

# Tak Sun Secondary School

德信中學

School Annual Plan

2013-14

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香港科技大學 (Jockey Club) Science & Technology Wing

Tak Sun Secondary School  
10th Anniversary  
Celebrations

WALKATHON

## Major Concern 1: To develop learning and teaching strategies to cater for learner diversities

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Responsible Body	Resources Required
<b>1.1</b> To use collaborative lesson preparation to design suitable lesson activities	09/13 – 06/14	<ul style="list-style-type: none"> <li>Collaborative lesson preparation schedule has been specified in each Subject Annual Plan</li> <li>Activities for learner diversity have been implemented in each term</li> </ul>	<ul style="list-style-type: none"> <li>Subject Annual Plan</li> <li>Teaching plans</li> <li>Lesson observation reports</li> <li>Report from English and Chinese co-teaching activities</li> </ul>	<ul style="list-style-type: none"> <li>English and Chinese teachers involved in co-teaching</li> <li>English and Chinese Subject Stream Masters and Panels</li> </ul>	<ul style="list-style-type: none"> <li>School-based Support Service (Chinese only)</li> </ul>
<b>1.2</b> To provide individual after-class tuition to students who need more support	09/13 – 06/14	<ul style="list-style-type: none"> <li>Homework submission performance improves</li> </ul>	<ul style="list-style-type: none"> <li>Homework non-submission records</li> </ul>	<ul style="list-style-type: none"> <li>Junior Secondary Section (JSS)</li> </ul>	<ul style="list-style-type: none"> <li>Alumni mentors</li> <li>Capacity Enhancement Grant</li> </ul>
<b>1.3</b> To provide personal recognition and advices through tutoring	09/13 – 06/14	<ul style="list-style-type: none"> <li>Students have a better understanding of their strengths and weaknesses</li> <li>Students report awareness of teacher support</li> </ul>	<ul style="list-style-type: none"> <li>Tutoring Survey</li> <li>APASO</li> <li>Stakeholder Surveys</li> </ul>	<ul style="list-style-type: none"> <li>Student Formation Council (SFC)</li> </ul>	<ul style="list-style-type: none"> <li>On-line tutoring surveys</li> <li>Alumni tutors</li> </ul>
<b>1.4</b> To extend the bridging programme in Junior Secondary	09/13 – 06/14	<ul style="list-style-type: none"> <li>Number of students-at-risk reduced</li> <li>Students report improved attitude towards learning</li> </ul>	<ul style="list-style-type: none"> <li>Hong Kong Attainment Test</li> <li>Examination results</li> <li>Assessment Program for Affective and Social Outcomes (APASO)</li> </ul>	<ul style="list-style-type: none"> <li>JSS</li> <li>Form 1 Class Tutors</li> </ul>	<ul style="list-style-type: none"> <li>Manpower for the extended bridging programme</li> <li>Capacity Enhancement Grant</li> </ul>
<b>1.5</b> To develop a team to coordinate the needs of students with Special Educational Needs (SEN)	09/13 – 06/14	<ul style="list-style-type: none"> <li>A SEN team is formed</li> </ul>	<ul style="list-style-type: none"> <li>School organization structure</li> </ul>	<ul style="list-style-type: none"> <li>SEN Team</li> </ul>	<ul style="list-style-type: none"> <li>Support from Education Bureau</li> </ul>

## Major Concern 2: To improve Reading Culture

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Responsible Body	Resources Required
2.1 To fine-tune the uninterrupted reading programme and reading reward scheme	09/13 – 06/14	<ul style="list-style-type: none"> <li>Class Tutors role model reading habit in Class Tutor Periods (CTP)</li> <li>Students have suitable reading materials for CTP</li> <li>Pilot reading reward scheme implemented</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder Surveys</li> <li>Observation</li> </ul>	<ul style="list-style-type: none"> <li>Class Tutors</li> <li>Reading Committee</li> </ul>	<ul style="list-style-type: none"> <li>Recommended book list</li> </ul>
2.2 To provide easier access to the school library and set up class libraries	09/13 – 06/14	<ul style="list-style-type: none"> <li>Number of library books borrowed increases</li> <li>Pilot scheme class library system set up</li> </ul>	<ul style="list-style-type: none"> <li>Library circulation records</li> <li>Resources for class library deployed</li> </ul>	<ul style="list-style-type: none"> <li>School library</li> <li>Class Tutors</li> <li>Reading Committee</li> </ul>	<ul style="list-style-type: none"> <li>Mobile class library</li> <li>Mini circulation system for class</li> <li>Capacity Enhancement Grant</li> </ul>
2.3 To introduce reading skills through language subject lessons	09/13 – 06/14	<ul style="list-style-type: none"> <li>Language departments implement a Reading Programme based on selected language readers</li> </ul>	<ul style="list-style-type: none"> <li>Reading surveys</li> <li>Reading logs</li> </ul>	<ul style="list-style-type: none"> <li>English and Chinese Subject Streams</li> <li>Reading Committee</li> </ul>	<ul style="list-style-type: none"> <li>Reading survey</li> </ul>
2.4 To enhance the book sharing sessions and activities	09/13 – 06/14	<ul style="list-style-type: none"> <li>Student and teacher participation in book sharing sessions increase</li> <li>Increased attendance at school book fair</li> </ul>	<ul style="list-style-type: none"> <li>Reading surveys</li> <li>Observation at book sharing sessions and book fairs</li> </ul>	<ul style="list-style-type: none"> <li>English and Chinese Subject Streams</li> <li>Reading Committee</li> </ul>	<ul style="list-style-type: none"> <li>Reading survey</li> <li>Book fair service</li> <li>Book author sharing</li> <li>Capacity Enhancement Grant</li> </ul>

### Major Concern 3: To enhance curriculum planning, implementation and evaluation quality

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	Responsible Body	Resources Required
3.1 To develop middle management participation in developing school policies	09/13 – 06/14	<ul style="list-style-type: none"> <li>Regular liaison meetings between EO and Masters</li> </ul>	<ul style="list-style-type: none"> <li>School meeting calendar</li> </ul>	<ul style="list-style-type: none"> <li>Executive Office (EO)</li> </ul>	<ul style="list-style-type: none"> <li>School meeting calendar</li> </ul>
3.2 To enhance the role of the middle management in the professional development of teachers	09/13 – 06/14	<ul style="list-style-type: none"> <li>Regular cycle of lesson observation and feedback in each Subject Panel</li> </ul>	<ul style="list-style-type: none"> <li>Observation records</li> </ul>	<ul style="list-style-type: none"> <li>Academic Formation Council (AFC)</li> <li>Human Resources and Professional Development (HRPD) Committee</li> </ul>	<ul style="list-style-type: none"> <li>Lesson observation form</li> </ul>
3.3 To create more opportunities for professional dialogue within each Subject Panel	09/13 – 06/14	<ul style="list-style-type: none"> <li>Systematic peer observation and sharing at the Panel level implemented</li> </ul>	<ul style="list-style-type: none"> <li>Peer observation records</li> <li>Subject panel minutes</li> </ul>	<ul style="list-style-type: none"> <li>Subject Panel Chairmen</li> </ul>	<ul style="list-style-type: none"> <li>Lesson observation form</li> </ul>
3.4 To regularly evaluate implementation of Subject Panel curriculum plans	09/13 – 06/14	<ul style="list-style-type: none"> <li>Subject/Function groups self-report by the Panel/Committee Chair in AFC/SFC meetings</li> </ul>	<ul style="list-style-type: none"> <li>AFC/SFC minutes</li> <li>Subject panel meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>AFC</li> <li>SFC</li> </ul>	<ul style="list-style-type: none"> <li>AFC/SFC meeting schedule</li> </ul>
3.5 To set up Quality Assurance (QA) Committee to monitor the implementation process	09/13 – 06/14	<ul style="list-style-type: none"> <li>QA Committee established</li> </ul>	<ul style="list-style-type: none"> <li>School organization structure</li> </ul>	<ul style="list-style-type: none"> <li>EO</li> </ul>	<ul style="list-style-type: none"> <li>Support from Education Bureau</li> </ul>

**Tak Sun Secondary School**

**Three-year plan – Provision of gifted education programmes for 2013/14 to 2015/16 cohort of senior students**

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

DLG funded Programme(s)	Strategies & benefits anticipated	Name of programme(s) / Course(s) and providers(s)	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
					13/14	14/15	15/16		
<b>Other Programme</b>	To Enhance students analytical power in Liberal Studies	EDBIT Limited – Case study	15 Hrs	F4-F6 students of this cohort of students	20	10		Students Assignment and students surveys	Vice Principal (Senior Section)
	To develop students critical thinking skill	Edvenue Limited – Critical thinking skills workshop	15 Hrs	F4-F6 students of this cohort of students	20	10		Students Assignment and students surveys	Vice Principal (Senior Section)
<b>Applied Learning</b>	To provide more learning opportunities to students in NSS elective subjects	Film and Video Studies	180 hrs			20	20	DSE results and students feedback	Vice Principal (Senior Section)

	To provide more learning opportunities to students in NSS elective subjects	Aviation Studies	180hrs			20	20	DSE results and students feedback	Vice Principal (Senior Section)
<b>Network Programme</b>	To provide more learning opportunities to students in NSS elective subjects	Music	180 hrs		1	1	1	DSE results and students feedback	Vice Principal (Senior Section)