Sir Ellis Kadoorie (S) Primary School

Annual School Plan

2018 – 2019

Major concern 1: To enhance teaching and learning effectiveness through self-directed learning

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
-To promote self-directed learning through e-learning	-Implement E-assessment in core subjects -Implement E-platform (MS Office 365) in core subjects in upper levels by phases	- At least 2 e-assessments are arranged in each school term -At least 2 self-directed tasks are arranged in each school term for selected levels	Survey	Whole year	Subject Teachers	
-To enhance students' self-directed learning skills	-Help students set learning targets and evaluate their performance -Integrate subject-based self-learning components in assignments • Pre-lesson worksheet/ task • Self-checking/ editing -Build up students' self-reflection habits at the end of the lesson -Set up Self-learning corner	- 75% of students are able to set targets in assignment/task/ project learning -75% of students are able to integrate self-learning components in assignments -75% of students are able to build up self-reflection habits -75% of students find the materials in the self-learning corner useful	Teachers' observation on students' worksheets/ tasks Lesson observation Feedback from subject teachers Questionnaire	Whole year	CD, Subject Panels, Subject teachers CD, Subject Panels, Subject teachers CD, Subject Panels	
- To cultivate students' reading habit	- To promote reading through different reading materials, such as story books, fiction, magazines, newspaper, on-line reading etc. - To conduct a student sharing session on reading through campus T.V. -Refine the school-based reading skills and worksheets	-Students' reading records -At least 3 sharing session are arranged in each school term -The reading skills in different levels are developed as scheduled	Survey Observation on students' presentation Teachers' observation on students' worksheets	Whole year	School Librarian School Librarian School Librarian	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
-To develop students' reading skills	-Teach students the reading skills in gathering information for cross-curriculum project - (KS1) use graphic organizers to visualize text information - (KS2) write a summary of the information	- 80% of students are able to apply the reading skills in the project	Questionnaire	Whole year	School Librarian , GS Panels & teachers	
-To enhance teachers' professional knowledge on self –directed learning	-Organize school-based teachers' workshops or talks on self-directed learning -Discuss teaching strategies on self-directed learning in CLP meetings -Set up resource bank of self-directed learning materials -Conduct Teachers' professional sharing during Friday Sharing sessions or subject meetings	- At least 2 workshops are arranged -At least 2 subject-based self-directed learning assignment would be discussed in CLP in each school term - The resource bank is set up as scheduled - At least 3 sharing sessions are arranged in each school term	Survey CLP records, Lesson observation Survey Friday sharing session records, Subject meeting records	Whole year	DH,CD CD, Subject Panels, Subject Teachers CD, Subject Panels, Subject Teachers CD, Subject Panels	

Major Concern 2: To cultivate students' positive values

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. To cultivate students' positive values on presenting their gratitude to others	- Arrange at least 2 workshops and 2 educational talks for students on the theme 'Gratitude' - Display role models of being thankful to direct students on putting the core value into practice in daily and school lives through Campus TV	- 90% of teachers agree that the role models approach is helpful in molding students' positive value on 'Gratitude'	Questionnaire	Whole year	SGPs, teachers concerned Discipline Stream, Teacher i/c of Campus TV	NGOs
	- Organise level-based English writing competition and V.A. drawing competition on the topic 'Gratitude' to enhance students' awareness on the core value	- 90% of teachers agree that the cross-curricular approach helps enhance students' awareness on the core value	Questionnaire	Sept/ Oct	V.A. and English Subject Panels	
	- Launch the whole-school chop award scheme to inculcate the core value to students' attitude with special stamps given to pupils on 'Gratitude'.	- 80% of students agree that the competitions, activities and award schemes can encourage them to put 'Gratitude' into daily practice	Questionnaire	Whole year	SGPs	
	- A whole school theme-based activity named 'Cultural Day' would be organized to enhance students' sense on showing 'Gratitude' to school and others on creating a harmonious learning environment to oneself.			Feb	All teachers	
	- Establish 'Gratitude Coupon' system to award students showed thankful behaviour e.g. winning related competitions in school.			Whole year	Discipline team	
	- Set-up 'Note of Thanks' platform for students to display their thank you messages to different personnel around them	- 80% of students use the platform to thank others who have helped them	Statistic on number of participants	Whole year	Discipline team	

Major Concern 3: To enhance parents' involvement in parent education

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1. To enhance parents' connection with school	- Appraise classes who give active response to E-notice by displaying on board and issuing certificates for the top 5 classes each month	- 70% of classes are being selected as one of the top 5 classes in a year	Questionnaire	Whole year	IT Stream	Board for Display
2. To raise parents' expectation on students' studies	- Organize theme-based talks for parents on reading skills and study skills and generic skills in doing projects on Level Parents' Days - Arrange workshops for parents to learn the skills in using e-assessment platform	- 70% of participants agree that the talks or workshops are useful in providing them the skills concerned in supporting their child's study	Questionnaire	1st Term	DH, CD, Subject Panels of English, Chinese	/
	- Invite parents to give rating and comments on students' assignment (Writing, GS mini-project and selected VA artworks) on the checklist provided. A total of not more than 5 pieces of assignment will be selected by school for parents' comment	- 70% of parents agree that they become more aware of the academic performance of their child -		Whole year	DH, Subject Panels of English, G.S. and V.A.	/
	- Introduce Parent-child Reading Card to encourage students to develop reading habits at home	- 70% of parents agree that their child read for at least 15 minutes every day at home		Whole year	DH, Librarian	Reading Cards for all students
3. To enhance parenting skills on providing a healthy life to their children	- Organize parent workshops on providing a healthy diet to their children - Organize course for parents on basic first aid knowledge	- 70% of participants agree that the workshops are useful in enriching the skills concerned to provide better caring for their child	Questionnaire	1st Term 2nd Term	DH, SGPs	NGO