

The Church of Christ in China

Heep

Woh

College



Annual School Plan 2016-2017



CCC Heep Woh College
Annual School Plan (2016-2017)

Part I : Information about the School

1.1 The Hong Kong Council of the Church of Christ in China: Vision, Mission Statement and Core Values on Education

Vision

Together we nurture fullness of life; Hand in hand we witness the love of Christ

Mission Statement

With the love of Christ, compassion for humanity and a progressive attitude, we strive to deliver a quality education, to develop students' potential to the fullest, to share with them the Gospel, and to cultivate in them a sense of good citizenship which will benefit our society and nation.

Core Value

With the aim of spreading the word of God and serving the community, we provide a holistic education to all with loving care, a progressive attitude and total commitment.

1.2 Our School: Belief Statement, School Goal and Core Values

School Profile

Heep Woh College is a co-educational aided school established in 1970. The origin of Heep Woh College can be traced back to 1911 when Mrs. Lear Bigelow set up Heep Woh Kindergarten and Heep Woh Primary School in Guangzhou.

School Belief

With pastoral care and a balanced curriculum, our school aims to promote a holistic education, addressing the moral, intellectual, physical, social, aesthetic and spiritual needs of our students, enabling them to achieve their personal best to glorify God and to serve mankind.

School Goal

With LOVE and PASSION, we enhance students' whole-person development and nurture their virtues.

With ENDEAVOUR and COMMITMENT, we equip students to strive for excellence and become future leaders.

School Core Values

Excellence, Respect, Love, Faith and Justice

Part II : Theme for 2015/18

Discerning Truths and Caring about Others 明辨是非 心懷他人

✓ **Discern Truths and Excel in Diligence 明辨是非 力學篤行 (15-16)**

Philippians 1:9-11: ⁹ And this is my prayer: that your love may abound more and more in knowledge and depth of insight, ¹⁰ so that you may be able to discern what is best and may be pure and blameless for the day of Christ, ¹¹ filled with the fruit of righteousness that comes through Jesus Christ—to the glory and praise of God. (Philippians 1:9-11, NIV)

✓ **Love ourselves, Care about others 熱愛生命 心懷他人 (16-17)**

Philippians 2:1-5 : ¹Therefore if you have any encouragement from being united with Christ, if any comfort from his love, if any common sharing in the Spirit, if any tenderness and compassion, ² then make my joy complete by being like-minded, having the same love, being one in spirit and of one mind. ³ Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, ⁴ not looking to your own interests but each of you to the interests of the others. ⁵ In your relationships with one another, have the same mindset as Christ Jesus.

✓ **Care about the needy, Achieve Justice 關懷弱勢 持守公義 (17-18)**

Micah 6:8: He has shown you, O mortal, what is good. And what does the LORD require of you?
To act justly and to love mercy and to walk humbly with your God.

✦ **Provide opportunities for students:**

- to understand themselves and others
- to cultivate positive values and attitudes among students
- to serve others (Service Learning, Decorating class notice board or other services in class)
- to shoulder responsibilities (e.g.班長、科長、導賞員、校園大使...)
- to experience different activities, presentations and competitions (other form based activities) and leadership training

✦ **Enhance students' learning effectiveness and cater for different learners' needs**

✦ **Recognize students' academic as well as non-academic achievement; and build up an appreciation culture (to appreciate oneself and others)**

	Major Concerns
1	Enhancing Learning and Teaching Effectiveness
2	Strengthening culture of teacher sharing and collaboration
3	Enhancing Student Whole-Person Development

Major Concern 1: Enhancing Learning and Teaching Effectiveness

Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To review and enhance curriculum design	<p><u>Curriculum mapping</u></p> <p>1. Study skills and thinking skills</p> <ul style="list-style-type: none"> • To review and revise the curriculum of S1 – 2 Guided Reading Lessons (GRL) to strengthen the teaching of study skills and thinking skills. <p>2. Skills for thinking and organizing knowledge</p> <ul style="list-style-type: none"> • To work out the collaboration plan for improving skills for thinking and organizing knowledge in S1 – 3 Liberal Studies, History and Geography. <p>3. Numeracy skills</p> <ul style="list-style-type: none"> • To review and revise the S1 – 3 Mathematics curriculum to strengthen the basic numeracy skills 	Whole year	<ul style="list-style-type: none"> • Teaching materials developed • Teaching materials developed • Teaching materials developed 	Teacher survey, evaluation meeting	<p>TYS, CLY (TC)</p> <p>TYS, CLY (CMY, YKT)</p> <p>WCT, LWK, CKM</p>	

	<p>of students.</p> <p>4. Language across the curriculum</p> <ul style="list-style-type: none"> To identify possible areas of development and decide on a development focus. To work in collaboration with clearly defined roles of English and content subject teachers. To develop relevant materials. To try materials out inside and/or outside classroom. To identify facilitating factors and barriers and suggest ways to improve and develop further. 		<ul style="list-style-type: none"> Development focus identified Working group formed Teaching materials developed Try out lessons completed (if applicable) Ways for improvement identified 		TYS, PCY, (THF)	
To enhance teaching effectiveness by forming learning communities	<ol style="list-style-type: none"> To promote professional share by lesson study with the theme of eLearning and Flipped Lesson. To organize ONE staff development day to equip teachers with ideas about 	<p>Whole year</p> <p>First term</p>	<ul style="list-style-type: none"> Planned programmes and COP are held as scheduled 80% participating teachers agree that the programmes can enhance their knowledge of the theme 	Participating teacher survey, evaluation meeting	WCT, TYS, LCK	

	the theme 3. To organize ONE COP to let teachers share ideas and experiences about the theme	Second term				
To strengthen the learning support measures:	<p>1. Mentoring programme</p> <ul style="list-style-type: none"> • Recruit more mentors; offer training about career guidance to mentors • Provide multi-pathways of further studies and careers for senior form mentees • Arrange a variety of learning support measures, such as remedial tutorials for junior form mentees. <p>2. Enrichment as well as remedial programmes and practices including remedial tutorials, Give Me 5, subject-based project A, gifted education program, etc. (subject department)</p> <ul style="list-style-type: none"> • Organize information from subject departments about the programmes and practices by AAC 	Whole year	<ul style="list-style-type: none"> ✧ 80% of participating mentees <ul style="list-style-type: none"> • in senior forms agree that the mentoring programme can inform them with multi-pathways for further studies and career; • in junior forms agree that the learning support measures are effective to help them improve their academic results. ✧ 80% of mentors agree that the training about career guidance can equip them better for the mentoring program. ✧ Information about the enrichment and remedial programmes collected and organized 	Participating student survey, teacher survey, evaluation meeting	WCT, TYS, CM, CKM	Mentors : CKW, FWS MKY, WCT, TYS, CM, CKM, TSW, PCY, LWK, TTW, CTY, NTY, LCK, CLY, KKS, LYC, KCH, LKY, MHT, AHY, TC, CST, CWH, LWM, LWF, MSC, CPY, MA

Major Concern 2: Strengthening culture of teacher sharing and collaboration

Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To encourage teachers to share their experience, knowledge and skills in teaching and learning so as to help teachers' professional development	Enhance functionalities of the knowledge sharing platform and the school knowledge repository by incorporating taxonomy, searching and version control function	Aug 16 – June 17	70 % of teachers agree that they are satisfied with the functionality of the knowledge sharing platform and school knowledge repository for knowledge sharing	<ul style="list-style-type: none"> Department or committee evaluation Feedback from teachers and students 	FWS, WCT, TYS, HMW, YYL and all subject department heads	•
	Form various Communities of Practice (CoP), to encourage teachers to share their experience, knowledge and skills to refine their instruction and further enhance effectiveness of daily practice.	Sep 16 – June 17	70 % of teachers agree that Communities of Practice (CoP) provide an effective platform for professional sharing and development	<ul style="list-style-type: none"> Survey Feedback from teachers 	LCK, CR and Staff Development Committee	Training provided by external experts
	Encourage teachers to store and share resources in our school knowledge repository.	Sep 16 – June 17	70 % of teachers agree that they often share and use the resources in our school knowledge repository	<ul style="list-style-type: none"> Feedback from mentors and mentees 	LCK and Staff Development Committee	

Major Concern 3: Enhancing Student Whole-Person Development

Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To provide a continuous and coherent career and life education (formal and informal) curriculum according to the developmental needs of students	<ul style="list-style-type: none"> Formulate and refine the Career and Life Education (CLP) curriculum from S3 to S6. (16-17) 	Aug 16 – July 17	<ul style="list-style-type: none"> 60% of students agree that the career programmes or curriculum provided are helpful to them in understanding their strengths, knowing different careers and studies pathways and planning their career pathways 	1. Surveys: <ul style="list-style-type: none"> School-based Questionnaire 2. Evaluation in committee meetings	LWF, KKS,	
To strengthen the inviting and caring environment so as to cultivate positive values (Respect, Care and Justice) and attitudes among students with a view to boosting their resilience against adversities and their concern for oneself, others and community	<ul style="list-style-type: none"> To boost students' awareness of mental health education via various platforms and channels to enhance students' capacity against adversities To cultivate an inviting environment conducive to the acceptance of individual difference and caring for others To foster leadership skills via services and exchanges with other schools or institutions 	Aug 16 – July 17	<ul style="list-style-type: none"> 60% of students show to have a positive outlook of life in the inventory assessing students' mental health or state of wellbeing 60% of students show positive views to school climate and student support. About 60% of students (S3 – S5) view that the experience of community service is beneficial to them 	1. Surveys: <ul style="list-style-type: none"> School-based Questionnaire APASO II Stakeholder Questionnaire 2. Evaluation in committee meetings	MKY, KKS, KCH, HCP, NTY, CST, LYC	

Plan on Use of Capacity Enhancement Grant

Name of school: C C C Heep Woh College

School Year: 2016-2017

No.	Department / Committee	Task Area	Major Area(s) of Concern	Benefits Anticipated	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1.	Information and Communication Technology	i. IT system Development and maintenance	<ul style="list-style-type: none"> ◇ To maintain all IT services and develop system in teaching and administration ◇ To assist clerical work in data management ◇ To keep stock record ◇ To collect quotations if necessary 	<ul style="list-style-type: none"> ◇ Administration computerization and provide maintenance service, installation service, setup service and solve the computer problem for all staff 	<ul style="list-style-type: none"> ◇ Salary for the I.T. Technician ◇ MPF 	<ul style="list-style-type: none"> ◇ Reduce the malfunctioned reports and keep good condition in IT equipments ◇ At least 60% teachers satisfy the providing services ◇ Reduce the administration workload through computerization 	<ul style="list-style-type: none"> ◇ Annual report & questionnaire of relevant teachers and staff 	Hsia Ming Wai
		ii. Campus TV	<ul style="list-style-type: none"> ◇ To assist Campus TV video production 	<ul style="list-style-type: none"> ◇ To provide media learning and production for the interested students ◇ To enhance the learning effectiveness of students by tailor-made video 		<ul style="list-style-type: none"> ◇ Favourable responses from students and teachers 		
2.	For departments	Learning and Teaching	<ul style="list-style-type: none"> ◇ To enhance the learning atmosphere of the school through organizing activities of different subjects ◇ To enhance the learning and teaching effectiveness 	<ul style="list-style-type: none"> ◇ Reduce teachers' administrative work in organizing activities ◇ Improve learning and teaching effectiveness by conducting video-tapping of lesson periods that requested by teachers ◇ Maintain enrichment and link more on-line quizzes to the KLA's website/homepage of different subjects to enhance the learning effectiveness of students ◇ Conduct evaluation by questionnaires and related analysis for the school 	<ul style="list-style-type: none"> ◇ Salary for two teaching assistants ◇ MPF 	<ul style="list-style-type: none"> ◇ Favourable responses from students ◇ Good performance in administrative duties 	<ul style="list-style-type: none"> ◇ Assess the performance of the teaching assistant regularly by Prefect of Studies 	Wong Chun Tat

Estimated Receivable for 2016-2017: **\$588,202.00**

Proposed Budget : **\$214,425.75**

2 Teaching Assistants **\$355,698.00**

Total Expenditure **\$570,123.75**

Estimated Surplus for 2016-17 **\$18,078.25**