

YUEN LONG PUBLIC SECONDARY SCHOOL
Annual School Plan (2021/22)

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"> - 80% of the teachers find the courses and training to be valuable in enhancing their teaching strategies - 80% of the teachers have attended e-learning related courses or training 	<ul style="list-style-type: none"> ● CPD hours of teachers ● Evaluation Survey 	<ul style="list-style-type: none"> - Teacher i/c of the e-learning team
b.	<p>Make use of Collaborative Lesson Planning (CLP) sessions / form meetings to discuss e-learning ideas</p> <p>Closer monitoring and enforcement of PLO by HoDs</p>	whole year	<ul style="list-style-type: none"> - 60% of all teachers have worked on e-learning lesson plans and evaluate pedagogies and strategies employed during these meetings - At least one PLO per term per teacher in all subjects 	<ul style="list-style-type: none"> ● Evaluation Survey ● Subject department records 	<ul style="list-style-type: none"> - HoDs and all teachers
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"> - 90% of the teachers have attended these sharing or trainings - 80% of the teachers have used or will use the good practices learnt 	<ul style="list-style-type: none"> ● Evaluation Survey ● Subject department records ● Staff meeting minutes 	<ul style="list-style-type: none"> - Teacher i/c of School Major Concern 1 - Teacher i/c of staff development days
d.	Maintain an e-learning-friendly campus	whole year	<ul style="list-style-type: none"> - Steady WiFi coverage throughout school campus, including special rooms - All students can have access to a mobile device for learning purposes 	<ul style="list-style-type: none"> ● Teachers' observation 	<ul style="list-style-type: none"> - 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"> - All students have access to a mobile device for e-learning - Students with financial needs can purchase their own mobile device with the help of a relevant subsidy 	<ul style="list-style-type: none"> ● Teachers' observation ● Successful application for the relevant subsidy 	- Teachers concerned
b.	Further improve students' self-directed learning skills	whole year	<ul style="list-style-type: none"> - 80% of the students are familiar with using e-learning tools or platforms for doing pre-lesson preparation, homework and other tasks, and use them regularly - 70% of the students have applied self-directed e-learning skills in their own learning 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- All teachers
c.	Promote the use of online learning platforms and different e-learning software or applications	whole year	<ul style="list-style-type: none"> - All teachers have made use of online learning platforms for teaching - 70% of the students agree that the use of some e-learning software or apps has enhanced their learning interest 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- All teachers
d.	Equip students with subject-specific e-learning tools	whole year	<ul style="list-style-type: none"> - A variety of subject-specific e-learning tools have been introduced to students - 70% of the students find these subject-specific e-learning tools useful for their learning 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- All teachers

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.	All subjects design e-learning tasks or lesson plans for teaching and sharing. Cross-subjects lessons are encouraged.	whole year	<ul style="list-style-type: none"> - At least one e-learning lesson plan has been designed and carried out in the all subjects - Teachers evaluate the lesson plans and make further adjustment for improvement - Some cross-subjects collaboration has been attempted 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- HoDs and all teachers
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"> - All subject departments create an e-learning Knowledge Pool to gather ideas for re-current use - All teachers have tried the ideas from the Knowledge Pool to facilitate their teaching 	<ul style="list-style-type: none"> ● Subject department records ● Evaluation Survey 	- HoDs and all teachers

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Major Concern 2:

To develop students' self-esteem, self-confidence, self-discipline and a sense of belonging to the school.

To establish a "Love & Care" school campus					
	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
a	Authorise more autonomy for student leaders of teams/clubs to initiate new programs/activities with a view to develop their organisation skills, leadership skills and a sense of ownership.	Whole year	<ul style="list-style-type: none"> - 70% of the student leaders concur the notion of offering them more autonomy when exercising their duties. - 70% of the student leaders agree that their leadership skills have been enhanced and they have gained a sense of achievements. - 70% of the participating students are satisfied with the programs organised by the student leaders. - More students wish to become a student leader/helper in different aspects. 	<ul style="list-style-type: none"> ● Questionnaires for teachers and students ● Observations by teachers ● Statistic of students applying to become a student leader 	<ul style="list-style-type: none"> - Team i/c - ECA i/c
b	Provide students with channels where they could be able to voice their opinions in a positive manner.	Whole year	<ul style="list-style-type: none"> - 60% of students agree that they are offered various platforms/channels to voice their opinions and they feel free to express their views and are given constructive feedbacks. - 60% of students are more confident to voice ideas and take up responsibilities to improve themselves and the school. 	<ul style="list-style-type: none"> ● Observations by teachers ● Questionnaire for students 	<ul style="list-style-type: none"> - All staff
c	Nurture a "Companionship" culture in school.	Whole year	<ul style="list-style-type: none"> - 70% of the students agree that the school has nurtured a "companionship" culture. - 60% of the students have experienced programs that aim at nurturing companionship. 	<ul style="list-style-type: none"> ● Analysis of APASO 	<ul style="list-style-type: none"> - All staff