

Shun Lee Catholic Secondary School
3-Year Development Plan
2009/2010 – 2011/2012

Contents

| | <u>Page</u> |
|---|-------------|
| School Mission | 2 |
| School Goals | 3 |
| School Motto | 6 |
| Core Values of Education | 6 |
| Holistic Review | 7 |
| Evaluation of the School’s Overall Performance | 9 |
| SWOT Analysis | 12 |
| Major Concerns | 14 |
| A. To implement NSS Academic Structure effectively | |
| B. To nurture students to become active learners | |
| C. To enhance students’ sense of achievement | |

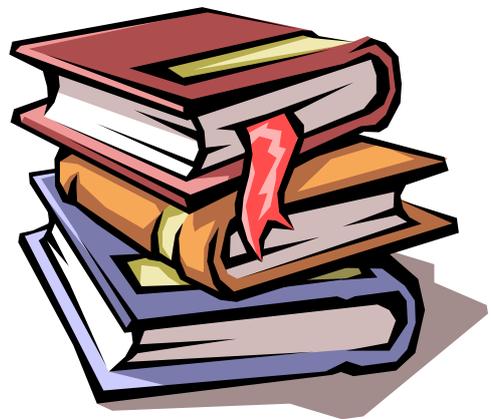
Shun Lee Catholic Secondary School

School Mission

The school is dedicated to providing a positive learning environment in which students understand the truth of the Gospel and experience the love of Christ. It is where students learn to integrate Christian faith with Chinese culture and life for holistic personal development.

We believe that students are unique individuals possessing distinctive gifts and talents. We thus commit ourselves to helping students develop their potentials to the fullest and become independent learners capable of mastering self-learning skills, with emphasis on fostering positive attitudes towards life.

We devote ourselves to educating students to become responsible citizens who are eager and competent to make contributions to the society, and to encourage them to carry on the best of Chinese culture.



School Goals

1. Student achievements

- 1.1 Impart knowledge of Christianity and help students acquire a positive attitude towards life.
- 1.2 Cultivate a religious sentiment among students.
- 1.3 Develop a sense of self-respect and self-affirmation.
- 1.4 Help students acquire self-confidence.
- 1.5 Develop a sense of personal responsibility.
- 1.6 Impart social etiquettes and teach students to respect others.
- 1.7 Cultivate an ability for self-discipline.
- 1.8 Arouse interest in broad-based learning and foster an ability for independent study.
- 1.9 Develop an ability for self-examination and a habit for on-going study.
- 1.10 Make students into independent and critical thinkers, capable of making judgments.
- 1.11 Develop an ability for tackling problems independently and a positive attitude towards problems.
- 1.12 Develop such literacy abilities as reading, writing, listening and speaking as well as ability for analytical thinking.
- 1.13 Acquire an objective and scientific mindset by applying scientific methodologies to problem solving.
- 1.14 Master skills for enhancing physical endurance for increased physical adaptability.
- 1.15 Develop a spirit of sportsmanship and team work.
- 1.16 Cultivate an interest in art and its appreciation.
- 1.17 Arouse a sense of imagination and creativity.
- 1.18 Nurture talents of leadership.
- 1.19 Help students recognize and evaluate socially acceptable behaviors and rules.
- 1.20 Equip students with skills necessary for life and social adaptation.
- 1.21 Arouse social awareness and an acute sensitivity to social issues.
- 1.22 Help students understand their personal rights and responsibilities in the society. Cultivate social consciousness and a sense of democracy.
- 1.23 Help students understand the strength and weakness of Chinese culture and help them appreciate the best of its traditions and values.
- 1.24 Nurture a sense of national consciousness.

2. Learning Experience

- 2.1 Offer religious activities such as prayers and rituals. Help students experience the joy and peace in being a Christian and learn to respect other faiths.
- 2.2 Establish a system of rewards and admonition in recognition of excellent performance and to provide counseling for misbehavior.
- 2.3 Provide counseling activities to help students face and solve problems.
- 2.4 Provide moral educational activities to help students internalize the moral concepts.
- 2.5 Promote civic educational activities to heighten students' social awareness.
- 2.6 Give assignments which are theme-based and which require the development of research and organisational skills in report writing as a means to enhance students' ability for self learning. Provide diversified curriculum and activities that facilitate the realization of individual potentials in order to achieve a balanced development.
- 2.7 Encourage students to engage in external activities that could widen their horizon and broaden their experiences.
- 2.8 Provide peer counseling, allowing students from different year levels to share their learning experiences and achievements.
- 2.9 Strengthen the experience of team by providing activities that require team work from which students could learn interpersonal skills and understand the importance of cooperation.
- 2.10 Strengthen communication between the school and the community. Provide opportunities for student outreach and community service.

3. Resources and Facilities

- 3.1 Offer excellent environment and facilities that promote the physical well- being of the students and enhance their sense of belonging.
- 3.2 Provide student welfare services in order to improve students' learning condition.
- 3.3 Provide suitable educational equipments to enhance the effectiveness of teaching.
- 3.4 Assist teachers in their administrative work, allowing them to concentrate on teaching.
- 3.5 Provide appropriate in-service trainings, encourage teachers to take up further studies that are essential for their professional development.
- 3.6 Enhance teaching quality by making available more channels for exchanging teaching experiences.
- 3.7 Provide more opportunities for socializing and cooperation among teaching staff. Extend teacher welfare as a means of enhancing team spirit and sense of belonging.
- 3.8 Facilitate more programs of exchange between teachers and students in order to enhance their team spirit and sense of belonging.

4. School Management

- 4.1 Provide more channels for communication and encourage the active exchange of opinions among teachers.
- 4.2 Provide clear guidelines on school administration and formulate procedures for implementing school administrative policies.
- 4.3 Provide opportunities for teacher participation in school administration, enabling them to voice their opinions and formulate policies necessary for monitoring policy implementation.
- 4.4 Promote the democratisation of school administration, increase transparency in the decision-making process.
- 4.5 Enable students to understand school administration and encourage them to raise their opinions.
- 4.6 Strengthen communication between alumni and the school. Provide access to alumni involvement in school activities. Help alumni to understand the school and prepare them to participate in its future administration.
- 4.7 Strengthen communication between parents and the school. Provide access to parental involvement in school activities. Help parents to understand the school and prepare them to participate in its future administration.

School Motto

SIC DEO PLACET

The Biblical Origin:

“So whether we are at home or away, we make it our aim to please Him” (Corinthians 5:9)

Message: May we live according to the will of God

Core Values

The school works in accordance with the school mission and dedicates to cultivating the core values of “Love”, “Mutual respect” and “Responsibility” in students

Holistic Review

Effectiveness of the previous School Development Plan

| Major Concerns | Extent of targets achieved | Follow-up action | Remark |
|----------------------------------|---|--|--------|
| 1. Enhance Language Learning | <p>The targets are mostly achieved.</p> <ul style="list-style-type: none"> ✎ An English Language Policy Team was set up. ✎ Language Across Curriculum becomes a regular subject in S1. ✎ English enrichment programmes and activities were arranged. ✎ An English-rich school environment was created. ✎ Various language skills were enhanced in the English curriculum. | <ul style="list-style-type: none"> ✎ Most measures are incorporated as routine work. ✎ Further enhancement activities will be arranged. | |
| 2. Cross Curricular Coordination | <p>The targets are mostly achieved.</p> <ul style="list-style-type: none"> ✎ The structure and curriculum of subjects in PSHE key learning area were restructured but further refinements are needed. ✎ Staff development programmes on cross-curricular cooperation and learning skills were arranged. ✎ Professional development of staff was recorded but the system needs further refinements. ✎ New subjects such as Technology & Living and Language Across Curriculum were introduced. | <ul style="list-style-type: none"> ✎ Some measures are incorporated as routine work. ✎ Further refinements will be part of the NSS preparation work in the next School Development Plan. | |
| 3. NSS preparation | <p>The targets are partly achieved.</p> <ul style="list-style-type: none"> ✎ The staff actively participated in various professional development programmes for NSS. | <ul style="list-style-type: none"> ✎ This major concern will be modified and arranged as one | |

| | | | |
|--|---|---|--|
| | <ul style="list-style-type: none"> ✎ The School has made all necessary planning for NSS in human resources and administration. ✎ Guidance has been given to students and parents. ✎ Learning experience related to NSS was provided to junior levels students. ✎ However, NSS brings various changes and challenges to school administration and learning & teaching. Further adjustment and planning are needed. | <p>of the major concerns of the next School development Plan.</p> | |
|--|---|---|--|

Evaluation of the School's Overall Performance

| PI Areas | Major Strengths | Areas for Improvement |
|----------------------------------|--|--|
| 1. School Management | <ul style="list-style-type: none"> ➤ There are clear targets for school development. ➤ School development Plan and Annual Plan address the needs of the school and the educational trends. ➤ The organization structure is clear. ➤ Daily operation of the school is well managed. ➤ The SMC has trust in the Principal and renders good support to the school. | <ul style="list-style-type: none"> ➤ More clearly defined success criteria and implementation schedules for accurate assessment of the annual targets should be set. ➤ Middle managers need to strengthen their financial management skills. |
| 2. Professional Leadership | <ul style="list-style-type: none"> ➤ The competence and attitude of the Principal, VPs and Middle Managers are highly appreciated by the staff. ➤ They work collaboratively with all staff to accomplish the school's major concerns. | <ul style="list-style-type: none"> ➤ More sharing with newly joined staff should be encouraged in order to allow them to have a better understanding on the school's vision, mission and goals. |
| 3. Curriculum and Assessment | <ul style="list-style-type: none"> ➤ The curriculum is well balanced. ➤ The assessment policy is comprehensive. ➤ The NSS subject combination is balanced and matches the main trend in the SBA. | <ul style="list-style-type: none"> ➤ Resources should be reallocated so as to overcome the problems brought by NSS. |
| 4. Student Learning and Teaching | <ul style="list-style-type: none"> ➤ Teachers' teaching is effective. ➤ Students' learning is effective. | <ul style="list-style-type: none"> ➤ Further enhancement of student learning and teaching is required. ➤ More effort should be given to help students set clear and attainable goals. ➤ Students should try more to apply the knowledge learnt. ➤ Teachers should use more different questioning techniques. |

| | | |
|---------------------------------|--|--|
| <p>5. Student Support</p> | <ul style="list-style-type: none"> ➤ The school atmosphere is good. ➤ Students can understand the core values of the school. ➤ Student Support Team has been set up to support students with SEN. | <ul style="list-style-type: none"> ➤ The updating and the circulation of students' records should be improved. ➤ The follow-up of Student Profile should be enhanced. ➤ The focus of Family Meeting should fit the need of different levels. ➤ Students' sense of respect and responsibility should be further improved. |
| <p>6. Partnership</p> | <ul style="list-style-type: none"> ➤ The school and parents have good relationship. ➤ The school and parents can cooperate well ➤ Parents participate in different school activities. ➤ Parents help in organizing courses. ➤ Community Liaison Team communicates with primary schools closely. ➤ Career activities are organized with other organizations and alumni. | <ul style="list-style-type: none"> ➤ Parents should be invited to participate in more school activities. |
| <p>7. Attitude and Behavior</p> | <ul style="list-style-type: none"> ➤ Students' attendance is good. ➤ Students' sense of belonging, responsibility and learning attitude has been improved through participating in various school teams. ➤ Students show good performance & attitude in voluntary service. ➤ The low achievers are eager to learn. ➤ An improved learning attitude & performance in class is shown. | <ul style="list-style-type: none"> ➤ Students should be trained to be more active and independent. ➤ The newspaper reading habit of students should be developed. ➤ Students' critical thinking skill should be improved. |

| | | |
|---|--|--|
| <p>8. Participation and Achievement</p> | <ul style="list-style-type: none"> ➤ The CE results are improving. ➤ Students' physical fitness has been improved. ➤ The results of inter-school sports competitions are improving. | <ul style="list-style-type: none"> ➤ Students' learning strategies in A-Level subjects should be improved. ➤ Students should be given more opportunities for greater exposure. ➤ More inter-school activities and exchange programmes should be organized for students. ➤ Students should be given more financial support and more outside school subsidies. ➤ The recording system on students' achievements and participation in various activities should be reviewed. |
|---|--|--|

SWOT Analysis

Our Strengths

- The school has clear targets for school development.
- Teachers work together well. They are cooperative and supportive. The working atmosphere is good.
- The school management is aware of the heavy workload of teachers.
- The school atmosphere is good. Students enjoy good relationship among themselves and with teachers.
- Parents and the Parent-Teacher Association have trust in the school. Good relationship has been built up.
- The improved image of students has helped further enhance the image of the school in the community.

Our Weaknesses

- The success criteria and implementation schedules for effective assessment of the major concerns are not clear enough.
- Some students have low self-esteem.
- Some students are not active and responsible for their learning.
- Parents tend to spoil their children and hold a consumer attitude toward the school. They are demanding and expect teachers to do much to serve their children.
- Being overprotected by their parents, students tend to be egocentric.
- The discipline of the students during morning assembly, recess and floating needs to be improved.

Our Opportunities

- The fine tuned language policy gives the school more flexibility.
- There are a lot of NGOs and other organizations which are willing to provide services to schools.
- There are more and more organizations holding different kinds of projects and competitions. Students have more chances to get different exposure and build up confidence.
- With the introduction of NSS, the school operation at different levels is refined.

Our Threats

- The uncertainties of NSS can be a source of stress to teachers.
The fine-tuned language policy may change parents' preference towards the school.

Major Concerns for a period of 3 school years

| Major Concerns | Intended Outcomes/Targets | Strategies | Time Scale | | |
|---|--|---|------------|-------|-------|
| | | | 09/10 | 10/11 | 11/12 |
| A. To implement NSS Academic Structure effectively | | | | | |
| 1. Enhance careers education | <ul style="list-style-type: none"> ☒ Teachers and students can access an information platform in School Intranet for updated careers information. ☒ Careers education is provided for students of different levels. ☒ Parents are equipped with careers guidance knowledge and skills. | <ul style="list-style-type: none"> ➤ Provide training to teachers in order to adopt whole school approach for careers education ➤ Establish careers information platform for both teachers and students ➤ Prepare a holistic careers education programme for S1-S6 ➤ Implement mentor system ➤ Provide careers education for parents | ✓ | ✓ | |
| | | | ✓ | | |
| | | | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |
| 2. Help students make their future plan with attainable aims through Student Learning Profile | <ul style="list-style-type: none"> ☒ Students can set attainable goals at different stages. ☒ Students compile their own SLP in S6. | <ul style="list-style-type: none"> ➤ Review the existing Student Profile System ➤ Include work to help students writing up the SLP at different stages | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |
| 3. Enhance co-ordination amongst subjects | <ul style="list-style-type: none"> ☒ Teachers can adjust their teaching according to the overall performance in learning. ☒ Teachers can get updated information on cross-curricular activities. ☒ Teachers and students can plan their learning and teaching with reference to a holistic learning calendar. | <ul style="list-style-type: none"> ➤ Arrange level meetings on student learning ➤ Arrange central co-ordination on cross-curricular activities ➤ Construct an information platform on SBA and other learning activities of various subjects | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |

| Major Concerns | Intended Outcomes/Targets | Strategies | Time Scale | | |
|---|---|---|------------|-------|-------|
| | | | 09/10 | 10/11 | 11/12 |
| B. To nurture students to become active learners | | | | | |
| 1. Cultivate a positive class atmosphere | <ul style="list-style-type: none"> ☒ Students become responsible for their learning. ☒ Students become responsible for their behavior. ☒ A harmonious school environment is maintained. | <ul style="list-style-type: none"> ➤ Reserve one to two form periods every month for Class Teachers and/or ACT to handle class affairs and to cultivate a positive class atmosphere ➤ Set aims and propose activities for form periods through level meetings ➤ Support new teachers in handling student problems ➤ Organize campaigns to cultivate a stronger sense of belonging | ✓ | ✓ | ✓ |
| 2. Enhance learning motivation | <ul style="list-style-type: none"> ☒ Different teaching strategies are employed for students of different classes according to their abilities. ☒ Students with lower academic ability can be encouraged in assessment. ☒ Assessment is challenging for students of various abilities. ☒ The desire for excellence becomes higher for the high achievers. | <ul style="list-style-type: none"> ➤ Adjust teaching strategies to cater diversity of students ➤ Adjust assessment policy to encourage students to learn ➤ Broaden the horizons of high achievers ➤ Enhance a sense of academic achievement ➤ Organize more outside visits and competitions | ✓ | ✓ | ✓ |

| Major Concerns | Intended Outcomes/Targets | Strategies | Time Scale | | |
|--|--|--|------------|-------|-------|
| | | | 09/10 | 10/11 | 11/12 |
| C. To enhance students' sense of achievement | | | | | |
| 1. Provide students with more chances to build up their sense of achievement | <ul style="list-style-type: none"> ☞ Students can have more chances to perform to show their talents. ☞ Students join more inter-school projects, activities and competitions. | <ul style="list-style-type: none"> ➤ Provide students with more chances to demonstrate their talents in all areas ➤ Provide students with more chances to develop their potential and creativity by allowing them greater autonomy in organizing activities ➤ Provide students with more chances to join outside competitions or activities in order to allow them to learn and to get a sense of achievement | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |
| 2. Recognize students' achievement openly | <ul style="list-style-type: none"> ☞ More public recognition of students' achievements, services & important posts is given. | <ul style="list-style-type: none"> ➤ Provide more ways to recognize students' achievements openly ➤ Provide more chances for prize presentation ceremonies to give students immediate recognition to their achievements | ✓ | ✓ | ✓ |
| | | | ✓ | ✓ | ✓ |