



**SHUN LEE CATHOLIC SECONDARY SCHOOL  
ANNUAL SCHOOL PLAN  
2023-2024**

 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 potential 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 society, and to encourage them to carry on the best of Chinese culture.

## **Major Concerns for 2021/22 – 2023/24**

1. Fostering self-regulated learning skills to enhance learning effectiveness
2. Strengthening Catholic Education Core Values
3. Nurturing Students into Competent Shunleers

## Major Concern 1: Fostering self-regulated learning skills to enhance learning effectiveness

### Feedback and follow-up actions from the previous school year

Since the regular practice of 4Ps in classroom teaching and learning has effectively enhanced students' active participation in the lessons, students' learning habits and performance have been improved. The existing practice of implementing e-Learning strategies to strengthen students' engagement in learning as well as the practice of mini research projects to foster students' self-regulated learning skills will be maintained.

Further use of assessment data to identify students' learning difficulties and to inform curriculum planning and implementation will be strengthened further through the collection of assessment literacy reports from subjects and the sharing among teachers in collaborative lesson preparation and subject heads' meeting

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. Strengthening students' engagement in learning	<ul style="list-style-type: none"> <li>✧ Teachers incorporate e-Learning strategies in 4Ps to strengthen students' engagement in learning.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teachers design student-centred learning activities that enable students to show high engagement in lessons through 4Ps.</li> </ul>	<ul style="list-style-type: none"> <li>✧ L&amp;T Survey</li> <li>✧ Stakeholders' Survey</li> <li>✧ Lesson observation</li> <li>✧ Subjects' evaluation</li> </ul>	2023-24	Wong MC	<ul style="list-style-type: none"> <li>✧ Support from IT technicians</li> <li>✧ Professional development programmes on the use of e-Learning strategies to exhibit 4Ps</li> </ul>
2. Enhancing students' self-regulated learning skills	<ul style="list-style-type: none"> <li>✧ Subject heads strengthen lesson preparation by monitoring (i) the implementation of learning objectives and strategies based on assessment data and (ii) the provision of quality feedback to enrich students' learning.</li> <li>✧ Technology and Living teachers develop learning materials to equip S1-S3 students</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teachers are able to analyze students' strengths and weaknesses in learning from the assessment data, and then adjust the learning and teaching strategies for improving curriculum planning and implementation.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Assessment literacy reports</li> <li>✧ L&amp;T Survey</li> <li>✧ Stakeholders' Survey</li> <li>✧ Assignment Inspection</li> </ul>	2023-24	Wong MC & Chuk SH	<ul style="list-style-type: none"> <li>✧ Support from 1 teaching assistant</li> <li>✧ Professional development programmes on assessment literacy and developing students self-</li> </ul>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>with skills to optimize the use of iPad for learning and revision.</p> <ul style="list-style-type: none"> <li>✧ Teachers provide opportunities for students' self-learning through engaging students in research works / mini projects / using self-access digital learning content.</li> <li>✧ Promote good practices of subjects in developing students' self-learning among teachers in the professional development programmes.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students are able to exhibit good note-taking and data management skills when using iPad.</li> <li>✧ Students have varied assignment tasks including research works, mini projects and independent self-learning tasks, through which students can develop self-learning skills.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Lesson observation</li> <li>✧ Subjects' evaluation</li> </ul>			learning skills

## Major Concern 2: Strengthening Catholic Education core values

### Feedback and follow-up actions from the previous school year

1. Ten priority values and attitudes - "Perseverance", "Respect for Others", "Responsibility", "National Identity", "Commitment", "Integrity", "Care for Others", "Law-abidingness" "Empathy" and "Diligence" were incorporated into the Catholic education core values and used to refine the Students Development Framework. Professional development programme will be arranged to deepen teachers' understanding of the core values.
2. Mental health programmes and workshops will be continually arranged by social workers and guidance team to reduce the negative emotion such as anxiety and depressive symptoms for students. More activities were organized to nurture students' resilience in adversities.
3. Continuing to strengthen parents' understanding of the five core values is very important. Parent Education programmes and workshops will be provided to empower parents to support student development.

Tasks	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. Teachers and students share the values of life, family, justice, love and truth	<ul style="list-style-type: none"> <li>✧ Strengthen Catholic Education Core Values with the focus on one particular value in each academic year</li> <li>✧ (2023-24: Truth)</li> </ul>	<ul style="list-style-type: none"> <li>✧ 70% or above of the students understand and are aware of the focused core value</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teacher observation</li> <li>✧ Survey results</li> </ul>	2023-2024	Koong TM Leung CY	<ul style="list-style-type: none"> <li>✧ Clerical Support</li> </ul>
	<ul style="list-style-type: none"> <li>✧ Teachers incorporate values in their lessons, activities and programmes</li> </ul>	<ul style="list-style-type: none"> <li>✧ Appropriate behaviour of students can be observed in different activities and programmes</li> <li>✧ Students and teachers do sharing on themes related to Catholic Education Core Values in school activities such as assembly</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teacher observation</li> <li>✧ Survey results</li> <li>✧ Stocktaking of scheme of work</li> </ul>	2023-2024	Koong TM Chan SL	<ul style="list-style-type: none"> <li>✧ Clerical Support</li> </ul>
	<ul style="list-style-type: none"> <li>✧ Parent education programme will be arranged to enhance Catholic Education Core Values</li> </ul>	<ul style="list-style-type: none"> <li>✧ 70% or above of the participating rate in the seminars</li> <li>✧ Parents show more awareness of the Catholic Education core values</li> </ul>	<ul style="list-style-type: none"> <li>✧ Number of participants</li> <li>✧ Parents' Feedback</li> <li>✧ Survey results</li> </ul>	2023-2024	Leung CY Liu PS	<ul style="list-style-type: none"> <li>✧ Clerical Support</li> <li>✧ NGO</li> </ul>

<b>Tasks</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
2. Foster students' positive attitude	<ul style="list-style-type: none"> <li>✧ Enhance mental health programmes for the better well-being of students</li> </ul>	<ul style="list-style-type: none"> <li>✧ 75% of students are aware of the importance of positive thinking</li> <li>✧ Students show the ability to feel, express and manage a range of positive and negative emotions.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teacher observation</li> <li>✧ Survey results</li> <li>✧ Assessment tools</li> </ul>	2023-2024	Liu PS Koong TM Leung CY	<ul style="list-style-type: none"> <li>✧ Clerical Support</li> <li>✧ Social Workers</li> <li>✧ NGO</li> <li>✧ RA</li> </ul>
	<ul style="list-style-type: none"> <li>✧ To organize activities to nurture students' resilience in adversities</li> </ul>	<ul style="list-style-type: none"> <li>✧ 75% of the participating students give positive feedback</li> <li>✧ Students understand and appreciate their strengths and weaknesses</li> <li>✧ Students show willpower and ability to face difficulties in their lives</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teacher observation</li> <li>✧ Students' behavior in school</li> <li>✧ Survey results</li> </ul>	2023-2024	Yip PH Leung CY	<ul style="list-style-type: none"> <li>✧ ECA</li> <li>✧ NGO</li> </ul>

## Major Concern 3: Nurturing students into competent Shunleers

### Feedback and follow-up actions from the previous school year

1. Enhancing the current ECA system
  - i. In order to suit students' interest, the number of clubs will be slightly increased upon teachers' duty arrangement.
  - ii. As there are many young teachers in the coming year, a training workshop on first aids is suggested on Staff Development Day.
2. Developing Students' Competence
  - i. The arrangement of four Activity Days will be kept to fully engage students in organizing and participating in extra-curricular activities. Teacher-in-charge of the clubs are encouraged to hold more activities after school and lunch time as well.
  - ii. The Award and Punishment systems will be further refined.
  - iii. More resources from external organizations and external programmes and competitions will be explored.
  - iv. The clubs and students' organizations are encouraged to hold co-/cross-curricular activities.

Target	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
1. Enhancing the current ECA system	✧ Introduce more clubs which suit students' interest.	✧ Attendance of club members	✧ Attendance	2023-2024	Yip PH	✧ Clerical Support
	✧ Refine the duty arrangement of club teacher advisors.	✧ Teacher advisors are evenly allocated in different activities	✧ Teacher observation	2023-2024	Yip PH Cheung WH	
	✧ Increase teachers' awareness in coaching committee members on how to conduct committee meetings as well as club activities.	✧ Students become confident in conducting committee meetings as well as club activities.	✧ Survey results	2023-2024	Yip PH	
2. Developing Students' Competence	✧ Provide sufficient time to organize and participate in activities by arranging Activity Days.	✧ Students show improvement in communication, activity planning and execution skills	✧ Teacher observation ✧ Survey results	2023-2024	Yip PH	✧ Clerical Support
	✧ Introduce Award and Punishment systems for ECA.	✧ Students are aware of their responsibilities	✧ Teacher observation ✧ Survey results	2023-2024	Yip PH	✧ E-Enrolment
	✧ Tap resources from external organizations to provide more opportunities for students with different potentials.	✧ Students show more leadership qualities and skills	✧ Teacher observation ✧ Awards from students	2023-2024	Yip PH A/CT	✧ Clerical Support



<b>Target</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
	<ul style="list-style-type: none"> <li>✧ Teachers enrich students' exposure by engaging them in co-/cross-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students have greater self-confidence through participating in co-/cross-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teacher observation</li> <li>✧ Survey results</li> </ul>	2023-2024	Yip PH	

## Appendix I Plan on Use of Capacity Enhancement Grant

School : Shun Lee Catholic Secondary School

Year : 2023/24

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
Self-evaluation and Planning of Subjects and Committees	Meeting the needs of self-evaluation and planning	To employ 12 part-time invigilators to take up some invigilation duties of teachers	Teachers can spare more time for self-evaluation and planning for new academic year	Evaluation and development meetings can be arranged in Final Examination period	Salary of part-time invigilators \$40,000	<ul style="list-style-type: none"> <li>✧ Punctuality of the self-evaluation reports and programme plans</li> <li>✧ Quality of the self-evaluation reports and programme plans</li> </ul>	Questionnaires to teachers to assess their workload on evaluation and planning	Mui HY
Enhancing students' religious and spiritual development	Enriching students' religious experiences	To employ a pastoral care worker to organize religious activities	Students will have more exposure to different religious and spiritual activities	Religious and spiritual activities will be arranged after-school and during school assemblies	Salary & MPF of pastoral care worker: \$241,000	<ul style="list-style-type: none"> <li>✧ Active participation of students in religious and spiritual activities</li> </ul>	Students' development in affective domain in APASO	Leung CY

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Implementation Plan</b>	<b>Benefits Anticipated</b>	<b>Implementation Schedule</b>	<b>Resource Required</b>	<b>Performance Indicators</b>	<b>Assessment Mechanism</b>	<b>Person-in-charge</b>
Enhancing students' personal development	Organizing activities geared for students' personal growth	To employ a student development assistant to organize student activities	Students will have more activities nurturing their personal growth	Activities geared for students' personal growth will be arranged after-school and during school assemblies	Part of the salary & MPF of student development assistant: \$105,000	✧ Active participation of students in personal growth activities	Students' development in affective domain in APASO	Koong TM
Enhancing the administration work of Department of Mathematics	Providing support to Department of Mathematics	To employ a teaching assistant to take up the administration and clerical work and provide enrichment lessons for senior secondary students who drop elective subjects	Teachers can receive sufficient clerical support for curriculum enhancement. Senior secondary students can receive learning support in their core subjects.	1 teaching assistant will be employed for Mathematics throughout the academic year	Part of the salary & MPF of the teaching assistant: \$53,000	✧ Reduction in time spent on clerical and administration duties	Teacher workload survey	Wong MC
Supporting the school's implementation of e-learning	Providing technical support to teachers in the e-learning implementation	To employ 2 technical support assistants to provide e-learning support for teachers	Teachers can have more technical support while adopting e-learning strategies.	2 technical support assistants will be employed throughout the academic year	Part of the salary & MPF of the technical support assistants: \$201,000	✧ Teachers' frequent use of different e-learning strategies	Lesson observation and Stakeholders' Survey	Pau CW

**TOTAL = \$640,000**

## Appendix II Life-wide Learning Grant

### Shun Lee Catholic Secondary School Life-wide Learning Grant Plan on the Use of the Grant 2023-2024 School Year

**Declaration:** We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

#### Category 1: To organise / participate in life-wide learning activities

<i>Schools are required to complete this part</i>				<i>Completion of this part is not mandatory</i>								
Groups/ Teams	Subject/ Committee	Activity	Estimated Expenses (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in- charge
							I	V	P	S	C	
							I: Intellectual Development (closely linked with curriculum)					
							V: Values Education					
							P: Physical and Aesthetic Development					
S: Community Service												
C: Career-related Experiences												
<b>1.1</b>	<b>Local Activities:</b> To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes											
Academics activity groups	Chinese History	Coach Fee, Tutor Fee & Ticket Fee	\$7,250.00	Evaluation by teacher & checking the attendance			✓	✓				Lee WY
Academics activity groups	Geography	Coach Fee	\$6,000.00	Evaluation by teacher & checking the attendance			✓					Wong MC
Academics activity groups	History	Coach & Ticket Fee	\$2,300.00	Evaluation by teacher & checking the attendance			✓	✓				Wong CS

Academics activity groups	OLE-Aesthetic Development & Career	Transportation and Travelling fee Instructor's fee	\$25,500.00	Evaluation by teacher & checking the attendance					✓			Wu SC
Academics activity groups	SHUN Teens Programme	Coach booking & activity transportation Competition application fee Student Training Fee	\$56,900.00	Evaluation by teacher & checking the attendance				✓	✓			Yip PH Wu KW
Academics activity groups	V-Power	Service Plan	\$54,000.00	Evaluation by teacher & checking the attendance				✓		✓		Lee MT
Recreational Groups	Athletic Meets	Truck Fee Sports Ground fee	\$4,000.00	Evaluation by teacher & checking the attendance					✓			Cheung WH
Recreational Groups	Athletic Team	Booking Fee Coach Fee	\$62,000.00	Evaluation by teacher & checking the attendance					✓			Cheung WH
Recreational Groups	Badminton Club & Team	Booking Fee Coach Fee Allowance for Competition	\$101,500.00	Evaluation by teacher & checking the attendance					✓			Yuen CW
Recreational Groups	Basketball Team	Coach Fee Application Fee & Indoor Booking Fee	\$193,640.00	Evaluation by teacher & checking the attendance					✓			Cheung WH
Recreational Groups	Football Team	Booking Fee Coach Fee Application fee for competition	\$55,000.00	Evaluation by teacher & checking the attendance					✓			Cheung WH
Recreational Groups	Handball Team	competition fee, coach fee, application fee	\$99,000.00	Evaluation by teacher & checking the attendance					✓			Cheung WH
Recreational Groups	Sports Training Camp	Facilitate Booking Fee Coach Fee	\$32,500.00	Evaluation by teacher & checking the attendance					✓			Cheung WH
Interest Groups	Art Club	Transportation and Travelling Fee Instructor's Fee	\$5,000.00	Evaluation by teacher & checking the attendance					✓			Wu SC
Interest Groups	Catechism Class	fees for visit, events, talks, transportation	\$1,600.00	Evaluation by teacher & checking the attendance				✓				Leung CY
Interest Groups	Catholic Society	Visit Fees & Training	\$4,500.00	Evaluation by teacher & checking the attendance				✓				Sae-Lim Lim LL
Interest Groups	Coffee Club	Workshop Fee	\$18,000.00	Evaluation by teacher & checking the attendance				✓	✓		✓	Lau TK Chuk SH

Interest Groups	Chinese History Club	本地考察費用	\$3,000.00	Evaluation by teacher & checking the attendance			✓	✓				Lee WY
Interest Groups	Dance Club	membership and competition fees booking fee transportation fee	\$9,500.00	Evaluation by teacher & checking the attendance					✓			Leung CY
Interest Groups	Drama Society	Coach Fee Workshop Fee	\$22,000.00	Evaluation by teacher & checking the attendance					✓			Lo KP
Interest Groups	Florist Club	Tutor Fee	\$8,000.00	Evaluation by teacher & checking the attendance					✓		✓	Siu WS
Interest Groups	Girls' Choir	competition fee, transportation fee, master class	\$15,000.00	Evaluation by teacher & checking the attendance					✓			Siu PY
Interest Groups	Green Club	Workshop Fee	\$2,000.00	Evaluation by teacher & checking the attendance			✓	✓			✓	Lee MT
Interest Groups	Leathercraft Club	Workshop Fee	\$20,000.00	Evaluation by teacher & checking the attendance					✓		✓	Lam HT Chan KP
Interest Groups	Mathematics Training Team	Application fee, Coach fee	\$12,500.00	Evaluation by teacher & checking the attendance			✓					Chan WF Chan SL
Interest Groups	Netflix & Philosophy Club	Talk & workshop fee	\$1,500.00	Evaluation by teacher & checking the attendance			✓					Matthew Chang
Interest Groups	Pawsitive Encounter	Workshop Fee & Transportation	\$18,600.00	Evaluation by teacher & checking the attendance				✓		✓	✓	Cho JM
Interest Groups	Photography Club	Student Activities & Tutor Fee	\$2,200.00	Evaluation by teacher & checking the attendance					✓		✓	Wong MM
Interest Groups	Putonghua and Foreign Language Club	Tutor Fee	\$6,500.00	Evaluation by teacher & checking the attendance			✓					Or MY
Interest Groups	Robotics Team	Competition Registration Fee	\$3,000.00	Evaluation by teacher & checking the attendance			✓					Pau CW
Interest Groups	School Band	Competition & transportation fee, Coach fee	\$251,800.00	Evaluation by teacher & checking the attendance					✓			Siu PY
Interest Groups	String Orchestra	Transportation Fee Coach fee	\$122,000.00	Evaluation by teacher & checking the attendance					✓			Siu PY

Interest Groups	Table Tennis Team	Coach fee, booking fee, competition fee	\$24,700.00	Evaluation by teacher & checking the attendance					✓			Lo SC
Interest Groups	Yoga Club	Instructor's fee, Studio Rental Fee	\$14,000.00	Evaluation by teacher & checking the attendance					✓			Ho MK Leung KY
Service Group	Girl Guide	Girl Guide Association membership fee	\$250.00	Evaluation by teacher & checking the attendance				✓		✓		Liu PS
Service Groups	SA Committee	Leadership training fee	\$2,000.00	Evaluation by teacher & checking the attendance						✓		Koong TM
Service Groups	Career Guidance Team	Career-related workshops	\$80,000.00	Evaluation by teacher & checking the attendance							✓	Chan KP
Service Groups	Guidance Team	Guidance Prefect Training Camp	\$10,000.00	Evaluation by teacher & checking the attendance				✓		✓		Liu PS
Service Groups	Discipline	Prefect Training	\$30,000.00	Evaluation by teacher & checking the attendance				✓		✓		Chan SL
Service Groups	Religious Activities Committee	Camp fees for students	\$13,000.00	Evaluation by teacher & checking the attendance						✓		Leung CY
Student Organizations	Four House	Booking fee, Coach fee	\$8,000.00	Evaluation by teacher & checking the attendance						✓		Lam HT
<b>Sub-total of Item 1.1</b>			<b>\$1,408,240.00</b>									
1.2	<b><u>Non-Local</u> Activities:</b> To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons											
1	Study Tour	Student & Teacher's Subsidy	\$495,300.00	Evaluation by teacher & checking the attendance				✓	✓			Lee WY
<b>Sub-total of Item 1.2</b>			<b>\$495,300.00</b>									
<b>Total for Category 1</b>			<b>\$1,903,540.00</b>									

**Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)**

No.		Item	Estimated Expenses
Academics activity groups	OLE-Aesthetic Development & Career	Teaching Aids	\$500.00
Academics activity groups	Geography	Materials	\$2,000.00
Academics activity groups	History	Earphones & Batteries	\$650.00
Academics activity groups	SHUN Teens Programme	Equipment, Stationery, Prizes	\$6,500.00
Academics activity groups	V-Power	Materials	\$4,000.00
Recreational Groups	Athletic Meets	Stop Watches, Trophies and medals	\$16,000.00
Recreational Groups	Athletic Team	Team Uniform, Equipment, Spike shoes	\$22,000.00
Recreational Groups	Badminton Club & Team	Training Materials & Maintainance	\$8,000.00
Recreational Groups	Basketball Team	Basketballs, net and bag, Training Tools	\$7,000.00
Recreational Groups	Footabll Team	Uniform, Equipment, Allowance of supplement	\$6,300.00
Recreational Groups	Handball Team	Fitness equipment and training accessories, consumables	\$8,000.00
Recreational Groups	Sports Training Camp	Miscellaneous	\$2,500.00
Interest Groups	Art Club	Materials	\$2,000.00
Interest Groups	Bridge Club	Activity Tools & Materials	\$1,700.00
Interest Groups	Catechism Class	Reference books, consumables, stationery	\$1,300.00
Interest Groups	Catholic Society	Consumables, Prizes	\$2,600.00
Interest Groups	Chinese History Club	Materials, Stationery	\$1,300.00
Interest Groups	Chinese Promotion Team	Consumables, Prizes	\$1,300.00
Interest Groups	Coffee Club	Materials, printing fee, books, equipment	\$8,800.00
Interest Groups	Dance Club	Costume, make-up materials, stationery	\$6,300.00
Interest Groups	Drama Society	Printing Fee	\$1,800.00
Interest Groups	English Rave	Consumables, printing fee, stationery	\$2,500.00
Interest Groups	Florist Club	Accessories, equipment & materials	\$8,900.00
Interest Groups	Girls' Choir	Scores, folders	\$3,000.00
Interest Groups	Green Club	Materials	\$1,300.00
Interest Groups	Leathercraft Club	Books, Materials	\$1,650.00
Interest Groups	Mathematics Training Team	Books, Materials, Stationery	\$1,000.00
Interest Groups	Netflix & Philosophy Club	Materials, Stationery	\$1,600.00
Interest Groups	Pawsitive Encounter	Materials, Printing fee	\$1,600.00
Interest Groups	Photography Club	Stationery, Consumables	\$5,100.00



Interest Groups	Putonghua and Foreign Language Club	Materials	\$2,100.00
Interest Groups	Robotics Team	Accessories, tools, uniform	\$10,000.00
Interest Groups	School Backstage Team	Equipment, Stationery	\$3,300.00
Interest Groups	School Band	maintenance of instruments, reed, oil, grease, scores	\$81,100.00
Interest Groups	Science society	Materials, Stationery	\$5,800.00
Interest Groups	String Orchestra	Scores, accessories, instruments	\$27,500.00
Interest Groups	Table Tennis Team	Balls, bats & nets, team uniform	\$2,000.00
Interest Groups	Yoga Club	Sanitizer, stationery, materials	\$300.00
Service Group	Girl Guide	Materials, Uniform & Donation fee of Medical & Thinking day	\$3,300.00
Service Groups	Social Service Group	Souvenirs, Board Decoration	\$1,700.00
Special Activities	Inter-Class Competition	Prizes & Bids	\$7,200.00
Student Organizations	Students' Union	Materials	\$8,000.00
Student Organizations	Class Club	Prizes, Consumables, Materials	\$3,000.00
Student Organizations	Four House	Materials, Book Coupon	\$17,500.00
<b>Estimated Expenses for Category 2</b>			<b>\$310,000.00</b>
<b>Estimated Expenses for Categories 1 &amp; 2</b>			<b>\$2,213,540.00</b>

**Category 3: Estimated Number of Student Beneficiaries (Compulsory)**

Total number of students in the school:	756
Estimated number of student beneficiaries:	756
Percentage of students benefitting from the Grant (%):	100%

Name of Contact Person for LWL:	Yip Pak Hang
Post of Contact Person for LWL:	Assistant Vice Principal

## Appendix III : Plan on School-based After-school Learning and Support Programmes 2023/24 s.y.

Name of School: Shun Lee Catholic Secondary School

Project Coordinator: Mr. Koong Tak Man Contact Telephone No.: 23893082

A. The estimated number of students (count by heads) benefitted under this Programme is 431 (including A. 85 CSSA recipients, B. 261 SFAS full-grant recipients and C. 85 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 <sup>#</sup>			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
1. Writing Workshop for S1-3 (estimated participants =75, 25 students per level)	✧ To enhance students' writing skills	✧ Produce writings with improved development of ideas	✧ Teachers' observation and feedback given by course instructors	July 2024	7	22	7	\$7,200 (\$200 per student 6-hour workshop)	Service Provider to be confirmed for S1-S2 Alumni for S3
2. Writing Workshop for S5 (estimated participants = 40 students)	✧ To prepare students for HKDSE writing exam	✧ Produce writings with improved development of ideas	✧ Teachers' observation and feedback given by course instructors	July 2024	4	12	4	\$8,000 (\$400 per student)	Alumni
3. Speaking Workshop for S1 – S3 (estimated participants = 75,25 students per level)	✧ To enhance low-achievers' speaking skills.	✧ Attain Level 3 in the speaking exam	✧ Teachers' observation and feedback given by course instructors	July 2024	7	22	7	\$4,680 (\$130 per student)	Alumni
4. Summer Learning Support Classes for S1 – S3 (estimated participants = 75 students)	✧ To consolidate low achievers' language skills	✧ Score at least 75% of the marks in end-of course assessment	✧ Assessment score and comments from course instructors	July 2024	7	22	7	\$5,400 (\$150 per student)	Alumni
5. Mathematics Remedial Classes in summer holiday (estimated participants: 80 students S1 – S3)	✧ To improve students basic concepts of Mathematics	✧ Students have greater confidence in solving basic Mathematics problems	✧ Tutors' and Teachers' report	July 2024	8	24	8	\$4,800 (\$120 per student)	Alumni

6. Mathematics Remedial Classes after school (estimated participants: 90 students S1 to S3)	<ul style="list-style-type: none"> <li>✧ To improve students basic concepts of Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students have greater confidence in solving basic Mathematics problems</li> </ul>	<ul style="list-style-type: none"> <li>✧ Tutors' and Teachers' report</li> </ul>	Oct 2023 – May 2024	9	27	9	\$3,600 (\$80 per student)	Alumni
7. Mathematics Remedial Classes after school (estimated participants: 25 S5 students in 1st term, 30 S5 students in 2nd term and 20 S6 students)	<ul style="list-style-type: none"> <li>✧ To improve students basic concepts of Mathematics</li> <li>✧ To help students consolidate the syllabus taught in the school year</li> </ul>	<ul style="list-style-type: none"> <li>✧ Attain level 2 or 3 in exams</li> </ul>	<ul style="list-style-type: none"> <li>✧ Internal exam or HKDSE results</li> </ul>	Sept 2023– May 2024	7	22	7	\$19,260 (\$5:\$360 per student in 1st term and \$540 per student in 2nd term) (\$6: \$720 per student)	Alumni
8. Musical instrument classes (estimated participants: 70 students)	<ul style="list-style-type: none"> <li>✧ To develop the students' interested in learning instruments.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students actively participate in various school/public performances, competitions and examinations.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Tutors' report</li> <li>✧ ABRSM result</li> <li>✧ performances</li> </ul>	Sept 2023 - Aug 2024	7	21	7	\$112,000 (\$3,200 per student around 40 lessons in one year)	Nil
9. Music festival (estimated participants: 25 students)	<ul style="list-style-type: none"> <li>✧ To compete with other participants.</li> </ul>	<ul style="list-style-type: none"> <li>✧ More than 70% of students get merit</li> </ul>	<ul style="list-style-type: none"> <li>✧ The result</li> </ul>	March 2024	2	7	2	\$3,300 (around \$300 per student)	Hong Kong Schools Music and Speech Association
10. S1 Saturday Tutorial Class (estimated participants: 32 students in 1 <sup>st</sup> term, 32 students in 2 <sup>nd</sup> term)	<ul style="list-style-type: none"> <li>✧ To help S1 students to learn better in subjects taught in English</li> </ul>	<ul style="list-style-type: none"> <li>✧ The students show greater confidence and proficiency in using English to learn Math, IH and Science.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Questionnaire</li> <li>✧ Observation from subject teachers</li> <li>✧ Test and examination result</li> </ul>	Oct 2023- Dec 2023 Feb 2024- Jun 2024	6	18	6	\$25,950 (\$750 per student in 1st term and \$980 per student in 2nd term)	Alumni
11. S5 Spiritual Class (estimated participants: 32 students)	<ul style="list-style-type: none"> <li>✧ Strengthen the class spirit and increase the self-awareness in spiritual health</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students show confidence and positive attitude in life.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Questionnaire</li> </ul>	Sept 2023- Aug 2024	3	9	3	\$1,500 (\$100 per student)	To be confirmed
12. Painting Lesson (estimated participants: 20 S4 students 9 S5 students 20 S3-S4 students )	<ul style="list-style-type: none"> <li>✧ To improve students' painting technique / computer art technique</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students shows greater competency in painting and computer art.</li> <li>✧</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teachers' observation</li> </ul>	Sept 2023– June 2024	5	16	5	\$6,600 (\$300 per student)	Alumni / Artist

13. HKICPA/HKABE BAFS Mock Examination (estimated participants: 12 S6 students)	<ul style="list-style-type: none"> <li>✧ To help students from low income families to prepare well for the HKDSE Examination on BAFS, as well as to develop and assess candidates' understanding and application of basic accounting and business knowledge, skills and values to meet different business needs</li> </ul>	<ul style="list-style-type: none"> <li>✧ Attain Grade 3 or above in the examination</li> </ul>	<ul style="list-style-type: none"> <li>✧ Exam result</li> </ul>	December 2023	1	3	1	\$650 (\$130 per student, based on exam fee & marking fee)	Co-organized by Hong Kong Institute of CPAs (HKICPA) and Hong Kong Association for Business Education Limited (HKABE)
14. After-school small group academic enhancement class for S1-S3 students (estimated participants: 40 students)	<ul style="list-style-type: none"> <li>✧ Provide more academic support for low achievers</li> </ul>	<ul style="list-style-type: none"> <li>✧ Students show progress in academic performance</li> </ul>	<ul style="list-style-type: none"> <li>✧ Test and Exam results and teachers' observation</li> </ul>	Sept 2023– June 2024	4	12	4	\$10,000 (\$500 per student)	Part-time tutors
15. 文化交流活動 (預計人數: 80 人)	<ul style="list-style-type: none"> <li>✧ 與英文科、地理科、視藝科、科學科、體育科等課程配合舉辦活動</li> <li>✧ 讓學生認識不同國家的文化</li> </ul>	<ul style="list-style-type: none"> <li>✧ 學生能將文化交流活動所學應用於課程學習內</li> </ul>	<ul style="list-style-type: none"> <li>✧ 問卷調查</li> <li>✧ 教師觀察</li> </ul>	2023 年 9 月至 2024 年 8 月	8	24	8	\$80,000 (\$2,000 per student)	未確定
<b>Total no. of activities: 15</b>				<b>@No. of man-times</b>	<b>85</b>	<b>261</b>	<b>85</b>		
				<b>**Total no. of man-times</b>	<b>431</b>			<b><u>Estimated total: \$292,940</u></b>	

Note:

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

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

\*\*Total no. of man-times: the aggregate of man-times (A) + (B) + (C)

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

## Appendix IV : Plan on Diversity Learning Grant

### Year plan –Measures to broaden students’ choices of elective subjects and provision of gifted education programmes for 2023 to 2024 Cohort of NSS Students (S4-S6)

The following programmes are adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way students’ diverse learning needs are catered for)	Name of programme(s)/course(s)	Target students	Evaluation of student Learning/success indicator	Teacher in Charge	Budget
Gifted Programmes – English Language	Enhancing elite students’ writing skills	Elite Writing Class	30 (S5-S6 students)	Teachers’ observation of students’ performance	Chan S	\$6,000
	Enhancing elite students’ public presentation and skills	Hong Kong Model United Nations Forum	20 (S4-S6 students)	Teachers’ observation of students’ performance	Chan S	\$15,000
資優課程 – 中文科	閱讀古今中國文學作品，提升同學閱讀及鑒賞能力，培養閱讀興趣和習慣	中文文學精進班(閱讀)	25 (S4-S6 students)	Teachers’ observation of students’ performance	Chuk SH	\$5,000
Gifted Programmes – Innovation & Entrepreneurship	Enhancing students’ skills in creating innovative solutions to real-world problems	MIT Innovation Academy	4 (S4-S6 students)	Students’ prototypes and presentations	Lui CS	\$12,000
Gifted Programmes – Leadership	Enhancing students’ leadership skills	Leadership Training	5 (S4-S6 students)	Teachers’ observation of students’ performance	Yip PH	\$4,000
Gifted Programmes – Credit-bearing Courses	Broadening gifted students’ horizons by supporting them to engage in inclusive and inspiring learning environment provided by universities / institutions	Credit-bearing Courses	6 (S4-S6 students)	Teachers’ observation	Wong MC	\$12,000
Other Programmes – Study Tours	Broadening gifted students’ horizons by supporting them to enroll on the study tours of the school	Study Tours of the School	20 (S4-S6 students)	Teachers’ observation of students’ performance	Lee WY	\$30,000
					<b>Total :</b>	<b>\$84,000</b>

## Appendix V

**Shun Lee Catholic Secondary School  
Plan on the Use of the Promotion of Reading Grant  
2023-24 School Year**

The major objectives of promoting reading: To promote a positive reading atmosphere conducive to the building of knowledge, acquisition of skills and cultivation of positive attitude and values.

	<b>Item</b>	<b>Estimated Expenses (\$)</b>
1	Purchase of Books	\$29,698
	<input checked="" type="checkbox"/> Printed books	
	<input type="checkbox"/> e-Books	
2	Web-based Reading Schemes	Nil
	<input type="checkbox"/> eRead Scheme	
	<input type="checkbox"/> Other scheme: _____	
3	Reading Activities	\$33,000
	<input type="checkbox"/> Hiring writers, professional storytellers, etc. to conduct talks	
	<input checked="" type="checkbox"/> Hire of service from external service providers to organise learning activities related to the promotion of reading	
	<input type="checkbox"/> Paying the application fees for students to participate in reading activities and competitions	
	<input type="checkbox"/> Subsidising students to participate in or apply for fee-charging reading related activities or courses	
4	Others: Consumable items, Book wrapping plastic	\$2,500
<b>Total:</b>		<b>\$65,198</b>

\* Please tick the appropriate boxes or provide details.

## Appendix VI

順利天主教中學  
姊妹學校交流計劃書  
2023-2024 學年

姊妹學校名稱：上海田家炳中學

締結日期：13-6-2017

本校擬於計劃推行期間舉辦下列姊妹學校交流活動：

項目編號	交流項目名稱及內容	預期目標	監察／評估	津貼分配
1.	<p><b>上海文化及普通話學習交流團</b></p> <ul style="list-style-type: none"> <li>由 4 位老師帶領 30 位中二及中三同學出訪</li> <li>2023 年 4 月 10 日至 4 月 14 日</li> <li>到田中與上海學生一起上課</li> <li>和上海同學一起體驗參與課外活動</li> <li>和學生領袖交流帶領課外活動經驗</li> <li>考察上海的歷史文化及環境保護的發展</li> </ul>	<ul style="list-style-type: none"> <li>提升同學聽說普通話的能力</li> <li>加深同學對國家的社會和文化發展情況認識</li> <li>增進兩地同學和老師之間溝通及友誼</li> <li>增加對上海學生的學習水平和生活了解</li> <li>學習帶領活動技巧</li> </ul>	<p><b>評估成效及匯報:</b></p> <ul style="list-style-type: none"> <li>學生及老師問卷</li> <li>學生反思報告</li> <li>回校普通話課內匯報學習成果</li> </ul>	<p><b>團費:</b></p> <p><b>學生:</b>每人資助\$7,000, 共 30 人 \$7,000 x 30 = \$210,000</p> <p><b>老師:</b>每人資助\$7,000, 共 4 人 \$7,000 x 4 = \$28,000</p> <p><b>交流活動文具及其他後備支出:</b> \$4,000</p> <p><b>總支出: \$242,000</b></p>