Delia (Man Kiu) English Primary School Annual School Plan

School Year 2017-2018

School Vision & Mission

Vision and Mission:

We envision Delia (Man Kiu) English Primary School to become "OUR HOME", where students are Open-minded, strive to Understand people of different cultures and places with mutual Respect. Thereafter, achieving a society of Harmony is students' Obligation by developing the virtues of Morality and Equality.

The school is devoted to actualizing the vision in accordance with the spirit of our school motto "Harmony in Diversity". The school is committed to catering appropriate education for students with diverse needs in knowledge, skills and attitude, despite their ethnicities, beliefs and socioeconomic background.

抱負與使命:

「大家庭」是地利亞(閩僑)英文小學的辦學抱負,旨在培育學生以開放及互相 尊重的態度去了解並欣賞不同文化與地域的人。從而以責任感、道德心和平等 觀來創造和諧社會。

學校本著「和而不同」的校訓精神,致力實現「大家庭」的辦學抱負。不論種族、信仰和貧富,學校積極針對學生在知識、技能與人格等不同學習需要、為 他們提供適切的培養。

Delia (Man Kiu) English Primary School Annual School Plan School Year 2017-2018

Major Concerns

- 1. Enhance effectiveness of learning and teaching
- 2. Establish students' healthy school life
- 3. Enhance students' moral education

Administration

Major Concerns 1: Enhancing the effectiveness of Learning and Teaching Intended Outcome 1: Facilitating Teacher Professional Development

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
- To arrange more teachers	- All teachers, AP, Principal	- Teachers are appointed to	- CPD record
to attend different CPD		attend CPD courses and	- CPD subsidy application
courses and focus on e-		conduct sharing as a learning	- Teachers' review
learning		community.	
		70% teachers agree the	
- Weekly educational sharing		regular sharing can enhance	
in the Student Support		the effectiveness of daily	
Meetings and Staff Meetings		teaching.	
	- All new teaching and non-		
- Mentoring & Induction	teaching staff, AP, Principal		
meetings			

Major Concerns 2: Enhancing students' healthy school life & moral education

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
- To utilize the food waste	- All teachers, AP, Principal	- Over 50% of students or	- Teachers' observation
decomposer		teachers have made use of	- Teacher and student
		the fertilizers in school or	questionnaire
		home gardening	
- To launch the Student	- Student Support Team, AP,	- All trained ambassadors can	- Teachers' observation
Ambassador training and	Principal	provide assigned services	- Teacher and student
services		regular within the school	questionnaire
		year	

Chinese Language

Major Concerns: Enhancing the effectiveness of Learning and Teaching Intended Outcome 1: 小一中文科課程規劃

Intended Outcome 2: 培養學生閱讀習慣

Intended Outcome 3: 提升學生學習中文興趣及能力

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
Strategies / Tasks 1. 設立多元化學習活動, 提升學生學習中文興 趣。 多元化學習活動包括: ◆ 中文活動課 ◆ 中文活動課 ◆ 中文活動課 ◆ 創意寫作比賽 ◆ 副於參觀 2. 設立語文學習網 為配合電子化學習的需 要,透過學習網加強師 生互動及自主學習,刺 激學生學習動機,提升 學習效能。	 Resources needed / Is involved 1. 購買相關數量的禮物。 2. 教學助理協助統計比賽人數。 3. 網頁公司為本校製作單元 8-17的習內容。 4. 中文科科主任及小三科任老師監察及檢視學生使用網頁的情況及成效。 	 Success Criteria 1. 各級各組老師按已定時間表,帶領學生到活動室進行活動。 2. 每年舉辦1次說故事比賽,每組有約5-6位學生能參加說故事比賽,增強自信。 3. 每年舉辦4次寫作比賽,每位學生全年最少參加1次寫作比賽。 4. 每年舉辦1次出外參觀,每次最少安排2級同學出外參觀。 5. 全級有60%學生完成3次或以上默寫練習、聆聽篇章及閱讀篇章。 	 Nethods of Evaluation 1. 已定的活動課時間表檢視 情況 2. 説故事比賽評分表及名單 3. 寫作比賽參加者名單統計 參加者數目及次數 4. 出外參觀紀錄 5. 語文學習網內學生紀錄檢 視學生學習情況。

English Language

Major Concerns: Enhancing the effectiveness of Learning and Teaching Intended Outcome 1: Facilitating the development of a reading culture

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
English Reading Schemes	Reading journals, storybooks, all	At least 20% of the students	Students' reading records
	teachers, certificates, money for	can get the English	
	buying bookmarks & storybooks	Extensive Reading Awards at	
		the end of each term. More	
		than 20% of the students can	
		get the Best Reading Journal	
		Awards at the end of each	
		term.	
Loan service during recess	Library staff for loan service and	At least 70% of the students	Loan record
and library lessons	management, student librarians,	borrow books at least 8 times	
	English teachers	from the school library in the	
		whole year	
Classroom library	Storybooks, reading lessons,	At least 70% of the students	Loan record
	classroom library helpers, loan	borrow books from the	
	records, class teachers	classroom library in each	
		loan service	
Book Character Day	Hall equipment, ballot box, MC,	At least 10% of the students	Number of participants
	English teachers, stage decoration	dress up as their favorite	
		characters to take part in the	
		event	

Intended Outcome 2: Promoting "assessment for learning" through greater use of formative assessments, expand	ding
"assessment for learning" to "assessment as learning"	

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
J.4 – J.6 Usage Unit Quizzes	Quiz paper, double lessons for	At least 90% of students	Test & exam results
	quizzes, English teachers	from each level pass usage	
		test and exam in each term	
Pre-dictations for all levels	Quiz books, dictation syllabus,	At least 85% of students	Test & exam results
	English teachers	from each level pass	
		dictation test and exam in	
		each term	
J.4 - 6 Peer evaluation in	Process writing worksheets,	Each level completes at least	Completion of peer evaluation
process writing	rubrics, checklists, English	4 peer evaluation in the	
	teachers	whole year	

Intended Outcome 3: To facilitate interactive learning experience

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
iLESSON from Pearson (1	i-Pads, iLESSON account,	More than 80% of the	i-Pads loan record for English
year free account for all	teachers' training to use i-Lesson	English teachers use iLesson	lessons
students)		for at least 2 times each term	

Mathematics

Major Concern: Enhancing the effectiveness of Learning and Teaching Intended Outcome 1: Enhance students' learning in Mathematics

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
2 minutes arithmetic practice will be done at least once per week. Each class should do 5-8 practices per month. Different level will complete different number of question in every 2 months. (Appendix 1)	 All Mathematics teachers Drilling WS Post and pre quizzes Drilling period : from September 2017 to May 2018 Prizes :\$2000 	 90% of the students in all J1 J2 classes, J3,4 group A-C, J5, 6 Group D can answer 50% questions correctly in post quiz. (Appendix 1) In group D of J3 - 4, group A-C in J5 - 6, 50% students can answer 50% questions correctly in post quiz. (Appendix) 	Result of Pre and post quizzes.
A basic operation class will be provided for J.2-6 students who are weak in basic operation (addition, subtraction, multiplication and division).	 4 mathematics teachers Different operations' exercise worksheets Pre and post quizzes ipad from October 2017 to May 2018 	60% of the participating students can be released from the basic operation class because they can answer 90% questions correctly in post quiz. The results of the participating students whom cannot be released from the basic operation class will be improved by at least 20% in post quiz in May 2018.	Result of pre and post quizzes.
An after school Mathematics tutorial class will be provided for the J.3- 6 low academic result students.	 Mathematics teachers Test and Exam result From September 2017 to June 2018 	Achieving the passing rate of mathematics test or exam.	Test and exam result
Two J3 teachers will participate in the NCS learning community held by EDB every month to learn	 Two J3 teachers September 2017 to June 2018 Teaching materials of J3 	All J3 mathematics teachers agree that the teaching strategies / activities/ materials suggested in the	 Attendance record from EDB Report of each meeting Minutes of Math Panel

different teaching strategies	Mathematics topics	learning circle are effective	Meeting	
for teaching NCS		for teaching our school	Teachers' feedback	
mathematics.		students		

Intended Outcome 2: Implementing E-learning in Mathematics

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
Students use ipad /computer in learning mathematics	 Ipad / computer mathematics teachers Students Whole academic year 	Every student uses ipad in mathematics lesson at least once in the whole year.Teachers agree that using ipad can help them teach mathematics	 Ipad borrowing record in office Teachers' feedback Questionnaire from students
Teachers find different apps or websites for teaching mathematics	 Ipad / computer All mathematics teacher Whole academic year 	Every teacher finds and introduces at least 1 useful app/website for teaching mathematics in math panel meeting	 Apps record of Math group Math panel meeting minute
Using Ipad/computer in Mathematics activities	Ipad/computerAll Teachers	Teachers agree that using ipad can make the mathematics activity more efficient.	• Teachers' observation and feedback

LEVEL	SEP - OCT	NOV -JAN	FEB-MAR	APR - MAY
J1	Addition	Addition	Subtraction	Subtraction
	Composition of 10	Composition of 18	18-9	18-9
	20Q (10)*	30Q (15)	20Q (10)	30Q (15)
J2	Addition	Multiplication	Subtraction	Division
• -	345 + 345	4×8	600 - 234	$45 \div 5$
	20Q (10)	25Q (13)	15Q (8)	15Q (8)
J3	Multiplication	Division	Subtraction	Division
	4×8	45 ÷ 5	600 - 234	455 ÷ 5
	20Q (10)	16Q (8)	10Q (5)	10Q (5)
J4	Multiplication	Division	Multiplication	Division
	23 x 34	96 ÷ 30	234 x 67	$960 \div 30$
	6Q (3)	10Q (5)	4Q (2)	4Q (2)
J5	Multiplication	Multiplication	Division	Division
	34 x 67	234 x 67	960 ÷ 30	960 ÷ 30
	10Q (5)	6Q (3)	6Q (3)	6Q (3)
J6	Multiplication	Division	Multiplication	Division
	1.5 x 7.8	4.34 ÷ 1.4	1.5 x 7.8	$4.34 \div 1.4$
	15Q (8)	6Q (3)	15Q (8)	6Q (3)

* Question out of the bracket is the number of questions student will do in the quiz. The number in the bracket (e.g. (10)) is the targeted number of questions that student should be correct in the post quiz

Group	J1	J2	J3	J4	J5	J6
Medium - High	90% of all students get 60 marks or above	80% of all students get 60 marks or above	1	o of all students get or above	Group D : 90% stu or al	dents get 80 marks pove
Low	(except SEN students)	(except SEN students)	marks o	all students get 60 or above N students)	60 marks	of all students get or above N students)

2017-18 J.1-6 students **expected** passing rate in Mathematics test or exam

Appendix 1

General Studies

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
 Healthy Food Campaign To promote Green Monday, teachers will encourage students to bring healthy food to school every Monday. Students can receive stickers if they have healthy snacks in first recess. Power point slides and worksheets will be given to students and GS teachers would discuss some healthy eating habits with students. The record sheets will be printed at the back of students' temperature record card. Collecting more than 80% of record 	Resources: Record sheets, stickers, power point slides, worksheets, prizes. All GS teachers and class teachers	More than 50% of students can get three stickers in a month.	 Count the number of stickers given every Monday and record the number of students who have healthy food. GS teachers collect the record sheets in the last day of the month and record the number of students who get 3 stickers in a month.
 sheets is expected. Bright Smile Campus Program Senior students will be chosen to be helpers and they are responsible for teaching junior students to maintain good oral health. The correct way of cleaning our teeth will be shown by using the model toothbrush. Junior students have to record whether they have 	Resources: Tooth model, toothbrush model, dental floss, stickers, record book, CD, certificate. All GS teachers and class teachers	On each level (J1- J3), more than 30% of students is able to get gold, silver or bronze awards.	 Collect the record books and check how many students can maintain good oral health and condition. Gold, silver and bronze awards will be given if students can maintain good oral health for 4 weeks, 3 weeks and 2 weeks in a month respectively. Certificate of gold, silver and bronze will be given to students in July.

Intended Outcome 1: Students can develop a healthy eating habit and understand the importance of oral health.

maintained good oral		
health in a booklet.		
Student helpers will		
check the booklets.		

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
 One Person One Flower Scheme Seedlings will be sent to our school in late 2017. Student helpers and teachers will help to transplant. Students who join the scheme can bring a seedling home and experience the growth of plant. In March 2018, students have to bring back the plants and record sheets. Awards will be given to the healthiest plant, the tallest plant, and the most beautiful plant. Students may submit the photos or record sheet through internet. 	Resources: Soil, flower pots, gardening tools, seedlings, prizes and worksheets. All GS teachers and class teachers	 20% more of students joined the scheme compared to 16-17. 50% more of students complete the record sheets and submit them back. 50% more of students bring back their plants in March 2018 and teachers will choose the awardees of prizes. 	 Count the number of pots collected from students. Count and check the performance of the record sheets collected in March 2018. Collect the plants in March 2018 and teachers will choose the awardees for the healthiest plant, the tallest plant and the most beautiful plant respectively.
- Teachers made announcement regularly to let students know the importance to reduce food waste. Signs will be posted to remind students.	Resources: Food waste collected from lunch disposal, balance GS teachers and student helpers	Data of food waste will be collected from October 2017 to June 2018. A report includes statistic will be done in each term. Reduce food waste by 15%.	 Measure and record the weight of food waste at least 10 times a month. Teachers will use the statistic to plot graphs of the food waste in our school.

Intended Outcome 2: Students can show their awareness of the environmental protection and act it in the daily life.

Intended Outcome 3: Students can develop the interest of learning the knowledge of science and technology.

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
 Science Fun Day (Also PTA activity) Game booths, science demonstration and competition will be included in the Science Fun Day. It will be held in a Saturday morning. Students and parents are welcomed to join. Souvenirs will be given to students after they play the game booths. 	Resources: Game booths and demonstration resources (TBC) All GS teachers	 50% more of parents and students join the demonstration and competition. 10% more of students and parents join the game booths. More than 70% of parents and students are satisfied with the Science Fun Day. 	 Count the number of audience in demonstration and competition. / (Count the votes in the competition.) Count the number of gifts left. Do survey and collect opinion from parents and students.
 Use of tablets Teachers has to use tablets with students at least once in the academic year. Junior students can have group work or pair work while senior students can use tablets individually. Teachers find useful Apps and share in the meetings 	Resource: Tablets All GS teachers	 Over 80% of teachers state the use of tablets can enhance students' interest in learning science and technology. Students' survey: Over 90% of students like to use tablets in their learning 	 Teachers will state the number of using tablets in each class and the topic or applications related in panel meeting. GS teachers reflect and vote whether the use of tablets can enhance students' interest in learning science and technology.
 STEM Activity Day in July (after exam activity) A series of STEM activities will be provided to J1 to J5 after their term 2 examination. They have to use different materials and complete a STEM related tasks. The activity can 	Resources: Magnets, wires, electrical circuits etc. (TBC) All GS teachers and class teachers	More than 90% of students can complete their tasks or products.	Collect their products or worksheets in the activity day and review the number of students who complete the task.

provide more chances to		
students to explore in		
science, technology,		
engineering and		
mathematics. Group		
work is preferred.		

Intended Outcome 4: Students can explore more general, important local and world issues.

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
Newspaper cutting	Resources: Newspaper, news	More than 50% of J5 and J6	Check the number of students
homework	related website, library books,	students can get the correct	who get correct answers in the
- J5 and J6 students have	magazines	answer in current issue	current issue questions in test
to do their monthly	GS teachers	questions.	and examination.
newspaper cutting			
homework. First two			
pieces of newspaper			
cutting homework will be			
a guided writing.			
Teachers should lead			
students and teach them			
how to develop the body			
of the comments. After			
they have developed			
skills of writing, they can			
do their homework by			
themselves.			
- Monthly library lesson			
Students can read			
newspaper, GS related			
books and magazines in the library lesson to know			
more local and world			
issues.			
155005.			
Educational visits	Resources: Worksheets	More than 50% of students	GS teachers check their outing
- All students will have	GS teachers	can answer correctly in their	worksheets and report their
their GS outings. The		outing worksheets.	results in GS panel meetings.

related to their learning.	outings can help them to understand and consolidate some content related to their learning.			
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Student Support

Major concern 1: Strengthen the students' sense of love and care towards the community, and enhance students' moral education Intended Outcome 1: Enhance Students' leadership skills

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
Prefects:	Students Support Team	* 70% of prefects think they	Prefects :
* Weekly leader prefect	Time scale:	have improved in self	* Questionnaires
group meeting	Whole year	evaluation	
* Prefects working in	(Start in November)		Teacher-in-charge:
echelon - mentorship			* Teachers' Observation and
programme			evaluation form
* Prefect meetings during			
self-evaluation period		* The feedback from social	
* 2 half day workshops		worker is positive.	External organization: * Feedback from social worker
Social worker's programme		* At least 75% participants in	* Feedback from social worker
(i.e. Little Teacher, Fresh		each JPC activity	* The number of applicants and
Lane on Fast Lane)		cach si c activity	participants in each JPC activity
Lune on Fust Lune)			purificipants in cach si c activity
		*30% of students take part in	*Service Record
		class or school service	
Encourage students to join			
Junior Police Call (JPC)			
activities			
Increase the number of			
service posts and recruit			
more volunteers in school.			

Intended Outcome 2: Increase positive virtue and discipline of students. (self-disciplined, self- managing and to shoulder their own responsibilities)

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
* Friday Assemblies	Students Support Team	* 80% or above of teachers	* SHS and APSO
* Personal growth education	Time scale:	agree that the scheme is	
* Students use book of	Whole year	effective	
remarks to do self-evaluation	(Start in mid-September)		

* Programmes held by social	* the number of mis-		
worker	behaviour records is		
	decreased by 5%		
* Value education (Aesop's			
Fable Scheme)			

Intended Outcome 3: To create a trusting and respectful community

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
* 2-4 days team training	Students Support Team	Each member in the peer	* Questionnaire
(may held on ECA period,	Time scale:	mediation team has	* Case record
after school or on Saturday	Whole year	participated in the mediation	
which sum of 12 to 24 hours	(Start in mid-September)	work.	
training)			
* Students can begin			
working with a peer			
mediation in the second			
term.			

Major Concern 2: Discover, develop and stretch the potentials of the students in non-academic areas. Intended Outcome 1: To enhance students' exposure towards aesthetic and physical education with higher opportunities of performance

Strategies / Tasks	Resources needed / Ts involved	Success Criteria	Methods of Evaluation
Extra Curriculum Activity:	All teachers	* 80% students	* Data collection
* ECA held once a week		experience aesthetic or	-> Record of all activities in
with more variety of		physical education not	this year
activities		less than 16 sessions	-> Collection of their products
* More interest classes on			
Saturdays			
External competition: * Encourage students to join external competition such as speech festival, drawing, dance and musical	Office staff Time scale: Whole year	* 25% of the students has the experience of joining external competitions	* Keep the application record of all the external competitions

competition & sports school		* 25% of participants joined	* Sport Act – leaflet record	
teams		Sport-Act in summer holiday		