

DRAFT

Appendix to item 6

(6.1)

Queen Elizabeth School



Annual School Plan

2018/2019

Year 1 of 2018/19 – 2020/21 Cycle

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School Mission

Our mission is to provide an all-round education to promote the moral, intellectual, physical, social and aesthetic development of students. Through a well-balanced curriculum and a positive learning environment, we offer students opportunities for realizing their potential to the full and growing in a sense of self-discipline, civic responsibility, concern and respect for others as well as commitment to the common good in their service to home, country and humanity.

Major Concern 2018 / 2019

1. To further enhance students' learning capacity and teachers' collaboration
2. To nurture students to be contributing members of the community in a caring and loving school environment

Major Concern 1 (2018/19)

Major Concern 1: To further enhance students' learning capacity and teachers' collaboration

Targets:

1.1 To engage students in active and meaningful learning

1.2 To help students develop a positive attitude towards learning and good study habits

1.3 To promote a collaborative and learning culture in teaching

Target 1.1 To engage students in active and meaningful learning

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
1.1.1	To boost students' learning capacity through self-directed learning skills	<ul style="list-style-type: none"> ● All KLA and 75% of the subject departments employ eLearning to widen students' learning opportunities ● 75% of the participants agree that the eLearning platforms can enhance their self-learning skills and learning capacity 	<ul style="list-style-type: none"> ● Teachers' lesson records ● Subject department records ● Students' assessments ● Students' feedbacks 	Whole year	<ul style="list-style-type: none"> ● HODs/ KLA coordinators ● Subject teachers concerned 	<ul style="list-style-type: none"> ● School funds ● EDB grants/support
1.1.2	To broaden students' learning experiences	<ul style="list-style-type: none"> ● All KLA and 60% of the subject departments arrange project-based learning activities at least once per year for selected levels ● 75% of the participants agree that they can broaden their learning experiences <ul style="list-style-type: none"> ➢ L&S/L.S. and STEM-related subjects showcase students' quality work in Open Day 	<ul style="list-style-type: none"> ● Subject department records ● Student participation and achievement records ● Feedbacks from students and teachers 	Whole year	<ul style="list-style-type: none"> ● HODs/ KLA/ STEM/ ECA coordinators ● Subject teachers concerned 	<ul style="list-style-type: none"> ● School funds ● EDB grants

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
1.1.3	To enhance students' capability to apply knowledge and skills across the curriculum	<ul style="list-style-type: none"> ● All KLA and 75% of the subject departments design assignments with elements of students' peer learning at least once per term for selected levels ● All KLA and 75% of the subject departments arrange learning activities for students outside the classroom (e.g. visits, study tours, enhancement programmes or competitions) at least once per term for selected levels ● At least one STEM education project can be implemented in the selected level(s) in a school year ● 75% of the participants reflect that their incentive to learn can be enhanced 	<ul style="list-style-type: none"> ● Teachers' lesson records ● Subject department records ● Students' assessments ● Students' feedbacks 	Whole year	<ul style="list-style-type: none"> ● HODs/ KLA/ STEM coordinators ● Subject teachers concerned 	<ul style="list-style-type: none"> ● School funds ● EDB grants

Target 1.2 To help students develop a positive attitude towards learning and good study habits

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
1.2.1	To optimize learning support for average and weak students	<ul style="list-style-type: none"> ● 75% of the subjects employ extra support measures for average and weak students, and 75% of the students involved agree that the support measures help them overcome their learning difficulties. ● After-school homework support classes are arranged for S1 students, and 75% of the participants agree that the classes help them overcome their learning difficulties. 	<ul style="list-style-type: none"> ● Teachers' evaluation on the measures ● Subject department records 	Whole year	<ul style="list-style-type: none"> ● HODs ● TAs ● Subject teachers concerned 	<ul style="list-style-type: none"> ● School funds ● EDB grants
1.2.2	To enable students to learn and utilize good study habits	<ul style="list-style-type: none"> ● 75% of the academic subjects introduce at least one good study habit/ skill to students, such as note-taking techniques, pre-lesson preparation skills, time management, scaffolding, mind-mapping and memory skills. ● Each student practises the good study habits/ skills, and 75% of them agree that the study habits/skills help improve their learning. 	<ul style="list-style-type: none"> ● Teachers' evaluation on the measures ● Subject department records 	Whole year	<ul style="list-style-type: none"> ● HODs ● TAs ● Subject teachers concerned 	<ul style="list-style-type: none"> ● School funds ● EDB grants

Target 1.3 To promote a collaborative and learning culture in teaching

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
1.3.1	To enhance teachers' teaching skills and optimise students' learning outcomes through co-planning of lessons and sharing of teaching resources	<ul style="list-style-type: none"> ● 75% of the teachers agree that co-planning of lessons and sharing of teaching materials are useful for the enhancement of their teaching effectiveness as well as their reflection on pedagogy and strategies employed. <ul style="list-style-type: none"> ➢ Collaborative Lesson Preparation (CLP) is practised in all core subjects for selected levels (S1-S5) through strategic timetabling. ➢ Sharing of teaching resources among teachers is widely practised in subject departments. ➢ Professional sharing is conducted in departmental meetings. 	<ul style="list-style-type: none"> ● Teachers' evaluation ● Lesson observation records ● Subject department records 	Whole year	<ul style="list-style-type: none"> ● Coordination Team ● HODs ● Subject Teachers concerned ● Timetabling Team 	<ul style="list-style-type: none"> ● School funds ● EDB grants/support
1.3.2	To conduct cross-departmental lesson observation and sharing	<ul style="list-style-type: none"> ● 75% of the teachers agree that the cross-departmental lesson observation and sharing are useful. <ul style="list-style-type: none"> ➢ Cross-subject PLO is practised at least once per term for selected levels (S1-5). ➢ Sharing of good practices is conducted at least once per term in departmental meetings. 	<ul style="list-style-type: none"> ● Teachers' evaluation ● Lesson observation records ● Subject department records 	Whole year	<ul style="list-style-type: none"> ● Learning & Teaching Coordination Team ● HODs ● Subject Teachers concerned 	<ul style="list-style-type: none"> ● School funds ● EDB grants

Major Concern 2 (2018/19)

Major Concern 2: To nurture students to be contributing members of the community in a caring and loving school environment

Targets:

- 2.1 To create a harmonious and supportive school environment in which appreciation, respect and love are emphasized
- 2.2 To reinforce connections among students of the same form and across levels by engaging students in inter-class and class-based programmes
- 2.3 To foster the sense of national identity and citizenship

Target 2.1 To create a harmonious and supportive school environment in which appreciation, respect and love are emphasized

Strategies / Tasks	Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
2.1.1 To enable students to get access to values that cultivate them with love and care <ul style="list-style-type: none"> ➤ Subject departments design lessons/activities to inculcate positive value (appreciation) to students ➤ Functional Teams strengthen students' positive values through workshops, QESTV and Day 4 Programme ➤ Provide opportunities for students to show appreciation and gratitude to teachers, parents and supporting staff ➤ Nurturing the sense of appreciation through organizing different exchange programmes 	<ul style="list-style-type: none"> ● Positive value (appreciation) education covers 10% of the curriculum of all subjects and programmes of functional teams, in which over 70% of the students find them useful. 	<ul style="list-style-type: none"> ● Subject department and functional team records ● Students' feedback/ questionnaires 	Whole year	<ul style="list-style-type: none"> ● Subject departments ● Functional teams ● Class teachers 	<ul style="list-style-type: none"> ● School funds ● Funding from Healthy School Programme ● Service providers / NGOs of Healthy School Programme / Joyful@ School Programme

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
2.1.2	<p>To organize theme-based activities to promote a joyful and healthy school environment</p> <p>➤ Joyful@ School Programme and Healthy School Programme provide activities for target students and parents to develop their healthy mindset and lifestyle</p>	<ul style="list-style-type: none"> ● Over 70% of the students participate in the activities and programmes and find them useful. 	<ul style="list-style-type: none"> ● Students' feedback/ questionnaires 	Whole year	<ul style="list-style-type: none"> ● Functional teams 	<ul style="list-style-type: none"> ● School funds ● Funding from Healthy School Programme ● Service providers / NGOs of Healthy School Programme / Joyful @School Programme

Target 2.2 To reinforce connections among students of the same form and across levels by engaging students in inter-class and class-based programmes

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
2.2.1	<p>To positively reinforce values such as a sense of belonging by adopting class management strategies</p> <ul style="list-style-type: none"> ➤ Reinforce teachers' class management skills and techniques through in-house workshops ➤ Cultivating a positive culture of appreciation and strengthening unity / teacher-student interaction through class-based activities 	<ul style="list-style-type: none"> ● Over 50% of the teachers find the workshops useful. ● Over 70% of the students participate in the activities and find them useful. 	<ul style="list-style-type: none"> ● Teachers' feedback/ questionnaires ● Students' feedback/ questionnaires 	Whole year	<ul style="list-style-type: none"> ● Functional teams ● Class teachers 	<ul style="list-style-type: none"> ● School funds ● Funding from Healthy School Programme ● Service providers / NGOs of Healthy School Programme / Joyful @School Programme
2.2.2	To encourage active participation of class teachers and students in inter-class activities	<ul style="list-style-type: none"> ● Over 70% of the students participate in the activities. 	<ul style="list-style-type: none"> ● Activity records 			

Target 2.3 To foster the sense of national identity and citizenship

Strategies / Tasks		Success Criteria (all % are minimum requirements)	Method of Evaluation	Time Scale	People Responsible	Resources Required
2.3.1	<p>To provide students with a wide range of learning activities so as to develop their sense of national identity</p> <p>➤ National & Civic Education Team provides more opportunities for students to strengthen their national identity</p>	<ul style="list-style-type: none"> ● Over 60% of the students participate in the learning activities and activities and find them useful. 	<ul style="list-style-type: none"> ● Student activity and award records ● Students' feedback/ questionnaire 	Whole year	<ul style="list-style-type: none"> ● Subject departments ● Functional teams ● Class teachers ● ECA team 	<ul style="list-style-type: none"> ● School funds