

YUEN LONG PUBLIC SECONDARY SCHOOL
Annual School Plan (2019/20)

Major Concern 1:

To enhance students' learning through the promotion of e-learning.

1. To enhance teachers' professional development					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Inform colleagues of professional training courses and arrange in-house training and open lesson observation for colleagues	whole year	<ul style="list-style-type: none"> → 75% of the teachers find the courses and training to be valuable in enhancing their teaching strategies → 75% of the teachers have attended e-learning related courses or training 	<ul style="list-style-type: none"> ● CPD hours of teachers ● Evaluation Survey 	- Teacher i/c of the e-learning team
b.	Assign Collaborative Lesson Planning (CLP) session in the School Timetable for leading subjects. Closer monitoring and enforcement of PLO by HoDs.	whole year	<ul style="list-style-type: none"> → 70% of the leading subject members agree that the CLP enhances their teaching effectiveness and allows them to reflect on pedagogies and strategies employed → At least one PLO per term per teacher is carried out in the leading subjects 	<ul style="list-style-type: none"> ● Evaluation Survey ● Subject department records 	<ul style="list-style-type: none"> - HoDs of leading subjects (Eng, Math, LS, Geog) - Timetabling Team
c.	Organize sharing of good teaching practices in staff meetings and staff development days and open lesson observation	whole year	<ul style="list-style-type: none"> → 80% of the teachers have attended these sharing or trainings → 70% of the teachers agree that sharing of good teaching practices is useful 	<ul style="list-style-type: none"> ● Evaluation Survey ● Subject department records ● Staff meeting minutes 	<ul style="list-style-type: none"> - Teacher i/c of School Major Concern 1 - Teacher i/c of Staff Development Days
d.	Maintain an e-learning-friendly campus	whole year	<ul style="list-style-type: none"> → Steady WiFi coverage throughout school campus, including special rooms → All students can have access to a mobile device for learning purposes 	<ul style="list-style-type: none"> ● Teachers' observation 	- Teams concerned

2. To equip students with e-learning skills					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Follow up the 'Bring Your Own Device (BYOD)' policy.	whole year	<ul style="list-style-type: none"> → All students have access to a mobile device for e-learning → Students with financial needs can purchase their own mobile device with the help of a relevant subsidy 	<ul style="list-style-type: none"> ● Teachers' observation ● Successful application for the relevant subsidy 	- Teachers concerned
b.	Further improve students' self-directed learning skills	whole year	<ul style="list-style-type: none"> → 60% of the students have used e-learning tools or platforms to do pre-lesson preparation, homework and other tasks, and find them useful → 70% of the students have applied self-directed e-learning skills in their learning 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- HoDs - Teacher i/c of School Major Concern 1
c.	Promote the use of online learning platforms and different e-learning software or applications	whole year	<ul style="list-style-type: none"> → 50% of the teachers have made use of online learning platforms for teaching → 70% of the students have made regular use of online learning platforms → 65% of the students agree that the use of some e-learning software or apps enhances their learning interest 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- HoDs - Teacher i/c of School Major Concern 1
d.	Equip students with subject-specific e-learning tools	whole year	<ul style="list-style-type: none"> → 70% of the teachers can identify more e-learning software or apps relevant to the needs of their subject → 60% of the students find these subject-specific e-learning tools useful for their learning 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- HoDs - Teacher i/c of School Major Concern 1

3. To design, promote and implement e-learning curriculum in whole-school approach					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	4 leading subjects design e-learning tasks or lesson plans for teaching and sharing. The ideas are tried out in different classes for further improvement.	whole year	<ul style="list-style-type: none"> → 2 to 3 e-learning lesson plans are designed and carried out in the leading subjects → 70% of the leading subject teachers have tried out the e-learning lesson plans shared among subject teachers 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- Teachers of leading subjects (Eng, Math, LS, Geog)
b.	Create a subject-based e-learning Knowledge Pool for the sharing and recurrent use of the lessons designed	whole year	<ul style="list-style-type: none"> → All leading subject departments create an e-learning Knowledge Pool → 70% of the leading subject teachers have made use of the Knowledge Pool to facilitate their teaching 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- HoDs concerned (Eng, Math, LS, Geog)

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Major Concern 2:

To boost students' sense of belonging to school and respect for others.

To help students develop self-esteem, self-confidence and self-discipline					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Advance the school rules to go in line with what the current society needs	whole year	- The school rules are amended after consultation from teaching staff and students	- School Discipline Records	- All teaching staff - Discipline Team
b.	Offer more platforms for students to display their talents and achievements	whole year	- 70% of the teams/departments have used different approaches to nurture and celebrate students' success	- survey	- All staff
c.	Render learning experiences of various kinds via activities organised by various clubs/societies	whole year	- Clubs/societies have organised at least two activities in the year to boost sense of belonging to the school - Participating students enjoy the activities	- survey for club/society i/c and students - Teachers' observation	- All teaching staff
d.	Strengthen the bonding among schoolmates via inter-house competitions and joint campaigns/events	whole year	- Students enjoy the inter-house competitions and joint events - Students agree that the activities help build up bonding across houses	- Students' survey - Teachers' observation	- ECA Team
e.	Raise students' awareness in respecting and accepting others with different personalities and cultural background	whole year	- Teams/departments have organised activities to instill the attitude	- Teachers' observation	- All staff
f.	Encourage students to participate in social services to understanding themselves more	whole year	- 50% of the students have participated in at least one voluntary work	- survey	All staff
g.	Support the four main student bodies officials to carry out their duties	whole year	- All student bodies have received training - At least three meetings within team for planning and evaluation - At least one joint sharing of the four teams in a year	- Questionnaire - Teachers' observation	- WPD Team - Discipline Team - Counselling Team - ECA Team - SA