

Methodist College – Annual School Plan (2018-19)
Major Concern 1: Increasing Students’ Participation in Class (Stage 3)

	Objectives of the Year	Proposed Strategies	Success Criteria	Method of Evaluation
1	To increase student engagement in learning	<p>(a) To refine and apply subject-based active learning strategies to increase students’ participation in class, for example,</p> <ul style="list-style-type: none"> (i) collaborative learning (ii) group discussion, presentation, debate (iii) think-pair-share (iv) class games (v) peer teaching <p>(b) Design well-structured pre-lesson tasks/activities to prepare students more effectively for in-class activities.</p> <p>(c) Provide choice in the way the students express their knowledge</p> <p>(d) Review and evaluate the subject-based incentive scheme (award, term mark) to motivate students in classroom participation.</p> <p>(e) Collaborative lesson preparation and subject-based sharing on the application of active learning strategies will be held.</p> <p>(f) Active learning strategies will be the focus</p>	<p>(a) At least 60% of lessons observed are able to achieve 4 out of the following 6 items (Well-sequenced activities, Require learner preparation, Opportunities for different learners to participate, Involving students of different ability and motivation levels to answer the questions, Opportunities for students to demonstrate learning / raise questions, Students engage in learning activities)</p> <p>(b) Pre-lesson tasks / activities can be observed in lesson observation</p> <p>(c) At least 30% of the lesson time is allocated to student-centered activities.</p> <p>(d) Subject-based incentive scheme is reviewed and evaluated in subject meetings.</p> <p>(e) At the end of the year, at least one teacher shares his/her experience on the application of active learning strategies in subject meetings.</p> <p>(f) At least 60% of teachers agree that the refined subject-based active learning strategies can help encourage classroom participation and improve students’ understanding on the learning materials</p> <p>(g) 80% of teachers agree that students have</p>	<p>Lesson observations (appraisal, lesson study)</p> <p>Lesson observations (appraisal, lesson study)</p> <p>Teachers’ self-evaluation</p> <p>Minutes</p> <p>Minutes</p> <p>Teachers’ self-evaluation</p> <p>Teachers’</p>

Methodist College -Annual School Plan (2018-19)
Major Concern 2: Be a Blessing to Others (Stage 3)

Intended outcome/ targets:

1. To nurture empathy among all members of the school
2. To inculcate all members of the school with a love of serving
3. To raise students' sense of belonging to class and school

Strategies	Success Criteria	Methods of Evaluation	People Responsible
<u>Through "Class Building"</u> 1. Build in class time for developing better teacher student relationship. 2. Develop a handbook of class-building for class teachers.	(a) In addition to the regular CT periods in junior forms, regular CT periods will be scheduled in senior forms. (b) Students like to be one of the members of the class. (c) Students like to serve others in their class. (d) Students feel that teachers care about them. (e) Students feel that classmates care about them (f) The handbook of class-building for CT will be optimized and revised.	<ul style="list-style-type: none"> • Teachers' evaluation • Students' questionnaires 	1. CT,ACT 2. LPN
<u>Through Recognition</u> 3. Students' participation in social service will be post on school websites. 4. Develop a service award scheme 5. Continue the scheme of "Service star of the month/ term"	(g) Report of students' participation in social service is posted on school website within two weeks. (h) A Voluntary Service Booklet is designed to record the Service Learning hours of students. Award will be given to students with highest service learning hours. (i) 4 service stars of the month of each level is selected. 2 service stars of the term of each level is selected.	<ul style="list-style-type: none"> • Teachers' evaluation • Students' questionnaires 	3. LEC, CT,ACT 4. LEC, CT,ACT 5. LEC

<p><u>Through Whole school activities</u></p> <p>6. “Spring Cleaning Day” cleanliness campaign on the last day before the Lunar New Year Holiday</p> <p>7. Class-based Social Service Programme</p> <p>8. Organize at least one overseas service learning trip.</p> <p><u>Through morning line-up, assemblies and CT lessons...etc</u></p> <p>9. Invite guests, teachers, and students to share their experience in assemblies or morning line-up.</p>	<p>(j) Students actively participate in the activity.</p> <p>(k) Each class will organize at least one service learning activity on class basis.</p> <p>(l) Students like to serve others.</p> <p>(m) Successful completion of one such trip including at least one pre-trip activity, one follow-up activity and sharing to whole school.</p> <p>(n) At least one such sharing is done in assembly, and each class shares their service experience in morning line up.</p>	<ul style="list-style-type: none"> Teachers’ evaluation Students’ questionnaires 	<p>6. LEC & AC</p> <p>7. LEC</p> <p>8. Vol.Ser.Gp</p> <p>9. LEC, FC</p>
<p><u>Through the work of various subjects, teams and committee.</u></p> <p>10. Each subject, department, committee and team includes objectives1 and 2 in their annual programme plan.</p> <p><u>Through staff welfare and staff development</u></p> <p>11. Raise staff bondage through staff development activities, and give more recognition to staff effort and achievement.</p> <p>12. Organize workshop on student support</p>	<p>(o) Refers to annual programme plan of various subjects, departments, committees and teams.(e.g. number of units, activities, tasks that fit into the theme)</p> <p>(p) Teachers give out cards to show appreciation and encouragement to others</p> <p>(q) At least 2 staff development sessions are devoted to this.</p> <p>(r) Staff morale increases</p> <p>(s) Teachers feel more confident in student support.</p>	<ul style="list-style-type: none"> Minutes Teachers’ evaluation 	<p>10. Various Committees</p> <p>11. All staff</p> <p>12. SDT</p> <p>13. SDT</p>

<u>Through perfecting the system of student record</u>			
13. Continue to add individual student information to the Excel file of longitudinal student record	(t) CTs find the longitudinal student record useful.		13. LEC
14. Explore the procurement of an e-platform to be a comprehensive depository of students' academic and non-academic information over the years.	(u) Successful procurement and running of such a platform.		14. AC

Areas Outside Major Concerns

1) Language Policy:

- English is the medium of instruction for all subjects except Chinese Language (S1-6), Chinese History (S1-6), Liberal Studies (S1-6), Religious Education (S1-6), Putonghua (S1-3), Chinese Literature (S4-6) and Ethics & Religious Studies (S4-6).
- In all classes of S1-3, one Chinese lesson per two cycles is taught in Putonghua.
- All school functions are basically conducted in English, while teachers and students are encouraged to use English in informal communications but not compulsory.

2) Bring Your Own Designated Device (BYODD) Pilot Scheme:

- The scheme will be run in Class 1R. Parents will join on a voluntary basis. They will purchase and own their own mobile computer devices, while for needy students, subsidies from the Community Care Fund will be applied. The scheme aims at enhancing the trying out of more e-learning strategies and revealing the problems and issues concerned to prepare for wider use of e-learning in other classes and levels in future.

3) Promotion of Sports and Healthy Lifestyle:

- To cater for our students' growing interest in sports and to promote an active and healthy lifestyle, the number of Physical Education lessons will be increased from two per two cycles (Total: 130 mins) to three per two cycles (Total: 195 mins) in S1-3.
- We have joined the Healthy School Programme under the Narcotics Division. The programme will run for three consecutive school years from

2018-2019 onwards. Through the programme, we are given financial subsidies to organize life education programmes for students.

- To increase students' participation in school activities, the "One Sport One Art Programme" will be introduced to S1-3, by which students are required to participate in at least one sport activity and one art (visual art, music, drama, speech etc.) activity. The programme is mandatory to S1 while open to S2-3.

4) Career and Life Planning Education (CLP):

- The CLP Grant has already been turned into a Graduate Master post in the 2016-2017 school year. Apart from careers talks, visits and life-planning workshops, CLP lessons taught by careers teachers will continue to be provided to all S4-6 classes once every two cycles. The content of the lessons include: understanding self and the world of work, developing one's dream and careers aspirations, pathways of further studies, life skills including self-care, social etiquette, interview and presentation skills etc. In junior forms, CLP will continue to take the form of special projects (e.g. interviewing various professions, visiting careers expo, careers day) delivered with the help of the Class Teachers.
- The Careers Mistress will offer individual careers counselling sessions to students on a regular basis.

5) Whole School Approach on Special Educational Needs:

- With the provision of an SEN Coordinator (SENCO) starting from 2018-2019, a Student Support Team will be formed under the SENCO to coordinate all teachers, the School Social Worker and the Educational Psychologist in providing comprehensive support to SEN students. Apart from enhancing the usual services provided to SEN students, support to their parents as well as to the subject teachers will be strengthened.

6) Celebration of 60th Anniversary:

- 2018-2019 is the 60th anniversary of the College. A series of activities will be organized to enhance the bonding among all stakeholders, including students, teachers, parents, alumni, the church and the sponsoring body. They include:
 - Founders' Day (3-11-2018): Alumni Homecoming, Thanksgiving Service, Alumni Dinner
 - 60th Anniversary Documentary Film Shows (Premier on 4-11-2018 and a few more subsequent shows, with dates to be confirmed)
 - Open Day cum Information Day (15-12-2018)
 - Sports and Family Fun Day (9-3-2019)

7) Use of Grants:

- School-based After-school Learning and Support Programmes Grant: This grant, together with other similar funds and donations, will continue to be used to pay the fees for disadvantaged students to join after-school fee-paying extra-curricular activities and learning programmes. See separate plan.
- Grant for the Sister School Scheme: This fund will be used on exchange and interflow activities with our sister schools on the mainland, namely, ZhuZhou No. 2 High School of Hunan, JianNing Experiment Middle School of ZhuZhou City, and Xi'an Senior High School. Plans will be mapped out with the respective schools in due course.
- Promotion of Reading Grant: See separate plan.
- Capacity Enhancement Grant (CEG): It will be used in the following aspects:
 - Additional staff: Two full time supporting staff will be employed to relieve the workload of the teachers. (Budget:\$448,632)
 - Gifted education: To organize courses for Talent Pool members and to subsidize students to participate in courses outside school. (Budget: \$70,000)

Glossary on Specific Terms

AC = Administration Committee

BYOD = Bring Your Own Device

CT/ACT = Class Teachers and/or Assistant Class Teachers

EP = Education Psychologist

FC = Form Committee

MCTV = Methodist College Television

LEC = Life Education Committee

LPN = Mr. Lam Pak Nin, Vice-Principal for Students' Non-Academic Development

SDT = Staff Development Team

SEN = Special Educational Needs

SSE = School Self Evaluation

Vol.Ser.Gp = Voluntary Service Group

End of Plan

School-based After-school Learning and Support Programmes 2018/19 s.y.
School-based Grant - Programme Plan

Appendix I

Name of School: Methodist College

Project Coordinator: Miss Nicole Tam

Contact Telephone No.: 2384 3543

A. The estimated number of benefitting students (count by heads) under this Programme is 100 (including A. 10 CSSA recipients, B. 80 SFAS full-grant recipients and C. 10 under school's discretionary quota.

B. Information on Activities to be subsidised/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		
Sports	Train & raise self-confidence	Student of lower family means can participate eagerly in self-paying school activity	Teachers' observation Rate of participation	1-8/2019	15	20	3	10,000.00	
Art & Culture	Develop potentials		Teachers' observation Rate of participation	9/2018-6/2019	5	50	2	5,000.00	
Visits & Excursions	Enrich learning experience		Students' feedback	3-5/2019	5	40	0	10,000.00	
Leadership Training	Train Leadership Skills		Students' feedback	9/2018-4/2019	2	10	5	40,000.00	
Confidence Building	Train & raise self-confidence		Students' feedback	9/2018-6/2019	15	30	0	7,200.00	
Learning Skill Training	Develop potentials		Students' feedback	9/2018-6/2019	3	3	0	10,000.00	
Total no. of activities: <u>20</u>				@No. of participation counts	45	153	10		
				**Total no. of participation counts	208				

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.

@ Participation counts: refers to the aggregate no. of benefitted students participating in each activity listed above.

**Total no. of participation count: the aggregate of (A) + (B) + (C)

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the 10% discretionary quota (C) .

Manpower Development Plan
For the Surplus Laboratory Technician 2018/19

Task	Timeline	Details of the Task (Please state the objectives of the related activities/tasks and describe the tasks for laboratory technician)
1. To assist in planning and coordinating science / STEM education related learning activities in school	09/2018-12/2019	<u>Objective:</u> To organize student workshops to facilitate science/STEM learning through activities and project investigation. <u>Tasks for the Surplus Laboratory Technician:</u> To perform trial-run and prepare consumables for science/STEM education related learning activities.
2. To assist teachers in designing and conducting scientific investigation/ practical-based projects/science competitions	09/2018-12/2019	<u>Objective:</u> 1. To develop students' enquiring and problem solving ability 2. To develop students' curiosity and interest in science <u>Tasks for the Surplus Laboratory Technician:</u> To perform trial-run and prepare consumables for scientific investigation/practical-based projects.
3. To conduct risk assessments for practical activities to be conducted, and record any observations regarding safety when conducting the practical activities	09/2018-12/2019	<u>Objective:</u> To ensure that students have a good and safe learning environment <u>Tasks for the Surplus Laboratory Technician:</u> To conduct risk assessments and record any observations regarding safety for practical activities

Plan on the Use of the Promotion Reading Grant

2018-19

The major objectives for Promotion of Reading:

- Cultivate a love of reading in students
- Encourage students to read widely and extensively
- Strengthen students' language competence
- Build a life-long reading habit in students

	Item	Estimated Expenses (HKD)
Purchase of Books	Printed Books (purchased by library and subject teachers)	\$46,500
	E-Books	\$8,000
Reading Activities	Reading activities held by student librarians	\$1,000
	Activity by art department	\$2,000
	Book Fair Activities	\$1,500
	The Battle of the Books	\$1,000

Methodist College
Plan on Sister School Exchanges
2018-2019

Name of the Mainland Sister School (1): ZhuZhou No.2 High School of Hunan
 (2): JianNing Experiment Middle School of ZhuZhou City
 (3): _____

Date: April, 2019

Item No.	Name and Content of the Exchange Activity	Intended Objective(s)	Monitoring/Evaluation	Estimated Expenditure
1.	Sports Exchange Program with Sister Schools in ZhuZhou • To be attended by members of school sports teams (badminton, table tennis and dodgeball) • Sports exchange with joint training and friendly matches • School experience with class visits • Contact with families of ZhuZhou students	• To raise students' knowledge of the mainland • To foster friendship with teachers and students on the mainland • To raise students' interest in sports and to enhance their skills • To enhance the spirit of sportsmanship of students of both places	• The number of students who actually joined the trip • Feedback from teachers and students • Feedback from sister schools • Reflection and sharing written by students after the trip	• Package tour service from travel agency for transport, meals and accommodation for students and teachers: ~\$150,000