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Hotung Secondary School
Annual School Plan (2019 / 2020)

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Major Concern 1: To Promote Active Learning for Enhancing Students' Competence

Targets	Strategies & Tasks	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1.1 Developing students' "Active Learning" skills	1.1.1 Identify key concepts or main ideas in lessons. 1.1.2 Help students to make personalized notes. 1.1.3 Encourage students to write a summary of the lessons/topics. 1.1.4 Arrange focused lesson observation and post lesson debriefing by QSIP experts and within subject department. 1.1.5 The exercise, quiz, test or examination paper should cover the key concepts or main ideas that students have taken in lessons which would help them to master their learning.	1. Acquisition of note-taking habit by students. 2. Subject departments help students in making personalized notes. 3. Subject departments encourage students to write summaries after the lessons/on the topics. 4. Assessment tools in line with students' personalized notes. 5. Satisfactory results in corresponding assessments.	• Evaluation on students' notes through exercise book inspection • Evaluation prepared by subject teachers that contain: ➢ Evaluation form ➢ Sample of student notes & summaries ➢ Corresponding assessment design (exercise, quiz, test or examination paper) and sample of student's work • Lesson observation • Evaluation in panel meeting	Whole year	• Principal & Assistant Principals, • Curriculum & Academic Development Committee (CAD) i/cs, • HODs	• Experts & guest speakers, • Reference materials related to Active Learning
1.2 Facilitating "Active Learning" via Information Technology and e-learning tools	1.2.1 Use iPad, learning apps or STEAM education facilities for learning activities in practical subjects (Music, VA, PE, CL, TL & science). 1.2.2 Collaborate among subject departments to promote creativity, problem-solving and critical thinking.	1. High level of student participation in lessons. 2. Successful completion of learning tasks through the use of e-tools.	• Lesson observation • Evaluation in panel meeting	Whole year	• CAD Committee i/cs, • Relevant subject panels	• Hardware procurement, • IT support staffs

1.3 Enhancing teachers' effectiveness in teaching the Senior Secondary curriculum for academic attainment of senior forms via assessment data analysis	1.3.1 The use of HKEAA School-based Report: a. Identify an area of focus from the analysis in the Report for improvement in teaching and learning. b. Design and implement corresponding measures in curriculum, teaching and assessment.	1. Improvement in teaching and learning effectiveness.	• Students' participation in lessons • Assessment results • Evaluation in panel meeting	Whole year	• CAD Committee i/cs, • HODs	• HKEAA School-based Report
	1.3.2 Use of e-class Student Data Analysis for: a. S5 & S6 career mapping b. S3 streaming guidance	1. Provide career mapping for S5 & S6 students. 2. Provide guidance on streaming for S3 students.	• DSE and JUPAS results • Positive feedback from students	Whole year	• CAD Committee i/cs, • Class teachers • Career Team i/c	• e-class Student Data Analysis System
	1.3.3 Conduct professional teacher development on the use of data analysis so as to enhance teaching and learning effectiveness.	1. Sharing among staff 2. Positive feedback on professional development programmes from teachers.	• Inspection of panel/ Committee meetings minutes • Feedback from teachers	Whole year	• CAD Committee i/cs	• Experts on relevant field • Relevant reference materials

Major Concern 2: To Nurture in Students a Respectful Mind and Positive Aspirations for Life-long Development

2.1 Nurturing students to live up to their intrinsic values with confidence

Targets	Strategies & Tasks	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
2.1.1 To help students unleash their individual potential	2.1.1.1. Organize joint-effort programmes to reinforce good behavior and self-discipline. 2.1.1.2. To further provide opportunities, such as School Open Day, for students to display their talents. 2.1.1.3. Unleash students' talents through activities such as student committees, public speaking, drama performance, etc. 2.1.1.4. Co-operate with NGOs to run workshops and training courses to unleash students' academic and non-academic potential. 2.1.1.5. Organize adventure camp to help students build self-discipline and confidence. 2.1.1.6. Nurture self-driven attitudes through school programmes, such as「學貴有恆」and 「星計劃」. 2.1.1.7. Strengthen the interaction among teachers and students to help students understand their strengths and weaknesses.	1. Students' self-discipline shows improvement. 2. Positive behavior is observed. 3. Active participation is revealed in records of participation rate. 4. Students gain self-confidence and self-esteem through activities/training.	• Student survey • Teachers' feedback • Reviews at committee meetings • Observation of students' performance	Whole Year	• Discipline Committee • Class Teachers • Assembly i/c, • Reading to Learn i/c, HOD (Eng, PE & Music), • Community Service i/c • Teachers of Multi-ed Teams • Student Union, etc.	• $80,000
2.1.2 To inspire students to appreciate their own values and responsibilities	2.1.2.1. Encourage students to share good practices during class periods and morning roll calls, to inspire students to strive for improvement. 2.1.2.2. Recognize the achievements of students, especially those students of lower ability, by award schemes and appreciation programmes. 2.1.2.3. Cultivate into students positive values on their roles and responsibilities in personal, family, society and country,	1. Active participation in activities is observed 2. Team spirit and collaboration are shown in class-based activities. 3. Good Comments from teachers and tutors			• Student Development Committee, • School Social Workers, • Class Teachers • Civic & National Committee • Functional Groups i/c	

	through life education classes and programmes run by the Civic and National Education Committee 2.1.2.4. Arrange meetings with Principal and Aps for students', e.g. Monitress Meetings, Tea Gathering with Principal, to recognize the roles played by student leaders.					
2.1.3 To enhance students' perseverance and resilience	2.1.3.1. Join programmes initiated by EDB and NGOs, such as the Healthy School Programme, to recruit more community resources to enrich programmes for students to improve students' resilience and perseverance. 2.1.3.2. Promote sportsmanship through inter-class and inter-school competitions.	1. Decrease in negative feelings as revealed in questionnaires and surveys. 2. Students actively take part in activities. 3. Students show determination and perseverance in preparing for competitions. 4. Higher sensational stability is observed.			• Class Teachers • Community Service i/c • Teachers of multi-ed teams	