SIR ELLIS KADOORIE SECONDARY SCHOOL (WEST KOWLOON)
Annual School Plan 2021/2022

Theme: Optimize Learning, Maximize Potential
Major Concern 1: Spearheading Learning and Teaching

Targets	Strategies/Tasks	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
A. To excel learning and teaching	**1. To equip students with subject skills and study-management skills**					
	(a) Subject skills and exam skills will be integrated into subject curricula.	• Each subject department has integrated subject skills and exam skills into the curriculum	• Scheme of work	• Whole year	• Subject departments	
	(b) Workshops on study skills and study-management skills will be arranged. (i) Pre-S.1: Note-taking skills (ii) S.2: Problem-solving skills (iii) S.3: Selection of elective subject (iv) S.4: Study skills (v) S.5 Time management skills	• At least one skill-related workshop is arranged for S.1 to S.5.	• Meeting minutes	• Whole year	• Academic Promotion Committee	• Funding for Academic Promotion
	2. To maximize students' potential according to their strengths					
	(a) A talent pool will be set up.	• A talent pool is established.	• Talent pool database	• Whole year	• Academic Promotion Committee	
	(b) Learner diversity will be catered for: (i) Enhancement programme for gifted students in senior forms (ii) Implementation of gifted and remedial measures into lessons	• At least one enhancement programme for gifted students is arranged. • Gifted and remedial measures are incorporated in teaching.	• Evaluation report • Programme plans	• Whole year	• Academic Promotion Committee • Subject departments	• Funding for gifted education

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	(c) Enrichment Programme for S1 students will be arranged.
	  (i) Pre-S1 Summer Programme
	  (ii) Pre-S1 Orientation Camp
	  (iii) S1 Circle Time
	  (iv) S1 After-school Revision Support Class
		• At least 70% of the participants agree the activities are useful.	• Record of activities
			• Student feedback
			• Teacher feedback
				• 1st term	• Academic Promotion Committee
					• Guidance Committee
					• Class teachers
						• Funding for academic workshops

	3. To develop students' language and reading abilities using a cross-curricular approach					

	(a) Language across-the-Curriculum (LaC) related activities will be incorporated into lessons.	• At least two LaC activities, will be arranged:
		  (i) Chinese with PSHE KLA, Service Education and Environmental Education Committees.
		  (ii) English with Math KLA
			• Programme plans
			• First meeting minutes
				• Whole year	• Chinese, English, Math and PSHE KLAs
					• Service Education Committee
					• Environmental Education Committee	

	(b) Reading across-the-Curriculum (RaC) related activities will be incorporated into lessons.	• At least one RaC activity in either Chinese or English will be arranged in one junior and one senior level in each subject.	• Programme plans • First meeting minutes	• Whole year	• Subject departments • Promotion of Reading Committee	• Grant for Promotion of Reading
B. To develop self-directed learning	**1. To cultivate students' sense of ownership of their learning**					
	(a) Study Room and S6 Study Room will be opened during exam periods.	• At least 70% of the users are satisfied with the arrangement.	• Survey	• Whole year	• Academic Promotion Committee	
	(b) Holiday tutorials classes will be arranged. • Easter and Christmas tutorial classes will be arranged for all junior form core subjects.	• At least 70% of the participants agree the tutorial classes are useful.	• Meeting Minutes	• Whole year	• Academic Promotion Committee	

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	(c) Subject-based goal-setting and evaluation in public exam subjects will be implemented in the senior forms.	• A subject-based goal-setting and evaluation is conducted in each public exam subjects after the 1st term test.	• Programme plans	• Whole year	• Subject departments	
	(d) Study survey and academic meetings will be conducted.	• The findings from the survey and meetings are compiled and made available to teachers.	• Analysis of the survey and meetings	• Whole year	• Academic Promotion Committee	
	(e) Pre-test and pre-examination after-school tutorial classes will be arranged.	• At least two days of pre-test and pre-exam tutorial classes are arranged for each test and examination. • At least 70% of participants agree that the tutorial classes are useful.	• Timetable for tutorial classes • Student feedback • Teacher feedback	• Whole year	• Academic Promotion Committee	
	(f) S6 pre-mock/post-mock examination will be arranged.	• At least 70% of participants agree that the pre-mock/ post-mock exam is useful.	• Student feedback • Teacher feedback	• 2nd term	• Academic Promotion Committee • HKDSE subject departments	
2. To enrich students' learning experiences outside the classroom						
	(a) Subject-related outings or visits will be arranged.	• At least one outing or visit is arranged in each subject department.	• Programme plans • Meeting minutes	• Whole year	• Subject departments	
	(b) Cross-curricular project learning will be arranged.	• At least one cross-curricular project is arranged for each subject.	• Programme plans • Meeting minutes	• Whole year	• Subject departments	
	(c) Joint-school activities will be arranged.	• At least eight subject departments have arranged joint-school	• Records of activities	• Whole year	• Subject departments	

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		activities.				
	(d) Students will be encouraged to participate in inter-school competitions.	• At least 20% of student times are nominated to participate in inter-school competitions.	• Record of activities	• Whole year	• Subject departments • Functional teams • ECA clubs	
C. To enhance enquiry-based learning by promoting STEAM education and cross-curricular projects	**1. To further the development of cross-curricular STEAM education**					
	(a) STEAM Club will be established.	• STEAM Club is established. • At least one exhibition is organized or one external competition is participated by the STEAM Club.	• Meeting minutes • Meeting minutes	• Whole year	• STEAM Education	
	(b) STEAM elements are embedded into Science, Technology, Arts and Mathematics Education KLAs.	• Science, Technology, Arts and Mathematics Education KLAs have embedded STEAM elements in lessons.	• Meeting minutes • Programme plans	• Whole year	• STEAM Education • Science, Technology, Arts and Mathematics Education KLAs	
	(c) External STEAM activities and competitions will be participated.	• STEAM Education nominates students to participate in at least one external activity or competition.	• Record of activities • Students' feedback • Teachers' feedback	• Whole year	• STEAM Education	• Funding for activities

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D. To implement National Security Education	**1. To help students learn the development of the country in various subjects**					

	(a) The development of the country will be embedded in various subjects with reference to the curriculum framework on National Security Education issued by the EDB.	• All subject departments that are mentioned in the curriculum framework on National Security Education incorporate the development of the country into their lessons.	• Scheme of work
			• First meeting minutes
			• Programme plans
				• 1st term	• HODs of
					  - Chinese Language
					  - Chinese History
					  - Life and Society
					  - Economics
					  - BAFS
					  - ICT
					  - Integrated Science
					  - Chemistry
					  - Biology
					  - Physics
					  - Geography	

	2. To enhance national concepts and students' understanding of national security in various subjects					
	(a) National concepts and understanding of national security will be embedded into various subjects according to the curriculum framework on National Security Education issued by the EDB.	• All subject departments that are mentioned in the curriculum framework on National Security Education incorporate national security into their lessons.	• Scheme of work • First meeting minutes • Programme plans	• 1st term	• Subject departments listed above	
	(b) Interclass quizzes on National Security will be arranged in the 2nd term.	• At least one interclass quiz on National Security is arranged.	• Record of results	• 2nd term	• Moral, Civic and National Education Committee • National Security Education Committee	
	(c) Teachers will be encouraged to attend seminars and courses on the Basic Law and National Security Education.	• At least 60% of teachers attend the related seminars and courses.	• CPD record	• Whole year	• All teachers	

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E. To establish learning communities to enhance education professionalism	**1. To support newly joined teachers**					

	(a) An induction programme will be arranged for newly joined teachers.
	  (i) Videos on the nationalities, cultures and traditions of our students
	  (ii) Sharing by EM teachers
		• At least 80% of participants are satisfied with the programme.	• Attendance record	• Late August	• Staff Support and Development Team
					• School Promotion Committee
						• School funding

	(b) A mentorship programme and peer lesson observation between mentor and mentee will be arranged.	• At least 80% of participants are satisfied with the programme. •	• Attendance record	• Whole year	• Staff Support and Development Team	• School funding
	(c) A learning circle will be arranged.	• At least 80% of participants are satisfied with the programme.	• Attendance record • Feedback	• Whole year	• Staff Support and Development Team	• School funding
	2. To enhance the culture of sharing and collaboration amongst teachers					
	(a) Peer lesson observation and debriefing will be self-arranged by each teacher.	• At least 90% of teachers have arranged peer lesson observation followed by a discussion with at least one colleague.	• Records	• Whole year	• All teachers	
	(b) Co-teaching will be implemented in KLA.	• At least one co-teaching within the KLA or one co-teaching between KLAs is implemented by each KLA.	• Records	• Whole year	• KLA coordinators	
	(c) Collaborative lesson preparation (CLP) within the same department and between departments of the same KLA will be arranged.	• At least one CLP within the department and one CLP between departments of the same KLA are arranged.	• Records	• Whole year	• KLA coordinators • Subject departments	