Annual School Plan 2020/2021 (Finalized on 14 July 2020)

Theme: Together We Thrive

Major Concern 3: Excelling Teachers' Professional Development

Targets	Strategies/Tasks	Success Criteria	Method of	Time	Persons in	Resources
A. To enhance the culture of sharing and collaboration	 To support the newly joined teachers to adapt the teaching environment a. Induction programme will be arranged for newly joined teachers Videos on the nationalities, cultures and traditions of our students Sharing by EM teachers b. Mentorship programme will be provided c. Learning circle will be arranged 	 80% of participants are satisfied with the programme 80% of participants are satisfied with the programme 80% of the participants are satisfied with the learning circle 	 Evaluation Attendance record Feedback Feedback 	Scale Late August Whole year October to June	Charge Staff Support and Development Team School Promotion Committee	Required School funding
	 2. To strengthen collaborative lesson planning and teaching a. Collaborative lesson preparation within departments will be conducted b. Monthly level meetings will be held for English, NCD Chinese, Mathematics and Liberal Studies departments c. Sharing on innovative and student-centered teaching strategies among teachers of the same KLA will be arranged 	 At least 2 times per year for each subject department At least once a month for each core subject Once a year for each KLA 	 Records Notes of level meeting Records 	Whole year Whole year Half- yearly exam	HODs HODs KLA coordinators	

	 3. To enhance teaching skills through professional sharing a. Peer lesson observation and debriefing will be self-arranged by each teacher 	• 90% of teachers arrange peer lesson observation and followed by a discussion with at least one colleague	• Records	Whole year	All teachers	
	b. Co-teaching will be implemented in KLA	• At least 1 co-teaching is implemented by at least one subject in each KLA or cross- KLA	• Records	Whole year	KLA coordinators	
	c. Learning circle or sharing with teacher(s) of other schools will be arranged	• At least 1 subject department in each KLA have relevant arrangements	• Records	Whole year	HODs KLA coordinators	Network with other school(s)
B. To enhance teachers' professional- ism by	1. To strengthen self-reflection of the teachers a. "Survey of Student's Views on Classroom Learning" will be conducted for each subject.	• At least once per year for each teacher	• Records	1 st term	All teachers	
strengthening self-reflection and self- enhancement	b. 'Keep-Improve-Stop-Start' (K.I.S.S.) analysis will be done after the survey (a) for self-reflection on learning and teaching	• At least once per year for each teacher	• Records	1 st term	All teachers	
	c. "Subject Curriculum Evaluation Survey" will be conducted by departments. Insight gained will be shared in the departmental meeting for the betterment of the future planning.	• At least once per year for each department	• Records	2 nd term	All teachers All departments	

te	D cultivate self-enhancement of the achers Professional enhancement programme and teachers sharing on innovative and student-centered teaching strategies will be conducted on Staff Development Days (SDD)	•	Once per year	• Records	Whole year	Staff Support and Development Team	School funding
b.	Subject-based enhancement programme will be arranged for members by each department	•	At least once per year for each department	• Records	Whole year	HODs	
c.	Teachers are required to participate in the training programme (including professional competencies, professional values and conduct, and aspiration for self-advancement through self-evaluation) offered by EDB or other institutes	•	 For newly joined teachers: 30 hours of core training within the first 3 years of service Not less than 60 hours of elective training based on individual professional development needs For in-service teachers: 150 hours of training in every 3-year cycle, including a minimum of 30 hours of core training 	• Records	Whole year	All teachers	Training Calendar & other training programmes