

SKH Lui Ming Choi Secondary School

Annual School Plan (2021 - 2022)

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.	PVPAP, PRC, SDMDC	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.	CDC, ECA, PR, PTA, GC, PVPAP	
	3. Give recognition to and celebrate stakeholders' efforts in addressing the major concern.		Staff Meeting Minutes. Assembly and School Events.	PVPAP, PRC, Alumni-School Partnership, GC	
B. Lead, monitor, plan, design, support, appreciate and recognize both efforts and achievements in the promotion of responsible learning and the nurture of Responsible Learners.	1. Map up and coordinate plans and schemes of work 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).	WPD, CDC, ECA	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.	Subject Department Heads, Teachers	
	3. Design tasks and activities to maximize students' participation in flipped classrooms (or preparation before lessons) and group/project work (or 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.	Subject Department Heads, Teachers, ECA, GC, CEC	
	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.	Teachers	Assignment Checking. Lesson Study (CDC). Principal's Lesson Observation.
	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).	ECA, GC, CEC, 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 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.	Teachers, Class Teachers	Time to collect student and parent feedback. Allocation of Time at Staff Meetings.

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

Target	Strategies	Success Criteria	Methods of Evaluation	Domains/ People	Resources
A. Make clear the support measures to teachers and staff; and ensure they understand the 8 Habits and Behavior outlined and discussed 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.	Principal, OM, EO	Time for checking and doing summaries.
	2. Discuss and make plans for 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.	PVPAP, WPD, GC, DC, CDC	Time for Meetings.
B. Show appreciation and give recognition to efforts and achievements in teacher-staff facilitation of responsible learning.	1. Visualize targets and support with designs of slogans, quotes display, relevant photos, pictures and other visuals to facilitate students' understanding and discussion of responsibility as a Responsible Learner .	Effective displays of suitable designs are visible and well-received.	Subject Department and Committee Meeting Minutes. EC Meeting Minutes. Staff Meeting Minutes.	GC, DC, Chinese , English, RE, VA	Time for preparation and purchase and posting up of suitable designs. Time for Meetings.
	2. Foster an ethos of Appreciation and Support to praise efforts and achievements in raising students' awareness of their responsibility, 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. Organize sharing sessions on success 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.	WPD, GC, DC, Assembly Support, Church-School Partnership	Time for Meetings. Time and Arrangements for Students' / Teachers' or Stakeholders' sharing.