



POPE PAUL VI COLLEGE

Annual School Plan

2012-2013

SCHOOL MISSION

Pope Paul VI College, established in 1969, is a Catholic EMI subsidized secondary school for girls. Its sponsoring body is the Missionary Sisters of the Immaculate (P.I.M.E. Sisters).

Our school aims to develop the full potential of the students by means of an integrated education based on Christian values, especially universal love and service. We help our students to acquire knowledge and skills, learn to think critically and independently and live a meaningful life so that they can make their contribution to society and the world as responsible individuals.

Our school motto is **“Love and Service”**.

SCHOOL'S MAJOR CONCERNS

1. To help students build up good habits to create a clean and green school environment
2. To enable students to make informed and responsible choices in life by exploring different learning opportunities
3. To better equip teachers to cope with the needs of senior formers by building a mutual support network in the school

Major Concern : To help students build up good habits to create a clean and green school environment

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. QEF Thematic Network on Healthy Schools</p> <ul style="list-style-type: none"> - Through surveys and comprehensive assessments, Centre for Health Education and Health Promotion helps the school to identify students' health behaviour and specific school needs. - The school revisits the curriculum and learning activities of Health Education. - The School Health Policy will be evaluated with reference to the professional feedback from the Centre for Health Education and Health Promotion. 	<p>Throughout the year</p>	<ul style="list-style-type: none"> - Completion of the tasks. - Positive feedback from the Centre for Health Education and Health Promotion. - A more comprehensive School Health Policy is set. 	<ul style="list-style-type: none"> - Professional feedback from the Centre for Health Education and Health Promotion. 	<p>Healthy School Promotion Workgroup</p>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2. EDB Pupil Ambassador Program</p> <ul style="list-style-type: none"> - Student Health Captains are trained to organize a range of learning activities to promote healthy life and positive values - A whole school approach Award Scheme is implemented. 	<p>October 2012 to May 2013</p>	<ul style="list-style-type: none"> - 60% of the students agree that the learning activities help them enhance their health knowledge and the awareness towards healthy life. - 40% of the students get an award. 	<ul style="list-style-type: none"> - Questionnaire - Record 	<p>Healthy School Promotion Workgroup</p> <p>Healthy School Promotion Workgroup</p>	
<p>3. The Sustainable Development School Award</p> <ul style="list-style-type: none"> - Organize a range of learning activities to promote environmental protection 	<p>Throughout the year</p>	<ul style="list-style-type: none"> - 60% of the students agree that the learning activities help them enhance their awareness towards environmental protection and they have adopted sustainable practices in daily life. 	<ul style="list-style-type: none"> - Questionnaire 	<p>Civic Ed. Committee</p>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
4. Organize outdoor activities and sports activities to promote good habits in doing exercises	Throughout the year	<ul style="list-style-type: none"> - 60% of the students get an award in SportACT Award Scheme. - 20% of the students take part in hiking organized by the school. 	<ul style="list-style-type: none"> - Record - Record 	PE Department I.S. Department, Gardening & Butterfly Club, Nature Footprint Club	
5. Parent Education <ul style="list-style-type: none"> - A talk on “How to help your child to stay away from Internet crimes” is organized to promote good habits in surfing the Internet. - A cooking competition is organized and the recipes are published to promote healthy diet. 	October 2012 March 2013	<ul style="list-style-type: none"> - 70% of the participants agree that the talk equip them how to build up their children’s good habits in surfing the Internet. - All the participants agree that they can learn from each other about healthy cooking and healthy diet. 	<ul style="list-style-type: none"> - Questionnaire - Feedback from participants 	Parent Teacher Association Parent Teacher Association	

Major Concern : To enable students to make informed and responsible choices in life by exploring different learning opportunities

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Cooperate with the Women's Foundation to train a team of Life Skills Student Ambassadors to organize workshops for senior formers</p> <p>- The training programmes will include a mentorship program, decision making workshops, self-marketing skills workshops and company visits.</p> <p>- A range of learning activities to promote life skills will be organized.</p>	<p>November 2012 to July 2013</p>	<p>- 80% of the Life Skills Student Ambassadors agree that the training programmes can help them understand more strategies to cope with challenges in life.</p> <p>- 80% of the participants agree that the life skills learning activities help them understand more strategies in making informed and responsible choices.</p>	<p>- Questionnaire</p> <p>- Questionnaire</p>	<p>Vice-principal and Ms. Ko</p> <p>Vice-principal and Ms. Ko</p>	<p>The Women's Foundation</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2. Leadership Training Program</p> <ul style="list-style-type: none"> - An adventure-based camp and a series of follow-up workshops are organized for all the student leaders to develop their leadership skills, problem-solving strategies and positive attitudes. 	Throughout the year	- 80% of the participants agree that the leadership training program can help them understand more strategies to cope with challenges in life.	- - Questionnaire	Vice-principal, Committee Head of Discipline Committee, Counselling Team, Extra-curricular Activities Section	\$ 20000
<p>3. Sex Education Workshops will be organized for S.1 to S.4 classes on the following topics:</p> <ul style="list-style-type: none"> S.1 – “Homosexuality” S.2 – “Friend & Love @ Net” S.3 – “Teen Models and Self Image” S.4 – “Physical Borders between Genders” 	September 2012 to June 2013	- 70% of the participants agree that the workshops help them to make informed and responsible choices in gender and sex issues.	- Questionnaire - Teachers’ feedback	Counselling Team Religious & Moral Education Department	Service provided by the Society of Truth & Light Workshop fee: \$600 per class (Total amount: \$10, 800)

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
4. Parent Education Information leaflets, parent talk and visit will be arranged to strengthen parents' understanding on NSS multiple pathways so as to help their daughter to make informed choices.	Throughout the year	- 70% of the participants agree that the information leaflets, the parent talk and the visit help them to understand more about the NSS multiple pathways.	- Questionnaire	Parent-Teacher Association	Guest Speaker

Major Concern : To better equip teachers to cope with the needs of senior formers by building a mutual support network in the school

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>1. Staff Development</p> <p>(a) Arrange a joint school staff development programme with the theme of NSS review and planning</p> <p>- The programme will include a talk and sharing sessions among teachers of participating schools.</p>	<p>5 October 2012</p>	<p>- 70% of the participants agree that the programme can stimulate their reflections on curriculum & assessment planning, teaching process, revision strategies & enable them to make improvements.</p>	<p>- Questionnaire</p>	<p>Staff Development Committee</p>	<p>Guest Speaker Mr. Morton Chan</p>
<p>(b) Arrange a seminar on local degree courses and strategies in choosing appropriate courses</p>	<p>January 2013</p>	<p>- 70% of the participants agree that the seminar help them know more about the local degree courses & enable them to give advice to students when needed.</p>	<p>- Questionnaire</p>	<p>Staff Development Committee</p>	<p>Guest Speaker from Hok Yau Club</p>

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
(c) Arrange school-based experience sharing sessions with different focuses e.g. sharing between careers teachers and class teachers, sharing among senior form class teachers	Throughout the year	- 70% of the participants agree that the sharing sessions can better equip them to give appropriate advice to students when needed.	- Questionnaire	Staff Development Committee	

School-based After-school Learning and Support Programmes 2012/13
School-based Grant - Programme Plan

Appendix 1

Name of School: Pope Paul VI College

Project Coordinator: Mrs. Alice Au **Contact Telephone No.:** 24208155

A. The estimated number of benefitting students (count by heads) under this Programme is 161 (including A. 51 CSSA recipients, B. 100 SFAS full-grant recipients and C. 10 under school's discretionary quota)

B. Information on Activities to be subsidised/complemented by the grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Summer Enhancement Course (S.1)	<ul style="list-style-type: none"> - To boost students' confidence in learning English - To consolidate students' foundation in English and prepare them better for academic subjects taught in English 	<ul style="list-style-type: none"> - Participants become more confident in learning English - Their learning attitudes are good and able to follow the tutor's instructions. - Students' attendance rate is over 90% 	<ul style="list-style-type: none"> - Tutor's written feedback - Students' attendance record 	14/8/2012 to 24/8/2012	3	8	6	7,000	Ms. Wong Chi Ming

S.4 Careers Education Workshops	<ul style="list-style-type: none"> - To boost students' self confidence - To prepare them better for career planning and to help them become more self-directed 	80% of participants find the workshops useful	<ul style="list-style-type: none"> - Teachers' observation - Questionnaire 	15/10/12, 22/10/12, 29/10/12	23	31	0	42,000	Edvenue Limited
S.1 Study Skills Workshops: Reading Strategies	<ul style="list-style-type: none"> - To equip students with different kinds of reading strategies - To prepare them better for academic subjects and to help them become independent as well as self-directed learners 	80% of participants find the workshops useful	<ul style="list-style-type: none"> - Questionnaire - Advisor's observation 	17/9/2012, 21/9/2012, 8/10/2012	17	34	0	38,000	Edvenue Limited
Leadership Training Programme (Adventured-based Camp, Follow-up workshops)	<ul style="list-style-type: none"> - To enhance students' self confidence & cultivate their sense of responsibility - To strengthen students' problem solving skills - To foster mutual support among student leaders 	85% of participants find the program useful	<ul style="list-style-type: none"> - Questionnaire - Advisor's observation 	Sept 2012 to January 2013	15	34	0	49,000	Jockey Club Cheung Chau Don Bosco Youth Centre

S.1 Camp	<ul style="list-style-type: none"> - To enhance students' self confidence & cultivate their sense of responsibility - To strengthen students' problem solving skills - To foster mutual support among classmates 	75% of participants find the program useful	<ul style="list-style-type: none"> - Questionnaire - Advisor's observation 	12/10/12 to 13/10/12	17	34	0	19,380	Jockey Club Cheung Chau Don Bosco Youth Centre
Love and Service Band	<ul style="list-style-type: none"> - To develop students' potential in playing musical instruments - To boost students' self-confidence - To cultivate students' co-operation with others 	<ul style="list-style-type: none"> - Participants are able to play the musical instruments individually and together with all other band members - Participants become more confident and they develop the team spirit 	<ul style="list-style-type: none"> - Instructor's assessment 	Mid-Oct 2012 to Aug 2013	5	13	8	33,000	Qin Music Company
Mathematics Olympiad Course (S.1)	<ul style="list-style-type: none"> - To enrich the S.1 abler students with more subject knowledge and problem solving techniques in Mathematics 	<ul style="list-style-type: none"> - The students can learn more skills and knowledge from the course other than the normal lessons in school 	<ul style="list-style-type: none"> - Questionnaire 	October 2012 to April 2013	3	4	0	2,800	MathsLab Education Centre

Mathematics Olympiad Course (S.2-3)	- To enrich the abler students in S.2-3 with more subject knowledge and problem solving techniques in Mathematics	- The students can learn more skills and knowledge from the course other than the normal lessons in school	- Questionnaire	October 2012 to March 2013	1	7	0	3,200	MathsLab Education Centre
Zheng Class	- To develop students' potential in playing Zheng - To boost students' self-confidence - To cultivate students' co-operation with others	- Participants are able to play the Zheng individually and together with all other members - Participants become more confident and they develop the team spirit	-Instructor's assessment	Mid-Oct 2012 To May 2013	0	5	2	6,600	Green Hill Anglo Chinese Arts Performance Troup
Total no. of activities: <u>9</u>					@No. of participation counts	84	170	16	
					**Total no. of participation counts	270			

Note:

* Name/type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Participation counts: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of participation count: the aggregate of (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the 10% discretionary quota (C) .

Three -Year Plan – Measures to Broaden Students’ Choices of Elective Subjects and
Provision of Gifted Education Programme for 2012/13 to 2014/15 Cohort of Senior Secondary Students

The following programmes are adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded programmes	Strategies & benefits anticipated	Name of programme(s) and Provider(s)	Duration of the programme	Target students	Estimated no. of students involved in each school year			Evaluation method and success indicators	Teacher-in-charge
					12/13	13/14	14/15		
Other Programmes (Network Programme)	In view of the small number of students opting for Ethnic & Religious Education (ERS), this network programme with 4 other Catholic schools can help to cater for students’ diverse needs and interest in learning	Ethnic and Religious Education (network programme)	3 years	S.4-6 students of this cohort of students	12/13 17	13/14 15	14/15 15	<ul style="list-style-type: none"> ✧ Assessment of students’ performance ✧ Students will take the HKDSE Examination 	The ERS teachers of the 5 Catholic schools joining this network programme

DLG funded programmes	Strategies & benefits anticipated	Name of programme(s) and provider	Duration of the programme	Target students	Estimated no. of students involved in each school year			Evaluation method and success indicators	Teacher-in-charge
					12/13	13/14	14/15		
Other Programmes (Gifted Education Programme)	<p>After-school enhancement Maths. lessons are offered to the abler students in S.4. so as to broaden their knowledge and learn extra skills in Maths. It is expected that these students can</p> <ul style="list-style-type: none"> - learn some enrichment topics - master more techniques in problem-solving - have greater interest in Maths 	MathsLab Education Centre	From October 2012 to May 2013	20 S.4 students from the top 60 in the annual scores of Mathematics in the previous academic year.	12/13	13/14	14/15	<ul style="list-style-type: none"> ✧ Questionnaires to collect students' feedback ✧ Assessment of students' performance 	Mr. Tollo Tam
					20	20	/		

Means by which teachers have been consulted: Subject Panel Meetings and Staff Meetings, plans proposed by Subject Panel Chairpersons

No. of operating classes: 28

Chinese Language

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Curriculum development and coping with diverse learning needs of students	To facilitate the implementation of School-based Assessment (SBA) in Chinese Language & Territory-wide System Assessment	To employ 1 full-time teacher assistant to: - conduct group discussion session for S.2 and S.3 (after school) to enhance students' speaking skills - assist teachers to organize and implement learning and teaching activities - conduct summer courses for S.3 students - help handle clerical work of the Department	- Teachers' load in administrative work of SBA and TSA will be relieved - Students' speaking skills will be enhanced	From 1-9-2012 to 31-8-2013	Salary of the teacher assistant- \$12,144 per month (including 5% MPF) for 12 months Total: \$145,731	- Practical and flexible logistical arrangements to facilitate SBA and TSA implementation - Students' speaking skills have been upgraded - Most of the teachers of the Chinese Language Department agree that the TA help relieve their workload of SBA and TSA	Performance appraisal of the teaching assistant	Panel Chairperson (Mrs. J. Wong) and teachers of the Chinese Language Department

English Language

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Curriculum development and coping with diverse learning needs of students	To provide assistance to teachers and give remedial support to the weaker students	To employ a full-time teaching assistant to: <ul style="list-style-type: none"> - assist teachers in preparing teaching materials - assist teachers in organizing and conducting English-learning activities - help teachers with clerical work to reduce their workload - conduct remedial classes during summer holidays 	<ul style="list-style-type: none"> - teachers can be relieved of some of their work load and can spare more time in preparing their lessons and taking care of the special learning needs of students - The weaker students will be given more remedial support 	From September 2012 to August 2013	Salary of the teaching assistant: \$13,104 per month (including 5% MPF) for 12 months Total: \$157,248	<ul style="list-style-type: none"> - Teachers' workload is relieved and most of the English teachers find the teaching assistant helpful - The learning needs of both the weaker students are taken care of 	<ul style="list-style-type: none"> - Performance appraisal of the teaching assistant - Feedback from students 	Mrs. Tso – Panel Chairperson of the English Department

Mathematics

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People responsible
Curriculum development and coping with diverse learning needs of students	To provide assistance to teachers and give remedial support to the weaker students	<p>To employ a full -time teaching assistant to :</p> <ul style="list-style-type: none"> - assist teachers in preparing teaching materials, especially for the NSS curriculum - support the junior forms teachers in preparing materials for S.3 students through the meetings with Ms Tai from the “School-based Curriculum Development Support Services for Sec. Schools” - assist teachers in organizing and conducting subject-related activities - conduct enhancement lessons for 1 group of S.6 students - supervise the weaker students to finish their homework - help students solve their problems in learning Math after school lessons 	<ul style="list-style-type: none"> - Teachers can be relieved of some of their workload and can spare more time in preparing their lessons and taking care of the special learning needs of students - The weaker students will be given more remedial support 	From September 2012 to August 2013	<p>Salary of the teaching assistant -</p> <p>\$ 13,104 per month (including 5% MPF) for 12 months</p> <p>Total: \$157,248</p>	<ul style="list-style-type: none"> - Most of the Mathematics teachers find the T.A. helpful - Positive feedback from the students - The learning needs of the weaker students are taken care of 	<ul style="list-style-type: none"> - Feedback from teachers and students - Performance appraisal of the T.A. 	Mrs. R. Chan - Panel Chairperson of the Mathematics Department

Physical Education

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Skills enhancement programme for the School Sports Teams	<ul style="list-style-type: none"> - To relieve teachers' workload in after-school training of the various sports teams - To improve students' skills in various sports and develop their sportsmanship 	<p>To employ professional instructors to train the following school teams:</p> <ul style="list-style-type: none"> - Basketball Team (twice a week) - Volleyball Team (twice a week) - Handball Team (twice a week) 	<ul style="list-style-type: none"> - Teachers' workload in after-school training of the various sports teams can be relieved so that they can concentrate more on their normal teaching duties - Students' sportsmanship and skills in various sports will be enhanced 	From September 2012 to July 2013	<p>Training fees for the instructors:</p> <ul style="list-style-type: none"> - Basket Team: \$20,340 - Volleyball Team: \$20,875 - Handball Team: \$16,140 <p>Total: \$57,355</p>	<ul style="list-style-type: none"> - Most of the students in various school sports teams find the training programmes helpful in improving their sports skills - The Ball Teams show improved performance in inter-schools competitions 	<ul style="list-style-type: none"> - Feedback from PE teachers and students - Observation of students' performance 	Ms Y.P. Ho – Panel Chairperson of the PE Department

Total Expenses: \$517,582

The CEG Plan has been endorsed by the School Management Committee.

**Refined English Enhancement Scheme
School-based Plan A (2011-2013)**

(I) Categories of English Enhancement Measures

Measures	Description of Measures	Levels & No. of Students Involved	No. of teachers Involved	Estimated Expenditure (\$)
Conducting English learning activities for students	Hiring a professional Drama group to perform an interactive drama	- S.1-S.5 - 900 students	All English teachers	\$10,000 per year (2011-12 & 2012-13) \$20,000 (2 years)
Hiring English teaching assistant	Employing an English teaching assistant to station at the Centre, develop English learning and teaching materials and conduct English learning activities	<u>2011-12</u> - S.1-S.7 - 1200 students <u>2012-13</u> - S.1-S.6 - 1020 students	14 English teachers and 1 English Teaching Assistant	\$12,690 x 12 months \$152,280 per year (2011-12 & 2012-13) \$304,560 (2 years)
Hiring Science teaching assistant	Employing a teaching assistant to develop school-based English learning and teaching materials related to Biology and Integrated Science	- S.1 to S.2 (Integrated Science) - S.3 to S.4 (Biology) - 800 students	2 Science teachers	\$12,500 x 12 months \$150,000 per year (2011-12 & 2012-13) \$300,000 (2 years)

(II) Expected Output Targets

Proposed Measure(s)	Expected Outcomes/ Deliverables Produced/ Success Criteria	Sustainability	Methods of Progress-monitoring and Evaluation
Conducting English learning activities for students	<ul style="list-style-type: none"> - Students are motivated to learn English through Drama 	<ul style="list-style-type: none"> - Students will be able to produce interactive drama performances in the annual English Festival and the S.4 Musical for their fellow schoolmates to view and learn how to put on an interactive drama production. 	<ul style="list-style-type: none"> - students' and teachers' feedback
Hiring an English Teaching Assistant	<ul style="list-style-type: none"> - assist English teachers in promoting English learning activities in the school - train English Ambassadors to organize activities and familiarize themselves with the loan service in the English Centre - purchase learning resources for the English Centre and oversee the Centre - keep track with the award scheme regarding the 4 language skills 	<ul style="list-style-type: none"> - The trained English Ambassadors will be able to train their fellow schoolmates in the Junior Forms to help with the service and activities held in the Centre. 	<ul style="list-style-type: none"> - feedback from teachers
Hiring a Science Teaching Assistant	<ul style="list-style-type: none"> - develop a set of school-based English learning and teaching materials, including worksheets, PowerPoint and lesson plans for Integrated Science and Biology - help conduct activities to help students grasp more language pattern in learning Science. 	<ul style="list-style-type: none"> - Teaching and learning materials developed will be used by other Science teachers in the future. 	<ul style="list-style-type: none"> - feedback from teachers - sets of school-based English learning materials (including worksheets, PowerPoint and lesson plans) for I.S & Biology