

ECF Saint Too Canaan College

2017-2018

School Annual Plan

ECF Saint Too Canaan College

I School Mission

1 Our Belief

It is our belief that our students are created in God's image and they are unique, respectable and valuable. Therefore, it is our mission to educate our students to have respect for life as well as develop their abilities and potential given by God.

We believe that education is a means to practice the Christian faith. Based on the love of Christ, we are dedicated to educating our students with love and care.

2 Mission Statement

Our main objective is to promote self-esteem, passion for life, concern for others, social responsibility and life long learning among students with an emphasis on virtue, wisdom, physical development, sociability, aesthetic appreciation and spirituality. To achieve the objective, our school strives to reinforce the foundations of "knowledge", "character and value" as well as "skill and quality" for our students.

The following mission statement, in line with our belief and aspiration, serves as a blueprint for the long term development of our school.

"Based on the teaching of the Bible and through the practice of love, we are committed to creating a learning environment filled with creativity, initiative, care and trust. We aim to help students build harmonious relationships with others, and to develop their own unique potential in the areas of intellect, character and temperament. We aspire to cultivate young people with a sense of responsibility, rationality and affection, who pursue excellence in life with vision and passion."

II. Major Concerns

The major concerns were discussed in the School Administration Committee meeting. The following three major concerns were adopted for 2017-2018:

1. To foster students to be self-directed learners.
2. To nurture students to be future leaders.
3. To develop students with global understanding.

III. Annual Plan for 2017-2018

Heads of Learning and Teaching Department and Student Development Department would discuss with their respective department and formulate the departmental Annual Plan for 2017-2018 based on the major concerns of this year.

The 2017-2018 Learning and Teaching Department Annual Plan (Appendix 1) would be the bases for panels of Key Learning Areas to develop their own Annual Plans.

The 2017-2018 Student Development Department Annual Plan (Appendix 2) would be served as the bases for the heads of functional groups to prepare their own Annual Plans.

ECF Saint Too Canaan College

2017-2018 L&T Annual Plan

1 Aims

- 1.1 This department aspires to plan and implement updated but suitable curricula, teaching strategies, reliable assessment system, appropriate language policy and assignment policy and procedures.
- 1.2 Learning experiences are deliberately provided for students to construct knowledge, to acquire thinking methods and self-learning habits, to develop the potential, to enjoy intellectual growth, and to pursue excellence. The students will then contribute to society with vision and passion.
- 1.3 Enable students to build a good academic foundation on literacy and numeracy, so that they can master the ever-changing world of knowledge and enhance personal qualities.
- 1.4 In order to achieve the above aim, this department must from time to time be aware of the change in social and educational environment, enhance the teachers' professional experience and teaching effectiveness, grasp the learning conditions of students and coordinate physical facilities and informational resources.

2. SWOT

2.1 Strength

- 2.1.1 Extra teaching staff to Maths department in order to cater more splitting classes in both junior form and senior form and M1 and M2 opened in all senior forms.
- 2.1.2 Splitting class in Liberal Studies, Mathematics and Chinese provide a good opportunity to cater students' learner diversity.
- 2.1.3 Junior students have good learning habit and highly participated in the lessons.
- 2.1.4 Students are attentive and well-behave in the lesson which can smooth the teaching.
- 2.1.5 First batch of NCS students in S1 which provide an appropriate environment in which students learn to live and work with mutual love and respect for different culture.

2.2 Weakness

- 2.2.1 Teachers especially new staff can be more firm and strict in classroom management.
- 2.2.2 Core subject result in public examination is unsatisfactory which affects the UGC entering rate. Provide more training in Chinese and Math is necessary and curriculum re-structure and re-design in junior form is needed.
- 2.2.3 Provide SEN training in order to cater SEN needs through the curriculum design and tailor made teaching materials.

2.3 Opportunities

- 2.3.1 New teaching staff join in school, foster professional development and enhance qualities of teaching by providing adequate resources, appropriate training and ample opportunities for hands-on experience.
- 2.3.2 School provides harmonious and cohesive working environment in which teachers can work to achieve school goals with one heart
- 2.3.3 One exchange student from Italy and New students join in each form enable students to encourage current students to learn from others.
- 2.3.4 Reduce the non-teaching workload of teachers so that they can concentrate on their teaching and counselling roles by employing EO and extra TA to take up administrative workload.

2.4 Threat

- 2.4.1 Help teachers to align with school core values and teaching strategies, accept students' individual differences and teach them accordingly. It takes for the value and rationale development.

3. Objectives, strategies, implementation and evaluation

<u>Objectives</u>	<u>Strategies</u>	<u>Target</u>	<u>Time Schedule</u>	<u>Success criteria</u>	<u>Methods of evaluation</u>	<u>Budget</u>
2.1	Teaching effectiveness					
a	Foster self-directed learning through e-learning and “share, think and express” and explore positive discipline.	Teachers	Sept17 – Jun 18	a. As reflected in lesson observations and homework inspections (Over 70% of teachers agree that such arrangements can help them broaden their teaching and design the lesson) b. As reflected in lesson observations and homework inspections and assignments	Lesson observations Homework inspections Annual Report L&T survey	PD training (\$3,000) Lesson visit in Taipei (\$4000*6) Expense in SDC
b	Cater learner diversity through teaching strategies	Teachers	Sept 17– Jun 18			
2.2	Learning performance					
a	Enhance quality in students’ assignments.	Teachers/ students	Sept 17– Jun 18	As reflected in lesson observations and homework inspections	Lesson observations Homework inspections Annual Report L&T survey	
b	Improve assessment results	Teachers/ Students	Sept17 – Jun 18	As reflected in homework inspections and students’ assessment performance (Over 80% subject can pass in DSE passing rate)	Homework inspections RT/Exam result, DSE result L&T survey (Teachers &students)	
2.3	1. Cross-curriculum learning					
a	Promote suitable cross-curricular topics across subjects or KLAs.	Teachers	Sept17 – Jun 18	Theme based curriculum provided by KLA and implement in different subjects or functional groups	L&T survey KLA scheme of work/annual report	

4. Year plan:

Event		Schedule												Teacher in charge	
		Aug 17	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	Jul 18		Aug 18
Administration	1. Compilation of L&T handbook		✓	✓										✓	WIN
	2. Prepare completed students list and repeaters' list for Form Meetings											✓			TCM
	3. Prepare name list of students who get Grade A and Grade D in Learning Attitude for Form Meetings						✓					✓			ITA /TCM
	4. Formulation of time-tables for exam paper review											✓			LYY
	5. Formulation of master time-table (new school year)												✓	✓	ERI
Curriculum	1. Arrangement of S3 course Selection(From Nov to Mar)			✓	✓			✓	✓				✓		CB
	2. Arrange tutorial for NCS (s5-S6) students		✓												TCM /LYF
	3. Class formation (Split class) in each form/ electives												✓	✓	CB/LKM
	4. Arrangement of S4 new student course selection												✓	✓	CB
	5. Evaluate and discuss S4 subject combination				✓	✓									LCP/CB/LKM/TCM
	6. Plan no. of classes/subject allocation next year						✓	✓	✓						TCM
	7. Generic skills training for S1 applied in different subjects		✓	✓	✓										TCM/CB
	8. Thematic cross KLA topic/ activities .E.g Poverty, Health globalization						✓	✓	✓	✓	✓				KSH/HMF /TCM
	1. Monitor the Exam Registration (HKDSE)		✓	✓											LYY /HMF
	2. DSE/IGCSE arrangement				✓			✓	✓	✓					LYY
	3. Handling the Appeal Applications (HKDSE)											✓			LYY
	4. Manage the logistics of SBA submission (HKDSE)		✓	✓	✓	✓	✓	✓	✓	✓					LYY/ITA
	5. Manage TSA logistics								✓		✓				LYY/HMF

	6. Arrange center supervisors and invigilation (TSA)										✓				LYY
Examination	7. Planning RT/Exam Time Table (internal)			✓		✓			✓		✓	✓			ERI
	8. Preparing Exam guideline and regulations (internal)		✓												ERI
	9. Planning the Invigilation Time Table (internal)			✓		✓			✓		✓				ERI
	10. Handling Students irregularities during the Exam (internal)					✓	✓	✓	✓			✓			ERI
	11. Handling students eligibility for Examination (internal)				✓		✓		✓	✓		✓			ERI
	12. Monitor the logistics for exams and revision tests			✓		✓		✓			✓				ERI/ TCM
	13. Prepare statistics/DATA for Form Meetings							✓				✓			TCM/ ITA
	14. S1 Attainment Test, release data												✓		SSS
Learning	1. Form/ New teachers' orientation	✓													TCM/ LKM
	2. Implement and follow up holiday homework non-submission/ serious HW	✓				✓					✓				HMF
	3. Monitoring HW SAS and punishment system		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			HMF/ DER
	4. Academic prefects' training and follow up		✓												CKF/ DER
	5. Monitoring self-study center	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			CKF
	6. Amend , update and upload L&T handbook	✓	✓												WIN /TCM
	7. Operate and revise Self-advancement Scheme (SAS)			✓	✓	✓	✓	✓	✓	✓	✓				HMF DER
	8. Follow up input of academic awards						✓						✓		TCM/ WIN
	9. Devise, execute, monitor & review homework procedure	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		HMF/ TCM
	10. Coordinate Summer course (tutorials)										✓	✓			TCM/TA /CB
	11. Elite Programmed/ Gifted students		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			LKM
	12. SEN support		✓	✓		✓	✓	✓	✓	✓	✓	✓			YLT
	13. S1 HW caring group		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		LKM/ TA
	14. Serious HW caring detention class	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		HMF

	15. IT training , teaching strategies training			✓	✓	✓	✓	✓	✓	✓	✓				LKM/ TCM/ WPW
	16. Critical thinking/reading skills/learning skills workshop	✓	✓	✓	✓	✓	✓								CB/ TCM
	17. S5-S6 centralized learning policy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		CB
	18. S1 Bridging Course												✓		Summe r Duty
	19. Provide Date for 1 st term exam/RT Remedial Classes					✓	✓	✓	✓						KLY/ WPW
	20. Follow up repeaters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			CCT
	21. Follow up new comers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			SSS
	22. Formulation of master time-tables for S6 post exam tutorials						✓								CB/ TCM
	23. S6 and S5 projected grade			✓			✓								LYY
Teaching	1. Peer Lesson Preparation (PLP)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			LKM
	2. Principal and Panel Lesson Observation (PPLO)		✓						✓	✓					LKM
	3. Peer Lesson Observation (PLO)		✓	✓	✓	✓	✓	✓	✓	✓	✓				LKM
	4. Coursework Inspection (CWI)						✓	✓							LKM
	5. Subject Evaluation Scheme (SES)									✓					LKM
	6. Teachers Training Record (TTR)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			LKM
	7. Teachers' teaching strategies sharing					✓				✓					LKM/ TCM
	9. Teaching language monitoring		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			CB/ TCM

5. Attached L&T structure and HR allocation

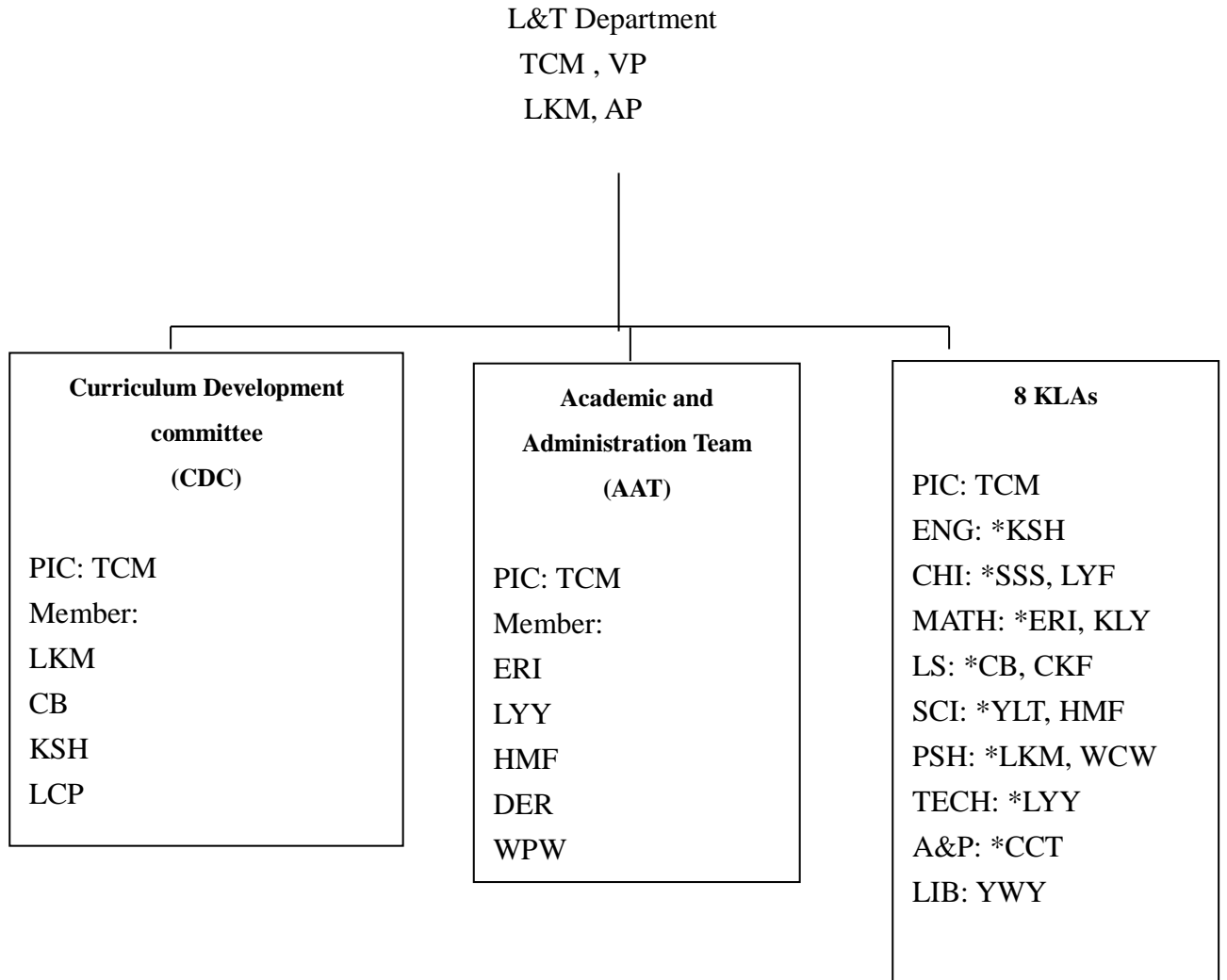
<u>KLA</u>				
English Language Education Panel	Head		Kong Suet Ha (KSH)	
Chinese Language Education Panel	Head		So Suet Shan (SSS)	
	Deputy Head		Lee Yin Fong (LYF)	
Mathematics Education Panel	Head		Wong Wai Kit (ERI)	
	Deputy Head		Kwok Lai Yi (KLY)	
Liberal Studies Education Panel	Head		Chiang Bun (CB)	
	Deputy Head		Chow Kim Fung (CKF)	
PSH Education Panel	Head		Lee Ka Ming (LKM)	
	Deputy Head		Wong Chi Wing (WCW)	
	Subject Coordinator	Chinese History	Wong Chi Wing (WCW)	
	Subject coordinator	IH	Chan Kin Ming (VIV)	
	Subject Coordinator	Economic	Au Yu Yan (AYY)	
	Subject Coordinator	Geography	Tsui Chui Mui (TCM)	
	Subject Coordinator	LE/ME	Hung Ming Sum (HMS)	
	Subject Coordinator	BK	Lee Ka Ming (LKM)	
Science Education Panel	Head		Yau Lok Ting (YLT)	
	Deputy Head		Ho Ming Fai (HMF)	
	Subject Coordinator	Biology	Chan Chun Ming (CCM)	
	Subject Coordinator	Chemistry	Ho Ming Fai (HMF)	
	Subject Coordinator	Physics	Yau Lok Ting (YLT)	
Technology Education Panel	Head		Liang Ying Yi (LYY)	
	Subject Coordinator	BAFs	Liang Ying Yi (LYY)	
	Subject Coordinator	IT / ICT		
	Subject Coordinator	Technology and Living	Luk Chung Yan (JOA)	
Art and Physical Education Panel	Head		Chu Cheong Tat (CCT)	
	Subject Coordinator	Music	Wang Yu Chu (WYC)	
	Subject Coordinator	VA	Kee Shuk Fun (KSF)	
	Subject Coordinator	Physical Education	Leung Lai Chong (LLC)	

Issued by: TCM, Academic VP

Date : 16-08-17

Revision: 0

ECF Saint Too Canaan College
2017-2018 Learning and Teaching Department
L&T Core Organization Chart



Issued by: TCM, VP
Date: 16-8-17
Revision: 0

1718 L&T department duty allocation (Panels, AAT, CDC)

Dept.	Initial	L&T affairs	L&T affairs	L&T affairs
L&T Head	TCM	RT/ Exam paper checking Student promotion list	Monitoring all programs Handling crisis or complaints	Explore new programs
*ENG	KSH	PIC : Exchange student program	Cross-KLA curriculum development	LPC support
*CHI	SSS	S2-S6 new students care & support	L&T assembly	
#CHI	LYF	PTH curriculum	NCS Chinese curriculum	
*MATHS	ERI	Community Based program	Internal exam/exam-paper review timetable	
#MATHS	KLY	L&T assembly	RT/ exam data analysis	
*LS	CB	Learning Issues (internal /outsource program) Centralized tutorial by alumni	S3 course selection, add-drop	LPC Support
#LS	CKF	Self-study center management		
*SCI	YLT	STEM coordinator	L&T SEN learning support	
#SCI	HMF	All HW related issues (warning letter input)	Cross-KLA curriculum development	Assist External exam
*TECH	LYY	S5-S6 Projected grade and follow up	External exam	Parents' day arrangement
*A&P	CCT	Community Based program		
*PSH	LKM	Gifted students support	CWI/PPLO/SES/PLP/TTR/PLO	Assist all L&T issues (study tour, complaint cases)
# PSH	WCW	S1-S6 repeaters care and follow up		
LIB	YWY	Promote Cross-KLA reading activities		
AAT	DER	Internal exam support, (SAS input)	Self-study center management	
AAT	WPW	IT support in HW	RT/ exam data analysis	
CDC	LCP	NCS curriculum	"Learn, think and express"+ PD support	
L&T TA		Resource room management	Update L&T board/event	Self-study center support

- L&T Parents day interview party: TCM, LKM, CB (other KLA heads if necessary)
- Proposed L&T complaint case handling procedures: Subject teacher--- KLA heads--- AP---VP--P

Learning community:

Learn, Think and Express

*LCP/ TKY/KSF/LKM/CB/CKF/TCM

IT in teaching :

*WPW, BEN, KEI, LHS, LKM

STEM :

*YLT, TKH, NKK, DER (working group)

*YLT, ERI, TCM (R&D group)

Issued by: TCM, VP
Date: 16-8-17
Revision: 0

ECF Saint Too Canaan College
2017-2018 Student Development Department
Annual Plan

1. Aims

- 1.1 Create a positive school culture based on the school mission statement and Canaan Covenant.
- 1.2 Nurture students' character focused on whole-person development.
- 1.3 Develop students' potential in preparation for their future lives.

2. SWOT analysis

2.1 Strengths

- 2.1.1 In this year, there is no change in the composition of SD heads. They have experience in their committee work .
- 2.1.2 We share the core values in student development . The cooperation and collaboration of SD committees can be more strengthened through different SD programs such as S2 and S4 LIFE program.

2.2 Weaknesses

- 2.2.1 There are more new staffs and teachers join our school team. They need time to adapt our culture. Students need time to adjust their teaching methods.

2.3 Opportunities

- 2.3.1 Our intake of form one is satisfactory. The number of NCS students increase in this year. One exchange student joins S4 class. Those are the favorable factors for us promoting inclusive culture in STCC.

2.4 Threats

- 2.4.1 There are still many new and SEN students in different forms. More concerns should be taken for their adjustment in our school life.

3. Objectives

3.1 Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.

3.2 Nurture our students to grow in the qualities of a servant leader.

(Personal qualities : Self-discipline, Self-confidence, Proactive and Positive)

3.2.1 Establish a talent pool with supportive resources to bolster talented students' development.

3.2.2 Provide channels and platforms to involve school leaders to discuss school policies.

4. Strategies and implementation

3.1 Objective 1: Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.					
Strategy: Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.					
Strategies	Success criteria	Methods of Evaluation	Time scale	People/department in Charge	Resources
<p>1. Mass programs</p> <p>1.1 <u>Career Days (2 days)</u></p> <ul style="list-style-type: none"> ● Delivering message by information booth, school assembly, book exhibition and teachers sharings <p>1.2 <u>Programs for junior forms</u></p> <ul style="list-style-type: none"> ● LIFE program for S2 students to have self-understanding on their personalities and career pathways ● Help S3 students plan their future through different programs and make connection to NSS Course selections 	<p>80% of students agree that activities are inspired and meaningful.</p> <p>80% of S2 students agree that the program is useful.</p> <p>80% S3 students agreed that the supporting works are useful</p>	<p>Questionnaire</p> <p>Questionnaire</p> <p>Questionnaire</p>	<p>19/4/18-20/4/18</p> <p>Whole year</p> <p>Whole year</p>	<p>LCP</p> <p>AMH LME</p> <p>WCH</p>	<p>4000</p>

Objective 1: Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.					
Strategy: Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.					
Strategies	Success criteria	Methods of Evaluation	Time scale	People/department in Charge	Resources
<p>1.3 Programs for senior forms</p> <ul style="list-style-type: none"> ● LIFE programs for S4 students to explore multiple pathways ● Organize Studies Expo to explore our students mapping their further studies and occupations 	<p>Over 80% students felt satisfactory</p> <p>Over 80% students and their parents agreed that Expo is useful</p>	<p>Questionnaire</p> <p>Questionnaire</p>	<p>Whole year</p> <p>12th Jan 2018</p>	<p>WCH</p> <p>LME</p>	<p>5000</p>
<p>2. Career Guidance Groups</p> <ul style="list-style-type: none"> ● Organize career guidance group to enhance students' mindset of planning 	<p>Over 80% students felt useful</p>	<p>Questionnaire</p>	<p>Whole year</p>	<p>LKL</p>	

4. Strategies and implementation

3.2 Objective 1: Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.					
Strategy: Help students to develop a mindset of successful career planning through different programs, workshops and personal guidance.					
Strategies	Success criteria	Methods of Evaluation	Time scale	People/department in Charge	Resources
3. Developmental programs -Workplace learning <ul style="list-style-type: none"> ● Cooperate with other companies, students have an opportunity to understand the world of work. 	80% of students agreed that activities are inspired and meaningful.	Questionnaire	Whole year	LME WCH	9000
4. Individual and group guidance <ul style="list-style-type: none"> ● CGC teachers and social worker provide career counseling to the students ● Training on individual counseling will be provided for teachers ● Training will be provided for parents 	Over 80% students felt useful Over 80% teachers agreed that training is useful Over 80% teachers agreed the training is useful	Questionnaire Questionnaire	Whole year Whole year 2 nd Term	CKF LCP WCH NYF, LME	4000 10000 5000

Objective 2: Nurture our students to grow in the qualities of a servant leader. (Self-discipline, Self-confidence, Proactive and Positive)					
Strategy 1: Students can learn the qualities through mass programs, developmental programs and award schemes					
Strategies	Success criteria	Methods of Evaluation	Time scale	People in Charge	Resources
1. Mass Program					
1.1 School assembly -Positive Role models: More students will take the leading role in assembly -Appreciation day , -Value education, -Inclusive culture	Rating is above 3.5 which demonstrates the assembly could help students to understand moral and civic value	Teacher evaluation and Questionnaire	Whole year	YKW	5000 2000
1.2 Morning assembly -Role models	Leaders of each societies can have chance to hold the assembly	Morning assembly duty roster	Whole year	WYW	
1.3 Christian service and Fellowship: - Servant leaders qualities and models	60% of team members are willing to serve in assembly and gospel week. 60% of team members attend the regular meetings.	Questionnaire	Whole year	WSY	

Objective 2: Nurture our students to grow in the qualities of a servant leader. (Self-discipline, Self-confidence, Proactive and Positive)					
Strategy 1: Students can learn the qualities through mass programs, developmental programs and award schemes					
Strategies	Success criteria	Methods of Evaluation	Time scale	People in Charge	Resources
2. Developmental programs					
2.1 <u>S2 S4 L.I.F.E program</u>					
S.2 LOVE ACTION (+ECF church)	Rating is above 3.5 to admit the programs or activities could help exploring their potentials.	Teacher evaluation and Questionnaire	Whole year		2000
S.4 LIFE EDUCATION (生命•歷程)					8000
2.2 <u>Voluntary services</u>					
● Service Scheme (S.1~S2 Elderly services S.3-Inclusive services) -S.4-5: NSS OEA	Rating is above 3.5 indicating that the voluntary service is meaningful and feel delighted to help others.	Teacher evaluation and Questionnaire	Whole year		2400
2.3 <u>Leadership training Program</u>					
● Workshops & Camp culture	80% leaders agreed that The training is useful	Questionnaire Parents' Questionnaire	Whole year	WYW, LCP,LLC CCM	5000

Objective 2: Nurture our students to grow in the qualities of a servant leader. (Self-discipline, Self-confidence, Proactive and Positive)

Strategy1: Students can learn the qualities through mass programs, developmental programs and award schemes
(Establish a talent pool with supportive resources to bolster talented students' development.)

Strategies	Success criteria	Methods of Evaluation	Time scale	People in Charge	Resources
3. Award schemes <ul style="list-style-type: none"> ● Inter-class board competition Theme: STCC 15th Anniversary 賞迦南·想迦南 ● 5'S practice competition ● Class discipline competition ● Punctuality award ● Star of Canaan -Oct/Nov Self-discipline ,Humility -Jan/Feb Trustworthy Positivity -Mar/Apr Progress, Leadership ● House of the year ● School Activity award-Whole person development record ● Establish Talent pool system 	<p>All classes should decorate their board according to the criteria</p> <p>Rating is above 3.0</p> <p>Rating is above 3.5 and 90% students had joined the nomination and election</p> <p>Choose the highest marks Of the house IT system to show the record</p>	<p>Class visit and marking by MCEC and SNC members.</p> <p>Teachers' reports</p> <p>Teacher evaluation</p> <p>House activities – Calculate the highest marks IT record</p>	<p>Sept</p> <p>Whole year</p> <p>Whole year</p> <p>Whole year</p>	<p>YKW</p> <p>YKC &YKW</p> <p>LLC</p>	<p>480</p> <p>3000</p>

Objective 2: Nurture our students to grow in the qualities of a servant leader. (Self-discipline, Self-confidence, Proactive and Positive)					
Strategy2: Students can learn how to organize innovative activities through different platforms.					
Strategies	Success criteria	Methods of Evaluation	Time scale	People in Charge	Resources
1. Everyone has at least one serving post (人人有工開) 1.1 Class level 1.2 School level -Central recruitment -Helpers in House	Each student has serve one post at least	IT record PDC record	Sept Whole year	LLC (PDC)	300
2. Election of SU They can draft annual plan their own and organize innovative activities for students	A capable cabinet is elected by the students with over 50% of votes or get the highest number of votes from the election.				3300
4. House system	All Four Houses Committee members are elected by the students by the highest number of votes from the election.	Questionnaire	Sept		11300

Objective 2: Nurture our students to grow in the qualities of a servant leader. (Self-discipline, Self-confidence, Proactive and Positive)					
Strategy 3: Provide channels and platforms to discuss school policies with school leaders					
Strategies	Success criteria	Methods of Evaluation	Time scale	People in Charge	Resources
<p>1. Meeting with Principal and Vice-principals (與校長及副校長有約)</p> <p>-A questionnaire about school issues will be given to each class Class representatives will share with SU representatives. The opinion will deliver to the school level.</p> <p>1.1 Lunch meetings with P and VPS, CNC teachers</p>	<p>SU representatives can have sharing with related parties. Students can reflect their opinions successfully. Regular meeting: Once for each term</p>	<p>Questionnaire And meeting with class Committee</p>	<p>Whole year At least once Meeting with Principal and Vice-principal</p>	<p>LLC, LHS, CKI Class teachers</p>	<p>600</p>
<p>2. Meeting with New Food service Providers -Food service quality</p>	<p>Once for each term</p>	<p>Meeting are arranged</p>	<p>Once for 1st Term Once for 2nd Term</p>	<p>TKH</p>	

5.Evaluation

Teachers, social workers of leadership training and students will be involved in the evaluation.

(Refer to 4 Strategies and implementation)

6.Year plan

Event	Timeline												Responsible Parties/ Teacher
	Sept 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	July 18	Aug 18	
Central Recruitment	1 st Term Whole school				2 nd Term								*WYW, LLC, TAs , SD heads
Election of Student Union, Houses	Enrolment & Election		School activities organized by 1718 Student Union & Houses							Recruitment of Leaders		WYW, PDC, TAs	
Orientation programs	Individual Caring											O' Day	SD head, social workers and From teachers
Leadership Training Program	Recruitment S4 Camp Camp for leaders		Leadership training sections in different parties In-service training									All SD committees L&T and SD	
Inter-class Board Competition	✓	✓											YKW and MCEC team
Appreciation Day			✓										YKW

Fellowship Gospel week(Feb)*	✓	✓	✓	✓	✓	*	✓	✓	✓	✓			SNC team
Star of Canaan Election		✓	✓	✓	✓	✓	✓	✓	✓	✓			MCEC Teachers, students
Parents' Workshops		✓	✓			✓	✓	✓	✓				HSCC &PTA
S2&4 LIFE Programs		✓				✓	✓	✓	✓				CGC, MCEC, CNC,SNC
Career Education	*S6	Interview workshops Local and oversea exop 8/1 LE/ME lessons Course selection for JUPAS Career counseling groups					Other forms Career education LE/ME lessons Visit Universities Work-related experiences						CGC
Post-exam Activities				Preparation – responsible teachers, Student Union and House leaders									PDC, TAs & responsible teachers

7. Team members

Student Development Department Head

Character Nurturing Committee

Moral and Civic Education Committee

Spiritual Nurturing Committee

Career Guidance Committee

Potential Development Committee

Health Education Committee

Home-School Cooperation Committee

Wong Yuk Wah (WYW)

Hung Ming Sum (HMS)

Yan Ka Chi (YKC)

Yeung Kwok Wai (YKW)

Wong Shun Yiu (WSY)

Lau Chun Por (LCP)

Leung Lai Cheong (LLC)

Tsang Kam Hoi (TKH)

Chan Chun Ming (CCM)

Issued by: WYW, VP

Date: 19th Aug, 2017

Revision:0

School-based After-school Learning and Support Programmes 2017/18 s. y.
School-based Grant - Programme Plan

Name of School: ECF Saint Too Canaan College
 Staff-in-charge: Ms. Tsui Chiu Mui Contact Tel. No.: 2372 0033

I) The estimated number of students (count by heads) benefitted under this Programme is 43
 (including A. 10 CSSA recipients; B. 33 SFAS full-grant recipients and C. under school's discretionary quota.)

II) Information on Activities to be subsidised/complemented by the Grant:

* Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Period/Date activity to be held	# Estimated no. of participating eligible students			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
天文學工作坊	Provide basic/advanced training of stargazing, astrophotography, and enhance students' interests in astronomy	Perform well in practicum and camp	Skill-based training and camp	10/2017-5/2018		2		2*1000 \$2000	

MBot /STEM-related workshop	Provide basic and advanced training of STEM related problem-solving skill to enhance student learning interests	Perform well in lesson	Skill-based training, questionnaire	10/2017-5/2018		5		5*1000 \$5000	
日本花道學會	Enhance students' interests towards VA subjects and observation ability	Pass the Ikebana exam held by tutor, obtain 池坊人門 (Ikenobo Introductory certificate)	One exam held in the last lesson	10/2017 – 5/2018 (12 lessons)		3		3*1000 \$3000	
Sports team training and coach fee	To enhance students' interests towards sports and to enhance students' skills in school team	80% attendance record	Good learning performance in the class, skill test, attendance record, etc	10/2017 – 5/2018	2	10		12*1000 \$12000	
S2-S3 English tutorial (outsource)	To provide intensive tutorials to students in small groups to help them improving their academic performance	80% attendance record	Good learning performance in the class, quiz, dictation	Selected by Assessment result		3		3*500 \$1500	
S5 – S6 KLA After school tutorial	To provide intensive tutorials to students in small groups to enhance their academic performance	80% attendance record	Good learning performance in the class, quiz, dictation	Whole year	3	5		8*500 \$4000	

S1. S4-S5 Learning skill training	To provide intensive tutorials to students in small groups to train up their generic skills	80% attendance record	Good learning performance in the class, quiz, dictation	Whole year	5	5		10*500 \$5000	
Total no. of activities:				@No. of	10	33			
<u>7</u>				**Total no. of	43				

Note:

* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C)

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

** Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

Three-year plan – Measures to broaden students’ choices of elective subjects and provision of gifted education programmes for the ninth cohort of SS students (from the 2017/18 to 2019/20 school years)

The following programmes are adopted with the support of the EDB’s Diversity Learning Grant (DLG):

DLG funded Programme	Strategies and benefits anticipated (e.g. in what way students’ diverse learning needs are catered for)	Name of programme /course and provider	Duration of the programme/course	Target students	Estimated no. of students involved in each school year			Evaluation of student learning/success indicators	Teacher-in-charge
					the 17/18 s.y.	the 18/19 s.y.	the 19/20 s.y.		
Other Programmes	<ul style="list-style-type: none"> - Students will gain an insight into their existing practice of learning from a 2-dimensional approach <ul style="list-style-type: none"> - width and depth - Students will be able to learn the step-by-step approach to Deep Learning. Through the "process of learning for transfer", students will become able to take what’s learned in one situation and apply it to 	S4-S5 Deep Learning Class (中四及中五 批判思維訓練班)	2-3 lessons	Selected by good result in RT/Exam	20	30	40	Performance in: <ul style="list-style-type: none"> - Assessment - Discussion and students’ sharing - Reflective exercise - Quiz - Take-home assessment Students are able to apply their knowledge in LS /ENG/CHI writing	TCM (outsource programme)

	<p>another.</p> <ul style="list-style-type: none"> - Students will learn the DEEP Learning Process: - Deal With - Decide Actions - Deposit 								
Gifted Education Programme (KLA)	To tailor-make course to enhance the learning effectiveness of different DSE subjects	Tutorial for elites	12 lessons whole year	Selected by good result in RT/Exam	40	40	50	One assignment for each lesson Test and quiz	KLA heads
Training on Debate Team	To enhance students' debating skills in both Chinese and English	Debate Skills Training (Chinese & English)	10-12 training sessions	Selected in Debate team	20	20	20	Students will improve their skills in debate and public speaking	Chi/Eng PIC for debate (outsource programme)
Gifted training for Elite	To provide opportunities for students with talents in different areas	CU Talent course	Around 4-6 sessions for each course	Selected by KLA heads			5	Assignment Presentation Certificate for completion	TCM KLA heads
Gifted in Music (extra lesson)	To provide course and training for Gifted students who take 3X in DSE	Skill and knowledge based training	Course on Saturday	Selected by Music teacher			1	Assignment Test Quiz	TCM Music teacher

**Annual Programme Proposal for
DLG - Other Programme : Gifted Education for the 2017/18 school year**

Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Learning & Teaching Department	S4-S5 Deep Learning Class (中四及中五批判思維訓練班)	<ul style="list-style-type: none"> - Students will gain an insight into their existing practice of learning from a 2-dimensional approach - width and depth - Students will be able to learn the step-by-step approach to Deep Learning. Through the "process of learning for transfer", students will become able to take what's learned in one situation and apply it to another. - Students will learn the DEEP Learning Process: <ul style="list-style-type: none"> - Deal With - Decide Actions - Deposit 	<ul style="list-style-type: none"> - 30 students - S4 – S5 students - Students with good exam/revision test result 	2 -3 lessons in Second school term	Performance in: <ul style="list-style-type: none"> - Assessment - Discussion and students sharing - Reflective exercise - Quiz - Take-home assessment *Students are able to apply their knowledge in LS /ENG/CHI writing	TCM	\$24,000
Elite Students Enhancement Course	S5-S6 Elite Programme	To tailor-make course to enhance the learning effectiveness of different DSE subjects	Students can get level 4 or above	8-12 lessons (from 10/17-3/18) training on DSE drilling	Assignment Test Drilling questions	TCM, KLA heads	\$40,000

Gifted Education Program--Training on Debate Team	Debate Skills Training (Chinese & English)	To enhance students debating skills in both Chinese and English	10-12 sessions	10/17-5/18	Regular practice and competition	Teachers Debate in-charge	\$5,000
STEM related Programme	Star-gazing Mbot	To enhance students' hands on skills on Robotic/ programming and develop problem-solving skills	10-12 courses	10/17-5/18	Regular training and practice, join competition	Sci/Tech Head	\$8,0000