

**The ELCHK
Yuen Long Lutheran
Secondary School**



**Annual School Plan
2015-2016**

School Mission

We strive to provide students with holistic Christian education to develop their God given potential to the fullest extent, nurture them to become enthusiastic learners and responsible citizens so as to glorify God and benefit mankind.

Bearing witness to Jesus Christ

- To build a Christian school with love and care, and nurture students with holistic Christian education so as to bear witness to Jesus Christ and to glorify God.

Offering quality education

- To create a quality learning environment.
- To build a bilingual and trilliterate language environment and develop students' multiple intelligences.
- To implement effective learning and arouse students' interest in learning.
- To create an atmosphere of caring and mutual respect, so as to promote the spirit of loving and helping one another, and to nurture correct values and attitudes.
- To cultivate students' sense of belonging to school and the community.

Nurturing new century talents

- To foster students' enthusiasm for life and striving for excellence
- To guide students to understand the importance of life-long learning and equip them with analytical, creative, critical thinking, information technology, problem-solving and self-learning skills.
- To cultivate students' open-mindedness and passion to a new phenomenon, a precise grasp of the new trends and the adaptability to changes.
- To teach students sophisticated interpersonal skills and to nurture them with life-long values so that they can be cooperative in communal life and become responsible citizens.

**The ELCHK
Yuen Long Lutheran Secondary School**

**2015-2016
Annual School Plan**

Area of concern:

- 1. Refinement of Administrative Structure and Supportive System**
- 2. Strengthening Teaching Planning and Support to Raise Teaching Effectiveness**
- 3. Enhancement of Christian-based Value Education**

Area of Concern 1: Refinement of Administrative Structure and Supportive System

Target 1: To refine the administrative structure and raise the efficiency of the operation of committees			
Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources required
<p>1.1 Gradually merge committees with similar function.</p> <ul style="list-style-type: none"> ◆ Establish School Improvement Committee to replace School Affairs Committee and School Performance Study Unit ◆ Restructure Academic Affairs Committee ◆ Merge Student Life Planning Education Unit with Career Guidance Committee ◆ Merge Physical Education Unit with Extra-curricular Activities Committee 	<ul style="list-style-type: none"> ◆ Completion of work as scheduled ◆ 80% of committee members involved are satisfied with the operation and efficiency of committees after merging ◆ The chairperson of each committee reviews its operation and efficiency at the end of school year, and propose refine suggestions based on its review 	Principal, Vice Principals, School Improvement Committee, Academic Affairs Committee, Career Guidance Committee, Extra-curricular Activities Committee	
<p>1.2 Assign deputies of major committees and departments to assist in the planning, implementation and evaluation of programme plans</p> <ul style="list-style-type: none"> ◆ New deputies of School Improvement Committee, Discipline Committee, Academic Affairs Committee, Religion Committee and Career Guidance Committee 	<ul style="list-style-type: none"> ◆ Completion of work as scheduled 	Principal, Vice Principals, School Improvement Committee, Discipline Committee, Academic Affairs Committee, Religion Committee, Career Guidance Committee	

Target 1: To refine the administrative structure and raise the efficiency of the operation of committees

Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources required
<p>1.3 Professional Training and Support for Administrative Staff</p> <ul style="list-style-type: none"> ◆ Provide profession training for administrative staff to enrich understanding and enhance confidence in administration ◆ Professional sharing session for Heads of Departments and chairpersons of committees with less than three years of chairing experience 	<ul style="list-style-type: none"> ◆ Professional training for at least once is carried out in each term ◆ 80% of trained staff agree the training helps with administrative work ◆ Professional sharing session is held at least twice for Heads of Departments, chairpersons and deputies of committees with less than three years of chairing experience ◆ 80% of attendees agree the training helps with administrative work 	Principal, Staff Professional Development Committee	

Target 2: Enhancement of Support for New Teaching Staff

Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources Required
<p>2.1 Enhance training for new teaching staff, facilitate their understanding of the school's operation and culture, alongside teaching profession</p> <ul style="list-style-type: none"> ◆ Provide professional development workshops for teachers with less than three years of teaching experience at the school 	<ul style="list-style-type: none"> ◆ At least 3 training workshops are held per year and each teacher reflects on their teaching professionalism ◆ 80% of attendees agree the strategy helps with boosting the development of professional teaching 	Principal, Staff Professional Development Committee	
<p>2.2 Provide life mentors for new teaching staff</p> <ul style="list-style-type: none"> ◆ Assign life mentors for new teaching staff with less than three years of teaching experience at the school; assisting in fostering the continuity of the school culture and core value 	<ul style="list-style-type: none"> ◆ 80% of attendees agree the strategy helps with boosting the development of professional teaching ◆ At least 3 meetings are arranged per year and 80% of attendees are satisfied with the arrangement 	Principal, Staff Professional Development Committee	

Target 3: Strengthening Support for School Partnership			
Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources Required
3.1 Strengthen the communication and bonding with Parent-Teacher Association and Alumni Association <ul style="list-style-type: none"> ◆ Principal and Vice Principal (Academic Affairs) attend meetings of Parent-Teacher Association ◆ Vice Principal (Student Affairs) attend meetings of Alumni Association 	<ul style="list-style-type: none"> ◆ 80% of members of School Partnership Committee, Parent-Teacher Association and Alumni Association are satisfied with the arrangement 	Principal, Vice Principals, School Partnership Committee	

Target 4: Refinement of Assignment Inspection			
Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources Required
4.1 Review the existing mechanism of assignment inspection and suggest a refined plan to foster professional communication among Heads of Departments and department members <ul style="list-style-type: none"> ◆ Academic and Curriculum Development Committee and Heads of Departments review and make recommendations regarding the school's academic development and specific features of each subject 	<ul style="list-style-type: none"> ◆ 2015-16 review is completed and propose refined plans for implementation in 2016-17 	Academic and Curriculum Development Committee, Heads of Departments	

Target 5: Refinement of Complaint Management System			
Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
5.1 Participate in “Pilot Project on Enhancement of Complaint Management System in Schools” (the Project) launched by Education Bureau <ul style="list-style-type: none"> ◆ Provide training for teachers and in-school sharing associated with the Project 	<ul style="list-style-type: none"> ◆ Completion of training programmes and at least one in-school sharing conducted by the Principal, Vice Principal, administrative staff ◆ 80% of staff involved is satisfied with the arrangement 	School Improvement Committee, Executive Committee	
5.2 Improve and implement school-based complaint management mechanism <ul style="list-style-type: none"> ◆ Refine the existing mechanism for managing complaints with reference to recommendations suggested in “Pilot Project on Enhancement of Complaint Management System in Schools” and based on the school situation 	<ul style="list-style-type: none"> ◆ Establish a refined school-based complaint management mechanism in 2015-16 and implement it in 2016-17 ◆ 80% of staff involved is satisfied with the arrangement 	School Improvement Committee, Executive Committee	

Area of Concern 2: Strengthening Teaching Planning and Support to Raise Teaching Effectiveness

Target 1: Strengthening analysis and feedback of exam and test results			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
1.1 Purchase students' DSE papers <ul style="list-style-type: none"> ◆ At least one set of paper per subject ◆ Complete purchasing procedures before end of July ◆ Release data to Heads of Departments before mid-September 	<ul style="list-style-type: none"> ◆ Completion of work as scheduled ◆ 80% of Heads of Departments are satisfied with the arrangement 	Academic Affairs Committee	
1.2 Student Academic Analysis Unit analyzes public and internal exam results regularly to identify students' strengths and weaknesses <ul style="list-style-type: none"> ◆ Analyze two uniform tests and term examinations, DSE and the value-addedness of subjects and release analyzed data 	<ul style="list-style-type: none"> ◆ Six times of release of analyzed data in the whole year by Statistic Analysis Sub-committee 	Academic and Curriculum Development Committee, Statistic Analysis Sub-committee	
1.3 Academic and Curriculum Development Committee discusses analyzed exam data and formulate appropriate follow-up actions <ul style="list-style-type: none"> ◆ Subject representatives discuss measures in meetings of Academic Curriculum Development Committee, devising follow-up measures for specific subjects ◆ Evaluate effectiveness of Dream University Workshop and enhancement programs including programs for elite, average and remedial groups 	<ul style="list-style-type: none"> ◆ 80% of Heads of Departments find the analysis useful in improving teaching effectiveness ◆ All subjects have a higher pass rate than the rate of all Hong Kong day schools ◆ 80% of subjects have higher a credit rate(L4 and L5) than the rate of all Hong Kong day schools ◆ 80% of subjects attain positive value-added scores 	Academic and Curriculum Development Committee	

Target 1: Strengthening analysis and feedback of exam and test results			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
1.4 Provide training for teachers' professional development, enhance teaching strategies and promote subject teachers' professional sharing <ul style="list-style-type: none"> ◆ Arrange sharing session about strengthening teaching strategies on Teachers' Professional Development Day/ Staff Meeting 	<ul style="list-style-type: none"> ◆ Organize at least one professional development program for teachers to enhance teaching strategies per year ◆ 80% of teachers find the training program useful in promoting teaching effectiveness 	Academic and Curriculum Development Committee, Teachers Professional Development Committee	

Target 2: Enrichment of English-speaking Environment			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
2.1 Commence school's major ceremonies in English <ul style="list-style-type: none"> ◆ Commence events including Opening Ceremony, Sports Day, Closing Ceremony and Speech Day in English 	<ul style="list-style-type: none"> ◆ Completion of tasks as scheduled. ◆ 80% of concerned staff has positive feedback 	Ceremonies Staging Unit	
2.2 Enrich English-speaking atmosphere in school library and tuck shop <ul style="list-style-type: none"> ◆ Students speak in English while purchasing food and drink, borrowing and returning books ◆ Organize regular Friday English lunch time activities ◆ Design and establish English-speaking practice and movie-watching routines in "Horizon" 	<ul style="list-style-type: none"> ◆ Completion of tasks as scheduled. ◆ 80% of concerned teachers find the measures useful in cultivating students' English-speaking habit ◆ At least 40 students on average attend Friday lunch time activities 	English Department, Student Knowledge Promotion Sub-Committee	
2.3 Arrange English teaching assistants and NETs to talk with students in English in the covered playground <ul style="list-style-type: none"> ◆ Modify daily duty arrangement ◆ English teaching assistants and NETs on G/F to talk with students in English during recess and lunch time 	<ul style="list-style-type: none"> ◆ Teaching assistants and NETs station in the covered playground for at least three times a week during recess and lunch time ◆ 80% of concerned teachers find the measures useful in cultivating students' English speaking habit 	English Department, Discipline Committee	

Target 2: Enrichment of English-speaking Environment			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
2.4 Organize “The Lark Reading Programme”, junior form Reading Club, and English consultancy online platform <ul style="list-style-type: none"> ◆ Senior form students attend oral practice in the morning every day ◆ Groups of junior form students attend English Reading Club and have meetings regularly ◆ Answer students’ questions on an English consultancy platform once for every two cycles 	<ul style="list-style-type: none"> ◆ Organize at least two reading clubs in the school year and at least eight meetings should be conducted in each term ◆ 80% English teachers find that the reading clubs improve the participating students’ reading and writing ability 	English Department	
2.5 Use English as the major language for school promotion work <ul style="list-style-type: none"> ◆ School notices and the displays on notice boards are in English ◆ Students use English in the morning assembly to announce and promote events 	<ul style="list-style-type: none"> ◆ Completion of all activities as scheduled 	English Department, School Promotion Committee, all departments and committees	
2.6 Organize English Speaking Day for the whole school <ul style="list-style-type: none"> ◆ Both teachers and students have to communicate in English on English days 	<ul style="list-style-type: none"> ◆ Organize at least five English Days for the school year 	English Department	

Target 3: Refine teaching strategies of core subjects			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
<p>3.1 Establish support groups in Chinese, Mathematics and English. Evaluate the transition from junior to senior forms and corresponding teaching strategies</p> <ul style="list-style-type: none"> ◆ Each support group proposes concrete enhancement schemes to discuss in the Academic and Curriculum Development Committee meetings and implement the schemes on schedule 	<ul style="list-style-type: none"> ◆ 80% of concerned teachers find the enhancement programs useful in improving students' learning efficiency 	Academic and Curriculum Development Committee, support groups of departments	
<p>3.2 Establish junior form Liberal Studies curriculum development team which plans and implements junior form Liberal Studies enhancement programs</p> <ul style="list-style-type: none"> ◆ Reform S1 and S2 Liberal Studies curriculum using thematic framework and focusing on both English and Liberal Studies elements 	<ul style="list-style-type: none"> ◆ 80% of junior form teachers are satisfied with the arrangement and students' performances 	Academic and Curriculum Development Committee, junior form Liberal Studies curriculum development team	

Target 4:Promotion of active learning and planning on future teaching and learning strategies			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
4.1 Principal and Vice principal observe lessons and then explore ways to develop active learning culture in professional sharing sessions <ul style="list-style-type: none"> ◆ Focusing on active learning, during lesson observation, teachers are required to submit teaching plans before the lesson and to participate in a discussion afterwards ◆ Discuss and report results from each lesson observation in Academic and Curriculum Development Committee, Heads of Departments and staff meetings 	<ul style="list-style-type: none"> ◆ At least 20 teachers are observed ◆ Completion of tasks as scheduled 	Principal, Vice Principals	

Target 5: Promotion of knowledge and enrichment of learning culture			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
5.1 Deploy a Student Knowledge Promotion Officer who is responsible for designing and promoting reading and learning habits <ul style="list-style-type: none"> ◆ Establish Student Knowledge Promotion Sub-committee ◆ Propose and implement programmes and evaluate their effectiveness 	<ul style="list-style-type: none"> ◆ Completion of tasks as scheduled 	Student Knowledge Promotion Sub-Committee	
5.2 Arrange academic talks to enrich students' knowledge and improve their learning attitude <ul style="list-style-type: none"> ◆ Organize academic talks of different fields in the school year 	<ul style="list-style-type: none"> ◆ Organize at least two talks of different fields in each school year ◆ 80% teachers who attend the talks find them useful in enriching students' knowledge and motivating them to learn 	Student Knowledge Promotion Sub-Committee	
5.3 Increase the number of books in the library to cater for better EMI teaching in different subjects <ul style="list-style-type: none"> ◆ Student Knowledge Promotion Officer and Heads of Departments draft plans and strategies in book purchase and planning of the volumes held by the library 	<ul style="list-style-type: none"> ◆ At least 10% increase in English books of different subjects 	Student Knowledge Promotion Sub-Committee, Heads of Departments	
5.4 Refine the arrangement for Lunch Time Reading Session and support to further promote a reading culture <ul style="list-style-type: none"> ◆ Student Knowledge Promotion Sub-committee devises and implements associated schemes 	<ul style="list-style-type: none"> ◆ 80% of teachers involved are satisfied with students' performance in Lunch Time Reading Session 	Student Knowledge Promotion Sub-Committee	

Target 6: Strengthening the support and strategies for e-learning			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
6.1 Explore and strengthen the use of wireless network ◆ Propose a scheme that develops a school-based wireless network by the end of the school year 2015-16	◆ Completion of work as scheduled	Information and Technology Committee	
6.2 Plan and implement e-teaching in three years and evaluate regularly ◆ Arrange different subjects to start e- teaching on trial basis in this school year and evaluate the effectiveness	◆ At least two subjects conduct electronic teaching and evaluate the effectiveness	Information and Technology Committee	
6.3 Arrange sharing session about e-teaching and learning on professional development days.	● At least 1 subject share e-teaching and learning on professional development days.	Staff Professional Development Committee	

Target 7: Strengthening career planning and further refine Dream University Workshop			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
7.1 Raise the effectiveness of Dream University Workshop ◆ Provide individual counselling for S5 students	◆ Completion of work as scheduled	Career Guidance Committee, Dream University Workshop Core Group	
7.2 Implement mentoring programme by inviting alumni and professionals to serve as the career planning mentors for senior form students ◆ At least 40 students from S5 participate in the mentoring program ◆ Implement the mentoring program in S4	◆ 80% of concerned students are satisfied with the arrangement and find the program useful in helping them better understand career and life planning	Career Guidance Committee, Student Life Planning Education Unit	

Area of Concern 3: Enhancement of Christian-based Value Education

Target 1: Promotion of value education in formal curriculum			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
1.1 Conduct Value Education lessons will be conducted for S.1 students <ul style="list-style-type: none"> ◆ Focus on moral values in lessons ◆ Reserve at least ten minutes in each lesson for students' self-reflection and feedback 	<ul style="list-style-type: none"> ◆ At least six moral values are included in Moral Education lessons ◆ At least ten Moral Education lessons are arranged in the school year ◆ 80% of students involved agree that the lessons can facilitate their understanding of different life values 	Student Affairs Committee, subject teachers of Moral Education, Religion Committee	
1.2 Emphasize moral and life education in Religious Studies and Ethics for Senior form students <ul style="list-style-type: none"> ◆ Focus on moral values in lessons ◆ Reserve at least ten minutes in each lesson for self-reflection and feedback 	<ul style="list-style-type: none"> ◆ At least six moral values are included in Moral Education lessons in senior form to facilitate constructive discussion ◆ 80% of students involved agree that the process of learning, teaching and sharing can facilitate their understanding of different life values 	Student Affairs Committee, Religious Studies and Ethics Department, Religion Committee, Student Life Planning Education Unit	
1.3 Integrate Value Education into Chinese and English lessons <ul style="list-style-type: none"> ◆ Include life values in English Inter-house Writing Competitions ◆ Include life values in Chinese writings ◆ Those values are used as themes in art creation in Visual Arts ◆ Launch activities like Read & Think / “Your Say” / Moral & Civic Reading Day ◆ Student sharing on moral values in morning assemblies 	<ul style="list-style-type: none"> ◆ At least three essential values are included in the activities and competitions ◆ At least three winning entries from each competition are published in the school website and Library Newsletter ◆ School exhibition of art works with at least three related values ◆ 80% of students involved agree that the activities can enhance their understanding of related values 	Chinese Department, English Department, Visual Arts Department, Moral & Civic Education Committee, School Promotion Committee, Student Knowledge Promotion Sub-committee	

Target 2: Creation of a Positive Class Atmosphere			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
2.1 Refine the arrangement of Moral Corner <ul style="list-style-type: none"> ◆ Renew Moral Corner: improve the design and update the content which includes discipline, moral and life goals, by September, 2015 ◆ Themes of Moral Corner are based on traits of Lutherians ◆ Collect class teachers' feedback about Moral Corner to encourage their active participation and support 	<ul style="list-style-type: none"> ◆ 80% of class teachers agree Moral Corner can help foster a positive atmosphere in the class and remind students of the importance of positive behaviour and discipline ◆ Evaluate Moral Corner throughout the whole academic year, alongside recommendations and implementation 	Moral & Civic Education Committee, class teachers	
2.2 Evaluate regularly on attendance, discipline and performance of homework submission in classes; acknowledge classes with satisfactory performance <ul style="list-style-type: none"> ◆ Monthly record of attendance and performance of homework submission of classes to keep class teachers updated with the newest and objective statistics of students' performance ◆ Set up detention classes ◆ Present prizes regularly to classes with good performance 	<ul style="list-style-type: none"> ◆ At least 80% of classes are awarded for their performance in attendance, discipline and homework submission annually ◆ 80% of class teachers are satisfied with the atmosphere in the class ◆ 80% of students appreciate the atmosphere in their classes 	Discipline Committee, Academic Affairs Committee	

Target 2: Creation of a Positive Class Atmosphere			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
2.3 Hold inter-class activities and competitions <ul style="list-style-type: none"> ◆ Hold different kinds of inter-class activities and competitions annually, scores are counted to encourage class participation ◆ Collect inter-class activities from departments and committees in early September, coordinate and then devise a yearly schedule for activities in the school year, by mid September ◆ Refine “Lutheranian Cup”: scoring items, proportion of marks, attractiveness of prizes, class unity and a sense of belonging to the school 	<ul style="list-style-type: none"> ◆ At least four kinds of inter-class activities and competitions are held annually ◆ 80% of class teachers are satisfied with the arrangement 	Extra-curricular Activities Committee, Moral & Civic Education Committee	
2.4 Hold regular meetings for administrative staff and class teachers to provide support <ul style="list-style-type: none"> ◆ Establish class teacher support group to strengthen liaison ◆ Class teacher meetings are held in each term to discuss situations and issues in different forms and offer support ◆ Special class teacher meetings are called to render support for classes with difficulties in fostering a positive class atmosphere ◆ Main items discussed in class teacher meetings and problems spotted will be discussed in the meetings of Student Affairs Committee for follow-up actions 	<ul style="list-style-type: none"> ◆ At least three meetings of class teacher support group are held annually ◆ At least two class teacher meetings are held yearly to discuss situations and issues in different forms and offer support accordingly ◆ 80% of class teachers are satisfied with the arrangement 	Student Affairs Committee	

Target 3: Strengthening religious atmosphere			
Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
3.1 Establish “a-prayer-a-day” habit <ul style="list-style-type: none"> ◆ Invite the Principal, teachers and students to lead the prayer in the morning for the whole school 	<ul style="list-style-type: none"> ◆ Lead the whole school for prayers in the mornings 	Religion Committee	
3.2 Strengthen the liaison between the Lutheran Church and the school to launch activities to advance the Gospel <ul style="list-style-type: none"> ◆ Organize occasional meetings with the church to co-organize activities to advance the Gospel 	<ul style="list-style-type: none"> ◆ At least two activities are co-organized with the church annually ◆ 80% of staff involved is satisfied with the arrangement 	Religion Committee	
3.3 Highlight religious elements in Music and Religious Studies and Ethics to foster Christian spirit and understanding of school sponsoring bodies <ul style="list-style-type: none"> ◆ Include teaching of hymns in Music lessons ◆ Strengthen students’ understanding of school sponsoring bodies in Religious Studies and Ethics lessons 	<ul style="list-style-type: none"> ◆ At least 25% of songs are hymns ◆ At least 10% of lesson time in Religious Studies and Ethics is arranged to share with students the religion and related activities of school sponsoring bodies ◆ 80% of teachers concerned are satisfied with the arrangement 	Music Department, Religious Studies and Ethics Department	

Target 4: Promotion of social services and cultivation of the spirit to contribute to the community

Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
<p>4.1 Cooperate with Christian organizations to promote social services</p> <ul style="list-style-type: none"> ◆ Partner with Christian organizations is confirmed and plan for cooperation programmes is ready at the beginning of the school year. With collaboration, students are arranged to join social services ◆ Promote activity reflection and debrief students from the perspective of religion after activities to enhance the significance of social services 	<ul style="list-style-type: none"> ◆ Cooperate with Christian organizations annually and arrange at least twice social services ◆ 80% of teachers involved agree that debriefing sessions are useful to facilitate students' understanding of social services from the religious perspective 	<p>Extra-curricular Activities Committee, Guardian Angels Team, Religion Committee</p>	
<p>4.2 Cooperate with external organizations to encourage students to serve the community and care for the needy</p> <ul style="list-style-type: none"> ◆ Encourage and arrange social services for senior form students ◆ Promote activity reflection and debrief students after activities to enhance the significance of social services 	<ul style="list-style-type: none"> ◆ At least 50% of S4 students participate in at least one social service activity in the school year 2015-16 ◆ 80% of teachers involved agree that debriefing sessions are useful to let students realize more about social services from the religious perspective ◆ 80% of staff involved is satisfied with the arrangement and performance of students and that a positive attitude is sought among students having participated in the social services 	<p>Extra-curricular Activities Committee</p>	

Target 5: Strengthening a positive atmosphere in the school by emphasising on good morals and acknowledging outstanding Lutheranians

Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
<p>5.1 Hold “Excellent Lutheranians” elections yearly. Teachers and students nominate the most outstanding students in various aspects</p> <ul style="list-style-type: none"> ◆ Launch two elections in November and February, respectively, including the nomination by teachers and students, then students will vote for the best "Excellent Lutheraninas" ◆ Each election consists of three values, which are in line with the theme of “Moral Corner” ◆ In each election, the student gaining the highest vote in the form can participate in the annual “The Most Outstanding Lutheranian Award” 	<ul style="list-style-type: none"> ◆ At least two elections for “Excellent Lutheranian” are held annually to acknowledge students with exemplary behaviour ◆ 80% of staff involved is satisfied with the arrangement 	Moral & Civic Education Committee, class teachers	\$1000
<p>5.2 Launch “The Most Outstanding Lutheranian Award” to select the most distinguished student with good academic performance and conduct</p> <ul style="list-style-type: none"> ◆ Arrange procedures of election and selection criteria at the beginning of the school year ◆ Invite alumni, representatives from the Parent-Teacher Association or school managers to be adjudicators ◆ Select Outstanding Lutheranians in both junior and senior forms 	<ul style="list-style-type: none"> ◆ The Most Outstanding Lutheranian is selected and acknowledged each year ◆ Completion of work as scheduled ◆ 80% of staff involved is satisfied with the arrangement 	Student Affairs Committee, Academic Affairs Committee, School Partnership Committee	Scholarship from Parent-Teacher Association: \$4000

Target 5: Strengthening a positive atmosphere in the school by emphasizing on good morals and acknowledging outstanding Lutheranians			
Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
5.3 Acknowledge the outstanding performance of “Excellent Lutheranians” and “The Most Outstanding Lutheranian” in morning assemblies <ul style="list-style-type: none"> ◆ Sharing and the acknowledgement of the hard work of “Excellent Lutheranian” and “The Most Outstanding Lutheranian” in Student Post, school website, promotion boards and videos of student interviews 	<ul style="list-style-type: none"> ◆ Completion of work as scheduled ◆ 80% of staff involved is satisfied with the arrangement 	Student Affairs Committee, School Promotion Committee	
5.4 Establish “Hall of Fame” in the school hall to acknowledge distinguished Lutheranians in various aspects <ul style="list-style-type: none"> ◆ Selection criteria for “Hall of Fame” are confirmed and the design of “Hall of Fame” is completed in the first term ◆ “Hall of Fame” is completed by the end of April, 2016 	<ul style="list-style-type: none"> ◆ Establish “Hall of Fame” in the school hall in the school year 2015-16 and names are updated annually ◆ 80% of staff involved is satisfied with the arrangement 	Executive Committee, Student Affairs Committee, School Promotion Committee, School Improvement Committee	\$10000

**The ELCHK Yuen Long Lutheran Secondary School
2015-2016 Capacity Enhancement Grant**

Aspect of Learning/ Department	Objectives	Plan	Appropriation (\$)
1. Chinese Language	1、3、4	To employ experienced tutors who are responsible for remedial classes, oral practices, sowers action and poems/fictions writing classes.	\$94,000.00
2. English Language	1、2、4	To employ experienced tutors who are responsible for S2 and S3 English level-up classes.	\$7,500.00
3. Mathematics	1、3、4	To employ tutors who are responsible for elite classes, level-up classes and S6 remedial class.	\$70,000.00
4. Physical Education	4	To employ coaches who are responsible for sports teams training, indoor rowing team and fencing team.	\$154,700.00
5. Visual Arts	2、4	To employ one Art affairs Assistant who works 20 hours a week and performs duties included: <ul style="list-style-type: none"> ● Computer support, photo-taking ● Printing and storage of art works ● Assist S4 - S6 students to use materials and apparatus in art room ● Assist the upload students' SBA to EDB 	\$36,000.00
6. Music Education	4	To employ one tutor who is responsible for A Capella training.	\$8,500.00
7. Arts Friday	4	To employ tutors who are responsible for string orchestra, choir training, classes of instruments and visual arts classes.	\$ 123,870.00
8. Supporting Staff	4	To employ 7 Teacher Assistants and 1 I.T. technician who are responsible for providing administrative teaching support conducting remedial classes and invigilating.	\$1,269,450.00
		Total	\$1,764,020.00

Objectives : (1) Enhancing students' language proficiency;
(2) Curriculum development, including SBA and integration of information technology in teaching;
(3) Cultivating students' problem solving skills and higher-order thinking ;
(4) Coping with the diverse and special learning needs of students with varied abilities, ranging from the gifted ones to those with learning difficulties.

2015-2016 Senior Secondary Curriculum Support Grant

	Plan	Appropriation (\$)
1.	To employ 3 teachers for NSS.	\$843,738.00
	Total	\$843,738.00

2015-2016 Diversity Learning Grant

	Plan	Appropriation (\$)
1.	World Classroom – Enhance senior form students’ confidence and motivation in learning English, and promote students’ leadership	\$76,500.00
2.	Arts and Science Elite Class	\$ 10,915.29
3.	Gifted Development (Music, Physical Education, Art) Music : \$30000 ; Physical Education : \$20000	\$ 50,000.00
4.	Senior Secondary Applied Learning Course (2014-2016) – one S6 student	\$12,500.00
	Total	\$149,915.29

Budget of Diversity Learning Grant for the year 2015 - 2016

Surplus of 2014-2015 : \$29,415.29

Grant received in 2015-2016 : \$120500.00

Total Grant for 2015-2016 : \$149,915.29

2015-2016 Composite Information Technology Grant

Strategies	Benefits Anticipated	Budget (\$)
Internet service	Telecommunication service provider provides 100M broadband connection to our school. Techers and students can carry out interactive teaching by accessing to the internet.	\$28,000.00
Employ technician for IT support	One full-time IT technician (TSS) is hired and is responsible for: 1. the protection of the school computer network and system, 2. general computer repair 3. Assisting in implementation of school IT projects 4. WEBSAMS security settings	\$303,006.00
IT equipment and computer accessories	Hardware and software are acquired to foster school development and boost teaching efficiency. To maintain the smoothness in using the equipment, part of the budget is reserved as repair cost.	\$88,703.00
	Total	\$419,709.00

The ELCHK Yuen Long Lutheran Secondary School
Proposal for Deployment of Learning Support Grant 2015-2016

2015/2016 Funding: \$ 258,808(estimated)

2014/15 balance: \$87,938

2015/16 available fund: \$258,808+ \$87,938 = \$346,746 (estimated)

Domain	Major Concern	Proposed plan	Expected outcomes	Proposed Schedule	Resources	Assessment criteria	Assessment method	Responsible person
1. Speech Therapy Service	To enhance students' communication skill	To purchase professional school-based speech therapy service	1.Creating Inclusive Cultures 2.Providing SEN students with professional and appropriate support	9/2015-8/2016	Fee = \$21,600	Students' improvement in communication skills	Through school-based speech therapist's observation and professional assessment	Miss Tsui Lai Po School Social Worker
2 Inclusive activities	To enhance the school's inclusive climate	To purchase professional school-based service Activities in terms of talks or workshops			Fee = \$3,360	Enhancement of the school's inclusive climate	Through teachers' observation and questionnaires	
3. Recruiting Teaching Assistant	To facilitate the student support programme To raise students' ability to tackle academic difficulties	To support SEN students To assist in arranging student support activities			Salary = \$178,605	Good work performance	Regular review on work performance and year-end appraisal	
4. Recruiting student counsellor (school based)for supporting SEN students					Salary = \$120,000	80% students agree on the enhancement of the school's inclusive climate Improvement in the social skills of 80% participants Good work performance	Questionnaires Through student counsellor's observation and questionnaires	
➤ Inclusive activities	To enhance the school's inclusive climate	Activities in terms of talks or workshops						
➤ Social Skill Training Group	To provide students with social language training and raise their abilities on social interactions	Designing school-based activities						
➤ Learning support	To design individual educational plan for some students and assisting them to implement and evaluate the plan							
					Sum: \$323 565			

**2015-2016 School-based After-School Learning and Support Program
School-based Grant – Program Plan**

Name of School: The ELCHK Yuen Long Lutheran Secondary School

Project Coordinator: Mr. Nip Chi Ming

Contact Telephone No.: 2448 0622

A. The estimated number of students (count by heads) benefitted under this Program 477 (including A. 159 CSSA recipients, B. 223 SFAS full-grant recipients and C. 95 under school's discretionary quota)

B. Information on Activities to be subsidized/ complemented by the grant.

Name/ Type of Activity	Objectives of the Activity	Success Criteria (e.g. learning effectiveness)	Method(s) of Evaluation (e.g. test, questionnaire, etc)	Period/ Date activity to be held	Estimated no. of participating eligible students#			Estimated Expenditure (\$)	Name of Partner/ Service Provider (if applicable)
					A	B	C		
S3 to S4 Bridging Course	Foster students' adaptation to NSS English learning curriculum	80% of students recognize the effect of the program on understanding the NSS English curriculum	Questionnaire	2016 Summer Vacation	20	20	8	\$20,000	External tutors
Arts Friday	Provide wide-variety of arts training including drama, string orchestra, hand chime, art and Chinese orchestra for students to develop students' art potential	Participants recognize the effect of the program on promoting personal art level and fostering all-rounded development	Questionnaire (year-end)	10/2015 – 7/2016	50	150	50	\$70,000	External tutors

Name/ Type of Activity	Objectives of the Activity	Success Criteria (e.g. learning effectiveness)	Method(s) of Evaluation (e.g. test, questionnaire, etc)	Period/ Date activity to be held	Estimated no. of participating eligible students#			Estimated Expenditure (\$)	Name of Partner/ Service Provider (if applicable)
					A	B	C		
Inner Challenge 逆旅攀峰 2015	Develop students' learning skills and interpersonal skills	Participants satisfied and obtained encouragement after overcoming the challenge	Questionnaire	10/2015 - 7/2016	5	10	5	\$20,000	External trainers
Pre-exam Mathematics and Science Tutorial Class	Raise students' result in science subjects and enhance their confidence	50% of students obtained improvement in mathematics and science examinations	Students' academic result and teachers' observation	9/2015 – 6/2016	10	10	10	\$14,000	ELCHK Tin Shui Wai Integrated Youth Service Centre
Student Leaders Training Camp (Guidance and Discipline)	Train new student leaders and enhance their self-confidence and organizational skills	80% of students give positive feedback to the program	Questionnaire	9/2015 – 6/2016	30	40	20	\$10,000	/
Rotary Club and Student Union Leadership Training Camp	Train new student leaders and enhance their self-confidence and organizational skills	80% of students give positive feedback to the program	Questionnaire	10/2015	5	15	5	\$30,000	/
Elite Training – Volleyball and Korfball	Provide professional volleyball and korfball training to students to elevate their skills	80% of students give positive feedback to the program	Questionnaire	9/2015 – 6/2016	5	10	5	\$20,000	/
Life-wide Learning Activity Week	Widen students' horizon and build team spirit through cross-subjects learning activities and camps	80% of students give positive feedback to the program	Questionnaire	11/2015	50	100	30	\$20,000	/
Post-exam Learning Activity Day	Widen students' horizon and build team spirit through cross-subjects learning activities and camps	80% of students give positive feedback to the program	Questionnaire	6/2016	50	100	30	\$10,000	/

Name/ Type of Activity	Objectives of the Activity	Success Criteria (e.g. learning effectiveness)	Method(s) of Evaluation (e.g. test, questionnaire, etc)	Period/ Date activity to be held	Estimated no. of participating eligible students#			Estimated Expenditure (\$)	Name of Partner/ Service Provider (if applicable)
					A	B	C		
Summer Teenagers Training Camp (ELCHK, Music and Art)	Enhance students' leadership skills through cross-subjects learning activities and camps	80% of students give positive feedback to the program	Questionnaire	7/2016	10	10	5	\$4,000	/
After-school Learning Activities (e.g. volunteer training, art/culture activities, communication skills training courses and learning skill training, etc)	Subsidize students with different after-school learning needs	80% of students show higher interest on learning	Questionnaire	9/2015 – 6/2016	50	50	0	\$42,800	/
Total no. of activities: <u>11</u>				@No. of participation counts	285	515	168		
				**Total no. of participation counts	968				

Note:

The estimated number of students (count by heads) benefitted under this Program 968 (including A. 285 CSSA recipients, B. 515 SFAS full-grant recipients and C. 168 disadvantaged students identified by the school under the 25% discretionary quota). Total budget 2015-16 = \$250,800

* Name/type of activities are categorized as follows: tutorial service, learning skill training, language training, visits, art/culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training and communication skills training courses.

@ Participation counts: refers to the aggregate no. of benefitted students participating in each activity listed above.

** Total no. of participation count: the aggregate of (A) + (B) +(C)

Eligible students: students in receipt of CSSA (A), SFAS full grant(B) and disadvantaged students identified by the school under the 10% discretionary quota (C).

Life Planning Education and Career Guidance – Scheme of Work 2015-2016

Objective	Strategy	Date	Participants	Evaluation	Fund allocation	Partner organizations /committees
Self-cognition	1. Senior Form Life Planning Lessons In-depth Life planning guidance through 5-6 moral lessons each year	TBC	S3-S5 Students	Questionnaire: 70% of the students gain profound thinking about life planning		Religion Studies
Explore interests, set goals	1. Life Planning Camp All S4 students experience life planning through various activities in camp	25/26-11	S4 Students	Questionnaire: 80% of the students realize the importance of life planning	\$99,430 half-subsidized by school, Jockey Club subsidy available for students in need	The ELCHK Tin Shui Wai Integrated Youth Service Centre
Guidance in exploring the life path	1. JUPAS Talk Prospects of higher education Provide students and parents with most updated JUPAS information New undergraduate programmes e.g. programmes offered by Hang Seng Management College , Hong Kong Shue Yan University , Chu Hai College 2. Odyssey to universities Data collected on Information Day are displayed to students and parents 3. Supportive treat for “DSEers” Provide sweet soup and desserts to S6 students during their study leave	9/10 30/10 13/7	S6 Students	Attendance		Career Guidance Committee, Counselling Committee
		24/10 (CUHK Information Day)	S4-S6 Students	Collected information, display board and presentation	\$4000 Coaches, \$1000 display boards	School Partnership Committee, V-care team
		7/11 (HKU Information Day) Friday after school (Mar –Apr)	S6 Students	Teachers’ observation	\$1000 materials	
Understand the nature and requirements of different careers	1. workplace experience talk and sharing Sharing by alumni and Interact Club about their career choices	TBC	S3-S5	Questionnaire: 80% of the students find sharing valuable for their own career choice in the future		Alumni Committee, Interact Club
Understand higher education options	1. JUPAS Open Day Display boards & Alumni-sharing upon JUPAS programme choices	6/3	S3-S6 Students	Over 100 participants (Students & parents)		