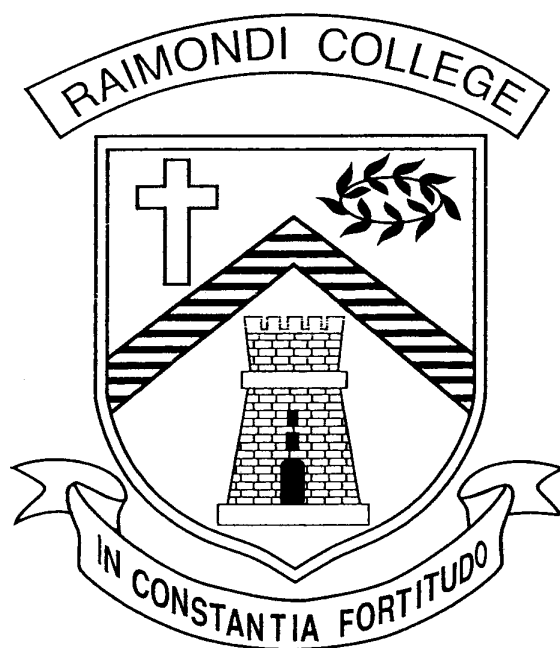


RAIMONDI COLLEGE SECONDARY SECTION



ANNUAL SCHOOL PLAN 2007 – 2008

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I. School Mission Statement

Our College shares the universal mission of Catholic Schools in the education of the whole person.

Consistent with the school motto “IN CONSTANTIA FORTITUDO”, we shall guide our students to persevere in their quest for knowledge and help students build their character, develop their potential and their sense of commitment towards the community at large

It is the school’s hope that all students and members of staff experience the spirit of love and the teachings of the Gospel both through the curriculum and school life.

UNITY

PERSEVERANCE

LOVE

II. Major Concerns for 2006 - 2009

1. Building on strength in Pedagogical Development for Realizing the Vision of the New Academic Structure
2. Sustaining Whole Person Development and Helping students to Strive for Excellence
3. Cultivating a School Climate Consonant with the School’s Core Values of Unity, Perseverance and Love

Major Concerns for 2007-2008:

1. Building on Strength in Pedagogical Development of Realizing the Vision of the New Academic Structure

- Planning for a smooth transition to the New Senior Secondary (NSS) system
- Consolidation of the concept of Knowledge Building in Teaching and Learning
- Fostering a language-rich learning environment
- Optimizing the effectiveness of assessment tools

2. Sustaining Whole Person Development and Helping Students to Strive for Excellence

- Nurturing an atmosphere of camaraderie among students
- Improving students’ academic performance

3. Cultivating a School Climate Consistent with the School’s Core values of Unity, Perseverance and Love

- Celebration of the school’s 50th anniversary in the spirit of Unity, Perseverance and Love
- Promotion of the core values among non-teaching staff
- Conversion of facilities and extension of premises to meet the future needs of the school

Long Term Vision:

- Unity (Whole-person Development)
- Perseverance (Life-long Learning)
- Love (Pupil-centredness)

III. Annual School Plan (2007/2008)

1. Major Concern: Building on Strength in Pedagogical Development for Realizing the Vision of the New Academic Structure

	Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1	Planning for a smooth transition to the New Senior Secondary (NSS) system					
	(a) Preparing the teaching schedule of NSS subjects	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Preparing teaching schedules for SS1-SS3 Prepare materials on pedagogy and assessment strategy(ies) on at least ONE topic in SS1 	<ul style="list-style-type: none"> Panel minutes Panel documents 	<ul style="list-style-type: none"> Subject panel heads/ Coordinators Subject teachers 	<ul style="list-style-type: none"> EDB Support from Staff Development Team Services procured from training organizations
	(b) Linking the junior secondary curriculum with the NSS curriculum	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Conducting a curriculum mapping activity for the existing junior secondary curriculum Employing inquiry/problem-based learning strategies in S1 & S2 	<ul style="list-style-type: none"> Panel minutes Panel documents Evaluation reports 	<ul style="list-style-type: none"> CDC Subject panels concerned 	<ul style="list-style-type: none"> EDB Support from Staff Development Team
1.2	Consolidation of the concept of Knowledge Building in Teaching and Learning					
	(a) Improving students' self-learning abilities	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Critical thinking and problem-solving training for S1 & S2 students Students are required to use inquiry/problem-based strategies in at least ONE learning activity in each school term Subject panels are able to develop a plan on employing student-centred/ interactive teaching strategies/ approaches across levels 	<ul style="list-style-type: none"> Inspection of students' work Panel minutes Evaluation reports 	<ul style="list-style-type: none"> Subject panel heads/ coordinators Subject teachers 	<ul style="list-style-type: none"> Support from Staff Development Team Support from IT Team Services procured from training organisations
	(b) Deepening teachers' professional knowledge in Knowledge Building	<ul style="list-style-type: none"> Whole year 	<ul style="list-style-type: none"> Participation in a teacher secondment scheme on knowledge building Staff development programme on knowledge building Experience sharing and peer lesson observation within subject panels 	<ul style="list-style-type: none"> Report from EDB Panel documents Lesson observation reports 	<ul style="list-style-type: none"> Principal Mr. E. Lee Staff Development Team Subject Panels 	<ul style="list-style-type: none"> Support from EDB Supply teacher Support from Staff Development Team Support from IT Team

1.3	Fostering a language-rich learning environment					
	(a) Enhancing students' language proficiency	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Students are able to learn and interact effectively in both English and Chinese • Students' participation in a language-rich learning and extra-curricular activities environment 	<ul style="list-style-type: none"> • Evaluation reports 	<ul style="list-style-type: none"> • Subject panel heads/ coordinators • Subject teachers 	<ul style="list-style-type: none"> • Support from EDB • Support from ECAC & student bodies • Services procured from training organisations
	(b) Reinforcing effective learning through the medium of English	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Subject panels are able to develop a plan on fostering students' interaction in English with the following focuses: verbal communication, from listening to writing and from reading to writing • Professional development programmes on language in education • Developing relevant resource materials on the teaching and learning of English across the curriculum on selected theme(s) in S1 & S2 • All subject teachers (other than teachers of Chinese) are to fulfill the criterion on teacher capability for English-medium teaching 	<ul style="list-style-type: none"> • Panel minutes • Panel documents 	<ul style="list-style-type: none"> • Subject panel heads/ coordinators • Subject teachers 	<ul style="list-style-type: none"> • Support from EDB • Services procured from training organisations
1.4	Optimizing the effectiveness of assessment tools					
	(a) Developing criterion-referenced assessment strategies (assessment rubrics, school-based assessment)	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Subject panels are able to develop rubrics for at least one learning/ teaching strategy in both the junior and senior levels • Teachers are able to carry out SBA effectively according to the requirements of HKEAA • Students are able to demonstrate learning skills according to the rubrics and requirements set by teachers 	<ul style="list-style-type: none"> • Panel minutes • Panel documents • Evaluation report 	<ul style="list-style-type: none"> • Subject heads/coordinators • Subject teachers 	<ul style="list-style-type: none"> • Support from Staff Development Team • Support from HKEAA • Support from EMB • Services procured from training organisations

	(b) Enhancing students' skills in interpreting test/examination questions	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • Subject teachers develop plans on integrating the enhancement of students' examination skills into their daily teaching • Using questions of past public examinations as a tool for helping students to grasp the skills in interpreting questions • Post-examination evaluation of students' performance • Provision of quality feedback to students after examinations and tests • Structured enhancement/remedial /revision programmes for the examination classes 	<ul style="list-style-type: none"> • Panel minutes • Panel documents • Evaluation reports 	<ul style="list-style-type: none"> • Subject heads/coordinators • Subject teachers 	<ul style="list-style-type: none"> • Support from Staff Development Team
	(c) Establishing a question bank via the e-class system	<ul style="list-style-type: none"> • Whole year 	<ul style="list-style-type: none"> • All subject panels develop a question bank via the e-class system 	<ul style="list-style-type: none"> • Panel minutes • Panel documents 	<ul style="list-style-type: none"> • Subject teachers • Subject heads/coordinators • IT Team 	<ul style="list-style-type: none"> • Support from Staff Development Team • Support from IT Team • e-class system

2. Major Concern: Sustaining Whole Person Development and Helping Students to Strive for Excellence

	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1	Nurturing an atmosphere of camaraderie among students					
	(a) Inclusion of study skill and pastoral care activities with an emphasis on team-spirit and civic-mindedness in the Student Orientation Programme for S1 students	<ul style="list-style-type: none"> • August 2007 	<ul style="list-style-type: none"> • Improved student attitude and peer relationship 	<ul style="list-style-type: none"> • Post-event survey • Discipline Team's monthly reports 	<ul style="list-style-type: none"> • Guidance Team 	
	(b) Cultivating a sense of mutual respect through participation in uniformed group and school team activities among the S1 students	<ul style="list-style-type: none"> • September 2007 – July 2008 	<ul style="list-style-type: none"> • Improved students attitude and peer relationship • Increase in interest and participation in uniformed group and school team activities 	<ul style="list-style-type: none"> • Evaluation reports of uniformed groups and school teams 	<ul style="list-style-type: none"> • Extracurricular Activities Committee • Music Department • PE Department 	

	(c) Strengthening teacher-pupil bond through formal and informal interactions between class teachers and students of their respective classes	<ul style="list-style-type: none"> September 2007 – July 2008 	<ul style="list-style-type: none"> Create a wide range of responsible positions in class and allow each student to be elected at least once Students share goals, develop plans and take responsibilities for keeping their classrooms as a safe and orderly place conducive for learning 	<ul style="list-style-type: none"> Feedback from student and parent surveys Informal feedback from class teachers Discipline Team's monthly reports Enrolment for extracurricular activities 	<ul style="list-style-type: none"> Moral and Civic Education Team Extracurricular Activities Committee All class teachers of S1 to S7 	
	(d) Helping S1 and 2 students to use the Student Learning Profile (SLP) as a tool to monitor their personal goals and make reflection on their Other Learning Experiences (OLE)	<ul style="list-style-type: none"> September 2007 – July 2008 	<ul style="list-style-type: none"> Utilize three Class Teacher Periods for equipping all S1 and 2 students with skills to organize their learning experience in SLP Organize one presentation session for students' SLPs during the post-examination period 	<ul style="list-style-type: none"> Inspection of students' SLP Feedback from students through focus interview and survey Feedback from S1 and 2 class teachers 	<ul style="list-style-type: none"> Moral and Civic Education Team Extracurricular Activities Committee All class teachers of S1 and 2 	
2.2	Improving students' academic performance					
	(a) Monitoring students' academic achievements	<ul style="list-style-type: none"> Whole school year 	<ul style="list-style-type: none"> Producing summative assessment reports Analyzing students' achievements and recommending strategies for improvement 	<ul style="list-style-type: none"> Statistical analysis of students' academic achievements 	<ul style="list-style-type: none"> Mr. T.M. Ip Mr. D. Chung (Guidance Master) Assistant head teachers of S1 to 3 	
	(b) Identifying students with special educational needs (SEN) in S1 to 3 (lower ability students)	<ul style="list-style-type: none"> Whole school year 	<ul style="list-style-type: none"> Improvement in student learning and achievement in tests and examinations 	<ul style="list-style-type: none"> Analysis of students' academic achievements 	<ul style="list-style-type: none"> Mr. T.M. Ip Guidance Team Assistant head teachers of S1 to 3 	
	(c) Organizing Enrichment Summer Programme for target S4 students	<ul style="list-style-type: none"> August 2008 	<ul style="list-style-type: none"> Improvement in student achievements in public examination and internal summative assessments 	<ul style="list-style-type: none"> Analysis of achievements of target students' summative assessment in school and results in 2008 HKCEE 	<ul style="list-style-type: none"> Mr. T.M. Ip Mr. L.C. Fung (school social worker) Guidance Team Careers Team 	<ul style="list-style-type: none"> \$10,000
	(d) Organizing remedial programmes for target students in S2, S3 and S4	<ul style="list-style-type: none"> October 2007 – November 2007 February 2008 – April 2008 May 2008 – June 2008 August 2008 	<ul style="list-style-type: none"> Improvement in student achievements in tests and examinations 	<ul style="list-style-type: none"> Analysis of students' academic achievements before and after the remedial programmes 	<ul style="list-style-type: none"> Mr. D. Chung Mr. L.C. Fung (school social worker) Ms. D. Wong (Career Mistress) 	<ul style="list-style-type: none"> \$5,000
	(e) Carrying out action researches for improving students' academic achievements (both lower and outstanding ability students) in S1 to 5	<ul style="list-style-type: none"> October 2007 January 2007 April 2007 	<ul style="list-style-type: none"> Improvement in student achievements in tests and examinations 	<ul style="list-style-type: none"> Analysis of students' academic achievements 	<ul style="list-style-type: none"> Mr. T.M. Ip Mr. D. Chung Mr. L.C. Fung (school social worker) Assistant head teachers of S1 to 3 	

	(f) Refining the strategies to cater for students (both gifted and those with learning difficulties) with special educational needs (SEN)	<u>Drafting of the Policy</u> : September 2007 – December 2007 <u>Intensive Course on Exam Skills</u> : <ul style="list-style-type: none"> • September 2007 • November 2007 • January 2008 	<ul style="list-style-type: none"> • Establishing the policy that supports the needs of students with SEN. • Implementing the procedures to support students with SEN • 3 intensive courses on examination skills to be organized for a group of academically outstanding students 	<ul style="list-style-type: none"> • Analysis of students' academic achievements 	<ul style="list-style-type: none"> • Mr. T.M. Ip, Mr. D. Chung (Guidance Master), Mr. L.C. Fung (school social worker), Ms. A. Lam (Ed. Psychologist) • class teachers and teachers concerned • Careers Team • Subject department heads 	
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3. Major Concern: Cultivating a School Climate Consistent with the School's Core Values of Unity, Perseverance and Love

	Strategies / Tasks	Time Scale	Success Criteria	Method of Evaluation	People Responsible	Resources Required
3.1	Celebration of the school's 50th anniversary in the spirit of Unity, Perseverance and Love					
	(a) Thanksgiving Mass and Exhibition	<ul style="list-style-type: none"> • 10 April 2008, 3:00 p.m. – 6:00 p.m. 	<ul style="list-style-type: none"> • Giving thanks and praise to God for His providence through Eucharistic celebration • Displaying the first 50 years and future development of the school 	<ul style="list-style-type: none"> • Observation and feedback from participants 	<ul style="list-style-type: none"> • Principal • Ms. W.M. Lo • Mr. S.Y. Wong • Primary Section 	<ul style="list-style-type: none"> • 50th anniversary celebration fund
	(b) Reunion Dinner	<ul style="list-style-type: none"> • 28 June 2008 • City Hall restaurant • 5:00 p.m. – 10:30 p.m. 	<ul style="list-style-type: none"> • Reunion of stakeholders and friends of the school in the spirit of solidarity 	<ul style="list-style-type: none"> • Observation and feedback from participants 	<ul style="list-style-type: none"> • Principal • Mr. T.M. Ip • Mr. E. Lee • PTA members 	<ul style="list-style-type: none"> • Self-financed
	(c) 50 th Anniversary Concert	<ul style="list-style-type: none"> • 11 July 2008 • Cultural Centre Concert Hall • 7:00 p.m. – 10:00 p.m. 	<ul style="list-style-type: none"> • Displaying students' talents and achievements in performing art 	<ul style="list-style-type: none"> • Observation and feedback from participants 	<ul style="list-style-type: none"> • Principal • Ms. C. Chan • Primary Section 	<ul style="list-style-type: none"> • Self-financed
	(d) Ball	<ul style="list-style-type: none"> • 6 December 2008 • Grand Hyatt Hotel • 5:00 p.m. – 11:00 p.m. 	<ul style="list-style-type: none"> • Reunion of past students 	<ul style="list-style-type: none"> • Observation and feedback from participants 	<ul style="list-style-type: none"> • Principal • Alumni Association 	<ul style="list-style-type: none"> • Alumni Association
3.2	Promotion of the core values among non-teaching staff					
	(a) Technicians (laboratory technicians, IT assistants, teaching assistants)	<ul style="list-style-type: none"> • Induction: August 2007 • 1st meeting: October 2007 • 2nd meeting: June 2008 	<ul style="list-style-type: none"> • Ensuring all technical staff understand the core values of the school • Building of team spirit 	<ul style="list-style-type: none"> • Staff appraisal scheme 	<ul style="list-style-type: none"> • Principal 	

	(b) Clerical staff	<ul style="list-style-type: none"> • Monthly briefing after the issuance of the monthly cycle calendar • Recreational functions 	<ul style="list-style-type: none"> • Provision of clerical support for activities • Training of clerical staff to serve in accordance with the core values of the school 	<ul style="list-style-type: none"> • Staff appraisal scheme 	<ul style="list-style-type: none"> • Principal • Mr. E. Lee 	
	(c) Janitor staff	<ul style="list-style-type: none"> • Regular meetings • Recreational functions 	<ul style="list-style-type: none"> • Provisional of logistic support for school activities • Training of janitor staff to serve in accordance with the core values of the school 	<ul style="list-style-type: none"> • Staff appraisal scheme 	<ul style="list-style-type: none"> • Principal • Mr. C.C. Mak • Ms. F. Shum 	
3.3	Conversion of facilities and extension of premises to meet the future needs of the school					
	(a) Application for extension of premises	<ul style="list-style-type: none"> • Pending approval from the EDB 	<ul style="list-style-type: none"> • Occupying the entire premises after the removal of the Primary Section to the new campus in September 2008 		<ul style="list-style-type: none"> • Principal 	
	(b) Application for admitting female students in 2008	<ul style="list-style-type: none"> • Approval has been granted by the EDB 			<ul style="list-style-type: none"> • Principal 	
	(c) Conversion and improvement of school facilities	<ul style="list-style-type: none"> • Application for major repairs: June 2007 • Renovation and conversion works: June – August 2008 	<ul style="list-style-type: none"> • Conversion of facilities to meet the needs of students • Expansion and improvement of existing facilities 		<ul style="list-style-type: none"> • Principal • Mr. Y.M. Yeung 	<ul style="list-style-type: none"> • EDB • ASD

IV. BUDGET SUMMARY

	<u>Expenditure</u>	
(A) Operating Expenses Block Grant (OEBG)		
(a) General Domain		
1. Administration	\$3,064,200.00	
2. Curriculum	\$221,000.00	
3. Extra-curricular Activities	\$80,700.00	
4. Student Affairs	\$46,850.00	
5. General Affairs	\$339,510.00	
(b) Special Domain	<u>\$29,750.00</u>	\$3,785,010.00
(B) Capacity Enhancement Grant (CEG)		
(a) Basic provision of CEG	\$376,500.00	
(b) Additional time-limited CEG	<u>\$590,000.00</u>	\$966,500.00
(C) Teacher Professional Preparation Grant (TPPG)		
1. Supply teacher for New Senior Secondary (NSS) Coordinator	\$220,000.00	
2. Employment of temporary teachers	<u>\$400,000.00</u>	\$600,000.00
(D) Composite Furniture & Equipment Grant (CFEG)	<u>\$398,090.00</u>	\$398,090.00
(E) Composite IT Grant (CITG)	<u>\$258,600.00</u>	\$258,600.00
(F) Service Centre Subsidy for Student Activities	<u>\$14,000.00</u>	\$14,000.00
(G) Service Centre Subsidy for Staff Activities	<u>\$28,000.00</u>	\$28,000.00

Prepared by:

Endorsed by:

Mr. G.W.Au
Principal

Fr. J. B. Tsang
Chairman
School Management Committee

Date: 5 October 2007