



WF Joseph Lee Primary School

Annual School Plan

2011-2012

W F Joseph Lee Primary School

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	Success Criteria	Time Scale	People in charge	Resources Required
<p>1. Cater for learning differences: No matter where students lie in the ability spectrum, their potential can be maximally developed and their educational needs can be met.</p>	<p>a. Differentiated teaching will be implemented during lessons. Graded worksheets will be designed for students of different abilities. Challenging and high order thinking tasks will be used to cater for high ability students.</p> <p>b. ‘Cross-class setting’ in Math: P2 Math lessons are split into 5 groups while P3 to P6 are split into 6 according to students’ abilities. For weak students, the teacher-student ratio is relatively small in order to cater for their learning difficulties.</p> <p>c. Chinese and English teachers will conduct “Remedial Classes” for all grades after school.</p> <p>d. Broaden the scope of Talent Pool selection to nominate more students for special training.</p> <p>e. Conduct more PTA seminars on how to identify and handle GE and SEN students at home.</p>	<ul style="list-style-type: none"> - analyse the academic performance of students - conduct lesson observation - let teachers reflect in Panel meetings - examine the Talent Pool - quantify PTA seminars 	<ul style="list-style-type: none"> - improvement in Ss’ academic results - Ss enjoy their lessons - most teachers agree that they manage to use the different strategies to increase students’ learning - number of Ss in Talent Pool increases - number of PTA seminars increases 	<p>Whole year</p>	<p>All subject teachers</p>	<p>Additional Math teachers required</p>

<p>2. To make full use of outside resources to support gifted education.</p>	<p>a. The three elements (3C) of gifted education (Critical thinking skills, Creativity and personal-social Communication skills) will be applied in our daily teaching in all subjects.</p> <p>b. Chinese, English and GS teachers join the “Gifted Education Network Scheme” in order to develop “GE 13 skills (資優13招)” in whole-class teaching (*Level 1A &1B – Three-tiered Implementation Mode)</p> <p>c. Math teachers join the EDB scheme on enhancing Math teaching effectiveness. This year, Math teachers focus on developing a series of worksheets providing “Thinking Box” to assist students’ learning process in coping with problem solving questions.</p> <p>d. To develop more online curriculum resources and strengthen e-learning to cater for different progress of students.</p>	<p>examine:</p> <ul style="list-style-type: none"> -Team Planning Records - Ss’ Works - Ss’ Worksheets - Ss’ Participation Records - online resources - share experiences during Panel meetings 	<ul style="list-style-type: none"> - most teachers find the different teaching skills useful - records, worksheets, resources are well-designed, systematic and helpful 	<p>Whole year</p>	<p>EDB Consultants, GS & Eng Consultants, All teachers</p>	<p>Chi – P. 3</p> <p>Eng – P.4</p> <p>GS – P1-6</p> <p>-more co-planning time</p>
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<p>3.To enhance students' potential through implementation of the "Potential Realization Programme" (PRP)</p>	<p>a. "Potential Realization Programme" (PRP) provides 8 aspects of intelligences in order to realize Ss' potentials (*Level 2A)</p> <p>b. English teachers arrange a new pull-out programme - "The Young Playwright Theatre Programme" for high ability learners of English. (*Level 2B).</p> <p>c.The pull-out programme 常識尖子班 GS Elite Training will continue this year. The students from our partner secondary school (風采中學) will pair up with our students as their mentors. (*Level 2B)</p> <p>d.Exceptionally talented students will participate in inter-school competitions (*Level 3):</p> <ul style="list-style-type: none"> ■ Chinese: 菁英計劃 ■ English: Budding Poet ■ Math: 創意解難 / 奧數比賽 ■ GS: 常識百搭 ■ Sci: HK Budding Scientists Award, HK Youth Science and Technology Invention Competition, Future Inventors Workshop ■ GE: Odessey of Mind 創意思維比賽, GE courses run by EDB (馮漢柱資優教育課程) 	<p>Ss and Ts' questionnaires</p>	<p>- positive feedback from Ss and Ts</p> <p>-number of awards attained increases</p>	<p>Whole year</p>	<p>All teachers and employed tutors and professionals</p>	
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2. Major Concern: Moral and Civic Education (MCE) – character building

Objectives	Strategies	Methods of Evaluation	Success Criteria	Time Scale	People in Charge	Resources Required
<p>1. Infuse moral values during lessons</p>	<p>a. Teachers infuse moral values through current affairs or subject topics. Teachers guide students to search and filter correct information throughout the learning process.</p> <p>b. For English, teachers nominate 2 elite students from each class. They will work on a project related to the theme “love and care”. Teachers will have conference with them regularly to guide them through their projects.</p> <p>c. GS teachers make full use of EDB resources such as the learning and teaching packages, online materials provided by Commission on Youth, The Committee on the Promotion of Civic Education, etc.</p>	<p>- daily observation</p> <p>- semi-interviews</p>	<p>-Ss have the opportunity to share their ideas</p> <p>-Ts use outside resources more often</p>	<p>Whole year</p>	<p>All subject teachers</p>	

<p>2. To reinforce the school culture of “Love & Care”</p>	<p>a. “GLOW” programme will continue this year to enhance the culture of “ Love & Care” among students. Each student will receive a “Learning Passport”. Different coloured wristbands will be awarded to students who complete the tasks listed in the Passport.</p> <p>b. Moral values, sense of brotherhood etc are embedded in assemblies, House League activities, as well as the Buddy System gathering time.</p> <p>c. Students share their love and care through the “Thanksgiving Day Song Dedication” activity.</p> <p>d. Opportunities are provided for students to serve others within school e.g. library prefect, little helpers, ambassadors, buddy system. Students who are nominated are trained before they serve others.</p> <p>e. Service Learning: For P3 to P6 students, voluntary and community service are arranged to provide chances for them to serve the community.</p>	<p>- to be discussed in staff meetings and student affairs meetings</p> <p>- Class teachers keep check on Ss’ progress</p> <p>- records of award system</p> <p>- Ss’ feedback after the activities</p>	<p>- progress and effectiveness can be seen in Ss’ behaviour</p> <p>- Ss enjoy their activities and show improvement in attitudes and manners</p> <p>- a growing number of award winners</p> <p>- a drop in the number of misconduct cases</p>	<p>Whole year</p>	<p>Student Support Team, All teachers</p>	
<p>3. To strengthen students’ sense of national identity</p>	<p>a. On the first school day of each month, the flag raising ceremony is held. A “Flag Raising Team” is formed to provide training for students.</p> <p>b. To provide students with authentic learning experience in Mainland China, a study tour will be organised for P5 students, and a service learning graduation camp will be organised for P6 students.</p>	<p>- A survey of Ss and Ts’ opinions after the tour</p> <p>- Feedback from parents</p>	<p>Positive feedback from most Ss, Ts and parents</p>			

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

Targets	Strategies	Methods of Evaluation	Success Criteria	Time Scale	People in charge	Resources Required
1. To enhance teaching effectiveness through implementation and reinforcement of our GE policy	<p>a. As the school is stepping into the 3rd year of implementing Gifted Education, teachers are required to infuse 3C or 13 GE teaching strategies systematically in their lessons in order to develop our school-based Level 1 - GE curriculum.</p> <p>b. Team planning : common free period for each subject level is scheduled in teachers' regular time table to create space for exchange of experience and expertise.</p>	<p>Examine:</p> <ul style="list-style-type: none"> - Record of Staff Development Days - Teachers' Records in e-service system - Record of training inside and outside school 	<ul style="list-style-type: none"> - over 95% of Ts have attended at least 3 of the in-house and outside courses, seminars, workshops, etc. - most teachers agree that team planning can enhance teaching effectiveness 	Whole year	Principal, All teachers	Each teacher can apply for a maximum of \$ 500 subsidy for professional development per year.
2.To help Ts keep abreast of the latest development in teaching strategies and skills	<p>a. Organise different school-based teaching and learning workshops for teachers.</p> <p>b. Encourage teachers to attend outside related seminars and workshops.</p> <p>c. Arrange inter-school professional exchange activities and Staff Development Days for teachers.</p> <p>d. A school-based student guidance teacher (SGT) is employed. Besides dealing with students' issues, our SGT also arranges and provides guidance and counselling technique training for teachers.</p> <p>e. Review and revise the staff appraisal system according to developmental needs.</p>	<ul style="list-style-type: none"> - Appraisal system 	<ul style="list-style-type: none"> -most teachers agree that the SGT can assist them in handling SEN -the appraisal system being revised 			

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: \$675,304 Total expenditure: \$674,484

Areas of concern	Strategies	Benefits Anticipated	Time scale	Resources required	Success Criteria	Methods of Evaluation	Person Responsible
Raising teaching effectiveness	To employ an additional English teacher 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 2011 onward for 1 year	Total: \$280,224	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 2 IT assistants 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: \$255,180	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 assistants 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: \$139,080	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 2011-2012

<u>Income</u>	<u>\$</u>	<u>Expenditure</u>	<u>\$</u>
Tuition Fee	10,260,000	Salaries & Benefit	
DSS Grant	26,713,620	Teaching Staff	23,000,000
Refund of rates from Gov't	221,100	Non-teaching Staff	2,000,000
CEG	607,905	MPF	
Rental income (Tuck Shop)	30,000	Teaching Staff	1,150,000
Interest Income	300,000	Non-teaching Staff	100,000
Application Fee	8,000	Fringe Benefit	500,000
Other Income	18,212		
	<u>38,158,837</u>		<u>26,750,000</u>
		<u>Operating Expenses</u>	
Less : Scholarship / remission	1,026,000	Advertisement	3,000
		Audit Fee	22,000
Total Income	<u>37,132,837</u>	Bank charges	6,500
		Books for Students	80,000
		Celebration & Reception	6,500
		Cleaning Material	70,000
		Consumables Store	85,000
		Curriculum Development	500,000
		Extra-curriculum activity	700,000
		First Aid Material	5,000
		Fuel, Light & Power	500,000
		Insurance	210,000
		Newspaper & Magazines	30,000
		Postage & Stamp duties	2,500
		Printing & Stationery	210,000
		Repairs & maintenance	800,000
		Prizes	15,000
		Teaching Material	140,000
		Telephone & Fax	14,000
		Travelling & Transport	18,000
		Water Charge	36,000
		Wreathes & Flower-Baskets	3,000
		UAP	200,000
		Student Guidance Services	388,500
		Psychologist Services	400,000
			<u>4,430,000</u>
		<u>Other Operating Expenses</u>	
		CEG Expenses	607,905
		Computer Resources	200,000
		Depreciation	1,600,000
		Internet charges	60,000
		IT Support Services	280,000
		Rates	221,100
		Security Guard Fee	320,000
		Sundry expenses	30,000
		Staff Training	50,000
		10 th Anniversary Celebration	507,000
		Staff Gathering	30,000
		Others	25,000
		Fee Remission for staff child	24,000
			<u>3,955,005</u>
		Total expenditure	35,135,005
			<u>1,997,832</u>