# School Annual Plan

# 2023 – 2024

**PLK Tong Nai Kan JS College**

# Our Mission :
# Achieving Academic Excellence
## Nurturing Potential Talent

Kenneth C.K. Wong
Principal
Po Leung Kuk Tong Nai Kan Junior Secondary College

我們的使命：
追求卓越
啟發潛能

黃仲奇 校長

保良局唐乃勤初中書院

# Content

1. Vision

   In the pursuit of educational excellence, the school seeks to establish an environment on campus conducive to an enjoyable and effective teaching and learning atmosphere. By embracing a rich life together, teachers and students work in partnership to mutually encourage each other and instill the spirit of life-long learning.

2. Mission

   The school is committed to providing high quality education to enhance students' bi-literacy and tri-lingualism, to develop students' higher order thinking skills, and to foster students' multi-intelligence. As a caring community, the school values and promotes the growth of the whole person so as to enable the student to become a responsible citizen and make a positive contribution to the local and global community. The school motto of Love, Respect, Diligence and Honesty embodies the school ethos.

3. Aims

   The school should
   3.1   promote successful, enthusiastic and inspirational teaching and learning,
   3.2   enhance students' language proficiency,
   3.3   strive to develop students' potential with multi-intelligence and creativity, and
   3.4   foster students' self-discipline and nurture students' sense of responsibility.

4. Major Concerns

   4.1  Developing and Optimizing School-based Curriculum
   4.2  Improving students' academic performance, enhancing whole-person development and broadening students' horizons
   4.3  Strengthening student morality and nurturing each student to be a responsible citizen with a sense of national identity and global perspective, to uphold positive values and attitudes, to cherish our Chinese Culture and to respect for pluralism in society
   4.4  Maximizing the use of information technology to enhance the efficiency of teaching and learning

2023 – 2024 Major Concern

## ➢ Developing and Optimizing School-Based Curriculum

| Strategies / Implementation | Date | Success indicators | Evaluation strategies | Committees / Subjects-in-charge | Resources |
|---|---|---|---|---|---|
| ➢ Facilitate the collaboration of faculty and subject departments | 9/2023 - 6/2024 | ➢ Combine subjects and develop school-based faculties<br>➢ To hold faculty meetings to strengthen interdisciplinary learning<br>➢ To hold at least 5 cross-learning area/subject experiential learning activities successfully<br>➢ Successfully arrange at least 1 cross-curricular language learning activity / experience | ➢ Review the content of the faculty meeting<br>➢ Collect and review documents of cross-learning area/subject experiential learning activities<br>➢ Collect and review documents of cross-curricular language learning activities / experiences | ➢ AC<br>➢ All Subject Departments | ➢ EOEBG<br>➢ Life-wide Learning Grant |
| ➢ Optimizet school-based comprehensive STEM curriculum | 9/2023 - 6/2024 | ➢ Optimize biotechnology curriculum in the Science<br>➢ Optimize the curriculum of Living Technology<br>➢ Optimize AioT and Block Chain curriculum in Information & Technology Studies<br>➢ Optimize Smart Home Curriculum and Robot curriculum in Design & Technology<br>➢ Optimize MAKER curriculum | ➢ Review the faculty and subject plans of the Science, Living Technology, Information & Technology Studies, and Design & Technology<br>➢ Review the effectiveness of school-based courses through lesson observation and book inspection | ➢ AC<br>➢ Science<br>➢ Living Technology<br>➢ Information & Technology Studies<br>➢ Design & Technology | ➢ EOEBG<br>➢ Life-wide Learning Grant<br>➢ IT Innovation Lab Fund<br>➢ PLK Hung Hui Charity Foundation Innovative Tech Fund<br>➢ PLK SF Lee Creative & Technology Education Development Fund<br>➢ Student Fee Collection |
| ➢ Optimize Social and Cultural Studies curriculum | 9/2023 - 6/2024 | ➢ Optimize the School-based Social and Cultural Studies curriculum<br>➢ Develop positive values and attitude towards life<br>➢ Deepen the understanding of one country and two systems<br>➢ Broaden worldview horizon | ➢ Review the curriculum of the Social and Cultural Studies<br>➢ Review the effectiveness of the Social and Cultural Studies' curriculum | ➢ AC<br>➢ Social and Cultural Studies | ➢ EOEBG |
| ➢ Optimize the curriculum according to the subject changes announced by EDB to strengthen the bridging between junior and senior secondary curriculum | 9/2023 - 6/2024 | ➢ According to the curriculum renew, review the exam papers, assessment method, curriculum content, etc.<br>➢ Successfully strengthened the bridging between junior and senior secondary curriculum | ➢ Review subject documents, such as teaching schedules and minutes<br>➢ Review the interface between junior and senior secondary curriculum through the faculty meetings | ➢ AC<br>➢ Chinese Language<br>➢ English<br>➢ Mathematics | |
| ➢ Optimzie the curriculum according to the "Curriculum Framework of National Security Education in Hong Kong" announced by EDB | 9/2023 - 6/2024 | ➢ According to the curriculum renew, review the exam papers, assessment method, curriculum content, etc. | ➢ Review subject documents, such as teaching schedules and minutes<br>➢ Rewiew curriculum and courseworks for subjects | ➢ AC<br>➢ All subject Departments | |

## ➤ Improving students' academic performance, enhancing whole-person development and broadening students' horizons

| Strategies / Implementation | Date | Success indicators | Evaluation strategies | Committees / Subjects-in-charge | Resources |
|---|---|---|---|---|---|
| ➤ Improve the academic quality of students | 8/2023 - 6/2024 | ➤ Create an atmosphere that promotes reading<br>• Bookmarks for new book introductions distributed by librarians<br>• Place library promotional materials on the table in the tuck shop<br>➤ Improve students' reading ability<br>• more than 80% of students complete the cross-curricular reading scheme twice a year<br>• Each students read 12 designated books in the library reading session and finish reading records<br>• For Chinese subject-based reading scheme, not less than 80% of students participate in and complete it with a passing score<br>➤ Subjects review and optimize the curriculum and revise the design of the work, ability indicators for each coursework/question type are added, students can reflect their learning performance in detail, they could be guided to revise step by step to improve learning efficiency and academic results<br>➤ Optimize test feedback:<br>• List students' possible errors according to the options and question types when setting exam paper, and make a detailed marking reference<br>• After uniform test and examination, subject-form meetings will be held to review the performance of the students in each paper, adjust the teaching focus, and discuss follow-up measures<br>• After two exams, use various data to make detailed student performance reports and give feedback by using Keynote<br>➤ Successfully provided appropriate support for the students who do not meet the academic requirements, inspected the current school-based and subject-based strategies as a whole. 12 tutorial lessons for Chinese, English and Mathematics were successfully arranged by AC<br>➤ Improvement work done on curriculum by subjects and faculties | ➤ Count the number of bookmarks distrrbuted<br>➤ Count the number of publicity materials placed<br>➤ Refer to the statistics of students borrowing new books<br><br>➤ Count the number of completed cross-curricular reading scheme<br>➤ Review the reading records of the library reading session, 70% of students should get a passing score<br>➤ Collect the data of the number of participants, the number of completions and student scores in the Chinese subject-based reading scheme<br><br>➤ Revise and optimize the curriculum and ability indicators<br><br><br>➤ Collect and review the minutes of the subject-form review meeting after the uniform test and the exam<br>➤ Collect detailed reports of the student performance<br><br><br>➤ Collect the data of after school tutorial assigned by AC<br><br><br>➤ Collect subject handbooks and review the development of different learning groups | ➤ AC<br>➤ All Subject Departments | ➤ EOEBG<br>➤ Promotion of Reading Grant<br>➤ TRG |
| ➤ Improve students' ability to self-directed learning | 9/2023 - 6/2024 | ➤ Successfully optimize and adjust teaching materials according to the diversity of students' learning<br>➤ Subject Departments create self-study resource database. Complete the whole curriculum in each subject<br>➤ Create AR Videos or materials in explaining the concept of the assignment so as to assist students' self learning<br>➤ Each department successfully held at least one activity to enhance students' self-directed learning | ➤ Collect and review documents related to the optimization and adjustment of teaching materials for students' learning diversity in different subjects<br>➤ Inspect the preparation work of the self-directed resource bank of each subject through different e-learning platforms<br>➤ Collect and review documents of various faculties about the activities held to enhance students' self-directed learning | ➤ AC<br>➤ All subject Departments | ➤ EOEBG<br>➤ Life-wide Learning Grant<br>➤ CITG |
| ➤ Create an atmosphere of improving academic performance | 9/2023 - 6/2024 | ➤ Create peer group learning among students<br>➤ Post the list of top 10 students at all levels and top 3 at class level after tests and exams<br>➤ 20% of students can receive the awards in the incentive scheme | ➤ Collect the feedback from students regarding the peer group learning arrangement<br>➤ Observe students' reaction after posting the ranking<br>➤ Calculate the number of students geeting the awards in the academic incentive scheme | ➤ AC<br>➤ All subject Departments<br>➤ Class Teachers | ➤ EOEBG |
| ➤ Encourage and arrange students to participate in non-academic activities to achieve whole-person development | 9/2023 - 6/2024 | ➤ 80% of students participate in non-academic activities in order to develop students' potential in different fields<br>➤ Activities will cover all aspects of whole-person education : self-directed learning, physical and artistic development, service learning | ➤ Review students' participation<br><br><br>➤ Review the effectiveness of the activities | ➤ ECCAC<br>➤ All subject Departments<br>➤ All committees | ➤ EOEBG<br>➤ Life-wide Learning Grant<br>➤ Student fee collection |
| ➤ Broaden students' horizons | 9/2023 - 8/2024 | ➤ Organize and arrange different kind of visiting activities<br>➤ Participate in study tours, encourage students to various provinces and cities in the Mainland for visits and exchanges in order to broaden their horizons<br>➤ Organize and arrange overseas study tours to enrich their knowledge | ➤ Count the number of people who participated in the activities<br>➤ Calculate the number of people participating in exchange tours | ➤ AC<br>➤ ASDC<br>➤ ECCAC<br>➤ All subjects and committees | ➤ EOEBG<br>➤ Life-wide Learning Grant<br>➤ Sister School Exchanges Grant<br>➤ Student fee collection |

- **Strengthening student morality and nurturing each student to be a responsible citizen with a sense of national identity and global perspective, to uphold positive values and attitudes, to cherish our Chinese Culture and to respect for pluralism in society**

| Strategies / Implementation | Date | Success indicators | Evaluation strategies | Committees / Subjects-in-charge | Resources |
|---|---|---|---|---|---|
| ➢ Strengthen student morals, cultivate positive values and attitudes with respect for the diversity of society, and create a healthy and positive campus atmosphere | 9/2023 - 6/2024 | ➢ Organize activites to promote value education, in line with the following value and directions: perseverance, respect for others, responsibility, national identity, commitment, integrity, care for others, law-abidingness and empathy.<br>➢ Organize activities to promote school motto and kuk spirit.'<br>➢ Organize visits to Po Leung Kuk Museum<br>➢ Organize "Positive Energy Community Service Learning Scheme". | ➢ Collect and review documents about promoting value education activities<br>➢ Collect and review the documents about organizing activities to promote school motto and "Kuk's Spirit"<br>➢ Collect and review the documents of the Positive Energy Community Service Learning Scheme<br>➢ Review the curriculum of Social and Cultural Studies<br>➢ Review the effectiveness of the Social and Cultural Studies in strengthening students' moral character, cultivating positive values and attitudes, etc. by lesson observation, review of homework design and book inspection, etc. | ➢ AC<br>➢ MCNEC<br>➢ Social & Cultural Studies | ➢EOEBG |
| ➢ Cultivate students' sense of national identity and appreciation of Chinese culture | 9/2023 - 6/2024 | ➢ Optimize the curriculum of Chinese History and the Social and Cultural Studies to promote the education of the Constitution and the Basic Law<br>➢ Organize visits to Hong Kong Museum of History and the Basic Law Library<br>➢ Opimize the Curriculum of different subjects covered the elements of 'understanding the motherland'<br>➢ Play and sing the national anthem, raise the national flag and the regional flag for specific days and occasions regularly<br>➢ Organize activities for the "National Security Education Day"<br>➢ Organize other activities to deepen the understanding of the national security | ➢ Collect and review the curriculum design of Chinese History and Social and Cultural studies to review the education of the Constitution and the Basic Law<br>➢ Collect and review documents about organizing visits to the Hong Kong Museum of History and the Basic Law Library<br>➢ Collect and review the curriculum of different subjects ensure they covered the elements of 'understanding the motherland'<br>➢ Observe students performance while playing and singing the national anthem, raising the national flag and the regional flag for specific days and occasions<br>➢ Collect and review the documents about organizing activities for the "National Security Education Day" event<br>➢ Collect and review documents about organizing other activities to deepen the understanding of the national security | ➢ AC<br>➢ ASDC<br>➢ All Subject Departments | ➢EOEBG<br>➢Life-wide Learning Grant<br>➢Sister School Exchanges Grant |

- **Maximizing the use of information technology to enhance the efficiency of teaching and learning**

| Strategies / Implementation | Date | Success indicators | Evaluation strategies | Committees / Subjects-in-charge | Resources |
|---|---|---|---|---|---|
| ➢ Promote the professional development of teachers and enhance the effectiveness of learning and teaching | 9/2023 - 6/2024 | ➢ Create AR videos or materials, explain students' homework in order to assist students in self-study<br>➢ Create high-quality Keynote and use Keynote to explain subject concepts<br>➢ To improve lesson efficiency by using "Flipped classroom" at least three topics in each semester.<br>➢ Make good use of different electronic applications (apps) to enrich the teaching content and make the learning and teaching process more interesting<br>➢ Use AI learning platform, so that students have more opportunities for targeted training<br>➢ Overall teachers' average marks of 'IT teaching" in Student Evaluation for all teachers reached 3 (out of 4) | ➢ Collect and review the teaching materials designed such as Keynote, VR/AR, etc.<br>➢ View the teaching effectiveness of the Blended teaching through lesson observation<br>➢ Collect data of the student evaluation in "e-learning" teaching mode<br>➢ Calculate and review the use of AI learning platforms | ➢ AC<br>➢ ASDC<br>➢ All Subject Departments | ➢EOEBG<br>➢Life-wide Learning Grant<br>➢CITG |