



The Hong Kong Management Association K S Lo College

Annual School Plan 2003-2004

September 2003

Part 1: School Mission & Vision

1.1 Mission

- To improve students' standards and skills
- To influence secondary school curriculum
- To develop a new approach in school management

1.2 Vision

The HKMA K S Lo College strives to care for all stakeholders of the school community and help students to excel academically and morally. The two core values that are upheld by staff are “Caring” and “Excellence”. The school motto is “In Search of Excellence”

1.3 Major Concerns for 2003/04

- 1.4.1 To implement a challenging junior form (S1 – S3) curriculum in 3 major subjects ie English, Chinese and Mathematics.
- 1.4.2 To improve students' English language standards.
- 1.4.3 To organize a series of events to celebrate the college's 10th anniversary in the 2004/2005 school year.

Part 2: Tasks, Strategies & Implementation

1. Major Concern: To implement a challenging junior form (S1 – S3) curriculum in 3 major subjects ie English, Chinese and Mathematics.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Daily Chinese, English and Maths assignments / reading scheme for S1-S3	On-going 3 years	<ul style="list-style-type: none"> ● On-time printing and distribution ● 95% collection rate ● Assignments returned to subject teachers within 2 working days ● Answers shown on the Intranet within 2 working days ● Students learn the vocabulary items highlighted in each article and build up a larger vocabulary 	Observation Daily record Report by teachers Daily monitoring by GO Weekly English quiz results	HODs PTP PTP PTP, ITA NBW, English Teachers	Teachers, Lab Technicians, IT Staff, Lib Staff, Office Staff, Minor Staff
Teachers set individual teaching & learning goals for improvement	2-year cycle	<ul style="list-style-type: none"> ● Each teacher should develop his own T&L improvement goal 	Staff Appraisal System	Principal	
Each department should issue study skills guidelines to students	1 year	<ul style="list-style-type: none"> ● HODs should discuss with his/her panel members and formulate study skills requirements for their respective subjects and help students to master such skills through classroom teaching and issuing guidelines 	Examination of panel meeting minutes and guidelines Class observation	APAA P, APAA	P, APAA

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
HODs should improve the teaching curriculum and assignment plan to make T&L more challenging and demanding	1 year	<ul style="list-style-type: none"> ● Number of homework assignments ● Quality of teaching 	Assignment inspection Lesson observation	HODs Principal	HODs, Principal
HODs should plan and implement a special curriculum for mini-summer term to teach English in their respective subjects	1 year	<ul style="list-style-type: none"> ● Implementation of the curriculum 	Document examination	APAA	APAA
Lesson study project will be tried in the following 3 subject departments: Maths, Economics & Chi	1 year	<ul style="list-style-type: none"> ● Successful implementation of the project 	Evaluation by outside experts	Dr W Y Pong, Principal, LKK	IQEA Gp
Principal sets requirements on the no. of professional development opportunities that staff pursue	1 year	<ul style="list-style-type: none"> ● 90% of staff meeting the requirements 	PDO/Training Record	Principal	
HODs collect and analyze data and report value-addedness to SEC and make presentations at staff meetings	1 year	<ul style="list-style-type: none"> ● Number of subjects showing value-addedness 	HKAT, SVAIS & Yellis data Presentation at SEC/staff meeting	HODs	HODs IT Support
New policies on examination and homework.	1 year	<ul style="list-style-type: none"> ● Acceptance of new policies 	Examination papers and assignments set in accordance with the new policies	APAA, HOD	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Systematic use of morning assemblies and morning CT sessions to promote reading	1 year	● Implementation of the assembly schedules	Observation	POS, DM	
Use of Capacity Enhancement Grant (CEG) to employ 3 full-time TAs and 4 part-time TAs/ ELTAs to support curriculum development and teach small groups after normal school hours.	1 year	● Number of student participating in tutorial classes	Attendance record	POS	
HODs collect and use data to assess, revise and improve instructional and assessment strategies to improve student achievement learning opportunities	1 year	● Systematic use of data eg P6 Banding & Language Ability Profile, HKAT, SVAIS, Yellis, HKCEE, HKALE.	Number of evidence-based improvement measures	HOD (Chi, Eng Maths)	IT Support
New award scheme to support the implementation of a challenging curriculum	1 year	● Acceptance of the scheme by teachers and parents	Number of students getting awards	APSA	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Guidance support programme for NC students	1 year	<ul style="list-style-type: none"> ● Number of activities organized for NC students and their parents ● No serious adjustment cases 	Activity records Observation by school social workers Examination of case records APASO	APSA, GM	

2. Major Concern: To improve students' English standards

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Monitor the number of teachers achieving LPR level 3 or above	3 years	<ul style="list-style-type: none"> ● 100% of English teachers achieving LPR level 3 or above 	Assessment records	Principal	Study Leave
Bridging programmes: New S1 students, S4 students	Summer	<ul style="list-style-type: none"> ● Effectiveness of the programmes 	Test results	NBW	
S1 lunch oral programme	1 year	<ul style="list-style-type: none"> ● S1 students are willing to use English to communicate with teachers 	Observation by English teachers	CSP	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Curriculum sets in S1	1 year	● Degree of differentiation of teaching methodology and materials	Test & exam results	NBW	
Qualifying exam for S5 students	1 year	● Number of students taking Syllabus A	HKCEE pass rate	LPS	
Mobilization of all English GMs to teach after-school tutorial groups for S5 students	1 year	● Number of students participating in tutorial groups	HKCEE pass rate	LPS	
Compile an English self-learning package by English teachers with the assistant of one TA	1 year	● Completion of self-learning materials by 8/2004	Inspection of the materials	NBW	
Refurbish the existing English Corner and turn it into an English self-learning center	1 year	● Renovation and installation of equipment	Completion of renovation work by 8/04	NBW	
Organize a series of English Activity Days	1 year	● Number of students participating in EADs	Feedback from students & teachers	LPI	

3. Major Concern: To organize a series of events to celebrate the College's 10th anniversary in 2004

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Formation of an organizing committee	1 year	<ul style="list-style-type: none"> The organizing committee is in operation and produces a detailed work plan 	Document examination	Principal	
Organize a series of internal promotion activities	1 year	<ul style="list-style-type: none"> Number of internal promotion activities 	Student feedback	LCH	
Provide administrative support to the Alumni Association	1 year	<ul style="list-style-type: none"> The Alumni Association functions properly 	Report by staff	KKF	