

Format of Proposed School Plan

You may wish to provide in each of the following sections the information appropriate to your school proposal for application for physical extension of an existing aided primary school for a time-limited period/ operation of a separate time-limited aided primary school, which can help the School Allocation Committee to comprehend the proposal of the applicant body in terms of its vision and mission, management and organisation, learning and teaching, school ethos and support for students, etc. You may elaborate the principles and approaches that will be employed for the provision of primary education, especially in the context of physical extension of the existing aided primary school for a time-limited period/ operation of a separate time-limited aided primary school.

1. Vision and Mission

- (a) (In order to address the students' needs and local educational issues at present) School philosophy, goal(s) which the school is committed to achieve, and desirable results
- (b) Targets to be achieved/ Implementation Plan within a specified timeframe to deploy the additional premises for a time-limited period/ operate a separate time-limited aided primary school to provide primary education to students in need (e.g. plan for future class structures, number of school places to be provided, etc.)

2. Management and Organisation

- (a) Existing Position
 - Leadership demonstrated by the IMC members and senior management
 - Organizational structure and administration
 - Staff management and development
 - Financial planning, management and monitoring
- (b) Planned Arrangement for Newly Allocated Premises
 - Resources requirement for management of additional premises/ operating a separate time-limited aided primary school, and measure to acquire and deploy resources to ensure the provision of primary education in the additional premises/ separate time-limited aided primary school by September 2015 so as to alleviate the pressure on P1 school places in Kwun Tong.
 - Management structure and responsibility of the team responsible for managing the newly acquired school premises (applicable to physical extension of an aided primary school or operation of one separate time-limited aided primary school in both premises)
 - Coordination with existing management team or between management teams (applicable to physical extension of an aided primary school or operation of one separate time-limited aided primary school in both premises)
 - Staffing arrangement (i) for commencement of operation of classes/ additional classes in the premises allocated and (ii) upon closure of the time-limited aided primary school/ extension of the existing aided primary school
- (c) Plan on use of existing premises and additional premises (applicable to physical extension of an aided primary school)
- (d) Plan on use of the school premises allocated (applicable to setting up a separate time-limited aided primary school).

3. Learning & Teaching

- (a) Curriculum and Assessment
 - Planning and content of the whole-school curriculum.
 - Allocation of learning time.
 - Assessment policy and measures to promote assessment for learning.
- (b) Learning and Teaching Strategies
 - Strategies to help students construct knowledge, and develop independent learning capabilities, positive values and attitudes.
 - How diversified learning experiences are provided to students.
 - Measures to cater for learner diversity.
- (c) Others
 - Plans for developing teachers' professional capacity, including the capability of catering for learner diversity in the classroom.
 - Use of existing and community resources to enhance learning and teaching effectiveness.
 - Any special arrangements in terms of curriculum and teaching strategies in view of the operation of the school at two premises in the case of application for physical extension of primary schools

4. School Ethos and Support for Students

- (a) Support, discipline and guidance strategies to meet students' needs, especially in view of the characteristics of population in Kwun Tong
- (b) Support to be rendered to students and parents
- (c) Special support to be rendered to students in view of the operation of the school at two different premises, if necessary, in the case of application for physical extension of primary schools
- (d) Special support to be rendered to students in view of the setting in a time-limited aided primary school, in the case of the operation of a separate time-limited aided primary school
- (e) Measures to foster the individual, social and cultural development of students, including extra-curricular activities and community services to the students
- (f) Support for students with special educational needs
- (g) Home-school cooperation policy to tie in with support for students
- (h) Use of community resources
- (i) Creation of caring atmosphere, life-long learning

5. Students' Performance Target

(Student performance target reflects the targeted output of school education and should be in line with the school's "Vision and Mission". It should also be set at reasonable levels according to school context.)

- (a) Attitude and Behaviour
 - Affective Development and Attitude
 - Social Development
- (b) Participation and Achievement
 - Academic
 - Non-academic

6. Self-evaluation Indicators

(Given the variations in their development focus and school's characteristics, schools should take into full consideration their own context and the "value-added" concept when formulating school-based Performance Indicators for self-evaluation. School self-evaluation should be school-specific and target-oriented, and conducted holistically with a focus. The self-evaluation indicators should cover the areas concerned, and be provided with the respective success criteria and assessment methods. Success criteria should be definable in quantitative or qualitative terms, and be attainable, reliable and valid. Schools may make reference to the Performance Indicators for Hong Kong Schools 2008 issued by the Education Bureau when formulating up their school-based Performance Indicators for self-evaluation.)

- (a) Management and organization
- (b) Learning and Teaching
- (c) School ethos and support for student
- (d) Students' performance

7. Others

(Please provide any other information which may supplement the school's proposal, e.g. financial support from SSB, views from parents and teachers about the extension of school premises, if applicable)