

**Delia (Man Kiu) English Primary School  
Annual School Report, 2014-15**

**ADMINISTRATION**

**Major priority 1: To re-structure M drive**

Work Done	Achievement and Reflection
The reconstruction of M drive was in progress. Teachers were using the current system to access and store the information.	<ul style="list-style-type: none"><li>Teachers could not access the information and data efficiently as planned due to the technical problem of the network infrastructure. The restriction would be solved in the new school year and the plan would be carried out within the new school year.</li></ul>

**Major priority 2: To set up senior teacher mentoring programme**

Work Done	Achievement and Reflection
Each new teacher was assigned a mentor to share information on daily routine works, curriculum and requirements on different aspects. Mentors and new teachers arranged regular meeting to discuss the issues concerned.	<ul style="list-style-type: none"><li>New teachers reflected the programme was useful for them. The programme would continue and be strengthened in the new school year.</li><li>Since there are different requirements or routine work for different school events after October, mentors and new teachers may arrange more frequent short meetings and sharing to enhance the efficiency.</li></ul>

**Major priority 3: To celebrate the group of schools of the 50<sup>th</sup> Anniversary**

Work Done	Achievement and Reflection
Each subject activity was planned with the elements of 50 <sup>th</sup> Anniversary.	<ul style="list-style-type: none"><li>Students and teachers enjoyed the activities and agreed the activities could foster the sense of belonging of school. Students also learn more about the school through different activities.</li></ul>

## LEARNING AND TEACHING

### Major concern 1: To strengthen the Collaborative Lesson Planning (CLP) cycle to upgrade the quality of students' learning

Chinese:

目標/範疇	關注事項	評估方法	策略/工作	成功準則	時間表	負責人	全年檢討
營造學習風氣與環境	中文科課程改革	<ul style="list-style-type: none"> <li>◇ 觀課</li> <li>◇ 學生測考成績</li> </ul>	<ul style="list-style-type: none"> <li>◇ 優化低年級課程 透過每星期同儕備課，各級老師作經驗分享及意見交流，檢討過往課程上之不足，以優化低年級課程，提升學習效能。</li> <li>◇ 發展高年級課程 每星期進行同儕備課，各級老師共同討論及作經驗分享，進行單元教學及工作紙設計，以發展高年級課程，完善本校中文科課程。</li> </ul>	<ul style="list-style-type: none"> <li>◇ 100%老師參與設計</li> <li>◇ 學生於聽、說、讀、寫四方面的能力有所提高。</li> </ul>	全年進行	中文科科任老師	<p>低年級課程： 各老師每星期階進行同儕備課，於會上進行經驗分享及討論，互相交換意見。</p> <p>高年級課程： 透過每星期的同儕備課，本年度已如期完成設計五年級課程。</p>

English:

Intended Outcome(s)	Success Criteria	Evaluation
Enhance teacher collaboration & teaching professionalism	Teachers share and discuss teaching ideas at regular collaborative lesson planning sessions.	The CLP has been implemented effectively. This arrangement allows level teachers to have a time to sit together for discussing, planning or reviewing teaching ideas.
	Teachers observe one grade teacher's lesson (same grade) and keep discussion record.	This has not been implemented in the previous year.
	Teachers upload and share teaching materials on a common electronic platform.	The culture of sharing teaching materials through e-platform has not been established yet. More communication and sharing between level teachers will be expected in the coming year. Teachers are encouraged to share their e-resources in CLP.
	Share teaching methods and ideas at English panel meeting on a regular basis.	This target has been completely achieved in the previous academic year and is expected to be continued. The sharing can inspire others of new concepts and teaching methods.
	Panel Head introduces subject related ideas/ activities and conduct mini workshops to enhance teachers' professional knowledge.	This target has been achieved in the regular English panel head meeting.

Mathematics:

Major Concern	Strategies	Success Criteria	Method of Evaluation	Evaluation
Enhance teachers' teaching methods or ideas	<ul style="list-style-type: none"> <li>● Each level Mathematics teachers will discuss the coming teaching pace, activities, method from the coming unit every 5-6 weeks.</li> <li>● Experience teacher will share their teaching idea to the new teachers during the CLP meeting.</li> <li>● Each level of Math teachers will present one of the unit plan during the math panel meeting. Others teachers will give advice based on their planning.</li> </ul>	Mathematics teachers will complete the CLP form after every CLP meeting.	CLP form	<ul style="list-style-type: none"> <li>● Each level teacher completed the all the CLP through the year. However they reviews that there were too many units to be discussed in each CLP meeting</li> <li>● Teachers suggested that discussing the major / key / most difficult units in each CLP and review the last CLP units only. Because the quality of discussing context is much more important than the quantity of the math unit.</li> <li>● They also suggested that at least 1 experienced teacher should be placed in each level to share their teaching experience to fresh teacher.</li> <li>● Teachers thought that the CLP form is too complicated and some parts of it are quite similar, so we suggested the school to simplify the CLP form.</li> </ul>

General Studies:

Intended outcome(s)	Success criteria	Strategy/Task	Evaluation method	Person in charge	Review of Year Plan
Enhance the efficiency of students' learning and new teachers benefit through CLP discussion	All teachers attend the CLP meetings regularly. New teachers familiarize with the critical concepts of each unit.	Unit plans and teaching aids are prepared for each unit. Senior teachers can share their difficulties and experience of teaching General Studies.	Checking the CLP unit plans.	G.S. panels  G.S. teachers	Next year, teacher should base on the previous year's unit plan to make amendment or construct some teaching resources and aids.
	Peer lesson observation	Assist colleagues to plan the lessons in CLP. Teachers can get advice and comments from others.	Appraisal of the lesson observation.		We will invite some other GS teacher to have peer lesson observation next year.

**STUDENT SUPPORT**

**Major concern 1: To set up leadership training (Prefect & monitor)**

Work Done	Achievement and Reflection
Prefect meeting and monitor training workshop were arranged.	<ul style="list-style-type: none"> <li>The schedule of prefect meeting was unsteady last year due to the lack of manpower in the team as teachers sometimes had to take care of unexpected student cases.</li> <li>Training should be held by one assigned teacher to meet the standardized requirement of school.</li> <li>A clear guideline on the school standard and requirement could be provided to all teachers for reference.</li> <li>A teacher was suggested to be assigned to provide training to all students who have duty. (i.e. Subject leaders)</li> </ul>

	<ul style="list-style-type: none"> <li>The number of subject leaders should be limited or assigned by school as there were too many students leaving their classrooms for homework submission.</li> </ul>
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**Major concern 2: To optimize Extra-curricular activity**

Work Done	Achievement and Reflection
<p>Teachers introduced each activity to students. Students may prioritize their options for ECA.            Parents received the notice at the beginning of school year to know about the available ECA.            Students could select a new ECA in term 2.</p>	<ul style="list-style-type: none"> <li>Students had greater opportunity to explore their talent, and developed their hobby.</li> <li>Parents may discuss with the students and advise them to prioritize the most suitable ECA.</li> <li>Lesson plan may be recorded on the Activity Record Book and submitted to school in advance.</li> </ul>

**Major concern 3: to establish the Personal Growth Lesson into routine schedule**

Work Done	Achievement and Reflection
<p>Personal Growth Lesson were arranged bi-weekly and aligned with the topic of assemblies</p>	<ul style="list-style-type: none"> <li>Positive feedbacks from teachers received and it was reflected educational and useful for students</li> </ul>

**地利亞(閩僑)英文小學周年財政狀況**  
**2013/2014 學年財政摘要**

	政府撥款	非政府經費
<b>收入(佔全年整體收入的百分比)</b>		
直資津貼(包括不計入直資學校單位成本的政府撥款)	84.87%	不適用
學費	不適用	13.45%
捐款(如有)	不適用	0.00%
其他收入(如有)	不適用	1.68%
<b>總計</b>	84.87%	15.13%
<b>開支(佔全年整體開支的百分比)</b>		
員工薪酬福利	73.56%	
運作開支(包括學與教方面的開支)	12.73%	
學費減免／獎學金 [1] (佔學費收入的 10%)	1.52%	
維修及保養	4.86%	
折舊	7.33%	
雜項	0.00%	
<b>總計</b>	100.00%	
<b>學年的盈餘／虧損*</b>	1.99 個月營運開支	
<b>學年完結時營運儲備的累積盈餘／虧損*</b>	10.88 個月營運開支	
# 相等於全年整體開支的月數		

預計未來大型基本工程的開支預算：

翻新校舍工程約 800 萬元

[1] 學費減免／獎學金的開支百分比，是根據學校的全年整體開支計算。有關百分比，與教育局要求學校根據學費收入計算的學費減免／獎學金撥款百分比(不得少於 10%)不同。

現確認本校已按教育局要求，預留足夠撥款作學費減免／獎學金計劃之用(如適用，請在方格內加上「✓」號)。