



The Hong Kong Management Association K S Lo College

Annual School Plan 2004-2005

October 2004

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 2004/05

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

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	<ul style="list-style-type: none"> ● On-time printing and distribution ● 95% collection rate ● Answers posted on internet in the following week 	Statistics collected by TA	PTP	Teachers & Support Staff
Each department should issue study skills guidelines to students	1 year	<ul style="list-style-type: none"> ● 90% of subject departments issue study skill guidelines to students before the First Examination. 	Examination of document	APAA	
Each subject should revise its curriculum for mini-summer term to teach English in their respective subjects	1 year	<ul style="list-style-type: none"> ● Implementation of the curriculum 	Examination of documents	APAA HOD (Eng)	
Learning Study Projects will be tried in the following 4 subjects: Maths, Chinese, English & Geography	1 year	<ul style="list-style-type: none"> ● Successful implementation of the projects 	Evaluation by outside experts Staff self-evaluation	Principal Staff Development Coordinator	HKIED EMB VITAL Project
Implementation of EMB's policy on teacher CPD	3-year cycle	<ul style="list-style-type: none"> ● 90% of staff meet the requirements 	EMB e-service training / CPD records	Principal	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Use of Capacity Enhancement Grant (CEG) to employ 2 full-time TAs and part-time tutors to teach small groups after normal school hours.	1 year	<ul style="list-style-type: none"> ● Number of student participating in tutorial classes 	Attendance record	POS HOD (Eng)	
Guidance / remedial support programme for non-forming (NC) students	On-going	<ul style="list-style-type: none"> ● Number of NC students receiving help ● No serious adjustment cases 	Statistics collected by TA Observation by school social workers Examination of case records APASO	APAA, APSA GM	
New initiatives by subjects: Chinese: <ul style="list-style-type: none"> ● Student writing project ● On-line reading scheme Maths & Science: <ul style="list-style-type: none"> ● Maths & Science Trail ● Joint-school Maths Competition Library: <ul style="list-style-type: none"> ● New Reading Award Scheme 	1 year	<ul style="list-style-type: none"> ● 25-30 participants ● Students read 3 passages per wk ● At least 20 participants ● Successful implementation ● 90% of students join the scheme 	Attendance Record Student reading records Maths Club records Student reading records	HOD (Chi) HOD (Maths) T-Librarian	CUHK

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	2 years	<ul style="list-style-type: none"> 100% of English teachers achieving LPR level 3 or above before August 2006 	Assessment records	Principal	Study Leave
Phonics classes for new S1 students (phonics programme) , S4 students Bridging programmes	Summer	<ul style="list-style-type: none"> Effectiveness of the programmes 	Student opinion survey	HOD (Eng)	
Curriculum sets in S1 & S2	1 year	<ul style="list-style-type: none"> Degree of differentiation of teaching methodology and materials 	Test & exam results	HOD (Eng)	
Allocation of additional teachers to teach S5 students through cross-class grouping according to different exam syllabuses	1 year	<ul style="list-style-type: none"> HKCEE pass rates in 2 English Syllabuses are above HK average SVAIS score = 8 	HKCEE pass rate	HOD (Eng)	
Organize a series of English Activity Days with the help of native-English speaking teaching assistants / tutors	1 year	<ul style="list-style-type: none"> Number of students participating in EADs 	Feedback from students & teachers	LPI	Chatteris
Australian study tour	1 year	<ul style="list-style-type: none"> 20 participants 	Feedback from students & teachers	NET (DKW)	
On-line reading programme for Set A students	1 year	<ul style="list-style-type: none"> 80% successful participation rate 	Monthly report	HOD (Eng)	

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

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Staff Responsible	Resources Required
Publication of a 10 th Anniversary Special Issue & VCD	Nov 04	● Publish on time and within budget	Report by APSA	APSA	
Graduation Ceremony 27 Nov Open Days from 26-28 Nov	Nov 04	● Smooth operation	Evaluation by School Executive Committee	Principal APAA	
Reunion Dinner (organized by Alumni Association & PTA)	Nov 04	● Smooth operation		ECAM	
Primary school rugby invitation contest 25-26 Nov	Nov 04	● At least 6 schools join the contest		HOD (PE)	