

Maryknoll Fathers' School



Annual School Plan

2007 – 2008

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 programme 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**.

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.					
1.1.2 To strengthen the religious spirit and to create a fair and caring learning environment.					
(1) To reinforce the religious atmosphere through prayer saying and Masses.	October 2007 – April 2008	(1) 90 % of the students are attentive in the prayer sessions. (2) All students attend at least one Mass in a school year.	(1) Observation by Class Teachers (2) Records of Discipline Board (3) Records of Religious Education Department	Mr. Leung Ka Yin	Time allocation
(2) To organise visits, talks or other activities to enhance students' understanding of Christian values.	October 2007 – April 2008	At least two activities are organised and the total number of participants is not less than 100.	Records of Religious Education Department	Ms. Li Fung Sin	Time allocation and travel expenses
(3) To provide a good atmosphere of witness to the faith by displaying verses from the Bible on campus.	October 2007 – February 2008	90 % of students and teachers have noted the contents of the displayed items.	Questionnaires to students and teachers	Ms. Li Fung Sin	Financial resources
(4) To organise activities jointly with the school social worker or other organisations in promoting a caring learning environment.	September 2007 – May 2008	50 % of all students have taken part in the activities.	(1) Records of Guidance and Counselling Department (2) Students' self-reflections	Mr. Leung Ka Ming	Time allocation

1.2 To improve students' discipline and behaviour.					
1.2.1 To enhance efforts to enforce the school regulations.					
(1) To enforce school regulations through concerted effort from all staff in a firm and understanding attitude	September 2007 – August 2008	Number of unfavourable records on student behaviour is reduced by 5%.	Records of Discipline Board	Mr. Yuen Hon Wah	Time allocation
(2) To provide brief reports on discipline and counselling cases in staff meetings	September 2007 – June 2008	All teachers are well informed of the critical behavioural or emotional problems of students.	(1) Minutes of staff meetings (2) Questionnaire to teachers	Mr. Yuen Hon Wah and Mr. Leung Ka Ming	Time allocation
(3) Regular meetings among the Discipline Board, Guidance and Counselling Team and Class Teachers	September 2007 – July 2008	Meetings are held at least once in every two months.	Minutes of meetings	Principal	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.	September 2007 – May 2008	Results of the Model Students selection are posted before the end of the following month.	Records of Model Students selection	Mr. Leung Ka Ming and Class Teachers	Time allocation
(2) To give out “Tidy Appearance” awards to students in each class.	September 2007 – May 2008	Results of the Tidy Appearance selection are posted in classrooms before the end of the following month.	Records of Class Teachers	Mr. Leung Ka Ming and Class Teachers	Time allocation
(3) To recruit and train “Model Students” and appropriate students as “Student Ambassadors” to assist in the School Open Day.	September 2007 – May 2008	At least 20 Model Students have participated as Student Ambassadors in the School Open Day.	Records of the School Open Day	Mr. Chow Kai Yin	Time allocation
(4) To increase the number of prefects from junior forms.	September 2007 – May 2008	At least 10 prefects are recruited from. F.3 or below.	Records of the Discipline Board	Mr. Yuen Hon Wah	Human resources

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 suggestions.	February 2007 – July 2008	At least one meeting is held among student representatives and teachers.	Summary of views collected from students.	Mr. Chow Kai Yin	Time allocation
(2) To assist students in accepting the school regulations by discussing them during Class Teacher Time.	September 2007	Number of unfavourable records on student behaviour is reduced by 5 %.	Records of Discipline Board and Stakeholder Survey for students	Class Teachers	Time allocation during Class Teacher's time
(3) To organise assemblies to disseminate the rationale of school regulations to students	September 2007 – October 2007	One assembly is held for explaining school regulations to all classes.	Records of Discipline Board	Mr. Yuen Hon Wah	Time allocation
(4) To organise parents' meetings to disseminate the rationale of school regulations and to collect parents views on school regulations.	July 2007 – June 2008	(1) Copies of school regulations are given to all parents. (2) At least one meeting is held for explaining the school regulations to F.1 parents. (3) At least one parents' gatherings is held in the school year to collect their opinions.	(1) Records of Discipline Board. (2) Records of parents' meetings or gatherings	Mr. Yuen Hon Wah Mr. Chow Kai Yin	Time allocation and human resources
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 encourage students to participate in various types of activities.	September 2007 – June 2008	Participation rates are raised by 10 %.	ECA records and performance in the students' participation in the activities	Advisers of Houses and activity clubs	Human resources and financial resources
(2) To add new activity clubs according to students' needs.	September 2007	New activity clubs are established.	ECA records	Ms. Hung Yuk Yi	Human resources
(3) To introduce the OLE session to provide a wide range of learning experiences for students.	September 2007	(1) The OLE session is included in the school timetable. (2) 50 % of students find the OLE session interesting and meaningful.	Questionnaires for students	Mr. Kwan Kwok Hon	Human resources and financial resources
2.1.2 To review the credit and merit system.					
(1) To review the existing credit and merit system to have greater incentives to better themselves.	September 2007 – April 2008	At least one review meeting is held.	Minutes of review meeting	Discipline Board, Guidance and Counselling Team and the EAU.	Time allocation
(2) To invite student representatives to participate in the review meeting.	September 2007	At least one meeting is held among student representatives and teachers.	Minutes of review meeting	Discipline Board, Guidance and Counselling Team and the EAU.	Time allocation

2.2 To promote teamwork and collaboration among staff members.					
2.2.1 To take part in the 50th Anniversary Celebration Activities.					
To prepare for and participate in the 50th Anniversary Celebration activities in order to enhance team spirit.	September 2007 - March 2008	(1) 90 % attendance of teachers in all activities. (2) 80 % of teachers find that they have more chances to work in collaboration.	(1) Records of attendance (2) Questionnaire to teachers	Mr. Ng Siu Man	Human resources
2.2.2 To promote teamwork through co-planning, co-teaching and peer classroom observation.					
(1) To enhance lesson planning and teaching through co-planning and co-teaching.	September 2007 – June 2008	At least once per school year for each subject.	Records of subject departments.	Subject Heads	Time allocation
(2) To carry out peer classroom observation.	September 2007 – June 2008	At least once per school year for each subject.	From the evaluation reports of the respective subjects	Subject Heads	Time allocation

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 the public examination results					
3.1.1 To improve teacher pedagogy					
(1) To provide training courses organised by CUHK Pedagogy/Meta-cognition) and CityU (Mnemonic skills) to our teachers	September 2007 – January 2008	50% of teachers find the training session helpful and useful.	Questionnaires	Mr. Ho Fuk Cheung	Financial resources and time allocation
(2) To join the training courses organised by EDB	Sept 2007 – June 2008	60% of teachers relevant to the teaching load in the NSS in 2008 completes the EDB training	EDB training courses record	Mr. Kwan Kwok Hon	Time allocation
(3) To hold an experience sharing after a teaching demonstration performed by Chinese, English and Mathematics teachers	November 2007	50% of teachers find the sharing session helpful and useful.	Questionnaires	Mr. Ho Fuk Cheung	Time allocation
(4) To join a “sister school” programme and arrange mutual lesson observations	September 2007 – June 2009 (2 years)	50% of teachers find the programme helpful and useful.	Questionnaires	Mr. Chow Kai Yin	Travel expenses to Shenzhen and time allocation

3.1.2 To improve the examination skills of students					
To provide examination skills training to students by attempting past examination paper as summer holiday tasks	July 2008 – August 2008	(1) 40% of F.5 and F.7 students demonstrate such skill in the internal examinations; (2) All F.4 and F.6 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					
To compile a list of recommended English books and urge students to read the books	February 2008 – June 2008	Every student reads at least two books in the list.	English (GR) teachers keep the reading records of students	English (GR) teachers	Purchase of recommended English books
3.3 To raise students' spirits and motivation in leaning					
3.3.3 To join e-learning service provider					
To hire service and to adopt an online English Learning Platform	January 2008 – August 2008	80% of F.1 and F.2 students use the online programme according to schedule.	User record provided to school by service provider	Ms. Becky Yu	Financial resources