

Maryknoll Fathers' School



Annual School Plan

2006 – 2007

Maryknoll Fathers' School

School Mission

It is our mission to enhance the students' holistic growth and development in accordance with Christian values through a balanced educational program relevant to a rapidly changing world. We aim to educate our students to be self-realizing, creative, rational and responsible individuals characterized by the words “**Truth and Loyalty**” – the motto of the school. The major emphasis in the coming three years will be: **Morality, Faith and Service.**

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Major Concern 1: To promote the holistic development of students.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1 To strengthen students' moral development.					
1.1.1 To help students set annual goals / targets in accordance with the school's moral themes.					
(1) To establish the school's moral themes on an annual basis.	Sept. 2006 ~ June 2007	All teachers and students know the school's moral themes and activate them in their daily lives.	(1) Students' self-reflections, and parents' comments;	LFS	
(2) To disseminate and help students implement the school's moral themes.	Sept. 2006 ~ April 2007	(1) Class Teachers help individual students to set their annual goals and targets; (2) Class Teachers interview students at least once in each school term to monitor their progress; (3) Non-class teachers help to interview individual students in classes with no co-class teachers.	(2) Decrease in the number of black marks; (3) By observations and teachers' comments; (4) Self-evaluation through debriefing; (5) Non-class teachers interview individual students at least once a year.	Class teachers assisted by non-class teachers.	Time allocation
(3) To replace Morning Assemblies with Moral Talks.	Sept. ~ Nov. 2006; Jan. ~ April 2007	(1) At least 1 ½ hours for all students; (2) Invite guest speakers to deliver Moral Talks.		CKY and Guest speakers	Time allocation, Monetary allowance

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Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.2 To improve students' discipline and behaviour.					
1.2.1 To enhance efforts to enforce the school regulations.					
(1) To strengthen teachers' discipline and counselling roles by sharing with other schools during teacher professional development days.	Aug. ~ Nov. 2006	Teachers deal with student discipline problems consistently and refrain from adopting a sarcastic attitude.	Teachers have at least 3 hours of training.	NSM	Time allocation
2) To provide brief reports on discipline and counselling in staff meetings.	Oct. ~ Nov. 2006; Jan. ~ May 2007	Discussion on same concerns during staff meeting.	Minutes of the Staff Meeting	LKM, LCK	Time allocation
1.2.2 To have well-behaved students act as role models.					
(1) To select and award "Model Students of the Month" and "Model Students of the Year" in each class.	Oct. 2006 ~ May 2007	Penalties for misbehaviour are reduced by half.	Record of the Discipline Board	(1) To set criteria: LKM, LCK, Class Teachers; and (2) The Class Teacher and subject teachers (English, Maths and Chinese) in each class select model students.	(1) To set non-academic criteria such as good completion of homework, frequency of absence, late-coming, good manners and conduct in lessons; (2) Certificate or book coupon.
(2) To give out "Tidy Appearance" awards to students in each class.	Oct. 2006 ~ May 2007	Penalties for untidy uniforms are reduced by half.	Record of the Discipline Board	Same as above	2 points as award

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Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(3) To recruit and train “Model Students” and “Target Students” as “Student Ambassadors” to assist in the Parents’ Day and the School Open Day.	Dec.2006- June 2007	Penalties for misbehaviour are reduced by half.	Record of the Discipline Board	Guidance and Counselling Team	A merit and a certificate will be awarded to a Student Ambassador.
1.2.3 To help students accept the school’s rules and regulations.					
(1) To provide reasonable and acceptable school regulations by listening to students’ views and opinions as received in the Student Union’s Opinion Box.	Oct. 2006 ~ June 2007	Summary of students’ views and opinions.	Discipline record and Stakeholder Survey for students	Vice-principals	Human resources
(2) To assist students in accepting the school rules and regulations by discussing them during Class Teacher Time.	Sept. 2006	A drop of 10% in the frequency of misbehaviour compared with last year.	Discipline record and Stakeholder Survey for students	Class Teachers	Allocate Class Teacher time
(3) To assist students in accepting and respecting the spirit of the rules and regulations.	Sept. 2006 - June 2007	Each class sets and implements its own class rules.	(1) Penalty record of the Class Society; (2) Class reflections at the end of the school year.	Class Teachers	Allocate Class Teacher time

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Major Concern 2: To enhance harmonious relations and to promote a sense of belonging to the school.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1 To create a caring school ethos.					
2.1.1 To make use of inter-house and extra-curricular activities to enhance students' sense of belonging.					
(1) To review the existing prize and award system to encourage the students to participate in various types of activities.	Sept. 2006	A new prize and award system is established.	By Stakeholder Survey for students and the APASO	EAU	Human resources
(2) To encourage students to participate in various types of activities.	Oct. 2006	Participation rates are raised by 15%.	Through ECA records and performance in the students' participation in the activities	All colleagues	Human resources
2.1.2 To review the credit and merit system.					
(1) To review the existing credit and merit system to enable students to have greater incentives to better themselves.	Sept. 2006	A new credit and merit system is established.	By Stakeholder Survey for students and the APASO	Discipline Board, Guidance and Counselling Team and the EAU.	Human resources
(2) To invite a Prefect and a Student Union representative onto the Reviewing Team.	Sept. 2006	A new credit and merit system is established.	By Student Stakeholder Survey for students and the APASO	Same as above	Human resources

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Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.2 To promote team work and collaboration among staff members.					
2.2.1 To make use of teacher development days to enhance team spirit.	Sept. 2006 - June 2007	At least once per school year	From data received in questionnaires after each teacher development day	NSM	Monetary allowance and common free periods
2.2.2 To promote team work through co-planning, co-teaching and peer classroom observation.	Sept. 2006 - June 2007	At least once per school year for each subject	From the evaluation reports of the respective subjects	Respective subject panels	
2.2.3 To provide sufficient channels for consultation on school policies.	Sept. 2006 - June 2007	(1) To have elected teacher representatives on the Administration Board; (2) Develop more democratic decision-making processes in which teachers' opinions can be heard.	From the Stakeholder Survey for teachers	CKY	
2.2.4 To reduce the non-academic workload of teachers.	Sept. 2006 - June 2007	(1) List clearly the tasks of the clerks; (2) To have extra Teacher Assistants; (3) Assign clerical staff to prepare examination scripts.	From the Stakeholder Survey for teachers	Principal and Vice-Principal	Monetary Allowance

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Major Concern 3: To raise students' academic standard.

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 To improve teacher pedagogy.					
(1) To provide training courses to teachers.	Sept. – Dec. 2006	At least once a year	EMB records and each teacher's professional development record	NSM	Time allocation
(2) To join the training courses of the EMB.	Sept. 2006 – June 2007	50% of teachers relevant to the teaching load in the NSS in 2007 completes the EMB training.		Teaching Staff	Time allocation
(3) To hold experience sharing sessions after attending courses.		3 hours a year		NSM	Time allocation
3.1.3 To improve the examination skills of students.					
(1) To provide examination skills training to students by attempting past examination papers as summer holiday tasks.	2007 Summer Vacation	(1) 40% of F.5 and F.7 students demonstrate such skills in the internal examinations; (2) All F.4 to F.7 students complete their summer assignments.	Computer record	Subject teachers	Human resources
3.2 To raise students' English standard.					
3.2.1 To encourage students to read more English books.	Jan. – May 2007	To read one English book per month (with additional books for long holidays).	Student reading record.	Class Teachers	To have more English books in the library.
3.2.2 To enhance the English Reading Scheme in F.1 to F.3.	Sept. 2006 – June 2007	(1) 70% F.1 and F.2 students enjoy reading English books; (2) 60% F.3 students enjoy reading English books.	Questionnaire results.	Ms. Esther Cheung and English teachers	To have more varieties of books.

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Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.3 To raise students' spirits and motivation in learning.					
3.3.1 To implement more effective measures for students who fail to hand in their assignments.					
(1) Students who fail to hand in their assignments must complete their work in the detention class.	Sept. 2006 – June 2007	F.1 to F.3 students improve by 5%.	Students' homework hand-in record; Computer statistical data	Discipline Board	TA or Prefects as assistants
(2) Students who continuously fail to hand in assignments cannot participate in inter-school / inter-house activities.	Sept. 2006 – June 2007	F.1 to F.3 students improve by 5%.	Students' homework hand-in record; Computer statistical data	Discipline Board and the EAU	Human resources
3.3.2 To award students with outstanding academic improvement.					
(1) To award students with a 2% increase in marks by comparing the average mark of the first term with that of the Form Test.	April 2007	10% students reach the target	Examination results record	Class Teachers and KKH	Award 2 points.
(2) To award students with a 2% increase in marks by comparing the average mark of the Form Test and results in the second term.	July 2007	10% students reach the target	Examination results record	Class Teachers and KKH	Award 4 points.
(3) To award Subject Prizes to the top 5 students in subjects taught in 2 classes; to the top 10 students in subjects taught in 4 classes. Marks must be a passing grade.	Jan. and July 2007	70% of students maintain/ increase their mark average.	Examination results record	Class Teachers and KKH	Award 4 points.
(4) To award 10 students who have the greatest improvement in each form.	July 2007	70% of students maintain/increase their mark average.	Examination results record	Class Teachers and KKH	Award 1 merit.