



ST. PAUL'S COLLEGE PRIMARY SCHOOL

ANNUAL SCHOOL PLAN
2017-2018

OUR SCHOOL MISSION STATEMENT AND SCHOOL MOTTO

The offering to Chinese youths of a modern, liberal education in the English language (but including the subject of Chinese language in the curriculum) upon Christian principles, Protestant and Evangelical, as professed by the Sheng Kung Hui. Our school motto is **The Fear of the Lord is the Beginning of Wisdom** 寅畏上主是為智之本 (**Proverbs 9:10**)

OUR GOALS

The educational goals of the College, in accordance with its mission, may be described as:

To cultivate a healthy attitude to life and the world and to expose boys to the Christian message.

To inculcate civic awareness in boys and to develop them into responsible and useful citizens of community with respect for intellectual property, human rights, freedom and justice.

To enable boys to develop their intellectual potential fully, to think logically and creatively, to study and solve problems independently, and to communicate effectively in English and Chinese.

To develop boys' skills and abilities in Information Technology and to arouse interest in life-long learning.

To develop boys' physical and musical skills and abilities and to encourage enjoyment in sports and music.

To encourage the appreciation of the arts and development of artistic talents and skills.

To promote respect for the views and opinions of others, harmonious relationships in school, the family and the community, and participation in community affairs.

To develop in boys the ability to cope with adverse situations and to overcome emotional problems.

OUR ETHOS

Our ethos is summed up in the College song: "Brothers here we stand together, all for each and each for all". The College strives to provide an active, caring, happy and healthy environment for boys' learning based on mutual respect and trust.

**St. Paul's College Primary School
Annual School Plan 2017-2018**

Major Concern 1: Sustain School improvement / development in line with the 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 Strengthen governance and internal control	1.1.1	Monitor the implementation of the enhanced guidelines and polices	Sep 2017 – Aug 2018	Guidelines and policies are closely observed.	Conduct spot check	H DH SS	
	1.1.2	Review and reinforce the enhanced guidelines and policies and their implementation		Views and suggestions of colleagues are studied and taken into consideration Guidelines and polices have been reviewed	Regular inspection by Headmaster / Supervisor Feedback from staff	H DH ST-R	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.2 Realise collaborative leadership	1.2.1	Streamline organisational structure and assign duties and responsibilities to members who are commensurate with their expertise	Sep 2017 – Jul 2018	An increase in staff involvement in school operation and decision making	Feedback from staff; List of responsibilities for teachers	H D/ADH/STs	
	1.2.2	Encourage panel chairs, vice chairs, team leaders and middle managers to attend workshops or seminars in relation to the major concerns in Part 2.		About 50% of panel chairs and vice chairs received relevant training	Staff Development Record Staff Performance Appraisal	ST-SD PCs + VPCs of all subjects	
	1.2.3	Contrive collegiality in execution of programmes / projects		Effective communication and consensus among members of their subject panels and teams		H ADH (CD) PCs + VPCs of all subjects	
	1.2.4	Strengthen the role of panel chairs and team leaders in the decision-making process		Panel chairs and team leaders are invited to attend the SMT meeting on a regular basis			

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.3 Uphold quality assurance in Learning and Teaching	1.3.1	Lesson observations focused on our major concerns in Learning and Teaching by panel chairs of Chi / Eng / Maths / GS and the Assistant Deputy Head (CD)	Sep 2017 - Jul 2018	<p>Comments are given by panel chairs and ADH to teachers concerned;</p> <p>Over 80 % of teachers being observed accepted that lesson observations and the post lesson observation discussion are useful means for staff development</p>	<p>Pre / Post lesson observation discussion/sharing documents</p> <p>Teachers' feedback</p>	ADH (CD) PCs (Chi/Eng/ Maths/GS)	
	1.3.2	Continue with peer lesson observation – focused on the major concerns in relation to Learning and Teaching		<p>At least 1 peer lesson observations are conducted;</p> <p>Over 80 % of teachers accepted that peer lesson observation is useful and practical for their future planning in learning and teaching</p>	<p>Pre / Post lesson observation discussion/sharing documents;</p> <p>Teachers' feedback</p>		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required		
	1.3.3	Good teaching practices are identified and shared among teachers	Sep 2017 - Jul 2018	Sharing sessions are arranged; Teachers agreed that the sharings are useful and practical	Lesson observation documents; Teachers feedbacks	ADH (CD) PCs of all subjects			
	1.3.4	Assistant Deputy Head (CD) and subject panel chairs and vice chairs are encouraged to attend trainings in internal quality assurance regarding learning and teaching		Senior teachers received training	Training records				
	1.3.5	Review and undertake evaluation on measures and betterment according to External School Review Report		Measures and betterment incorporated	Lesson observation, Departmental plans, minutes and reports; Staff appraisal			H and all staff	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
1.4 Maximise human and capital resources to improve learning and teaching practices	1.4.1	Explore the possibility of extending the double class teacher system to J. C.5	Sep 2017 - Jul 2018	A task force is set up to study the situation and recommendations will be made for the SMT consideration	Feedback from teachers and parents; Human and finance resources allocation	ADH (CD) PCs + VPCs	\$1,200,000
	1.4.2	Recruit additional teaching staff to make room for panel chairs of Chinese and Maths department, and also the Assistant Deputy Head to monitor and facilitates improvement in learning and teaching practices					

Major Concern 2: Enhance quality Learning and Teaching practices

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.1 Enhance quality capabilities for e-learning and/or m-learning (Hardware and infra-structure)	2.1.1	Improve the performance of the network (including Wi-Fi) and other IT facilities	Sep 2017 – Jul 2018	The performance of the facilities has been improved; Facilities have been maintained and necessary replacement and purchase has been done	Inventory records check; Teachers' and students' feedback; Procurement records	ADH (CD) PC + VPC (CS)	One-off Information Technology Grant for e-Learning in Schools (\$199,450)
	2.1.2	Maintain and review the need for replacement or purchase of items for e-Learning					

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.2 Enhance quality capabilities for e-learning and/or m-learning (Teachers' competence and readiness)	2.2.1	Prepare action plans to facilitate the implementation of e-Learning	Sep 2017 – Jul 2018	Action plans have been prepared; Implementation has been carried out, monitored and fine-tuned	Departmental minutes/reports/plans	ADH (CD) PCs + VPCs	
	2.2.2	Provide trainings for teachers on the use of Office 365 /other online office Apps to increase collaboration and develop STEM education		At least two training sessions per academic year; Teachers have used Office365 / other online Apps to share teaching resources, student information or administrative information and find it useful	Training records; Survey for Teachers' feedback; Departmental reports	ADH (CD) ST-SD PC (CL) PCs + VPCs	
	2.2.3	Review the curriculum of Computer Literacy for J. C. 4 – 6 to ensure our boys are equipped with skills in using mobile devices and online Apps for collaborative learning		Curriculum has been reviewed and refined; Students are equipped	Scheme of work; Departmental minutes/reports; Lesson observation; Students' feedback		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
	2.2.4	Use of mobile technology and online Apps in learning and teaching beyond and/or within classrooms (Mainly in English, Mathematics and General Studies)	Sep 2017 – Jul 2018	Learning activities are planned and conducted with the use of the mobile devices at least once per term in senior J. C. classes; Sharing sessions are arranged	Lesson observation records and departmental minutes/reports; Attendance of the sharing sessions	ADH (CD) PCs + VPCs (Eng/Math/GS)	
2.3 Develop STEM/STEAM education	2.3.1	Strengthen teachers' skills of STEM/STEAM education by arranging intermediate training workshop for teachers		Trainings arranged and 50% of teachers agreed that the training workshop(s) served the purpose and met students' learning needs	Training records and teachers' feedback	H ADH (CD) ST-SD	
	2.3.2	Carry out the action plan for the development of STEM/STEAM education		The action plan has been carried out, evaluated and fine-tuned	Evaluation report, teachers' feedback and comments on the action plan		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.4 Strengthen discovery and experiential learning (GS, Mathematics and English)	2.4.1	Extend the use of discovery and experiential approaches in Maths/GS/English	Sep 2017 – Jul 2018	At least one teaching module is designed in J. C. 4 to 6; Students have benefited in their learning	Departmental minutes; Scheme of work; Evaluation reports; Lesson co-planning records; Feedback from teachers and students;	PC + VPCs (GS/Maths/Eng)	QSIP support HK\$125,000
	2.4.2	Foster collaboration of teachers in developing lesson modules		Lesson modules have been developed			
	2.4.3	Arrange sharing sessions on good practices by the panel members		Good lesson materials are kept and shared; Teachers find them useful;	Minutes; Evaluation reports; Peer lesson observation sharing reports	ADH (CD) PCs + VPCs	

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.5 Enhance quality and capabilities for students' skills of organisation and note-taking	2.5.1	Provide trainings for teachers on strategies to develop students' skills of organisation and note-taking	Aug – Dec 2017	Training sessions have been arranged; 50% of teachers find the training meet students' learning needs	Departmental minutes and report; Teachers' comments	H ADH (CD) PC+VPCs QSIP Team	
	2.5.2	Set up development plan in each department to facilitate the development and try out the plan	Jan – July 2018	The development plan has been carried out; Students' skills of organisation and note-taking have been developed	Departmental Annual Plan; Minutes; Lesson observations and records; Teachers' comments;		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
2.6 Cater for learner diversity	2.6.1	Review the split class arrangement for classes A and C in J.C. 4 – 6 for Chinese and Mathematics lessons,	Sep 2017 – Jul 2018	<p>The curriculum, teaching strategies, assignments and assessment methods of the special programmes and arrangements have been reviewed and refined by the subject panels;</p> <p>Different grouping of students are used;</p> <p>Students with different learning needs participated actively in lessons and their learning is enhanced;</p>	<p>Scheme of work, departmental minutes, evaluation reports;</p> <p>Feedback from participants;</p> <p>Feedback from the Stakeholders' survey</p>	<p>ADH (CD)</p> <p>PCs + VPCs (Chi / Maths)</p> <p>Teachers</p>	
	2.6.2	Explore alternative ways to cater for different learners' learning needs		Alternative arrangements have been raised and discussed			

Major concern 3: Strengthen the students' sense of belonging to school, sense of love and care towards the country; Nurture potential leaders

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.1 To strengthen students' sense of belonging to the school	3.1.1	To help students develop attributes of St. Paul's boys	Sep 2017 – Jul 2018	70% out of 20 classes have rockets that fly to the 'St. Paul's Planet'; Attributes of St. Paul's boys developed among the students	Scheme record Teachers' observation and feedback from parents and students	DH (D/G) SGT	
	3.1.2	To stress the importance of wearing school uniforms properly					
	3.1.3	To launch the Interplanetary Travel Scheme					
3.2 To strengthen students' sense of responsibility at home, in school, in the community, in their own country and in the world	3.2.1	Whole school guidance programme Phase 4 – Love Our Country	Sep 2017 – Jul 2018	100% of planned activities are completed with 90% students' participation and 80% parents' participation ; Students are willing to serve through the service learning programmes	Teachers' observation and feedback from parents and students	DH (D/G) SGP SGT	\$50,000
	3.2.2	Paul's Action	Mar 2018			ADH (PC Chi)	\$250,000

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
3.3 To boost the morale of prefects and maintain high standards among all prefects	3.3.1	Conduct regular meetings with prefects of different levels	Sep 2017 – Jul 2018	System in place; Leadership skills improved; Personal development goal achieved	Feedback from teachers, parents, prefects and other students	DH (D/G) SGT	
	3.3.2	Reorganise the Prefect Team					
	3.3.3	Evaluate the performance of prefects half-yearly					

Major Concern 4: 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
4.1 Identify students' potentials through a range of activities	4.1.1	Provide the students with learning opportunities within the school timetable (compulsory; one hour per week)	Sep 2017 - Jul 2018	All students have the exposure to different learning experiences and find their own interest area for further development;	Observation and feedback from teachers, students and parents;	ST-A	
	4.1.2	Provide the students with learning opportunities after school (optional)		Students' potentials discovered and stretched – students get satisfaction in learning and a sense of achievement;	Competition results;		
	4.1.3	Provide selected groups of students with intensive training within the school timetable and after school (participants subsidised by the School) and an even wider spectrum to accommodate the interests and talents of students		Students work collaboratively and harmoniously; Students' good habits fostered; Team spirit fostered	Feedback from teachers and students		

Intended Outcomes / Targets	Strategies / Tasks		Time Scale	Success Criteria	Evaluation Mechanisms	People Responsible	Resources Required
4.2 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 2017 - Jul 2018	Students are taught with positive attitudes and they show respect to others;	Feedback from teachers and staff; Records of students' performance in competitions	PC (RE) DH (D/G) PCs +VPCs (all depts.)	
	4.2.2	Provide students with opportunities to enter competitions in groups or individually, in school and outside the school		Students are enrolled in different kinds of competitions in groups or individually			
4.3 Strengthen the students' sense of responsibility in protecting the environment	4.3.1	Provide students with opportunities to take part in activities and enter competitions related to environmental protection		Students' good habits fostered	Competition results; Feedback from teachers and students	DH (D/G) PCs + VPCs (GS)	

Legend:

H	Headmaster	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		