

**W F Joseph Lee Primary School**

**Annual School Plan**

**2019-2020**

## Our Ideal, Vision & Mission

### ***Our Ideal***

*“Students are life-long, life-wide Learners”*

We want to see young people who cherish and enjoy learning and want to perform to the best of their abilities in whatever they do. We want to have students who underwent a comprehensive and cohesive system of primary and secondary education to develop into persons who are confident, innovative, resourceful and brave in facing their responsibility in society. We believe that these are persons who are biliterate and trilingual; possess the skills necessary in tackling daily problems in logic and with compassion; attuned to their surroundings; civic-minded and tolerant; appreciative and open-minded and are life-long learners.

### ***Our Vision***

*“The school is an Exemplary Learning Organization wherein every member achieves one’s best”*

Our students as beacons of light  
Our teachers and staff as exemplary mentors and role models  
Our school as a learning institution for all

### ***Our Mission***

We pledge to provide our students with learning opportunities to lay a sound foundation in developing their multiplicity of capabilities so that they are intellectually individual thinkers.

We pledge to develop students to their fullest potential in all areas: ethics, intellect, physique, social skills and aesthetics.

We pledge to develop students into responsible future members of society worthy of respect.

## Objectives ( 2019 - 2020 )

### Major concern 1: Enhance teaching effectiveness in order to develop students to be self-directed learners

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
To build up teacher capacity to promote and implement self-directed learning.	<ol style="list-style-type: none"> <li>1. Invite experts or consultants to hold workshops or lesson observations in order to enhance the teaching effectiveness.</li> <li>2. Encourage teachers to have open classes to share good teaching practice among teachers.</li> <li>3. Encourage peer lesson observation.</li> </ol>	Teacher questionnaires (feedback) shows improved perception	Teacher questionnaires	Whole year	NSY	
To promote self-learning habits through extending learning outside classroom.	<ol style="list-style-type: none"> <li>1. To design pre-study activities (videos, reading materials and research)</li> <li>2. To strengthen the connection of pre-study and in-class learning and teaching such that the learning habits of students can be reinforced</li> <li>3. To design extended learning activities (learning through apps, exploration and learning reflections) connecting to daily life experience to facilitate students' application and reflection on what they have learnt</li> <li>4. To utilize online learning resources and electronic learning platform to break the boundaries and restrictions of usual classrooms for students to accumulate self-learning experiences beyond classrooms</li> </ol>	<ol style="list-style-type: none"> <li>1. Students use self-learning strategies more frequently [through observation]</li> <li>2. APASO result (on self-learning) shows positive and improving trend</li> </ol>	APASO  Lesson plan and materials	Whole year	LPS, LCH & Panel Heads	
To promote the habits of using e-learning tools and platforms (e.g. Edmodo) for peer	<ol style="list-style-type: none"> <li>1. To organise workshops on a subject basis to promote peer sharing and learning through Edmodo</li> <li>2. To incorporate Edmodo in learning and teaching for at least one module by each</li> </ol>	<ol style="list-style-type: none"> <li>1. Students use e-learning tools more frequently [student questionnaire (pre-</li> </ol>	Students' work  Progress reports for	Whole year	LPS, LCH & Panel Heads	

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
sharing and learning in different subjects.	subject 3. To arrange sharing for experiences among subjects in using Edmodo and other e-learning tools for learning and teaching	post comparison) 2. E-learning tool usage (counts) increased	online platforms			
To strengthen the ability to integrate and apply knowledge and skills and nurture problem solving skills through cross- subject collaboration.	To design theme-based learning around topics of interest to students by Science subject with support from other KLAs to provide hands-on and minds-on learning activities for students to solve authentic problems	1. Student product and showcase show strengthened skills (through observation) 2. Teacher questionnaire (feedback) shows improved perception	Students' work Teacher questionnaire	Whole year	LPS & Panel Heads	
To develop students' reflective mind.	To infuse diverse self-learning tools into the designs of learning and teaching to guide students regulate and rectify their own learning in the perspectives of monitoring and tracking progress, evaluating effectiveness, reflecting on impact and suggestion for improvement in the ways of checklists, learning journal, evaluation and reflection forms.	1. Formative assessment and post-learning reflection show strengthened reflective mindset 2. APASO result (on reflective mind) shows positive and improving trend	APASO	Whole year	LPS & Panel Heads	
To develop students' reflective mind.	1. Design and implement a reflective cycle 2. Set up a question bank for reflective cycle	1. Formative assessment and post-learning reflection show strengthened reflective mindset 2. APASO result (on reflective mind)	APASO	Whole Year	CSK	2 assemblies

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
		shows positive and improving trend				
		To establish a self-reflective habit for students through debriefing, evaluation from and self-reflective corner after activities.	Evaluation form	Whole year	LMW CKY JGY	

**Major concern 2:** Develop a distinctive school culture through the development of positive education

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in charge	Resources Required
To establish positive school culture by i) developing an inviting school ethos, ii) building a team of positive teachers, iii) developing student characters.	<ol style="list-style-type: none"> <li>Set teacher standards to build the image of profession.</li> <li>Identify teachers who have the potentials and offer them with adequate chances to develop their carrier.</li> </ol>	1. APASO result (on school culture and ethos) shows positive and improving trend	Teacher questionnaire Student questionnaire	whole year	YWY, NSY	
	<ol style="list-style-type: none"> <li>To incorporate moral values in lesson planning and implementation for different subjects</li> <li>To arrange sharing for experiences among subjects in infusing moral values in the lesson designs</li> </ol>	2. Teacher questionnaire (feedback) shows improved perception	Teacher questionnaire Student questionnaire	Whole year	LPS & Panel Heads	
	<p>School ethos</p> <ol style="list-style-type: none"> <li>To construct moral education by honing "Appreciation", which is 1 of 24 character strengths, through Assemblies, Firefly Award Scheme and other related activities.</li> <li>To implement Invitational Education(IE) project by honing the domains of "Policy" and "Programme"                             <ol style="list-style-type: none"> <li>Policy: To revise of school dismissal policy and conduct grade policy</li> <li>Programme: To implement Character Building Programme</li> </ol> </li> </ol> <p>Building a team of positive teachers</p> <ol style="list-style-type: none"> <li>To arrange direct supervisor for each teacher to support them</li> </ol> <p>Developing student characters</p> <ol style="list-style-type: none"> <li>To implement Character Building lessons for all grades</li> </ol>	<ol style="list-style-type: none"> <li>Student questionnaire (feedback) shows improved perception</li> <li>You Shine Stamp statistics show strong student participation</li> </ol>	Statistical record of "You Shine" stamps in Firefly Award Scheme	Whole Year	LKY MTM CSK	Budget design lesson for CB

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in charge	Resources Required
	To arrange a mentorship program within a team in order to support each other.		Evaluation form	Whole year	LMW	
To enhance the sense of belonging of students and staff.	1. Organise Voice of Teacher (VOT) regularly to share teachers' views on the school. 2. Apply different awards or certifications to enhance the school image	1. APASO result (on school culture and ethos) shows positive and improving trend 2. Teacher questionnaire (feedback) shows improved perception	1. Record sheet 2. Teacher and student questionnaires	whole year	NSY	
	1. To arrange interclass competition once per term. 2. To arrange 6 inter-house competitions and activities 3. To promote positive relationship through "Secret Angel" activity, Christmas celebration and year-end social gathering		APASO Teacher and student questionnaires	Whole Year	LKY	Gift for interclass competition
	1. Design a new house T-shirt for all staff 2. Set up some places at school to display students' reflections	3. Student questionnaire (feedback) shows improved perception		Whole year	LKN WCM Corina	

**Major concern 3 : Build a whole school capacity and show good practices to serve the community.**

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
To develop teachers to be life-long learners and teacher leaders, and be able to serve.	Utilize the professional development days for teachers to learn how to serve the community	<ol style="list-style-type: none"> <li>Professional development record and statistics (HR) show satisfactory effort and teacher participation</li> <li>Good teacher participation in community service</li> </ol>	Record sheet	Whole year	NSY	
To nurture students to become compassionate individuals.	To organize service learning activities to train our students to be grateful.	Student questionnaire (feedback) shows improved perception	Student questionnaire	Week 34	MTM	Materials for cleaning
To build in a caring force among parents in collaboration with school to serve the community.	To set up a parents volunteers team to serve the community once per term.	<ol style="list-style-type: none"> <li>Parent questionnaire (feedback) shows improved perception</li> <li>Teacher questionnaire (feedback) shows improved perception</li> <li>Good parent participation in community service</li> </ol>	Parent questionnaire  Teacher questionnaire	Whole Year	TKW	

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
To share our resources and good practices with the community (e.g. through Community Hub), and build up a strong collaborative network with the society.	To arrange a series of parent workshops for parents in the community.	<ol style="list-style-type: none"> <li>1. Good usage of shared resources and facilities</li> <li>2. Satisfactory number of collaborating partners</li> </ol>	Record sheet	Whole Year	BL	

## Plan on Use of Capacity Enhancement Grant (CEG)

No. of operating classes: 30	CEG total amount: \$1,029,686	Total expenditure: \$1,058,300
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Means by which teachers have been consulted: via staff meetings

Areas of concern	Strategies	Benefits Anticipated	Time scale	Resources required	Success Criteria	Methods of Evaluation	Person Responsible
Cultivating students' multiple intelligences	To employ outside experts to run co-curricular activities within school hours	More opportunities for students to explore their potential	From Sept 2019 onward for 1 year	Total: \$800,000	<ol style="list-style-type: none"> <li>1. 80% of student enjoyed the MI courses and acquired the skills that match with their talent or interest.</li> <li>2. Better learning performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Feedback from Teachers</li> <li>2. Evaluation report on student performance in MI courses</li> </ol>	<ol style="list-style-type: none"> <li>1. Principal</li> <li>2. Teacher-in-charge of 'Multiple intelligences' (MI) courses</li> </ol>
Raising teaching effectiveness	To employ an IT staff to provide technical support in the use of IT in teaching and learning	Teachers can relieve of some of the workload in preparing IT teaching materials		Total: \$258,300	<ol style="list-style-type: none"> <li>1. More application of IT in teaching and learning</li> </ol>	<ol style="list-style-type: none"> <li>1. Teachers' Feedback</li> <li>2. Quality of IT teaching material</li> </ol>	<ol style="list-style-type: none"> <li>1. Subject Teachers</li> <li>2. IT Panel Head</li> </ol>

## Life-wide Learning Grant Plan on the Use of the Grant 2019-2020 School Year

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences*				
							I	M	P	S	C
Category 1	To organise / participate in life-wide learning activities										
1.1	To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness (e.g. field trips, arts appreciation, visits to enterprises, thematic learning day)										
Science	P1 & P3 students visit The Hong Kong Zoological and Botanical Gardens and HK Wetland Park respectively.	<p><u>P1</u> To deepen students' understanding of animals and plants.</p> <p><u>P3</u> To understanding the importance of natural ecology and protecting the environment.</p>	23-29/4/2020	P1-4 (Local excursion)	Worksheet	\$14,000	✓	✓			
GS	P2 & 4 students visit fire station and Ping Shan Heritage Trail respectively.	<p><u>P2</u></p> <ol style="list-style-type: none"> <li>To deepen students' understanding of fire stations.</li> <li>To recognize the importance and contribution of firefighters in our community.</li> </ol>	23-29/4/2020	P1-4 (Local excursion)	Worksheet	\$13,000	✓				

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences*				
							I	M	P	S	C
		<u>P4</u> 1. To understand the history and culture of Hong Kong 2. To understand the living environment and life of early Hong Kong residents.									
1.2	To organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes (e.g. activities on multiple intelligences; physical, aesthetic and cultural activities; leadership training; service learning; clubs and societies; school team training; uniformed groups; military camps)										
—	P1-4 students help to clean school campus, clean our community and they deliver love and care to the community.	To let students love the campus and know the community	26-29/4/2020	P1-4	Questionnaire	\$10,000		✓		✓	
1.3	To organise or participate in non-local exchange activities or competitions to broaden students' horizons										
GS	P5 students go to Guangzhou / Hong Kong to conduct a modern china study.	1. To learn the history of war understand the history of the Opium War and the revolution of 1911 which have influence on the country and Hong Kong. 2. Visit Mr. Sun Yat-sen's memorial site to learn about his revolutionary achievements and his contribution to the country.	27-29/4/2020	P5 (Overseas excursion)	Project	\$200,000	✓				

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences*				
							I	M	P	S	C
		3. Visit a primary school to promote mutual understanding and establish friendship.									
Science	P6 students go to Singapore for an environmental technology tour	<ol style="list-style-type: none"> <li>To understand how the local area slowly evolves from a city to a green sustainable city.</li> <li>To learn how green buildings can achieve energy-saving and carbon-reducing education functions, it helps energy-saving industries and business opportunities.</li> <li>To recognize Singapore's recycling water policy and the development of green buildings</li> <li>To observe the innovative green building and the achievements of special reconstruction.</li> </ol>	26-29/4/2020	P6 (Overseas excursion)	Green building model	\$800,000	✓				
1.4	Others										
Student activities	We will holds a "picnic" in November every year. We invites parents to accompany their child to	1. Let students experience group life and learn how to get along with each other.	7/11/2019	P1-6	Questionnaire	\$50,000		✓			

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences*				
							I	M	P	S	C
	attend and enjoy a happy parent-child time together. "Picnic" allows students to stretch their muscles, appreciate the natural scenery and relax the intense learning mood.	<ol style="list-style-type: none"> <li>Let students relax their mind and body.</li> <li>Let students reach and appreciate the natural scenery and broadening their horizons.</li> </ol>									
Music	We will have an annual concert and share the joy of music with our schoolmates, teachers, staff and parents.	<ol style="list-style-type: none"> <li>Let students understand the concert etiquette.</li> <li>Let students enjoy and appreciate music.</li> </ol>	7/4/2020	P1-6	Questionnaire	\$200,000			✓		
PE	We hold a Sports day every year. We invites P1-2 parents to join the competition with their child. Moreover, we have teacher-student competition. It promote communication between teachers and students.	<ol style="list-style-type: none"> <li>To cultivate the team spirit, sense of belonging and cooperation of students.</li> </ol>	27/3/2020	P1-6	Questionnaire	\$5,000			✓		
Estimated Expenses for Category 1						\$1,292,000					

Remarks:

I: Intellectual Development (closely linked with curriculum)

M: Moral and Civic Education

P: Physical and Aesthetic Development

S: Community Service

C: Career-related Experiences

(\*Please put a ✓ in the appropriate box(es); more than one option can be selected)

**Estimated Number of Student Beneficiaries**

1. Total number of students in the school:	930
2. Estimated number of student beneficiaries:	930
3. Percentage of students benefitting from the Grant (%):	100%