W F Joseph Lee Primary School

Annual School Plan

2018-2019

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 (2018 - 2019)

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
1. To promote self-learning habits through the pre-lesson preparation, note-taking and extended tasks in different subjects	To employ online learning platform for Chinese (階梯閱讀), English (Raz-Kids) and Math (Planetii) to extend learning beyond classroom and develop student self-learning habits as a regular practice	❖ At least 85% of the Chinese, English and Math teachers agree that most students have used the online learning platform regularly. ❖ At least 60% of students have employed online learning platform for Chinese, English and Math learning.	Lesson observations Lesson plans and materials Students' work Student and teacher questionnaire Progress reports for online platforms	Whole year	LPS and related panel heads	❖ Refer to the annual plan of related subjects
	Chinese To introduce vocabulary learning and teaching strategies that inspire P.1 to P.2 students to explore different ways of memorizing vocabulary items To develop the habits of jotting down and utilizing good phrases and sentences in composition	❖ At least 80% of the module learning booklet for P.1 to P.2 students include vocabulary learning and teaching strategies. ❖ At least 80% of the teachers agree that student performance in dictation is enhanced. (E.g. fewer wrongly written characters in Chinese writings) ❖ At least 80% of the module learning booklet				

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
		for P.3 to P.6 students include sections on good phrases and sentences. ❖ At least 60% of the students can utilize good phrases and sentences in their composition.				
	English To design pre-lesson self-preparation tasks related to students' real life experience To deliver note taking skills to the students in lessons	❖ Students are able to finish at least three pre-lesson preparation tasks in a year. ❖ Students are able to apply the note taking skills on their notebooks / vocabulary booklets.				
	Math To utilize math journal as a reflection tool to reflect students' daily-life application, learning reflection and demonstration of learning outcomes on chosen modules	❖ At least 60% of the students are more able to reflect on their own learning of Math through Math journal.				
	GS To include pre-lesson preparation tasks in project-based learning booklet (專題研習冊) for students to guide students collecting relevant information and support their	❖ At least 90% of the students demonstrate self-learning skills through completing the project-based learning.				

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	learning in the coming module					
	Science: To promote reading in Science and sharing of readings about Science in class	❖ At least 65% of students have shared their readings about Science in class.				
2. To promote the habits of using e-learning tools and platforms (e.g. Edmodo) for peer sharing and learning in different subjects	To design learning tasks which require students to make use of information technology to gather relevant information to support their learning in different subjects	❖ At least 75% of the students have developed the habit of using information technology to gather relevant information to support their learning.	Teacher questionnaire Student questionnaire Students' work Teachers' record	Whole year	LPS, LCH and related panel heads	➢ Refer to the annual plan of related subjects
	Chinese To promote sharing and discussion of the information gathered for P.6 debate competition through Edmodo	❖ At least 80% of P.6 students are able to share and discuss the information gathered for debate competition through Edmodo.				
	English To encourage students to persist in taking advantage of e-learning platform and materials	❖ At least 80% of students are able to apply the e-learning skills in their pre-lesson preparation and while-learning tasks.				
	Math To motivate students to display and present their pre-study work on Edmodo to facilitate the interaction among students	❖ At least 90% of the students have displayed their work on Edmodo.				

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	and hence enhance the effectiveness of learning					
	GS To post supporting information For selected modules on Edmodo for self-learning	❖ At least 70% of the students make use of Edmodo or other learning platform for self-learning.				
	Science To promote students sharing their work and posting questions and answers on Edmodo	❖ At least 50% students have shared their work or post questions and answers through Edmodo.				
3. To equip teachers with necessary skills to implement e-learning	To encourage teachers to attend external workshops or demo lessons to keep abreast of e-learning teaching practices and to share among teachers	❖ At least one teacher from the Chinese, English and Math departments have attended one workshop or demo lesson about e-learning and shared among teachers.	Teacher questionnaire	Whole year	LPS, LCH & related panel heads	
	To arrange school-based workshops and sharing sessions among teachers	❖ At least one school-based e-learning workshop will be organized for all teachers. ❖ At least 70% of teachers agree that the e-learning workshop provided is helpful in equipping	Teacher questionnaire	Whole year	LPS & LCH	

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
		teachers with necessary skills to implement e-learning.				
	To arrange school visits to exchange ideas on how e-learning is implemented and integrated into the school-based curriculum effectively	❖At least 70% of teachers agree that the school visits is helpful in exchanging ideas on how e-learning is implemented and integrated into the school-based curriculum effectively.	Teacher questionnaire	Whole year	LPS & LCH	
4. To strengthen the ability to integrate and apply knowledge and skills and nurture problem solving skills through cross-subject collaboration	To set up STEM lessons as a cross-subject collaboration platform of Math, Science and ICT subjects this year to implement the STEM programme which adopts problem-based learning approach	❖At least 70% of the students are able to integrate and apply knowledge and skills learnt from Math, Science and ICT throughout the STEM programme.	Students' projects Formative assessment Student questionnaire	Whole year	LPS, CSK, LCH and related panel heads	
	To encourage teachers to attend workshops about STEM education and to share among teachers	❖At least one teacher from each of the Math, Science and ICT departments has attended one workshop about STEM education and shared among teachers.	Teacher questionnaire	Whole year	LPS & related panel heads	

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
1. To establish positive school culture by infusing students and staff with positive education and develop an inviting school ethos	Moral education will be constructed by honing "Hope", which is 1 of 24 character strengths, through Assemblies, Firefly Award Scheme and other related activities	70% Students are able to get at least 50 "You Shine" stamps 70% of the participating students enjoy the activities At least 2 promotions of Firefly Award Scheme are carried out	Statistical record of "You Shine" stamps in Firefly Award Scheme Students' questionnaires Record of the promotions	Whole Year	LKY MTM LKY	Questionnaire to evaluate students' participation and feedback
	Implementation of Invitational Education project by honing the domains of People, Programmes and Processes a. People To exhibit IE atmosphere among staff in our school by sharing IE ideas with staff in the staff debriefing meetings To recognize the excellent performance of P1 to P3 students by presenting "Student of the month" To establish positive school culture by various ways of greetings in the morning	75% of the staff attend the staff debriefing meetings and provide feedback 50% students in each class are awarded "Student of the month" 70% students agree that it is good to have various ways of greetings in the morning	Attendance record of staff debriefing meeting and feedback from staff after meetings Record of award list of P1 – P3 classes Students' questionnaire	Whole Year	CSK LNH MTM MTM	

Targets	Strategies	Success Criteria	Method of Evaluation	Time Scale	People in charge	Resources Required
	b. Programmes To implement "Buddy Activities" for enhancing the positive relationship among all students	75% of P1 and P4 students agree that they have positive relationship with their buddies	Students' questionnaire	Whole Year	MTM	Questionnaire to evaluate students' participation and feedback
	To implement STEM project with the topic of "Hope" for all grades	70% students have participated in STEM projects	Students' questionnaire		MTM	
	c. Processes To implement service learning for students to cooperate and collaborate to serve the community	70% students have participated in service learning	Attendance record of student on the dates of service learning		CSK	
2. To enhance the sense of belonging of students and staff	To modify interclass and interhouse competitions and activities to further enhance students' participation which in turn to enhance their sense of belonging	80% students have taken part in the interclass or interhouse competitions or activities	Students' questionnaire Teachers' observation	Whole Year	MTM	Questionnaire to evaluate students' participation and feedback
		85% students love being in their class	Students' questionnaire		MTM	
		70% students love being in their house	Students' questionnaire		MTM	
	To promote positive relationship through "Secret Angel" activity, Christmas celebration and year-end social gathering	85% participants agree that these events or activities can help develop a cohesive and mutually supportive relationship in our school	Teachers' questionnaire	Whole Year	CSK	Questionnaire to evaluate teachers' participation and feedback

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
1. To nurture students to become compassionate individuals	To arrange different sharing sessions for students to train up their presentation skills so as to enhance their confidence	Around 55% or at least 500 of our students are able to share their learning experience in the morning assembly.	Students' questionnaire	Whole Year	MTM	Questionnaire to evaluate students' participation and feedback
		Around 20% or at least 180 of our students have taken part in producing campus TV programmes	Students' questionnaire		MTM	
		80% of the students agree that they can be more confident to express themselves than before	Students' questionnaire		MTM	
	To organize service learning activities to train our students to be grateful	75% of participants agree that the service learning can raise their caring awareness for the society	Students' questionnaire	Whole Year	MTM	Questionnaire to evaluate students' participation and feedback
	To broaden students' horizons by participating in study tours and joining competitions so as to train our students to be open-minded citizens.	80% of the participants agree that the study tours can achieve the purpose of the activities.

80% of the participants agree that the study tour can effectively broaden their horizon and international perspectives. | Questionnaire, evaluation reports produced by the teachers

Questionnaire, evaluation reports produced by the teachers | Whole year | P5 and P6 teachers | |

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2. To develop teachers to be life-long learners and teacher leaders, and be able to serve.	To provide training opportunities for teachers (attending courses / workshops / seminars / international conferences) and develop among them a common language of 'learning and leading'.	At least one training workshop about leadership will be arranged. 75% of participants agree that they have a better understanding on how to be teacher leaders.	Record sheet Questionnaire	Whole year	YWY LPS	
	To create a learning platform for teachers and encourage them to share their experiences to the education community.	At least two sharing sessions will be arranged. Publication in various forms reporting teachers' good practices is produced, e.g. both in hard and soft copies. 70% of the participants agree that the learning platform can reinforce their professional practices.	Record sheet Newspaper/publication	Whole year	YWY LPS	
3. To build in a caring force among parents in collaboration with school to serve the community.	To enhance parents' necessary serving skills by organizing parent education workshops / programmes.	At least 5 parents' workshops will be arranged throughout the year. 85% of participants agree that they have a better understanding on necessary serving skills and they can practice them in their daily life.	Record sheet Participants' Questionnaire	Whole Year	TKW	Questionnaire to evaluate parents' participation and feedback

Target	Strategies	Success criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	To organize a caring parent volunteer group to participate in different activities in collaboration with the school and serve the community	At least 10 parent volunteers can be arranged in special school activities 85% of the participants agree that it can arouse their awareness to serve the community.	Record sheet Participants' Questionnaire	Whole Year	TKW	Questionnaire to evaluate parents' participation and feedback
4. To share our good practices and build up a strong collaborative network with the society.	To develop good practices in teaching and learning as well as student performance in all areas.	The public exam (including BCA and TSA) as well as the secondary school places allocation results are better than that of the last year The school has at least applied for two different kinds of award, such as IAIE, teachers award, this year.	Record sheets	Whole year	YWY LPS	
	To organize or co-organize open events with networking partners and share our good practices to the community.	The school has at least co-organized two events with networking partners this year.	Record sheet	Whole year	BL, TKW	

No. of operating classes: 30	CEG total amount: $986,692	Total expenditure: $985,700

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 2018 onward for 1 year	Total: $740,000	1. 80% of student enjoyed the MI courses and acquired the skills that match with their talent or interest. 2. Better learning performance	1. Feedback from Teachers 2. Evaluation report on student performance in MI courses	1. Principal 2. Teacher-in-charge of 'Multiple intelligences' (MI) courses
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: $245,700	1. More application of IT in teaching and learning	1. Teachers' Feedback 2. Quality of IT teaching material	1. Subject Teachers 2. IT Panel Head