

**Tak Sun Secondary School  
Annual School Report  
(2004/2005)**



TAK SUN  
SECONDARY SCHOOL

德信中學

# Contents

<b>1. School Vision &amp; Mission.....</b>	<b>P.3</b>
1.1 School Vision	P.3
1.2 School's Mission Statement	P.3
<b>2. Our School.....</b>	<b>P.4</b>
2.1 Brief History	P.4
2.2 School Management	P.5
2.3 Number of Active School Days	P.5
2.4 Lesson Time for the 8 Key Learning Areas	P.5
<b>3. Our Teachers.....</b>	<b>P.6</b>
3.1 Teachers' Qualification	P.6
3.2 Teachers' IT Competency	P.6
3.3 Teachers' Experience	P.7
3.4 Teachers' Professional Development	P.7
3.5 Staff Turnover Rate	P.7
<b>4. Our Students.....</b>	<b>P.8</b>
4.1 Class Organization	P.8
4.2 Students' Attendance	P.8
4.3 Students' Early Exit	P.8
<b>5. Performance of Students.....</b>	<b>P.9</b>
5.1 Destination of Exit Students	P.9
5.2 HKALE	P.9
5.3 HKCEE	P.10
5.4 Students' Reading Habit	P.10
5.5 Student Participation in the Inter-school Events and Uniform Groups	P.11
5.5.1 Inter-school Events	P.11
5.5.2 Uniform Groups	P.11
5.5.3 Participation Rates	P.11
5.6 Inter-school Activities and Prizes Won in the Past 3 Years	P.12
5.7 Major Social Services	P.17
<b>6. Major Concerns (Achievements and Reflection).....</b>	<b>P.18</b>
6.1 Enhancing Academic Formation	P.18
6.2 Building up IT Culture and Skills	P.18
6.3 Enhancing Language Proficiency	P.19
6.4 Enhancing Personal Formation	P.19
6.5 Facilitating Parents as Primary Educators	P.20
6.6 Enriching Teacher Formation	P.20
6.7 Improving the Management Information System	P.29
6.8 Improving Resource Management	P.21
<b>7. Financial Summary.....</b>	<b>P.22</b>
<b>8. Key Issues for the new Annual School Plan.....</b>	<b>P.22</b>

# **1. School Vision & Mission**

## **1.1 Our Vision**

Tak Sun Secondary School is founded on Catholic Christian values with an aim to offer a whole person education to students. This holistic education encompasses universally accepted ethical standards, common languages for communication, broader knowledge for understanding other people and society at large and providing occasions for diverse exchange.

The school envisions students who are trained in life-long learning. It strives to encourage students to work hard. With the help of competent teachers it aims to assist students achieve their full intellectual potential. Nonetheless, the school and the parents who support it consider it of utmost importance to train its students to be men of character, building their lives on a platform of values and virtues. These men of character will be characterised by clarity of thought and direction (prudence), steadfast will (fortitude), self-mastery (temperance), a selfless desire to serve the common good of society (justice), cultivated in an atmosphere of optimism and joy.

The school vision calls for greater involvement of parents in the education of their children, a vision we share with other schools of the same inspiration all over the globe. We envision a partnership where the parents also grow and become better parents through parent education.

## **1.2 School's Mission Statement**

We, the Tak Sun Secondary School family of parents, teachers and administrators, support staff, students and alumni, are dedicated to fulfil our mission.

Inspired by Catholic Christian ideals, we provide a demanding, balanced formation to our students so that they accomplish their full potential, as well as grow to be upright and responsible men, developing all their talents in a spirit of service to others. We strive to strengthen and unite the family, enabling parents to exercise their duties as primary educators of their children, with the school and the community as their active partners.

## 2. Our School

### 2.1 Brief History

2000 Tak Sun Secondary School opened with F.1, F.4, F.6 and F.7 classes in Ma On Shan Shatin on 1 September.

2001 Tak Sun Secondary School was officially opened on 12 May.

Tak Sun Secondary School Student Association was established in February

The Tak Sun Secondary School Parent-Teacher Association was established in May

2002 The first full programme classes of F.5 and F.7 graduated

The first annual Activity Week Experience (AWE) Programme was launched. (The AWE Programme allows all students to take part in off-campus or off-classroom learning activities not prescribed by the regular curricula. All teachers are involved in conducting or supervising such activities some of which are held overseas.)

2003 The school had the first batch of students finishing junior secondary (Form 3) education and promoted to senior secondary section (Form 4).

2004 The first academic year that the school operated as a full school with all classes from F.1 to F.7

2005 First batch of Form 1 intake from 2000 taking HKCEE

Before September 2000, East Asia Educational Association (EAEA), a regional educational body with international links, operated Tak Sun School (primary) and a private matriculation college, Tak Sun College. With the support and persistence of our primary school parents and school management, the Education Department granted a new secondary campus to EAEA that became Tak Sun Secondary School. Students from Tak Sun College were transferred to the new secondary school and Tak Sun School also sent its first cohort of primary graduates to the new school.

Tak Sun Secondary School is a boys' school operating under the Direct Subsidy Scheme (DSS). It is situated in a "millennium design" campus with 30 standard classrooms. Other facilities in the campus include a school hall, a library, laboratories, computer rooms, special rooms and staff rooms. These are all air-conditioned and equipped with I.T. facilities.

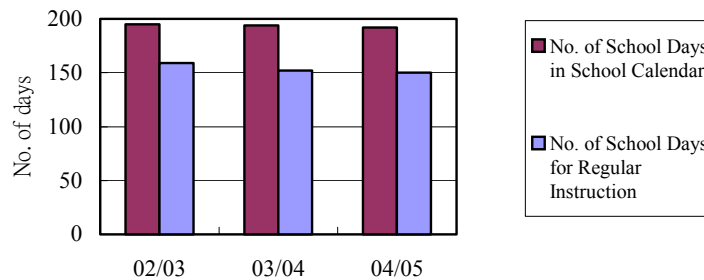
## 2.2 School Management

Our school implemented school-based management in 2001 when the School Management Committee (SMC) was formed. The SMC is composed of four school managers appointed by the sponsoring body, the executive supervisor and the principal.

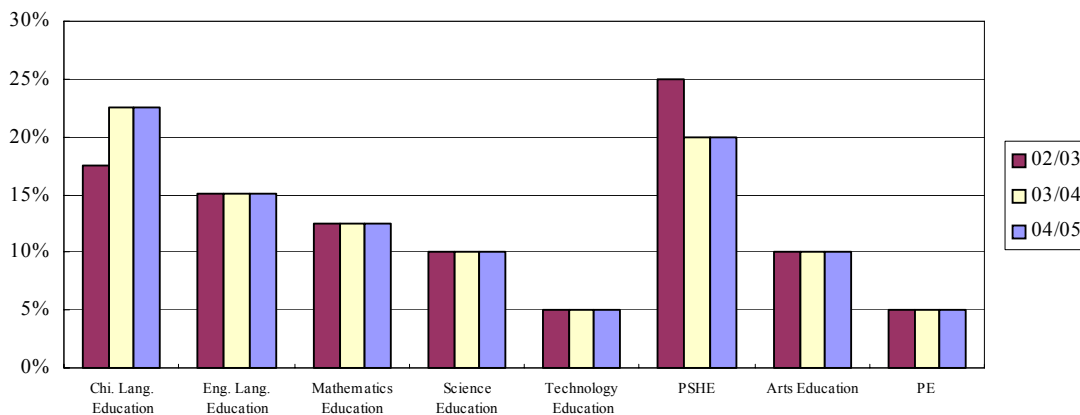
The school Executive Office (EO), the main body responsible for the operations of the school, is comprised of the executive supervisor, the principal, the vice principal, the director of Personal Formation Office and the director of Administration and Marketing Office. It also holds Joint Executive Meetings with the chief parent representatives (the chairperson and two vice-chairpersons) of the Parent-Teacher Association (PTA) on major issues regarding the school plan, policies and development.

The Executive Committee (EXCO), made up of the directors of the school offices, the executive secretary, the vice principal and the principal, takes care of formulating the majority of policies for the school. The executive supervisor and the chaplain also attend the EXCO meetings.

## 2.3 Number of Active School Days

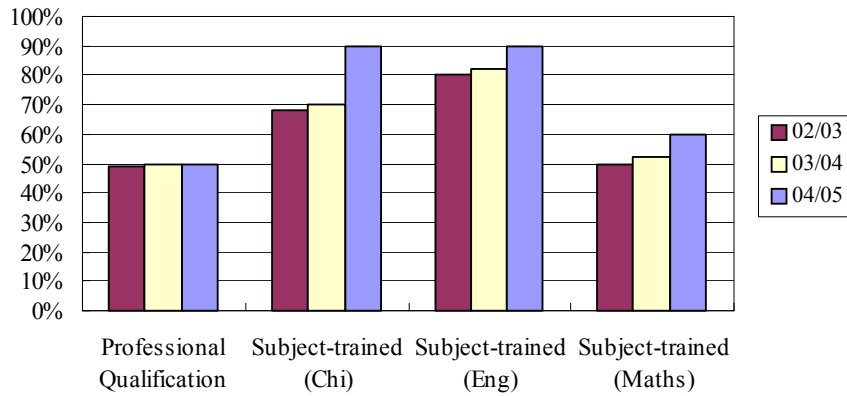
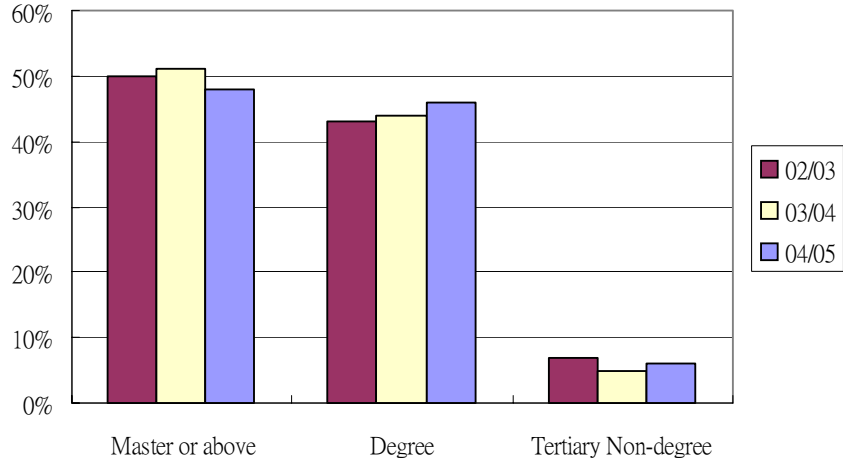


## 2.4 Lesson Time for the 8 Key Learning Areas

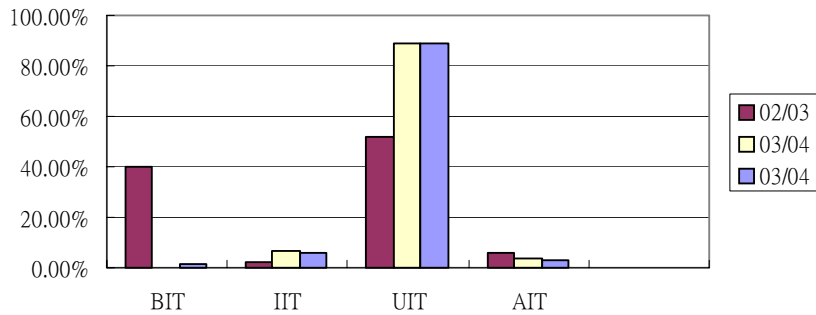


### 3. Our Teachers

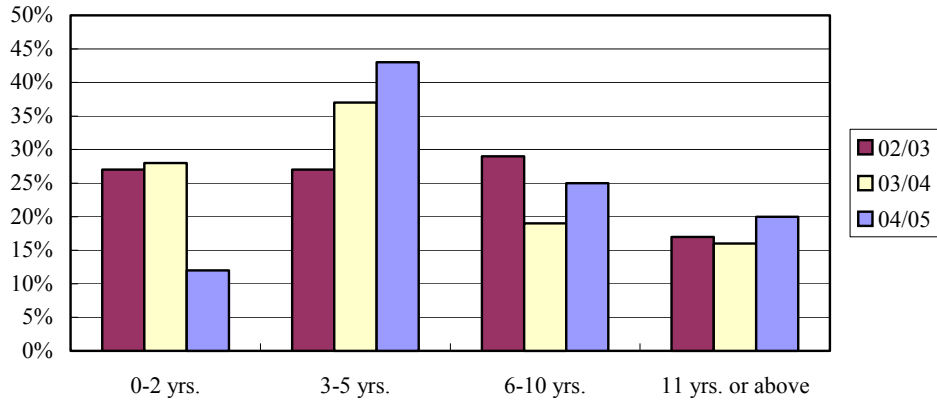
#### 3.1 Teachers' Qualification



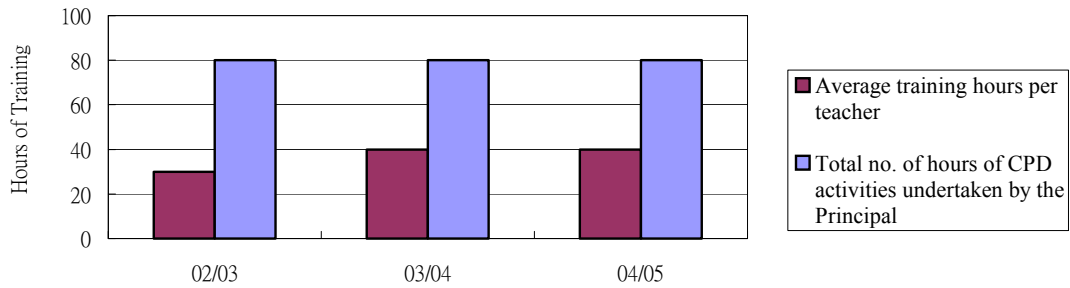
#### 3.2 Teachers' IT Competency



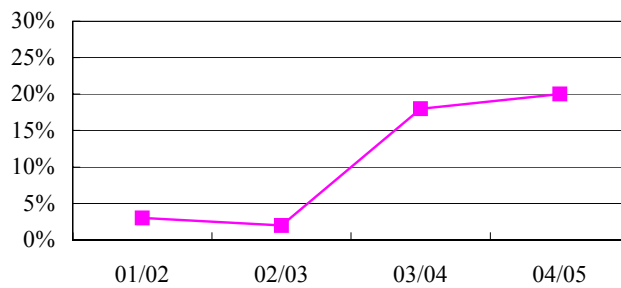
### 3.3 Teachers' Experience



### 3.4 Teachers' Professional Development



### 3.5 Staff Turnover Rate

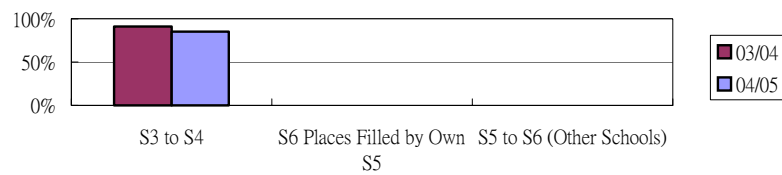


## 4. Our Students

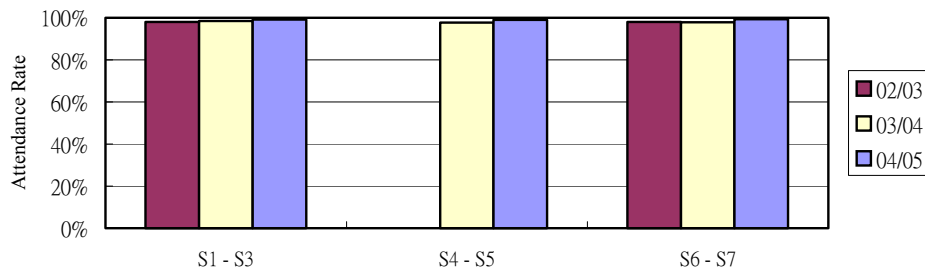
### 4.1 Class Organization

2004-05

Level	S1	S2	S3	S4	S5	S6	S7	Total
No. of Classes	5	5	5	5	4	2	3	29
Students	183	180	165	164	144	56	85	977
Total Enrolment	183	180	165	164	144	56	85	977

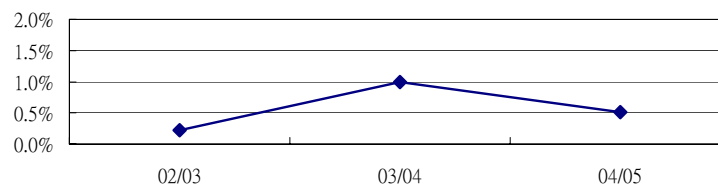


### 4.2 Students' Attendance



*Note: The school did not offer Form 5 in 2002-2003.*

### 4.3 Students' Early Exit

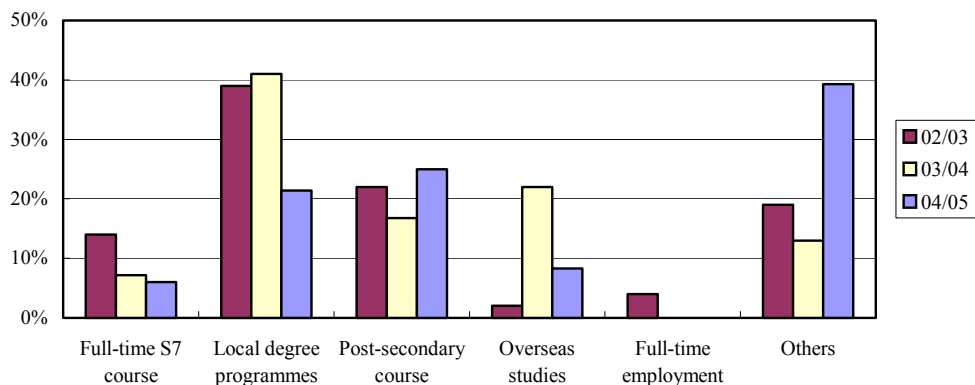




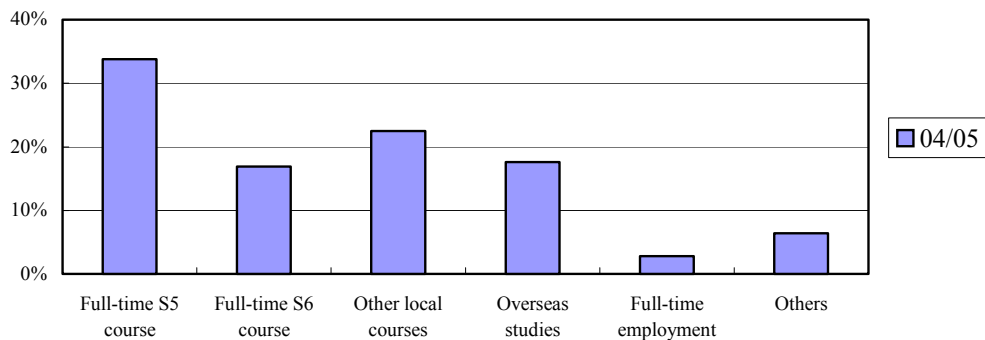
## 5. Performance of Students

### 5.1 Destination of Exit Students

**Form 7 Graduates**



**Form 5 Graduates**



### 5.2 HKALE

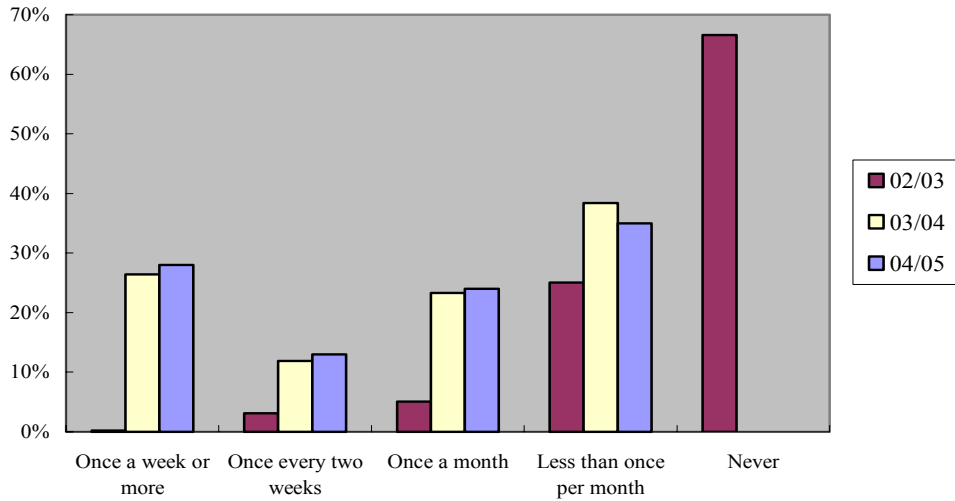
	03/04	04/05
No. of students sat	83	84
% of students awarded the minimum entrance requirements for tertiary education	40.9%	52.6%

### 5.3 HKCEE

	03/04	04/05
No. of students sat	-	142
No. of students with 5E or above	-	59
Best student result	-	4A 3B 1C

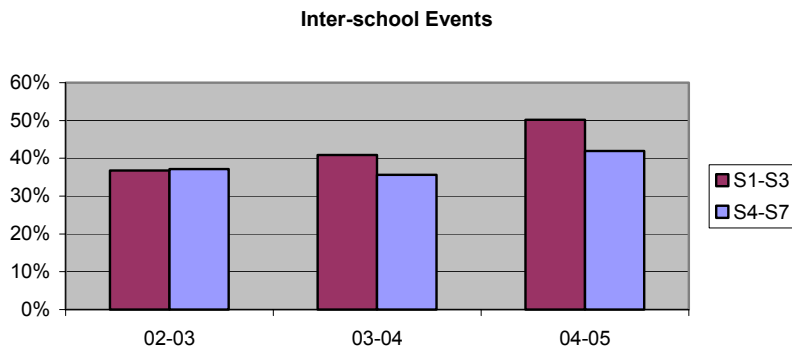
### 5.4 Students' Reading Habit

**Percentage of Students Borrowing Reading Materials from School Library**



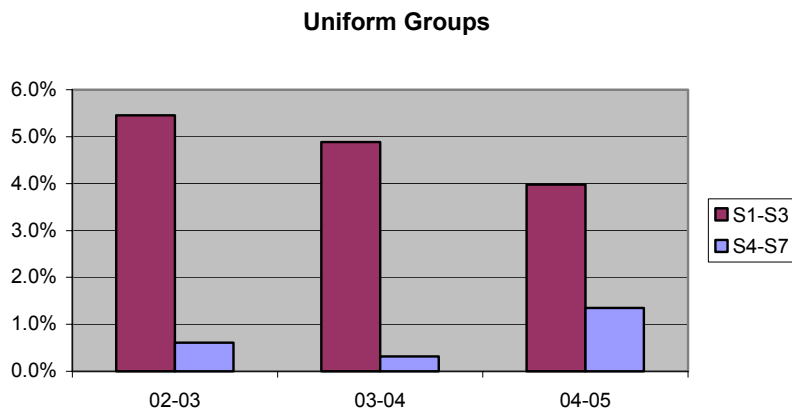
## 5.5 Student Participation in Inter-school Events and Uniform Groups

### 5.5.1 Inter-school Events



Notes: Inter-school events include Music, Speech and Drama Festivals and inter-school/inter-port sports events organized by the HK Schools Sports Federation.

### 5.5.2 Uniform Groups



Notes: Uniform groups include Scouts only in the last 3 years.

### 5.5.3 Participation rates

Activities	02/03	03/04	04/05
Inter-school sports events	36.83%	38.95%	46.41%
Music Festival	10.08%	10.42%	11.39%
Speech Festival	3.50%	6.53%	8.83%
Scouts	4.34%	3.21%	2.77%

## 5.6 Inter-school Activities and Prizes Won in the Past 3 Years

Nature	Name of Competition / Organization	Award / Prize details		
		2002/03	2003/04	2004/05
Art	<b><i>Hong Kong Youth Cultural and Arts Competitions</i></b>		Merit in the Chinese Painting (Secondary Section)	
	<b><i>Multi-media Webpage Design Competition on Environmental Protection Project Learning</i></b>		3 <sup>rd</sup> in junior secondary section	
	<b><i>Shatin Rotary International HK Environmental Protection Multi-Media Design Competition</i></b>	Champion in the junior form section		
Music	<b><i>Beijing Youth Chinese Opera Competition (北京「侯寶林獎」中華青少年曲藝大賽)</i></b>			Gold Medal
	<b><i>Hong Kong Schools Cantonese Opera Singing Contest</i></b>		3 <sup>rd</sup> in Secondary Junior 2 <sup>nd</sup> in Open Duet	
	<b><i>Hong Kong Schools Music Festival</i></b>	Champion in Boys Choir (Age under 14) – Treble Voice	3 <sup>rd</sup> in Saxophone Solo (Sec. Intermediate) 2 <sup>nd</sup> in Chinese Instrument Sheng Solo (Advanced level)	2 <sup>nd</sup> in Piano Solo (Grade 5) 3 <sup>rd</sup> in Er-hu Solo (Intermediate level) 3 <sup>rd</sup> in Piano Solo (Grade 6)
	<b><i>Hong Kong Schools Drama Festival</i></b>		Merit in Acting Merit in Directing Merit in Stage Visual Effect	
Sports	<b><i>The 18th FIBA-ASIA Basketball Championship for Junior Men</i></b>			Member in HK Youth Team: 6 <sup>th</sup> place
	<b><i>The China National Youth &amp; Junior Windsurfing Championship</i></b>			Member in HK Youth Team: 3 <sup>rd</sup> in Mistral Junior Boys Team

Nature	Name of Competition / Organization	Award / Prize details		
		2002/03	2003/04	2004/05
Sports	<b>Inter-school Basketball Competition</b>		<b>Grade A:</b> 1 <sup>st</sup> in Division 2	<b>Grade A:</b> 1 <sup>st</sup> in Division 2
	<b>Inter-school Volleyball Competition</b>	<b>Grade A:</b> 3 <sup>rd</sup> in Division 2	<b>Grade A:</b> 3 <sup>rd</sup> in Division 2	<b>Grade A:</b> 2 <sup>nd</sup> in Division 2
	<b>Schools Beach Volleyball Competition</b>			<b>NT District:</b> 4 <sup>th</sup> place
	<b>Inter-school Handball Competition</b>			<b>Grade C:</b> 5 <sup>th</sup> place
	<b>Inter-school Table-tennis Competition</b>		<b>Grade C:</b> 4 <sup>th</sup> in Division 2	<b>Grade A:</b> 4 <sup>th</sup> in Division 2
	<b>Inter-school Boys' Hockey Competition</b>			Champion
	<b>Inter-school Fencing Competition</b>			<b>NT District:</b> Champion
	<b>Schools Athletic Meet</b>		<b>Grade A:</b> 2 <sup>nd</sup> in 110m Hurdles	<b>Grade B:</b> 1 <sup>st</sup> in 1500m 1 <sup>st</sup> in 3000m (broke record)
	<b>The Watson's Water Hong Kong Youth Athletic Meet</b>			1 <sup>st</sup> in 400m Hurdles
	<b>Inter-school Cross Country Competition</b>			<b>Overall Individual:</b> Champion
	<b>Smart Teen Cycling Competition by HK Cycling Association</b>	<b>Year 12:</b> Champion		
	<b>HK Ultrakids Triathlon Championship</b>	<b>Class 1990 group:</b> 2 <sup>nd</sup> place		
	<b>Karate Competition by HKIVE Lee Wai Lee Karate Club</b>	1 <sup>st</sup> in "free-fighting" 1 <sup>st</sup> in "fixed style" 2 <sup>nd</sup> runner-up in "free-fighting" 2 <sup>nd</sup> runner-up in "fixed style"	Champion in Open "free-fighting"	1 <sup>st</sup> in Open Team "Fixed style" 1 <sup>st</sup> in Open Team "Fixed style" 1 <sup>st</sup> in Junior Team 2 <sup>nd</sup> in Sec. & Open Individual "Fixed style" 2 <sup>nd</sup> in Sec. & Open Individual "Free-style" 2 <sup>nd</sup> in Youth Individual 3 <sup>rd</sup> in Junior Individual

Nature	Name of Competition / Organization	Award / Prize details		
		2002/03	2003/04	2004/05
Sports	<i>Secondary School Life Saving Competition</i>			<b>Grade A:</b> 3 <sup>rd</sup> of Line Throw
	<i>HK Inter-school Rowing Competition</i>			<b>Boy's 16 &amp; under:</b> 2 <sup>nd</sup> Runner-up in Double Scull
	<i>HK Windsurfing Circuit</i>		<b>Tuen Mun station:</b> 1 <sup>st</sup> in Raceboard Group Junior Boys Grand Champion Junior <b>Tolo station:</b> 3 <sup>rd</sup> in Raceboard Group Junior Boys <b>Festival of Sports Regatta (Junior Boys)</b> 3 <sup>rd</sup> in Raceboard Group 3 <sup>rd</sup> in Grand Champion	
	<i>HK Youth Indoor Rowing Championship</i>		Champion in Relay (U14) 2 <sup>nd</sup> in Individual 1000m (U14)	
	<i>Indoors Rowing Invitational Competition</i>		3 <sup>rd</sup> in Relays (Grade B)	
	<i>Invitational Chess Competition</i>		School Championship	
	Academic	<i>Surrey School District International Education Summer Program Essay Contest</i>		
<i>Hong Kong Youth and Junior Mathematics Elite Competition</i>				2 <sup>nd</sup> honour prize
<i>The International Mathematical Olympiad Preliminary Selection Contest</i>				Bronze Medal

Nature	Name of Competition / Organization	Award / Prize details		
		2002/03	2003/04	2004/05
Academic	<b><i>Enhancement Programme for exceptionally gifted students</i></b>	2 in Mathematics		2 in Mathematics 1 in Science
	<b><i>Hong Kong Schools Speech Festival</i></b>	3 <sup>rd</sup> in Solo Verse Speaking: F1 – Boys 3 <sup>rd</sup> in Bible Reading: F3 – Boys 5 <sup>th</sup> in Bible Reading: F1 – Boys	3 <sup>rd</sup> in Putonghua Poem Solo 3 <sup>rd</sup> in Shakespeare Monologue 3 <sup>rd</sup> in News Feature Presentation (Non-open) 2 <sup>nd</sup> in News Feature Presentation (Non-open)	2 <sup>nd</sup> in Shakespeare Monologue 2 <sup>nd</sup> in News Feature Presentation (TWO) 2 <sup>nd</sup> in Cantonese Poem Solo 2 <sup>nd</sup> in Putonghua Drama Presentation 3 <sup>rd</sup> in Shakespeare Monologue (THREE) 3 <sup>rd</sup> in News Feature Presentation (TWO) 3 <sup>rd</sup> in Cantonese Poem Solo (F1)
	<b><i>Joint Schools Chinese Culture Quiz Competition</i></b>			Champion
	<b><i>Joint Schools Speech Competition</i></b>			2 <sup>nd</sup> in Junior instant title presentation Merit in Junior instant title presentation (TWO) 3 <sup>rd</sup> in Senior title presentation
	<b><i>HKBU University Literature Awards</i></b>			Youth Writer Award (少年作家獎)
	<b><i>City University of HK Biology Project Learning</i></b>			Participation certificates
	<b><i>City University of HK Project-based Outreach Programme</i></b>	Participation certificates		
	<b><i>Poly CEPA Business Camp organized by HKPU</i></b>		Participation	

Nature	Name of Competition / Organization	Award / Prize details		
		2002/03	2003/04	2004/05
Academic	<b><i>Cyber University for Academically Gifted Secondary Students by HKUST</i></b>	Credited 2 university courses		
	<b><i>Putonghua Ambassador organized by CUHK</i></b>		3 students awarded the title	3 student awarded the title
	<b><i>Hong Kong Putonghua Pinyin competitions</i></b>		Most active participation award	
	<b><i>Putonghua Camp supported by Language Fund and SCOLAR</i></b>		Participation certificate	
	<b><i>Clean Hong Kong Campaign</i></b>		Performance of a Putonghua Drama	
	<b><i>Quiz Competition by Food and Environmental Hygiene Department</i></b>	Champion		
Services	<b><i>The Sir Edward Youde Memorial Prizes for secondary schools students</i></b>			One F5 student One F7 student
	<b><i>The Outstanding Student in Shatin</i></b>			One student (22 in total)
	<b><i>Enhancement Programme for exceptionally gifted students</i></b>	1 in Leadership		2 in Leadership
	<b><i>Shatin Voluntary Service Programme</i></b>	<b>Group B (age 12 – 14):</b> Merit		
	<b><i>Flag Day for the Hong Kong Community Chest</i></b>		Certificate of Merit	



## 5.7 Major Social Services

2002 – 2003

- ◆ Helpers in Caritas Bazaar
- ◆ Game stalls in Shatin Festival Fun Fair
- ◆ Breakthrough All-rounded Leadership Programme
- ◆ Leadership Enhancement Programme for exceptionally gifted students
- ◆ Host of the Inter-school Bridge Championship – Rose Bowl

2003 – 2004

- ◆ Flag Day for the Hong Kong Community Chest
- ◆ Dress Causal Day
- ◆ Hong Kong Caritas Raffle Ticket Sale
- ◆ Helpers in the Hong Kong Caritas Bazaar
- ◆ Blood Donation Day
- ◆ School-based Social Service Programme funded by CitiSuccess Fund – SARS (Searching Another side of ouR Society)
- ◆ Smart Teens Challenge Programme
- ◆ Host of the Inter-school Bridge Championship – Rose Bowl

2004 – 2005

- ◆ Flag Days for various organizations
- ◆ Dress Causal Day
- ◆ Hong Kong Caritas Raffle Ticket Sale
- ◆ School-based Community Charity Day
- ◆ Helpers in the Hong Kong Caritas Bazaar
- ◆ Blood Donation Day
- ◆ Tsunami Donation to Hong Kong Red Cross and Hong Kong Caritas
- ◆ Leadership Enhancement Programme for exceptionally gifted students
- ◆ Participation in the Hong Kong Extracurricular Activities Masters' Association 20<sup>th</sup> Anniversary Charity Variety Show
- ◆ Participation in the Tak Sun School 75<sup>th</sup> Anniversary Variety Show
- ◆ Host of the Inter-school Bridge Championship – Rose Bowl
- ◆ Host of the Inter-post-secondary Bridge Championship

## 6. Major Concerns (Achievements and Reflection)

### 6.1 Enhancing Academic Formation

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>• Piloted subject and topic matching in Geography / EPA, and Mathematics / Computer Literacy in the Adaptation Formation Level (F.1 – F.2).</li><li>• Consolidated the subject collaboration among the subjects in the Life Education Stream.</li><li>• Encouraged students' regular participation in extra-curricular activities that develop their subject knowledge and learning skills by organizing the Mathematics &amp; Science Week (9<sup>th</sup> to 16<sup>th</sup> March), Social Science Week (12<sup>th</sup> to 18<sup>th</sup> April) and Life &amp; Civic Education Week (18<sup>th</sup> to 28<sup>th</sup> April).</li><li>• Teachers attended professional training programmes outside the school and established a teaching profession sharing programme within and among subject streams.</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>• The preparation for NSS curriculum needs to be in full swing in 2005-06.</li></ul>

### 6.2 Building up IT Culture and Skills

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>• All classrooms were installed with LCD projectors and 26 notebook computers were purchased for the teachers to facilitate the using of IT in teaching.</li><li>• Room 311 was converted to a MMLC (Multi-media Learning Centre) for supporting the teaching of Computer Arts and English Language in the Adaptation Formation Level (F.1 – F.2).</li><li>• Teachers were encouraged to arrange their own homepage in order to facilitate the communication between the teachers and students.</li><li>• The school homepage was enhanced with the latest information and a new outlook.</li><li>• Training on the school intranet system and homework list was conducted to the new parents in the beginning of the school year.</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>• The using of the Discussion Forum in the School Intranet System requires better guidance. Proper procedures will be developed for this purpose.</li></ul>

### 6.3 Enhancing Language Proficiency

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>• Initiated a whole school approach in the use of English in campus by asking first the English teachers to use the target language within the stream.</li><li>• Facilitated collaboration between the English and other subject streams in Language Across Curriculum (LAC) policy and programmes by organizing the English Week (Week 16).</li><li>• Three subject teachers (Physical Science, Social Science and Mathematics &amp; Technology) were sent to HKIEd for a 3-month training on LAC. They helped to develop the LAC policy and programme in school.</li><li>• Initiated activities that promote students' awareness and interest in using Putonghua by organizing the Chinese and Putonghua Week (Weeks 12 and 13).</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>• The English Language Policy paper will be prepared in 2005-06 for further enhancement of the using of English in campus.</li></ul>

### 6.4 Enhancing Personal Formation

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>• The Virtues Video Clip Competition (V2C2) successfully involved all classes in producing their own video clip depicting how best to live the Six Pillar Virtues. Students enjoyed making their productions using IT and video making software.</li><li>• The Understanding Adolescent Project (UAP) was successfully run for the first time for Form 1 students. The feedback from parents, teachers and student participants was extremely positive.</li><li>• The Careers Team ran a number of workshops for F4 – F7 students on Career Development. The highlight was the Mock Job Interviews in which some 30 boys participated. The programme was a joint effort with the school and PTA in which parent volunteers acted as interviewers.</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>• The UAP is now no longer available to secondary schools. The school needs to have a similar programme to take its place.</li></ul>

## 6.5 Facilitating Parents as Primary Educators

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>Launched the first full-scale parenting programme open to all parents in Forms 1 to 3. Throughout the year there were nine sessions in total with an average attendance of more than 50 parents at each session. A survey conducted indicated that more than 80% of participants would recommend the programme to other parents and similarly more than 80% would like to continue with a similar programme next school year.</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>The parenting programme needs to be extended so that parents who attended this year's programme can continue with an advanced programme next year.</li></ul>

## 6.6 Enriching Teacher Formation

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>Launched a structured programme of teacher formation in Christian Ethics and Morals. Teachers attended voluntarily during their free lessons or after school. More than 75% of teachers attended.</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>The teacher formation programme can be more professionally organized so that teachers can see how it helps to progress their careers.</li></ul>

## 6.7 Improving the Management Information System

<b><i>Achievements</i></b>
<ul style="list-style-type: none"><li>The backend database was migrated from ACCESS to MS-SQL for better performance and further expansion.</li><li>The hardware firewall was installed to have better system security and performance.</li></ul>
<b><i>Reflection</i></b>
<ul style="list-style-type: none"><li>In view of the diversity of user requirements in the school, it would require some time for the parties concerned to develop the culture of following system development methodology for enhancement of the information system.</li></ul>

## 6.8 Improving Resource Management

<p><b><i>Achievements</i></b></p> <ul style="list-style-type: none"><li>• Introduced the Employment Handbook and Code of Conduct, after full consultation with the teachers, in order to provide better communication with them in respect of the school's expectations on staff relationship and behavioral requirements</li><li>• Established a job grading system for all teaching staff with a revised remuneration scheme and a performance appraisal management system for the purpose of promoting better performance and providing better motivation.</li><li>• Completed the change from the "6 Offices" structure to the "3 Councils + 4 Formation Levels" structure in order to enhance the accountability and empower the directors to deal with the issues more immediately</li></ul>
<p><b><i>Reflection</i></b></p> <ul style="list-style-type: none"><li>• More training and communication to the teachers will be required for the full implementation of the performance appraisal management system this year.</li></ul>

## 7. Financial Summary

1 September 2004 - 31 August 2005

	HK\$
<b><u>Income</u></b>	
DSS Subsidy	27,355,055
Grants Received	366,135
Donations	1,442,265
School Fees (net)	6,506,910
Rental & Sundry Income	382,829
<b>Total Income</b>	<b><u>36,053,194</u></b>
<b><u>Expenditure</u></b>	
Staff Costs	26,539,040
Premises & Equipment Costs	2,683,535
Operating Expenses	3,597,999
<b>Total Expenditure</b>	<b><u>32,820,574</u></b>
	<b><u>3,232,620</u></b>

## 8. Key Issues for the new Annual School Plan

### Teacher Formation

- To improve the curriculum, assessment and reporting systems that are aimed at enhancing learning and teaching
- To better structure the teacher formation programme

### Parent Formation

- To establish a regular and more extensive parenting programme

### Student Formation

- To formulate and implement an English Language Policy that allows students a full immersion in an English environment
- To develop Chinese language programmes that enhance the learning and usage of Putonghua in junior forms
- To launch an integrated campaign that incorporates virtues, civic education, leadership , and discipline programmes
- To launch the OSOSA (One Student One Sport Art) Programme.

### Administration

- To establish a better system development methodology for the enhancement of the student information system
- To strengthen the budgeting function and the planning discipline
- To fully implement the Performance Appraisal Management System