

SKH Lui Ming Choi Secondary School

Annual School Plan (2022 - 2023)

Major Concern 1: To nurture students to become Responsible Learners.

Target	Strategies	Success Criteria	Methods of Evaluation	Domains/ People	Resources
A. Make clear the expectations of Responsible Learners to students, teachers, parents and alumni.	1. Organize Parents' Days, Meetings and Staff Development Activities.	Teachers, Staff and Stakeholders understand the School's expectations of Responsible Learners. Necessary meetings and activities have been arranged.	Meeting Minutes. Photo Records. Digital Records.	<ul style="list-style-type: none"> PVPAP Committees 	Time for Meetings and relevant Activities for communication and sharing; and for giving recognition to efforts. Support Staff to prepare tokens of appreciation.
	2. Collect and share good practices or examples and enhance staff formal and informal communication on the major concern.		Meeting Minutes. Photo Records. Digital Records.	<ul style="list-style-type: none"> PVPAP Committees 	
	3. Give recognition to students who demonstrate qualities of responsible learners*#.		Staff Meeting Minutes. Assembly and School Events.	<ul style="list-style-type: none"> PVPAP Committees 	
B. Promote Responsible Learning in lesson design and activity planning.	1. Develop a peer culture that requires and values responsibility in a class, an activity or a learning group. Coordinate plans that facilitate students to become Responsible Learners across the Formal Curriculum (Academic) and Informal Curriculum (Activities).	Heads and Teachers play their respective roles of leading, monitoring, planning, designing, supporting, appreciating and recognizing efforts and achievements of each other in the implementation of strategies to reach the target. Students are demonstrating growing awareness of and ability in responsible learning.	Meeting Minutes. Work Documents. School-based Framework(s).	<ul style="list-style-type: none"> Committees 	Time for teachers to design tasks and activities, do collaborative lesson planning and peer lesson observation. Platform and bank for resources sharing.
	2. Design and develop learning materials to enrich, diversify and make accessible eLearning resources (graded or differentiated) which would appeal to and motivate students to learn at their pace.		Work/Program Plans. Learning Materials. Notes designed for students' input.	<ul style="list-style-type: none"> Subject Department Heads Teachers 	
	3. Design tasks and activities to maximize students' participation in flipped classrooms (preparation before lessons) and group/project work (sharing of work to complete a task); provide sufficient challenges in tasks and activities to enhance students' sense of ownership, sense of control, sense of progression and sense of achievement.		Meeting Minutes.	<ul style="list-style-type: none"> Subject Department Heads Committees Teachers 	
	4. Guide and invite students to discuss, give suggestions, make decisions, participate in learning tasks or activities (individual, pair or group work) and solve problems during lessons.	Students learn to discuss, suggest, make decisions and solve problems during lessons.	Assignments samples. Projects samples. Instructions on Assignments or Worksheets.	<ul style="list-style-type: none"> Teachers 	Assignment Checking. Lesson Study (CDC). Principal's Lesson Observation (PLO).
	5. Guide and invite students to understand their role and responsibilities when organizing and/or participating in activities and events in a more structured manner (linear or spiral): e.g. goal-setting, plan, prepare, collaborate, make adjustments, solve problems, complete task, reflect and evaluate.	Students learn to organize and/or participate in activities and events in a more structured manner.	Meeting Records. Student sharing or presentation (Assembly or School Events).	<ul style="list-style-type: none"> Committees Teachers 	Meeting Time. Allocation of Time at Assembly or School Events.
	6. Give students verbal, written or tangible encouragement, recognition and positive feedback on their responsible learning behavior. Praise students for their efforts and achievements when communicating or meeting with their parents.	Students feel encouraged. Parents appreciate teachers' positive feedback.	Feedback shared by Stakeholders. Staff Meeting Minutes.	<ul style="list-style-type: none"> Teachers Class Teachers 	Time to collect student and parent feedback. Allocation of Time at Staff Meetings.

Annual School Plan (2022 - 2023)

Major Concern 2: To support teachers and staff to facilitate students' responsible learning.

Target	Strategies	Success Criteria	Methods of Evaluation	Domains/ People	Resources
A. Support teachers to understand and use the expanded set of Descriptors** (Qualities, Attitude, Habits and Behavior) for the nurture of Responsible Learners.	1. Consider and approve proposals (for contribution to the School Budget) submitted by Subject Departments, Committees or individual staff members with achievable targets to facilitate students to become Responsible Learners .	More proposed ideas or activities with reference to the agreed targets are received.	Check and summarize proposed ideas or activities.	<ul style="list-style-type: none"> Principal OM EO 	Time for checking and doing summaries.
	2. Develop a Whole-School Approach to gear team efforts towards addressing the major concern (e.g. relevant whole-school reminders and guidelines; homework policy, design of an appropriate award and recognition system)	Consensus is reached among teachers on whole-school approach regarding homework and an appropriate award and recognition (merit) system. Draft of the policy and system. Communication with Stakeholders. Implementation.	Committee Meeting Minutes. EC Meeting Minutes. Staff Meeting Minutes.	<ul style="list-style-type: none"> PVPAP EC DC Head GC Head 	Time for Meetings.
B. Show appreciation and give recognition to efforts and achievements in teacher-staff-student facilitation of responsible learning.	1. Visualize targets with designs of slogans, quotes display (from the Bible or Literary sources), relevant photos, pictures and other visuals to facilitate students' understanding and discussion of responsibility.	Effective displays of suitable designs are visible and well-received.	Subject Department and Committee Meeting Minutes. EC Meeting Minutes. Staff Meeting Minutes.	<ul style="list-style-type: none"> Principal PRC Head RE Head VA Head 	Time for preparation and purchase and posting up of suitable designs.
	2. Strengthen the ethos of Appreciation and Support to praise teacher-staff efforts and achievements in strengthening students' ability to set goals for their Personal Best (PB), to self-manage, self-monitor, self-learn and self-design their learning and career life journey; and for students' efforts to help and support their peers in doing so. Organize sharing sessions on success and/or failure stories to motivate students and give recognition to both efforts and achievements in responsible learning.	Students in different levels are given opportunities to share their success or failure stories. Students feel secure and supported when they are not yet successful.	Committee Meeting Minutes. EC Meeting Minutes. Staff Meeting Minutes School-based Interviews by EC. Stakeholders' Survey. APASO data.	<ul style="list-style-type: none"> Principal GC Head PRC Head SDC Head 	Time for Meetings. Time and Arrangements for Students' / Teachers' or Stakeholders' sharing.

*8 Descriptors of Responsible Learners (2021 - 2022 school year)

- A. Positive towards School and Learning
- B. Participate actively in Learning Activities
- C. Use and Manage Learning Resources well
- D. Take Initiative to Learn and Serve
- E. Take Ownership of Career Life Planning
- F. Focus on "Urgent" and "Important" matters
- G. Solve problems, seek help and listen to advice
- H. Respectful

#Categories of Students demonstrating the descriptors of Responsible Learners recommended by Teachers (Discussed in Annual Interviews 2021 - 2022 school year)

- High achievers (normally demonstrated 4 descriptors or above)
- Students with good and positive learning attitude (demonstrated 2-3 descriptor(s))
- Students with good self-management (demonstrated some of the descriptors)
- Students who have Special Learning Needs showing confidence and abilities (demonstrated or trying to demonstrate 1-2 descriptor(s))
- Students who are weak in learning/ repeaters showing motivation and improvement in learning (demonstrated or trying to demonstrate 1-2 descriptor(s))
- Students with integrity and good virtue
- Students with talents

**Expanded set of Descriptors

(Qualities, Attitude, Habits and Behaviors that the students becoming Responsible Learners shall acquire and demonstrate) (2022 - 2023 school year)

- A. Respectful, reflective and persistent
- B. Positive towards School and Learning
- C. Willing to make changes for breakthroughs
- D. Set goals and make plans
- E. Participate actively in Learning Activities
- F. Use and Manage Learning Resources well
- G. Take Ownership of Career Life Planning
- H. Focus on "Urgent" and "Important" matters
- I. Solve problems, seek help and listen to advice
- J. Support and help peers