

**St. Paul's College Primary School
Annual School Plan 2015-2016**

Domain 1 Management and Organisation

Goal: Sustain School improvement / development in line with the Primary School expansion plan from 18 to 24 classes

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.1 To strengthen governance and internal control	1.1.1 Discuss comments in the Management Letter after the Financial Audit and the Management and Financial Audit (Pilot)	Aug - Sep 2015	School-based guidelines and forms revised Comments in the Management Letter well-communicated among staff	Regular inspection by Headmistress / Supervisor	H DH SS	
	1.1.2 Incorporate the comments to enhance guidelines and policies in order to improve current practices in the respective areas		Revised guidelines and forms put into use			
	1.1.3 Conduct spot check monthly	Oct 2015- Aug 2016	Guidelines closely observed; Revised forms properly completed and filed.		H DH ST-R	

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.2 To realise collaborative leadership	1.2.1 Provide training opportunities for panel chairs, vice chairs, team leaders and middle managers	Sep 2015 - Jul 2015	One to two teachers trained every year	Staff Development Record	ST-SD	
				Staff Performance Appraisal		
	1.2.2 Strengthen panel chairs and team leaders and train up vice chairs in the decision-making process		Panel chairs, team leaders and vice chairs collaborate and carry out their duties more effectively	External School Review	H ADH (CD) PCs and VPCs of all subjects	
	1.2.3 Contribute collegiality in execution of programmes / projects					
1.3 To uphold quality assurance in learning and teaching	1.3.1 Continue with peer lesson observation	Sep 2015 - Jul 2016	Lesson observation forms completed	Lesson Observation Records	ST-SD	
	1.3.2 Strengthen the role of the Assistant Deputy Head (CD) and subject panel chairs in internal quality assurance regarding teaching and learning		Student works inspection and lesson observation carried out as planned	Staff Performance Appraisal		
				External School Review		

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
	1.3.3 Undertake School Self-Evaluation (SSE) incorporating stakeholder surveys and other school data (e.g. APASO)	Jan - Mar 2016	Stakeholder surveys completed	Stakeholder Survey Reports	ST DH (D/G)	IT support from CL Department
	1.3.4 Conduct External School Review in accordance with DSS regulations and guidelines	Nov 2015	External School Review as scheduled	External School Review	H and all staff	
1.4 To maintain and furnish the campus	1.4.1 Fix defects and supply add-on facilities to improve the school premises	Sep 2015 - Aug 2016	Sufficient funds made available for all items planned	Progress reports by contractors / Clerk of Works supervised by	H DH PM	\$1,500,000
1.4.2 Draw up detailed proposals for the above with the help of Project Manager and Consultants	Repair / renovation works completed as scheduled		Head, Deputy Head and Project Manager coordinated by Senior Teacher-in-charge	ST-R CoW		
1.4.3 Conduct feasibility studies of building an annex with the construction of a swimming pool						

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
<p>1.5 To maximise human and capital resources to improve learning and teaching practices</p>	<p>1.5.1 Run the double class teacher system in JC1 - 4 and explore the possibility of extending the system to JC5 and 6</p> <p>1.5.2 Implement small class teaching, with pull-out / split classes having 4 to 6 teachers teaching a subject, in Chinese and mathematics in two classes of JC 4 and 5 and across the 3 classes in JC 6 and maintain streaming of Enhancement / Remedial classes in English and mathematics</p> <p>1.5.3 Utilise the 6 spare classrooms and 4 small-group teaching rooms to enhance teaching and learning effectiveness</p> <p>1.5.4 Utilise the human resources (additional teachers and teaching assistants deployed over the past three years) to realise 1.5.1, 1.5.2 and 1.5.3 above</p>	<p>Sep 2015 - Jul 2016</p>	<p>Diverse learning needs of students can be better looked after</p>	<p>Student performance in assessments maintained or improved as compared with previous years. (1.5.1 - 1.5.2)</p>	<p>ADH (CD) + PCs + VPCs (Chi, Maths)</p>	

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.6 To prepare for the celebration 165th anniversary of St. Paul's College	1.6.1 Engage all staff, students, alumni and parents in various working groups for SPC 165th Anniversary such as Anniversary Concert, Exhibition Day, Anniversary Dinner and Carnival	Sep 2015 - Aug 2016: Preparation Sep 2016 - Aug 2017: Celebration	Tasks completed	Feedback from all stakeholder groups	H and all STs	
1.7 To expand school size from 18 classes to 24 classes	<p>1.7.1 Prepare for school expansion; online application system to be introduced.</p> <p>1.7.2 Admit 112 students in JC1 (28 per each of the four classes) in September 2016</p> <p><i>[School size reaching 20 classes; 28 students per class in JC1 and JC2 in September 2017]</i></p> <p><i>[School size reaching 24 classes; 28 students per class from JC1 to JC6 in September 2021]</i></p>	Sep 2015 - Aug 2020	Tasks completed by phase	Student enrolment record	H and ADH (PC Chi)	

Domain 2 Learning and Teaching

Goal: Improve teaching and student learning practices

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.1 To enhance quality capabilities for e-learning, and teaching and learning	2.1.1 Review and maintain best-practice standards, facilities and equipment for ICT in all learning areas	Sep 2015 - Jul 2016	Tasks carried out as planned Enhanced student performance in everyday lessons and assessments in all subjects	Observation and feedback from teachers, students and parents	ADH (CD) PCs of all subjects	Recurrent Grant to Schools for Enhancement of WiFi Infrastructure and One-off Grant for acquiring the mobile computing devices: \$70,000
	2.1.2 Maintain the present school's computer network, servers and system					
	2.1.3 Upgrade out-dated computers and monitors with new ones; upgrade networks, servers and system					
	2.1.4 Enhance and review teaching and learning by exploring and utilising Smart Boards (mobile computing devices) in lessons					

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.2 To uphold the quality of student learning in all areas	2.2.1 Review and strengthen the Putonghua/Chinese curriculum in J.C. 1-3	Sep 2015 - Jul 2016	Student performance of tests and exams maintained or improved as compared with previous years	Internal assessment results	ADH (CD) PCs + VPCs (Chi)	
	2.2.2 Review and strengthen the Chinese curriculum using Putonghua as the medium of instruction for J.C. 4-6 with remedial teaching and split-class teaching				PC + VPCs (Mus)	
	2.2.3 Review and strengthen JC 6 Music curriculum using English as the medium of instruction					
2.3 To strengthen discovery and experiential learning in all subject areas	2.3.1 Review and improve teaching and learning, peer assessment and self-assessment via discovery and experiential learning in all subjects, especially in general studies	Sep 2015 - Jul 2016	Student performance in assessments maintained or improved as compared with previous years	Feedback from teachers and students	ADH (CD) PCs + VPCs	
	2.3.2 Review and improve assessment system		Skills improved			
	2.3.3 Strengthen project presentation and display					

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.4 To strengthen self-regulated learning	2.4.1 Review and improve the goal-setting and progress checking programmes in all subject areas	Sep 2015 - Jul 2016	Better self-motivation (2.4.1 - 2.4.3)	Feedback from teachers and students	ADH (CD) PCs + VPCs	
	2.4.2 Provide students with access to learning materials and extended study activities through the Intranet and Internet		Skills improved			
	2.4.3 Introduce the flipped classroom concept to teachers and encourage application of the idea in J.C. 4 and 5		Teaching strategies enriched			
	2.4.4 Implement flip teaching in J.C. 4-6 where feasible		Student participation and performance maintained or improved as compared with previous years			
	2.4.5 Review and strengthen the self-initiated team training programmes and interest classes and launch a number of new ones to be held concurrently with CCAs		Better self-motivation Skills improved		ST-A	

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.5 To reinforce the 5-year Gifted Education Programme	2.5.1 Review and reinforce the Gifted Education Reference Manual	Sep 2015	Gifted Education Reference Manual in place	Feedback from teachers	ADH (CD) + Gifted Education Task Group + PCs	
	2.5.3 Review and improve the Enhancement and Remedial Programme in English, Chinese and mathematics	Sep 2015 - Jul 2016	On-going programme to cater for the needs of the gifted	Feedback from teachers and parents (2.5.3 - 2.5.8)		
	2.5.4 Reinforce whole-class enrichment operation model (*Level 1A – see Appendix: Three-tiered Implementation Mode)		Needs of the gifted met	Feedback from students (2.5.4 - 2.5.8)		
	2.5.5 Use differentiated teaching in regular lessons (*Level 1B)					
	2.5.6 Arrange pull-out programmes of generic nature (*Level 2A)					
	2.5.7 Arrange pull-out programmes for students with specific talents (*Level 2B)					
	2.5.8 Arrange off-site individualised support for the exceptionally gifted (*Level 3)					

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.6 To strengthen the Remedial and Enhancement Programmes in Chinese and mathematics	2.6.1 Pilot Pull-out Enhancement and Remedial Teaching in J.C. 5 and J.C. 6 in the subjects of Chinese and Mathematics	Sep 2015 - Jul 2016	Student performance in assessments maintained or improved as compared with previous years		ADH (CD) + PCs + VPCs (Chi, Maths)	
	2.6.2 Pilot the split-class system in J.C. 4 for Chinese and mathematics lessons to cater for diversity in learning needs					
	2.6.3 Review split class system in J.C. 4 for Chinese and mathematics lessons					
	2.6.4 Continue with split class teaching in J.C. 5 for Chinese and mathematics lessons and implement the system in J.C. 4					
	2.6.5 Review split class system in J.C. 5 and 6 for Chinese and mathematics lessons					
	2.6.6 Continue with split class teaching in J.C. 5 and J.C. 6 for Chinese and mathematics lessons and implement the system in J.C. 4					

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.7 To keep teachers abreast of education development	2.7.1 Provide teaching staff with the necessary professional development opportunities with a different focus each year 2.7.2 Encourage teachers to join the fundamental courses on Gifted Education from HKEA or other organisations	Sep 2015 - Jul 2016	Continual staff professional development (not fewer than 50 hours per teacher each year)	CPD Records + Stakeholder Surveys	ST-SD	\$30,000

Domain 3**Student Support and School Ethos**

- Goals: 1. Strengthen the students' sense of belonging, sense of responsibility, love and care towards family, school, the community, the country and the world
 2. Nurture potential leaders
 3. Cater for learner diversity

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.1 To strengthen students' sense of responsibility at home, in school, in the community, in their own country and in the world	3.1.1 Whole school guidance programme Phase 2 - Love my Family, Love my School	Sep 2015 - Jul 2016	All activities completed	Teacher observation and feedback from parents	DH (D/G)	\$50,000
	3.1.2 Paul's Action	Mar 2016		Feedback from teachers and students	ADH (PC Chi)	\$180,000
3.2 To nurture potential leaders	3.2.1 Select Prefects and Head Prefects with the help of all teachers.	Sep 2015 - Jul 2016	System in place Leadership skills improved	Feedback from teachers, parents and student prefects	DH (D/G)	\$31,000
	3.2.2 Promote parent education on "Serving the School Wholeheartedly"				SGP	
	3.2.3 Conduct leadership training via workshops, regular meetings and an outdoor day camp				SGT	
	3.2.4 Implement the Best Prefect Award / Scholarship					

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.3 To enhance teaching staff's capability in catering for special educational needs (SENs) of students	3.3.1 Provide teaching staff with necessary training opportunities in catering for SEN students	Sep 2015 - Jul 2016	2-3 teachers trained per year	Feedback from teachers and parents	DH (D/G) SGP SGT	
	3.3.2 Evaluate the role effectiveness of the SGT					
3.4 To identify the needs of students and address them	3.4.1 Implement the Early Intervention Programme	Sep 2015 - Jul 2016	Students provided with better care and guidance Student performance in assessments maintained or improved as compared with previous years	Relevant records such as IEP and evaluation reports from collaborative organisations	DH (D/G) SGP SGT	\$850,000
	4.4.2 Arrange students for assessments when necessary					
	4.4.3 Provide students with special accommodation and Individual Education Plan (IEP)					
	4.4.4 Provide students with relevant services, e.g. EP service, speech therapy, anti-bullying programmes, Jockey Club Autism Support Network and Primary 1 and 2 Chinese Enhancement Programme, meetings with the social worker					

Domain 4

Student Performance

Goal: Discover, develop and stretch the potentials of the students in non-academic areas

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
<p>4.1 To identify students' potentials through a range of activities</p>	<p>4.1.1 Provide the students with learning opportunities within the school timetable (compulsory; one hour per week; School to pay)</p>	<p>Sep 2015 - Jul 2016</p>	<p>All students have the exposure to different learning experiences and find their own interest area for further development</p>	<p>Observation and feedback from teachers, students and parents Competition results</p>	<p>ST-A</p>	<p>HK\$800,000</p>
	<p>4.1.2 Provide the students with learning opportunities after school (optional; participants to pay)</p>		<p>Students' potentials discovered and stretched – students get satisfaction in learning and a sense of achievement</p>			
	<p>4.1.3 Provide selected groups of students with intensive training within the school timetable and after school (participants subsidised by the School)</p>		<p>Students work collaboratively and harmoniously Students' good habits fostered</p>			

4.2 To develop team spirit and emphasise respect for one another	4.2.1 Integrate elements of value education in the weekly assembly and daily lessons	Sep 2015 - Jul 2016	Team spirit fostered	Feedback from teachers and students	ST-A	
	4.2.2 Provide students with opportunities to enter competitions in groups or individually, in school and outside the school					
4.3 To strengthen the students' sense of responsibility in protecting the environment	4.3.1 Implement inter-class competition (e.g. cleanliness)	Sep 2015 - Jul 2016	Students' good habits fostered	Internal competition results	DH (D/G)	
	4.3.2 Familiarise students with provisions and facilities with eco-friendly features in our campus			Feedback from teachers and students	PCs + VPCs (GS)	
	4.3.3 Provide students with opportunities to take part in activities and enter competitions related to environmental protection			Competition results	Feedback from teachers and students	

Legend:

H	Headmistress	ST-R	Senior Teacher - Resources	PC	Panel Chairperson
DH (D/G)	Deputy Head (Discipline / Guidance)	PM	Project Manager	VPC	Vice Panel Chairperson
ADH (PC Chi)	Assistant Deputy Head (PC - Chinese)	SS	School Secretary		
ADH (CD)	Assistant Deputy Head (Curriculum Development)	SGP	Student Guidance Personnel		
ST-A	Senior Teacher - Activities	SGT	Student Guidance Teacher		
ST-SD	Senior Teacher - Staff Development	CoW	Clerk of Works		