

**YUEN LONG PUBLIC SECONDARY SCHOOL**  
**Annual School Plan (2018/19)**

**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.	Set up a team to disseminate information of professional training courses and arrange in-house training and open lesson observation for teachers	whole year	<ul style="list-style-type: none"> <li>→ 70% of the teachers find the courses and training to be valuable in enhancing their teaching strategies</li> <li>→ 70% of the teachers have attended e-learning related courses or training</li> </ul>	<ul style="list-style-type: none"> <li>● CPD hours of teachers</li> <li>● Subject department records</li> </ul>	- Teacher i/c of the e-learning team
b.	Arrange at least one Collaborative Lesson Planning (CLP) lesson in the School Timetable for pilot subjects and carry out Peer Lesson Observation (PLO) in pilot subjects	whole year	<ul style="list-style-type: none"> <li>→ 75% of the pilot subject members agree that the CLP enhances their teaching effectiveness and allows them to reflect on pedagogies and strategies employed</li> <li>→ At least one PLO per term is carried out in the pilot subjects</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation questionnaire</li> <li>● Subject department records</li> </ul>	<ul style="list-style-type: none"> <li>- HoDs of pilot subjects</li> <li>- Teacher i/c of School Major Concern 1</li> </ul>
c.	Organise sharing of good teaching practices in staff meetings and staff development days and open lesson observation	whole year	<ul style="list-style-type: none"> <li>→ 70% of the teachers agree that sharing of good teaching practices is useful</li> <li>→ 80% of the teachers have taken part in these sharings or trainings</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation questionnaire</li> <li>● Subject department records</li> <li>● Staff meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>- Teacher i/c of School Major Concern 1</li> <li>- Teacher i/c of staff development days</li> </ul>
d.	Build an e-learning-friendly campus	whole year	<ul style="list-style-type: none"> <li>→ Whole-school wifi coverage</li> <li>→ Adequate supply of mobile devices</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation questionnaire for teachers and students</li> </ul>	<ul style="list-style-type: none"> <li>- Team concerned</li> <li>- Teacher i/c of School Major Concern 1</li> </ul>

2. To equip students with e-learning skills					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Implement 'Bring Your Own Device (BYOD)' policy.	whole year	<ul style="list-style-type: none"> <li>→ All students have a mobile device to use for e-learning in classroom</li> <li>→ Students with financial needs can purchase their own mobile device with the help of a relevant subsidy</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Successful application for the relevant subsidy</li> </ul>	- Teachers concerned
b.	Nurture students' self-directed learning skills via pre-lesson preparation, online homework and quizzes, flipped classroom, etc.	whole year	<ul style="list-style-type: none"> <li>→ 70% of the students have had opportunities to apply self-directed learning skills via various means or tasks</li> <li>→ 60% of the students agree pre-lesson preparation facilitate their classroom learning</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation questionnaire</li> </ul>	- HoDs - Teacher i/c of School Major Concern 1
c.	Encourage the use of online learning platforms and different e-learning software or applications	whole year	<ul style="list-style-type: none"> <li>→ 70% of the students have taken part in online learning platforms</li> <li>→ 60% of the students agree that the use of some e-learning software or apps enhances their learning interest</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation questionnaire</li> </ul>	- 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"> <li>→ 70% of the teachers can identify some e-learning software or apps relevant to the needs of their subject</li> <li>→ 60% of the students find these subject-specific e-learning tools useful for their learning</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation questionnaire</li> </ul>	- HoDs
e.	Assign projects for students to apply e-learning skills learnt	whole year	<ul style="list-style-type: none"> <li>→ 70% of the students can apply e-learning skills to their project</li> <li>→ 60% of the students find the e-learning skills learnt useful when doing their project</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Teachers' observation</li> <li>● Evaluation questionnaire</li> </ul>	- 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.	2 pilot subjects design e-learning packages for teaching and sharing in the first year. The scope of involvement will be extended to other subjects gradually over the course of three years.	whole year	<ul style="list-style-type: none"> <li>→ 2 to 3 e-learning packages are designed and carried out in the pilot subjects</li> <li>→ e-learning packages are shared and valued among subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation questionnaire</li> </ul>	- HoDs concerned
b.	Promote the use of online learning platforms and different e-learning software or applications	whole year	<ul style="list-style-type: none"> <li>→ 70% of the pilot subject teachers agree that online learning platforms facilitate their teaching</li> <li>→ 60% of the students agree that the use of some e-learning software or apps enhances their learning interest</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation questionnaire</li> </ul>	- HoDs - Teacher i/c of School Major Concern 1
c.	Create an subject-based e-learning knowledge pool for the sharing and recurrent use of the packages designed	whole year	<ul style="list-style-type: none"> <li>→ All pilot subject departments create an e-learning knowledge pool</li> <li>→ 70% of the pilot subject teachers find the knowledge pool useful</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation questionnaire</li> </ul>	- HoDs concerned

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**Major Concern 2:**

**To develop students' self-esteem, self-confidence, self-discipline and a sense of belonging to the school.**

<b>To help students develop self-esteem, self-confidence and self-discipline</b>					
	<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>
a.	Collect opinions to review the current school rules, reiterate the importance of observing school rules in all contexts	whole year	- Students demonstrate greater adherence to the school and the class	- APASO Survey - Teachers' Observation - School Discipline Records	- All teaching staff - Discipline Team
b.	Positively reinforce students who maintain good manners through schemes	whole year	- 70% of the students show appropriate manners to teachers and their counterparts	- Teachers' Observation - School Discipline Records	- All teaching staff - Discipline Team
c.	Guide students to set achievable goals and strive to attain them	whole year	- 60% of the students achieve their goals set	- Questionnaire - Teachers' observation	- All teaching staff - Major Concern Program Team - Careers Team
d.	Improve cleanliness and decorate the school premises by students themselves	whole year	-70% of the students participate in maintaining cleanliness & decoration of their rooms and playgrounds. -70% of the students agree that the activities help improve the cleanliness of the school environment.	- Teachers' observation	- Team i/c - Club i/c - Special Room i/c
e.	Establish closer bonding among classmates via class activities and inter-class competitions	whole year	-70% of the students enjoy participating in the activities and competitions	- Teachers' observation	- Class teachers - Teams and Clubs i/c
f.	Equip and empower the officials of the three main student bodies(Prefects, Peers Counsellors and House Captains) to shoulder more responsibility to support their peers	whole year	-70% of the leaders find the trainings useful -70% of the leaders find their service throughout the year enhances their leadership and communication skills.	- Questionnaire - Teachers' observation	- WPD Team - Discipline Team - Counselling Team - ECA Team