



Delia Memorial School (Hip Wo)

## **Annual School Plan**

(2018/19)

### ***Vision***

Since our establishment, Delia Memorial School (Hip Wo) has been providing educational services to local ethnic groups and newly-immigrated families from the mainland. It is our vision to strive for and make equity in education a reality for the already disadvantaged group. We are a unique school in offering educational services to both the ethnicity minority students and the newly-arrived students in Hong Kong.

### ***Mission***

Our school motto is “*Strive for advancement, despite adversity*”. We aim to take affirmative action in reversing the historical and social disadvantages that prevent our students; ethnicity minority students and the newly-arrived students, from accessing and benefiting from education on equal terms. We are devoted to providing quality educational services so that our students can integrate into the Hong Kong society and are equipped with necessary skills for upward mobility in the social ladder. Hence, we are committed to developing our school as a place characterized with ‘*Integration of multicultures*’, ‘*A balanced development of five virtues*’ and we strive to ‘*Create opportunities of success*’.

### ***Educational Objectives***

- Developing students to their full potential including the development of their generic skills, knowledge, values and attitudes, thus enabling them to have an all-rounded development of the five virtues: Ethics, Intellect, Physique, Social Skills and Aesthetic.
- Developing multicultural education and cultivate students’ multi-cultural values and perspectives, nurturing them to understand and appreciate different ethnic groups and the cultures, and at the same time equipping them with an international vision.
- Constructing an inclusive campus with harmony. We believe that everyone can have a chance for success. We have a strong belief that education leads one to the path of success rather than failure. Hence, we endeavor to establish a campus that is full of opportunities for success, thus motivating students to try their best in all aspects

**Major Concern of School Development Plan (Fourth Stage)**

**2015/16, 2016/17, 2017/2018, 2018/19**

**Constructing an inclusive campus with harmony**

**Enhancing the effectiveness of learning and teaching**

**Annual School Plan 2018/19\_Major Concern**

(Note: This is the third year of the fourth stage of the school development plan)

**Major Concern 1 : Constructing an inclusive campus with harmony**

Targets	Events	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
<ul style="list-style-type: none"> <li>• Complete <i>Harmony in Diversity</i> curriculum series</li> <li>• Compile and consolidate an effective model for Inclusive Campus for mainstreaming</li> </ul>	<ul style="list-style-type: none"> <li>• Refinement of Harmony Activities</li> <li>• Expansion of Harmony Classes in S6</li> <li>• Production of Harmony <i>Diversity Series Teaching Manual Volume V</i></li> <li>• LEAP for target Chinese speaking students (See LEAP plan for details)</li> <li>• LWL© - language enhancement for Chinese speaking students (See <i>LWL Plan for details</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Harmony Activities launched are refined</li> <li>• Harmony Classes expanded in S6</li> <li>• <i>Harmony Diversity Series Teaching Manual Volume V</i> produced and trialed</li> <li>• 80% of participants LEAP and LWL© agree</li> </ul>	<ul style="list-style-type: none"> <li>• Harmony Activities Report</li> <li>• Observations of Harmony Classes in S6</li> <li>• Harmony Diversity Series Teaching Manual Volume V</li> <li>• LEAP and LWL© Report</li> <li>• Major Concern Report</li> </ul>	<p>Sept18-Aug19</p>	<ul style="list-style-type: none"> <li>• Form Masters</li> <li>• Student Support Division</li> <li>• Moral &amp; Civic Education Committee</li> <li>• English Education Committee</li> <li>• NCSS Chinese Education Committee</li> </ul>	<p>Additional manpower for 1<sup>st</sup> classroom teachers</p>

	<ul style="list-style-type: none"><li>• Major Concern Evaluation Report</li></ul>	<p>that their Chinese/ English communicative competency is addressed after engaging in the scheme</p> <ul style="list-style-type: none"><li>• A major concern report is compiled</li></ul>			<ul style="list-style-type: none"><li>• Student Support Division</li></ul>	
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## Major Concern 2 : Enhancing the effectiveness of learning and teaching

Targets	Events	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
<ul style="list-style-type: none"> <li>• Refinement of critical foci of an effective lesson as guiding principles for implementation</li> <li>• Compile and consolidate an effective model for learning and teaching effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Fine-tune the framework of an effective lesson</li> <li>• Develop and monitor the implementation of subject-based self-directed learning plans</li> <li>• Major Concern Evaluation Report</li> </ul>	<ul style="list-style-type: none"> <li>• Fine-tuned Framework and guiding principles are developed relating to an effective lesson</li> <li>• Subject level self-directed learning plans are developed and implemented</li> <li>• A major concern report is compiled</li> </ul>	<ul style="list-style-type: none"> <li>• Fine-tuned Framework</li> <li>• Subject Panel evaluation Report or Minutes</li> <li>• Major Concern Report</li> </ul>	Sept18-Aug19	<ul style="list-style-type: none"> <li>• Learning and Teaching Division</li> <li>• 10 Key Education Committees</li> </ul>	<p>Manpower for lesson observation</p> <p>Manpower for Self-learning Centre and professional development activities</p>

## Annual School Plan 2018/19\_Using subsidy

### Capacity Enhancement Grant (CEG)

#### Summary of the Plan

Item no.	Item	Budget (\$)
1	Recruit 1 laboratory technician to strengthen the management of teaching resources and offer support to teachers in terms of creating audio-visual teaching materials and non-teaching work.	290,512
2	Recruit 1 full-time teacher and 1 part time teacher, in order to reduce the workload of Chinese and English language teachers, allowing space for curriculum development.	676,006
	Grand Total :	966,518

#### Remarks :

- The expense will be shared by Delia Memorial School (Hip Wo) and the Initiation Programme for Newly Arrived Children
- For recruiting laboratory technician (Item1), the total budget is \$305,802, \$15,290 will be shared by the Initiation Programme for Newly Arrived Children, the actual amount after deduction is \$290,512.
- For recruiting 1 full-time teacher and 1 part time teacher (Item 2), the total budget is \$711,585, \$35,885 will be shared by the Initiation Programme for Newly Arrived Children, the actual amount after deduction is \$676,006.
- Methods of consulting teachers: Meeting in subjects/divisions and School Affairs Meeting

## Item Details

### Item 1 : Recruit 1 laboratory technician

Expected Outcome	<ul style="list-style-type: none"> <li>• The teaching resources, which include audio-visual equipment and resources, can be managed effectively under a specialist staff</li> <li>• Teachers receive adequate support</li> </ul>
Tasks	<ul style="list-style-type: none"> <li>• The inclusion of an extra technician reserves manpower to coordinate teaching materials and audio-visual equipment and resources</li> <li>• Offer support for creating audio-visual teaching materials and non-teaching work</li> </ul>
Resources Required	<ul style="list-style-type: none"> <li>• Salary (calculated annually, MPF included): \$305,802, \$15,290 will be shared by the Initiation Programme for Newly Arrived Children. The actual amount after deduction is \$290,512</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>• Teachers agree that the teaching resources are managed effectively and used conveniently</li> <li>• Teachers think there is adequate support in making audio-visual teaching materials and non-teaching work</li> <li>• Laboratory technicians think that the measure can reduce their workload and enhance the effectiveness in terms of teacher support</li> </ul>
Method of Evaluation	<ul style="list-style-type: none"> <li>• Evaluation via year-end meetings</li> <li>• Conduct surveys for all teachers and laboratory technicians</li> </ul>
Person-in-charge	<ul style="list-style-type: none"> <li>• Head of the Logistic Division</li> </ul>



Item 2 : Recruit 1 full-time teacher and 1 part time teacher

Expected Outcome	<ul style="list-style-type: none"> <li>● Allow space for Chinese and English language teachers to tackle curriculum development effectively.</li> </ul>
Tasks	<ul style="list-style-type: none"> <li>● Reduce the teaching workload for Chinese and English language teachers</li> </ul>
Resources Required	<ul style="list-style-type: none"> <li>● Salary (calculated annually, MPF included): \$711,585, \$35,885 will be shared by the Initiation Programme for Newly Arrived Children. The actual amount after deduction is \$676,006.</li> </ul>
Success Criteria	<ul style="list-style-type: none"> <li>● Able to reduce the teaching workload of Chinese and English language teachers by 12.5%</li> <li>● The Chinese Language teachers and English teachers agree that the extra teachers can help to reduce the workload.</li> </ul>
Method of Evaluation	<ul style="list-style-type: none"> <li>● Evaluate the workload distribution of teachers and calculate the teaching workload of Chinese and English language teachers</li> <li>● Conduct surveys for all Chinese and English language teachers</li> </ul>
Person-in-charge	<ul style="list-style-type: none"> <li>● Head of the Learning and Teaching Division</li> </ul>