The ELCHK Yuen Long Lutheran Secondary School

元朗信義中學

Rectify Mind Cultivate Person

Annual School Plan
2017-2018

School Mission

The school is a Christian school founded by the Evangelical Lutheran Church of Hong Kong in 1959. Its purpose is to follow the commands of the Lord Jesus Christ, preach the gospel, deliver sacraments, nurture believers and serve people. The school has been established for 56 years and aims to serve Yuen Long young students to spread the gospel. The mission is as follows:

1. Bearing witness to Jesus Christ
   (1) To nurture students with holistic Christian education so that they can bear witness to Jesus Christ and glorify God.
   (2) To build a Christian school with love and care

2. Offering quality education
   (1) To create an excellent learning environment.
   (2) To implement effective learning and arouse students' interest in learning and cultivate students' sense of belonging to school
   (3) To develop students' multiple intelligences.

3. Nurturing new talents
   (1) To cultivate students' open-mindedness and passion to new things, so that they can grasp contemporary issues and have good adaptability.
   (2) To help students have a better understanding on the importance of life-long learning and train them with analytical mind, creativity, problem-solving ability and self-learning capacity.
   (3) To equip students to handle things independently, have good interpersonal skills and be cooperative in communal life, and nurture them to love God and people.
   (4) To foster students' enthusiasm for life and striving for excellence.

The ELCHK Yuen Long Lutheran Secondary School
Annual School Plan
2017-2018

Area of Concerns:

1. **Refinement of Administrative Structure and Supportive System**

2. **Strengthening Teaching Planning and Support to Raise Teaching Effectiveness**

3. **Enhancement of Christianity-based Value Education**

The ELCHK Yuen Long Lutheran Secondary School
School Year Plan 2017 – 2018
Excellence with Love

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**
1.1 Strengthen the functions of the committee ♦ Reorganize the Religion Committee. Chairperson would co-ordinate the curriculum and teaching and learning of Religious Studies, Moral and Civil Education. Invite a Christian teacher to attend executive meetings to enrich the religious atmosphere ♦ Reorganize the Art Development Committee. Chairperson would co-ordinate the curriculum and teaching and learning of Music and Visual Arts to enhance the effectiveness of the art development of the whole school	♦ Completion of work as scheduled. ♦ 80% of committee members agree that the reorganization helps to boost the development of operational efficiency.	Principal, Vice-Principals, Religion Committee	
1.2 Assign deputies of major committees and departments to assist in the planning, implementation and evaluation of programme plans ♦ Add a Vice-Chairman in Career Guidance Committee, Academic Affairs Committee and Extra-Curricular Activities Committee to provide further support	♦ Completion of work as scheduled.	Principal, Vice-Principals, Career Guidance Committee, Academic Affairs Committee, Extra-Curricular Activities Committee	

Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources required
1.3 Professional Training and Support for Administrative Staff ♦ Provide professional training for administrative staff to enrich understanding and enhance confidence in administration. ♦ Organize professional sharing sessions for Heads of Departments and chairpersons of committees with less than three years of chairing experience.	♦ Professional training is organized at least once in each term. 80% of trained staff agrees the training helps with their 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 their 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
2.1 Enhance training for new teaching staff, facilitate their understanding of the school's operation and culture, alongside teaching profession ♦ Provide professional development workshops for teachers with less than three years of teaching experience at school	♦ At least 3 training workshops are held per year and each teacher reflects on their teaching professionalism at the end of the school year 2017-18. ♦ 90% of attendees agree the strategy helps to boost the development of professional teaching.	Principal, Staff Professional Development Committee	
2.2 Provide life mentors for new teaching staff ♦ 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	♦ 90% of attendees agree the strategy helps to boost the development of professional teaching. ♦ At least 3 meetings are arranged per year and 90% 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 ♦ Principal and Vice-Principal (Academic Affairs) attend meetings of Parent-Teacher Association	♦ 90% of members of School Partnership Committee, Parent-Teacher Association and Alumni Association are satisfied with the arrangement.	Principal, Vice-Principals, School Partnership Committee	

Strategies / Tasks			
♦ Vice-Principal (Student Affairs) attend meetings of Alumni Association ♦ The Executive Officer is responsible to support the operation of the Alumni Association			

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 ♦ Continue to imply the newly optimized learning system; review and follow up actions will be taken at the end of the year	♦ In school year 2017-18, 80% of Heads of Departments agree the measures are useful in knowing the teaching situations of their subject teachers to provide suggestions. ♦ In school year 2017-18, 80% of teachers agree the new measures can enrich the interaction between Head of Departments and their subject teachers.	Academic and Curriculum Development Committee, Heads of Departments	

Target 5: Refinement of Complaint Management System

Strategies / Tasks	Success Criteria	Person-in-charge/ Committee	Resources required
5.1 Improve and implement school-based complaint management mechanism ♦ Implement the refined school-based complaint management mechanism. Review and follow up the mechanism at the end of the academic year	♦ Completion of work as scheduled.	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**	**Resources required**
1.1 Purchase students' DSE papers. ♦ Complete the purchasing procedures before end of July ♦ Release data to Heads of Departments in late September	♦ Completion of work as scheduled. ♦ 90% 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 ♦ Analyze two uniform tests and term examinations, DSE and value-addedness of subjects and release analyzed data	♦ Six times of release of analyzed data in the academic year by Statistics Analysis Sub-Committee. ♦ School data research team is responsible to analyze of the value-addedness of subjects, and submit the analyzed data to the Heads of Departments.	Academic and Curriculum Development Committee, Statistics Analysis Sub-Committee	
1.3 Academic and Curriculum Development Committee discusses analyzed examination data and formulate appropriate follow-up actions ♦ 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	♦ 90% 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-addedness scores.	Academic and Curriculum Development Committee	
1.4 Provide training for teachers' professional development, enhance teaching strategies and promote subject teachers' professional sharing ♦ Arrange sharing session about	♦ Organize at least one professional development program for teachers to enhance teaching strategies per year. ♦ 90% of teachers find the training program useful in promoting teaching effectiveness.	Academic and Curriculum Development Committee, Teachers Professional	

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
strengthening teaching strategies on Teachers' Professional Development Day/ Staff Meeting		Development Committee	
Target 2: Enrichment of English-speaking Environment			
2.1 Establish English Environment Committee ♦ Draft plans to enrich English learning environment of the school	♦ Completion of work as scheduled. ♦ 90% of concerned staff have positive feedback.	English Environment Committee	
2.2 Commence school's major ceremonies in English ♦ Commence events including Opening Ceremony, Sports Day, Academic Awards Presentation, Closing Ceremony and Speech Day in English	♦ Completion of tasks as scheduled. ♦ 90% of concerned staff have positive feedback.	Ceremonies Staging Unit	
2.3 Enrich English-speaking atmosphere in school library and tuck shop ♦ Students speak in English while purchasing food and drink, borrowing and returning books ♦ Organize regular Friday English lunch time activities ♦ Utilize resources in "Horizon" and establish English-speaking practice and movie-watching routines in "Horizon"	♦ Completion of tasks as scheduled. ♦ 90% of teachers concerned find the measures useful in cultivating students' English- speaking habit. ♦ At least 80 students on average attend Friday lunch time activities.	English Department, Student Knowledge Promotion Sub-Committee	
2.4 Arrange English teaching assistants and NETs to talk with students in English in the covered playground. ♦ Modify daily duty arrangement ♦ English teaching assistants and NETs talk with students in English during recess and lunch time on G/F	♦ Teaching assistants and NETs station in the covered playground for at least four times a week during recess and lunch time. ♦ 90% of teachers concerned find the measures useful in cultivating students' speaking English habit.	English Department, Discipline Committee	
2.5 Organize "The Lark Reading Programme", junior form Reading Club, and English	♦ Organize at least two reading clubs in the school year and at least eight meetings should be	English Department	

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
Clinic ♦ 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 four times for every cycle	conducted in each term. ♦ 90% English teachers concerned find that the reading clubs improve the participating students' reading and writing ability. ♦ 80% of students agree the measures useful in boosting their confidence in learning English.		
2.6 Use English as the major language for school promotion work. ♦ School notices and the displays on notice boards are in English ♦ Students use English in the morning assembly to announce and promote events.	♦ Completion of all activities as scheduled.	English Department, School Promotion Committee, all departments and committees	
2.7 Organize English Speaking Day for the whole school. ♦ Both teachers and students must communicate in English on English Days	♦ Organize at least five English Days in the school year.	English Department	
Target 3: Refine teaching strategies of core subjects			
Strategies/ Tasks	**Success Criteria**	**Person-in-charge/ Committee**	**Required Resources**
3.1 Establish support groups in Chinese, Mathematics and English. Evaluate the transition from junior to senior forms and refine corresponding teaching strategies ♦ Each support group proposes concrete enhancement schemes to discuss in the Academic and Curriculum Development Committee meetings and implement the schemes on schedule	♦ 90% of teachers concerned find the enhancement programs useful in improving students' learning efficiency.	Academic and Curriculum Development Committee, Support Groups of Departments	
3.2 Establish junior form Liberal Studies curriculum development team which plans and implements junior form Liberal Studies enhancement programs	♦ 90% of junior form teachers are satisfied with the arrangement and students' performances.	Academic & Curriculum Development	

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
♦ Reform S.1 and S.2 Liberal Studies curriculum using thematic framework and focusing on both English and Liberal Studies elements		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 Principals observe lessons and then explore ways to develop active learning culture in professional sharing sessions ♦ 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	♦ At least 20 teachers are observed. ♦ Completion of tasks as scheduled. ♦ At least one teachers' sharing session is organized. ♦ In lesson observation, 90% of teachers are able to encourage active learning in lessons.	Principal, Vice-Principals	
4.2 All departments and concerned committees should enrich the active learning culture ♦ Every subject of each form should formulate subject-based strategies to promote active learning culture ♦ Moral & Civic Education Committee, Extra-curricular Activities Committee, Counseling Committee and Arts Development Committee should propose the strategies on promoting active learning culture and do the follow-up work at the end of the year.	♦ Moral and Civil Education Committee, Religious Committee, Extra-curricular Activities Committee, Counselling Committee and Art Development Committee should develop a methodology to encourage "active learning" and conduct a mid-term and whole-year review. ♦ Every subject of each form should apply the "active learning" strategy in the classroom and review it in the department.	Heads of Departments and Related Committees	

Target 5: Promotion of knowledge and enrichment of learning culture

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
5.1 Arrange the work of S.1 and S.4 notes processing.	♦ 80% of participating students agree that the talks can boost their learning confidence	Student Knowledge Promotion	

♦ Three workshops in each form to enhance S.1 and S.4 students' learning confidence and active learning skills	♦ Two subjects in each form apply the skills of note processing. 80 % of students could prepare their own study notes.	Sub-Committee	
5.2 Arrange academic talks to enrich students' knowledge and improve their learning attitude ♦ Organize academic talks of different fields in the school year	♦ Organize at least two talks of different fields in each school year ♦ 90% of 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. ♦ Head of Student Knowledge Promotion Sub-Committee and Heads of Departments draft plans and strategies in book purchase and planning of the volumes held by the library	♦ At least 10% increase in English books of different subjects.	Student Knowledge Promotion Sub-Committee, Heads of Departments	
5.4 Refine the arrangement for Morning Reading Session and promote a reading culture. ♦ Student Knowledge Promotion Sub-Committee devises and implements associated schemes	♦ 80% of teachers involved are satisfied with students' performance	Student Knowledge Promotion Sub-Committee	
5.5 Encourage STEM (Science, Technology, Engineering and Mathematics) Development to build a strong knowledge foundation among students in fields of Science, Technology and Mathematics to arouse their interest in learning ♦ Update the Computer curriculum of junior forms and add "Coding and 3D Printing" ♦ Refine the teaching strategies of Science of junior forms and Biology of senior forms in line with the STEM development ♦ Promote Chinese medicine, develop Chinese Medicine Trail and set up Chinese Medicine Interest Group ♦ Establish 4WD Interest Group.	♦ Continue to renew the Computer curriculum of junior forms. Refinement of S2 and S3 curriculum would be started in this academic year 2017-2018 and completed in 2018-2019. ♦ 80% of the Science teachers are satisfied with the refined teaching strategies and agree that these strategies are helpful in the STEM development. ♦ 4WD Interest Group and Chinese Medicine Interest Group should have meetings regularly. Participants agree that it is helpful in arousing their interest in STEM. ♦ The Chinese Medicine Trail will be completed by the end of school year 17-18.	STEM Development Group	

Target 6: Strengthening the support and strategies for electronic learning			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
6.1 Conduct electronic teaching in different subjects and evaluate periodically ♦ Each subject set up clear pilot targets and strategies ♦ Apply electronic teaching in various subjects and do evaluation afterwards ♦ Hold a training seminar on electronic teaching and demonstrate how to implement it in different subjects	♦ Each subject follows the standard form to set up the pilot targets and strategies. ♦ In this academic year 2017-18, various learning areas will implement electronic teaching and evaluation would be done. ♦ Core subjects should implement electronic teaching for at least 4 times while others should arrange for twice. ♦ 90% of attendees agree that the training helps to enrich their knowledge and increase their confidence in electronic teaching.	Information & Technology Committee	
Target 7: Strengthening career planning and further refine Dream University Workshop			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
7.1 Refine the Dream University Workshop ♦ Provide individual counseling for S.5 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. ♦ All S.5 students participate in the mentoring programme ♦ Refine the way of communication and discussion record between mentors and mentees ♦ Organize Careers Exposition and implement a new model of the mentoring programme. Invite alumni of different professions to share their successful experience with the students.	♦ 90% of students concerned are satisfied with the arrangement and find the program useful in helping them better understand career and life planning ♦ All students concerned complete their own reflection report ♦ 80% of teachers concerned are satisfied with the refined way of communication and discussion record ♦ 90% of S.4 students are satisfied with the Careers Exposition and find it helpful in understanding the requirement of different professions.	Career Guidance Committee, Student Life Planning Education Unit	

Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
7.3 Establish the e-platform for University Admission Score. It helps students to know about the scoring method used by different institutions.	♦ 80% of the Dream University Workshop teachers and students are satisfied with the electronic platform and find it useful in understanding the actual admission requirement and the scoring method of different institutions.	Career Guidance Committee	
Target 8: Introduce diversified activities and develop students' potentials in music			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
8.1 Introduce "Arts Friday" ♦ Conduct classes of musical instruments and choir on Fridays after school	♦ Conduct at least eight classes of musical instruments and orchestras. ♦ Establish at least two choirs. ♦ 100 students participate in "Arts Friday". ♦ 80% of concerned teachers and students are satisfied with the arrangement	Arts Development Committee	
8.2 Participate in off-campus competitions and performances ♦ Students from classes of musical instruments and choirs participate in different competitions and performances	♦ Classes of musical instruments and choirs participate in public performances at least ten times. ♦ Classes of musical instruments and choirs participate in open competitions at least ten times.	Arts Development Committee	

Area of Concern 3: Enhancement of Christianity-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 in S.1 and S.2 ♦ Focus on moral values in lessons ♦ Reserve at least ten minutes in each lesson for students' self-reflection and feedback	♦ At least six moral values are included in Moral Education lessons. ♦ At least ten Moral Education lessons are arranged in the school year. ♦ 85% 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 ♦ Carry out in both S.4 and S.5 forms ♦ Focus on moral values in lessons ♦ Reserve at least ten minutes in each lesson for self-reflection and feedback	♦ Six moral values are rebuilt 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, Religion Committee, Student Life Planning Education Unit	
Target 2: Creation of a Positive Class Atmosphere			
Strategies/ Tasks	Success Criteria	Person-in-charge/ Committee	Required Resources
2.1 Refine the arrangement of classrooms ♦ Renew Moral Corner and organize inter-class board decoration competitions to highlight the traits of Lutheranians ♦ Improve the design of boards. Emphasize the importance of discipline, moral and life goals. Board decoration should be completed in September ♦ Take class photos at the beginning of the school term to establish a high class	♦ 80% of class teachers agree classroom settings can help raise the attention of students regarding the traits of Lutheranians. ♦ 80% of class teachers agree classroom settings can help foster a high morale in class and remind students of the importance of positive behavior and discipline. ♦ Evaluate classroom settings throughout the whole academic year, give recommendations and make improvement accordingly.	Moral & Civic Education Committee, Class Teachers	

	morale ♦ Collect class teachers' feedback about Moral Corner to encourage their active participation and support			
2.2 Evaluate regularly on attendance, discipline and performance of homework submission in classes; acknowledge classes with satisfactory performance. ♦ Monthly record of attendance and performance of homework submission of classes would be provided to keep class teachers updated with the latest and objective statistics of students' performance. ♦ Set up detention classes ♦ Re-evaluate the criteria of satisfactory performance of classes (Bronze, Silver and Gold award) and the basic requirement of attendance, discipline and homework submission of students to be the objective indicators of reviewing class atmosphere ♦ Present prizes regularly to classes of having good performances ♦ Optimize e-discipline systems and electronic notification mechanism ♦ Full implementation of "Self-Perfection Scheme"	♦ At least 80% of classes are awarded for their performance in attendance, discipline and homework submission annually. ♦ 90% of class teachers are satisfied with the atmosphere in the class. ♦ 90% of students appreciate the atmosphere in their classes. ♦ 80% of teachers are satisfied with the management of electronic systems and electronic notification mechanism. ♦ 90% of students successfully completed the "Self-perfection Scheme".	Discipline Committee, Academic Affairs Committee	
2.3 Hold inter-class activities and competitions ♦ Hold various kinds of inter-class activities and competitions annually, scores are counted to encourage class participation	♦ At least five kinds of inter-class activities and competitions are held annually. ♦ 90% of class teachers are satisfied with the arrangement.	Extra-curricular Activities Committee, Moral & Civic Education Committee	

♦ Each class can choose one inter-class competition ♦ Collect the information of inter-class activities from Departments and Committees in early September, coordinate and then devise a yearly schedule for activities at the beginning of the school year ♦ Refine "Lutheranian Cup"(including the scoring items, proportion of marks, and ttractiveness of prizes) to foster class unity and a sense of belonging to the school			
2.4 Hold regular meetings for administrative staff and class teachers to provide support ♦ 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 Student Affairs Committee Meetings for follow-up actions	♦ At least three meetings of Class Teacher Support Group are held annually. ♦ At least two Class Teacher Meetings are held annually to discuss situations and issues in different forms and offer support accordingly. ♦ 85% of class teachers are satisfied with the arrangement.	Student Affairs Committee	
2.5 Unifying the class representatives and their duties so that the class management can be enhanced ♦ Training programme is provided to the representatives by different departments in September-October ♦ Include career-related post experiences ♦ Introduce class representative system in	♦ 80% of class representatives know their duties clearly and carry them out. ♦ 80% of class teachers are satisfied with the formulation and find it helpful to improve the class atmosphere.	♦ Student Affairs Committee (class monitor, chairperson & vice-chairperson of class committee,	

Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
assembly		recreational officer, religion officer, coordinator) ♦ Academic Affairs Committee (subject coordinator, academic affairs officer) ♦ BAFS (Treasurer), ♦ EEC (Secretary) ♦ Resources Management Committee (General Affairs Officer) ♦ Design and Promotion Club (Art & Design Officer)	
Target 3: Strengthening religious atmosphere			
Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
3.1 Establish "a-prayer-a-day" habit ♦ Invite the Principal, teachers and students to lead the prayer in the morning for the whole school	♦ Lead the whole school for prayers in the mornings of all school days.	Religion Committee	
3.2 Strengthen the liaison between the Lutheran Church and the school to launch activities to advance the Gospel ♦ Organize occasional meetings with the church to co-organize activities to	♦ At least two activities are co-organized with the church annually. ♦ 90% of colleagues involved are satisfied with the arrangement.	Religion Committee	

Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
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 ♦ Include teaching of hymns in Music lessons ♦ Strengthen students' understanding of school sponsoring bodies in Religious Studies and Ethics lessons	♦ At least 25% of songs used in the Music lessons are hymns. ♦ At least 10% of lesson time in Religious Studies and Ethics is arranged to share the religion and related activities of school sponsoring bodies with students. ♦ 80% of colleagues involved are satisfied with the arrangement.	Music Department, Religious Studies and Ethics Department	
3.4 Cooperate with Tin Yiu Life Lutheran Church to hold S.1 worship and blessing ceremony	♦ Completion of work as scheduled ♦ 10 students are involved in preparing for worship	Religion Committee	
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
4.1 Cooperate with Christian organizations to promote social services ♦ Collaboration with Christian organizations is confirmed and plan for cooperation programmes is ready at the beginning of the school year. 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	♦ Cooperate with Christian organizations annually and arrange at least twice social services ♦ 90% of teachers involved agree that debriefing sessions are useful to facilitate students' understanding of social services from the six moral values	Extra-curricular Activities Committee, Guardian Angels Team, Religion Committee	

Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
4.2 Cooperate with external organizations to encourage students to serve the community and care for the needy ♦ Encourage and arrange social services for senior form students ♦ Promote activity reflection and debrief students after activities to enhance the significance of social services ♦ Extra-Curricular Activities Committee will be responsible for organizing and coordinating in-school volunteer activities. The committee will also establish records of students participating in social service activities and hours of volunteer service. Evaluation and follow-up work would be done in the mid-year ♦ Award scholarships to students with high number of volunteer service hours and outstanding performance	♦ At least 80% of S.4 students participate in at least one social service activity in the school year 2017-18. ♦ At least 30% of S.4 and S.5 students participate in two or more social service activities. ♦ 90% of teachers involved agree that debriefing sessions are useful to let students realize the significance of the social services from the six moral values. ♦ 90% of colleagues involved are satisfied with the arrangement and performance of students,and students who have participated in the social services are positive towards the voluntary work .	Extra-curricular Activities Committee	$1,000

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

Strategies / Tasks	Success Criteria	Person-in-charge / Committee	Required Resources
5.1 Hold "Excellent Lutheranians" elections. Teachers and students nominate the most outstanding students in various aspects. ♦ Launch two elections in November and February, respectively. Nomination would be done by teachers and students, and 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, student who has the highest votes in the each form can	♦ At least two elections for "Excellent Lutheranian" are held annually to acknowledge students with exemplary behavior. ♦ 90% of colleagues involved are satisfied with the arrangement.	Moral & Civic Education Committee, Class Teachers	$1,000

participate in the annual "The Most Outstanding Lutheranian Award".			
5.2 Launch "The Most Outstanding Lutheranian Award" to select the most distinguished student with good academic performance and conduct ♦ Select Outstanding Lutheranians in both junior and senior forms ♦ Refine nomination procedures	♦ The Most Outstanding Lutheranian is selected and acknowledged each year. ♦ Completion of work as scheduled. ♦ 90% of colleagues involved are satisfied with the arrangement.	Student Affairs Committee, Academic Affairs Committee, School Partnership Committee	Scholarship from Parent-Teacher Association: $4,000
5.3 Acknowledge the outstanding performance of "Excellent Lutheranians" and "The Most Outstanding Lutheranian" in the morning assembly ♦ Share and acknowledge the "Excellent Lutheranian" and "The Most Outstanding Lutheranian" in Student Post, school website, promotion boards and videos of student interviews	♦ Completion of work as scheduled. ♦ 90% of colleagues involved are satisfied with the arrangement.	Student Affairs Committee, School Promotion Committee	
5.4 Add scholarships to commend the Lutheranians with outstanding performance in non-academic aspect ♦ Acknowledge excellent Lutheranians who have outstanding performance in non-academic areas such as behavior, service, and religious ministry.	♦ Students for each scholarship are selected each year and are commended. ♦ Completion of work as scheduled.	Student Affairs Committee, Academic Affairs Committee	School scholarships

The ELCHK Yuen Long Lutheran Secondary School
2017-2018 Capacity Enhancement Grant

Aspect of Learning/ Department	Objectives	Plan	Appropriation ($)
1. Chinese Language	1,3,4	To employ experienced tutors who are responsible for S5 and S6 remedial classes, oral practices and poems/fictions writing classes.	**HK$64,320.00**
2. English Language	1,2,4	To employ experienced tutors who are responsible for S2-S3 English Elite classes and S4-S6 level-up classes.	**HK$33,600.00**
3. Mathematics	1,3,4	To employ tutors who are responsible for elite classes, level-up classes and S6 remedial class.	**HK$40,000.00**
4.Integrated Science	1,3,4	To employ coaches who are responsible for S1-S2 Science Elite classes	**HK$10,000.00**
5.Physical Education	4	To employ coaches who are responsible for sports teams training, indoor rowing team and fencing team.	**HK$59,814.00**
6. Arts Development	4	To employ tutors who are responsible for string orchestra, choir training, classes of instruments and visual arts classes. To employ tutors who are responsible for S1 'A wonderful journey to Orchestra' program.	**HK$149,211.00**
7. Education	1,2,4	To employ two teaching assistants to assist teachers in preparing teaching materials, supporting students' personal growth and administrative duties of the school.	**HK$423,990.00**
		Total	**HK$780,935.00**

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.

2017-2018 Senior Secondary Curriculum Support Grant

	Plan	Appropriation ($)
1.	To employ two teachers to support the new senior secondary curriculum.	**HK$850,320.00**
	Total	**HK$850,320.00**

2017-2018 Diversity Learning Grant for New Senior Secondary Students

	Plan	Appropriation ($)
1.	"Global Classroom" – To strengthen students' confidence and motivation in learning English, and nurture them to become leaders of the future.	**HK$50,000.00**
2.	Talent Pool (Academic Affairs)	**HK$40,000.00**
3.	Gifted Education (Music, Physical Education, Visual Arts)	**HK$40,000.00**
	Total	**HK$130,000.00**

2017-2018 Budget of Diversity Learning Grant for New Senior Secondary Students

Surplus of 2016-2017：$99,707.79　　Grant received in 2017-2018：$ 105,000.00　Total Grant for 2016-2017　：$204,707.79

2017-2018 Composite Information Technology Grant

Plan	Expected Results	Appropriation ($)
Internet Service	To facilitate teachers and students to adopt E-learning during the lesson, 100M internet would be provided by the service provider.	**HK$25,000.00**
Employ one IT assistant	To employ one IT assistant to maintain the school computer system, network and the security setting of WEBSAMS, and assist teachers in implementing different IT programmes.	**HK$276,000.00**
IT Equipment	To strengthen the teaching and learning effectiveness, the school would purchase different software and equipment. To ensure the quality of the IT equipment, part of the budget would be reserved for maintenance.	**Hk$96,089.00**
	Total	**HK$397,089.00**

The ELCHK Yuen Long Lutheran Secondary School

Proposal for Deployment of Learning Support Grant 2017-2018

2017/2018 Funding: $363,636(Estimated)   2016/17 balance: $12,542.5   2017/18 available amount: $363,636+$12,542.5 = 376,178.5 (Estimated)

Domain	Major Concern	Proposed plan	Expected outcomes	Proposed schedule	Resources	Assessment criteria	Assessment method	Person in charge
1. Speech Therapy Service	To enhance students' communication skills	To purchase professional school-based speech therapy service (On average about 12 sessions per person each year)	1. To enhance the school's inclusive climate 2. To provide professional support for SEN students	September, 2017- August, 2018	Service Fee $30,600.00	Improvement in communication skills for all students who have undertaken the service	Speech Therapist's observation and professional assessment	Ms. OY Lin Mr. CK MA
2. Inclusive activities	To enhance the school's inclusive climate	To purchase professional school-based services for talks or activities			Fee $3,000.00	80% of students agree on the enhancement of the school's inclusive climate	Questionnaire	
3. Recruiting Student Counselor	To facilitate student support programs To strengthen students' ability in handling academic difficulties	To assist SEN students and help organize support groups and activities			Annual Salary $201,600.00	Student Counselor performs with excellence	Regular review on performance and year-end appraisal	
4. Recruiting Part Time School-based Social Worker	Provide emotional support, organize support groups for students with individual needs	To assist SEN students, provide emotional support and organize support groups and activities			Annual Salary $110,000.00	Part Time School-based Social performs with excellence	Regular review on performance and year-end appraisal	
5. Purchase of learning resources and equipment	To enhance the effectiveness of activities	/			$15,978.50	/	/	

		Other Supporting Groups						
1. Developmental groups	To enhance students' social skills, and their understanding of communication and getting along with others on different occasions	To invite students with individual needs to attend the activities (including group activities & Adventure-based Counseling)	3. To enhance the school's inclusive climate. 4. To provide professional assistance for SEN students	September, 2017-August, 2018	$5,000.00	80% of students who join the groups have improved their social skills and social relationships	Teachers' observation and questionnaire	
2. Learning Supports	·To design tailor-made educational plans for students with individual needs ·To assist students and colleagues in implementing and evaluating the plan				$10,000.00			
					Total：$376,178.50			

2017/18 School-based After-school Learning and Support Programme

School-based subsidy- Activity Plan

A. Number of students who would benefit from this scheme : <u>407</u> (including : A. Number of students on CSSA: <u>73</u> B. No. of full-grant students on the Student Financial Assistance Scheme : <u>204</u> C. Number of discretion-based students : <u>131</u>)

B. Activity Record under the School-based After-school Learning and Support Programme

Activity Name / Category	Target	Success Criteria (e.g. students' performance)	Assessment Method (e.g. Quiz, Questionnaire)	Date of Activity	Expected number of students would be benefited			Expected Expense ($)	Service Provider / Co-organizer (If applicable)
					A	B	C		
S3-S4 English Bridging Course	To help students adapt to the new English senior curriculum.	80% of the participating students agree that this scheme helps them understand the new English curriculum and enhance their confidence in learning.	Questionnaire	7/2018- 8/2018	20	20	8	$20,000	External tutors
Arts Friday	To increase students' self-image, different Arts trainings are provided for students, including Vocal, String Orchestra, Drama, Handbell, Arts and Chinese Orchestra.	Participating students agree that the activity arouses their interests in Arts and fosters the whole person development.	Attendance, Questionnaire	10/2017-7/2018	50	150	50	$70,000	External tutors

2017/2018 P.A.T.H.S.	To teach students sophisticated interpersonal skills so that they can be cooperative in communal life.	Participating students have a sense of satisfaction after tackling challenges. Their achievements are being praised.	Questionnaire	10/2017-7/2018	5	10	5	$20,000	External tutors
Mathematics and Science Preparatory Class	To improve students' performance in Science and Mathematics and to increase their confidence in learning.	50% of participating students get improvements in Mathematics and Science examination.	Students' performance and teachers' observation	9/2017 – 6/2018	10	10	10	$14,000	ELCHK Tin Shui Wai Integrated Youth Service Centre
Student Leaders Training Camp (Discipline and Counseling Committee)	To train student leaders and to enhance their confidence and organizational skill.	80% of participating students agree that the camp is effective.	Questionnaire	9/2017 – 6/2018	30	40	20	$10,000	/

Leaders Training Camp (Interact Club and Students' Union)	To train student leaders and to enhance their confidence and organizational skill.	80% of participating students agree that the camp is effective.	Questionnaire	9/2017 – 11/2017	5	15	5	$30,000	/
Basketball Elite Training	To enhance students' performance in basketball and to train elite basketball players.	80% of participating students agree that the training is effective.	Questionnaire	9/2017 – 6 /2018	5	10	5	$20,000	/
Life-wide Learning Activity	Through cross-subjects activities and camping activities, students could broaden their horizons.	80% of participating students agree that the activity is effective.	Questionnaire	11/2017	50	100	30	$20,000	/
Post-Exam Activity	Through cross-subjects activities and camping activities, students could broaden their horizons.	80% of participating students agree that the activity is effective.	Questionnaire	6/2018-7/2018	50	100	30	$10,000	/

Youth Summer Training Camp (Evangelical Lutheran Church, Arts & Muisc)	Through the leadership training and camping, students could broaden their horizons and enhance their leadership skill.	80% of participating students agree that the training is effective.	Questionnaire	7/2018	10	10	5	$4,000	/
Afterschool learning activity	To provide financial assistance to students for joining different afterschool learning scheme.	80% of the students concerned agree that the scheme could arouse their interests in learning.	Questionnaire	9/2017 – 6/2018	50	50	0	$3,800	/
No. of Activities: 11				@No. of Students	285	515	618		
				** Total no. of students : 968					

Remarks: Number of students who would benefit from this scheme: 968 (including: A. Number of students on CSSA: 285   B. No. of full-grant students on the Student Financial Assistance Scheme: 515   C. Number of discretion-based students: 168 (school would offer discretion for no more than 25% of students in need), 2017-2018 Budget : $ 256,000

* Name of Activity : Remedial class, Training class on learning skill, Training Class on language skill, School visit, Outdoor activity, Training class on boosting students' confidence, Voluntary work, Adventure training, Training Class on interpersonal skill

@No. of students: The total number of the students who would benefit from this scheme.

** Total no. of students: (A)+(B)+(C)

Eligible students: Students on CSSA , full-grant students, discretion-based students (school would offer discretion for no more than 10% of students in need)