

# Annual School Plan

2009/2010

## Po Leung Kuk Camões Tan Siu Lin Primary School



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# Po Leung Kuk Camões Tan Siu Lin Primary School

## A. School Mission

1. Po Leung Kuk is a charitable organisation working voluntarily for the benefits and well-being of the public as a whole. Our main concern is to serve people from different walks of life and to provide education. We strictly uphold the principle of providing quality education for the community.
2. In reflecting and meeting the needs of our society, Po Leung Kuk has established different types of schools to provide education for the public on a non-profit making basis. Our educational policies are in close response to the changing needs of our society and are based on the philosophy of making substantial contribution to our community in all aspects of life.
3. All Po Leung Kuk schools ethos are to instill in the minds of our students the teaching of concern and respect for others, diligence and honesty. We aim to foster students' all-round development not only by imparting book knowledge and work skills, but also by helping them develop a healthy physique. To this end, we have the responsibility to inculcate students with the correct social behaviour and moral values through school programmes and day-to-day school life. The Chinese virtues of morality, intelligence, physical integrity, unity and aesthetics are what we are practising as a major part of school curriculum in all schools now.
4. Po Leung Kuk is a non-political or religious organisation. We believe people should have freedom to express their feelings and beliefs. Provided that the prosperity and stability of society is not threatened, all schools of thought and all religions can co-exist in schools with no discrimination or prejudice.
5. Po Leung Kuk was established over a century ago by a group of enthusiastic Chinese people. It has long been our practice to promote Chinese culture, to show concern for local affairs and the latest events in China. Hence in schools, our aims are to encourage students to pay attention to the developments and changes in China, and to cultivate their sense of belonging and responsibility to China and Chinese culture.

## B. School Vision

1. To develop the potential of every individual child so that they can possess multi talents.
2. To train students to think logically, **independently** and creatively; make rational decisions, solve problems **independently** and work in co-operation with others.
3. To help students to acquire a better understanding of the **world** and build up an international perspective.
4. To help students to develop their **creativity** and **aesthetic** awareness.

## **C. Major Concerns**

### **I. Enhancement of Learning and Teaching**

Objectives:

- To help students develop an interest in learning and become proactive, self-motivated and responsible global citizens as well as life-long learners.
- To maintain the language-rich environment throughout our campus and periodically organise activities that enhance students' language skills.

### **II. Team-Building**

Objectives:

- To foster a supportive and positive rapport among the student body and teaching staff by creating a sense of belonging, pride, and school spirit.
- To encourage trust, acceptance and support among students and teaching staff.

### **III. Fine-Tuning of Administration System**

Objectives:

- To further modify the school administration system to facilitate efficient handling of non-teaching tasks and for enhanced efficiency.
- To make available an inviting work environment for both teaching and non-teaching staff.

## I. Enhancement of Learning and Teaching

Plan	Programme	Strategy	Success Criteria	Methods of Evaluation	Time Scale	Person(s)-in-charge
A	School Theme: Love to Learn. Learn to Love.	1. A theme is selected and related topics are incorporated into the normal curriculum throughout the year.	1. All students know the theme of the year. 2. Teachers have incorporated related topics into their teaching activities throughout the school year.	1. Students' performance during these activities.	Whole Year	All Teachers
B	Language Kingdom	1. The Language Kingdom – which comprises English, Chinese, French and Japanese rooms – is set up on the 5/F of the New Annex. 2. Native Language Teachers supervise activities during recess in these rooms which are designed to provide a rich language environment for students. 3. The area will be refurbished to attract more students to visit during recess.	1. Students speak the target language of the room during their visit. 2. Students' language proficiency is enhanced.	1. Student attendance at the Language Kingdom. 2. Students' proficiency in the four languages.	Whole Year	Joanne Si Judith Ng (Eng) Polly Fung (Fre) Edith Chan (NCS Chinese) Clarence Lau ( Jap)

C	Camões Flash	1. Students' written work in Chinese, English or French on selected topics is collected on a voluntary basis and published in our newsletter <i>Camões Flash</i> .	1. A large number of students put forward their work. 2. Students submit quality work for publishing.	1. Student participation and response. 2. Quality of published work.	Whole Year	Polly Fung
D	Various platforms for students to present themselves and showcase their talents	1. Students present their work on Campus TV. 2. Talent Show is held at CP3 during recess. 3. Class performance is arranged at the theatre.	1. Students are confident in presenting themselves and performing in front of others. 2. Students can appreciate each other's work.	1. Number of video clips produced by Campus TV. 2. Students' feedback. 3. Quality of students' performance.	Nov-Jun	Joanne Si Judith Ng
E	Worksheets on Multi-culturalism	1. Worksheets related to multiculturalism and the school theme are distributed. 2. More questions available on paper or online for those who want to challenge themselves.	1. Students feel interested in the topics. 2. High student participation in the quiz.	1. Student participation.	Whole Year	Joanne Si

F	Reading Lesson and Library Lesson	<p>1. Assigning second class period on Tuesday, Wednesday and Friday as <i>Reading Lesson</i>. Teachers and students are recommended to bring their own books or borrow those from the class library to read.</p> <p>2. Books related to the school theme are purchased and placed in the school library. Storytelling and book report are introduced to arouse students' interest.</p> <p>3. <i>Library Lessons</i> are arranged during P1 and P2 English classes and the second class period for all grade levels.</p>	<p>1. A large number of students do quiet reading during the <i>Reading Lesson</i> as recommended.</p> <p>2. Students acquire the habit of reading.</p>	<p>1. Library circulation record.</p> <p>2. Feedback from Chinese and English panels regarding students' writing and reading ability.</p>	Whole Year	<p>Joanne Si Vanessa Tso Judith Ng Edith Chan Polly Fung</p>
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G	P6 Online Basic Competency Assessments (BCA) Tests, P3 & P6 Territory-wide System Assessment (TSA) Preparation tests, P6 Pre-S1 Preparation tests	<ol style="list-style-type: none"> <li>1. P6 students are arranged to sit the online Chinese and English BCA tests.</li> <li>2. Test results are analysed by subject panels.</li> <li>3. Panel heads and teachers set up a plan to work on students' weaknesses.</li> </ol>	<ol style="list-style-type: none"> <li>1. All P6 students sit the tests.</li> <li>2. TSA results.</li> </ol>	<ol style="list-style-type: none"> <li>1. Feedback from subject panels.</li> <li>2. Improvement in TSA results.</li> </ol>	Sept, May -July	<p>Joanne Si Penny Tung Judith Ng Kaiti Liao Stephen Louie</p>
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H	Language Week	1. Educational activities related to the school theme are carried out during recess between Oct 29 and Nov 3 at the Language Kingdom.	1. Feedback from students and staff.	1. Student participation.	Oct 29 – Nov 3	Joanne Si Judith Ng (Eng) Polly Fung (Fre) Edith Chan (NCS Chinese) Clarence Lau (Jap)
I	Cross-curricular Activities	1. Learning activities related to the 2009/10 Annual Concert are conducted during the week before the concert.	1. All students participate in these activities. 2. Students gain knowledge from these activities.	1. Student participation. 2. Students' performance while performing the tasks.	June	All CD Team Members
J	Open Day	1. Display rooms are organised by different subjects in the New Annex. 2. Various activities are conducted and game booths are set up on the ground floor.	1. Student helpers are trained to present students' work to visitors which would enhance their presentation skills. 2. A large number of visitors turn up on the day.	1. Student and parent participation. 2. Number of visitors on the day. 3. Feedback from visitors.	May 1	All teachers

K	Christmas Party	<ol style="list-style-type: none"> <li>1. Drama or Christmas Carol Performance in the school hall.</li> <li>2. Christmas party in classrooms.</li> <li>3. Game booths are set up on the ground floor.</li> </ol>	<ol style="list-style-type: none"> <li>1. Students enjoy the Christmas party.</li> <li>2. Students learn the spirit of loving and sharing.</li> </ol>	1. Student participation and their feedback.	Dec 21	All teachers
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## **II. Team Building**

<b>Plan</b>	<b>Programme</b>	<b>Strategy</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>Person(s)-in-charge</b>
A	Shall we talk...	1. Class teachers give parents at least a call per term for better communication.	Positive feedback from parents.	Parents' feedback.	Sept / Jan	Anita
B	<ol style="list-style-type: none"> <li>1. Class slogan competition</li> <li>2. Welcoming board design</li> </ol>	1. Students have a stronger sense of belonging towards their own class.	Students show ownership of their class.	Student participation and performance in different learning tasks.	Sept	Hillman & Anita
C	Wow! You did it!	1. Students write about good deeds that they see their classmates do.	Students learn from each other.	Observation and staff feedback.	Whole Year (Once a month)	Stephen

D	Cleaning Competition	1. Students clean up the classroom regularly during November and March. Random checks are carried out.	Results of random checks.	Observation and staff feedback.	Nov & Mar	Hillman
E	Renovation of covered playgrounds	1. New toilet doors. 2. Walls are repainted. A signpost and banners are installed. 3. Redesigning the layout of the covered playgrounds. 4. Putting up a signpost in the lifts.	Positive feedback from students and parents.	Staff observation.	Whole Year	Albert & Angus
F	Recognition boards in school hall	1. Boards are installed in the school hall for name plaques bearing the name of head prefects and other outstanding students.	Positive feedback from students and parents.	Feedback from students and parents. Staff observation.	Feb	Anita
G	Staff Development Day	1. A talk is held. 2. School visits are arranged.	Positive evaluation from teachers.	Staff observation and feedback.	Nov 20	Anita & Stephen

### **III. Fine-Tuning of Administration System**

<b>Plan</b>	<b>Programme</b>	<b>Strategy</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>Person(s)-in-charge</b>
A	Office Restructuring	1. New posts are created to take up different roles, such as School Development Officer and Native English-Speaking Administrative Officers.	1. Enhanced efficiency.	1. Staff observation and feedback.	First Term	Senior Teachers and General Office staff
B	Renovation of General Office	2. Renovation of the General Office on 1/F.	1. Efficient use of the General Office.	1. Staff observation and feedback.	Second Term	Senior Teachers and General Office staff