

The ELCHK Yuen Long Lutheran Secondary School
Three-year School Plan 2015 – 2018
Excellence with Love

Area of Concern 1: Refinement of Administrative Structure and Supportive System					
Target	Strategies / Plans	Timetable			Success Criteria
		15-16	16-17	17-18	
1. To refine the administrative structure and raise the efficiency of the operation of committees	1.1 Gradually merge committees with similar function 1.2 Assign deputies of major committees and departments to assist in the planning, implementation and evaluation of programme plans 1.3 Professional Training and Support for Administrative Staff	✓	✓		<ul style="list-style-type: none"> ◆ Gradual completion of restructuration of concerned committees and arrangement of deputies from 2015-16 to 2016-17 academic years ◆ The chairperson of each committee reviews its operation and efficiency at the end of school year, and propose refine suggestions based on its review ◆ 80% of executive members are satisfied with the operation and efficiency of committees in 2017-18 academic year ◆ Professional sharing session 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

<p>2. Enhancement of Support for New Teaching Staff</p>	<p>2.1 Enhance training for new teaching staff, facilitate their understanding of the school's operation and culture, alongside teaching profession 2.2 Provide life mentors for new teaching staff</p>	<p>✓ ✓</p>	<p>✓ ✓</p>	<p>✓ ✓</p>	<ul style="list-style-type: none"> ◆ Provide professional development workshops for teachers with less than three years of teaching experience at the school. Each teacher reflects on their teaching professionalism ◆ 80% of attendees agree the strategy helps with boosting the development of professional teaching ◆ Assign life mentors for new teaching staff with less than three years of teaching experience at the school. At least 3 meetings are arranged per year and 80% of attendees are satisfied with the arrangement
<p>3. Strengthening Support for School Partnership</p>	<p>3.1 Principal and Vice Principals attend meetings of Parent-Teacher Association and Alumni Association to strengthen the communication and bonding</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> ◆ 80% of members of School Partnership Committee, Parent-Teacher Association and Alumni Association are satisfied with the arrangement

<p>4. Refinement of Assignment Inspection</p>	<p>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</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> ◆ 2015-16 review is completed and propose refined plans for implementation in 2016-17. Conduct review in each school year and implement follow-up actions ◆ 80% of the Heads of Departments agree the new implementation facilitates their understanding of teaching schedule and provide support recommendations in 2017-18 ◆ 80% of staff involved agree the new implementation helps with the professional exchange among Heads of Departments and teaching staff
<p>5. Refinement of Complaint Management System</p>	<p>5.1 Participate in “Pilot Project on Enhancement of Complaint Management System in Schools” (the Project) launched by Education Bureau</p> <p>5.2 Improve and implement school-based complaint management mechanism</p>	<p>✓</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> ◆ Complete related training programmes and conduct at least one in-school exchange session by Principal, Vice Principals, administrative staff ◆ 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

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

Target	Strategies / Plans	Timetable			Success Criteria
		15-16	16-17	17-18	
1. Strengthening analysis and feedback of exam and test results	1.1 Purchase students' DSE papers 1.2 Student Academic Analysis Unit analyzes public and internal exam results regularly to identify students' strengths and weaknesses 1.3 Academic and Curriculum Development Committee discusses analyzed exam data and formulate appropriate follow-up actions 1.4 Provide training for teachers' professional development, enhance teaching strategies and promote subject teachers' professional sharing	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	<ul style="list-style-type: none"> ◆ Complete purchasing procedures before mid-September. 80% of Heads of Departments are satisfied with the arrangement. ◆ Six times of release of analyzed data in the whole year by Statistic Analysis Subcommittee ◆ 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 ◆ 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

<p>2. Enrichment of English-speaking Environment</p>	<p>2.1 Commence school’s major ceremonies in English</p> <p>2.2 Enrich English-speaking atmosphere in school library and tuck shop</p> <p>2.3 Arrange English teaching assistants and NETs to talk with students in English in the covered playground</p> <p>2.4 Organize “The Lark Reading Programme”, junior form Reading Club, and English consultancy online platform</p> <p>2.5 Use English as the major language for school promotion work</p> <p>2.6 Organize English Speaking Day for the whole school</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> ◆ Commence school’s major ceremonies in English. 80% of concerned staff has positive feedback ◆ Devise and implement refinement plans at the beginning of school year 15-16. Evaluate the effectiveness of the refinement plans. ◆ 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. ◆ 80% English teachers find that the reading clubs improve the participating students’ reading and writing ability. ◆ Organize at least five English Days for the school year ◆ Students use English to announce and promote during the 2 morning assemblies each week. ◆ By the end of school year 17-18, 80% of staff find that the English environment is enriched compared with year 14-15
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<p>3. Refine teaching strategies of core subjects</p>	<p>3.1 Establish support groups in Chinese, Mathematics and English. Evaluate the transition from junior to senior forms and corresponding teaching strategies</p> <p>3.2 Establish junior form Liberal Studies curriculum development team which plans and implements junior form Liberal Studies enhancement programs</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</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 ◆ 80% of concerned teachers find the enhancement programs useful in improving students' learning efficiency ◆ Implement the refined Liberal Studies curriculum to S1-S2 in school year 15-17 and to S3 in school year 17-18. 80% of junior form teachers are satisfied with the arrangement and students' performances
<p>4. Promotion of active learning and planning on future teaching and learning strategies</p>	<p>4.1 Principal and Vice principal observe lessons and conduct professional discussions that are focused on active learning</p> <p>4.2 Propose and implement ways to develop active learning culture.</p>	<p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> ◆ Complete all lessons observation in school years 15-17. Discuss and report results from each lesson observation in Academic and Curriculum Development Committee, Heads of Departments and staff meetings ◆ Propose ways to cultivate active learning at the end of school year 16-17. Implement the proposed measures in 17-18 and evaluate their effectiveness.

<p>5. Promotion of knowledge and enrichment of learning culture</p>	<p>5.1 Deploy a Student Knowledge Promotion Officer who is responsible for designing and promoting reading and learning habits</p> <p>5.2 Arrange academic talks to enrich students' knowledge and improve their learning attitude</p> <p>5.3 Increase the number of books in the library to cater for better EMI teaching in different subjects</p> <p>5.4 Refine the arrangement for Lunch Time Reading Session and support to further promote a reading culture</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<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 ◆ In school years 15-18, at least 10% increase in English books of different subjects compared with years 12-15 ◆ 80% of teachers involved are satisfied with students' performance in Lunch Time Reading Session ◆ By the end of year 17-18, 80% of teachers find that the emphasis on promoting knowledge on campus is stronger than that in year 14-15
<p>6. Strengthening the support and strategies for electronic learning</p>	<p>6.1 Explore and strengthen the use of wireless network</p> <p>6.2 Plan and implement electronic teaching in three years and evaluate regularly</p> <p>6.3 Arrange sharing session about e-teaching and learning on professional development days.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> ◆ Propose a scheme that develops a school-based wireless network by the end of the school year 2015-16. Implement the scheme in year 16-17 ◆ At least two subjects attempt to conduct electronic teaching in 15-16. All streams attempt to conduct electronic teaching in 16-17. All subjects attempt to conduct electronic teaching in 17-18. Evaluate the effectiveness of electronic teaching in each academic year. ◆ Arrange sharing session about e-teaching and learning on each professional development day in years 15-18. 80% of staff are satisfied with the arrangement

7. Strengthening career planning and further refine Dream University Workshop	7.1 Raise the effectiveness of Dream University Workshop	✓	✓	✓	<ul style="list-style-type: none"> ◆ Extend Dream University Workshop to S.5. Evaluate the effectiveness each year. 80% of concerned teachers and students are satisfied with the support ◆ On average, at least 60% of students are offered tertiary programmes through JUPAS in years 15-18 ◆ At least 40 students from S5 participate in the mentoring program. Extend the program to S4 students and evaluate the effectiveness of the programme by the end of year 15-16. ◆ 80% of concerned students are satisfied with the arrangement and find the program useful in helping them better understand career and life planning
	7.2 Implement mentoring programme by inviting alumni and professionals to serve as the career planning mentors for senior form students	✓	✓	✓	

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

Target	Strategy / Task	Timetable			Success Criteria
		15-16	16-17	17-18	
1. Promotion of value education in formal curriculum	1.1 Conduct Value Education lessons will be conducted for S.1 and S.2 students	✓	✓	✓	<ul style="list-style-type: none"> ◆ Conduct Value Education lessons for S.1 students in 2015-16. It is also introduced to S.2 students in 2016-17. At least six moral values are designed for different forms respectively ◆ At least ten Moral Education lessons are arranged in the school year ◆ 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 lessons can facilitate their understanding of different life values
	1.2 Emphasize moral and life education in Religious Studies and Ethics for Senior form students	✓	✓	✓	
	1.3 Integrate Value Education into teaching activities	✓	✓	✓	

<p>2. Creation of a Positive Class Atmosphere</p>	<p>2.1 Refine the arrangement of Moral Corner 2.2 Evaluate regularly on attendance, discipline and performance of homework submission in classes; acknowledge classes with satisfactory performance 2.3 Hold inter-class activities and competitions 2.4 Hold regular meetings for administrative staff and class teachers to provide support</p>	<p>✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> ◆ Evaluate Moral Corner throughout the whole academic year, alongside recommendations and implementation ◆ At least four kinds of inter-class activities and competitions are held annually ◆ At least two class teacher meetings are held yearly to discuss situations and issues in different forms and offer support accordingly ◆ 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 and related support ◆ 80% of students appreciate the atmosphere in their classes
<p>3. Strengthening religious atmosphere</p>	<p>3.1 Establish “a-prayer-a-day” habit 3.2 Strengthen the liaison between the Lutheran Church and the school to launch activities to advance the Gospel 3.3 Highlight religious elements in Music and Religious Studies and Ethics to foster Christian spirit and understanding of school sponsoring bodies 3.4 Explore the feasibility of launching religious ceremonies at school</p>	<p>✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓</p>	<ul style="list-style-type: none"> ◆ Morning prayers on every school day in the playground, hall or classrooms ◆ At least two activities are co-organized with the church annually. 80% of concerned staff are satisfied with the arrangement ◆ At least 25% of songs are hymns per year for Music. 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 ◆ Explore the feasibility of launching religious ceremonies at school in 2016-17 and propose suggestions in 2017-18.

<p>4. Promotion of social services and cultivation of the spirit to contribute to the community</p>	<p>4.1 Cooperate with Christian organizations to promote social services</p> <ul style="list-style-type: none"> ◆ Cooperate with external organizations to encourage students to serve the community and care for the needy ◆ Promote activity reflection and debrief students after activities to enhance the significance of social services 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> ◆ Cooperate with Christian organizations annually and arrange at least twice social services ◆ 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>5. Strengthening a positive atmosphere in the school by emphasizing on good morals and acknowledging outstanding Lutherans</p>	<p>5.1 Hold “Excellent Lutherans” elections yearly. Teachers and students nominate the most outstanding students in various aspects</p> <p>5.2 Launch “The Most Outstanding Lutheran Award” to select the most distinguished student with good academic performance and conduct</p> <p>5.3 Acknowledge the outstanding performance of “Excellent Lutherans” and “The Most Outstanding Lutheran” in morning assemblies</p> <p>5.4 Establish “Hall of Fame” in the school hall to acknowledge distinguished Lutherans in various aspects</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<ul style="list-style-type: none"> ◆ At least three elections for “Excellent Lutheran” are held annually to acknowledge students with exemplary behavior ◆ Establish “Hall of Fame” in the school hall in the school year 2015-16 and names are updated annually ◆ 80% of staff involved are satisfied with the arrangement