

# **Queen Elizabeth School**



## **Annual School Plan**

**2018/2019**

Year 1 of 2018/19 – 2020/21 Cycle

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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

## **School Mission**

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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**

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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"> <li>● All KLA and 75% of the subject departments employ eLearning to widen students' learning opportunities</li> <li>● 75% of the participants agree that the eLearning platforms can enhance their self-learning skills and learning capacity</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' lesson records</li> <li>● Subject department records</li> <li>● Students' assessments</li> <li>● Students' feedbacks</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● HODs/ KLA coordinators</li> <li>● Subject teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● EDB grants/ support</li> </ul>
1.1.2	To broaden students' learning experiences	<ul style="list-style-type: none"> <li>● All KLA and 60% of the subject departments arrange project-based learning activities at least once per year for selected levels</li> <li>● 75% of the participants agree that they can broaden their learning experiences                             <ul style="list-style-type: none"> <li>➢ L&amp;S/L.S. and STEM-related subjects showcase students' quality work in Open Day</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Student participation and achievement records</li> <li>● Feedbacks from students and teachers</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● HODs/ KLA/ STEM/ ECA coordinators</li> <li>● Subject teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● EDB grants</li> </ul>

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

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

<b>Strategies / Tasks</b>		<b>Success Criteria</b> (all % are minimum requirements)	<b>Method of Evaluation</b>	<b>Time Scale</b>	<b>People Responsible</b>	<b>Resources Required</b>
1.2.1	To optimize learning support for average and weak students	<ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' evaluation on the measures</li> <li>● Subject department records</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● HODs</li> <li>● TAs</li> <li>● Subject teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● EDB grants</li> </ul>
1.2.2	To enable students to learn and utilize good study habits	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Each student practises the good study habits/ skills, and 75% of them agree that the study habits/skills help improve their learning.</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' evaluation on the measures</li> <li>● Subject department records</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● HODs</li> <li>● TAs</li> <li>● Subject teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● EDB grants</li> </ul>

**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"> <li>● 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"> <li>➢ Collaborative Lesson Preparation (CLP) is practised in all core subjects for selected levels (S1-S5) through strategic timetabling.</li> <li>➢ Sharing of teaching resources among teachers is widely practised in subject departments.</li> <li>➢ Professional sharing is conducted in departmental meetings.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' evaluation</li> <li>● Lesson observation records</li> <li>● Subject department records</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● Coordination Team</li> <li>● HODs</li> <li>● Subject Teachers concerned</li> <li>● Timetabling Team</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● EDB grants/support</li> </ul>
1.3.2	To conduct cross-departmental lesson observation and sharing	<ul style="list-style-type: none"> <li>● 75% of the teachers agree that the cross-departmental lesson observation and sharing are useful.                             <ul style="list-style-type: none"> <li>➢ Cross-subject PLO is practised at least once per term for selected levels (S1-5).</li> <li>➢ Sharing of good practices is conducted at least once per term in departmental meetings.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' evaluation</li> <li>● Lesson observation records</li> <li>● Subject department records</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● Learning &amp; Teaching Coordination Team</li> <li>● HODs</li> <li>● Subject Teachers concerned</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● EDB grants</li> </ul>



## 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"> <li>➤ Subject departments design lessons/activities to inculcate positive value (appreciation) to students</li> <li>➤ Functional Teams strengthen students' positive values through workshops, QESTV and Day 4 Programme</li> <li>➤ Provide opportunities for students to show appreciation and gratitude to teachers, parents and supporting staff</li> <li>➤ Nurturing the sense of appreciation through organizing different exchange programmes</li> </ul>	<ul style="list-style-type: none"> <li>● 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.</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department and functional team records</li> <li>● Students' feedback/ questionnaires</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● Subject departments</li> <li>● Functional teams</li> <li>● Class teachers</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● Funding from Healthy School Programme</li> <li>● Service providers / NGOs of Healthy School Programme / Joyful@ School Programme</li> </ul>

<b>Strategies / Tasks</b>		<b>Success Criteria</b> (all % are minimum requirements)	<b>Method of Evaluation</b>	<b>Time Scale</b>	<b>People Responsible</b>	<b>Resources Required</b>
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"> <li>● Over 70% of the students participate in the activities and programmes and find them useful.</li> </ul>	<ul style="list-style-type: none"> <li>● Students' feedback/ questionnaires</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>● Functional teams</li> </ul>	<ul style="list-style-type: none"> <li>● School funds</li> <li>● Funding from Healthy School Programme</li> <li>● Service providers / NGOs of Healthy School Programme / Joyful @School Programme</li> </ul>

**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**

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

**Target 2.3 To foster the sense of national identity and citizenship**

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