

C.C.C. Heep Woh College
2016-2017
Monthly School Report
June 2017

1. Visit by the Principal and Teachers of CCC Yenching College
On 2nd June afternoon, Principal Dr. Ha Lai Chu and teachers of CCC Yenching College visited our school to learn more about our school's experience in implementation of Knowledge Management and using assessment data to enhance students' academic performance.

2. Second Term Examination
From 2nd to 19th June, the Second Term Examination for S.1 to S.5 students was held.

3. Sixth Meeting of School Administration Committee
On 5th June, I chaired the 6th Meeting of the School Administration Committee. We discussed proposing changes to School Organization Chart in 2017 – 2018, School Calendar 2017-18, the arrangement of the Staff Development Day in 2017 - 2018, review of 1617 Annual Programme Plan and formulating 1718 Annual Programme Plan and other school matters.

4. The Fourth Academic Affairs Committee Meeting
On 6th June, Mr. Wong Chun Tat, the Acting Vice-Principal, chaired the fourth Academic Affairs Committee meeting to discuss the modification of the repeating policy (purpose of repeating), organization of the note taking and deep learning courses by *Edvenue*, the modification of assessment arrangements, evaluation of 2016-17 AAC program plan, planning targets for 2017-18 AAC program plan & Departmental program plan and evaluation of routine items (e.g. S1 FHES, S3-4 Empowerment Scheme)

5. Third Department Heads Meeting
On 9th June, Mr. Wong Chun Tat, Acting Vice-Principal, chaired the meeting. We discussed the evaluation of 2016-17 AAC program plan, planning targets for 2017-18 AAC program plan & Departmental program plan and evaluation of routine items and other matters.

6. Visits by Teachers and Students of Confucian Tai Shing Primary School
On 13th June afternoon, a teacher and 6 students of Confucian Tai Shing Primary School visited our school to experience a day of secondary school. I highlighted our school's features and escorted them around our school.

7. Speech Day Evaluation
On 14th June after school, Mr. Moy Ka Yiu, the Vice-Principal, chaired a meeting evaluating the Speech Day held on 20th May.

8. Third Meeting of Life Education Committee
On 15th June, Mr. Moy Ka Yiu, the Vice-Principal, chaired the 3rd Meeting of the Life Education Committee. We discussed review of 1617 Annual Programme Plan and formulating 1718 Annual Programme Plan.

9. Visit by Prof. Ng Shun Wing and the Participants of "School Improvement Programme" organized by the Hong Kong Institute of Education
On 19th June, Dr. Kenneth Chan Cham Ming and the participants of the "School Improvement Programme" which was organized by the Hong Kong Institute of Education visited our school. I introduced our school's characteristics and the management strategies to them. I also escorted them on a campus tour.

10. CCC Careers Guidance Teachers Sharing Group Meeting
On 19th June, Mr. Leung Wing Fai, the Careers Guidance Committee Head of our school, chaired the meeting. 10 teachers from different schools joined the group. We discussed the planning of activities for Careers Guidance teachers of CCC secondary schools.

11. Visit by Dr. Kenneth Chan Cham Ming and the Participants of "Professional Development Programme for Middle Leaders in Schools" organized by the Hong Kong Institute of Education
On 21st June, Dr. Kenneth Chan Cham Ming and the participants of the "Professional Development Programme for Middle Leaders in Schools" which was organized by the Hong Kong Institute of Education visited our school. I introduced our school's characteristics and the management strategies to them. I also escorted them on a campus tour.

12. Third Incorporated Management Committee Meeting
On 26th June, Supervisor Prof. Shum K.Y. Daisy chaired the third SMC Meeting. We discussed budgets of government and school funds, deployment plan, employment issues and other matters.

13. Selection Interviews for The Best Service Award and Rev. Peter Wong Scholarship
On 28th June morning, Mr. Wong Chun Tat, Acting Vice-Principal, and I interviewed the candidates who were nominated by teachers for selection as the awardees of The Best Service Award and Rev. Peter Wong Scholarship.

14. Sixth Staff Meeting

On 29th June, I chaired the 6th Staff Meeting. We discussed proposing changes in School Organization Chart in 2017 – 2018, School Calendar 2017-18, the arrangement of the Staff Development Day in 2017 - 2018, review of 1617 Annual Programme Plan and formulating 1718 Annual Programme Plan, and other matters.

15. Reports from Subject Departments

Mathematics Department

- (1) On 7th June, the 3rd Department Meeting was held. The following items were discussed:
 - Second phase of E-learning
 - Learning Support Measures for High Achievers and Low Achievers
 - Review of Junior Mathematics Curriculum and Curriculum Mapping
- (2) On 19th June, Mr. Li Wang Kin and Ms. Chu Ka Man attended a STEM Task Group Meeting. Our school will hold a STEM Day for S.2 students.
- (3) On 3rd June, 4 S.4 and 2 S.5 students sat the Admission Selection Examination of Enrichment Programme for Young Mathematics Talents (EPYMT) Programme organized by CUHK.
- (4) On 23rd June, the Mathematics Department organized a briefing to introduce Mathematics Extended Module 2 in senior forms for S.3 students to prepare for their subject selection.
- (5) On 16th June, Mr. Li Wang Kin and Ms. Lam Yan Chi attended a meeting for preparing the next Territory-wide Primary School Mathematics Competition.
- (6) Professional Development Activities
 - a. On 3rd June, Mr. Li Wang Kin attended a talk on Analysis of 2016 HKDSE Mathematics Papers organized by Longman Publication Ltd.
 - b. On 16th June, Mr. Li Wang Kin, Ms. Lam Yan Chi, Ms. Chu Ka Man, Mr. Lee Shing Foon and Ms. Fong Tsz Man attended a workshop “Collaborative Learning” organized by The Association of Secondary School Principals for CCC Secondary Schools.
 - c. On 18th June, Mr. Li Wang Kin and Ms. Chu Ka Man attended a talk on ‘STEM Education Series: Experience Sharing Session for Launching STEM Day organized by EDB.

Chemistry Department (Science KLA)

- (1) Sixty nine S.5 students participated in the “Secondary School Mathematics and Science Competition (SSMSC)” in Physics, Chemistry, Biology and Mathematics organized by the Hong Kong Polytechnic University. They got excellent results:

Subject	High distinction	Distinction	Credit
Biology	3	4	3
Chemistry	3	13	6
Mathematics	2	3	9
Physics	2	0	2

- (2) Three S5 Chemistry students were accepted to join the “2017 Beijing and Xian Science and Technology Study Tour” organized by the Hong Kong Association of the

Advancement of Science and Technology.

- (3) Seven S5 Science students were accepted to participate in the “6th Solar Model Boat Competition” organized by the Arts and Technology Education Centre.
- (4) Two S6 students were accepted to participate in the “Young Scientist Scheme” organized by the Faculty of Science, Hong Kong University.
- (5) Two S.4 gifted science students were accepted to join the “Piloting Scheme for Secondary Schools – Dual Program (Level 2)” organized by the Hong Kong University of Science and Technology.
- (6) On 17th June, a team of four S6 Science students participated in the “Green Ambassador Pitch Speaking Contest” organized by the Construction Industry Council.
- (7) On 23rd June, twelve S5 Chemistry students participated in the “Community Explorer” seminar organized by the Faculty of Environmental Science, the Hong Kong University of Science and Technology.
- (8) On 29th June, S4 and S5 Chemistry students participated in the “2017 Australian National Chemistry Quiz (H.K. Section)” organized by the Royal Australian Chemical Institute.

Integrated Science Department

- (1) Twenty S1 and S2 Science students were accepted to enter the “2017 Australian Big Science Competition (Junior Level)” organized by the Australian Science Innovation.
- (2) On 23rd June, Ms. Mo HT and Mr. Wong KW attended a seminar on the “Learning and Teaching of the Updated Science (S1-3) Curriculum (New)” organized by EDB.

History Department

- (1) The Third Panel Meeting was held on 27th June, 2017 with the foci on evaluating the policies and programmes of 2016-17 and preparing for the academic year 2017-18.
- (2) Professional Development Activities:
Ms. Chan MY attended the seminar and Gallery visit on “Inventing le Louvre: From Palace to Museum over 800 Years” exhibition (New) organized by the EDB on 6th June, 2017.

Music Department

- (1) On 16th June, two representatives, 4E Lau Wah Sho and 5E Siu King San, attended the prize presentation ceremony of the 4th HK International Music Festival organized by the Grandmaster Master Orchestral Society. Our school won the first place in the Chinese Instrument ensemble competition and was awarded a trophy, medals, certificates and a cash coupon for purchasing instruments.
- (2) Professional Development Programme
On 9th June, Ms. Teng took part in the workshop “Inspiring Mind-Appreciating Arts and Culture” organized by the HK Arts Festival Society.

16. Report from Academic Affairs Committee

- (1) On 6th June, the 4th AAC Meeting was held. The following items were discussed:
 - Evaluation of 2016-17 AAC program plan
 - Targets for 2017-18 AAC program plan & Departmental program plan

- (2) On 9th June, the 3rd department heads' meeting was held. The following items were discussed:
 - Targets for 2017-18 AAC program plan & Departmental program plan
- (3) The application forms for choosing elective subjects/module in the S3 taster programme were distributed on 29th June, 2017. These will be collected on 8th July, 2016 and the results will be announced in early September, 2017.

17. Report from Career Guidance Committee

- (1) On 19th June, Mr. Leung Wing Fai and Ms. Mo Hoi Ting Samantha joined the "Visit to Hong Kong Polytechnic University" organized by CCC Secondary Principals' Association.
- (2) On 19th June, Mr. Leung Wing Fai, the Chairman of the Committee, chaired the meeting of the CCC Career Teachers Core Group and Ms. Mo Hoi Ting Samantha, the Vice-Chairlady of the Committee, attended the meeting to share our experience in the planning of Career and Life Planning Grant and Career Education.
- (3) On 19th June, Mr. Leung Wing Fai and Ms. Mo Hoi Ting Samantha joined the Preparatory Meeting for the Release of the HKDSE Results discussing the arrangements on 15th to 18th July and the related division of labour.

18. Report from Discipline Committee

- (1) On 23rd and 24th June, the Prefect Team organized a fun camp for the team members on the school campus.
- (2) On 26th June, interviews with the prefects for the coming school year (2017 – 2018) were conducted after school.

19. Report from Parental Affairs Committee

- (1) On 15th June, the 3rd committee meeting of PAC was held. In the meeting, evaluation of the events held this year and matters about the S.1 Parents' Day were discussed.
- (2) On 24th June, an activity for both parents and students called "Running Family 城市獵奇" was held. It was organized jointly by PAC, Heep Woh Church, Youth Global Network and PTA.
- (3) On 29th June, the Parents-Teachers' Association held the "Parents-Appreciate-Teachers Drive". The parents prepared delicious snack boxes for all staff of the school. The staff appreciated it very much.
- (4) On 30th June, the 9th committee meeting of 20th PTA Executive Committee was held. In the meeting, matters about the PTA Scholarship were discussed.

20. Report from School Promotion Committee

- (1) The Fourth meeting of the School Promotion Committee was held on 2nd June 2017 with focus on the evaluation of the School Newspaper, the Second Issue of the School Newsletter, the proposed content of the First Issue of the School Newsletter, the School Pamphlet, etc.

- (2) An article on Speech Day prepared by Mr. Crawford and some photos were published in Young Post on 26th June, 2017.

21. Principal's External Activities

- (1) On 7th June morning, I attended the Executive Committee meeting of the Association of Principals of Secondary Schools of HKCCCC.
- (2) On 7th June afternoon, I served as the member of the Selection Board of Teacher Promotion for True Light Girls' College.
- (3) On 8th June afternoon, I chaired a meeting of the Tendering Approving Committee of Ming Kei College.
- (4) On 10th June morning, I attended the Sharing Session of the Programme for Leadership Enhancement for Serving Principals 2016 organized by EDB and Hong Kong Baptist University.
- (5) On 13th June morning, I attended the workshop of Cooperative Learning organized by the Mathematics Core Team of the Association of Principals of Secondary Schools of HKCCCC.
- (6) On 13th June noon, I was invited to attend a luncheon meeting introducing the new arrangement of the admission by Prof. Gabriel Leung, the Dean of the Li Ka Shing Faculty of Medicine of the University of Hong Kong.
- (7) On 13th June afternoon, I served as the member of the Selection Board of Teacher Promotion for CCC Kei Faat Primary School.
- (8) On 19th June noon, I attended the Meeting of 'Learning and Teaching Sharing Task Group' of the Association of Principals of Secondary Schools of HKCCCC.
- (9) On 21st June afternoon, I was invited by the Grantham Scholarship Fund Committee to present the prizes to the awardees of the Grantham Scholars of the Year award 2015-16 at the Prize Presentation Ceremony.
- (10) On 22nd June evening, I served as the School Director to attend the meeting of the CCC Schools Central Management Board.
- (11) On 23rd June afternoon and evening, I attended the meeting of the Association of Principals of Secondary Schools of HKCCCC.
- (12) On 24th June morning and afternoon, I attended the Organizing Committee of Singapore-Hong Kong Exchange Scheme organized by EDB and chaired the briefing section for the tour.
- (13) On 28th June noon, I attended the IMC Meeting of Ming Kei College.

Date: 30th June 2017

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