

# WAH YAN COLLEGE, HONG KONG

(College of Christ the King)



*Annual School Plan*  
2016-2017

# **A.M.D.G.**

## **School Vision & Mission**

### ***Vision of Jesuit Education in the Chinese Province***

“We offer a holistic, liberating and transforming Catholic education within a learning community for students and staff to become progressively competent, committed, compassionate, spiritual, and ethically discerning persons with a universal heart contributing to the welfare and happiness of all, in particular the poor and the neglected.”

### ***School Mission***

In accordance with our Catholic belief in God’s love and Chinese culture, we aim:

1. to be empathic role models for our students to grow into responsible and compassionate community members,
2. to inspire students to strive for excellence, and
3. to nurture caring leaders who are competent spiritually, morally and intellectually.

The underlying ethos of the school is based on the school motto “Men for and with others”. This is in alignment with the Jesuit Pedagogical Paradigm. It is this paradigm that informs all learning at Wah Yan College and makes it an experience that reaches far beyond that which goes on inside the classroom.

# WAH YAN COLLEGE, HONG KONG

## Annual School Plan 2016-2017

**Theme:** Building Capacities for Sustainable Development

**Major Concerns:**

1. Cultivating Self-directed Learners
2. Facilitating Development of a Professional Learning Community
3. Enhancing Organizational Effectiveness

## Major Concern 1: Cultivating Self-directed Learners

### *Intended Outcomes*

#### *1.1 Developing habits, attitudes, knowledge and skills for lifelong self-directed learning*

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
1.1.1 Organizing related school-based professional development programmes for teachers	At least 70% of teachers find the programmes useful	Questionnaire survey	2 <sup>nd</sup> term	Staff Development Committee	EDB Grant for Staff Development
1.1.2 Empowering students with self-directed learning through organizing workshops for F.1-4 students	At least 80% of students find the workshops useful	Questionnaire survey and feedbacks from students	Oct 2016 – May 2017	Academic Committee & School Educational Psychologist	WYOFF/ Jesuit Education Trust Fund
1.1.3 Enhancement of reading through reading programmes and activities	Improvement in students' reading skills & habits	Reading records & grades	Sep 2016 – Jul 2017	Chinese & English Panel, School Library	Teacher Assistant School Librarian
1.1.4 Helping students becoming more reflective through <ul style="list-style-type: none"> <li>● Adoption of IPP in classroom learning</li> <li>● Piloting introduction of weekly/daily examen to senior form students to develop students' habits for self-reflection in IVE and Religious Formation lessons</li> </ul>	At least 70% of students find themselves more reflective.	Teachers' observation, reflection handed in by students, questionnaire survey	Sep 2016 – Jul 2017	IVE, LS, RF and other teachers	

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
1.1.5 Helping students to set learning targets/course expectation, devise corresponding action plans and evaluate their performance <ul style="list-style-type: none"> <li>● Some subject panels like IS, Biology, IVE require students to fill in a learning targets worksheet. Evaluation of their performance will be conducted at the end of each examination.</li> <li>● A launching seminar/ ceremony will be organized for F.5 students at the end of the school year as they prepare to progress to F.6. They will be encouraged to set specific learning targets and better manage their time during the summer vacation.</li> </ul>	At least 95% of students hand in learning targets set  At least 70% of students are motivated to improve how they use their summer vacation.	Counting & teachers' observation of learning targets handed in Questionnaire survey	Sep 2016 – Jul 2017	Subject panels, Academic Committee	
1.1.6 Inclusion of learning attitude grades for self evaluation	Task completed and students' attitude/ effort towards self-directed learning is enhanced.	Teacher observation & questionnaire survey		Academic Committee,	
1.1.7 Project work/ independent study/investigation	At least 80% of students complete the work independently	Feedback from students		English, LS, History, Geography, Biology panels	
1.1.8 Enhancement of study skills for F.1 -3 repeaters and SEN students in small groups	At least 70% of students find the small groups useful	Feedbacks from students & teachers		Counselling Committee	Funding from JC-A Connect

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
1.1.9 Whole Person Development (WPD) Program was introduced to further improve our sportsmen's academic results.	Students' ranking improve in examinations	Questionnaire	Jan - Jun 2017	P.E. panel	\$48,000
1.1.10 Online video tutorials for students to learn programming at their own pace under their own motivation. The teacher will serve as a learning facilitator	80% of students finish all skills level programming tasks and the rest at least one creative level programming project	Students' completion of programming tasks and project	Sep 2016 - Jul 2017	C.I.T. Panel	
1.1.11 Facilitating formation of Study Groups for senior forms to foster mutual support in self-regulated learning.	At least two study groups are formed	Teacher observation	Sep 2016 - Jul 2017	Geography panel	
1.1.12 Helping students to set learning targets at the beginning of the first and second term	All students set specific learning targets relating to the subject at the beginning of each term.	Counting and teacher observation	Sep 2016 & Jan 2017	Biology and I.S. teachers	

## Major Concern 1: Cultivating Self-directed Learners

### *Intended Outcomes*

#### *1.2 Boosting motivation to excel*

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
1.2.1 Positively reinforcing students with good performance through <ul style="list-style-type: none"> <li>● Display of good works of students</li> <li>● Announcement of results of internal and external competitions and presentation of prizes</li> <li>● Awarding merits to outstanding artwork</li> </ul>	Tasks completed and students are motivated to excel	Teacher observation	Sep 2016 – Jul 2017	Subject panels, clubs & functional groups	
1.2.2 Provision of enhancement learning materials/ experience for capable students and students who need remedial support				Subject panels	
1.2.3 Encouraging students to participate in different competitions				Subject panels, clubs & functional groups	
1.2.4 Helping students to find meaning in their studies and lives through <ul style="list-style-type: none"> <li>● Helping them to appreciate relevance of the subject to their daily lives</li> <li>● By introducing related studies at universities</li> <li>● Organizing retreats for F.5 and 6 students, Magis exposure to Cambodia, Lenten Campaign (by Pastoral Committee) and Lantau (by IVE Panel)</li> </ul>	Tasks completed and at least 60% of students find more/ deeper meaning in their studies and lives	Teacher observation and questionnaire survey	Sep 2016 - Jul 2017	Subject panels	Subsidy for retreats and Magis exposure

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>● Providing information about the progresses of IT in the outside world to students to help them realize their impact on their life-long development</li> </ul>					
1.2.5 More field work to be included in field trips, including field report and reflection after the trips	70% of students become more interested in the subject	Collection of students' feedback	Sep 2016 - Jul 2017	Geography panel	
1.2.6 Whole-person Development Program for sportsman	Improvement in academic performance of students	Questionnaire survey	Sep 2016 - Jul 2017	P.E. panel	\$48,000
1.2.7 Morning circular announcements – selecting and training F4 students with strong English speaking ability to carry out the job of reading the morning circular through the PA system every day	Number of students who volunteer in the scheme increases by 10%	Teacher observation	Sep 2016 - Jul 2017	Principals & English panel	
1.2.8 Increase the number of banding in reporting students' examination results	At least 60% of students find this policy useful in boosting their motivation to improve	Questionnaire survey	Sep 2016 - Jul 2017	Academic Committee	



## Major Concern 1: Cultivating Self-directed Learners

### *Intended Outcomes*

#### *1.3 Further developing assessment for Learning*

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
1.3.1 Using statistical data like projected HKDSE levels and SP Analysis of MC questions to improve learning and assessment	At least 60% of students find them useful	Questionnaire survey	Sep 2016 – Jul 2017	Academic Committee and Physics panel	
1.3.2 Enhancing alignment of assessment tools with expected learning outcomes through provision of assessment rubrics, exemplars of student works.	Task completed	Teacher feedback		Subject panels	
1.3.3 Guiding and facilitating students to reflect on assessment performance to enhance learning and to look beyond mere testing as overall assessment	80% of students have significant improvement	Statistic on the interview record and half-yearly evaluation meeting	Sep 2016 – Jul 2017	Subject panels, clubs & functional groups	

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
1.3.4 Encouraging students to take part in external mock examinations	50% of F6 students take part in such examinations	Teacher observation	Dec 2016 – Apr 2017	English, LS, BAFS and Chemistry panels	
1.3.5 Developing a new school-based English Competence assessment for cross cohort comparison and self-evaluation	Task completed	Teachers' feedback	Sep 2016 – Jul 2017	English panel	

## Major Concern 1: Cultivating Self-directed Learners

### *Intended Outcomes*

#### *1.4 Building an environment to support students' self-directed learning*

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
1.4.1 Development/ collecting resources/ platform for self-directed learning <ul style="list-style-type: none"> <li>● App for vocabulary learning by F.1 students</li> <li>● online tutorial videos for F.2 CIT</li> <li>● Web-page for self-learning Putonghua</li> <li>● Online Physics question bank for self test</li> <li>● English builder</li> <li>● Library books, web sites, online resources, etc.</li> <li>● Useful links for enhancing self-learning are put in the Mathematics webpage</li> </ul>	Tasks completed and at least 50% of students use/ access to these resources/platform	Questionnaire survey, Statistics from e-class or resource supplier	Sep 2016 – Jul 2017	Subject panels	Teacher Assistants & school librarian
1.4.2 Enhancing intellectual curiosity of students by trying	At least 70% of	Questionnaire		Academic	Teacher

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
out the project “A Question A Day” that does not narrowly focus on examinations/syllabus	students have been stimulated to think about the questions displayed	survey		Committee	Assistant
1.4.3 Making existing facilities more accessible to students <ul style="list-style-type: none"> <li>● Opening the Geography room after school to encourage reference reading and facilitate study groups</li> <li>● Setting up an ECA “Reference corner” in the library so that students can search information about other ECA activities they interested</li> </ul>	<ul style="list-style-type: none"> <li>● 70% of the students find them useful</li> </ul>	Questionnaire survey	Sep 2016 – Jul 2017	Geography panel and ECA Committee	

## Major Concern 2: Facilitating development of a Professional Learning Community

### *Intended Outcomes*

#### *2.1 Fostering a culture of sharing, mutual support and reflections*

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
2.1.1 Sharing among panel members teaching ideas and materials	Task completed	Feedbacks from different subject panels	Sep 2016 – Jul 2017	Subject panels	
2.1.2 Conducting Buddy lesson observation during which teachers can share teaching strategies, ideas, IPP practices	At least 90% of teaches carry out buddy lesson observation	Checking of completed buddy observation form	Oct 2016 – Apr 2017	Staff Development Committee & teachers	
2.1.3 Organizing staff development programmes	At least 70% of teachers find the program effective for promoting sharing among them.	Questionnaire Survey	Sep 2016 – Apr 2017	Staff Development Committee	EDB Grant for Staff Development
2.1.4 Developing regular platforms for sharing teaching approaches, philosophies, and interesting subject matters through ● Co-teaching by the English panel and pair supervision of IES LS project	Task completed	Co-teaching report & teacher feedback	Sep 2016 – Jul 2017	English & LS panels Academic Committee	

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>● Arrangement of common preparation period for LS and F.1 Chinese teachers</li> <li>● Maintaining the reading corner at the staff room</li> <li>● Displaying related materials on the bulletin board of the staff room</li> </ul>	<p>Task completed</p> <p>At least 50% of teachers have browsed the books at the corner and materials displayed at the board</p>	<p>Questionnaire survey</p>		<p>Staff Development Committee</p>	
<p>2.1.5 Enhancing reflection among teachers by inclusion of a 5-minute mindfulness exercise in Principal's meeting</p>	<p>At least 60% of teachers find the exercise useful</p>	<p>Questionnaire survey</p>	<p>Aug 2016 – Jul 2017</p>	<p>Staff Development Committee</p>	
<p>2.1.6 Encouraging teachers to collect feedbacks for self-evaluation of both teaching and administrative duties</p>	<p>At least 70% of teachers collect some form of external feedbacks for self-evaluation</p>	<p>Checking annual self-evaluation form</p>	<p>Sep 2016 – Jul 2017</p>	<p>School Secretary</p>	
<p>2.1.7 Deepening teachers' appreciation of the profile of Ignatian Educators and encouraging practice of IPP through weekly sharing among Religious Formation and IVE teachers teaching the same form</p>	<p>Task completed</p>	<p>Observation of teachers' participation</p>	<p>Sep 2015 – Jul 2016</p>	<p>IVE Panel and RF teachers</p>	<p>Common free period</p>

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
2.1.8 Cross-curricular collaboration in reviewing the school based Life Education curriculum	Task completed with collaboration of at least five different panels/functional groups	Teacher observation	Sep 2015 – Jul 2016	Life Education Coordinator	Teacher Assistant for Life Education
2.1.9 Whole school approach for supporting SEN students <ul style="list-style-type: none"> <li>● Participation in the Pilot Project on Student with Autism &amp; conducting regular Individual Education Plan meetings involving teachers, parents, social workers and psychologists for sharing of problems and good practices in handling SEN students</li> </ul>	Teachers are more competent and confident in handling SEN students	Collection of feedbacks from concerned teachers & parents	Sep 2016– Jul 2017	Counselling Committee & concerned teachers	Funding from Pilot Project for recruiting a project assistant

## Major Concern 2: Facilitating development of a Professional Learning Community

### *Intended Outcomes*

#### *2.2 Developing policies and practices to support joint efforts to enhance teaching effectiveness*

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
2.2.1 Provision of additional teachers and teaching assistants so that teachers can have more opportunities and time to meet, design and develop resources for enhancing teaching effectiveness	Task completed	Feedbacks from related subject panels	Sep 2016 – Jul 2017	Principal & Vice Principal	School Reserve and WYOFF

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
2.2.2 Offering Office 365 accounts to all staff and students so as to provide a collaborative platform for sharing of teaching resources/strategies and learning.	More than 500 accounts are activated.	Checking	Sep – Oct 2016	ITEC	
2.2.3 Weekly sharing session by Religious Formation and IVE teachers of the same form for sharing of bible study, teaching approaches and prayer.	At least 80% of related teachers participate in sharing session	Observation of teachers' participation		IVE Panel and RF teachers	Common free period

## Major Concern 2: Facilitating development of a Professional Learning Community

### *Intended Outcomes*

#### *2.3 Review of implementation of NSS curriculum as teams*

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
2.3.1 Updating teaching and learning materials to align with the revised NSS curriculum by different subject panels	Task completed and documented.	Teachers' feedback	Sep 2016 – Jul 2017	Subject panels	
2.3.2 Sharing of marking experience by DSE markers	At least 80% of subject teachers attend the sharing	Counting	May 2017	Chinese panel	
2.3.3 Implementing a more comprehensive Life & Society curriculum for better equipping students with fundamental knowledge for DSE Liberal Studies	Task completed	Feedbacks from teachers	Sep 2016 – Jul 2017	LS panel	



## Major Concern 2: Facilitating development of a Professional Learning Community

### *Intended Outcomes*

#### *2.4 Whole school approach in supporting SEN students*

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
2.4.1 Building a caring and supportive culture through <ul style="list-style-type: none"> <li>● Setting up a support team to coordinate integrated measures</li> <li>● Provision of peer support to SEN students by guardian angels and JASERS</li> </ul>	80% of SEN students are taken care of 60% of SEN students are taken care of	Observation	Sep 2016 – Jul 2017	Counselling Committee  Project Assistant, & Psychologists	\$564300 for 3 years (from 2014 – 2017)
2.4.2 Provision of training and encouraging sharing of problems and good practices in handling SEN students through <ul style="list-style-type: none"> <li>● Participating in the pilot project on Students with Autism</li> <li>● Conduction of IEP meetings and case conferences</li> <li>● Relating training information to all teachers</li> </ul>	Task completed	Record by Counselling Committee			
2.4.3 Facilitating sharing of information about SEN students with a view to provide more appropriate support to them	At least 80% SEN students have received appropriate adjustment in learning and assessment	Record by Counselling Committee			

## Major Concern 2: Facilitating development of a Professional Learning Community

### *Intended Outcomes*

#### *2.5 Developing a learning campus*

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
2.5.1 Developing an environment to promote intellectual curiosity through a “A Question A Day” and “An Artwork A Week”	At least 40% students has attempted to answer the questions or watch the artwork displayed.	Questionnaire Survey	Sep 2016 – Jul 2017	Teacher Assistant and Academic Committee	
2.5.2 Enhancing students’ sense of belonging through taking up responsibilities for general upkeep of campus environment	At least 70% of the classes are involved in general upkeep of their classrooms	Feedbacks from form teachers & janitors	Sep 2016 – Jul 2017	Civic Education Committee & Form Teachers	

## Major Concern 3: Enhancing Organizational Effectiveness

### *Intended Outcomes*

#### *3.1 Developing more transparent systems*

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
3.1.1 Collecting teachers' feedback on Principal's leadership	Task completed	Summary Report at Principal's Meeting	Mar - May, 2017	School Secretary	
3.1.2 Reviewing the schedule of P-I-E to enhance effectiveness of school development plans	Task completed	Updates at SBC meetings	Sep, 2016 - Jul, 2017	SSE Working Group	
3.1.3 Documentation of maintenance policy	Task completed	Related documents made known to staff	Sep, 2016 - Jul, 2017	Maintenance Committee	
3.1.4 Documentation of grants and scholarships	Task completed	Related document(s) uploaded to the school web-page	Sep – Dec 2016	Student Support Committee	

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
3.1.5 Reviewing organization and coordination of Other Learning Experiences i.e. activities carried out by ECA and school organizations	Task completed	Collecting feedbacks from teachers	Sep 2016 – Jun 2017	Assistant Principal & ECA Committee	

### **Major Concern 3: Enhancing Organizational Effectiveness**

#### ***Intended Outcomes***

#### ***3.2 Review and upgrade of the IT environment and communication system***

<b>Strategies/Tasks</b>	<b>Success Criteria</b>	<b>Evaluation Methods</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
3.2.1 Improving computing efficiency of computers in school by upgrading PCs for staff and classroom PCs.	Task completed	Observation	Sep 2016 – Jan 2017	ITEC	\$320,000

## Major Concern 3: Enhancing Organizational Effectiveness

### *Intended Outcomes*

#### **3.3 Improve Corporate Communication with External Parties**

Strategies/Tasks	Success Criteria	Evaluation Methods	Time Scale	People in charge	Resources Required
3.3.1 Providing on the school website campus TV programmes on current campus activities	At least 300 minutes of video are broadcasted	Checking	Sep 2016 – Jul 2017	Star Studio	
3.3.2 Broadcasting updated school news to visitors using the TV panel mounted at the entrance of the school	At least 90% of the school news can be updated on the TV panel screen within 24 hours of its reception	Checking			ITEC
3.3.3 Minor modification to the arrangement of the school webpage	Information of the school webpage is better organized, displayed and updated	Teacher observation			
3.3.4 Production of a new video for introduction of the school	Task completed	Checking		Star Studio	