

WF Joseph Lee Primary School

Annual School Plan

2010-2011

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Our Ideal

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

We want to see young people who cherish and enjoy learning perform to the best of their abilities in whatever they do. We want our students to undergo a comprehensive and cohesive system of primary education and develop into confident, innovative, resourceful persons who are brave in facing their responsibility in society. We believe they are persons who are biliterate and trilingual, possess the skills necessary in tackling daily problems, attuned to their surroundings with compassion, 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.

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Major Concerns:

1. Catering for Learners' Differences – implementation of Gifted Education
2. Moral and Civic Education – character building
3. Teaching Effectiveness – enhancement of learning capacity

1. Major Concern: Learner Differences (implementation of Gifted Education)

Objectives	Strategies	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. Cater for learning differences: No matter where students (Ss) lie in the ability spectrum, their potential can be maximally developed and their educational needs can be met.	<ul style="list-style-type: none"> a. Chinese and English Remedial Classes are implemented for all grades (P1-P6). b. P3 to P5 Math lessons are graded into 6 different levels according to Ss' abilities. c. Differentiated teaching will be implemented during lessons. d. Graded worksheets will be designed for Ss of different abilities. 	- The academic performance of Ss	Whole year	All subject teachers (Ts)	CEG – to employ additional Ts
2. To make full use of EDB resources to support gifted education	<ul style="list-style-type: none"> a. Chinese and GS Ts join the “Gifted Education Network Scheme” to develop whole-class programmes (*Level 1A – Three-tiered Implementation Model). b. Differentiated teaching in regular lessons (*Level 1B): employ the three elements of gifted education in daily teaching (higher-order thinking skills, creativity and personal-social competence). 	<ul style="list-style-type: none"> - Team Planning Records - Ss' Work - Worksheets for Ss - Lesson Observation - Ss' Participation Records 	Whole year	GS & Eng Consultants All Ts	EDB Consultants
3. To cater for different progress of students' learning	<ul style="list-style-type: none"> a. e-learning of different subjects will be strengthened 	e-learning records	Whole year	Eng, Chin, Math, GS, Sci, IT Ts	IT funding

4. To develop and realize Ss' potentials through interest groups and activities	<p>a. The "Potential Realization Programme" (PRP), a combination of the former MI and Arts Education, will be implemented. It provides 8 aspects of intelligences in order to realize Ss' potentials (*Level 2A).</p> <p>b. GS & Chin. Ts arrange a pull-out programme for Ss with specific talents (*Level 2B).</p> <p>c. Gifted Ss will participate in competitions, e.g. HK Budding Scientists Award, HK Youth Science and Technology Invention Competition, Future Inventors Workshop, Odyssey of Mind, etc. (Level 3)</p> <p>d. A joint programme for GS talents will be launched. The Ss of Elegantia College will pair up with our Ss as their mentors. (Level 3)</p>	Feedback from Ss and Ts by questionnaires	Whole year	All Ts and employed tutors and professionals	CEG - to employ outside experts
5. To broaden the scope of selection of gifted students	a. invite parents and coaches to nominate students for special training	No. of students in the school's talent pool being increased	Whole year	GE Team	
6. To provide support for parents of gifted students and SEN	a. conduct PTA seminars on how to identify and handle GE and SEN students at home	Feedback from parents concerned	Once in a term	GE Team	
7. To provide guidelines to Ts	a. review and revise the 'Reference Manual for implementing Gifted Education'.	Feedback from Ts		GE Team	

2. Major Concern: Moral and Civic Education (MCE) – character building

Objectives	Strategies	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. Infuse moral values during lessons	a. Ts infuse moral values through current affairs or subject topics. Ts guide Ss to search and filter correct information throughout the learning process.	- By observation: Ss have the opportunity to share their ideas	Whole year	All subject Ts	
2. To reinforce the school culture of “Love & Care”	a. “GLOW” programme will be launched to enhance the culture of “ Love & Care” b. ‘Learning Passport’ for GLOW programme will be designed. Goals and criteria are listed. c. An award system will be set up. Three different colour wristbands will be awarded to Ss who meet the requirements set in Ss’ Learning Passport.	- Progress and effectiveness to be discussed in staff meetings and Students’ Affairs meetings - Class Ts keep track of Ss’ progress - Records of award system	Whole year	Student Support Team, All Ts	Purchase of wristbands
3. To develop Ss’ positive values and attitudes	a. share school vision and major concerns with the Ss during assembly b. buy service from experts and external organizations e.g. Understanding Adolescent Project (UAP) c. reinforce House League and Buddy System	- A debriefing session will be held after each programme for evaluation	Whole year	All Ts Social Worker	Related Govt. funding, e.g. UAP

4. To develop Ss' love for self, others and the world	<p>a. Organize Leadership camp, Prefect camp, UAP camp etc.</p> <p>b. provide voluntary and community service for P.4 – P.6 Ss</p>	- Ss record their attendance and performance in their handbook and the Learning Passport.	Whole year	Student Support Team, Class Ts, Social Worker	Subsidy for activity expenses
5. To enhance Ts' competency in provision of S guidance	<p>a. arrange two level Coordinators (one class T, one non-class T) from each level to be responsible for level affairs</p> <p>b. provide guidance and counselling technique training for Ts, e.g. courses are recommended and posted on bulletin board</p> <p>c. a mentorship system is formed in each level</p> <p>d. use relevant learning and teaching packages and online materials provided by EDB, Commission on Youth, The Committee on the Promotion of Civic Education etc.</p>	<p>- Monthly Level meeting held and general performance of Ss recorded</p> <p>- Survey on the courses taken by Ts</p> <p>- Ts' questionnaire to evaluate the effectiveness of the programmes</p>	Whole year	Student Support Team, All Ts, Social Worker	Learning and teaching packages and online materials
6. To foster in Ss a sense of responsibility and accountability to the family, school, community and country	<p>a. provide opportunities for Ss to serve others within school e.g. library prefects, little helpers, ambassadors, buddy system, etc (nominated Ss are interviewed and trained before service; leadership skills training is provided)</p> <p>b. the principal present Prefect badges in Inaugural Ceremony and explain to Ss their duties and responsibilities</p>	<p>- By observation</p> <p>- Records of discipline problems</p>	Whole year	Student Support Team	Specially designed badges

7. To enhance national pride and concern for the motherland	<p>a. arrange flag raising training for Ss and a flag raising team is formed</p> <p>b. a flag raising ceremony is held on the first school day of each month</p> <p>c. provide authentic learning experiences on the Mainland e.g. a study tour for all P5 Ss</p>	<p>- By observation and a survey for evaluation after the tour</p> <p>- Feedback from parents</p>	Whole year	Class Ts, General Studies Ts	
8. To help parents realize the importance of MCE	a. organize Parents' Night to explain new measures and MCE		Once a year	PTA, Principal	

3. Major Concern: Teaching Effectiveness – enhancement of learning capacity

Targets	Strategies	Methods of Evaluation	Time Scale	People in charge	Resources Required
To enhance Ts with updated knowledge and teaching methods to ensure teaching effectiveness	<ul style="list-style-type: none"> a. A team planning period for each subject level is scheduled in the regular time table b. Math Ts join the EDB scheme on enhancing Math teaching effectiveness. Regular collaborative planning is scheduled on Wednesday afternoons with Miss Denise Chan c. Organise different teaching and learning workshops for Ts, e.g. 中文朗誦指導工作坊 d. With the guidance of our English Consultant, ‘Cooperative Learning’ will be implemented during English lessons. Ts design the learning activities that are related to the assigned topics. e. Encourage / assign Ts to attend outside seminars, workshops and courses f. Arrange inter-school professional exchange activities and in-house training g. assign more specific foci aligned with school concerns for peer lesson observations h. improve the storage of teaching aid and resources for easier and more convenient access 	<ul style="list-style-type: none"> - Records of Staff Development Days - Ts’ records of in-house training - Records of training courses outside school. 	Whole year	Principal, All Ts	<p>Each T can apply for a maximum of \$500 subsidy per year.</p> <p>Substitute Ts</p> <p>EDB Consultants</p>

Plan on Use of Capacity Enhancement Grant (CEG)

Means by which teachers have been consulted: via staff meetings

No. of operating classes: 30 CEG total amount: \$594,396 Total expenditure: \$594,396

Areas of concern	Strategies	Benefits Anticipated	Time scale	Resources required	Success Criteria	Methods of Evaluation	Person Responsible
Raising teaching effectiveness	To employ 2 additional English teachers in support of the English language curriculum	English teachers can have more free periods for co-planning and looking after the needs of individual students	From Sept 2010 onward for 1 year	Total: \$468,712	1. Regular meetings can be held for lesson preparation 2. Students' individual needs can be well catered for	1. Lesson observation 2. Evaluation report on student performance in English learning	1. Principal 2. English Language Curriculum Development Consultant
	To employ an IT assistant to provide technical support in the use of IT in teaching and learning	Teachers can be relieved of some of the workload in preparing IT teaching materials		Total: \$117,180	1. More effective incorporation of IT in teaching and learning 2. More frequent use of IT facilities	1. Appraisal on the work of the IT assistant 2. Quality of IT teaching material	1. Principal 2. IT Panel Head
Cultivating students' multiple-intelligences	To employ outside experts to run co-curricular activities within school hours	More time for teachers' meetings and better teaching quality		Total: \$8,504	1. More common free periods for teachers to co-plan and prepare teaching materials 2. Better learning performance	1. Feedback from teachers 2. Evaluation report on student performance in PRP	1. Principal 2. Teacher-in-charge of 'Potential Realization Programme' (PRP)

Budget - Income & Expenditure 2010-2011

<u>Income</u>	<u>\$</u>	<u>Expenditure</u>	<u>\$</u>
Tuition Fee	10,368,000	Salaries & Benefit	
DSS Grant	24,307,776	Teaching Staff	20,800,000
Refund of rates from Gov't	205,200	Non-teaching Staff	2,000,000
CEG	561,600	MPF	
Rental income (Tuck Shop)	30,000	Teaching Staff	1,050,000
Interest Income	67,000	Non-teaching Staff	100,000
Application Fee	8,000	Fringe Benefit	660,000
Other Income	10,096		
	<u>35,557,672</u>		<u>24,610,000</u>
		<u>Operating Expenses</u>	
Less : Scholarship / remission	1,036,800	Advertisement	12,000
		Audit Fee	22,000
Total Income	<u>34,520,872</u>	Bank charges	6,700
		Books for Students	80,000
		Celebration & Reception	12,500
		Cleaning Material	70,000
		Consumables Store	65,000
		Extra-curriculum activity	1,485,000
		First Aid Material	5,000
		Fuel, Light & Power	496,000
		Insurance	200,000
		Newspaper & Magazines	20,000
		Postage & Stamp duties	1,500
		Printing & Stationery	210,000
		Repairs & maintenance	800,000
		Prizes	15,000
		Teaching Material	100,000
		Telephone & Fax	14,000
		Travelling & Transport	6,000
		Water Charge	40,000
		Werathes & Flower-Baskets	3,000
		UAP	112,000
		Student Guidance Services	365,000
		After-Sch Learning & Support	100,000
			<u>4,240,700</u>
		<u>Other Operating Expenses</u>	
		CEG Expenses	561,600
		Computer Resources	260,000
		Depreciation	1,600,000
		Internet charges	50,000
		IT Support Services	120,000
		Rates	205,200
		Security Guard Fee	260,000
		Sundry expenses	11,000
		Staff Training	40,000
			<u>3,107,800</u>
		Total expenditure	<u>31,958,500</u>
			<u>2,562,372</u>