

**St. Mark's School**  
**Annual School Plan (2022-2023)**

**Major Concern 1: To enhance learning and teaching effectiveness for academic excellence**

Strategies/ Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
1. To improve students' learning initiative and strengthen their confidence in learning					
1.1 To develop students' learning habits and equip them with appropriate learning skills	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● Students demonstrate a reading habit</li> <li>● Reading activities are organized to promote a reading culture</li> <li>● Students acquire learning skills in different subjects</li> </ul>	<ul style="list-style-type: none"> <li>● Plan of KLAs and evaluation in KLA coordinators meetings</li> <li>● Record from School Library</li> <li>● Evaluation by RAC Team</li> <li>● Subject Department plans and evaluation</li> <li>● Evaluation by Form Teachers of different levels</li> <li>● Student survey</li> </ul>	<ul style="list-style-type: none"> <li>● KLA Coordinators</li> <li>● RAC Team</li> <li>● Subject Heads</li> <li>● MEPC Committee</li> <li>● Student Development Steering Committee</li> <li>● Form Teachers</li> </ul>	
1.2 To raise students' learning initiative through promoting students' ownership in learning	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● A positive learning atmosphere for academic excellence observed in school</li> <li>● Students join different activities, courses, programmes and / or competitions</li> </ul>	<ul style="list-style-type: none"> <li>● Participation records of students</li> <li>● Evaluation by Academic Development Committee, Pedagogy Team, Subject Departments, ECA Committee, Careers Committee</li> </ul>	<ul style="list-style-type: none"> <li>● Academic Development Committee</li> <li>● Pedagogy Team</li> <li>● Subject Departments</li> <li>● ECA Committee</li> <li>● Careers Committee</li> <li>● Student Development Steering Committee</li> </ul>	

<b>Strategies/ Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People / Parties Responsible</b>	<b>Resources Required</b>
1.3 To boost students' confidence in learning by guiding students to be proactive learners	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>• Various learning experiences provided to students during lessons</li> <li>• Students plan and reflect on their learning</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation by Academic Development Committee, Pedagogy Team and Subject Departments</li> <li>• Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Development Committee</li> <li>• Pedagogy Team</li> <li>• Subject Departments</li> </ul>	
<b>2. To fully develop students' academic potential through adjustments in curricula</b>					
2.1 To enhance learning and teaching through adjustments in curricula	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>• A better horizontal planning of subject curricula is established to cater for learner diversity.</li> <li>• Vertical planning of subject curricula is intensified for scaffolding learning of students</li> <li>• Curricula of core subjects are optimized.</li> <li>• Policy for selecting and dropping electives in senior forms is reviewed and modified to suit the needs of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Subject department handbook</li> <li>• Minutes of subject department meetings</li> <li>• Meeting of subject department heads</li> <li>• Meeting of School Development Board</li> </ul>	<ul style="list-style-type: none"> <li>• Subject Departments</li> <li>• Academic Development Committee</li> <li>• School Development Board</li> </ul>	

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2.2 To elevate assessment literacy through aligning teaching and assessment	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● The assessment is highly aligned with the content taught.</li> <li>● The portion of questions with different levels of difficulty is adjusted.</li> <li>● Assessment caters for students of different abilities.</li> <li>● Assessment data are analysed to inform teaching focus and strategy</li> <li>● Workshops and/or training on the use of assessment data and information are held.</li> </ul>	<ul style="list-style-type: none"> <li>● Subject department handbook</li> <li>● Minutes of subject panel evaluation meetings</li> <li>● Record and evaluation of staff development workshops</li> </ul>	<ul style="list-style-type: none"> <li>● Subject Departments</li> <li>● Academic Development Committee</li> <li>● Staff Development Committee</li> <li>● Student Performance Committee</li> </ul>	
2.3 To stretch students' academic potential through gifted and remedial curricula	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● High and low achievers are identified</li> <li>● Intervention with suitable measures outside classrooms are initiated in junior forms.</li> <li>● Learning tasks are adjusted to cater for learner diversity</li> <li>● Learning activities catering to the needs, abilities and learning styles of students are incorporated in the subject curricula.</li> </ul>	<ul style="list-style-type: none"> <li>● Minutes of subject department meetings</li> </ul>	<ul style="list-style-type: none"> <li>● Subject Departments</li> <li>● Academic Development Committee</li> <li>● Student Performance Committee</li> </ul>	
3. To enhance learning and teaching effectiveness through action learning cycles					

<b>Strategies/ Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People / Parties Responsible</b>	<b>Resources Required</b>
3.1 To refine pedagogy through building a sharing culture among teachers	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>Action learning cycles are extended to different subjects.</li> <li>Teachers participate in action learning cycles.</li> <li>Focused lesson observations, peer learning and professional dialogue among teachers are held.</li> <li>Findings in action learning cycles are shared in subject panel meetings and staff meeting or Staff Development Day</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of subject department meetings</li> <li>Teachers' self-appraisal</li> <li>Records of staff meeting or Staff Development Day</li> </ul>	<ul style="list-style-type: none"> <li>Subject Departments</li> <li>Academic Development Committee</li> <li>Staff Development Committee</li> </ul>	
3.2 To fine tune teaching strategies and materials based on feedback from assessment data	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>Teaching strategies are adjusted based on the feedback from the assessment data in action learning cycles.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of subject department meetings</li> <li>Feedback from teachers</li> </ul>	<ul style="list-style-type: none"> <li>Subject Departments</li> <li>Academic Development Committee</li> </ul>	
3.3 To enhance effectiveness of lesson through pre- and/or post-lesson tasks	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>Systematic pre- and/or post-lesson tasks are set with the aid of e-learning platforms.</li> <li>The effectiveness of learning with the aid of pre- and/or post-lesson tasks is studied in action learning cycles.</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of subject department meetings</li> <li>Feedback from students</li> <li>Feedback from teachers</li> </ul>	<ul style="list-style-type: none"> <li>Subject Departments</li> <li>Academic Development Committee</li> </ul>	

**Major Concern 2: To strengthen core values in St. Markans to cultivate future leaders**

<b>Strategies / Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People / Parties Responsible</b>	<b>Resources Required</b>
To strengthen core values in students					

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
<p>1.1 to integrate core values into the curriculum of different subjects</p> <p>1.1.1 to collate core values in different subjects/different levels</p> <p>1.1.2 to instil core values during lessons and outside classroom activities</p> <p>1.1.3 To provide activities and opportunities to cultivate the core values in students</p> <p>1.1.4 To strengthen collaboration among different committees and departments in achieving the goals</p>	<p>Sep 2022 – Aug 2023</p>	<ul style="list-style-type: none"> <li>● Core values in relation to different subjects are shortlisted.</li> <li>● The shortlisted core values are incorporated in lessons of different subject departments.</li> <li>● Cross-committee or cross-department activities to instil core values are organised.</li> </ul>	<ul style="list-style-type: none"> <li>● Scheme of work of different subject departments</li> <li>● Activity records of committees and subject departments</li> <li>● Teachers' evaluation</li> <li>● Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>● Subject Departments</li> <li>● Board of School Ethos and Student Support</li> <li>● Student Development Steering Committee</li> </ul>	
<p>1.2 To enhance students' growth mindset through goal-setting-actualisation-reflection cycle</p> <p>1.2.1 To introduce the concept of growth mindset to students during lessons and outside classroom activities</p> <p>1.2.2 To facilitate students in setting their own short-term and long-term goals and striving to achieve the goals</p> <p>1.2.3 To provide platforms for students to organise regular and period pre- and post-briefings for activities</p> <p>1.2.4 To facilitate meaningful reflection between</p>	<p>Sep 2022 – Aug 2023</p>	<ul style="list-style-type: none"> <li>● Students experience the goal-setting-actualisation-reflection cycle.</li> <li>● Feedback from teachers is given to encourage students to adjust their goals for the next cycle.</li> </ul>	<ul style="list-style-type: none"> <li>● Debriefing of students</li> <li>● Teachers' evaluation</li> </ul>	<ul style="list-style-type: none"> <li>● Subject Departments</li> <li>● Board of School Ethos and Student Support</li> <li>● Student Development Steering Committee</li> </ul>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
teachers and students					
1.3 To foster the culture of love and support at school 1.3.1 To promote love and support among students and teachers using a whole school approach 1.3.2 To encourage students to participate in service opportunities to spread love and support at school and in the community	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● Form Teacher Periods are conducted to promote care and moral support for peers.</li> <li>● Ample service opportunities are provided for students and post-activity debriefing of students are conducted.</li> </ul>	<ul style="list-style-type: none"> <li>● Records of Form Teacher Periods</li> <li>● Records of participation in service opportunities</li> <li>● Debriefing of students</li> </ul>	<ul style="list-style-type: none"> <li>● Form Teachers</li> <li>● Moral Education and Pastoral Care Committee</li> <li>● Extra-Curricular Activities Committee</li> <li>● Student Development Steering Committee</li> </ul>	
1.4 whole-person development 1.4.1 To hold meetings across classes of different forms to discuss activities and programmes to promote whole-person development	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● Form meetings were held to coordinate and fine tune activities related to whole-person development</li> </ul>	<ul style="list-style-type: none"> <li>● Records of meetings</li> <li>● Teachers' evaluation</li> <li>● Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>● Form Teachers</li> <li>● Student Development Steering Committee</li> </ul>	
<b>2. To nurture future leaders in society</b>					
2.1 To fortify students' identity as St. Markans to strive to develop their potential to the full 2.1.1 To nourish a strong sense of belonging through student-initiated activities 2.1.2 To strengthen team spirit and sense of togetherness through moral support in external competitions and activities	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● Senior form students initiate activities to promote a sense of belonging among junior form students.</li> <li>● Students coordinate and organise support for school representatives at external competitions or events.</li> </ul>	<ul style="list-style-type: none"> <li>● Extra-Curricular Activities Records</li> <li>● Evaluation of activities</li> <li>● Debriefing of students</li> </ul>	<ul style="list-style-type: none"> <li>● Extra-Curricular Activities Committee</li> <li>● Moral Education and Pastoral Care Committee</li> <li>● Form Teachers</li> <li>● Student Development Steering Committee</li> </ul>	
2.2 To widen students' exposure and exploration to equip them to be future-ready 2.2.1 To provide life-wide learning experience for	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● Exposure opportunities are made available and recommended for students with different abilities.</li> </ul>	<ul style="list-style-type: none"> <li>● Records of participation</li> <li>● Debriefing of students</li> <li>● Teachers' evaluation</li> </ul>	<ul style="list-style-type: none"> <li>● Extra-Curricular Activities Committee</li> <li>● Careers Committee</li> </ul>	

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People / Parties Responsible	Resources Required
2.2.2 students with different abilities To make opportunities available for students to participate in international events or competitions so as to interact with people from different cultures or countries		<ul style="list-style-type: none"> <li>● Students participate in external or international competitions or events.</li> <li>● Debriefing of students is conducted to consolidate their experience and insights.</li> </ul>		<ul style="list-style-type: none"> <li>● Student Development Steering Committee</li> </ul>	
2.3 To cultivate servant leadership through experience and service 2.3.1 To advocate the notion of servant leadership among students 2.3.2 To encourage students to serve their fellow students at school 2.3.3 To strengthen among students the readiness to serve the community	Sep 2022 – Aug 2023	<ul style="list-style-type: none"> <li>● Senior form students demonstrate by serving others at school</li> <li>● Students of different forms participate in community service</li> </ul>	<ul style="list-style-type: none"> <li>● Records of participation</li> <li>● Debriefing of students</li> <li>● Teachers' evaluation</li> </ul>	<ul style="list-style-type: none"> <li>● Extra-Curricular Activities Committee</li> <li>● Moral Education and Pastoral Care Committee</li> <li>● Student Development Steering Committee</li> </ul>	