

Maryknoll Fathers' School



Annual School Plan

2005 – 2006

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.

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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
1.1 To improve students' reading habit.					
1.1.1 Morning Reading Scheme.	Sept. 2005 ~ May 2006	(1) Each student should read at least 3 books by the end of the school year. (2) Apart from the Morning Reading Time, 60% of students spend time on reading. (3) 50% of students have developed a reading habit.	(1) Questionnaire survey. (2) Classroom observation.	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. (3) Computerized circulation service.	(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.

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Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.2 To upgrade the English standard and maintain English as an effective medium of instruction.					
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	English teachers: YCY, GK, and NML	Human resources, prizes for students
1.2.2 To implement the English Ambassador programme.	Throughout the school year.	60% of English Ambassadors fulfill their duties.	(1) Log-book (2) Observation	YCY and KWM	Prizes for students
1.2.3 To encourage students to take part in the Hong Kong 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

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Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.3 To increase academic achievement and learning for all students.					
1.3.1 To provide after-school enrichment and remedial programs.	Throughout the school year.	(1) Remedial Programs: 8% 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
		50% students 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

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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
2.1 To nourish Christian values, particularly humility, respect and kindness as well as love.					
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 Student Stakeholder Survey and the APSO	Moral Education: LFS; Civic Education: LKW	Monetary allowance Human resources
2.2 To develop students' self-respect, self-awareness and self-discipline.					
2.2.1 Activating Your Potential Award Scheme	Throughout the school year.	30% 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.	50% of students get their achieve their goals.	Student Achievement records	YPS	Student Achievement Passports

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

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 To set up an open and fair staff appraisal system.					
3.1.1 To conduct lesson observations.	Throughout the school year	At least once a year	Stakeholder survey	Principal	Human resources
3.1.2 To continue staff self-appraisal policy.	Throughout the school year	At least once a year	Stakeholder survey	Principal	Human resources
3.1.3 To carry out a subject questionnaire survey.	Jan. 2006	At least once a year	Stakeholder survey	HFC	Human resources
3.1.4 To develop a comprehensive appraisal system.	Jan. 2006	An appraisal system is set up.	Stakeholder survey	Principal	Human resources