

# Maryknoll Fathers' School



## Annual School Plan

**2004 – 2005**

# **Maryknoll Fathers' School**

## ***School Mission***

It is our mission to educate students to be self-motivated, creative, rational and responsible individuals characterized by a manifestation of “Truth and Loyalty” – the motto of the school, through a balanced educational program relevant to a rapidly changing world.

## Annual School Plan (2004 – 2005)

**Major Concern 1: To create a positive learning and teaching environment where students and teachers can achieve academic excellence.**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>1.1 To improve students' reading habit.</b>					
1.1.1 Morning Reading Scheme.	Sept. 2004 ~ May 2005	(1) Each student should read at least 3 books by the end of the school year; (2) 50% of students spend time on reading.	Questionnaire survey	Class teachers Teacher-librarian	More books in the school library
1.1.2 To upgrade the school library.	Throughout the school year	(1) Withdrawal of old and tattered books; (2) Purchase of new books.	(1) Take inventory of the school library collection; (2) Increase the number of books borrowed from the school library.	CPK	Monetary allowance and human resources
<b>1.2 To upgrade the English standard and maintain English as an effective medium of instruction.</b>					
1.2.1 To conduct English presentations during Morning Assemblies.	Throughout the school year	Improvement in the standard of spoken English.	(1) Teachers' comments (2) Questionnaire survey	All English oral teachers	Human resources, prizes for students
1.2.2 To implement the English Ambassador programme.	Throughout the school year	50% of English Ambassadors fulfill their duties.	Teachers' observation	NSM	Human resources
1.2.3 To encourage students to take part in the HK Schools Speech Festival and external competitions.	Throughout the school year	(1) Increase in the number of participants; (2) Improvement in the standard of performance.	(1) Student record (2) Performance comments	English Panel head: YCY	Subsidized entrance fee

## Annual School Plan (2004 – 2005)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>1.3 To increase academic achievement and learning for all students.</b>					
1.3.1 To provide after-school enrichment and remedial programs.	Throughout the school year	(1) Remedial Programs: 5% of participants have increased their final examination marks.	Examination result record	YSY	Monetary allowance
		(2) Enrichment Programs: The majority of students feels that they have benefited from the enrichment programs.	(1) Students' self-evaluation; (2) Attendance record	NSM	
1.3.2 To implement a homework policy: (1) Set up a comprehensive homework system; (2) Help students who continuously fail to submit their assignments.	Throughout the school year	The percentage of students not handing in homework is reduced.	Statistical data	KKH	Human resources
		40% participants show improvement in handing in their work on time.		LCK	
1.3.3 To encourage all teachers to attend professional staff development programs.	Throughout the school year.	Each teacher attends at least one seminar or course per year.	Questionnaire survey and staff training record	NSM	Human resources
1.3.4 To promote better communications among parents, teachers and the school.	Throughout the school year	A positive response from parents	Stakeholder survey	CKY	Human resources
1.3.5 To provide the necessary support to enhance performance in the public examination results.	Throughout the school year	(1) Extended library hours; (2) Enhancement in students' examination skills.	Stakeholder survey	HFC	Monetary allowance and human resources

## Annual School Plan (2004 – 2005)

**Major Concern 2: To develop among students a strong sense of responsibility, self-discipline, integrity and self-esteem.**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>2.1 To nourish Christian values, particularly humility, respect and kindness as well as love.</b>					
2.1.1 To provide more activities related to moral and civic education.	Throughout the school year.	(1) Student: positive attitude towards peers, family, school and life; (2) School: a supportive, caring and sharing atmosphere.	By Stakeholder Survey for students and the APASO	Moral Education: LFS; and Civic Education: LKW	Monetary allowance and human resources
<b>2.2 To develop students' self-respect, self-awareness and self-discipline.</b>					
2.2.1 Activating Your Potential Award Scheme.	Throughout the school year	50% of participants get the awards.	Achievement record	Guidance and Counselling Team (SPM)	Monetary and human resources
2.2.2 To foster closer ties with parents to help students become self-learners and fully-functioning individuals.	Throughout the school year	A positive response from parents	Stakeholder Survey	CKY	Human resources
2.2.3 Student passport policy	Throughout the school year	40% of students achieve their goals.	Student Achievement records	YPS	Student Achievement Passports

## Annual School Plan (2004 – 2005)

### Major Concern 3: To establish a formal staff appraisal system.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<b>3.1 To set up an open and fair staff appraisal system.</b>					
3.1.1 To conduct peer lesson observations.	Throughout the school year	At least once a year	Stakeholder Survey	All teachers	Human resources
3.1.2 To continue the staff self-appraisal policy.	Throughout the school year	At least once a year	Stakeholder Survey	All teachers	Human resources
3.1.3 To carry out a subject questionnaire survey.	Jan. 2005	At least once a year	Stakeholder Survey	HFC	Human resources