

**YUEN LONG PUBLIC SECONDARY SCHOOL**  
**Annual School Plan (2020/21)**

**Major Concern 1:**

**To enhance students' learning through the promotion of e-learning.**

1. To enhance teachers' professional development					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Inform colleagues of professional training courses and arrange in-house training and open lesson observation for colleagues	whole year	<ul style="list-style-type: none"> <li>→ 75% of the teachers find the courses and training to be valuable in enhancing their teaching strategies</li> <li>→ 75% of the teachers have attended e-learning related courses or training</li> </ul>	<ul style="list-style-type: none"> <li>● CPD hours of teachers</li> <li>● Evaluation Survey</li> </ul>	- Teacher i/c of the e-learning team
b.	Assign Collaborative Lesson Planning (CLP) session in the School Timetable for leading subjects. Closer monitoring and enforcement of PLO by HoDs.	whole year	<ul style="list-style-type: none"> <li>→ 70% of the leading subject members agree that the CLP enhances their teaching effectiveness and allows them to reflect on pedagogies and strategies employed</li> <li>→ At least one PLO per term per teacher is carried out in the leading subjects</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation Survey</li> <li>● Subject department records</li> </ul>	<ul style="list-style-type: none"> <li>- HoDs of leading subjects (Eng, Math, LS, Geog)</li> <li>- Timetabling Team</li> </ul>
c.	Organize sharing of good teaching practices in staff meetings and staff development days and open lesson observation	whole year	<ul style="list-style-type: none"> <li>→ 80% of the teachers have attended these sharing or trainings</li> <li>→ 70% of the teachers agree that sharing of good teaching practices is useful</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluation Survey</li> <li>● Subject department records</li> <li>● Staff meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>- Teacher i/c of School Major Concern 1</li> <li>- Teacher i/c of staff development days</li> </ul>
d.	Maintain an e-learning-friendly campus	whole year	<ul style="list-style-type: none"> <li>→ Steady wifi coverage throughout school campus, including special rooms</li> <li>→ All students can have access to a mobile device for learning purposes</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> </ul>	- Teams concerned

2. To equip students with e-learning skills					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Follow up the 'Bring Your Own Device (BYOD)' policy.	whole year	<ul style="list-style-type: none"> <li>→ All students have access to a mobile device for e-learning</li> <li>→ Students with financial needs can purchase their own mobile device with the help of a relevant subsidy</li> </ul>	<ul style="list-style-type: none"> <li>● Teachers' observation</li> <li>● Successful application for the relevant subsidy</li> </ul>	- Teachers concerned
b.	Further improve students' self-directed learning skills	whole year	<ul style="list-style-type: none"> <li>→ 60% of the students have used e-learning tools or platforms to do pre-lesson preparation, homework and other tasks, and find them useful</li> <li>→ 70% of the students have applied self-directed e-learning skills in their learning</li> <li>→ 60% of the students agree e-learning can facilitate their learning effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation Survey</li> </ul>	- HoDs - Teacher i/c of School Major Concern 1
c.	Promote the use of online learning platforms and different e-learning software or applications	whole year	<ul style="list-style-type: none"> <li>→ 50% of the teachers have made use of online learning platforms for teaching</li> <li>→ 70% of the students have made regular use of online learning platforms</li> <li>→ 65% of the students agree that the use of some e-learning software or apps enhances their learning interest</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation Survey</li> </ul>	- HoDs - Teacher i/c of School Major Concern 1
d.	Equip students with subject-specific e-learning tools	whole year	<ul style="list-style-type: none"> <li>→ 70% of the teachers can identify more e-learning software or apps relevant to the needs of their subject</li> <li>→ 60% of the students find these subject-specific e-learning tools useful for their learning</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation Survey</li> </ul>	- HoDs - Teacher i/c of School Major Concern 1

3. To design, promote and implement e-learning curriculum in whole-school approach					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	4 leading subjects design e-learning tasks or lesson plans for teaching and sharing. The ideas are tried out in different classes for further improvement.	whole year	<ul style="list-style-type: none"> <li>→ 2 to 3 e-learning lesson plans are designed and carried out in the leading subjects</li> <li>→ 70% of the leading subject teachers have tried out the e-learning lesson plans shared among subject teachers</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation Survey</li> </ul>	- Teachers of leading subjects (Eng, Math, LS, Geog)
b.	Create a subject-based e-learning Knowledge Pool for the sharing and recurrent use of the lessons designed	whole year	<ul style="list-style-type: none"> <li>→ All leading subject departments create an e-learning Knowledge Pool</li> <li>→ 70% of the leading subject teachers have made use of the Knowledge Pool to facilitate their teaching</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department records</li> <li>● Evaluation Survey</li> </ul>	- HoDs concerned (Eng, Math, LS, Geog)

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**Major Concern 2:**

**To boost students' sense of belonging to school and respect for others**

To help students develop self-esteem, self-confidence and self-discipline					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a.	Advance the school rules to go in line with what the current society needs	whole year	- The school rules are amended after consultation from teaching staff and students	- School Discipline Records	- All teaching staff - Discipline Team
b.	Offer more platforms for students to display their talents and achievements	whole year	- 70% of the teams/departments have used different approaches to nurture and celebrate students' success	- survey	- All staff
c.	Render learning experiences of various kinds via activities organised by various clubs/societies	whole year	- Clubs/societies have organised at least two activities in the year to boost sense of belonging to the school - Participating students enjoy the activities	- survey for club/society i/c and students - Teachers' observation	-All teaching staff
d.	Strengthen the bonding among schoolmates via inter-house competitions and joint campaigns/events	whole year	- Students enjoy the inter-house competitions and joint events. - Students agree that the activities help build up bonding across houses	- Students' survey - Teachers' observation	- ECA Team
e.	Raise students' awareness in respecting and accepting others with different personalities and cultural background	whole year	- Teams/departments have organised activities to instill the attitude	- Teachers' observation	- All staff
f.	Encourage students to participate in social services to understanding themselves more	whole year	- 50% of the students have participated in at least one voluntary work	- survey	- All staff
g.	Support the four main student bodies officials to carry out their duties	whole year	- All student bodies have received training - At least three meetings within team for planning and evaluation - At least one joint sharing of the four teams in a year	- Questionnaire - Teachers' observation	- WPD Team - Discipline Team - Counselling Team - ECA Team - SA