



T.W.G.Hs. Kap Yan Directors' College

Annual School Plan

2011-2012

I. School Mission

T.W.G.Hs. Kap Yan Directors' College is a secondary school that is student-oriented and totally dedicated to the provision of quality education. To this end, we strive to build a happy and ideal learning environment that enables all-round development of our students.

We devote ourselves to nurturing our students various potentials and abilities, so as to equip them for a fast- and ever-changing future. We lay emphasis on developing in our students the capability for independent thought and on fostering a forward-looking attitude towards life, that they may acquire the right values to serve the society and the country.

We champion the professional enhancement of our teachers, and we cherish team spirit. Ceaselessly we endeavour to raise the standard of our teachers and to improve the School's teaching and learning efficacy. We aspire to establish a fine partnership with the parents and community alike, so that we can all work together towards the students' growth and development.

II. School Goals

1. To enhance learning and ability
2. To edify self and others
3. To proffer whole-heartedly
4. To serve the community

III. Areas of Major Concern

1. To enhance learning motivation of students through the enhancement of teacher leadership at the classroom level.
2. To implement New Senior Secondary (NSS) curriculum up to S.6 and to review the current school curriculum for enhancement.
3. To enhance ability of students in facing adversity through the development of healthy school policy.

1. Area of Concern 1 : To enhance learning motivation of students through the enhancement of teacher leadership at the classroom level.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To enhance awareness of teachers on the importance of teachers as leaders of learning	To conduct professional development on teacher leadership through talks and reading	<ul style="list-style-type: none"> Teachers able to understand the importance of teacher leadership in classrooms 	<ul style="list-style-type: none"> Collecting opinions from teachers 	10/2011 – 6/2012	Principal	All teachers
2. To enhance competence of teachers in adopting appropriate teaching strategies for their students, especially in the catering of learner diversity	1. To improve the lesson observation system with emphasis on improvement of pedagogical strategies, especially those catering for learner diversity 2. To participate in the University-School Support Programme (USP) on Catering for Learning Diversity	<ul style="list-style-type: none"> Sharing of good experiences by teachers Demonstration of effective teaching in class 	<ul style="list-style-type: none"> Lesson observation Collecting opinions from teachers Opinions from USP 	10/2011 – 5/2012	Academic Board Panel Heads of Chinese, Panel and LS	All teachers Relevant Panel members
3. To enhance learning motivation of students	To apply more interactive teaching and learning strategies to motivate students	<ul style="list-style-type: none"> Improvement in student academic performance Active participation of students in class 	<ul style="list-style-type: none"> Lesson observation Collecting opinions of teachers and students 	10/2011 – 5/2012	All subject panel heads	All teachers
4. To help students develop strategies to tackle the barriers in using English to communicate with each other	1. To refine the school policy on using English as the medium of instruction to provide more opportunities for students to communicate with each other in English 2. To implement the Refined English Enhancement Scheme (REES)	<ul style="list-style-type: none"> More students communicate with each other in English in class 	<ul style="list-style-type: none"> Lesson observation Collecting opinions of teachers and students 	10/2011 – 5/2012	English Enhancement Team	All teachers Funding from REES

2. Area of Concern 2 : To implement New Senior Secondary (NSS) curriculum up to S.6 and to review the current school curriculum for enhancement of curriculum structure.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To implement NSS curriculum up to S.6	1. To prepare S.6 students for the HKDSE Examination 2. To provide careers guidance for S.6 students	<ul style="list-style-type: none"> S.6 students have satisfactory results in the HKDSE Examination Students are able to identify their careers pathway 	<ul style="list-style-type: none"> Results of HKDSE Examination 	9/2011 – 7/2012	Academic Board, Subject Panel Heads, Career Mistress	All S.6 teachers Careers Team and Form-teachers
2. To enhance competence of department / subject panel heads in curriculum development	To conduct professional development on curriculum development through workshops and experience sharing	<ul style="list-style-type: none"> Inclusion of evaluation and planning of curriculum development in the annual programme report and annual programme plan of individual department / subject panel 	<ul style="list-style-type: none"> Minutes of Subject Panels / Departments meetings 	9/2011 – 8/2012	Task Group on Curriculum Development	All subject panel / department heads
3. To refine the NSS curriculum after implementation of one full cycle	To review the existing school curriculum and to identify areas for improvement	<ul style="list-style-type: none"> Completion of a report of the review Formulation of a proposal on improvement for the school curriculum 	<ul style="list-style-type: none"> Collecting opinions of staff on the proposal 	9/2011 – 8/2012	Task Group on Curriculum Development	All teachers

3. Area of Concern 3 : To enhance ability of students in facing adversity through the development of healthy school policy.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. To develop a school-based Healthy School Policy	To collect information on the existing practice from different subject panels and departments.	<ul style="list-style-type: none"> Written school-based Healthy School Policy with consent from all teachers 	<ul style="list-style-type: none"> Collecting opinions of teachers and students 	9/2011 – 4/2012	Healthy School Team	All subject panel / department heads
2. To enhance students' awareness of the importance of physical, mental and social health	To incorporate the various health elements systemically into the formal and informal curricula	<ul style="list-style-type: none"> Inclusion of health elements in both the formal and informal curriculum in accordance with the school-based Healthy School Policy 	<ul style="list-style-type: none"> Collecting opinions of teachers and students 	9/2011 – 6/2012	All subject panel / department heads	All teachers
3. To enhance students' knowledge and skills in facing adversity	To arrange relevant talks and activities for students during assemblies and after school	<ul style="list-style-type: none"> Students have better understanding of how to face adversity 	<ul style="list-style-type: none"> Collecting opinions of teachers and students 	11/2011 – 5/2012	All subject panel / department heads and form-teachers	All teachers

T.W.G.Hs. Kap Yan Directors' College
Plan On Use of Capacity Enhancement Grant
(2011/2012)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1. Curriculum development	To facilitate the development of the New Senior Secondary (NSS) curriculum	- To employ 1 teacher at CM rank to enable the offering of more elective subjects for students in the new curriculum	Students can have more subjects to select from the NSS curriculum	1 Sept 2011 – 31 August 2012	Salary of teacher for the year – (1) \$321,000.00 [\$25,750 + \$1000 MPF per month for 12 months]	Continue to offer the subject Chinese Literature at NSS levels.	- Collecting opinions from teachers and students	XXX
2. Curriculum development	To relieve the non-teaching duties of teachers	To employ temporary Teacher Assistant to take up invigilation work of teachers during Tests and Examinations	Teachers will have more capacity for curriculum planning/ development	Dec. 2011 – July 2012	Salary of 3 Teacher Assistants for 20 days: \$26,838.00 [Daily rate of \$426 x 20 x 3 x 1.05]	On average, reducing 4 hours of non-teaching workload from each teacher throughout the year	- Performance appraisal on the TA - Collecting opinions from teachers	XXX
3. Enhancing Students' Language Proficiency	To cater for students' learning diversity	To conduct an English Enhancement Programme for students admitted to S.1	The 40 students with lowest scores in the Pre-S1 HK Attainment Test can have their English standard strengthened	To conduct the class during July – August 2012	Course fee of \$9,000	- Students with weak English foundation can catch up before the school starts, thus narrowing the diversity in ability to use EMI in learning	- Comments from teachers and students	XXX

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
4. Coping with the diverse and special learning needs of student with varied abilities	To enhance the students' exposure to other learning experiences	To employ part-time tutors to conduct - 4 sports training classes (athletics, basketball, football, and table-tennis) for about 80 students. There will be about 300 contact hours for all the classes - Choir instructor to conduct 28 sessions of training	The students get the chance to have other learning experiences	To conduct training classes from Sept 2011 onward for one year	Salary of part- time instructors for the classes : - Sports \$84,000 [\$280 x 75 hrs x 4] - Music \$16,800 [\$600 per session for 28 sessions of 1.25 hours each]	- Students have the opportunities to be exposed to different types of activities - Achievement of students in sports / singing competitions	- No. of school teams set up - The results of various competitions	XXX XXX

Accumulative Surplus B/F from Year 2010/11	=	0	(a)	
For 2011/12 Revenue	=	\$498,185.00	(b)	
Estimated Expenditure	=	\$457,638.00	(c)	
Estimated Surplus	=	\$40,547.00	(d) = (b) – (c)	
Accumulative Surplus for 2011/12	=	\$40,547.00	(e) = (d)	(Carried forward for use in 2012/13)

T.W.G.Hs. Kap Yan Directors' College
Plan On Use of Senior Secondary Curriculum Support Grant
(2011/2012)

The Senior Secondary Curriculum Support Grant is provided to school by the EDB over a period of 4 years starting from 2008/09 school year and can be used up to the end of 2012/13 school year.

Strategy / Task	Resources Required
1. To employ one teacher teaching English	Salary of 1 GM for 1 year = \$306,480.00 [Salary at Pt.17 (\$24,540 + \$1,000) x 12]
2. To employ one teacher teaching Liberal Studies	Salary of 1 GM for 1 year = \$387,990.00 [Salary at Pt.22 (\$31,210 + \$1,000) x 11] [Salary at Pt.23 (\$32,680 + 1000)]
3. To employ one TA to assist in lesson preparation	Salary of 1 TA for 1 year = \$139,860.00 [Salary \$11,100 x 1.05 x 12]

Deficit B/F from 2010/11 school year	=	\$	-83,355.01	(a)
For 2011/12 : Revenue	=	\$	1,261,555.00	(b)
Estimated Expenditure	=	\$	834,330.00	(c)
Estimated Surplus	=	\$	427,225.00	(d) = (b) – (c)
Accumulative Surplus for 2011/12	=	\$	343,869.99	(e) = (a) + (d) (Carried forward for use in 2012/13)

T.W.G.Hs. Kap Yan Directors' College
Plan On Use of Liberal Studies Curriculum Support Grant
(2011/2012)

The EDB has provided a one-off Liberal Studies Curriculum Support Grant of HK\$320,000 in the school year of 2010/11 to assist schools in the implementation of the Liberal Studies curriculum, and the fund can be used up to the end of 2011/12 school year.

Strategy / Task	Resources Required	
To employ Teacher Assistants		
甲、 1 full-time TA to help in lesson preparation	(a) Salary of 1 full-time TA for 1 year = \$11,100 x 1.05 x 12	= \$139,860.00
乙、 Part-time TA to take over invigilation duties of LS teachers	(b) Salary of daily-paid TA for 33 days = \$426 x 33 x 1.05	= \$14,760.90

Accumulative Surplus B/F from Year 2010/11	=	\$ 154,548.91	(a)	
For 2011/12: Revenue	=	\$ 0	(b)	
Estimated Expenditure	=	\$ 154,620.90	(c)	
Estimated Deficit	=	- \$ 154,620.90	(d) = (b) – (c)	
Accumulative Deficit for 2011/12	=	- \$ 71.99	(e) = (a) + (d)	(Covered by the surplus from EOEBG)

T.W.G.Hs. Kap Yan Directors' College
Plan On Use of Fractional Post Cash Grant
(2011/2012)

The EDB has approved the school to opt for a cash grant for the 0.9 teaching staff entitlement under the approved staff establishment of 2011/12, and to make use of the grant according to the needs of the school. The EDB allows schools to retain 3 times the annual provision of the school year in which the grant is provided, and any excess will be clawed back by the EDB.

Strategy / Task	Resources Required
To employ one teacher teaching Liberal Studies	Salary for 1 GM for 1 year = \$369,540 [Salary at Pt. 21 (\$29,795 + \$1,000) x 12]

For 2011/12:	Revenue	=	\$	404,622	(a)	
	Estimated Expenditure	=	\$	369,540	(b)	
	Estimated Surplus	=	\$	35,082	(c) = (a) – (b)	
	Accumulative Surplus for 2011/12	=	\$	35,082	(d) = (c)	(Carried forward for use in 2012/13)

T.W.G.Hs. Kap Yan Directors' College
Plan on Use of Diversity Learning Grant
(2011/2012)

The Diversity Learning Grant is provided by the EDB to schools annually upon application, starting from 2009/10 school year, to support the diversification of New Senior Secondary School Curriculum.

Strategy / Task	Resources Required
Other Programmes:	
(a) Network Programme on Music	S.4 Music \$ 17,500.00
(b) Gifted Education Programmes	English Course x 2 \$ 38,000.00
	Liberal Studies Commendatory Course x1 \$ 6,000.00
	Chinese Course x 1 \$ 10,000.00
	Subsidies for students attending Maths / Science / other GE courses \$ 15,000.00
	Leadership Course x 1 \$ 12,000.00
	Aesthetic/Physical Development Course x 1 \$ 12,000.00

Surplus B/F from 2010/11 school year	=	\$	8,298.40	(a)
For 2011/12 : Revenue	=	\$	105,000.00	(b)
Estimated Expenditure	=	\$	110,500.00	(c)
Estimated Deficit	=	- \$	5,500.00	(d) = (b) – (c) (Covered by surplus from 2010/11)
Accumulative Surplus for 2011/12	=	\$	2,798.40	(e) = (a) + (d) (Carried forward for use in 2012/13)

T.W.G.Hs. Kap Yan Directors' College
Plan on School-based After-school Learning and Support Programme
(2011/2012)

Name of Activity	Objectives of the Activity	Period/Date Activity to be held	Target Group and Estimated no. of grant beneficiaries #	Estimated expenditure (\$)	Name of partner/service provider (if applicable)
(1) Study Skills Enhancement classes	To help students with difficulties in learning the subjects to catch up with the main stream	Classes on 10 Saturdays	20 students of S.1 – S.4 with unsatisfactory results in tests and examinations	\$400 x 20 = \$8,000	
(2) Kap Yan Whole Person Development Programme for S.1 – S.3	To provide students with more opportunities to widen their exposure	Oct 2011 – May 2012	Subsidy for 60 students at Junior Secondary Level	\$400 x 60 = \$24,000	
(3) Kap Yan Leisure and Cultural Appreciation Programme for S.4 – S.7	To provide students with more opportunities to widen their exposure	Oct 2011 – May 2012	Subsidy for 60 students at senior secondary level	\$400 x 60 = \$24,000	
(4) Capacity Enhancement Programmes for students	To enhance the self-esteem of students and to build up leadership skills at an early stage	Oct 2011 – Aug 2012 Programmes for S.1-5 including seminars and workshops	Subsidy for 125 students with about 25 students from each of S.1 – S.5	\$400 x 125 = \$50,000	

Note: # Grant beneficiaries – referring to target students in receipt of CSSA/SFAA full grant and disadvantaged students identified by the school.

Accumulative Surplus B/F from Year 2010/11	=	\$ 155,769.60	(a)	
For 2011/12: Revenue	=	\$ 85,600.00	(b)	
Estimated Expenditure	=	\$ 106,000.00	(c)	
Estimated Deficit	=	- \$ 20,400.00	(d) = (b) – (c)	(Covered by the surplus from 2010/11)
Accumulative Surplus for 2011/12	=	\$ 135,369.60	(e) = (a) + (d)	(Carried forward for use 2012/13)

T.W.G.Hs. Kap Yan Directors' College
Plan on School-based Fund for Cross Boundary Learning Activities
(2011/2012)

The Community Care Fund has established a three-year school-based fund in 2011/12 school year to subsidise students from low-income families in cross-boundary activities consisting of learning elements organised by school. The EDB will, against the maximum amount of funds reserved, disburse the funding to schools on a reimbursement basis.

Particulars of activities planned:

Name of Activity	Objectives of the Activity	Period/Date Activity to be held	Target Group and Estimated no. of grant beneficiaries #	Estimated expenditure (\$)	Name of partner/service provider (if applicable)
(5) History and Geography Study Tour to Singapore	To broaden the horizon of students	April 2012	30 students	\$6,000 x 20 = \$120,000	
(6) Chinese History Study Tour to Taiwan or Beijing	To provide students with more opportunities to widen their exposure	July 2012	20 students	\$5,000 x 20 = \$100,000	

Note:

Grant beneficiaries refer to target students in receipt of CSSA/ SFAA full or half grant / meeting the “financially needy” criteria as determined by individual schools are also eligible. Each eligible student can only receive subsidy under the Fund on the fee for participating in one cross-boundary learning activity organised by the school within the implementation period of the Fund from July 2011 to June 2014, and the amount of subsidy received from the Fund for taking part in that activity must not exceed \$3,000.