

St. Mark's School
Annual School Plan (2015-2016)

Major Concern 1 : Building Students' Character

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
1.1 To build up students' self-discipline & sense of responsibility	1.1.1 Encouraging students to set individual goals & pursue with self-discipline	Sep 15 – Aug 16	Individual goals set & reviewed when necessary	Students' journals Form Teachers' feedback	Moral Education & Pastoral Care Committee Form Teachers	
	1.1.2 Initiating students' reflection on self-discipline	Sep 15 – Aug 16	Positive comments	Survey on teachers' comments Feedback from students	Moral Education & Pastoral Care Committee Form Teachers	
	1.1.3 Providing opportunities for students to take part in relevant programmes to strengthen their perseverance & sense of responsibility	Sep 15 – Aug 16	Students take part in different programmes	Records of student participation Feedback from students	Academic Affairs Committee Student Affairs Committee	

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
1.2 To foster students' empathy & initiative to serve others	1.2.1 Making service opportunities in school available to students	Sep 15 – Aug 16	Students become more willing to serve others in school	Survey on students' participation & attitude towards service	ECA Committee	
	1.2.2 Involving students in community service for empathy development	Sep 15 – Aug 16	Students become more willing to serve others in the community	Survey on students' participation & attitude towards service	ECA Committee	
	1.2.3 Encouraging students to initiate activities to promote positive attitude	Sep 15 – Aug 16	Students take initiative in organizing activities to raise awareness of the needs of others	Feedback from student leaders Feedback from teacher advisors	ECA Committee	
	1.2.4 Guiding students to reflect in writing or in sharing on their learning experience in serving others	Sep 15 – Aug 16	Students are able to reflect on their experience in serving others	Journal kept by students and/or sharing in various forms, e.g. during Form Teacher Periods, Assemblies, etc.	Moral Education & Pastoral Care Committee Form Teachers Teacher Advisors of Clubs & Societies	

Major Concern 2 : Addressing Learner Diversity

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
2.1 To better equip teachers to cater for learner diversity	2.1.1 Providing more teacher training to equip teachers with strategies to cater for learner diversity	Sep 15 – Aug 16	Teachers more confident to adopt the strategies acquired	Lesson observations Feedback from teachers	Staff Development Committee Curriculum Development Committee	
	2.1.2 Inviting specialists to share on strategies to facilitate learning of students with special educational needs	Sep 15 – Aug 16	Teachers more aware of special educational needs of students	Feedback from teachers	Staff Development Committee Guidance & Counselling Committee	

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
2.2 To better facilitate learning for students with different abilities	2.2.1 Adopting different teaching strategies to cater for learner diversity in lessons	Sep 15 – Aug 16	Different teaching strategies adopted by teachers to cater for learner diversity	Lesson observations	Curriculum Development Committee	
	2.2.2 Catering for gifted students through identification & providing more structured training	Sep 15 – Aug 16	Specialized programmes to match the learning needs of gifted students Identification procedure in place	Evaluation by Curriculum Development Committee	Curriculum Development Committee	
	2.2.3 Refining learning support programmes to cater for students with different abilities	Sep 15 – Aug 16	Students' learning attitude & academic performance improved	Feedback from students & teachers Assessment results	Curriculum Development Committee	

Major Concern 3 : Promoting e-Learning

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
3.1 To enhance the use of IT facilities	3.1.1 Enhancing software	Sep 15 – Aug 16	Installed programmes updated Compatibility of software improved	Committee Report Feedback from teachers & students	IT Administration Committee	
	3.1.2 Enhancing the e-learning platform to facilitate teacher-student communication	Sep 15 – Aug 16	Teacher-student communication better facilitated	Committee Report Feedback from teachers & students.	Academic Affairs Committee IT Administration Committee	
	3.1.3 Enhancing the IT facilities in school	Sep 15 – Aug 16	IT facilities upgraded	Report of IT Administration Committee	IT Administration Committee	

Intended Outcomes / Targets	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
3.2 To enhance e-learning in learning & teaching	3.2.1 Implementing Wi-Fi 900 project	Sep 15 – Aug 16	Required infrastructure installed	Report of IT Administration Committee	IT Administration Committee	
	3.2.2 Encouraging teachers to adopt innovative teaching strategies	Sep 15 – Aug 16	A variety of innovative teaching strategies adopted	Reports of Subject Departments	Curriculum Development Committee	
	3.2.3 Providing training & guidelines to teachers & students	Sep 15 – Aug 16	Teachers & students attended training Guidelines for teachers & students issued	Record of trainings Reports of Subject Departments Report of IT Administration Committee	IT Administration Committee Staff Development Committee	
	3.2.4 Tapping resources for e-Learning	Sep 15 – Aug 16	Different kinds of e-learning resources introduced for learning & teaching.	Reports of Subject Departments	Curriculum Development Committee	