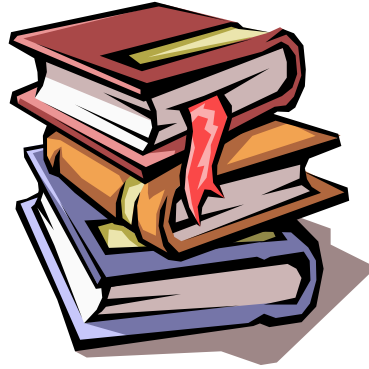




King's College

Annual School Plan 2006/2007

School Vision & Mission



King's College is committed to helping each student discover his potential fully, to promoting a balanced education that takes into consideration students' moral, intellectual, physical, social and aesthetic needs, and to providing a learning environment that is disciplined, stimulating and forward looking.

Major Area of Concern in 2006-2007
Preparation for the New Senior Secondary

Background

To effectively prepare our next generation to cope with the challenges of the 21st Century and the demands of our rapidly developing knowledge-based society, our school, under the auspices of the Education and Manpower Bureau, is committed to implementing the New Academic Structure for Senior Secondary Education and Higher Education (commonly known as “334 Academic Structure”) which will commence in the 2009/10 school year. In view of the extensive impact of the reform, a thorough plan for the 334 Academic Structure, including subject arrangement and deployment of teachers, should be formulated as soon as possible in our school.

Objectives

1. Help staff gain a deeper understanding of the new academic structure
2. Help stakeholders gain a better understanding of the changes by keeping them informed of our progress and proposed changes through continuous communication
3. To ensure the smooth implementation of NSS

Constraints

1. Class structure:
 - It is still unknown.
 - It will affect the teaching staff arrangement.
2. Teaching staff:
 - We have limited freedom over the retention of the staff since teachers will be transferred and / or promoted to / from other government schools.
 - Therefore we may encounter some difficulties when dealing with the implementation of Liberal Studies and arrangements for teacher training
3. Classroom capacity:
 - The capacity in each classroom varies.
 - About 1/4 of the classrooms are too small for over 40 students.

Implementation Plan

Area	Things done in 2005-06	Actions to take / Aspects to be reviewed in 2006-2007	People in Charge	Success Criteria
Class Structure & Curriculum	<ul style="list-style-type: none"> ● Re-examined the strengths, vision and mission of the school. ● Conducted a Teacher Survey on subject preferences and interests. ● Draft 334 Curriculums (Version 1). ● Reviewed existing S1-2 Integrated Humanities and completed the production of the teaching materials for the implementation of S3 I.H. ● Reviewed the implementation of the Curriculum-integrated Project learning 	<ul style="list-style-type: none"> ● Propose Class Structure in Senior Secondary, taking into the physical constraints of the school ● Review the existing curriculum and decide on elective subjects that can be offered in 2009-2010 with special consideration for progression of study, the possibility of offering more choices in SS1, the mode(s) of provision of COS, the approach of the subject “<i>Science</i>”, etc. ● Conduct a Teacher Survey on subject preferences ● Conduct an S4 Student Survey on subject preferences and/interests ● Draft Time Allocation for core subjects, esp. Liberal Studies as well as elective subjects ● Review time-tabling, including the possibility of block-timetabling, length of a teaching period, cycle-based timetabling, split classes, parallel subject time-slot, etc. 	<p>Principal</p> <p>APs , NSSC Team, i/c of Key Learning Areas, subject department heads, Careers Committee</p> <p>NSSC Team</p> <p>NSSC Team, S4 Form Teachers</p> <p>APs, NSSC Team</p> <p>APs, NSSC Team, Time-tabling Team</p>	<p>Proposal submitted to EMB</p> <p>The NSS curriculum fixed at the end of 06-07</p> <p>Survey conducted and results analyzed</p> <p>Survey conducted and results analyzed</p> <p>Time allocation drafted</p> <p>Time-tabling drafted</p>

Area	Things done in 2005-06	Actions to take / Aspects to be reviewed in 2006-2007	People in Charge	Success Criteria
Other Learning Experience (OLE)		<ul style="list-style-type: none"> ● Decide on how the activities for OLE will be arranged, e.g. a mixed mode of normal lesson and a block timetable, special timetable after school, etc. ● Consider the format of the Student Learning Profile (SLP)/portfolio ● Consider the method(s) of collecting information from students and/or staff concerned 	i/c of the OLE, ECA, Counseling, C & M Education, Careers, Discipline, Student Union, Social Service Group, Mode of Learning, Physical Education and Arts Education	<p>Decision made</p> <p>Format drafted</p> <p>Method(s) decided</p>
Pedagogy	<ul style="list-style-type: none"> ● Voluntary participation in peer lesson observation, trying out of student-centered pedagogy, etc. ● Teacher training in Liberal Studies and other subjects. 	<ul style="list-style-type: none"> ● Appoint a teacher i/c & set up a Committee to promote / strengthen /introduce pedagogy essentials for achieving the objectives of the new/revised curricula offered under the new Senior Secondary Structure. The Committee will also institutionalize peer lesson observation, collaborative teaching and lesson preparation, etc. ● Nominate teachers who may be appointed to be the first batch of teachers to teach LS and selected teachers to teach subjects involving major changes in content and pedagogy 	<p>Principal and APs</p> <p>i/c of LS and subject panels</p>	<p>Teacher appointed Committee set up</p> <p>Plan for institutionalizing peer lesson observation, collaborative teaching and lesson preparation, etc. made and implemented</p> <p>Teachers concerned have received training</p>

Area	Things done in 2005-06	Actions to take / Aspects to be reviewed in 2006-2007	People in Charge	Success Criteria
Assessment	<ul style="list-style-type: none"> ● New strategy for remedial work. ● English and Chinese teachers being trained in SBA. ● Decide when to implement the SBA in English and Chinese subjects. 	<ul style="list-style-type: none"> ● Advise teachers to receive training in the new modes of assessment of different subjects, e.g. SBA ● Fix the weighting for written and other forms of assessment of different subjects and devise methods to ensure fairness in the assessment ● Consider the methods to record student's Other Learning Experience (OLE) 	<p>All staff</p> <p>Subject panels</p> <p>i/c of OLE</p>	<p>Teachers concerned have received training</p> <p>Weighting fixed.</p> <p>Methods suggested</p>
School Organization	<ul style="list-style-type: none"> ● Set up the NSSC Committee. ● Assign Key Learning Areas heads, e.g. one KLA head for Physics, Chemistry and Biology panels to deal with the 334 reform. 	<ul style="list-style-type: none"> ● School Management appoint teachers i/c(s) for Curriculum Development and Other Learning Experiences (OLE) ● School Management set up the Liberal Studies Committee ● School Management assign Key Learning Areas heads to deal with the NSSC reform ● School Management nominate senior teachers to attend leadership workshops 	<p>Principal and APs</p> <p>Principal and APs</p> <p>Principal and APs</p> <p>Principal and APs</p>	<p>Teachers appointed</p> <p>Committee set up</p> <p>Instructions given</p> <p>Teachers have attended and shared their experiences with other teachers</p>

Area	Things done in 2005-06	Actions to take / Aspects to be reviewed in 2006-2007	People in Charge	Success Criteria
Communication Plan	<ul style="list-style-type: none"> ● Sharing sessions with senior staff, teachers, non-teaching staff and other stakeholders about the progress, plan and vision. ● Other means of communications will also be used, e.g. Parents' Days, KC 80th Anniversary Celebration Activities. 	<ul style="list-style-type: none"> ● Keep staff, School Management Committee, parents and students concerned informed of the development and progress of the NSSC and the preparation the school has made through letters/in staff meetings 	APs and NSSC Team	Letters issued and information given in staff meetings
Training & Human Resources	<ul style="list-style-type: none"> ● Teacher survey. ● Analysis of staffing needs. ● Staff development plan. ● Utilization of TPPG and CEG. ● Extra manpower enlisted to support Chinese, English and Mathematics teachers. 	<ul style="list-style-type: none"> ● Organize a professional programme to explain to all staff about the 334 Reforms and the NSS Curriculum before September ● Analyse staffing need ● Help staff to set up their own Staff Development Plan ● Determine criteria for nominating teachers to receive training and nominate teachers to attend training ● Make a manpower projection and prepare a staff establishment projection plan at the end of 06-07 	APs and NSSC Team APs and NSSC Team APs and NSSC Team i/c key learning areas APs and NSSC Team	Programme conducted with positive feedbacks from staff Analysis completed Staff have completed their development plan Selected teachers have completed training Manpower plans made

Working group : Mr. Yuen Ping Nam i/c Mr. Tse Wai Man Mr. Lee Hon Bon

King's College
Plan on the use of Capacity Enhancement Grant, EMI school additional support 2006-2007

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Enumeration + benefit	Success Criteria	Methods of Evaluation	People Responsible
<ul style="list-style-type: none"> ● CEG, TPPG, creating space for teacher ● Coping with diversity of abilities of students 	<ul style="list-style-type: none"> ● To relieve regular teachers from their heavy teaching load ● To create space for curriculum development 	<ul style="list-style-type: none"> ● 1 teacher to assist the English department ● 2 teachers to assist the Chinese Department ● 1 teacher to assist the Maths Department 	<ul style="list-style-type: none"> ● Most teachers can spare time to plan for the new senior secondary curriculum ● Teachers benefit from less teaching workload and can better prepare for and design their teaching activities 	Sept 2006 to August 2007	Salary of the supply teacher \$226,926 (18,010× 12 ×1.05 5% MPF for 12 months N.B. same terms and conditions as AEO	<ul style="list-style-type: none"> ● Improvement in students learning attitude ● Results of public examination improved 	<ul style="list-style-type: none"> ● Performance appraisal on the teacher. 	Subject Panels of English,, Chinese and Maths Department. APs
<ul style="list-style-type: none"> ● CEG, creating space for teachers 	<ul style="list-style-type: none"> ● To reduce teachers' administrative duties ● To re-engineering work flow 	<ul style="list-style-type: none"> ● to employ one School Administrative Officer ● to take minutes for committee meetings. ● to take up certain administrative duties of teachers ● to seek ways to reduce non-teaching duties of teachers ● to supervise and monitor Clerical Assistants ● to perform other administrative duties as assigned 	<ul style="list-style-type: none"> ● Most teachers can spare the time used on non-teaching duties to plan teaching and learning activities to cope with the diverse and special needs of students with varied abilities ● Most teachers can spare time for preparing and designing IT teaching materials 	Sept 2006 to August 2007	Salary of the School Administrative Officer \$206,360 (\$14,885×12)×1.05 MPF 10% gratuity after contract	<ul style="list-style-type: none"> ● Teachers found their administrative workload reduced. ● Favourable comments from teachers 	<ul style="list-style-type: none"> ● Performance appraisal on the School Administrative Officer 	APs
<ul style="list-style-type: none"> ● CEG, creating space for teachers 	<ul style="list-style-type: none"> ● To reduce teachers' non-teaching and clerical duties ● To reduce the clerical duties of the teacher librarian ● To assist in the implementation of the library automation system 	<ul style="list-style-type: none"> ● To employ one General Clerk ● to perform clerical duties to release teachers' non-teaching duties ● to enter, file and update student records ● to type supplementary materials, test and examination papers ● to perform other clerical duties as assigned by the school 	<ul style="list-style-type: none"> ● Most teachers can spare the time used on non-teaching clerical duties to plan teaching and learning activities to cope with the diverse and special needs of students with varied abilities ● Most teachers can spare time for preparing and designing IT teaching materials 	Sept 2006 to August 2007	Salary of the general clerk for the period \$93,744 (\$7,440×12)×1.05 5% MPF for 12 months plus 7-day paid annual leave	<ul style="list-style-type: none"> ● Assist teachers and to relieve their administrative workload 	<ul style="list-style-type: none"> ● Performance appraisal on the Clerical Assistant 	APs

<ul style="list-style-type: none"> ● TPPG, to assist teachers when they are absent to attend NSS courses ● EMI school additional support, to enhance students' language proficiency 	<ul style="list-style-type: none"> ● To assist teachers to prepare teaching materials. ● To assist teachers to promote special teaching activities ● To substitute teachers when they are absent for the NSS courses ● To reduce the number of supplementary periods taken by teachers ● To further enhance a language rich environment for EMI teaching and learning 	<ul style="list-style-type: none"> ● to employ 5 teaching assistants ● to assist teachers in organizing and conducting special teaching/learning activities, particularly language proficiency enhancement activities, both inside and outside the classroom and outside normal school hours ● to assist in using IT for teaching, e.g. in the MMLC ● to assist teachers in the sourcing and preparation of teaching aids ● to substitute teachers on NSS courses ● to assist teachers with their administrative duties ● to carry out other duties assigned by the school 	<ul style="list-style-type: none"> ● More outside classroom teaching and learning activities can be organized ● Classroom activities can be better arranged and controlled ● Teachers are willing to try out more activity approach teaching/learning activities ● Smooth transition and no chaos in school administration when teachers are out on NSS courses 	<p>September 2006 - August 2007</p>	<p>Salary of the Teaching Assistant for the period \$141,926 (\$10,240×12)×1.05 5% MPF for 12 months</p>	<ul style="list-style-type: none"> ● More teachers are willing to try out new teaching activities and strategies ● Results of lower achievers improved ● Results of public examinations ● Language standard of students improved ● No. of substitution class taken by the TA 	<ul style="list-style-type: none"> ● Performance appraisal on the Teaching Assistant ● No. of outside classroom teaching and learning activities ● No. of substitution class taken by the TA 	<p>Subject Panels of English, Chinese and maths Department, APs</p>
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Total **\$1,917,438**

SMC Paper II

**Budget for CEG, TPPG, EMI additional Support
(Sept 2006 to Aug 2007)**

	Funds	Salary + MPF
CEG(Sep2006-Aug 2007)	1,054,009	
TPPG for 1 1/3 years	660,000	
EMI school additional funding 1/3 year	160,000	
Funds transfer from other educational purpose	(43429)	
School Admin. Officer		206,360
General Clerk		93,744
5 Teaching Assistants		709,630
4 Temporary teachers (AEO)		907,704
Total:	1,917,438	1,917,438

Prepared by

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Assistant Principal

Additional Support for EMI Schools
Strategy and Implementation Plan for
King's College

(A) Present state of play

As an EMI school with a student intake of mainly Band 1 students, most of our boys are proficient in English and can learn through English as the MOI. Around 20 students (10%) of the intake have difficulties in learning through English.

(B) A holistic school-based plan

- ✓ Enhancing an English-rich language environment through a more systematic coordination of activities for clubs/societies related to English, i.e the English Society, the Drama Club and the English Debating Club.
- ✓ Strengthening professional development of teachers by enhancing and upgrading their skills in conducting choral speaking practices.
- ✓ Continuation of the English in the Main Stream Programme to enhance professional development of teachers in the other subject areas.

(C) Targets to be attained

- ✓ The school is filled with English-rich language environment as most of the bulletins, announcement and activities are conducted in English.
- ✓ There are more number of students taking part in the School Speech Festival and students are confident to use English in their dialogue in school.
- ✓ Teachers across the curriculum are confident to use English as MOI.

(D) Budget

Measures/Activities to be Funded by the Scheme	Estimated Cost	Delivery date
(1) to hire a teaching assistant to assist the English Department to coordinate activities	\$145,000	January,2007
(2) to hire tutor service i.e. choral speaking	\$15,000	January,2007

Cash Flow

School year	06-07	07-08	08-09
Cash Requirement	\$160,000	\$170,000	\$170,000