

SHUN LEE CATHOLIC SECONDARY SCHOOL

Annual School Plan
2024 - 2025



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 2024/25 – 2026/27

- 1. Optimizing self-regulated learning to nurture students into proactive learners**
- 2. Fostering positive values and well-being in students**

1. Major Concern : Optimizing self-regulated learning to nurture students into proactive learners

Briefly list the feedback and follow-up actions from the previous school year:

- With the concerted efforts of all subjects in promoting e-Learning strategies in 4Ps (i.e. Preparation, Participation, Presentation and Possession) in 2023-24, students’ engagement in lessons and their learning habits and performance have been strengthened. The subject-based mini projects have also effectively engaged students in research works and developed their self-learning skills.
- In 2024-25, new e-Learning strategies (e.g. artificial intelligence) will be incorporated into the regular classroom routines of 4Ps of some subjects (e.g. Chinese, English, ICT, Physical Education and Putonghua) to capitalize on the new AI learning trend and further enhance students’ learning effectiveness. Some subject-based mini projects will be transformed into cross-curricular mini projects to enhance students’ knowledge application across the Key Learning Areas (KLAs) and extend their breadth of knowledge.
- Furthermore, to stretch students’ learning capacity and develop them into proactive and reflective learners, activity-based learning will also be embedded in the major concern of optimizing self-regulated learning in 2024-25. Student Learning Profile (SLP) will be revamped to enable students to set learning goals in both academic studies and participation of life-wide learning activities and monitor their own progress. Reading Across the Curriculum (RaC) will be further strengthened to enhance students’ reading skills and knowledge base. Gifted education will be optimized through selecting students with the new student talent pool platform for external programmes and competitions.

Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible person	Resource Required
(If the school has a practical need to adjust the targets/implementation strategies/success criteria/methods of evaluation in the annual school plan, please mark it with ★ for information and follow-up by subject panels and functional committees.)						
1. Enhancing students’ self-regulated learning skills	<ul style="list-style-type: none"> • Teachers incorporate e-Learning strategies (including e-Learning tools and artificial intelligence) in 4Ps to strengthen students’ motivation, engagement and self-reflection in learning. 	<ul style="list-style-type: none"> • Students possess learning by engaging in 4Ps in and beyond the lessons, using teachers’ feedback for self-reflection and applying subject-specific learning strategies for assignments and assessments. 	<ul style="list-style-type: none"> • Teachers’ Observation and Lesson Observation • School-based Learning and Teaching 	2024-2025	Wong MC Chuk SH	<ul style="list-style-type: none"> • Support from IT Committee and technicians • Professional development programmes on effective

		<ul style="list-style-type: none"> ● School-based Learning and Teaching Survey (4Ps: Average > 3.2 out of 4) ● Stakeholders' Survey (Q2, 3, 6: > 3.8) ● SHS (Q8, 13, 14: > 3.5) ● APASO-III (Generic Skills: Q1, 2: 60% of the students strongly agree and agree) 	<p>Survey</p> <ul style="list-style-type: none"> ● SHS (Q2, 3, 6, 8, 13, 14) ● APASO-III (Generic Skills: Q1, 2) ● Assignment Inspection ● Assessment literacy reports ● Students' performance in subject-based / cross-curricular mini projects 			<p>lessons, e-Learning strategies (e.g. artificial intelligence), mini projects and assessment literacy</p>
	<ul style="list-style-type: none"> ● Subject heads and teachers (i) strengthen the use of assessment data to identify students' learning difficulties, (ii) provide feedback and (iii) refine curriculum planning and implementation to improve students' learning. 	<ul style="list-style-type: none"> ● Students' strengths and weaknesses in learning are analyzed by teachers in the assessment literacy reports to facilitate the adjustment of teaching and learning strategies for improving students' learning. 				
	<ul style="list-style-type: none"> ● Teachers provide opportunities for students' self-learning through digital learning materials and subject-based / cross-curricular mini projects. 	<ul style="list-style-type: none"> ● Students have varied learning tasks including research works, mini-projects and independent self-learning tasks, through which students can develop their self-learning skills. 				

(2) Stretching students' learning capacity	<ul style="list-style-type: none"> Class Teachers guide students to set learning goals through Student Learning Profile (SLP) and reflect on their learning progress regularly. 	<ul style="list-style-type: none"> Students are able to set individual learning goals and reflect on their learning experiences in both academic studies and participation of life-wide learning activities. SHS (Q12: > 3.5) APASO-III (Generic Skills: Q3, 4: Strongly Agree + Agree > 50%) 	<ul style="list-style-type: none"> SLP SHS (Q12) APASO-III (Generic Skills: Q3, 4) 	2024-2025	Lui CS Chuk SH Wong MC	
	<ul style="list-style-type: none"> Teachers enrich reading materials in the subjects and Reading across the Curriculum (RaC) to enhance students' reading skills and knowledge base. 	<ul style="list-style-type: none"> Students are able to understand the reading skills taught in RaC lessons (i.e. learn to read) and extend their knowledge base through the reading materials prepared by subject teachers (i.e. read to learn). APASO-III (Reading: Q3: Strongly Agree + Agree > 50%) 	<ul style="list-style-type: none"> Reading materials prepared by subject teachers for RaC APASO-III (Reading: Q3) 			<ul style="list-style-type: none"> Reading materials prepared by subjects
	<ul style="list-style-type: none"> Committee heads, subject teachers and ECA advisors enrich students' learning experiences by engaging them in life-wide learning activities (including co-/cross-curricular 	<ul style="list-style-type: none"> Students actively take part in the life-wide learning activities organized by teachers inside and outside the 	<ul style="list-style-type: none"> Key Learning Areas (Subject-based activity record) Extended 			<ul style="list-style-type: none"> LWL Grant DL Grant

	activities) inside and outside the school.	<p>school.</p> <ul style="list-style-type: none"> • KPM 21 (All categories meet the reference data) 	<p>Curriculum</p> <ul style="list-style-type: none"> • KPM 21 			
	<ul style="list-style-type: none"> • Subjects create a talent pool and engage the selected students in external programmes and competitions (e.g. STEAM, biliterate and trilingual communications, aesthetic and physical activities, national education). 	<ul style="list-style-type: none"> • Students are systematically selected based on their academic ranks and character strengths to take part in the external programmes and competitions through the new student talent pool platform. 	<ul style="list-style-type: none"> • Establishment of Student Talent Pool Platform 			<ul style="list-style-type: none"> • Support from IT technicians • LWL Grant • DL Grant

2. Major Concern : Fostering positive values and well-being in students

Briefly list the feedback and follow-up actions from the previous school year:

(In the first year of the development cycle, schools generally do not need to complete this part, but if the major concern(s) of this development cycle is related to the previous development cycle, e.g. optimising the major concern, schools may make reference to the feedback and follow-up actions of the previous school year to formulate or adjust the work of this school year.)

Target	Implementation Strategy	Success Criterion	Method of Evaluation	Time Scale	Responsible person	Resource Required
(If the school has a practical need to adjust the targets/implementation strategies/success criteria/methods of evaluation in the annual school plan, please mark it with ★ for information and follow-up by subject panels and functional committees.)						
(1) To foster students' positive values and attitudes	✧ The school establishes a core team for Values Education, responsible for designing and implementing a 3-year School Based Value Education Curriculum Framework.	<ul style="list-style-type: none"> The general behaviors and moral standard of students Most Students can notice the strengths, achievements and efforts of others and offer praise and encouragement. Students show a better understanding of well-being and able to build a sense of belonging and self-worth. Evidence of students' participation in value education related activities. 	<ul style="list-style-type: none"> Stocktaking of scheme of work APASO-III & SHS Student Development Survey results Evaluation from students after events Teachers' observation Focus group interview 	2024-2025	SA (Koong TM, Chan SL, Leung CY), CSD, PE, ECA and Moral Edu.	✧ Clerical support
	✧ The core team enhances the coordination and connection of cross-curricular activities in Values Education.					✧ Clerical support
	✧ Two subject departments and two committees conducted programmes on promoting the theme of "Thanksgiving".					✧ Clerical support
	✧ The school strengthens the class management in order to cultivate positive peer relationships and increase students' sense of					✧ Clerical support

	belonging to the school.	<ul style="list-style-type: none"> • More positive values are included in sharing in morning assemblies, class periods, ECA activities, and school events. • APASO-III (Atmosphere: Q2: Strongly Agree + Agree > 60%) • SHS (Q24, 27: >3.5) 				
(2) To help students lead a healthy lifestyle	<ul style="list-style-type: none"> ✧ The school participates in “The 4Rs Mental Health Charter” (Rest, Relaxation, Relationship and Resilience) organized by the EDB to promote good mental health among students. ✧ To promote mental health, teachers integrate mindfulness into everyday school life, such as mindful breathing practice and sensory activities. ✧ To promote physical well-being, teachers foster students’ interests in sports and increase their participation/ engagement in physical activities. ✧ To promote social health, teachers organize activities to strengthen 	<ul style="list-style-type: none"> • Observations from teachers and parents about the mental health, social health of the students are better comparing with last year in general. • Evidence of improvement in students’ perception on their wellness. • Over 65% of students agree that they know how to relax through the practice of mindfulness. • 65% of the students raise awareness of their physical fitness and 	<ul style="list-style-type: none"> • APASO-III & SHS • Student Development Survey results • Evaluation from students after events • Teachers’ observation • Focus group interview • Number of participants • Parents’ Feedback 		SA (Yip PH, Liu PS, Chan KP), PE & RE	✧ Clerical support

	<p>students' interpersonal and collaboration skills.</p>	<p>willing to do exercise.</p> <ul style="list-style-type: none"> • 65% of students agree that the class activities can help enhance their sense of belonging to the school and to develop positive relationships with others. • APASO-III (Mental Health Q1: Always + Sometimes: > 65%) • SHS (Q16: > 3.2) 				
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Appendix I Plan on Use of Capacity Enhancement Grant

School : Shun Lee Catholic Secondary School

Year : 2024/25

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	Punctuality of the self-evaluation reports and programme plans Quality of the self-evaluation reports and programme plans	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	Active participation of students in religious and spiritual activities	Students' development in affective domain in APASO	Leung CY
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

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resource Required	Performance Indicators	Assessment Mechanism	Person-in-charge
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 = \$676,944

Appendix II Life-wide Learning Grant

Plan on the Use of the Life-wide Learning Grant

2024-25 School Year

Schools are required to upload this Plan or the Annual School Plan which consist of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.

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

Schools are required to complete this part				Completion of this part is not mandatory								
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 ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher -in- charge
							Intellectual Developme nt (closely linked with curriculum)	Values Education	Physical and Aesthetic Developme nt	Community Service	Career- related Experiences	
1.1	Local Activities: 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											
Academic s activity groups	Chinese History	Coach Fee & Tuor Fee	\$5,000.00	Evalutaion by teacher & checking the attendance			✓	✓				Lee WY
Academic s activity groups	History	Ticket Fee	\$350.00	Evalutaion by teacher & checking the attendance			✓	✓				Wong CS
Academic s activity groups	SHUN Teens Programme	Coach booking & activity transportation Competition application fee Coach Fee(Run the City,Flag Raising, Camping & Activities Day Training)	\$53,000.00	Evalutaion by teacher & checking the attendance				✓	✓			Wu KW

Academic s activity groups	V-Power	Service Plan from NGO	\$40,000.00	Evalutaion by teacher & checking the attendance					✓		✓		Lee MT
Recreatio nal Groups	Athletic Meets	Truck Fee Sports Ground fee	\$4,000.00	Evalutaion by teacher & checking the attendance						✓			Cheung WH
Recreatio nal Groups	Athletic Team	Compeition Allowance Athletic Coaches Training Courses	\$37,000.00	Evalutaion by teacher & checking the attendance						✓			Cheung WH
Recreatio nal Groups	Badminton Club & Team	Booking Fee Coach Fee Allowance for Competition	\$128,000.00	Evalutaion by teacher & checking the attendance						✓			Fung HC
Recreatio nal Groups	Basketball Team	Coach Fee Application Fee & Indoor Booking Fee	\$122,000.00	Evalutaion by teacher & checking the attendance						✓			Cheung WH
Recreatio nal Groups	Footabll Team	Booking Fee Coach Fee Application fee for competition	\$42,000.00	Evalutaion by teacher & checking the attendance						✓			Cheung WH
Recreatio nal Groups	Handball Team	competition fee, coach fee, application fee	\$110,800.00	Evalutaion by teacher & checking the attendance						✓			Cheung WH
Recreatio nal Groups	Volleyball Team	Booking fee, coach fee, application fee	\$167,000.00	Evalutaion by teacher & checking the attendance						✓			Lam YY Kwok WL
Recreatio nal Groups	Swimming Gala	Truck Fee Swimming Pool Fee	\$4,500.00	Evalutaion by teacher & checking the attendance						✓			Cheung WH

Interest Groups	Art Club	Transportation and Travelling Fee Instructor's Fee	\$5,000.00	Evalutaion by teacher & checking the attendance					✓				Wu SC
Interest Groups	Catechism Class	fees for visit, events, talks, transportation	\$1,600.00	Evalutaion by teacher & checking the attendance					✓				Leung CY
Interest Groups	Catholic Society	Visit Fees & Training	\$5,000.00	Evalutaion by teacher & checking the attendance					✓				Sae-Lim Lim LL
Interest Groups	Coffee Club	Workshop Fee	\$15,000.00	Evalutaion by teacher & checking the attendance					✓	✓		✓	Lau TK Chuk SH
Interest Groups	Chinese History Club	本地考察費用	\$5,000.00	Evalutaion by teacher & checking the attendance			✓		✓				Lee WY
Interest Groups	Dance Club	membership and competition fees booking fee transportation fee	\$11,300.00	Evalutaion by teacher & checking the attendance						✓			Leung CY
Interest Groups	Drama Society	Coach Fee Workshop Fee	\$15,500.00	Evalutaion by teacher & checking the attendance						✓			Lo KP
Interest Groups	Chess Club	Competition Application Fee	\$3,000.00	Evalutaion by teacher & checking the attendance						✓			Au CC
Interest Groups	Girls' Choir	competition fee, transportation fee, master class	\$15,000.00	Evalutaion by teacher & checking the attendance						✓			Siu PY

Interest Groups	Green Club	Transportation Fee of Outdoor Activities	\$2,000.00	Evaluation by teacher & checking the attendance			✓	✓			✓	Lee MT
Interest Groups	Florist Club	Tutor Fee	\$5,000.00	Evaluation by teacher & checking the attendance					✓		✓	Siu WS
Interest Groups	Leathercraft Club	Workshop Fee	\$13,500.00	Evaluation by teacher & checking the attendance					✓		✓	Lam HT Chan KP
Interest Groups	Netflix & Philosophy Club	Talk & workshop fee	\$500.00	Evaluation by teacher & checking the attendance			✓					Matthew Chang
Interest Groups	Pawsitive Encounter	Workshop Fee & Transportation	\$3,340.00	Evaluation by teacher & checking the attendance				✓		✓	✓	Cho JM
Interest Groups	Photography Club	Student Activities & Tutor Fee	\$8,200.00	Evaluation by teacher & checking the attendance					✓		✓	Wong MM
Interest Groups	Putonghua and Foreign Language Club	Tutor Fee	\$4,000.00	Evaluation by teacher & checking the attendance			✓					Or MY
Interest Groups	Robotics Team	Competition Registration Fee	\$3,000.00	Evaluation by teacher & checking the attendance			✓					Wong SL
Interest Groups	School Band	Competition & transportation fee Coach fee	\$261,500.00	Evaluation by teacher & checking the attendance					✓			Siu PY

Interest Groups	String Orchestra	Transportation Fee Coach fee Competition Fee	\$121,000.00	Evaluation by teacher & checking the attendance					✓				Siu PY
Interest Groups	Table Tennis Team	Coach fee, booking fee, competition fee	\$23,000.00	Evaluation by teacher & checking the attendance					✓				Lo SC
Interest Groups	Yoga Club	Instructor's fee, Studio Rental Fee, Transportation Fee	\$10,800.00	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 Class Activities Subsidy	\$4,000.00	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				✓		✓			Lee WY
Service Groups	Religious Activities Committee	camp fees & Transportation fees for students	\$13,000.00	Evaluation by teacher & checking the attendance						✓			Leung CY

Service Groups	Social Service Group	Student Activities & Visit Fee	\$1,500.00	Evaluation by teacher & checking the attendance				✓		✓		Tong SL Wong HY
Student Organizations	Four House	Booking fee, Coach fee	\$8,000.00	Evaluation by teacher & checking the attendance						✓		Lam HT
Student Organizations	Students' Union	Activities Fee	\$8,000.00	Evaluation by teacher & checking the attendance						✓		Ho MK
Sub-total of Item 1.1			\$1,400,640.00									
1.2	<u>Non-Local</u> Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons											
1	Study Tour	Student & Teacher's Subsidy	\$527,600.00	Evaluation by teacher & checking the attendance				✓	✓			Lee WY
Sub-total of Item 1.2			\$527,600.00									
Total for Category 1			\$1,928,240.00									

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

No.		Item	Estimated Expenses (\$)
Academics activity groups	Geography	Field trip equipment	\$2,000.00
Academics activity groups	History	Materials of Activities	\$750.00
Academics activity groups	V-Power	Materials	\$3,700.00
Academics activity groups	SHUN Teens	Uniform, Equipment, Gifts, Souvenirs	\$16,000.00
Recreational Groups	Athletic Meets	Stop Watches, Trophies and medals	\$16,000.00
Recreational Groups	Athletic Team	Team Uniform, Equipment, Spike shoes	\$20,000.00
Recreational Groups	Badminton Club & Team	Training Materials & Maintainance	\$8,500.00
Recreational Groups	Basketball Team	Basketballs, net and bag, Training Tools	\$8,500.00
Recreational Groups	Footabll Team	Uniform, Equipment, Allowance of supplement	\$5,500.00
Recreational Groups	Handball Team	Fitness equipment and training accessories, consumables	\$8,200.00
Recreational Groups	Volleyball Team	Training Equipment & Compeition Allowance	\$2,900.00
Recreational Groups	Swimming Gala	Stop Watches, Trophies and medals, Caps, equipment	\$11,800.00
Interest Groups	Art Club	Materials	\$2,000.00
Interest Groups	Bridge Club	Activity Tools & Materials	\$2,200.00
Interest Groups	Catechism Class	Reference books, consumables, stationery	\$1,300.00
Interest Groups	Catholic Society	Consumables, Prizes	\$2,000.00
Interest Groups	Chess Club	Teaching Aids, Prizes, Stationery	\$1,200.00
Interest Groups	Chinese History Club	Materials, Stationery	\$600.00
Interest Groups	Chinese Promotion Team	General expenses, prizes	\$1,300.00
Interest Groups	Coffee Club	Materials, printing fee, books, equipment	\$3,500.00
Interest Groups	Dance Club	costume, make-up materials, stationery	\$6,150.00
Interest Groups	Drama Society	Printing Fee	\$1,100.00
Interest Groups	English Rave	Consumables, printing fee, stationery	\$2,500.00
Interest Groups	Florist Club	General expenses, Minor teaching tools ,equipment & materials	\$7,000.00
Interest Groups	Girls' Choir	scores, folders	\$1,800.00
Interest Groups	Green Club	Materials	\$1,300.00

Interest Groups	Leathercraft Club	Books, Materials	\$2,500.00
Interest Groups	Netflix & Philosophy Club	Materials, Stationery	\$2,600.00
Interest Groups	Pawsitive Encounter	Materials, Printing fee, Cat House	\$10,800.00
Interest Groups	Photography Club	Stationery, Consumables, 2 Lens for 2 Sony Digital Cameras	\$12,310.00
Interest Groups	Putonghua and Foreign Language Club	Materials	\$2,300.00
Interest Groups	Robotics Team	Accessories, tools, uniform	\$8,000.00
Interest Groups	School Backstage Team	Equipments, Stationery, Performance Appreciation	\$7,500.00
Interest Groups	School Band	maintenance of instruments,reed, oil, grease, scores, instruments(wooldwind, brass, percussion)	\$100,100.00
Interest Groups	Science society	Materials, Stationery	\$4,000.00
Interest Groups	String Orchestra	scores, accessories, instruments	\$21,000.00
Interest Groups	Table Tennis Team	Balls, bats & nets, team uniform	\$11,000.00
Interest Groups	Yoga Club	Stationery, materials	\$200.00
Service Group	Girl Guide	Materials, Uniform & Donation fee of Medical & Thinking day	\$4,800.00
Service Groups	Social Service Group	Souvenirs, Board Decaration	\$500.00
Special Activities	Inter-Class Competition	Prizes & Bids	\$6,000.00
Student Organizations	Class Club	Prizes, Consumables, Materials	\$3,000.00
Student Organizations	Four House	Materials, Book Coupon, Ballot Paper, Banner, Decoration, Trophy, Badge	\$8,150.00
Estimated Expenses for Category 2			\$342,560.00
Estimated Expenses for Categories 1 & 2			\$2,270,800.00

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	764
Estimated number of student beneficiaries:	764
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.

School-based Grant - Programme Plan

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 557 (including A. 109 CSSA recipients, B. 339 SFAS full-grant recipients and C. 109 under school's discretionary quota).

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

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
1. Writing Workshop for S1-3 (estimated participants =75 students)	<ul style="list-style-type: none"> To enhance students' writing skills 	<ul style="list-style-type: none"> Produce writings with improved development of ideas 	<ul style="list-style-type: none"> Teachers' observation and feedback given by course instructors 	July 2025	7	22	7	\$7200 (\$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)	<ul style="list-style-type: none"> To prepare students for HKDSE writing exam 	<ul style="list-style-type: none"> Produce writings with improved development of ideas 	<ul style="list-style-type: none"> Teachers' observation and feedback given by course instructors 	July 2025	4	12	4	\$8000 (\$400 per student)	Alumni
3. Speaking Workshop for S1 – S3 (estimated participants = 75 students)	<ul style="list-style-type: none"> To enhance low-achievers' speaking skills. 	<ul style="list-style-type: none"> Attain Level 3 in the speaking exam 	<ul style="list-style-type: none"> Teachers' observation and feedback given by course instructors 	July 2025	7	22	7	\$4680 (\$130 per student)	Alumni

4. Summer Learning Support Classes for S1 – S3 (estimated participants = 75 students)	<ul style="list-style-type: none"> To consolidate low achievers' language skills 	<ul style="list-style-type: none"> Score at least 75% of the marks in end-of course assessment 	<ul style="list-style-type: none"> Assessment score and comments from course instructors 	July 2025	7	22	7	\$ 5400 (\$150 per student)	Alumni
5. S1-S3 remedial classes (estimated participants = 135, 45 students per level)	<ul style="list-style-type: none"> To help low-achievers build up a better foundation 	<ul style="list-style-type: none"> Show improvement in assessments 	<ul style="list-style-type: none"> Assessment scores and comments from English teachers 	Sep 2024 - May 2025	13	40	13	\$19800 (\$300 per student)	Alumni
6. Speaking Practice for S6 (estimated participants = all S6 students)	<ul style="list-style-type: none"> To help students improve their public speaking skills 	<ul style="list-style-type: none"> Students demonstrate better confidence in speaking English 	Teachers' observation	Nov 2024 - Dec 2024	12	36	12	\$28800 (\$480 per student)	Alumni
7. LOL English Summer Workshop for S1 - S3 (estimated participants = 30, 10 students per level)	<ul style="list-style-type: none"> To enhance students' ability to understand and analyse English literature 	<ul style="list-style-type: none"> Students produce writings demonstrating better ability to analyse literary pieces. 	<ul style="list-style-type: none"> Tutors' and teachers' observation 	Jun 2025 - Jul 2025	3	9	3	\$27000 (\$1800 per student)	Service provider to be confirmed
8. Mathematics Remedial Classes in summer holiday (estimated participants: S2: 54 students S3: 16 students)	<ul style="list-style-type: none"> To improve students basic concepts of Mathematics 	<ul style="list-style-type: none"> Students have greater confidence in solving basic Mathematics problems 	<ul style="list-style-type: none"> Tutors' and Teachers' report 	July 2025	7	21	7	\$4200 (\$120 per student)	Alumni
9. Mathematics Remedial Classes after school (estimated participants: 90 students S1 to S3)	<ul style="list-style-type: none"> To improve students basic concepts of Mathematics 	<ul style="list-style-type: none"> Students have greater confidence in solving basic Mathematics problems 	<ul style="list-style-type: none"> Tutors' and Teachers' report 	Oct 2024 – May 2025	9	27	9	\$3600 (\$80 per student)	Alumni

10. Mathematics Remedial Classes after school (estimated participants: 28 S5 students in 1st term, 28 S5 students in 2nd term and 20 S6 students)	<ul style="list-style-type: none"> To improve students basic concepts of Mathematics To help students consolidate the syllabus taught in the school year 	<ul style="list-style-type: none"> Attain level 2 or 3 in exams 	<ul style="list-style-type: none"> Internal exam or HKDSE results 	Sept 2024– May 2025	6	22	6	\$18880 (S5:\$400 per student in 1st term and \$640 per student in 2nd term) (S6: \$640 per student)	Alumni
11. Musical instrument classes (estimated participants: 80 students)	<ul style="list-style-type: none"> To develop the students' interested in learning instruments. 	<ul style="list-style-type: none"> Students actively participate in various school/public performances, competitions and examinations. 	<ul style="list-style-type: none"> Tutors' report ABRSM result performances 	Sept 2024 - Aug 2025	8	24	8	\$168000 (\$4,200 per student around 35 lessons in one year)	Nil
12. Music festival (estimated participants: 28 students)	<ul style="list-style-type: none"> To compete with other participants. 	<ul style="list-style-type: none"> More than 70% of students get merit 	<ul style="list-style-type: none"> The result 	March 2024	2	8	2	\$3600 (around \$300 per student)	Hong Kong Schools Music and Speech Association
10. S1 Saturday Tutorial Class (estimated participants: 32 students in 1 st term, 32 students in 2 nd term)	<ul style="list-style-type: none"> To help S1 students to learn better in subjects taught in English 	<ul style="list-style-type: none"> The students show greater confidence and proficiency in using English to learn Math, IH and Science. 	<ul style="list-style-type: none"> Questionnaire Observation from subject teachers Test and examination result 	Oct 2024- Dec 2024 Feb 2025- Jun 2025	6	18	6	\$28950 (\$780 per student in 1st term and \$1150 per student in 2nd term)	Alumni 11700
11. S5 Spiritual Class (estimated participants: 31 students)	<ul style="list-style-type: none"> Strengthen the class spirit and increase the self- awareness in spiritual health 	<ul style="list-style-type: none"> Students show confidence and positive attitude in life. 	<ul style="list-style-type: none"> Questionnaire 	Sept 2023- Aug 2024	3	9	3	\$3000 (\$200 per student)	To be confirmed
12. Painting Lesson (estimated participants: 8 S4 students 9 S5 students 20 S2-S3 students)	<ul style="list-style-type: none"> To improve students' painting technique / computer art technique 	<ul style="list-style-type: none"> Students shows greater competency in painting and computer art. 	<ul style="list-style-type: none"> Teachers' observation 	Sept 2024– June 2025	3	11	3	\$6800 (\$400 per student)	Alumni / Artist

13. After-school small group academic enhancement class for S1-S3 students (estimated participants: 40 students)	<ul style="list-style-type: none"> Provide more academic support for low achievers 	<ul style="list-style-type: none"> Students show progress in academic performance 	<ul style="list-style-type: none"> Test and Exam results and teachers' observation 	Sept 2024– June 2025	4	12	4	\$10000 (\$500 per student)	Part-time tutors
14. 文化交流活動 (預計人數: 80人)	<ul style="list-style-type: none"> 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 讓學生認識不同國家的文化 	<ul style="list-style-type: none"> 學生能將文化交流活動所學應用於課程學習內 	<ul style="list-style-type: none"> 問卷調查 教師觀察 	2024年9月至2025年8月	8	24	8	\$80000 (\$2000 per student)	未確定
Total no. of activities: 14					[@] No. of man-times	109	339	109	<u>Estimated total: \$427910</u>
					^{**} Total no. of man-times	557			

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 2024-2025 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
					Total :	\$84,000

Appendix V : Plan on the Use of the Promotion of Reading Grant

2024-25 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.

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

* Please tick the appropriate boxes or provide details

Appendix VI 維護國家安全及國家安全教育相關措施的工作計劃

2024-2025 學年

學校名稱：順利天主教中學

範疇	措施 / 策略	評估方法	推行時間	負責人	所需資源(文件)
學校行政	<p>(1) 繼續優化「維護國家安全及國家安全教育」工作小組的組成與工作：</p> <ul style="list-style-type: none"> ➤ 策劃及統籌有關政策； ➤ 協調各科組盡快落實有關措施； ➤ 促進不同持份者的溝通和協作，加強學生品德培養和相關的訓育輔導工作；及 ➤ 制定策略和應變措施防止政治活動入侵校園。 	<p>會議紀錄 觀察</p>	2024/25 全學年	校長及副校長	
	<p>(2) 跟進校舍管理機制及程序，確保學校活動不會涉及危害國家安全的行為和活動。包括：</p> <ul style="list-style-type: none"> ➤ 檢討學校借出場地予校外機構，落實使用「借用學校場地申請表」 ➤ 科主任定期(12月/3月/8月)檢視圖書館藏書。圖書的下架及註銷要有清楚的紀錄。由圖書館主任負責保存。而新購入的實體和電子版書籍已按新制定圖書館館藏審閱機制處理，由校方行政人員先行檢查。 ➤ 巡視校園機制 	<p>會議紀錄 觀察</p>	2024年9 月至11月	<p>總務主任 副校長 圖書館主任</p>	
	<p>(3) 完善學校舉辦活動的機制和程序，確保以學校</p>	<p>觀察</p>	2024年9月	課外活動主任及	

範疇	措施 / 策略	評估方法	推行時間	負責人	所需資源(文件)
	<p>名義舉辦的活動（包括學生活動、課外活動、邀請校外嘉賓演講、校友或家長教師會為學生舉辦的活動、校外導師任教的活動等），不會涉及危害國家安全的行為和活動。</p> <p>➤ 檢討「學校教育支援人員守則」及「學校校外教育支援者/機構須知」</p> <p>➤ 檢討舉辦課外活動的國家安全指引</p>	活動檢討	至 11 月	副校長	
	<p>(4) 透過升掛國旗及奏唱國歌的安排，提升學生國民身份的認同，並鼓勵同學自信地唱。並定時進行國旗下的對話，會邀請不同科組、不同級別的師生分享，例如說好中國故事、交流或活動分享。</p> <p>(5) 安排其他制服團體接受中式步操及升旗培訓，讓更多同學參與，從而提高國民身份認同。</p> <p>(6) 進行採購時，在招標及報價的文件中，加入國家安全的條款，列明基於國家安全的考慮，學校可取消供應商的資格及終止相關的合約。</p>	觀察 活動檢討	2024/25 全學年	德育公民及國民 教育組及制服團 體 負責人	
人事管理	(1) 繼續透過會議／通告向學校各級人員清楚說明學校對其職責及操守的要求和期望，包括遵守法律及社會接受的行為準則，並適時及適當地跟進員工的工作表現及操守；	會議紀錄	2024/25 全學年	校長	
	(2) 繼續要求員工奉公守法，協力締造和平和有序的校園，勸止師生參與政治活動。	觀察 會議紀錄	2024/25 全學年	校長	

範疇	措施 / 策略	評估方法	推行時間	負責人	所需資源(文件)
	(3) 更新新教師入職要求，在新老師的合約中加入有關條款，確保新老師的教學及在校活動不會涉及危害國家安全。	會議紀錄 觀察	2024/25 全學年	校長	
教職員培訓	(1) 今年將聯同教區其他學校舉辦聯校國家安全教育培訓講座。 (2) 繼續有序地安排教職員接受教育局舉辦適當的國家安全教育培訓課程／講座或研討會； (3) 定時會提醒教職員自行參加與國家安全教育有關的培訓課程／講座或研討會，以符合教育局有關進修時數的要求，並以 GOOGLE FORM 收集進修的資料； (4) 工作小組專責同事不時推薦相關的培訓課程／講座或研討會。	活動紀錄	2024/25 全學年	專業發展委員會 主任	
學與教	(1) 檢視個人、社會及人文教育學習領域／科目、德育、公民及國民教育，以及有關《憲法》和《基本法》等課程內容，按學生的認知能力，加強學生國家安全的觀念，培養學生成為具國家觀念、尊重法治和守法的良好國民，例如會於延伸課程及週會中加入相關的課堂； (2) 強化監察機制，定期檢視課堂教學及教學資源的內容和質素，確保符合課程發展議會於各學習階段課程所訂定的課程宗旨、目標和內容，選用的資料合宜，並切合學生的程度和學習需要； (3) 妥善存檔有關《憲法》、《基本法》教育及國家安	會議紀錄 課程文件	2024/25 全學年	副校長、 科主任	

範疇	措施 / 策略	評估方法	推行時間	負責人	所需資源(文件)
	<p>全教育的校本學與教資源及校本課程。教資源存檔年期為三個學年；</p> <p>(4) 要求各科組將有關國家安全教育及國民教育的課題於進度表及教學材料中顯示。</p> <p>(5) 公民及社會發展科科任老師籌備中四及中五級內地考察活動。</p> <p>(6) 除上海姐妹學校的交流活動外，今年會物色鄰近省份的學校締結為姐妹學校。</p> <p>(7) 於一月份舉辦「中國文化日」。鼓勵不同的科組舉辦推廣中國文化的活動。</p>				
學生訓輔及支援	<p>(1) 落實執行學校 2024-27 三年計劃，透過結合教育局十二大價值觀教育及校本特色，擬定價值教育框架；</p> <p>(2) 安排課程及活動加強正向教育，培養守法守規的良好公民。繼續邀請警民關係科警長到校舉行講座，讓學生明白守法、守規的重要；</p> <p>(3) 參加 2024-25 年度教育局舉辦的「和諧大使用輩調解計劃」及《基本法》學生校園大使培訓計劃。</p>	計劃檢討	2024/25 全學年	副校長、 訓輔主任	
家校合作	<p>(1) 舉辦不同的家長晚會及講座，讓家長明白價值觀教育，培養子女正面價值觀及健康生活方式；</p> <p>(2) 與家教會合作，舉辦有關維護國家安全及國家安全教育的活動/講座，協助子女以多角度分析，明辨是非，成為守法守規的良好公民。</p>	活動檢討	2024/25 全學年	副校長及 家教會負責老師	

Appendix VII: 姊妹學校交流計劃書

姊妹學校交流計劃書 2024-2025 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>文化及普通話學習交流團</p> <ul style="list-style-type: none"> ➢ 由 3 位老師帶領 25 位中二及中三同學出訪 ➢ 2025 年 4 月 16 日至 4 月 21 日 ➢ 到田中與上海學生一起上課 ➢ 和上海同學一起體驗參與課外活動 ➢ 和學生領袖交流帶領課外活動經驗 ➢ 考察上海的歷史文化及環境保護的發展 	<ul style="list-style-type: none"> ➢ 提升同學聽說普通話的能力 ➢ 加深同學對國家的社會和文化發展情況認識 ➢ 增進兩地同學和老師之間溝通及友誼 ➢ 增加對上海學生的學習水平和生活了解 ➢ 學習帶領活動技巧 	<p>估成效及匯報:</p> <ul style="list-style-type: none"> ➢ 學生及老師問卷 ➢ 學生反思報告 ➢ 回校普通話課內匯報學習成果 	<p>團費:</p> <p>學生:每人資助\$7,000, 共 25 人 \$7,000 x 25 = \$175,000</p> <p>老師:每人資助\$7,000, 共 3 人 \$7,000 x 3 = \$21,000</p> <p>交流活動文具及其他後備支出: \$3,000</p> <p>總支出:\$199,000</p>