

CCC CHUEN YUEN COLLEGE

中華基督教會全完中學



**ANNUAL SCHOOL PLAN**

**周年校務計劃書**

**2017-2018**

# CCC Chuen Yuen College

## Annual School Plan

### 2017-2018

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THE HONG KONG COUNCIL OF THE CHURCH OF CHRIST IN CHINA  
VISION, MISSION AND CORE VALUES ON EDUCATION

中華基督教會香港區會

辦學願景、使命宣言、核心價值

願景 VISION STATEMENT

並肩培育豐盛生命，攜手見證基督大愛

Together we nurture the lives of our students  
Hand in hand we witness the Love of Christ

使命宣言 MISSION STATEMENT

我們願以基督愛心為動力，以人為本的信念，積極進取的態度，  
提供優質教育，啟發學生潛能，分享整全福音；  
培育學生成為良好公民，回饋社會，貢獻國家。

Motivated by the Love of Christ and convinced of the value of man, we strive to provide quality education to our students, to elicit their potential and to share with them the holistic views of the gospel. We also pledge to educate our students to be good citizens so that they can make a contribution to our society and our country.

核心價值 CORE VALUES

傳道服務、愛心關懷

有教無類、全人教育

積極進取、勇於承擔

Evangelism and Service, Loving and Caring  
Whole-person education for all  
Positive, Progressive and Commitment

## SCHOOL MISSION

CCC Chuen Yuen College is a Christian School founded by the Hong Kong Council of the Church of Christ in China (HKCCCC) in 1969. Embracing the HKCCCC's philosophy of holistic education and 'To Minister and Serve Through Schools', we are committed to providing quality education.

We strive to provide our students with a pleasant and harmonious learning environment, filled with respect, appreciation, love and care. We also work in partnership with parents, the church, the community and relevant organizations to foster the moral, intellectual, physical, social, aesthetic and spiritual development of our students.

It is our aspiration that our students will grow into individuals of integrity and noble character, whose love extends from self to neighbour, to our nation and to God. Our hope is that our students will always strive for excellence, exemplifying our school motto "Learn to discern and be perfect like God".

## 辦學宗旨

中華基督教會全完中學創辦於一九六九年，秉承中華基督教會香港區會「透過學校，傳道 服務」及「全人教育」的辦學精神，向學生提供優質教育服務。

本校致力為學生提供一個愉快和諧，充滿尊重、欣賞及愛的成長園地，並與家長、教會、社會及有關團體衷誠合作，讓學生於受業期間，於德、智、體、群、美、靈各方面，得到造就與建立。

本校期望每個學生都成長為一個愛己、愛人、愛國及愛神的有為青年，具優良品格、高雅情操、不斷求進，實踐「學以明道、完似天父」的校訓。

## Our Present Situation 2016

### Strengths :

1. The school is running according to the teachings of Jesus Christ, and we emphasize very much on the spiritual and ethical development of our students.
2. We have good school ethos. Students are willing to learn and well-behaved.
3. We have very good student-teacher relationship. Students are contented with the effectiveness of our teaching.
4. Our teachers are experienced and we have good teamwork.
5. Teachers are eager to learn through continuous professional development.
6. The school is a learning organization. We have a well organized management structure that facilitates our daily teaching and learning routine.
7. The school has developed a culture of self-evaluation that it can effectively learn about its weaknesses and implement new measures to improve.
8. We have very good support from various stake-holders like our sponsoring body, parent-teacher association as well as the alumni.
9. Students are given plenty of opportunities to explore their potentials.
10. We have a broad and balanced curriculum which can cater for the needs of students.

### Weakness :

1. Our students mainly come from families of low socioeconomic status. Their family supports are low. They depend very much on the school.
2. With poor family background, most students are deprived from various learning opportunities.
3. The self concept of our students is low. Their confidence is low and most of them have low motivation in learning.
4. Most of our students do not have long-term targets/aspirations of their learning & career path.
5. Students are weak in employing various learning strategies to tackle their learning tasks.
6. Increasing learning diversities pose additional teaching difficulties and reduce teaching effectiveness.

### Opportunities :

1. Maintaining an EMI school status enables us to have the chance to take in above average students, it is more likely for the school to have better outcomes in public examinations.
2. We have a well established IT infra structure which gives us a smooth transition to e-learning. Student learning can be enhanced.
3. Strong connection with external organization, such as with CUHK in career and life education project and other CCC schools provides us with a better chance to develop and provide a high quality education to students.

### Threats :

1. Teachers are overloaded with workload that comes with educational reforms and training needs. Reduction of the number of classes results in shrinking of teaching workforce, which in turn poses additional stress on the work load to teachers.
2. The drop in student population poses a threat to student intake. It adds uncertainties to the future development of the school.
3. To meet the trend of e-learning and STEM, teachers will need to enhance their mastery of new knowledge and technology.

CCC Chuen Yuen College  
School Development Plan 2016/17-2018/19

Theme : Be excel – Building the sense of achievement

Major Concerns	Targets (Outcome)	Time Scale (Please insert ✓)			A General Outline of Strategies
		Year 1	Year 2	Year 3	
A. Learning with self-fulfillment	✧ Students are motivated to learn, able to learn and have confidence to learn.	✓	✓	✓	<ul style="list-style-type: none"> <li>✧ To provide a rich learning opportunities</li> <li>✧ (To link up learning with life planning)</li> <li>✧ To consolidate students' self-regulating learning skills.</li> <li>✧ To enhance English proficiency of students.</li> <li>✧ To implement learning support to cater students' different learning needs</li> </ul>
	✧ The academic outcome of students are enhanced	✓	✓	✓	
B. Pursuing a Joyful and Purposeful Life	✧ Students are self-motivated and able to achieve their own goals.	✓	✓	✓	✧ To develop a holistic career and life planning
	✧ Students can unleash their potentials and be proud of themselves.	✓	✓	✓	✧ To provide a rich co-curricular learning opportunities to students

CCC Chuen Yuen College  
Annual School Plan 2017-18

Major Concern A : Learning with self-fulfillment

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required		
1. Students are motivated to learn, able to learn and have confidence to learn	1.1 To adopt teaching pedagogies to enhance students' high-order thinking skills. 1.1.1 Subject departments renew the learning strategies to stimulate students to probe deeper into the subject matters.	<ul style="list-style-type: none"> <li>✧ Over 90% of teachers agree that the specific pedagogy adopted facilitate more in-depth active learning at classroom level</li> <li>✧ Over 80% of students demonstrate the specific skills properly in tests and examinations.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Departmental reports</li> <li>✧ Students' performance in tests / examinations</li> </ul>	Whole year	✧ All teachers			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">KLAs</td> <td>Focus</td> </tr> <tr> <td>Language Education</td> <td>Enhance reading and writing skills</td> </tr> <tr> <td>PSHE</td> <td>Infuse generic skills in an integrated manner to strengthen students' skills in doing high-order questions.</td> </tr> <tr> <td>Science Education Technology</td> <td>Develop the STEM curriculum</td> </tr> </table>						KLAs	Focus
KLAs	Focus							
Language Education	Enhance reading and writing skills							
PSHE	Infuse generic skills in an integrated manner to strengthen students' skills in doing high-order questions.							
Science Education Technology	Develop the STEM curriculum							
	1.1.2 Subject departments will renew the implementation strategies of co-curricular activities to develop an open learning environment for students to demonstrate and derive satisfaction from learning experiences.	<ul style="list-style-type: none"> <li>✧ At least 2 co-curricular activities will be conducted to highlight the school's major concern in each term.</li> <li>✧ Over 70% of participants will show positive feedback and agree that the activities can enhance their learning experience.</li> </ul>	✧ Questionnaires			✧ Budget (slogans, banners, books) for co-curricular activities		

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
	<p>1.2 To deploy IT in education to sustain self-regulated learning / facilitate classroom interactive learning / facilitate teachers' feedback to enhance teaching and learning effectiveness.</p> <p>1.2.1 eLearning will be adopted in junior forms.</p>	<ul style="list-style-type: none"> <li>✘ All S3 trail lessons are implemented according to the scheme of work</li> <li>✘ At least 30% more of S1-S2 lessons are conducted with the use of iPads compared with last year.</li> </ul>	<ul style="list-style-type: none"> <li>✘ Number of subjects and lessons using iPads in lessons.</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✘ Related subject departments</li> <li>✘ eLearning Supporting Group</li> </ul>	<ul style="list-style-type: none"> <li>✘ Teaching Assistants</li> <li>✘ Teaching packages related in eLearning</li> </ul>
	<p>1.3 To continue to design diversified learning tasks / assignments to help students develop a sense of achievement.</p>	<ul style="list-style-type: none"> <li>✘ Students all feel challenged.</li> <li>✘ Each department demonstrates one homework assignment in junior forms that shows the design of diversified learning tasks.</li> </ul>	<ul style="list-style-type: none"> <li>✘ Departmental reports</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✘ All teachers</li> </ul>	
	<p>1.4 To improve the assessment strategies to enhance learning effectiveness.</p> <p>1.4.1 The school will join the Quality School Improvement Project to enhance the assessment literacy of teachers.</p> <p>1.4.2 Subject departments increase the frequency of self / peer assessment to help students identify their strengths and weaknesses and guide them to make self-reflection to achieve improvement more effectively.</p>	<ul style="list-style-type: none"> <li>✘ All subject panels are competent in the alignment between curriculum, teaching practices and evaluation.</li> <li>✘ All subject panels devise action plans for improvement for both internal and external assessments.</li> </ul>	<ul style="list-style-type: none"> <li>✘ Departmental reports</li> <li>✘ Test and examination results</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✘ All teachers</li> <li>✘ Academic Committee</li> </ul>	<ul style="list-style-type: none"> <li>✘ Support from external educational institutions.</li> </ul>



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
	1.4.3 Subject departments will continue to adopt the 4:3:3 mode of assessment in setting test / examination papers to cater for learner diversity.					
2. Students' academic performance is enhanced.	<p>2.1 To continue the streaming policy in junior forms to support effective teaching and learning.</p> <p>2.1.1 Streamed groups teaching will be continued in S1 – S3 English Language and S1 – S2 mathematics.</p> <p>2.1.2 Adjustment in curriculum content will be applied in the remedial groups.</p>	<ul style="list-style-type: none"> <li>✧ Over 80% of students agree their learning needs are catered for.</li> <li>✧ Improvement in passing / credit percentage in tests and examinations compared with last year.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Teachers' observation</li> <li>✧ Departmental reports</li> <li>✧ Tests and examinations result</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✧ Academic Committee</li> <li>✧ English department</li> <li>✧ Mathematics department</li> </ul>	
	<p>2.2 To continue the supporting measures to facilitate junior form students to learn in English.</p> <p>2.2.1 Related subject departments will revise the LAC worksheets to strengthen students' writing skills and to cater for learner diversity.</p> <p>2.2.2 Related subject departments will hold learning activities to enable students to learn in English with confidence.</p>	<ul style="list-style-type: none"> <li>✧ Over 70% of students attain the language target set by the subject teacher.</li> <li>✧ Over 70% of participants complete at least two activities and over 70% of participants meet the language target set for the activities.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Departmental reports</li> <li>✧ Test and examination results</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✧ All EMI subject departments</li> </ul>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
	<p>2.2.3 Related subject departments enhance the reading element in S1-3 using the online English learning platform to facilitate students to learn in English.</p> <p>2.2.4 Related subject departments will incorporate the following items in the pre-S1 special programme to help less able students to learn in English:</p> <p>a. Continue to use teaching strategies developed to consolidate students' reading skills.</p> <p>b. Provide audio support to students on selected vocabulary items / paragraphs of textbooks.</p> <p>c. Worksheets on vocabulary support.</p> <p>2.2.4.1 The English Language Department will hold an after-school remedial programme in S1.</p> <p>2.2.4.2 Related subject departments will hold pre-test revision classes for a focused group of students before the test cycle to develop students' revision habit.</p>	<p>✘ Over 80% of students complete the reading tasks set.</p> <p>✘ Over 80% of students agree that the strategies employed can help them to learn in English.</p> <p>✘ Over 80% of students attain a satisfactory performance in the remedial programme and revision class.</p>	<p>✘ Departmental reports</p> <p>✘ Departmental reports</p>	<p>Whole year</p> <p>Whole year</p>	<p>✘ All EMI subject departments</p> <p>✘ All EMI subject departments</p>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
3. To enhance teachers' capacity to motivate students to do active learning.	<p>3.1 Subject departments will continue to conduct professional exchange of pedagogies related to active learning in each term to enhance students' active learning capacity.</p> <p>3.1.1 Each teacher has to participate in peer classroom observation at least once in each term, either to observe or to be observed.</p> <p>3.1.2 Professional exchange with the Mainland Sister School to enhance school development and students' learning.</p>	<ul style="list-style-type: none"> <li>✧ Brainstorming session will be held by subjects to consolidate practices on the use of effective strategies in eLearning / self-directed learning.</li> <li>✧ At least 2 core subjects will elicit more resources and assistance from external educational institutions.</li> <li>✧ Over 80% of teachers give positive feedback.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Feedback about brainstorming sessions</li> <li>✧ Feedback from teachers</li> </ul>	Whole year	✧ All teachers	✧ Scheduling of brainstorming sessions for teachers

### Major Concern B : Pursuing a Joyful and Purposeful Life

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
1. Students are self-motivated and able to achieve their own goals.	<p>1.1 To develop a holistic career and life planning.</p> <p>1.1.1 The Careers Committee will update the teaching materials to enhance :</p> <p>a) self understanding &amp; development</p> <p>b) Career exploration</p> <p>c) Career planning and management</p> <p>1.1.2 The Careers Committee will collaborate with other committees to organize various workshops, visits and programmes to cater for students' needs.</p>	<ul style="list-style-type: none"> <li>✧ Over 80% of students are satisfied with the curriculum that can let them explore more in different areas.</li> <li>✧ Over 80% of students are satisfied with their career planning and workshops provided.</li> <li>✧ Over 80% of teachers are satisfied with the training workshops.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Report on APASO Survey</li> <li>✧ Departmental reports</li> <li>✧ Interview with students</li> <li>✧ Evaluation reports of CLAP projects</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✧ Career Committee</li> <li>✧ Extracurricular Activities Committee</li> <li>✧ Discipline Committee</li> <li>✧ Guidance Committee</li> <li>✧ Religious Committee</li> <li>✧ Moral and Civic Education Committee</li> <li>✧ Alumni</li> </ul>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
	1.1.3 Staff development workshops (whole staff) in group and individual counseling will be conducted with the cooperation of CLAP for Youth @JC.				<ul style="list-style-type: none"> <li>✧ Parent &amp; Teacher Association</li> <li>✧ Subject departments</li> <li>✧ CLAP project</li> </ul>	
	<p>1.2 To cultivate an environment to promote students' sense of achievement and perseverance.</p> <p>1.2.1 Students are striving for their goals which are set at the beginning of each term with their form teachers.</p> <p>1.2.2 Students are able to enhance their self understandings and sense of achievement and perseverance through various class and form competitions.</p> <p>1.2.3 The Extra-curricular Activities Committee will conduct various activities under the theme "Movie" to promote life planning and perseverance to pursue a purposeful life.</p>	<ul style="list-style-type: none"> <li>✧ Over 80% of students can mostly achieve their goals.</li> <li>✧ Over 80% of students show positive feedback.</li> <li>✧ Over 90% of students agree that they are motivated.</li> </ul>	<ul style="list-style-type: none"> <li>✧ Report on APASO Survey</li> <li>✧ Interview with students</li> <li>✧ Form teacher report</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>✧ Discipline Committee</li> <li>✧ Guidance Committee</li> <li>✧ Extracurricular Activities Committee</li> <li>✧ Religious Committee</li> <li>✧ Moral and Civic Education Committee</li> <li>✧ Careers Committee</li> <li>✧ Form teachers</li> </ul>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Action group(s)	Resources Required
2 Students can show their perseverance, unleash their potentials and be proud of themselves.	<p>2.1 To provide rich co-curricular learning opportunities to students.</p> <p>2.1.1 Student leaders with the collaboration of the Extracurricular Activities Committee organize various activities for students to enrich and increase their learning opportunities.</p> <p>2.1.2 Various extended-learning activities are organized by the Extracurricular Activities Committee to promote the all-round development of students.</p> <p>2.2 Celebration Corner in the school website to honour the prize winners with interviews / reflection.</p>	<p>✧ Over 60% trained leaders have organized at least one activity.</p> <p>✧ Over 80% of students agree that these activities can enrich and increase their learning opportunities.</p> <p>✧ Over 80% of students agree that these extended-learning activities can help to develop different skills.</p> <p>✧ Hit rate is over 70%.</p>	<p>✧ Reports of the related activities</p> <p>✧ Interviews with students</p> <p>✧ Reports of Extra-curricular Activities Committee</p> <p>✧ Questionnaires</p> <p>✧ Departmental reports</p> <p>✧ Stakeholders Survey</p>	Whole year	<p>✧ Extracurricular Activities Committee</p> <p>✧ All Teachers</p> <p>✧ Clubs, Houses, Societies</p>	<p>✧ Diversity Learning Grant</p> <p>✧ Capacity Enhancement Grant</p> <p>✧ School-based After-School Learning and Support Programmes (Community-based Projects)</p> <p>✧ The Hong Kong Jockey Club Life-wide Learning Fund</p> <p>✧ Teaching Assistants</p>

**School-based After-school Learning and Support Programmes 2017/18**  
**School-based Grant - Programme Plan**

**Name of School:** CCC Chuen Yuen College

**Project Coordinator:** HUNG SU Mei-kee      **Contact Telephone No.:** 2420 5050

**Project Title:** Multiple Intelligence Development Programme (『文理體藝樂繽紛』活動資助 ----- 多元智能培育活動)

**A. The estimated number of students (count by heads) benefitted under this Programme is 650 (including A. 255 CSSA recipients, B. 255 SFAS full-grant recipients and C. 140 under school's discretionary quota).**

**B. Information on Activities to be subsidised/complemented by the grant.**

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating eligible students#			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Dance Team	<ul style="list-style-type: none"> <li>- provide training on basic to advanced dancing techniques</li> <li>- participate in inter-school dance competitions (group or individual)/ other performance</li> </ul>	<ul style="list-style-type: none"> <li>- attendance over 80%</li> <li>- participants can master the techniques required in a particular dance designated by the tutor</li> </ul>	<ul style="list-style-type: none"> <li>- attendance</li> <li>- evaluation from the tutor</li> </ul>	Every Fri, from Sept. 2017 to May 2018	5	5	2	<b>6,000</b>	Chuen Yuen Dance Club  TIC: Mrs. LAU WONG Ka-man

Musical Instrument Classes	<ul style="list-style-type: none"> <li>- learn how to play a musical instrument, in their own choice</li> <li>- enrich the cultural life of students</li> </ul>	<ul style="list-style-type: none"> <li>- attendance over 80%</li> <li>- all participants can play 7 to 10 songs</li> </ul>	<ul style="list-style-type: none"> <li>- attendance</li> <li>- evaluation from tutors</li> </ul>	From Sep. 2017 to Jul. 2018, according to the dates of different courses	<b>45</b>	<b>45</b>	<b>20</b>	<b>120,000</b>	Superior Education Development Centre (優質教育發展中心), Wan Fung Performance Arts Group, Gloria Deo Music Culture, Hong Kong Harmonica Music Centre  TIC: Miss SETO Bo-lai
Advanced Basketball Training Course	<ul style="list-style-type: none"> <li>- develop intermediate to advanced skills in basketball training</li> <li>- participate in the inter-school basketball competitions (3 on 3 or full game)</li> </ul>	<ul style="list-style-type: none"> <li>- attendance over 80%</li> <li>- trainees work hard</li> <li>- above 80% of trainees report satisfactory in mastering the basketball skills through self-evaluation</li> <li>- trainees show an increase in self-esteem</li> </ul>	<ul style="list-style-type: none"> <li>- attendance</li> <li>- evaluation from coach and participants</li> </ul>	From Jan. to Aug. 2018 (18 hours)	<b>5</b>	<b>5</b>	<b>2</b>	<b>22,000</b>	Chuen Yuen Basketball Team  TIC: Mr. SIU Hoi-ning

Girl Guides International Exchange Programme/ Leadership Training Programme	<ul style="list-style-type: none"> <li>- enhance sharing among girl guides in different countries</li> <li>- widen horizon and build up leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>- positive feedbacks in reflection journals</li> </ul>	<ul style="list-style-type: none"> <li>- reflection journals</li> </ul>	From Oct. 2017 to Aug. 2018, according to dates of different programmes	<b>1</b>	<b>1</b>	<b>0</b>	<b>5000</b>	Hong Kong Girl Guides Association  TIC: Mrs. WU LUI Chun-fan
Girl Guides Camping	<ul style="list-style-type: none"> <li>- provide camping skills training</li> <li>- build up leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>- all participants can complete tasks well in the camp</li> </ul>	<ul style="list-style-type: none"> <li>- evaluation from instructors</li> </ul>	Dec. 2017	<b>8</b>	<b>8</b>	<b>4</b>	<b>600</b>	Chuen Yuen College Girl Guide 35 <sup>th</sup> NT COY  TIC: Mrs. WU LUI Chun-fan
S1 Orientation Camp	<ul style="list-style-type: none"> <li>- to build a sense of belonging to school and the church among S1 students</li> </ul>	<ul style="list-style-type: none"> <li>- all participants enjoy the camp and have a good impression to the school and the church</li> </ul>	<ul style="list-style-type: none"> <li>- attendance</li> <li>- teachers' observation</li> <li>- evaluation from tutors and students</li> </ul>	Jul. 2018	<b>30</b>	<b>30</b>	<b>15</b>	<b>7,000</b>	Chaplain  Miss Chiu Sau Man (Coordinators: Mrs. CHAN SHIU Sheung Yeung)
Leadership Training Programme	<ul style="list-style-type: none"> <li>- provide training of leadership techniques in team building, problems solving and effective communication skills</li> </ul>	<ul style="list-style-type: none"> <li>- all participants enjoy the camp</li> <li>- over 70% of participants show that the camp is helpful for their personal growth</li> </ul>	<ul style="list-style-type: none"> <li>- teachers' observation</li> <li>- evaluation from tutors and students</li> </ul>	Jul. to Aug. 2018	<b>15</b>	<b>15</b>	<b>10</b>	<b>20,000</b>	Chaplain  Miss Chiu Sau Man (Coordinator: Mrs. CHAN SHIU Sheung Yeung)



Overseas Cultural Exchange Tour	<ul style="list-style-type: none"> <li>- provide opportunity for the students to serve the others in foreign countries</li> <li>- experience different cultures and lifestyle in foreign countries</li> </ul>	<ul style="list-style-type: none"> <li>- all participants enjoy the tour</li> <li>- over 70% of participants show that the programme is beneficial to their spiritual growth</li> </ul>	<ul style="list-style-type: none"> <li>- reflection essay</li> <li>- teachers' observation</li> <li>- evaluation from tutor and students</li> </ul>	Jul. to Aug. 2018	<b>10</b>	<b>10</b>	<b>2</b>	<b>44,000</b>	Chaplain Miss Chiu Sau Man (Coordinators: Mrs. CHAN SHIU Sheung Yeung)
Sports Exchange Tour	<ul style="list-style-type: none"> <li>- provide intermediate to advanced training on sports</li> <li>- experience sports cultures in Shanghai</li> </ul>	<ul style="list-style-type: none"> <li>- over 70% of participants show that their experience in sports cultural is enriched</li> </ul>	<ul style="list-style-type: none"> <li>- teachers' observation</li> <li>- reflection journals</li> </ul>	Jul. 2018	<b>5</b>	<b>5</b>	<b>3</b>	<b>29,900</b>	CCC KLA-PE  TIC: Mrs. KWOK YEUNG Po-Yee & Mr. SIU Hoi-ning
National Studies (MCED)	<ul style="list-style-type: none"> <li>- provide opportunities/ recommendations of national studies programmes</li> <li>- experience different cultures and lifestyles in the mainland</li> </ul>	<ul style="list-style-type: none"> <li>- all participants can complete the assignments well</li> <li>- they show positive feedbacks in reflection journals</li> <li>- they show that their cultural life is enriched</li> </ul>	<ul style="list-style-type: none"> <li>- reflection journals</li> </ul>	From Sep. 2017 to Aug. 2018, according to dates of different programmes	<b>10</b>	<b>10</b>	<b>0</b>	<b>40,000</b>	Moral and Civic Education Committee  TIC: Miss LAI Mei-fung

School Picnic (S1-6)	<ul style="list-style-type: none"> <li>- provide opportunity for students to organize activities and participate in school picnic</li> <li>- develop students' self-care ability and interpersonal skills</li> <li>- build up positive attitudes and class morale</li> <li>- raise awareness of country park protection and environmental conservation</li> </ul>	<ul style="list-style-type: none"> <li>- attendance over 90%</li> <li>- over 70% of participants show that the activity can help their personal and social development and raise their conservation awareness</li> </ul>	<ul style="list-style-type: none"> <li>- attendance questionnaires</li> <li>- teachers' observation</li> </ul>	Sep. – Nov. 2017, according to the date of activity	<b>121</b>	<b>121</b>	<b>82</b>	<b>15,000</b>	Activity Committee  TIC: Mr. LI Siu-Kei and Mrs HUNG SU Mei-kee
<b>Total no. of activities: 11</b>					@No. of man-times <b>255</b>	<b>255</b>	<b>140</b>	<b>Total estimated expenditure (\$)</b> <b>309,500</b>	
(Estimated) Surplus Grant in 2016-17 : \$186,316 (Estimated) Grant from EDB in 2017-18 : \$129,600 (324x\$400) (Estimated) Total Grant Available in 2017-18 : \$315,916					**Total no. of man-times <b>650</b>				

Note:

\* Name/type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

@ Participation counts: refers to the aggregate no. of benefitted students participating in each activity listed above.

\*\*Total no. of participation count: the aggregate of (A) + (B) + (C)

# Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the 25% discretionary quota (C) .

Three-year plan –Measures to broaden students’ choices of elective subjects and provision of gifted education programmes for 2017-2020 cohort of senior secondary students

The following programmes are adopted with the support of EDB’s Diversity Learning Grant (DLG):

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way students’ diverse learning needs are catered for)	Name of programme(s) / course(s) and provider(s)	Duration of the programme / course	Target students	Budget	Estimated no. of students involved in each school year			Evaluation of student learning / success indicators	Teacher-in-charge / Course provider
						17/18	18/19	19/20		
Network Programme	- In view of the small number of students opting for Music, this Network Programme can help to cater students’ diverse needs.	Network Programme (Music) Provider	3 years	Students who have pass Grade 5 in music examination	\$11,700	1	1	1	Students will take the HKDSE Examination.	Ms Seto Bo Lai & Ling Liang Church M H Lau Secondary School.
Other Languages	- To enhance students’ competitiveness in the 21 <sup>st</sup> Century and increase their chances for tertiary education	Japanese	3 years	Students who have taken Japanese in Junior forms.	\$58,500	5	5	5	Students will take the AS-level examination offered by the Cambridge International Examinations and administrated by the HKEAA.	Mr. MA Wa Kwong and tutors from service provider
	- To enhance students’ competitiveness in the 21 <sup>st</sup> Century and increase their chances for tertiary education	Spanish	3 years	Students who have potential in language	\$11,700	1	1	1	Students will take the AS-level examination offered by the Cambridge International Examinations and administrated by the HKEAA.	Mr. MA Wa Kwong and tutors from service provider
Other programme	- To enhance students’ debating skills and public speaking skills	English debate course	2 weeks	S4 & S5 students in the debating team	\$7,000	10	10	--	Students will improve their skills in debate and public speaking.	Mrs. Ma Leung Po Ling & tutors from service provider
	- To enhance students’ discussion skills and critical thinking skills	Intensive course through social issues	2 weeks	S6 elite students selected by teachers	\$7,000	--	--	20	Students will be equipped with the skills to conduct an individual presentation or a group discussion showing critical thinking.	Mrs. Ma Leung Po Ling & tutors from service provider

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way students' diverse learning needs are catered for)	Name of programme(s) / course(s) and provider(s)	Duration of the programme / course	Target students	Budget	Estimated no. of students involved in each school year			Evaluation of student learning / success indicators	Teacher-in-charge / Course provider
						17/18	18/19	19/20		
	- To enrich students' knowledge in Chinese Culture and stimulate their creativity in writing	Reading enhancement course	8 lessons	S4 & S5 elite students selected by teachers	\$14,000	10-15	10-15	--	Students will improve their writing skills	Ms. Lai Mei Fung & tutors from service provider
	- To strengthen students abilities on problem solving and logical thinking	Mathematic enrichment course for able students	8 weeks	S4 & S5 elite students selected by teachers	\$10,000	20	20	--	Students will improve their abilities on problem solving and logical thinking.	Mr. Tang Shu Yan & tutors from service provider
	- To promote students' interest and sense of achievement in Mathematics and Science subjects.	Secondary School Mathematics and Science Competition 2019 (organized by The Hong Kong Polytechnic University)	Late April to early May	S.5 students nominated by Mathematics and Science teachers with specific criteria	\$4,500	--	30	--	Competition results and Certificates	Mr. Ng Chap Fai
	- To enrich students' understanding of different social issues - To enhance participants' skill in policy discussion and debating	Youth in Legco-certificate course for youth community leaders	6 lessons in 2 months from April to May 2018	S4 students nominated by Liberal Studies Department with specific criteria	\$2,400	3	--	--	Sharing (either by oral / written presentation) after taking the course	Mrs. Li Ko Hui Yan & tutors from service provider
	- To enhance students commentary skills and analyse current issues from different aspects.	Commentator workshop	2 months	S4 & S5 elite students selected by teachers	\$2,500	15	--	--	Students will improve their skills in news commentary and enrich their analytical skills in liberal studies.	Mrs. Li Ko Hui Yan & tutors from service provider
	- To enrich students' experience in tackling chemistry problems	Australian National Chemistry Quiz	1-hour quiz	S.4 Chemistry students	\$1,000	10	--	--	Performance analysis of each participant	Mr. Kwok Chi Fung

DLG funded Programme(s)	Strategies & benefits anticipated (e.g. in what way students' diverse learning needs are catered for)	Name of programme(s) / course(s) and provider(s)	Duration of the programme / course	Target students	Budget	Estimated no. of students involved in each school year			Evaluation of student learning / success indicators	Teacher-in-charge / Course provider
						17/18	18/19	19/20		
	- To promote National Education : Caring for our country	Visit to the mainland	4-5 days	S4 & S5 students selected by teachers	\$15,000	15	15	--	Students will experience mainland culture and have a positive attitude towards the Sino-Hong Kong relationship.	Ms. Lai Mei Fung & tutors from service provider
	- To build up team spirit - To develop problem-solving skills in handling daily duties	Prefect training camp	2 days 1 night	S4 & S5 prefects	\$10,000	35	35	--	The team spirit of the team will be uplifted and the prefects will apply the problem-solving skills learnt in their daily duties.	Mr. Kwok Chi Fung and Mr. Tse Siu Hang
	- To master the skills in leading the Prefect Team	Leadership training for Head and Vice Head Prefects	One school term	S5 Head and Vice Head Prefects	\$6,000	--	5	--	The leadership skills will be mastered.	Mr. Kwok Chi Fung and Mr. Tse Siu Hang & The Hong Kong Federation of Youth Groups

CCC Chuen Yuen College

Annual Programme Proposal for DLG-funded Other programme (Gifted Education) 2017-18

Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Network Programme	Music	In view of the small number of students opting for Music, this Network Programme can help to cater students' diverse needs.	<ul style="list-style-type: none"> <li>● 1 student</li> <li>● Student who have pass Grade 5 in music examination</li> </ul>	Whole year	Students will take the HKDSE Examination.	Ling Liang Church M H Lau Secondary School & Ms Seto Bo Lai.	\$11,700.00
Other Languages	Japanese	To enhance students' competitiveness in the 21 <sup>st</sup> Century and increase their chances for tertiary education	<ul style="list-style-type: none"> <li>● 5 students</li> <li>● Students who have taken Japanese in Junior forms.</li> </ul>	Whole year	Students will take the AS-level examination offered by the Cambridge International Examinations and administrated by the HKEAA.	Tutors from service provider	\$23,400.00
English Language	English debate course	To enhance students' debating skills and public speaking skills	<ul style="list-style-type: none"> <li>● 20 students</li> <li>● S4-S5 students</li> <li>● Nominated by English Department with specific criteria</li> </ul>	6 lessons in 2 weeks in August	Debate contest in the last lesson	Commissioned to service provider with Mrs. Siu Lam Lai Kei as coordinator	\$7,000 (course materials and tutor fees)
English Language	Preparatory Course for JUPAS Interview	To enhance students' discussion skills and critical thinking skills	<ul style="list-style-type: none"> <li>● 15-20 students</li> <li>● S6 students</li> <li>● Nominated by English teachers</li> </ul>	6 lessons in 2 weeks in August	Students were equipped with the skills to conduct an individual presentation, a group discussion and a forum showing critical thinking	Commissioned to service provider with Mrs. Ma Leung Po Ling as coordinator	\$7,000 (course materials and tutor fees)

Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Chinese Language	Reading Enhancement Course (Elementary)	To enrich students' reading experience and stimulate their ability on creative writing.	<ul style="list-style-type: none"> <li>● 15-20 students</li> <li>● S4 students</li> <li>● Nominated by Chinese Language teachers</li> </ul>	8 lessons	One reading or writing assignment in each lesson	Commissioned to service provider with Miss Lai Mei Fung as coordinator	\$7,000 (course fee)
Chinese Language	Reading Enhancement Course (Intermediate)	To enrich students' reading experience and stimulate their ability on creative writing.	<ul style="list-style-type: none"> <li>● 15-20 students</li> <li>● S5 students</li> <li>● Nominated by Chinese Language teachers</li> </ul>	8 lessons	One reading or writing assignment in each lesson	Commissioned to service provider with Miss Lai Mei Fung as coordinator	\$7,000 (course fee)
Mathematics	Mathematics Uplifting Course	To consolidate students' ability on problem solving and logic thinking.	<ul style="list-style-type: none"> <li>● 20 Students</li> <li>● S4 students</li> <li>● Nominated by subject teachers based on their first term examination</li> </ul>	8 lessons from March 2018 (one lesson per week)	Notes and assignment in each lesson	Commissioned to service provider with Mr. Tang Shu Yan as coordinator	\$5,000 (course fee)
Mathematics	Mathematics Uplifting Course	To consolidate students' ability on problem solving and logic thinking.	<ul style="list-style-type: none"> <li>● 20 Students</li> <li>● S5 students</li> <li>● Nominated by subject teachers based on their first term Examination</li> </ul>	8 lessons from March 2018 (one lesson per week)	Notes and assignment in each lesson	Commissioned to service provider with Mr. Tang Shu Yan as coordinator	\$5,000 (course fee)

Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Mathematics and Science	Secondary School Mathematics and Science Competition 2018 (organized by The Hong Kong Polytechnic University)	To promote students' interest and sense of achievement in Mathematics and Science subjects.	<ul style="list-style-type: none"> <li>● 30 students</li> <li>● S.5 students</li> <li>● Nominated by Mathematics and Science teachers with specific criteria</li> </ul>	Late April to early May	Competition results and Certificates	Mr. Ng Chap Fai	\$4,500 (enrolment fee)
Liberal Studies	Youth in Legco-certificate course for youth community leaders	<ul style="list-style-type: none"> <li>● To enrich students' understanding of different social issues</li> <li>● To enhance participants' skill in policy discussion and debating</li> </ul>	<ul style="list-style-type: none"> <li>● 1 – 3 student(s)</li> <li>● S4 student(s)</li> <li>● Nominated by Liberal Studies Department with specific criteria</li> </ul>	6 lessons in 2 months from April to May 2018	Sharing (either by oral / written presentation) after taking the course	Commissioned to service provider with Mrs.Li Ko Hui Yan as coordinator	\$800 per participant (course fee)
Liberal Studies	Debate skill training / competition workshop	To enhance students' skill in critical thinking	<ul style="list-style-type: none"> <li>● 5 – 10 students</li> <li>● S4 students</li> <li>● Nominated by Liberal Studies Department with specific criteria</li> </ul>	1 seminar / workshop	Reflection on the improvement of debating skill	Commissioned to service provider with Mrs.Li Ko Hui Yan as coordinator	\$2,500 (training fee)
Chemistry Department	Australian National Chemistry Quiz	To enrich students' experience in tackling chemistry problems	<ul style="list-style-type: none"> <li>● 20 students</li> <li>● S.4 and S.5 Chemistry students</li> </ul>	1-hour quiz in July 2018	Performance analysis of each participant	Mr. Kwok Chi Fung	\$1,000 (Entry fee)
Moral and Civic Education	Cross-Border Learning	To promote National Education: Caring for our country	<ul style="list-style-type: none"> <li>● 30 students</li> <li>● S.4 and S.5 students</li> <li>● Elite students selected by teachers</li> </ul>	4 days	Reports on the theme of the exchange programme.	Commissioned to service provider with Miss Lai Mei Fung as coordinator	\$15,000 (transportation fee)



Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Discipline Committee	Prefect Training Camp	<ul style="list-style-type: none"> <li>To build up team spirit</li> <li>To develop problem-solving skills in handling daily duty</li> </ul>	<ul style="list-style-type: none"> <li>About 70 students</li> <li>S.4 and S.5 prefects</li> </ul>	April 2018	The team spirit of the team will be uplifted and the prefects will apply the problem-solving skills learnt in their daily duty.	Mr. Kwok Chi Fung and Mr. Tse Siu Hang	\$10,000 (Fees of campsite, transportation and activities expenses)
Discipline Committee	Leadership Training for Head and Vice Head Prefects by Hong Kong Federation of Youth Groups	To master the skills in leading the Prefect Team	<ul style="list-style-type: none"> <li>5 students</li> <li>S.5 Head and Vice Head Prefects</li> </ul>	October 2017 to February 2018	The leadership skills will be mastered while managing the Prefect Team.	Commissioned to service provider with Mr. Kwok Chi Fung and Mr. Tse Siu Hang as coordinators	\$6,000 (Course fee)

## 「加強學校行政管理津貼」計劃書

本校已清楚明白教育局通函第 21/2016 號有關「加強學校行政管理津貼」的細則及要求，並已充分諮詢教師的意見，就使用有關津貼以加強學校的行政管理，訂定了以下的改善計劃：

### 整體目標

本校已全面檢視日常運作，期望透過下列改善措施，整體提升學校在行政工作、教職員培訓、校園保安、學生健康等各方面的效能。

範疇 <sup>1</sup>	預期成效	推行項目	財政預算	持續發展方案
購買統籌服務	優化及減輕學校的行政工作 學校行政電子化 提高教職員對校舍保養及維修的認識 減省行政及為同工提供培訓	詳情見附件一	\$50,000	詳情見區會統籌服務附件
資訊管理與溝通	增強會議效能, 加強溝通; 減少使用紙張, 加強會議保密及效能 與法團校董加強聯系 支援遊學團領隊老師與校方聯系	購置 15 部平板電腦  購買智能電話一部	\$60,000  \$1,500	推動無紙化會議。  日後與境外學校／機構構通, 加設手機聯繫。
防疫控制	加強防止流感／傳染病在校內傳播	購買熱能體溫探測機	\$50,000	恆常性使用, 監察進入校園人士的體溫, 減低帶病人士進入校園的風險。
校舍管理	加強校園保安及特別室資源管理	在教員室／校務處／特別室等 加裝電子控制裝置及錄影設備。	\$90,000	若資源許可, 可擴展至全校課室資源的管理。

<sup>1</sup> 例如：行政程序及架構/機制、財務管理、學生支援/與教學相關的行政工作、資訊管理與溝通，以及校舍管理。

### Cycle Calendar 2017-2018

Month	Cycle	S	M	T	W	T	F	S	Date	Events	Holidays / Events/Remarks
S E P T E M B E R	1						<u>1</u>	2	1	School Opening Assembly	
									4	Class Periods (8:30 - 10:30)	
	2								4	S1 Orientation Programs (10:45 - 2:45)	
		3	<u>4</u>	5	<u>6</u>	7	<u>8</u>	9	6	Health Survey Forms to PE Mistress	
	3				I	II	III	IV	8	PCS Training (After School)	
									12	OLE S4&S5 Dance Appreciation(After School)	
	4								12-15	PCS Orientation Week (Lunch)	
									15,19,22,	Inter-house Girls' Volleyball Competition	
	5								16	PCS Training Camp	
									17	Education Sunday	
	6								19	PCS Matching Day S1&S4(After School)	
									20	OLE S4,S5 Drama Appreciation (3:45-4:45)	
7								21	SU Election Day (Whole Day)		
								22	Submit Dept./Com./Team Minutes, Schedules		
8								25,26,27,29	House Election		
								26	PCS regular meeting (Lunch)		
9								28	Syllabus of Test 1 to AC		
								30	S4 Community Service		
O C T O B E R	4	①	②	③	4	⑤	⑥	7	3	Staff Meeting	2 The Day following National Day 5 The Day following the Chinese Mid-Autumn Festival 28 Chung Yeung Festival 30/10 – 3/11 English Week 1
				VI	VII		I		3	PCS regular meeting (Lunch)	
									3,6	Inter-house Girls' Volleyball Competition	
	5	8	9	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	4	Club Application Forms and Namelists (Office bearers of Clubs and Houses) to EAC through eEnrolment	
				II	III	IV			7	S2 Adventure Training	
	6								7,14,21	S4 Community Service	
									10,11	Inter-school Swimming Competition	
	7								10,31	PCS regular meeting (After school)	
									11	SU & House Committee Inauguration	
	8								11	S1 Attainment Test (8:15-9:15)	
									12	School Picnic	
	9								13	Staff Development Day (half + half)	
								14,21	S1,2,3 CEG Courses		
10								16-20	Test Week 1		
								21	Prefect Training Day (Whole day)		
11								24	Prefects' Inauguration Day		
								27	S5 Career Exploration (1:40-5:30)		
12								27	Club & House Yearly Plans to EAC & CYAS (with corresponding CYAS nos)		
								30	S5 Chinese Form Test (Hall)After School		
13								31	Test Marksheets to AC		
								31	Staff Meeting		
N O V E M B E R	6	29	<u>30</u>	<u>31</u>	1	<u>2</u>	3	<u>4</u>	1	S1,S6 Subject Test marksheets/ comments to Form Teachers	6 Day after Parents' Seminar
			I	II	III	IV	V		1,3	S3 Life-wide Learning Day	
	7	5	⑥	<u>7</u>	8	9	<u>10</u>	<u>11</u>	2	Syllabus of Test 2 to AC	
				VI	VII	I	II		4,11,18,25	S1,2,3 CEG Courses	
	8								4	PTA – AGM; S1,S6 Parents' Day;	
									7	<b>S3,S5 Parents' Seminar</b>	
	9								11	Inter-school cross country competition	
									11	Open day for P6 Parents	
	10								13	Discipline Outing (S2,S3)	
									16	S4 Chinese Form Test (Hall)After School	
	11								18	School Anniversary	
									18	Alumni AGM	
12								18	S5 Community Service		
								20-24	Test Week 2		
13								24,27,28	Inter-school Athletic Meets		
								29	Swimming Gala		
14								30	Staff Development Day (half + half)		

Month	Cycle	S	M	T	W	T	F	S	Date	Events	Holidays / Events/Remarks	
D E C E M B E R	9	3	4	<u>5</u>	6	<u>7</u>	<u>8</u>	<u>9</u>	1	Mock & H.Y. Exam Papers to Office for typing	22/12 – 2/1 Christmas & New Year Holidays (12 days)  11/12 – 15/12 PSHE Week	
	10			i	ii	iii	iv	v	1	HK Gospel Festival 2017 Evangelistic Meeting		
		10	11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	2,9	S1,2,3 CEG Courses		
			vi	vii		i	ii		2,16	S5 Community Service		
		17	18	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	5	S6 Chinese Form Test (Hall)After School		
			iii						7	Syllabus of Mock and half-yearly examination to AC		
		<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	7	S6 Farewell Assembly		
									8	Information day of Schools of CCC		
									8	Mock & H.Y. Exam. Papers to Department Heads		
									8	S5 Inter-school Oral Practice (After School)		
									9	PCS Outing		
									9	S3 cross subject (Geog,Chem,Bio) Activity (p.m.)		
									12	Staff Meeting		
									12	S5 Biology Field Trip (Whole Day)		
									13	Staff Development Day		
									14	Class Photo Taking		
									15	Test Marksheets to AC		
									15	Mock & H.Y. Exam Papers to Office		
									16	S6 English SBA		
									18	S6 mock release of HKDSE results (p.m.)		
									19,20	Athletic Meets		
							21	Christmas Service and Tea Party				
J A N U A R Y	11	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	3 – 15	Half-yearly Examination	16 Marking Holiday  26/1 – 2/2 Gospel Week	
			7	8	9	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	3 – 20		S6 Mock Examination
										17		Second Term Begins
										17		H.Y. Marksheets to Subject Teachers
										17 – 22		Review H.Y. Exam papers
										22		H.Y. Marksheets to AC before 5 p.m.
										24/1 – 2/3		S6 Review and Post-Mock Activities
			14	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	24		S2 B,C Life Wide Learning Day (1:30–5:30)
						i		vi		25		S2 A,D Life Wide Learning Day (1:30–5:30)
					v	v				25		S4A,B Career Exploration Activities (1:15–5:15pm)
			21	<u>22</u>	23	24	<u>25</u>	<u>26</u>	<u>27</u>	25		S4A,B Career Exploration Activities (1:15–5:15pm)
	12		vii	i	ii	iii	iv		26	Evangelical Assembly		
	28	29	30	31	<u>1</u>	<u>2</u>	3	27	S5 Community Service			
		v	vi	vii	i	ii						
F E B R U A R Y	1	4	<u>5</u>	6	7	8	9	<u>10</u>	1	S5 Careers Day (Period 3 to after school)	12 Day after parents' day 13/2 – 24/2 Lunar New Year Holidays (12 days)  26 – 2 Putonghua Week	
			iii	iv	v	vi	vii		2	S1 Life-wide Learning Day		
		11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	5	S4C,D Career Exploration Activities (1:15–5:15)		
									6	Staff Meeting		
									7	H.Y. Student Reports to Form Teachers		
								8	H.Y. Student Reports to Principal			
	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	8	Syllabus of Test 3 to AC			
								10	Parents' Day			
3	25	26	27	28	1	<u>2</u>	<u>3</u>	26	S6 Marksheets to Form Teachers & AC			
		i	ii	iii	iv	v						
M A R C H	14	4	5	6	7	8	9	<u>10</u>	1	Half Yearly Prize Giving Assembly	28/3 – 7/4 Easter & Ching Ming Festival Holidays (11 days)  5/3 – 9/3 Philatelic Week 19/3 – 23/3 Conservancy Week	
	15		vi	vii	i	ii	iii		2	Last day for S6		
		11	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	2	S4 English Drama Appreciation (1:30–4:00)		
			iv	v	vi	vii	i		10	P6 interview		
									12 – 16	Test Week 3		
									13	Staff Meeting		
		18	19	20	21	22	<u>23</u>	<u>24</u>	17, 24	S3 Adventure Training		
			ii	iii	iv	v	vi		27	Test Marksheets to AC		
							27	Easter Service (change of Day)(Day IV)				
16	25	26	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	10/3 – 12/5	PTA tutorial classes (Saturday a.m.)			
		vii	iv					26 – 30	MCEd Exchange Tour			

Month	Cycle	S	M	T	W	T	F	S	Date	Events	Holidays / Events/Remarks
A P R I L	17	①	②	③	④	⑤	⑥	⑦	3,4 9,10 9 11 11 13,14 16 17 21	Prefect Training Camp DSE Chinese Language Syllabus of Test 4 to AC Change of Day (Day 1) DSE Liberal Studies DSE English Language DSE Mathematics S4 Chinese Form Test (Hall)After School S5 English SBA	9/4 – 13/4 English Week 2 16/4 – 20/4 STEM Week
	18	15	<u>16</u>	<u>17</u>	18	19	20	<u>21</u>	22 23 24 24,25 26 – 4	S5 Chinese Form Test (Hall)After School Staff Meeting* S3 TSA oral assessments Test Week 4	
M A Y	19	29	<u>30</u>	①	<u>2</u>	<u>3</u>	<u>4</u>	5	4 11 15 16,17,18 17 18 19 21 23 26 30 30 31	Final Exam Papers to Office for typing Final Exam papers to Dept. Heads Test Marksheets to AC S4 English SBA (After School) Syllabus of Final examination to AC Final Exam papers to Office CCC Long Service Award Ceremony Staff Meeting* iLord Concert Speech Day (fallback day 28/5) OLE S5 Music Appreciation (1:40–5:00) S4 Geography Field Studies Course Club Financial and Annual Report to EAC	1 Labour Day 22 The Buddha's Birthday 28 Day after Speech Day
	20	13	14	15	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	20 21 27	<u>20</u> <u>21</u> <u>22</u> <u>23</u> 24 25 <u>26</u>	
J U N E		3	4	5	6	7	8	9	4 – 14 7 – 20 14,15 19,20 22,25,26,27 25 – 29 27 28,29,5,6 30	S3 Final Examination Final Examination TSA Practice Territory-wide System Assessment (S3) Review Exam papers SU nomination Period Marksheets to Subject Teachers, Form Teachers & AC* Post-exam Activities PTA Interview of Conduct Award Scheme	18 Tuen Ng Festival 21 Marking Holiday * Submit Marksheets to AC immediately after reviewing, deadline 26/6 3:00
		10	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	17 17 24	<del>18</del> <u>19</u> <u>20</u> <del>21</del> <u>22</u> <u>23</u>	
J U L Y		1	②	3	4	5	6	7	3 4 5 6 9 9 9 10 11,12,13 11 12,13 13,14 16 17 18	Form Teachers' Meeting Promotion Meeting Student Reports to Form Teachers Reports to Principal Closing Assembly ; Issue Reports House Financial and Annual Report to EAC S6 Career Guidance Programme (pm) Brief students with poor results & interview parents Remedial classes for S1 to S3 Publication of HKDSE result S1 Registration Leadership Training Registration of old students S1 Attainment test Supplementary Examination	2 Day after The HKSAR Establishment Day 17/7 – 31/8 Summer Vacation (46 days) *Teachers can take leave from 23/7 to 24/8
		15	<u>16</u>	<u>17</u>	<u>18</u>	19	20	21	22 22 23 24 25 26 27 28	<del>22</del> <u>23</u> <u>24</u> <u>25</u> <u>26</u> <u>27</u> <u>28</u>	
A U G U S T		29	30	31	①	②	③	④	27 28,29 30	Induction Programme Committee Meeting Staff Seminar & Meeting	
		5	6	7	8	9	10	11	12 13 14 15 16 17 18	<u>12</u> <u>13</u> <u>14</u> <u>15</u> <u>16</u> <u>17</u> <u>18</u> <u>19</u> <u>20</u> <u>21</u> <u>22</u> <u>23</u> <u>24</u> <u>25</u> <u>26</u> <u>27</u> <u>28</u> <u>29</u> <u>30</u> 31	

Total number of effective school days = 192

○ school holiday (days) 90 ○ discretionary holiday (days) 3