situations in which children can celebrate their strengths and improve upon their weaknesses.
- To help students build up confidence, thinking skills, analytical skills and perpetual learning ability in order to better prepare them for the challenge in the 21st century.
- To achieve a high quality education, valuing creativity and co-operation as greatly as intelligence and diligence.
- To create a positive and stimulating working environment, in which all staff are able to develop professionally and work individually and as a team.
- To recognize that, through the professional development of all staff, the school will grow and develop, enhancing the quality of teaching and learning for the children.
- To enhance the school ethos by exhibiting positive behaviour, both in and out of school.
- To encourage all staff, parents and children to work together in partnership.
- To demonstrate a responsive, considerate and positive attitude towards all members of the school and the wider community.
- To establish management, organization and administrative procedures which complement and enhance the teaching/learning process.
- To emphasize and develop the important partnership between home and school in the education of the children.

<b>Goals</b>
<p><b>Goals for Student Performance</b></p> <ul style="list-style-type: none"> <li>• Students take ownership and pride of their learning. They are self-motivated and life-long learners. They prepare themselves to become valuable citizens in the society by indulging in acquiring knowledge and skills, and nurturing a good attitude towards life.</li> <li>• Support a learning climate in which students value their worthiness, potentials and capabilities.</li> <li>• Develop thinking and analytical skills.</li> <li>• Develop communication and social skills.</li> <li>• Advocate a balanced development in personal growth, including better social relationship, emotional control, parent-child relationship and social awareness.</li> <li>• Train students to be leaders of community service.</li> </ul>
<p><b>Goals for Effective Teaching And Learning</b></p> <ul style="list-style-type: none"> <li>• Teachers are energetic and enthusiastic. They are able to incorporate the modern educational theories and technologies to the whole-person development of students.</li> <li>• Build up team spirits and staff ethos.</li> <li>• Teachers are cooperative and eager to share their teaching methods and resources, and participate enthusiastically in the management and development of the school.</li> <li>• Enhance professionalism and teaching by encouraging teachers to apply for courses that eventually enhance their professionalism.</li> <li>• Teachers' commitment to make further use of teaching resources available.</li> </ul>
<p><b>Goals for Effective School Management</b></p> <ul style="list-style-type: none"> <li>• The school has an effective and efficient management team. All members are experienced professionals who share a common vision to provide students with high quality education. They can effectively plan and implement school programmes related to development and quickly respond to any measures to enhance the quality of education. They are able to set up a role model and effectively lead and support their subordinates to implement the school's mission and vision.</li> <li>• Decision making is responsive and responsible to community and the needs and interests of students, parents, and teaching staff.</li> <li>• Decisions are made by those with the knowledge, skills, information and responsibility and accountability for results.</li> <li>• Encourage staff to express opinions related to school policies or practices. All teachers and staff can participate in formulating school policies and they have a strong sense of belonging to the school.</li> <li>• Develop school organization structure and management of daily operation</li> </ul>

- Duties and responsibilities of staff are well defined.
- Establish formal or informal channels to ensure all staff have a thorough understanding of the school policies, mission, major concerns and priority of work.
- Subject panels and committee can closely communicate with the school principal and School Management Parties
- There are staff meeting, grade level meeting, subject meeting and class teachers' meeting regularly.
- Provide professional, technical and logistical support and resources to enhance teachers' professional improvement.

### **Goals for Effective Partnership with Parents and the Community**

- Maintain a regular and positive school-home relationship.
- Encourage parents to participate in Parent-Teacher Association elections.
- Consider parents as partners in order to strengthen school-home links.
- Foster a climate of respect, trust and co-operation between parents and school.
- Make parents feel welcome to come to school to discuss their children's progress.
- Exhort parents to create a learning environment at home as well by emphasizing the importance of the vital role that parents have as their children's first educators.
- Promote the sense of belonging to our community and develop the school to be an avid participant of community service
- To establish good school reputation and school ethos: cohesive, supportive and participating.
- Cultivation of good citizenship and acceptance of multicultural interaction.
- Promote school image through external competitions.

<b>Current Conditions</b>	
<b>School Management and Structure</b>	
<b>Strengths</b>	
<ul style="list-style-type: none"> <li>• The school board is keen in establishing the school and very supportive of the overall development of the school.</li> <li>• The principal and the teachers have a passion for quality education. They are hard-working and have positive attitude.</li> <li>• The managing parties have good relationship with the teachers.</li> <li>• The relationship between the teachers and the students are close and harmonious.</li> <li>• The teachers are committed to developing themselves professionally.</li> <li>• The teachers are young and enthusiastic. They are cooperative and eager to learn and are open to new ideas.</li> <li>• Most parents are supportive.</li> <li>• Good English learning environment.</li> </ul>	
<b>Weaknesses</b>	
<ul style="list-style-type: none"> <li>• School campus is small.</li> <li>• Weak Chinese academic result due to imbalanced language environment.</li> <li>• No through-train school.</li> </ul>	
<b>Opportunities</b>	
<ul style="list-style-type: none"> <li>• The turnover of teaching staff is low comparatively, which is beneficial to the development of work relationship.</li> <li>• We can choose our own students through interview.</li> <li>• A number of E-learning platforms for learning have been introduced to school.</li> </ul>	
<b>Concerns</b>	
<ul style="list-style-type: none"> <li>• New competitor in Yuen Long.</li> </ul>	

<b>Teaching and Learning</b>	
<b>Strengths</b>	
<ul style="list-style-type: none"> <li>• The teachers are committed in developing themselves professionally. They are taking courses which will help them to improve their teaching methodologies, subject knowledge and instructional strategies. .</li> <li>• The school is planning a school-based learning curriculum to be implemented school-wide to gear to the different needs and learning styles of the students.</li> <li>• The school uses a collaborative integrated curriculum. There is cohesiveness between different subjects.</li> <li>• Co teaching is employed in most lessons, students of different abilities can be taking care of.</li> <li>• The teachers use differentiated learning strategies and activities to gear to the different needs and abilities of the students.</li> <li>• The teachers are keen in providing the best quality education to the students.</li> </ul>	
<b>Weaknesses</b>	
<ul style="list-style-type: none"> <li>• The work loads of teachers are quite heavy. They cannot satisfactorily meet the needs of individual students.</li> <li>• There is not enough sharing and co-ordination between grade level teachers.</li> </ul>	
<b>Opportunities</b>	
<ul style="list-style-type: none"> <li>• The school can plan and implement curriculum development using an integrated curriculum according to the recommendations of EMB.</li> </ul>	
<b>Concerns</b>	
<ul style="list-style-type: none"> <li>• The teachers' schedules are very uptight and there is not enough time for sharing sessions.</li> </ul>	

<b>Student Support</b>
<b>Strengths</b>
<ul style="list-style-type: none"><li>• The students are generally well-behaved, good mannered and respect the teachers.</li><li>• The teachers are caring and visionary. They are committed and open to ideas.</li><li>• The teachers are willing to be in charge of extra-curricula activities.</li><li>• The school has good rapport with the community and participates and sponsor activities.</li><li>• The parents are very supportive and resourceful. They always volunteer help in the classroom and other activities.</li><li>• Life education and civic education were implemented from 2008.</li></ul>
<b>Weaknesses</b>
<ul style="list-style-type: none"><li>• Time table is so tight that remedial and enhancement classes cannot be fitted into it.</li></ul>
<b>Opportunities</b>
<ul style="list-style-type: none"><li>• In order to enhance the communication and relationship with the parents, the school recruits a lot of parent helpers.</li></ul>
<b>Concerns</b>
<ul style="list-style-type: none"><li>• We shall maintain a reasonable number of student admissions, there are rivalries between different schools.</li></ul>

<b>Major Concerns 2015/16 – 2017/18</b>
<b>Management and Organization</b>
<ol style="list-style-type: none"><li>1. Renovation and enhancement of the school premises and facilities.</li><li>2. Management of school premises and facilities.</li><li>2. Enhance teachers' professional development and appraisal.</li></ol>
<b>Teaching and Learning</b>
<ol style="list-style-type: none"><li>1. Modify teaching, learning and assessment method by applying I.T.</li><li>2. Enhancing the Moral and Multi-intelligence subject content.</li><li>3. Promote gifted program.</li><li>4. Enhance professional knowledge and attitude of the teachers</li></ol>
<b>Student Support</b>
<ol style="list-style-type: none"><li>1. Enhancement of Love and Care atmosphere.</li><li>2. Enhance home-school cooperation</li></ol>



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## Administration Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
<b>School Renovation</b>	<b>Strategies</b>				
	Renovation of school premises	Principal and vice- principal	✓	✓	✓
	Project design and follow-up work		✓	✓	✓
	<b>Success Criteria</b>				
The renovation work can be carried out smoothly; the school environment is improved					
<b>Organization Structure and Management</b>	<b>Strategies</b>				
	Establish a well accepted organization network which enhances participation in management and sense of ownership among teachers and staff, incorporates leadership training and strengthens communication.	The Administrative parties	✓	✓	✓
	The school has clear guidelines for staff to perform various assigned duties and to handle daily matter systematically. Organize management of daily operation	The Administrative parties	✓	✓	✓
	The duties and responsibilities of all teachers, staff, subject panels and committees are well defined.	Subject panels and committee heads	✓	✓	✓
	Handbooks for teachers and staff.	The principal	✓	✓	✓
	Strengthen the management of school premises and facilities. (swimming complex)	The Administrative parties and PE team	✓	✓	✓
	<b>Success Criteria</b>				
	Finished organization structure	-			
	Finished guidelines and job descriptions for the teachers, staff, panels and committees	-			
	Set up rules, conditions and guideline for using some school premises and facilities.	-			
<b>Teachers' Professional Development and Appraisal</b>	<b>Strategies</b>				
	Encourage the teachers to seek professional development opportunities: Encourage and make arrangement for teachers to attend the courses offered by EMB; Encourage subject teachers to attend workshops or seminars related to the subject matter; Encourage teachers to attend workshops or seminars related to the new subjects they will be teaching;	All the teachers	✓	✓	✓
	Continual professional development for the principal	The principal	✓	✓	✓
	Evaluate the appraisal system, and link the appraisal with the school development and personal development	The Administrative Parties	✓	✓	✓

<b>Success Criteria</b>				
Every teacher will attend a seminar or course related to the subject at least once a year.	-			
The principal completes the professional development scheme.	-			
Complete the appraisal system.	-			

## 2015/2016 to 2017/2018

## Curriculum Development Committee Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Multi-Intelligence Strengthen Moral Education and	<b>Strategies</b>				
	Review and modify the M & M subject content	M & M teachers	✓	✓	✓
	<b>Success Criteria</b>				
	Moral virtues and subject activities can be introduced through the program.	M & M teachers			
Curriculum Policies and Structure	<b>Strategies</b>				
	Reorganize the PE curriculum. (Include swimming lessons in the curriculum.) Design the PE curriculum plan.	PE team		✓	✓
	Apply gifted program in teaching.	Counselling team and CDAA team	✓	✓	✓
	<b>Success Criteria</b>				
	Start the modified PE curriculum.	-			
	Start gifted program in teaching.	-			
Teachers' Professional Knowledge and Attitude	<b>Strategies</b>				
	Collaborative lesson planning and teaching	CDAA Team	✓	✓	✓
	Sharing sessions to exchange teaching ideas	All the teachers	✓	✓	✓
	Educational sharing and exchanges with other schools		✓	✓	✓
	Attend seminars or training courses offered by other organizations		✓	✓	✓
	<b>Success Criteria</b>				
	All the teachers should have at least 1 time of collaborative lesson planning and teaching experience per thematic unit.	-			
At least 2 learning and teaching sharing sessions per year. Each teacher should attend at least once.	-				
IT in teaching, learning and assessment	<b>Strategies</b>				
	Apply IT equipment in teaching and learning activities;	Subject panels, IT teachers and IT technician	✓	✓	✓
	Make use of IT equipment and program to modify assessment method, conducting assessment evaluation and analysis		✓	✓	✓
	<b>Success Criteria</b>				
	Over 80% of students and parents are satisfied with the learning outing of the students	-	✓	✓	✓
All teachers satisfy with the assessment method and can use the analysis program to conduct assessment analysis.	-				

2015/2016 to 2017/2018

English Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Establish the teaching plan	<b>Strategies</b>				
	Develop a new P.1-3 Curriculum	Curriculum development leader, panel heads, and English teachers	✓	✓	✓
	Prepare Scheme of Work (P.1 –P.3)		✓	✓	✓
	Teachers meet every term to evaluate, amend and improve teaching.		✓	✓	✓
	Panel meetings will be held three times a school year to evaluate and improve the curriculum and lesson plans		✓	✓	✓
			✓	✓	✓
	<b>Success Criteria</b>				
Survey, sharing sessions and student performance	-				
	-				
Student Learning Strategies	<b>Strategies</b>				
	The four strands of Language Arts (listening, speaking, reading and writing) are taught to develop the students' comprehension and capacity for use of written and oral language.	Subject teachers	✓	✓	✓

	<p>Phonics, spelling, vocabulary building and grammars are integrated into the Language Arts activities. Implement a literacy program that emphasizes far more than teaching technical skills. We use a balanced approach to literacy learning which reading and writing are complementary processes, and children are taught to skillfully use a wide variety of strategies to approach new texts, with a focus on constructing rich, personal meanings from what they read.</p> <p>The eight instructional components to a balanced literacy program are taught simultaneously:</p> <ol style="list-style-type: none"> <li>I. Reading Aloud – The teacher reads aloud to the whole classes or small groups from various genres of children literature.</li> <li>II. Shared Reading – Students join the teacher to read aloud in unison from an enlarged text that all children can see, either from a big book or from an overhead projector.</li> <li>III. Guided Reading – Teachers organize small guided reading groups of children with similar reading processes. The teacher use leveled readers and supports children in reading the whole book themselves.</li> <li>IV. Independent Reading – Children read on their own or with partners from a wide range of materials.</li> <li>V. Shared Writing – The teacher invites children to compose aloud a written message or story, usually related to some group experience. The teacher supports the process as scribe, demonstrating how writing works and calling attention to letters, words and sounds.</li> <li>VI. Interactive Writing – The teacher guides group writing of a large-print piece, which can be a list, a chart, pages of a book or a genre of writing. Children participate in composing and constructing various aspects of the writing.</li> <li>VII. Guided Writing or Writing Workshop – Children construct individual pieces of writing with teacher guidance, assistance and feedback. The teacher has individual conferences with children or group mini lessons on a particular aspect of writing such as punctuation or spelling conventions. Editing and revising guidance is also given by the teacher and occasionally from peers.</li> <li>VIII. Independent Writing – This writing is generated by the child requiring little teacher support.</li> <li>IX. To encourage at –home reading, reading logs are used to record the students’ reading minutes.</li> </ol>		✓	✓	✓
	<b>Success Criteria</b>				
	90% of the students are on or above grade level in their PM+ assessment				

	70% of the students are on or above grade level in their speaking assessment				
Increase students' opportunity to use English by enriching the English environment	<b>Strategies</b>				
	Encourage our students to participate in reading speaking competitions Provide more public speaking opportunities to our students	Subject teachers	✓	✓	✓
	Make good use of the Language rooms				
	Students who are below the reading level with get support from their teachers.				
	Writing club is held as an ECA for students who are interested in writing.				
	Drama groups				
	English rotations: Students are grouped according to abilities. The small teacher- student ratio provides more individual attention and more opportunities for student participation in discussions and activities.				
	Creative projects (speaking, writing and computer skill related) done in class				
	<b>Success Criteria</b>				
	Evaluation will be assessed by an end –of –year evaluation form				
Meetings will be held regularly to discuss the plan and activities					
Upgrade the English teachers' professionalism	<b>Strategies</b>				
	Encourage teachers to attend workshop or courses related to English. Teachers share their learning afterwards in subject meeting.	Subject teachers	✓	✓	✓
	Collaborative lesson planning		✓	✓	✓
	Collaborative teaching		✓	✓	✓
	Shared teaching kits		✓	✓	✓
	<b>Success Criteria</b>				
	The teachers attend at least one training course or workshop related to English.				
Staff Development Workshops for all staff are held at least once a year.					

## 2015/2016 to 2017/2018

## 中文科工作計劃

項目		負責人	15 / 16	16 / 17	17 / 18
編訂教學計劃	策略：				
	➤ 訂定教學計劃。	課程組及中文科老師	✓	✓	✓
	➤ 老師每學期進行會議，檢討教學，修正及改善教學。		✓	✓	✓
	➤ 教學計劃須包括圖書教學及課本教學		✓	✓	✓
	評估指標：				
	➤ 舉行定期會議，分享經驗，交流教學心得。				
	➤ 完成編訂中文科課程。				
學與教	策略：				
	➤ 圖書與教科書並用：一年級至三年級以圖書與教科書並用，圖書以故事的形式，美麗有興的插圖引起學生的學習興趣，在教師的引導下培養看圖書，並且學習看圖書的技巧。選用教科書，目的是讓學生學習一些常規的語文基礎知識、加強學生對段落的認識。	中文科老師	✓	✓	✓
	➤ 培養自主學習能力：四至六年級重點放在培養學生自主學習的能力，當中將會重點推行預習、分析、整理、報告這四種能力。				
	➤ 完善寫作課程： 重新整合一至三年級的寫作課程，以句、段、文循序漸進，引導學生寫作，並以週作配合老師所教的內容，並加入自評元素。 四至六年級加入自評及互評元素。				
	評估指標：				
➤ 學生的積極及投入程度。					
➤ 學生的分析能力					
➤ 教師對學生的評估					
普通話教中文	策略：				
	➤ 一至六年級學生能用標準普通話朗讀課文及詞語，三年級以上的學生能用普通話流暢地回答問題及作小組討論，並向同學及老師作報告。	中文科老師	✓	✓	✓
	➤ 一至六年級有感情地朗讀課文，培養學生的語感。 ➤ 一至三年級設有大聲朗讀的功課，以培養學生的朗讀能力。				
評估指標：					
➤ 全體老師對以上計劃表示滿意。					

推廣校園閱讀風氣	策略：				
	<ul style="list-style-type: none"> <li>圖書閱讀獎勵計劃：一至三年級學生共同參與，每人獲發閱讀紀錄表一份，而學生每閱讀完二十本書，便可得到獎品一份。</li> </ul>	圖書館老師及中文老師	✓	✓	✓
	<ul style="list-style-type: none"> <li>「好書介紹」：老師或學生向全班同學推薦好書，並設好書欄目，向學生介紹。</li> </ul>		✓	✓	✓
	評估指標：				
	<ul style="list-style-type: none"> <li>順利完成上述活動。</li> </ul>				
	<ul style="list-style-type: none"> <li>根據閱讀紀錄表，全校有 <b>50%</b>以上的學生獲得獎勵。</li> </ul>				
	<ul style="list-style-type: none"> <li>根據閱書紀錄，檢視曾被推介的書籍是否較受歡迎。</li> </ul>				
培養學生閱讀習慣	策略：				
	活動： <ul style="list-style-type: none"> <li>閱讀課：學生每週有四十分鐘閱讀時間。</li> <li>跟進活動：如朗讀、講述、角色扮演、文章分享會。</li> <li>家長參與：鼓勵家長在家中進行親子閱讀，設立親子閱讀時間。</li> </ul>	中文科老師	✓	✓	✓
	評估指標：				
	<ul style="list-style-type: none"> <li>完成上列活動</li> <li>利用問卷調查，<b>70%</b>以上的學生或家長表示學生之閱讀習慣有改善。</li> </ul>				
提高學生寫作能力	策略：				
	評講活動 <ul style="list-style-type: none"> <li>鼓勵學生參加校外寫作比賽。</li> <li>除了課堂寫作外，各班在週末都必須完成一篇週作，內容不限。低年級以生活經驗為主題，高年級形式較多變，當中包括生活經驗的、想像的、續寫的.....</li> </ul>	中文科老師	✓	✓	✓
	評估指標：				
	<ul style="list-style-type: none"> <li>完成上列活動</li> <li>利用問卷調查，<b>70%</b>以上的教師表示學生的寫作技巧有進步。</li> </ul>				
集體備課	策略：				
	<ul style="list-style-type: none"> <li>每級隔週備課，與同事檢討學生的學習進度及要改善之處，找出學生弱點，加增訓練。</li> </ul>	中文科老師	✓	✓	✓
	評估指標：				
	<ul style="list-style-type: none"> <li>各組員全年進行最少 <b>6</b>次各級任教老師集體備課。</li> </ul>				



教師培訓	策略：				
	➤ 鼓勵教師參加有關本科的訓練課程。	中文科老師	✓	✓	✓
	➤ 鼓勵教師參加有關普通話的訓練課程或工作坊。		✓	✓	✓
	➤ 老師每年必須觀同級老師的中文課一次。				
	評估指標：				
➤ 本科教師最少參加一項有關中文科的專業培訓。					
➤ 百分之七十的老師認為觀課有助提升教學。					

2015/2016 to 2017/2018

Mathematics Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
<b>Student Learning Strategies</b>	<b>Strategies</b>				
	Promote problem solving skills.	Math teachers	✓	✓	✓
	<b>Success Criteria</b>				
	At least one type of problem solving skills is introduced to students every school year.				
<b>Teacher Training</b>	<b>Strategies</b>				
	Encourage teachers to attend workshop or courses related to Math.	Math teachers	✓	✓	✓
	Math peer lesson observation is done once a school year.		✓	✓	✓
	Enhance teachers' professionalism in handling administrative work		✓	✓	✓
	<b>Success Criteria</b>				
	Math teachers attend at least one training course or workshop related to Math each school year and they finish at least one Math course or attend Math seminar or workshop.				
	Every teacher has done one peer lesson observation among the same grade every year.				
Panel heads take different duties every two years or every year.					

2015/2016 to 2017/2018

General Studies Action Plan

Area s	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Establish the teaching plan	<b>Strategies</b>				
	During collaboration meeting every unit, teachers will also discuss about the date of quiz and project ahead.	G.S. grade coordinators-	✓	✓	✓
	<b>Success Criteria</b>				
	70% students can bring their plants back to school at the end of 2 <sup>nd</sup> term and show the whole class.				
Improving Student Learning Efficiency	<b>Strategies</b>				
	Join “One Person, One Flower Scheme” to encourage students to take care of plants in order to promote green live at homes.	G.S. teachers	✓	✓	✓
	More involvement with the communities by engaging in service projects.	Panels and teachers	✓	✓	✓
	Join GS quiz contests/competition to encourage students’ awareness of the community.		✓	✓	✓
	<b>Success Criteria</b>				
	Complete the activities mentioned above.				
Over 70% of students and teachers are satisfied with the activities.					
Social Awareness	<b>Strategies</b>				
	For P.3 to P.6, students will do newspaper sharing weekly and there will be at least one student sharing to the whole class their comment and opinion about the news.	G.S. teachers	✓	✓	✓
			✓	✓	✓
	<b>Success Criteria</b>				
Purchase 3 big books every year					
The performance of newspaper sharing should be counted as class participation on the report card.					
Professional Teacher Training	<b>Strategies</b>				
	Encourage teachers to attend courses or workshops related to G.S. at least one a year	G.S. teachers and junior teachers	✓	✓	✓
	Enforce peer observation that every GS teacher must have at least one observation to another GS teacher.	G.S. teachers	✓	✓	✓
	Junior teachers are required to take up one part each session to enhance co-teaching	G.S. teachers	✓	✓	✓
	Invite professional team from different organizations to provide in house training for teachers.	G.S. panel	✓	✓	✓
	Visit other countries’ professional development, e.g. environment protection plan in New Zealand.	G.S. teachers	✓	✓	✓
	<b>Success Criteria</b>				
Main teachers and junior teachers attend at least one G.S. related course or workshop.					
Teachers are required to fill out a class observation form after the lesson observation					

2015/2016 to 2017/2018

Information Technology Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Establish the teaching plan	<b>Strategies</b>				
	Establish the teaching strategies	CDC and the I.T. teachers	✓	✓	✓
	Teachers meet every term to evaluate, amend and improvise teaching		✓	✓	✓
	<b>Success Criteria</b>				
	Regular meetings, sharing sessions.	-			
Completed I.T. curriculum	-				
Thematic Approach	<b>Strategies</b>				
	Integrate I.T. skills and topics with the thematic curriculum in curriculum development meetings.	CDC and the I.T. teachers	✓	✓	✓
	The themes should be related to students' daily lives.		✓	✓	✓
	<b>Success Criteria</b>				
The skills and topics in I.T. lessons should be updated time to time. Apps in mobile devices should be included in the curriculum. 80% of the students and parents are satisfied with students' learning.	-				
Provide more opportunities for students to participate in physical activities	<b>Strategies</b>				
	Promote interests and enhance knowledge of the students in information technology.	I.T. teachers	✓	✓	✓
	Join outside school I.T. competitions/awards		✓	✓	✓
	Encourage students to join E-learning programs offered by other organizations.		✓	✓	✓
	Integrate I.T. with other subjects like English, Chinese, G.S., Math, Music, Visual Art and P.E.	I.T. teachers and other subject teachers	-	✓	✓
	<b>Success Criteria</b>				
	Complete the activities mentioned above.				
Over 70% of students and teachers are satisfied with the activities.					
Teacher Training and Aids	<b>Strategies</b>				
	Provide renovated facilities and technical support to teachers for conducting I.T. aided teaching and learning	I.T. technicians	✓	✓	✓
	Provide in-service training for teachers to update their I.T. skills and knowledge.		✓	✓	✓
<b>Success Criteria</b>					
The I.T. equipment's should ready to use in any time and make sure lessons can be run smoothly.					

2015/2016 to 2017/2018

P.E. Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Establish the teaching plan	<b>Strategies</b>				
	Establish the teaching strategies	CD Team and the P.E. teachers	✓	✓	✓
	Teachers meet every term to evaluate, amend and improve teaching		✓	✓	✓
	<b>Success Criteria</b>				
	Regular meetings, sharing sessions.	-			
P.E. curriculum completed	-				
Thematic Approach	<b>Strategies</b>				
	Integrate P.E. skills and topics with the thematic curriculum in curriculum development meetings.	CD Team and the P.E. teachers	✓	✓	✓
	The themes should be related to students' daily lives.		✓	✓	✓
	<b>Success Criteria</b>				
70% of the students and parents are satisfied with students' learning.	-				
Provide more opportunities for students to participate in physical activities	<b>Strategies</b>				
	Participate in joint-schools sports day and inter-school competitions. Help students to understand the importance of sportsmanship is rather than receiving awards in the competitions.	P.E. teachers	✓	✓	✓
	Provide different sports courses so that students can engage in different physical education related activities.		✓	✓	✓
	Participate in Sport ACT and Sport FIT Award Scheme to develop a healthy life style for students				
	To hold a Games Day(Sports Day) for all students to participate in.	P.E. teachers with the help of whole school	✓	✓	✓
	<b>Success Criteria</b>				
	Complete the activities mentioned above.				
Over 70% of students and teachers are satisfied with the activities.					
Physical Fitness	<b>Strategies</b>				
	Assess students' physical fitness Fitness station will be set up in recess	P.E. teachers	✓	✓	✓
	<b>Success Criteria</b>				
Completed physical fitness assessment for the whole school.					
Recruit Coaches/Buy Services	<b>Strategies</b>				
	Recruit coaches or buy services, especially in swimming and badminton, so that students can develop in such area(s).	P.E. teachers	✓	✓	✓
	<b>Success Criteria</b>				
Coaches or services recruited and students were trained.					

2015/2016 to 2017/2018

Music Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Establish the teaching	<b>Strategies</b>				
	Teachers meet every term to evaluate, amend and improve teaching	CD Team and the Music teachers	✓	✓	✓
			✓	✓	✓
	<b>Success Criteria</b>				
	Regular meetings, sharing sessions and students performance	-			
		-			
Students learning strategies	<b>Strategies</b>				
	In lessons, provide different language of songs and let the students to know more about other countries' culture.	CD Team and the Music teachers	✓	✓	✓
	Encourage P.3 – P.6 students to learn one instrument other than recorder		✓	✓	✓
	<b>Success Criteria</b>				
	Over 80 % of P.3 – P.6 students learn one instrument other than recorder	-			
	Over 10% of the songs were not English song				
Provide more opportunities for students to participate in music related activities	<b>Strategies</b>				
	Participate in joint-schools music competitions and the Music Festival in order to provide opportunities for students to appreciate music.	Music teachers	✓	✓	✓
	Provide different training courses and music interest classes so that students can engage in different music related activities.		✓	✓	✓
	Increase students' knowledge of music and awareness of concerts. Arrange students to go to concert.		✓	✓	✓
	To hold music talent show for students to participate in.		✓	✓	✓
	<b>Success Criteria</b>				
	Complete the activities mentioned above.	-			
	Over 70% of students and teachers are satisfied with the activities.	-			
Integrate I.T. with Music	<b>Strategies</b>				
	Teach students to learn music knowledge from the internet	Music teachers	✓	✓	✓
			✓	✓	✓
	<b>Success Criteria</b>				
	Introduce some music related websites or apps at least once every term.	-			

2015/2016 to 2017/2018

Visual Arts Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Establish teaching plan	<b>Strategies</b>				
	Teachers meet every term to evaluate, amend and improve teaching.	CD Team and the Visual teachers	✓	✓	✓
	<b>Success Criteria</b>				
	Regular meetings, sharing sessions were held.	-			
	Completed the Visual Arts curriculum	-			
Student Learning Strategies	<b>Strategies</b>				
	Use the thematic approach Integrate Visual skills and select topics according to the themes chosen by the CD Team.	CD Team and the Visual teachers	✓	✓	✓
	The topics should be related to students daily lives		✓	✓	✓
	Build up students' art appreciation & criticism ability		✓	✓	✓
	<b>Success Criteria</b>				
Over 80% of students and parents are satisfied with the learning of the students.					
Provide more opportunities for students to participate in visual Arts activities	<b>Strategies</b>				
	Participate in art and design competitions to arouse student's interest and exposure in different art forms.	Visual teachers	✓	✓	✓
	Provide different art and craft ECA for students to engage in different art areas.		✓	✓	✓
	Display student artworks around the school and hold Visual Arts exhibitions inside school		✓	✓	✓
	Visit art exhibitions and art galleries		✓	✓	✓
	Organize Art Day to provide opportunities for students to exposure different kind of art and craft		✓	✓	✓
	<b>Success Criteria</b>				
Complete the above activities.					
Over 70% of students and teachers are satisfied with the activities.					
Promote Ceramic art	<b>Strategies</b>				
	Integrated ceramic art in VA curriculum	Visual teachers	✓	✓	✓
	Provide ceramic art ECA for students		✓	✓	✓
	Create ceramic mural for school decoration		✓		
	Provide ceramic workshop for parents		✓	✓	✓
	Provide ceramic workshop for teachers		✓	✓	✓
	Provide ceramic workshops to elderly centers and organize ceramic competition to kindergartens		✓	✓	✓
	<b>Success Criteria</b>				
Students should product at least one ceramic artwork every 2 years.					
Over 70% of parents and students are satisfied with the activities.					

Promote Chinese Calligraphy and Painting	<b>Strategies</b>				
	Provide Chinese Painting and Calligraphy station in playground during recess	Visual teachers	✓	✓	✓
	Integrate Chinese Calligraphy, Chinese penmanship in VA curriculum		✓	✓	✓
	Integrate Chinese Painting in VA curriculum			✓	✓
	<b>Success Criteria</b>				
	Complete the above activities.				
	Over 70% of students and teachers are satisfied with the activities.				



2015/2016 to 2017/2018

Extra-Curricular Activities Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Different kinds of extra-curricular activities	<b>Strategies</b>				
	Organize school extra-curricular activities which are held by teachers for the whole school year to enhance students' all-round development of spirit, mind and body.	ECA master, team members and teachers-in-charge	✓	✓	✓
	Participate in inter-school & external competitions including: Dance, Music, and Speech Festivals; Sports Day; Swimming Galas; and drawing competitions. School teams have been set up.		✓	✓	✓
	Invite other companies and organizations to organize fee-charging extra-curricular activities to provide students with opportunities for character formation and realization of potential.		✓	✓	✓
	<b>Success Criteria</b>				
	100% of students join school at least one activity per term.				
	Completed activities.				
Fill in an activity evaluation form.					
Subject Activities	<b>Strategies</b>				
	Activities are related to the development of each subject.	ECA master, team members and teachers-in-charge	✓	✓	✓
	<b>Success Criteria</b>				
	Each activity is completed according to the plan and evaluated.	-			
Joint-School Sports Day & School Games Day	<b>Strategies</b>				
	Participate in joint-school Sports Day and school Games day to train students to be cooperative and to have good sportsmanship.	ECA master, team members and teachers-in-charge	✓	✓	✓
	<b>Success Criteria</b>				
	Completed the above activity.				
School Picnic, Celebration parties, and Closing Ceremony ng	<b>Strategies</b>				
	School picnic is held once a year so students can appreciate and participate in activities.	ECA master, team members and teachers-in-charge	✓	✓	✓
	Halloween Dress Special Day, Christmas Party, Lunar New Year activities, International Day and activities related to various kinds of festivals are held to let students understand the holiday's significance in cultures around the world, celebrate and rejoice.		✓	✓	✓
	Graduation and Year-end closing ceremony.		✓	✓	✓

	<b>Success Criteria</b>				
	Completed the above mentioned activities.	ECA master, team members and teachers-in-charge			
<b>Life wide - -learning activities</b>	<b>Strategies</b>				
	Organize field trips in and outside Hong Kong to visit museums or other attractions and for cultural exchange.	ECA master, team members and teachers-in-charge	✓	✓	✓
	Special theme days and interactive hands-on learning programmes are held to cultivate students' generic skills and to enrich, enlarge and extend students' classroom learning through various learning experiences.		✓	✓	✓
	<b>Success Criteria</b>				
	Completed the above mentioned activities.				

2015/2016 to 2017/2018

Discipline and Counseling Action Plan

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
Encourage a balanced development in personal growth	<b>Strategies</b>				
	Purchase student counseling services. The services include: school guidance counselor, student and parent activities, and teacher training.	The principal and the administrative parties	✓	✓	✓
	Identify students in need by collecting personal data, inputs from class teachers and parents, and offer suitable counseling services.	Discipline and Counseling team and class teachers	✓	✓	✓
	Provide individual and group counseling for the students in need.		✓	✓	✓
	Students requiring intensive counseling are referred properly for follow-up.		✓	✓	✓
	School-based counseling plan to go alongside with moral and national education.		✓	✓	✓
	<b>Success Criteria</b>				
	Purchased student counseling services.	-			
	Completed school-based counseling plan every year.	-			
	More than 90% of the students are included in data collection process	-			
	Students with special needs are identified and referred for follow-up.	-			
	Critical and difficult cases are referred to social workers.	-			
	Parents and students involved are satisfied with the services.				
Fostering an orderly and safe learning environment	<b>Strategies</b>				
	Whole school approach to discipline and guidance by eliciting the school social worker's suggestions.	Discipline and Counseling team	✓	✓	✓
	Regularly collect data from teaching staff regarding student behaviour problems so as to improvise discipline and guidance work effectively and systematically.	School social worker/School Discipline Teacher	✓	✓	✓
	<b>Success Criteria</b>				
	At least three case studies per year.	-			
At least two meetings per year to evaluate ways to monitor misbehaviours.					
Establish Rules and Regulations	<b>Strategies</b>				
	Establish school rules and classroom routines.	Discipline and Counseling team and class teachers	✓	✓	✓
	Help teachers to understand and perform discipline and guidance work.		✓	✓	✓
	Class teachers will explain the school rules and classroom routines to all students.		✓	✓	✓
<b>Success Criteria</b>					
Completed and reviewed school rules.					
Developing self-monitoring student	<b>Strategies</b>				
	The Discipline teacher organizes and selects prefects.	Discipline and Counseling team	✓	✓	✓
	Train prefects to understand their roles and authority and to be effective in student discipline management.		✓	✓	✓
<b>Success Criteria</b>					

	Meet with the prefects at least once a month.				
	Provide leadership training camp for prefects.				

2015/2016 to 2017/2018

Moral and Civic Education and Multi-Intelligence

Areas	Strategies/Success Criteria	Personnel in charge	15 / 16	16 / 17	17 / 18
<b>Establish the Teaching Plan</b>	<b>Strategies</b>				
	Collect teaching materials, establish the teaching strategies.	M & M teachers	✓	✓	✓
	Teachers meet every term to evaluate, amend and improvise teaching		✓	✓	✓
	<b>Success Criteria</b>				
	Regular meetings, sharing sessions.	-			
Completed Moral and National Education curriculum	-				
<b>Moral &amp; National Education Lessons</b>	<b>Strategies</b>				
	M&M lesson will be scheduled every Thur to instill correct concepts to facilitate students' development in positive behaviours, social issues and self-management skills.	M & M teachers and CDC	✓	✓	✓
	Lessons are taught gradually and relatively with interactive activities to guide and model good character and positive behaviours in students, and to motivate them to learn.		✓	✓	✓
	<b>Success Criteria</b>				
70% of the parents, students and teachers are satisfied with the lessons.	-				