ANNUAL SCHOOL PLAN
2012-2013
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MISSION STATEMENT

“I have come so that they may have life and have it to the full”
John 10:10

Sing Yin Secondary School, which has its origin in the mission of the Church, has as its fundamental goal the complete and integral human development of each student: mind and spirit, body and emotion (as understood in the light of John 10:10)

Sing Yin is committed to helping students to live a “full life” by:
- promoting the spiritual and moral, intellectual and emotional, cultural, social and physical development of the students
- preparing our students for the challenges and responsibilities of adult life
- guiding our students, in the spirit of our school motto “克明峻德”, to discover Christian values and beliefs, and the meaning of life

辦學宗旨

「我來為使人得到生命，且獲得更豐富的生命。」
若 10:10

聖言中學的辦學宗旨，源於天主教會的使命，以「誘導每一名學生發展整全的人格 — 即若望福音（10:10）所啟示的心與靈、身與情合一」為基本的辦學目標。

聖言中學正是積極推行下列的措施來扶助學生活出豐富的生命：
（1）開拓學生靈性的、道德的、知識的、情意的、文化的、社會的、體格的領域；
（2）培養學生應付日後成人生活的挑戰和責任；
（3）啟引學生在校訓“克明峻德”的精神下，體現基督徒的價值觀與信念，以及生命的意義。

VISION

To provide one of the best educations in the world with a global perspective for boys in the local community.

願景

本校著力為本社區的男孩提供一個有國際視野、世界一流的新教育。
SCHOOL GOALS

Our goal is to enable our students to live a full life. In a non-religious context, it means we will prepare our students to live a healthy, affluent and meaningful life. This goal is elaborated in the following points:

1. To help students to appreciate life and to develop a commitment to sustain all lives, especially human life forever. Thus environmental education should be a core goal of our education.

2. To help students consolidate the values and attitudes necessary for the development of moral character, such as: Faith, Hope, Love, Appreciation, Respect, Responsibility, Peace, Honesty, Justice, Self-discipline, Service, Co-operation, Simplicity, Courage, Perseverance, Sincerity, Tolerance, Self-restraint and Delayed Gratification, on which the sustainable development of the human race is based. These values are to be interpreted in the light of the Bible and good, traditional Chinese culture.

3. To strive to develop in our students the ability to think, judge, and act objectively and independently - that is, to be rational. Critical thinking and debating skills are important, but students must know the shortcomings of these skills. On the other hand, we need to ensure that our students are sympathetic and be able to express their feelings in proper ways.

4. To enable our students to solve the problems they will face in life and societal problems, taking into consideration the pros and cons of different solutions and not be biased by advocacy opinions. The solutions adopted should be effective, efficient, fair and just.

5. To ensure that our students strive for a balance between their rights and responsibilities.

6. To guide the students towards finding meaning and purpose in their lives through an awareness of the existence of God and their obligation to serve God by developing their aptitudes in order to serve not just themselves but also to serve their fellow humans as members of God's great human family.

7. To provide for the full and proper formation of Catholic students.

8. To provide non-Christians with the opportunity of knowing about the life and teaching of Christ and to provide religious instruction for any non-Christian who freely desires it.

9. To promote respect for lawful government and its representatives, the observance of just laws, and a search for the common good which includes civic values such as freedom, social justice, and the dignity of work.

10. To vigorously promote voluntary service by the students both in and out of school.
11. To foster in our students a reverence for life in all its stages, an understanding of the significance of family life for the individual and for society, and the conditions conducive to a good family life. They should embrace filial duty, love their wives and care for their offsprings.

12. To enable students to live a physically and psychologically healthy life now and after graduation.

13. To develop a curriculum which will match the students’ interests and abilities and which will provide them with the knowledge, skills and attitudes which will enable them to become financially independent and capable of playing a positive role in the social and economic development of the community.

14. To help the students reach a good standard in both written and spoken Chinese and English.

15. To provide the students with a basic knowledge of the world they live in, with special emphasis on the history and geography of China, and to cultivate in them a love of our Mother Country and Mother Earth.

16. To provide a chance for students to develop a basic appreciation of Art, Music and Chinese Literature and to foster interest in their Chinese cultural heritage.

17. To enable the students to understand the methods of Science, the influence of Science on human life, the main scientific facts, and the relationship of science to the Christian religion. We hold that science and religion are complementary rather than contradictory.

18. To develop the personal interests of the students through extra-curricular activities.

19. To provide for the Pastoral Care of the Students with the assistance of the Social Worker and an effective Guidance Committee.

20. To provide effective lines of communication among the administration, the staff, the parents, the students and the local community.

21. In the spirit of the Gospel to promote a pleasant, caring, family atmosphere within the school community which includes the Staff, the Students and the School administrators.
OUR SITUATION

In developing our strategic plan and annual plan, we have taken into consideration our strengths, weaknesses, limitations, changes and needs identified below.

1.1 Strengths

1.1.1 We have good students. They behave well and are quite diligent. Their public examination results are good. Routinely, about 95% of our F7 graduates are admitted into local universities.

1.1.2 Most of our students’ parents are good parents. They support our school’s policies and care very much about their sons.

1.1.3 We have one of the best teaching teams in the world. Over 95% of them are professionally trained and about 94% of them are university graduates. Many of them graduated from the top 100 universities in the world. Indeed, we have three teachers with a Ph. D. and about 30 with master degrees, far more than most other schools.

1.1.4 Our sponsoring body has a keen interest in education. The school managers and school supervisors are very dedicated and give us full support.

1.1.5 Our alumni are also very supportive. They have helped set up the Sing Yin Education Foundation Ltd. in 2010 which can provide financial support to us.

1.1.6 We have a new campus with better facilities and far more spaces. It should be easier for us to organize activities for students and to provide them with a more complete curriculum. For example, the new campus has a home management room. We can offer short cooking courses or other life skill courses for students.

1.2 Weaknesses and Limitations

1.2.1 Our school lacks funds to implement some desired programs that could benefit students, most of whom come from families that can hardly support a greater exposure in many aspects of education.

1.2.2 As we are a subsidized school, we have much less autonomy in student admission when compared with some DSS schools. Although many high caliber students apply for admission, we cannot take them in at will. The applicants are disappointed and many of them may opt to enter DSS schools instead. It is a little like brain drain.

1.3 Changes and Needs

1.3.1 The new Senior Secondary Education (SSE) structure was started 3 years ago. Now that the first batch of students who underwent a 6 year secondary education has graduated from F6 in the last school year, it is high time for us to review our own curricula so they better fit our goals while satisfying the new DSE curricula.

1.3.2 The EMI policy was fine-tuned. It required all our EMI teachers to have attained Grade C in the HKCEE, or equivalent before September 2008. As expected, all our EMI teachers attained this goal. We are confident to use English in the majority of subjects under the new policy.
1.3.3 The government has changed the F1 admission system. Now there are only 3 bands of students instead of 5 bands. The students we took in this year have a wider spread of ability. We may need to adapt our systems to meet a less homogenous mix of students. Also, the capping of F1 class size at 36 provides an opportunity to re-examine some of our policies like having a F1 remedial class.

1.3.4 The secondary school student population has begun to decline a few years ago. It will become more severe until 2016. Almost all schools except 25 have to reduce the number of F1 classes to 4. Fortunately, with the support of all our stake holders, we can still offer 5 F1 classes. Yet it also implies we are giving up some benefits offer to schools with class reduction. We need to cope with this discrimination.

1.3.5 In view of the economic hardship and the competition and cooperation with China, we need to train our students so that they become higher caliber people, to enable them to work better for themselves, for Hong Kong and for China. It is therefore desirable to raise their academic standards further through learning to learn programs.

1.3.6 Recent surveys showed that Hong Kong students’ physical fitness and health are not as good as many other countries. Mental health problems also seem to be rising. We notice the same trend among Sing Yin students. We need to reverse the trend.

1.3.7 We moved to the new campus next to Choi Wan Estate in September 2011. We need to further enhance its facility and we may need to amend some procedures to accommodate the change.

1.3.8 As the new campus is a demonstration unit for low carbon schools, we have to facilitate visits, talks and seminars to introduce the various environmental facilities. Though we are happy to do so, it does mean more work for us.

1.3.9 The double cohort year was over. Last year we had 33 classes. With the graduation of the last three classes of F7 students, we have only 30 this year. Theoretically there should be three teachers less. Fortunately the EDB allows school to keep the excess until 2017. However if any teacher resigns or retires we will not be able to employ a replacement until we return to the normal staff establishment. There may be a mismatch between a teacher’s expertise and what he has to teach as a result. We need to prepare for such a situation.

1.3.10 The Government mandates most schools be run by Incorporated Management Committees. We have to set it up.
SCHOOL DEVELOPMENT PLAN (September 2012 – August 2015)

Over the last three years, besides our continuous focus on student learning, we have successfully moved to the new campus and implemented the new senior secondary curriculum. In the three academic years from 2012 to 2014, we will focus on other areas as identified in meetings of the School Self Evaluation Committee and other committees.

Our major concerns in the next three years will be on

- strengthening students’ ability to plan. Recent advances in communication allow us to plan less and act more at will. There are signs that our students are weaker at planning as revealed in the way they run ECA clubs and organizations. We need to develop in them the habit of planning.
- enhancing students’ self control. Advertisements and social trends encourage people to satisfy their own desires immediately and disregard other peoples’ needs. We have to teach the virtue of delayed gratification and respecting others’ needs, and to practice self control more.
- environmental education. An environmental school is not just a set of energy efficient hardware. Although we have a strong environmental education program since many years ago, the new facilities allow us to do more and to greater depth.
- fine-tuning our senior secondary curriculum. The changes to the NSSC were fully implemented last school year. However we find some areas of the NSSC do not fully match our own goals. We will introduce small changes to bring the new curriculum closer to our ideal.
- enriching our junior secondary curriculum. Under the NSSC, many students will miss out key ideas necessary for the modern world even after 6 years of secondary education. For example, if a student does not study biology, he will learn very little on genetic engineering. We hope all our junior form students will have a chance to learn similarly important ideas, however briefly.
- teacher training. Many teachers are nearing their retiring age. We have to train more experienced teachers to take up the work of out-going teachers, so they can carry on our tradition and culture. Of course we also need to train new teachers.
- enhancing the new campus. The new campus is far better equipped than the old campus. Yet we believe in going from strength to strength. We hope to add more facilities especially environmental facilities.

- setting up the Incorporated Management Committee.

These major concerns will shape coming annual school plans and projects.

Although the fine tuning of medium of instruction has little impact on our school development plan, we are obliged to provide details of our MOI arrangement here. Since September 2009, we have been using English as the medium of instruction for F1 to F3 students in most subjects, except Chinese, Chinese History, Putonghua, Moral and Civic Education, Physical Education and Visual Arts. All five classes in the same form will adopt the same MOI arrangement and there is no ability grouping from F1 to F3. Indeed this is the
same arrangement as before the fine tuning policy, when we were classified as an EMI school. In other words, the fine tuning has no effect on our MOI policy at all. The same applies to our language policy from F4 to F6. There will be no change. Most subjects will use English as the medium of instruction.
ANNUAL SCHOOL PLAN 2012 -2013

Based on the school development plan and taking into consideration our strengths, weaknesses, limitations, changes and needs, we identify the following major concerns for this school year:

- enhancing students’ discipline and self control
- reviewing some of our own curricula
- enhancing the new campus

School Level Projects

Projects will be developed and implemented in response to the major concerns for the current school year as well as the three-year school development plan. In addition, other less important problems and issues also need to be addressed. Therefore we propose the following school projects:

3.1 Student Discipline and Self Control Project: Some very experienced teacher will teach more junior classes this year to strengthen their discipline. The monitor training will be enhanced, and the performance of the monitors will be closely followed. The school opening prayer meeting and an assembly talk will be organized on this theme. Follow-ups will be carried out in Moral and Civic Education lessons. Other departments like the Discipline, English, Chinese and Visual Arts Department will also incorporate this theme in their teaching too.

3.2 Review of Science Curricula Project: We found the new science curricula of the DSE do not address our students’ need exactly. Hence we will initiate a project on “Science and Sport” to broaden and apply students’ knowledge. iPads will be used to arouse students’ interest in learning science and to work on more challenging tasks. The DNA mobile laboratory will be invited to allow students to have hands on experience in biotechnology, which is lacking in the junior science curriculum. All science curricula will be examined to add more topics for a better understanding of the physical world, and to better suit the interest of our students.

3.3 Review of Other Subjects Project: The new university entrance requirement emphasizes English and Chinese attainment. Though our students had a high pass rate in Chinese, about 20% of them failed to attain the requirement of Level 3. We will examine what we can do to improve the situation. For Mathematics, the results were very good in general, but to fully develop our students’ mathematical aptitude, we will find ways to further raise their mathematics achievement. At present, the plan could not be too specific, as it will take much time to analyze the situation before concrete plans are drawn up. To provide a firm foundation to enhance students’ discipline and self control, the Moral and Civic Education Department will further develop its curriculum. We will employ Fr. John as a full time instead of part time teacher to update the curriculum, including the part on national education. Hopefully our students will master sufficient self control to live peacefully with our compatriots. Using donated funds, we will employ a part time teaching assistant to better our value education, in particular those related to religion.
3.4 Other Learning Experience (OLE) Project: As a continuation to provide more opportunities for senior form students to practice leadership and hence planning, 2 new clubs will be set up. They are the Orienteering Club and the English Debating Club. The Environmental Education Committee will organize a barter activity for the first time, a low carbon teacher-student cooking competition and add a section on environmental education to our school web site, among other activities. As the Care Fund provides us with money for study tours, we are able to enhance students’ global perspective. Three study tours are planned. The Chinese Department will organize a trip to China. The Geography, History and Chinese History Department will conduct a trip to Taiwan. Lastly the Study Tour Coordinator will arrange a visit to Thailand to learn how to save the elephants.

3.5 Staff Development Project: We will continue to train the six new teachers intensively. As on the job training, English teachers will have to help in the rational thinking course for F3 students, others have to take up the study skill course. To prepare for the coming wave of retirement, the Assistant Principals will be more engaged in special courses like the parent workshop, rational thinking and study skill courses. To help students with their discipline and self control, two experts in classroom management will be invited to talk on the staff development day.

3.6 New Campus Project: Last year many enhancements were made. However some plans were not carried out for funding constraints. Now we are quite certain of the availability of funds, we will build the four canopies and display boards, and install more close circuit TVs. In addition, we will replace the fluorescent tubes in the school office with LED tubes and build a vertical green wall, for raising our students’ awareness on the environment. We will plan to set up areas in some special rooms for interesting themes such as astronomy, paleontology and geology.

3.7 Setting Up the Incorporated Management Committee (IMC): The Catholic Education Office finally decided to carry out the changeover to running schools by IMC. Staff needs to be trained. Managers have to be appointed or elected. The inventory system has to be updated and the school accounts have to be changed to meet the new reality. We will handle all the extra administrative and clerical work by employing a contract staff. Our present plan is to set up the IMC on 31 August 2013.

Wherever appropriate, numerical performance indicators will be used to measure the effectiveness of the projects. Examples include the use of surveys and matched pair tests. However, for many projects, only process variables could be used to gauge how successful the implementation of a project is. Without baseline measures or norms for all Hong Kong schools, numerical success criteria may not be appropriate.

Even if the necessary baseline measures or Hong Kong norms are available, the use of numerical success criteria in some cases is still doubtful. Many factors affect students’ learning outcome. And of course, there are bound to be statistical fluctuations. Attributing a successful outcome measure to one single project or program may be unfounded.
School Budget 2012-2013

Income

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<th>2012-2013 Budget</th>
<th>Sep 11 - Aug 12 Actual</th>
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<td>Fractional Post Cash Grant</td>
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**Operating Expense Block Grant (General Domain)**

|                                |                  |                        |
| Subject Grant                  | 155,000.00       | 147,668.26             |
| School and Class Grant         | 826,000.00       | 786,365.00             |
| Noise Abatement Grant          | 243,000.00       | 231,816.00             |
| Grant for electricity for Lab Prep. Room | 22,000.00 | 21,035.00             |
| Lift Maintenance Grant         | 39,000.00        | 37,608.89              |
| Supplementary Grant            | 185,000.00       | 176,366.00             |
| Enhancement Grant              | 7,600.00         | 7,293.00               |
| Training and Development       | 7,600.00         | 7,287.00               |

**Operating Expense Block Grant (Special Domain)**

|                                |                  |                        |
| Guidance Programme Grant       | 8,000.00         | 7,639.00               |
| Composite IT Grant             | 417,000.00       | 397,585.00             |
| Composite Furniture and Equipment Grant | 0.00  | 0.00                 |

**Other Incomes**

<p>| | | |
|                                |                  |                        |
| Course Fees (Music and PE)     | 770,000.00       | 772,763.90             |
| Tong Fai                       | 220,000.00       | 209,400.00             |
| Special Levy                   | 300,000.00       | 333,600.00             |
| Donation from Sing Yin Education Foundation | 10,000.00 | 3,000,000.00          |
| Donation for Scholarship       | 300,000.00       | 282,790.00             |
| Donation for Other Uses        | 50,000.00        | 0.00                   |
| ECA Subsidies (Non-Government) | 130,000.00       | 136,800.00             |
| Fund for Cross Boundary Learning Activities | 100,000.00  | 0.00                 |</p>
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<th>Description</th>
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<td>Tuck Shop Rent</td>
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<td>Government Rent &amp; Rates</td>
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<td>Miscellaneous (Interest, Hall Rental)</td>
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<td><strong>Non-recurrent Grant</strong></td>
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**Expenditure**

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<td><strong>Salaries</strong></td>
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**Non-recurrent Grant**

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<td>Web-SAMS Expenses</td>
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<td>eLearning Grant Expenses</td>
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<td>After-school Learning and Support Expenses</td>
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<td>Fund for Cross Boundary Learning Activity Expenses</td>
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<td>English Teaching Enhancement Grant Expenses</td>
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<td>Lift Maintenance Grant Expenses</td>
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Incorporated Management Committee Grant Expenses | 150,000.00 | 200,000.00  
Government Rent and Rates | 1,800,000.00 | 487,735.90  
Sub-total | 2,791,000.00 | 1,557,800.97  

**Management**  
- Postage: 9,000.00 | 8,234.60  
- Newspaper: 19,000.00 | 17,838.50  
- Telephone: 40,000.00 | 37,770.80  
- Celebration & Entertainment: 32,000.00 | 30,668.20  
- Audit Fee: 24,000.00 | 24,000.00  
- Wreath, Flower Basket etc.: 5,800.00 | 5,460.00  
- Staff Training: 15,000.00 | 8,896.00  
- SBM Note 4: 44,000.00 | 37,581.93  
- Repairs and Maintenance: 10,000.00 | 0.00  
- Transportation: 12,000.00 | 10,971.60  
- Cleaning Materials: 7,000.00 | 6,430.90  
- Consumable Stores: 165,000.00 | 155,397.55  
- Fuel, Light & Power: 600,000.00 | 673,551.35  
- Room Air-Conditioning Electrical Charges: 100,000.00 | 92,328.16  
- Special Levy for Hall Air-Conditioning: 35,000.00 | 32,735.58  
- Audio Visual: 40,000.00 | 36,935.90  
- Prizes: 22,000.00 | 20,174.00  
- F & E (School): 12,000.00 | 10,620.00  
- Water: 32,000.00 | 30,929.13  
- First Aid Facilities: 5,000.00 | 2,304.50  
- Printing & Stationery: 120,000.00 | 144,591.60  
- Membership Fees: 5,000.00 | 4,250.00  
- Advertisement (Employment of Teacher + Others): 50,000.00 | 50,116.00  
- Souvenir: 10,000.00 | 19,770.00  
- Exam./Test stationery: 20,000.00 | 19,140.00  
- SBM Printing: 40,000.00 | 36,240.00  
- Insurance Note 5: 60,000.00 | 52,800.00  
- Gardening: 15,000.00 | 2,657.00  
- Special Levy Other Uses Note 6: 50,000.00 | 47,536.50  
- Miscellaneous: 1,000.00 | 0.00  
Sub-total | 1,599,800.00 | 1,619,929.80  

**Curriculum & Teaching**

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**Pastoral Care**

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**Special Projects**

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**Summary**

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<td>56,304,151.76</td>
<td>56,147,588.97</td>
<td>(156,562.79)</td>
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Notes:
1. To employ three contract teachers, 3 teaching assistants and 1 part time teaching assistant.
2. Fund terminated from this year onwards.
3. To subsidize needy students’ training course fees.
4. Provides part of the funds for two temporary teaching assistants to help with speech training.
5. Includes fee for insurance against professional liability for teachers and managers.
6. For hall air conditioning charge, maintenance and renewal of QEF project equipments.
7. Payment for air conditioning in classroom and other expenses for new campus.
8. A one off grant for the setting up of the Incorporated Management Committee.
9. Part of the unclaimed New Campus Grant. May claim the last $800,000 next school year.
10. To employ one contract teacher and for other English activities.
11. To employ one contract teacher.
1. **Purpose**

1.1 To help students learn biological knowledge
1.2 To promote students' interests in the study of organisms
1.3 To promote an appreciation of the importance of experiment and investigatory work in the study of Biology
1.4 To show a respect towards life and appreciate the wonders and complexity of Nature
1.5 To appreciate the hard work of frontier scientists and their contributions to developments in science and technology
1.6 To develop and reinforce values and attitudes such as integrity, curiosity, openness to new ideas and informed scepticism through the study of biology

2. **Review of Present State**

The NSS curriculum has been implemented for three years and one turn has been completed. The results of our students were very good though there is still room for improvement. To review NSS curriculum is one of our school’s major concern this year. We will make appropriate modifications and continuously evaluate our implementation plan. We will also fine-tune the school-based assessments as well so as to improve student learning approach. To achieve effective and pleasurable learning is our ultimate goal.

Besides, as we have purchased iPad for students to facilitate the learning process in classroom as well as in laboratory, we will design some learning activities as well. In addition, we will focus on promoting Science Education by arousing students’ interest in advance development in Scientific World.

Moreover, as Art students may choose Biology as one of their electives, we will try to make a review on the present IS curriculum so as to do some preparations for future.

Finally, we will try to enhance students’ obedience and self-control in various classroom activities as a way of moral and civil education.

2.1 **Strength**

2.1.1 Our students have good scientific aptitude.
2.1.2 All students are band 1 students.
2.1.3 New equipment (DNA fingerprint kit and extraction kit) have been purchased in these few years.
2.1.4 IT equipment (iPad and Data-logging devices) allows teaching and learning more interesting and innovative.
2.1.5 Advance in biotechnology can be captured through media.
2.2 **Changes and need**

2.2.1 To learn biology knowledge through real life contexts. Students can understand many contemporary social and science issues such as pandemic, regeneration science, biotechnology in daily life, drug abuse etc. so as to develop a respect for the living world and an attitude of responsible citizenship and a commitment to promote personal and community health. There is room for integrating learning the Liberal Studies (Module 5: Public Health) to enhance cross curriculum cooperation.

2.2.2 To cope with the students having a range of abilities and aspiration, a wide range of learning and teaching strategies and assessment practices are implemented.

2.2.3 To review NSS curriculum and make adjustment after evaluation.

2.2.4 To conduct laboratory work using new equipment (iPad, data-collecting instruments and the Apps for education).

2.2.5 To review the present school-based Integrated Science curriculum to figure out how to facilitate Art Students to learn Biology in future.

2.2.6 To enhance students appreciation of coral society in marine ecology.

3. **Objectives of Issues to be addressed**

3.1 To review the teaching strategy for the NSS curriculum so as to let student achieve effective and pleasurable learning.

3.2 To raise students’ awareness of their responsibilities as environmental friendly and well-disciplined citizen.

3.3 To collaborate with laboratory technicians/ Biology Club committee to design activities, conduct experiments and broadcasting videos using the newly installed equipment.

3.4 To revise the NSS curriculum to figure out the arrangement if any to facilitate Art students to learn Biology in future.

3.5 To launch some field studies and projects in Form 4 and Form 5 so as to promote learning outside the classroom.

4. **Implementation plan**

4.1 To implement the NSS curriculum

We will continuously revise the teaching materials including experimental worksheets, STS connections worksheets and photomicrograph exercises that have been prepared in the last few years. It is thought that these materials can assist students in learning biology.
effectively. We will try to make changes so as to improve student learning approach and to achieve effective and pleasurable learning.

Besides, as announced by the HKEAA, non-practical school-based assessment for Biology will not be implemented and some changes are made, we will make appropriate modification on our school-based assessment plan.

In order to let students achieve effective and pleasure learning, we will adopt the following ways to improve lectures to foster deep approaches to learning:

1. Allow the students take control by inviting them to refocus on their learning, asking questions related to the lecture and breaking the large group into pairs for short sessions.
2. Prepare for the tutorial by reading and engaging in activities instead of lecturing. Plan activities that will require students to actively engage rather than passively receive such as role playing, discuss various aspects of a problem in pairs, debating etc.
3. Allow students to self-test themselves on whether they have mastered the learning outcomes.

4.2 To raise students’ awareness of their responsibility as environmental friendly and well-disciplined person.

Firstly, we will have discussion/role play during the class time on issues concerned with local / global environmental protection. To strengthen students’ awareness on sustainable development on the environment, we plan to integrate some project learning across the curricula of Biology and Liberal Studies.

Secondly, we stress on the responsibility of students in the cleaning up after lab work and their obedience and self-control in school. Students have to go to the laboratory in well-disciplined manner.

4.3 To collaborate with laboratory technicians/ Biology Club committee to design activities, conduct experiments and broadcasting videos.

We try to revise our experimental laboratory work using the new equipment (data logging devices and iPad with the Apps purchased ) to improve their learning approach. An achieving approach is our goal.

In addition, we will also broadcast some interesting videos about the fantastic biological world and the latest scientific development in the theatre to arouse students’ interest. We believe that our school theatre can provide an excellent environment to enjoy film show.

Besides, we will invite the Biotech Mobile Laboratory to conduct activities in campus on 26/11/2012. We do think that it will be a
wonderful chance for F.3 students and Biology students to engage lab work using advance equipment in biotechnology field. In order to facilitate the activities, we will conduct some lectures beforehand.

4.4 To prepare materials to facilitate Arts students to study Biology

We will review the NSS Biology curriculum and Junior Form Integrated Science curriculum to figure out resources to facilitate Arts students to study Biology.

4.5 To launch some field studies in Form 4 and Form 5

A field camp for 3 days and 2 nights in will be arranged for F.5 Biology students on 18/2-20/2/2013 in Ho Koon Nature Education Centre. We will also try to arrange a field study for Form 4 during summer activities.

4.6 To launch a talk about Coral ecology in March

A talk will be arranged in school on 7/3/2013 by Agriculture Department to let students to learn more about coral and an ad-hoc group will be formed to help Mr Wong to do some maintain ace work.

5. Time schedule

<table>
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<tr>
<th>Objectives</th>
<th>Implementation Plan</th>
<th>Date/Period</th>
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<td>4.1</td>
<td>9/2012 – 7/2013</td>
</tr>
<tr>
<td>3.2</td>
<td>4.2</td>
<td>9/2012 – 7/2013</td>
</tr>
<tr>
<td>3.3</td>
<td>4.3, 4.6</td>
<td>9/2012 – 7/2013</td>
</tr>
<tr>
<td>3.4</td>
<td>4.4</td>
<td>4/2013</td>
</tr>
<tr>
<td>3.5</td>
<td>4.5</td>
<td>18-20/2/2013, 6/2013</td>
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</tbody>
</table>

6. Evaluation and Performance indicator

6.1 To implement the NSS curriculum

A set of school-based teaching and learning material will be filed for evaluation and modification. Split class arrangement for laboratory work assessment will be continuously evaluated at the end of first term during the department meeting before the date for mark submission to HKEAA.

6.2 To raise students’ awareness of their responsibilities as environmental friendly and well-disciplined citizen.

Teacher will hold a discussion on topics concerning Nature of Science to raise students’ awareness of their responsibilities as an environmental friendly and well-disciplined citizen as well as a scientist.

6.3 To collaborate with laboratory technicians/ Biology Club committee to design activities, conduct experiments and broadcasting videos.
We will help Biology Club launch two innovative experiments/ public lecture in the club meeting. In addition, we will launch a video show week during lunch time twice a year using theatre.

We will conduct two experiments using data-logging and iPads for students from each form in this year.

6.4 To revise the NSS curriculum to prepare materials to facilitate Art students to learn Biology in future.

We will conduct a meeting to figure out and collect the material in the NSS curriculum that can facilitate Art students to learn Biology. A report will be made at the end of this academic year.

6.5 To launch some field studies and projects in Form 4 and Form 5

Students have to hand in their field trip reports at the end of the programme. An evaluation will be made afterward.

7. Budget
Expenditure:
1. Teacher reference books/DVD $500.00

2. Laboratory equipment
   (a) Chemicals $3,000.00
   (b) Glassware $1,000.00
   (c) Equipment $8,000.00
   (d) Consumable $5,000.00

3. Photocopying $500.00

4. Biotech Mobile Lab Fee $15,000.00

Total expenditure: $33,000.00

8. Department members

Miss Yang K.W. (Department Head)
Mr. Wong Chi Keung
BUSINESS, ACCOUNTING
AND FINANCIAL STUDIES DEPARTMENT
PROGRAMME PLAN 2012-2013

1 Purpose
1.1 To stimulate students’ interest in business, accounting and management.
1.2 To help students understand the real business environment.
1.3 To promote values and attitudes of honesty, fairness and social responsibility.
1.4 To help students develop generic skills in research, analysis, problem-solving, critical thinking, creativity and communication.

2 Review of Present State

2.1 Strengths
2.1.1 Most students are willing to learn.
2.1.2 Teachers are willing to arrange extra lessons after school to help students.
2.1.3 The first BAFS DSE result was good.
2.1.4 Students are willing to take part in accounting exams like LCCI and the results were good.
2.1.5 Students are in general keen at joining various business-related competitions.
2.1.6 F.3 students had a preliminary knowledge of the subject.

2.2 Weaknesses
2.2.1 It is observed that learning diversity has widened.
2.2.2 Some F.5 students lack motivation and initiative.
2.2.3 The NSS BAFS curriculum is long.

3 Objectives of Issue to be addressed

3.1 To strengthen the implementation of the NSS BAFS curriculum.
3.2 To improve students’ performance in the subject.
3.3 To improve students’ learning approach in learning BAFS.
3.4 To enhance students’ interest in business, accounting and management.
3.5 To let F.3 students have a better understanding of the subject.

4 Implementation Plan

4.1 To strengthen the implementation of the NSS BAFS curriculum
4.1.1 Teach accounting topics in F.4.
4.1.2 Arrange regular quizzes for F.4 students to provide feedback to them.

4.2 To improve students’ performance in the subject.
4.2.1 Arrange remedial lessons to those weaker F.5 and F.6 students.
4.2.2 Include 2 topics on business environment in each test and examination in F.5 to help students revise the topics covered in F.4.
4.2.3 Arrange revision tests and pre-mock for F.6 students to prepare them for the public exams.
4.3 To improve students’ learning approach in learning BAFS
   4.3.1 Develop 4 worksheets on some interesting or controversial business and accounting issues to enhance students’ interest and practice critical thinking skill. Good answers will be shown to other classmates.
   4.3.2 Assign more variety of questions as homework.
   4.3.3 Arrange an accounting competition for F.4 and F.5 students in the second term.

4.4 To enhance students’ interest in business, accounting and management.
   4.4.1 Encourage students to take part in some business-related competitions outside school.
   4.4.2 Encourage students to take part in the LCCI exams.
   4.4.3 Promote the activities organized by Economics and Accounting Club and Financial Management Club.

4.5 To let F.3 students have a better understanding of the subject.
   4.5.1 Cover more topics in F.3 to give the students a better understanding of the subject.

5 Evaluation

5.1 Students’ participation in accounting exams like LCCI.
5.2 Students’ willingness to take part in competitions outside school.
5.3 Students’ performance in class, homework, tests and exams and other exams.

6 Budget

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7 Program Team Members

Miss Choi Suk Yan (Team Leader)
Miss Tam Mei Ling
CHEMISTRY DEPARTMENT
PROGRAM PLAN 2012-2013

1. Purpose

- To arouse interest in Chemistry.
- To acquire an appropriate body of knowledge and understanding in Chemistry.
- To acquire an ability to think rationally and critically, and to apply the knowledge of Chemistry to making judgements and solving problems.
- To develop skills in scientific investigations.
- To recognise the evolutionary and sometimes transitory nature of Chemistry.
- To be acquainted with the language of Chemistry and to be equipped with the skills in communicating ideas in Chemistry related contexts.
- To develop an appreciation of Chemistry and its applications in daily life.
- To be aware of the social, economic, environmental and technological implications of Chemistry, and to show concern for the environment and society.
- To develop open-mindedness, objectivity and proactiveness.

2. Review of Present State

2.1 Strengths

2.1.1 Teachers are devoted, co-operative, and eager to share both experiences and ideas in teaching.

2.1.2 Laboratory technicians are well trained and helpful in preparing for the experiments. They always give appropriate advice in modifying the experiments.

2.1.3 Most students are willing to learn and have a strong desire to achieve good results in the public examinations.

2.2 Weaknesses and Limitations

2.2.1 Students’ communication skills and exposure to Chemistry are limited, which is becoming increasingly important in public examinations.

2.2.2 Some students are passive in learning. They tend to recite materials only. Their command of English is weak, which hinders them in asking questions and getting involved in discussions.

2.2.3 Hands on experiments for Form 4 and 5 students are not sufficient as only 5 periods per cycle are allocated for Chemistry lessons.

2.2.4 In view of the new senior secondary system, some students are less attentive in lessons and lack motivation to learn advanced Chemistry knowledge.
2.3 Changes and Needs
2.3.2 The new Senior Secondary curriculum has been implemented for three years, and evaluation and refinement of the teaching plan will continue in the coming school years.
2.3.3 The first round of school-based assessment (SBA) was completed. Evaluation and refinement work on both practical and non-practical related tasks will be implemented.
2.3.4 The implementation of departmental policies will be strengthened in order to ensure that students achieve a higher standard.
2.3.5 The school campus was relocated. Enhancement work for the new Chemistry Laboratory will continue.

3. Objectives of Issues to be Addressed
This programme plan aims:

3.1 to continue the revised teaching scheme to enhance Chemistry learning.

3.2 to extend enhancement programmes to strengthen students’ reading ability, broaden students' range of aesthetic experiences and facilitate students to achieve deep learning.

3.3 to address the major concerns of the school.

4. Implementation Plan

4.1 New senior secondary school (NSS) curriculum
The NSS Chemistry curriculum has been implemented for three years, and the teaching plan will be evaluated and refined this year. The streamlined requirement by HKEAA on Chemistry SBA will be implemented. Revised tasks and worksheets will be prepared by teachers. Teachers will continue to attend seminars or workshops related to the NSS curriculum. New teaching aids, audio-visual and information technology equipment will be bought according to teachers’ suggestions in order to assist teaching.

4.2 Teaching scheme and Homework Policy
The teaching scheme will be evaluated and revised after completion of the first round of NSS. It aims to help F4 to F.6 students learn NSS Chemistry and achieve better public examination results. The departmental policies on homework, class work and informal tests will be strictly implemented. It is expected that teachers give adequate homework and informal tests after each chapter or topic, and provide remedial work to ensure that all students finish sufficient exercises. Feedback on the students work is required in order to ensure that students can follow the lessons.
4.3 Enhancement of new Chemistry Laboratory

The school campus was relocated. Enhancement work of the new Chemistry laboratory will continue. A new water still for preparing distilled water will be installed to replace the old system. Suggestions will be discussed with the technician and subject teachers. As some chemicals, apparatus and teaching aids were disposed of, subject teachers will discuss with the technician before each practical lesson.

New sets of data-logger apparatus and iPads were purchased last year. More will be bought. Teachers are required to prepare new sets of experiments using the data-logger system. Teachers are also required to fully utilize the iPad in Chemistry lessons.

An up-to-date inventory for Chemicals & Apparatus prepared by Ms. Sara Fok will be ready for reference.

4.4 Enhancement programmes to facilitate students to achieve deep learning

4.4.1 Reading programme
Some interesting passages adapted from journals or newspapers will be selected for students. It is hoped that this will arouse their interest in Chemistry. Students will be taught to understand chemical principles that can be applied to daily life.

4.4.2 Writing programme
Writing tasks on Chemistry specific genres jointly organized by the English and Chemistry Departments will continue.

4.2.3 Micro-scale experiments
Several micro-scale experiments were jointly organized by the Chemistry Club last year. It will continue in the coming school year to provide hands-on experience in micro-scale experiments to students through Chemistry club activities.

4.4.3 Challenge programme
Regular exercises, classwork and informal tests will be given to the students with suitable feedback. For more capable students, advanced exercises and tasks will be assigned to them. Teachers should encourage these students to take part in inter-school Chemistry competitions.

4.2.4 International Junior Science Competition (IJSO) and Chemistry Olympiad Competition (ChemO)
IJSO selection tests and trainings jointly held by the departments of Integrated Science, Biology and Physics will continue this school year. Preparation work in organizing a ChemO for Sing Yin students will continue. Relevant reference books and teaching aids will be purchased. The first competition will be postponed to the next school year.
4.2.5 The Secondary School Mathematics & Science Competition organized by The Hong Kong Polytechnic University (SSMSC) and Australian National Chemistry Quiz (ANCQ) will select some students to participate in both SSMSC and ANCQ. A more systematic training programme will be held during the school year.

4.5 Major concerns of the school

To address one of the school’s major concerns, self-control and obedience, teachers are required to strengthen the discipline of students especially in the laboratory. More students will be encouraged to participate in inter-school competitions and different visits. The motor science community will provide more scientific knowledge related to the major concerns of the school. It is believed that students’ awareness of responsibility can be strengthened and students’ range of aesthetic experiences can be broadened.

5. Evaluation

5.1. At least 1 lesson from each teacher will be observed by colleagues during the year.

5.2. The expected passing and level 5 percentages for Chemistry in the HKDSE are 95% and 50% respectively.

5.3. Some students will be selected to take part in the SSMSC and ANCQ. Their performance will be analyzed.

6. Budget

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<tr>
<td>2. Teachers’ reference books/magazines</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>3. Teaching aids (iPad Apps included)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>4. Chemistry equipment</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>5. Consumables for Chemistry experiments</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>6. Photocopying costs</td>
<td>$500.00</td>
</tr>
<tr>
<td>7. Motor Science Community equipment</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$50,000.00</strong></td>
</tr>
</tbody>
</table>

7. Programme Team

Mr. Hui Chi Kuen (Department Head of Chemistry)
Mr. Kong Ping Wah
Ms. Yuen Sze Nga
中國歷史科
2012-2013年度工作計劃

1. 目的

1.1 使學生對中國歷史有基本認識。
1.2 通過史事的理解，以古鑑今，體會中國歷史的古今變革。
1.3 通過對歷史人物事跡之認識，培養學生的優良品格，盡一己的責任，從而建
立積極之人生觀，啟發個人對國家民族之認同感、責任感及歸屬感。
1.4 透過對中國歷史的研習，學會珍惜人類所得的成就。
1.5 整理及綜合相關的重要史實，擴闊眼界，剔除固步自封的固執性格，從而培
養學生思辨及評價史事的能力。

2. 現況分析

2.1 有利條件
2.1.1 本校有一群通力合作、學養俱佳的中史科同工。
2.1.2 入讀本校者均屬一級學生，資質較佳。
2.1.3 本科採用母語教學，學生在知識吸收和表達方面較理想。
2.1.4 新高中中史科仍被列為選修科，讓有興趣的同學選讀。
2.1.5 新高中學制下，中四級每循環有五節，授課時間比前增加。
2.1.6 本校設有中史學會，協助推動各項課外活動。
2.1.7 現時不少機構有歷史考察的資金贊助，本校亦設有全方位學習基金及關愛基金資助考察活動，有利提升學生的學習興趣。
2.1.8 網上共享資源豐富，有利老師備課及學生自學。
2.1.9 影音教具、參考資料充足。

2.2 面對問題
2.2.1 中三級每循環周上學期為3節，下學期為2節，令講授進度較為緊
逼。
2.2.2 地方不足，令老師取存教具困難。
2.2.3 初中班級，學生程度參差極大，部份學生學習情緒低落。
2.2.4 中四選科時，基於個人取向及父母期望，男孩子多選讀理科，故成
績優秀者頗大部分皆舍中史而選修理組。
2.2.5 高班同學，在功利因素的影響下，認為中史科缺乏實用價值，故每
多掉以輕心。
2.2.6 新高中課程編制下，學生選擇較以前為多，令中國歷史只能開辦一
班，故本科可能會面對收生不足的問題。
3. 本年度目標

3.1 緊隨時代脈搏，與時並進，並提高學生的學習興趣，故加強在資訊科技方面的教學，善用多媒體影音教具，並盡可能在課堂上利用互聯網資訊及視訊檔案協助授課，提高本科的靈活性及趣味性。

3.2 不以課室教學為滿足，多舉辦參觀考察活動，務使課室學習與遊歷並重，本年度中四、中五級會仍會安排最少一次本地或境外田野考察，以開拓學生的視野。中六級由於要面對公會試，故停止田野考察。

3.3 現今考試模式已不大注重背誦式答案，故題目以理解分析及評論為多，以培養學生對史事思辯之能力。

3.4 加強中史課外閱讀，推廣讀書風氣，培養學生分析資料的能力。

3.5 鼓勵學生多看歷史劇集，提升其對歷史的興趣。

3.6 新高中中四級會依考評局要求，讓學生多參與整理、綜合、分析及評價史事，以及運用歷史資料及有關論述表達自己觀點，中五級、中六級更要預備校本評核。

3.7 中一至中三活動教學──齊動手

4. 施行計劃

<table>
<thead>
<tr>
<th>措施</th>
<th>項目，形式</th>
<th>推行期限及班級</th>
<th>負責教師</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>加強資訊科技教學，輔助傳統串講教學之不足，提高學生的興趣。</td>
<td>全年F.1-F.6</td>
<td>全體科任教師</td>
</tr>
<tr>
<td>4.2</td>
<td>加強參觀環節，如參觀博物館、歷史文物展覽等，開拓學生的視野。</td>
<td>與中史學會及其他組協辦</td>
<td>11/12-5/13 F.1-F.5</td>
</tr>
<tr>
<td>4.3</td>
<td>安排田野考察，以配合教署推行的全方位學習政策</td>
<td>來期及地點待定</td>
<td>11/12-5/13 F.4、F.5</td>
</tr>
<tr>
<td>4.4</td>
<td>推廣課外閱讀，培養學生的自學能力，學習蒐集、閱讀、整理及分析資料的能力。</td>
<td>資料回應題及論述題</td>
<td>10/12-6/13 F.4 資料回應題及論述題 F.5 資料回應題及論述題 F.6 資料回應題及論述題</td>
</tr>
</tbody>
</table>
### 4.5 活動教學——齊動手:

上學期目標——服從與自律

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>上學期目標</strong></td>
<td><strong>上學期：專題研習 (一)：遠古時期的文化</strong></td>
<td>1/13</td>
</tr>
<tr>
<td></td>
<td>（11月呈交）</td>
<td>F.1/F.2</td>
</tr>
<tr>
<td></td>
<td>試根據乙部課程——舊石器時代和新石器時代的有關史實，創作四格漫畫，並完成工作紙。</td>
<td>F.1、F.2任教老師</td>
</tr>
<tr>
<td><strong>F.2</strong></td>
<td>小組專題研習</td>
<td>4/20</td>
</tr>
<tr>
<td></td>
<td><strong>題目：中國是世界上文明發達最早的國家之一，在科技發明方面有可觀的成就；並以造纸術、指南針、火藥和印刷術為古代四大發明。這些發明的應用及傳播，不但對世界文明的推進，起了重要的作用，且對人類持續發展亦有甚大意義。試從中國古代四大發明中，選出其中一項，製作模型一款。</strong></td>
<td>F.1、F.2任教老師</td>
</tr>
<tr>
<td></td>
<td><strong>（模型的製作，可包括非火藥的武器的發明，如投石器……）</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>呈交形式：模型製作</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>呈交日期：聖誕假後</strong></td>
<td></td>
</tr>
<tr>
<td><strong>F.1</strong></td>
<td>下學期：專題研習：(二)</td>
<td>4/2013</td>
</tr>
<tr>
<td></td>
<td><strong>文字的發展</strong></td>
<td>F.1/F.2</td>
</tr>
<tr>
<td></td>
<td><strong>（4月呈交）</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>同學可分組製作簡報或模型，形式不拘。</td>
<td></td>
</tr>
<tr>
<td><strong>F.2</strong></td>
<td>配合全年關注事項 ————</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>服從與自律</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>題目：每個朝代都有出現縱己的暴君，令國家衰落，百姓痛苦，如隋煬帝。又或為鞏固政權而推行高壓政策，不理會民心向背，最終令國家步向滅亡，如元朝政</strong></td>
<td></td>
</tr>
</tbody>
</table>
府。現請選定一個君主或朝代，向君主進諌，勸諭他們自律，以百姓福祉為已任，推行利民之政，救國家於滅亡之邊緣。
（參考大綱）
內容分三部份：
(i) 設定一個情境，交代君主為縱己而推行不利國家之政策／行為，如橫征暴斂、大興土木、濫殺無辜等
(ii) 大臣有正氣者在朝上勸諭君主必須自律以爭取民心，以穩定國家（可以用不同的進諫方式，如直接進言，或借說故事帶出道理……）
(iii) 君主對進諫者的態度，接受或不接受，再由此想像、交代國家的命運。
呈交形式：漫畫、動畫製作或劇本創作（三選一）
呈交日期：復活假後

(1) 上學期：學術思想發展
題目：先秦學術思想介紹及評論
要求：研習內容盡可能配合本年度關注項目《服從與自律》。內容為乙部課程第一章，分組研習，可以簡報、廣播劇或錄像等形式表達。
繳交日期：2月

<table>
<thead>
<tr>
<th>任教老師</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.3</td>
</tr>
</tbody>
</table>

(2) 下學期：專題研習
題目：宗教教義
要求：研習內容盡可能配合本年度關注項目《服

<table>
<thead>
<tr>
<th>任教老師</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.3</td>
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5. 評估

<table>
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<th>評估方式</th>
<th>評估日期</th>
<th>負責人</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>評估學生的學習興趣是否提高？</td>
<td>1/2013 及 5/2013</td>
<td>各任教老師</td>
</tr>
<tr>
<td>5.3</td>
<td>透過專題研習報告，了解學生是否掌握基本史實、掌握表達及分析資料的能力？</td>
<td>1/2013 及 5/2013</td>
<td>各任教老師</td>
</tr>
<tr>
<td>5.4</td>
<td>透過學生分組製作，看能否提高其自學及組織能力，更可觀察其與他人合作及處理人際關係之技巧。</td>
<td>1/2013 及 5/2013</td>
<td>各級聯絡老師、中史學會負責老師、科主任。</td>
</tr>
<tr>
<td></td>
<td>學期終結前，進行調查，收集學生對本科及課堂教學意見。再從全年測驗及考試成績作評估，看看上列措施推行後，與往年成績比較是否有進步？</td>
<td>6/2013 期末試後</td>
<td>全體老師</td>
</tr>
</tbody>
</table>

6. 財政預算（2012-2013）

| 6.1  | 視聽教材、教學資源（例：教具等） | $800.00 |
| 6.2  | 教師參考書 | $1000.00 |
| 6.3  | 比賽獎勵 | $1000.00 |
| 6.4  | 影印、油印 | $800.00 |
| 6.5  | 雜項（例：參觀及考察交通費） | $3000.00 |

| 合計 | $6600.00 |
中國語文科
2012-2013年度工作計劃

1. 宗旨

● 提高讀寫聽說能力、思維能力、審美能力和自學能力；
● 培養語言學習的興趣、良好的學習態度和習慣；
● 培養審美情趣，陶冶性情；
● 培養品德，加強對社群的責任感；
● 體認中華文化，培養對國家、民族的感情；
● 加強學生對文言文的自習能力；
● 配合本學年學校主題：--服從與自律
  --新高中教學檢討
  --建立校董法庭

2. 目前概況

● 強項

2.1 學生的中國語文能力及知識有一定的水平，學習態度尚算認真。
2.2 本科以母語教授，在教與學兩方面遇上的語言障礙不大。
2.3 教師對中國語文有充分的掌握，對學生在學習本科的優、缺點亦有清楚的理解。
2.4 校外有頗多的語文團體、教育機構為教師、學生提供有關本科的講座、活動。

● 弱項

2.1 學生頗被動，過於依賴老師，自學能力較差。
2.2 學生甚少閱讀質優的課外書籍和報刊。
2.3 學生在寫作和綜合能力方面的能力較弱。
2.4 本科作業較多，教師多為班主任，工作非常繁重。
2.5 課程繁瑣，選修科要求亦多，以致必修科的時間緊迫。
2.6 學生學習意識不足。

3. 教學計劃範疇：以下各項計劃的教學及活動，將配合全校關注事項：
--加強學生的服從性及自律能力
--新高中教學檢討
--建立校董法庭

3.1 初中(中一至中三)

3.1.1 加強文言文的學習：各級額外增加8篇文言文學習篇章，並附設簡單擬題，讓學生透過閱讀、應用練習，加強對文言文的自習能力。
3.1.2 加強文化知識：舉辦中國文化知識大賽，並由每班學生自行擬題，透過互動的方式，提升學生對學習文化知識的興趣。
3.1.3 提升寫作能力：由原本每年寫作 7 篇增至 12 篇，實行多寫多練，並將佳作張貼在壁報版上，鼓勵學生同儕學習，藉此提升寫作興趣和加強寫作意識。

3.1.4 提升閱讀量及閱讀興趣：張中文閱讀網所得的分數納入泛讀計劃的分數，並將積分張貼在壁報版上，藉此誘發學生主動閱讀，而且是大量的閱讀。

3.2 高中(中四至中六)——通過平均值、對照等數據分析本屆文憑試之表現。

3.2.1 經過對首屆文憑試教、學、考等方面的檢討，高中的發展方向大致不變，只稍作修正，各級重新定位如下：
中四：鞏固知識、打好基層。能辨別文體、認識各種文體的特質與及寫作手法，等等。
中五：掌握所學。除了培養人文意蘊，還培養考試意識，比如在寫作方面，學生對格式、語境、立意等要求有相當把握。
中六：應用。張所學複習，對各種能力能應用自如，比如誇文體的應用。

3.2.2 根據首屆文憑試成績的分析，本科強項仍然是閱讀能力，弱項則是寫作能力(包括作文和綜合)，而學生有較大機會提升能力的則是說話。為此，中六教學計劃如下：
● 綜合能力：透過語文支援小組的協助，邀請友校分享綜合卷的教學經驗，並安排中六同學做兩次前測、後測的練習，然後分析學生的表現，作為改善學生能力的方向。另一方面，增加綜合的教學時數，以鞏固所學。
● 口語溝通能力：一方面邀請口語能力高的畢業生回校義務訓練同學的口語溝通能力；另一方面則聘請有經驗的小組討論導師安排訓練，以確保每位學生有足夠的練習之餘，亦可減輕老師的工作負擔。
● 科任老師安排口語練習時間。每位同學必須最少完成一次口語溝通的練習才去應考公開試。
● 教學助理於上學期只為中六學生訓練學生口語，透過全力而集中的訓練，希望學生有所得益。
● 增加文化知識：為使學生對中國文化有更廣闊的認識，加添道家與法家的篇章教學：〈庖丁解牛〉和〈定法〉。(適用於中五級)
● 作文要求字數為最少 650 字，錯別字用加分制、綜合則為 500 字。藉此加強學生的寫作意識與及鼓勵學生用心書寫。(適用於中四、五級)
● 盡早進行保底工作。由於中六上課時間短促，擬於 10 月初開始為能力較弱的學生保底，以期及早改善。
3.2.3 閱讀能力：為保持學生閱讀能力的優勢，加強文言文自習能力。除了<必背古詩文>，中四級學生必須訂購<古文名篇圖示導讀>一書。此書篇章較短，而且涉及各家思想，學生容易入手。擬作長假期操練之用。

3.2.4 口語能力：教學助理於下學期全力訓練中五級的口語溝通。透過集中的訓練，一方面可以鞏固學生的能力，另一方面亦協助能力稍遜的學生提升能力。

3.3 學科活動
3.3.1 <讀三國那些故事讀書會及寫作比賽>
為鼓勵學生閱讀經典作品及擴闊文學視野，本科與星火文化社合辦讀書會、寫三國故事比賽及考察、遊學團等活動。

3.3.2 其他語文活動
為提高學生的語文興趣，本科著力鼓勵學生參與語文活動及各項比賽。比如一些校外語文活動，各級老師可能要承擔多點工作，以期收到良好效果。

4. 評估
4.1 評分量表：作文、綜合及說話訓練時，老師/學生以量表給同學評分。
4.2 功課習作：由老師以批改方式進行。
4.3 校方檢查：將有關習作、作文交予科主任檢查。
4.4 校本評核：老師批改學生日常課業、課外閱讀等習作後，與及選修科的兩個單元的評估，呈交考評局作全科評核之用。
4.5 老師教學評估：觀課

5 財政預算

| 廣泛閱讀計劃雜項 | $3,000.00 |
| 聽說訓練/閱讀/寫作/學科活動 | |
| 教材（如光碟、參考書籍） | $10,000.00 |
| 影印（如工作紙） | $3,000.00 |
| 學科活動 | $5,000.00 |
| 語文課外活動 | $60,000.00 (遊學團支助除外) |
| 雜項 | $5,000.00 |

合共$86,000.00
COMBINED SCIENCE DEPARTMENT
PROGRAM PLAN 2012-2013

1. Purpose

1.1 arouse interest in chemistry and biology;
1.2 acquire knowledge and understanding in chemistry and biology;
1.3 acquire an ability to think rationally and critically, and to apply the knowledge of chemistry and biology to making judgments and solving problems; promote an appreciation of the importance of experiments and investigatory work in the study of chemistry and biology
1.4 develop skills in scientific investigations;
1.5 recognize the evolutionary and transitory nature of chemistry and biology;
1.6 be equipped with the skills in communicating ideas in chemistry and biology related contexts;
1.7 be aware of the social, economic, environmental and technological implications of chemistry and biology, and show concern for the environment and society;
1.8 show a respect towards life and appreciate the wonders and complexity of Nature.
1.9 appreciate the hard work of frontier scientists and their contributions to developments in science and technology
1.10 develop and reinforce values and attitudes such as integrity, curiosity, openness to new ideas and informed skepticism through the study of biology and chemistry
1.11 develop open-mindedness, objectivity and proactiveness.

2. Review of Present State

2.1 Strength
   2.1.1 Laboratory technicians are well trained and helpful in preparing the experiments. They can always give appropriate advice in modifying the experiments.
   2.1.2 Both the chemistry and biology teachers in our school are helpful and experienced, and can provide a lot of assistance and support.
   2.1.3 Most students are willing to learn and have strong desire to get good results in the public examinations.

2.2 Weakness and Limitation
   2.2.1 Some students who take combined science are weak.
   2.2.2 Most students did not choose this subject as their first choice. Students are passive in learning.
   2.2.3 There is not enough teaching time.

3. Objectives of Issues to be addressed

3.1 To arouse students’ interests in both Biology and Chemistry
3.2 To broaden students’ knowledge and cultivate good reading habits
3.3 To promote independent learning through the use of eClass platform
3.4 To improve the DSE results
3.5 To promote students’ obedience and self-control
4. **Implementation Plan**

4.1 To arouse students' interests in both Biology and Chemistry

Interesting topics in both biology and chemistry will be talked and discussed with the students. Form Six students will visit the Biotech Mobile Laboratory which will visit our school on 26/11/2012. They will learn about some biotechnology including DNA extraction and DNA fingerprinting.

4.2 To broaden students’ knowledge and cultivate good reading habits

A programme named ‘Reading to learn’ will be carried out. Articles from newspapers or magazines will be shown. The students are requested to read and complete the worksheets. Some students will be asked to present the articles to the whole class.

4.3 To promote independent learning through the use of eClass platform

Students will use the eClass platform to do exercises and self-study. Teachers will post useful articles and teaching materials in the platform as well.

4.4 To set up remedial classes from students who are weak in the subjects. The remedial class will be conducted after school.

4.5 To develop ways to foster deep approaches to learning

4.6 To promote students’ obedience and self-control in doing experiments

5. **Evaluation and Performance indicator**

5.1 One interesting topic will be incorporated about each month. Teachers and students will discuss the issue in the class. Students will discuss the issues in pairs to demonstrate a bit of cooperative learning.

5.2 Since the teaching time is not enough, one piece of reading material for the ‘Reading to learn’ activity will be prepared for the students every two months. All the students will be required to complete the worksheets. Teacher will check the worksheets and give feedback to them.

5.3 At least 2 pieces of online exercises will be prepared and posted to the eClass platform or gmail for them to do the self-study.

5.4 There will be two meetings for the remedial class in the period between the first term test and first term exam. There are two more between the first term exam and second term test and two more between the second term test and final exam. Students who have showed improvement can leave the class.

5.5 In the lecture, we start the lecture by requesting the students to tell the teachers about last lecture and its application in their lives and test their comprehension of the lecture. We conclude the lecture by allowing the students to self test themselves on whether they have mastered the learning outcomes.
5.6 All students are requested to tidy up the benches and return their seats to the original position after the experiments.

6. Time schedule

<table>
<thead>
<tr>
<th>Implementation Plan</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>9/2012 - 6/2013</td>
</tr>
<tr>
<td>4.2</td>
<td>9/2012 - 6/2013</td>
</tr>
<tr>
<td>4.3</td>
<td>9/2012 - 6/2013</td>
</tr>
<tr>
<td>4.4</td>
<td>11/2012 – 5/2013</td>
</tr>
<tr>
<td>4.5</td>
<td>9/2012 – 6/2013</td>
</tr>
<tr>
<td>4.6</td>
<td>9/2012 – 6/2013</td>
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7. Budget

<table>
<thead>
<tr>
<th>Items</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Teachers' reference books</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>3. Laboratory Equipment</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>4. Consumables for experiments</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>5. Photocopying costs</td>
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<tr>
<td>Total</td>
<td>$ 2,500.00</td>
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</table>

8. Department Members
Mr. Wong Chi Keung (Head)
Ms. Yuen Sze Nga
COMPUTER DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Purpose

The aims are to provide students with an opportunity to:

1.1 develop an understanding of information processing and computer applications.
1.2 develop problem solving skills and programming techniques through the study of high-level computer language.
1.3 develop students’ interest and confidence in using computers.
1.4 understand the social implications of development in information technology.

2. Review of Present State

2.1 Strengths
2.1.1 Students have the abilities to follow instructions.
2.1.2 Teachers have good background knowledge and experience in teaching.

2.2 Weaknesses
2.2.1 There are great difference in abilities among the students in senior forms.

3. Objectives of Issue to be Addressed

3.1 Improve the students’ self-discipline ability.
3.2 Improve the students’ self-learning ability.
3.3 Increase students’ interest in program writing.

4. Implementation Plan

4.1 Some assignments of each junior form will be handed in after several weeks through e-mail or web posting.
4.2 Students will be encouraged to learn the use of software through school e-platform. F1 students will learn ‘Photoshop’. F2 students will learn ‘Dreamweaver’ and ‘Excel’. F3 students will learn ‘Flash’.
4.3 Students will be encouraged to participate in programming competitions, robot control competitions and web design competitions held by the computer club and public organizations. Students will have regular training to prepare for the competitions.
4.4 Computer club will held ‘Scratch’ programming course after school.
4.5 Build up a Pascal programming judging system to encourage students writing more Pascal program.

5. Evaluation

5.1 At least 90% students in junior form will hand in their assignments on time.
5.2 At least one extra technique of using the above software will be shown in their assignment.
5.3 Count the number of students participating in programming competition inside school and outside school.
5.4 Count the number of students attending the above course.
5.5 Count the number of students using the above system.

6. **Budget**

<table>
<thead>
<tr>
<th>Expenditure</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>White board marker and eraser</td>
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<tr>
<td>Miscellaneous</td>
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</table>

7. **Program Team**

Mr. Kwong Wai Cheung (Department Head)
Mr. Chung Chi Tat
Mr. Lam Hei Tat
Mrs. Lin Wu Suk Han
ECONOMICS DEPARTMENT
PROGRAMME PLAN 2012 – 2013

1. Purposes

1.1 To develop students’ interest in the subject.
1.2 To let students understand the general economic principles as well as the economic ways of thinking, so that they can apply them to real world situations.
1.3 To help students develop a non-bias view on various social issues such that they can make responsible and rational choices.

2. Review of Present State

2.1 Strength
   2.1.1 The subject is closely related to daily events.
   2.1.2 All students have a preliminary knowledge on the subject.

2.2 Weaknesses
   2.2.1 Students’ initiative and ability to learn showed great differences
   2.2.2 Students’ presentation skills need to be improved.

3. Issues to be addressed

3.1 To help students develop their own value judgment based on positive analysis.
3.2 To broaden students’ knowledge on real world events and train them the skills of applying theories.
3.3 To help weaker students to catch up with the standard and build up students learning skills.
3.4 To enhance students’ communication skills.
3.5 To incorporate the major concern and the project on improving student learning approach.

4. Implementation Plan

<table>
<thead>
<tr>
<th>Activities</th>
<th>Group discussion, presentation, forum or debates will be held in class so as to enhance students’ communication skills.</th>
<th>Regular activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplementary lessons</td>
<td>Supplementary lessons will be arranged for weaker students and additional (but less challenging) exercises will be given to them.</td>
<td>On need basis</td>
</tr>
</tbody>
</table>

39
Incorporating the school major concern “Obedience and Self-control”

Reinforce students discipline in class

Throughout the year

Study Skill / Project for improving student learning approach

Design homework or worksheets that require students to apply the study skills of organizing and integrating key concepts so that they can go beyond surface learning.

On regular basis

Economics Bulletin

One issue of Economics Bulletin will be published

March 2012

Talks / Visits

One visit or talk will be arranged. WK and LC will be in charge of it.

March-April, 2012

5. Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy and stenciling</td>
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<tr>
<td>Prizes</td>
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<td>Miscellaneous</td>
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<tr>
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</tr>
</tbody>
</table>

6. Evaluation

6.1 Students’ performance in class, homework, tests and examinations

6.2 Number of students taking part in the activities

7. Program Team

Mr. Kwok Wai Keung (Team Leader)
Mr. Li Chung Man
ECONOMIC AND PUBLIC AFFAIRS DEPARTMENT
PROGRAMME PLAN 2012 - 2013

1. Purposes

1.1. To help students understand our society.
1.2. To develop students’ interest in current affairs.
1.3. To help students develop social and civic awareness and a sense of civic responsibility and help them to acquire analytical skills such that they can make rational choice or judgment on both personal and social issues.

2. Review of Present State

2.1. Strength
   2.1.1. Students in general have a basic knowledge on information technology.
   2.1.2. Teachers are willing to share experience and new ideas.
   2.1.3. Students are in general eager to take part in class activities.

2.2. Weaknesses
   2.2.1. In general, students do not have the initiative to explore current or social issues.
   2.2.2. Students’ initiative and ability to learn showed great differences.
   2.2.3. Teaching materials are easily out-dated.

3. Issue to be addressed

3.1. To enhance students’ awareness towards the events around them and help them to develop a sense of citizenship.
3.2. To incorporate the following to the curriculum
   ● This year’s major concern “Obedience and self-control”
   ● Project on improving student learning approach
3.3. To help students overcome individual learning difficulty.
3.4. To enhance students’ skills in collecting, reading and analyzing data.
3.5. To encourage students to express opinions and create a more interactive learning environment in class.
3.6. To review the existing syllabus and select new course books
4. Implementation Plan

| Visits                                      | Two visits and one Talk will be arranged.                                                                 |
|                                            | • To arrange a visit for F.1 in the first term and one for F.2 students in the second term. SY will be in charge of the visit for F.1 and TM-HT will be in charge of the visit for F.2. |
|                                            | • A talk will be organized for F.3 students during the second term. SY and TM will be in charge of it. |

| News report                                | Students will conduct news report in class.                                                            |
| Project work                               | F.2 students will complete a mini-project about election.                                              |
| This year’s concern:                       | To reinforce students’ responsibility and discipline in class                                          |
| Obedience and Self-control                 |                                                                                                        |
| Project on improving students learning approach | Reinforce students’ training on the following through assignments, quizzes and tests:                     |
|                                            | • Organize and structure their knowledge.                                                              |
|                                            | • Relate theoretical ideas to everyday experiences.                                                   |
| Remedial lessons                           | To be arranged on need basis.                                                                          |

5. Evaluation

5.1 Students’ willingness to take part in class activities, project work and news reports.
5.2 Students’ performance in class, homework, project work, tests and exams.

6. Budget

<table>
<thead>
<tr>
<th></th>
<th>$</th>
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</thead>
<tbody>
<tr>
<td>Stenciling/ photocopy</td>
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</table>

7. Program Team Members

Mr Kwok Wai Keung (Team Leader)
Ms Cheung Sui Lan
Ms Tam Mei Ling
Ms Choi Suk Yan
Ms Ho Ping Ting
ENGLISH DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Purpose

1.1 To promote students’ competence in the four basic skills of reading, writing, speaking and listening.

1.2 To develop a positive attitude and an interest in learning English as a useful language for study, work and social purposes.

1.3 To help students appreciate the cultural and aesthetic aspects of the language.

1.4 To equip students with independent learning skills.

2. Review of Present State

2.1 Strengths

2.1.1 The members of the English department are well-qualified, experienced and keen on professional development. Most of them possess a master’s degree and half have more than 20 years’ teaching experience. They keep up with new developments by attending professional courses and serving on public examination panels.

2.1.2 A grant of $498,000 has been provided by the EDB to enhance English language development since 2007 over a period of 6 years until 2013.

2.1.3 With the Refined English Enhancement Grant amounting to $999,960 projects enhancing learning through the medium of English have taken place for a year and they will continue until August 2014.

2.2 Weaknesses and Limitations

2.2.1 Most of the boys come from public housing estates with peer culture, family backgrounds and environments less conducive to learning English.

2.2.2 With the large range of activities and the multi-media culture, students spend less time on reading as a hobby.

2.2.3 There is a higher demand on teachers in terms of time and strategies to address the issue of learner diversity.

3. Objectives of Issues to be Addressed

This programme plan aims:

3.1 to prepare the new Form One students for learning through English;

3.2 to provide more opportunities for students to use English and to develop their language skills outside the classroom;

3.3 to broaden students' range of aesthetic experiences as part of the “Other Learning Experiences”;
3.4 to enhance reading and vocabulary learning;
3.5 to organize programmes to address learner diversity;
3.6 to review and implement the NSS Curriculum;
3.7 to provide more individual attention and feedback for students;
3.8 to address the major concerns of the school;
3.9 to deliver the school-based curriculum development projects committed in the Refined English Enhancement Scheme for 2012-2013; and
3.10 to improve students’ learning approaches so as to achieve effective and pleasurable learning.

4. Implementation Plan

4.1 4.1.1 to organize a summer English Programme for new Form One students
     4.1.2 to update the Bridging Programme materials

4.2 to provide an environment for students to learn and use the language
     4.2.1 Open competitions
     4.2.2 Newspaper and magazine subscriptions
     4.2.3 Lunchtime activities in the English Room
     4.2.4 English Week
     4.2.5 Language courses
     4.2.6 Oral Practices
     4.2.7 Sing Yin Radio

4.3 to help students appreciate Language Arts
     4.3.1 to arrange a drama performance for F.1-5 students
     4.3.2 to take part in the School Speech Festival

4.4 to enhance reading and vocabulary learning
     4.4.1 to subscribe to on-line programmes
     4.4.2 to carry out the Book of My Choice Scheme
     4.4.3 to promote reading by arranging book sharing during morning assemblies
     4.4.4 to organise word games for junior forms
     4.4.5 to provide additional exercises and to allocate at least 5% of the subject total to vocabulary items in tests and examinations in F.1-3.
     4.4.6 to promote vocabulary learning strategies in F.4
     4.4.7 to include a Literature component for F.1 and 2 students and develop teaching/learning materials

4.5 to organize programmes to address learner diversity
     4.5.1 to carry out creative writing workshops
     4.5.2 to carry out Challenge Programmes
     4.5.3 to carry out the Peer Models Scheme
     4.5.4 to carry out remedial programmes (F.1 to F.5)
4.6  4.6.1 to carry out the plans made in NSS Committee meetings
4.6.2 to take part in professional development activities and courses
4.6.3 to share teaching ideas and experiences

4.7  4.7.1 to conduct small group oral conferences in ERS lessons and provide feedback on an individual basis.
4.7.2 to adopt co-teaching in F.6 Speaking lessons and provide feedback on students’ performance in speaking tasks on an individual basis.

4.8 to set tasks on raising students' awareness of the importance of self-discipline to address one of the major concerns, “to enhance students' obedience and self control”.

4.9 to co-ordinate the preparation of materials for three projects.

4.10  4.10.1 to encourage teachers to employ teaching strategies or set learning tasks that would effectively help students acquire deep and achieving learning approaches e.g. the use of progress charts, the use of peer models, the use of an English note book or vocabulary book, the use of assessment criteria, creative writing, projects, participation in competitions etc.
4.10.2 to raise students’ awareness of the three different approaches to learning in the Learning Progress Questionnaire and encourage them to explore topics of interest and resources for extension.

5. Evaluation

5.1 Feedback will be collected from the teachers and students.
5.2 The performance of the students, participation rate and frequency of participation will be reviewed and feedback from the teachers and students will be collected.
5.3  5.3.1 Evaluation from the teachers and students will be collected.
5.3.2 Student participation rate and achievements will be taken into consideration.

5.4.1 Progress reports will be monitored throughout the year.
5.4.2 A survey will be conducted on eClass to collect students’ feedback.
5.4.3 Feedback from the teachers and students will be collected.
5.4.4 Feedback will be collected from the teachers, student helpers and the students.
5.4.5 Feedback from the markers will be collected.
5.4.6 Feedback from the teachers will be collected.
5.4.7 Feedback from the teachers and students will be collected. Evaluation will be made on the design of lessons, materials, assignments and assessments.

5.5 Students’ performance will be monitored and the teachers’ feedback will be collected.

5.6 Evaluation meetings will be conducted to collect teachers’ feedback and share experiences.
5.7 Feedback will be collected from the teachers, the teaching assistant and students.

5.8 Feedback from the teachers will be collected.

5.9 Comments from teachers will be collected.

5.10 Teachers will be invited to reflect on, report and share teaching strategies and learning tasks they have used during the term to inspire effective and measurable learning.
1. **Purposes**

1.1 To develop students’ awareness and understanding of the surrounding especially on the contemporary issues.
1.2 To stimulate students’ interest in the study of geography.
1.3 To enable students to understand the various concepts in geography.
1.4 To develop the general and specific skills appropriate to the discipline of geography which are useful in society and helpful in their further studies.

2. **Review of the Present State**

2.1 **Strengths**

2.1.1 All Teachers are co-operative and willing to share experience and new ideas on teaching. They show keen interest in attending various courses, workshops and seminars related to the discipline of geography.
2.1.2 Most students show interest in the nature and the environment surrounding them. They have the basic knowledge on Hong Kong geography through their past learning and their awareness on current affairs.

2.2 **Weaknesses**

2.2.1 Some students are examination-oriented. They like to be spoon-fed and lack creativity. They are unable to make generalization from facts. They are too dependent on teachers and are weak in organizing their own plans of study and self-learning.
2.2.2 Most students are passive in learning. They tend to recite materials.
2.2.3 Students in recent years are less attentive in lessons. Some of them lack learning motivation and most of them generally lack common sense.
2.2.4 Students are very interested in playing computer games. Hence, it is difficult to organize outdoor activities on weekends and after school. Every time the participation rate is rather low.

3. **Objectives of Issues to be addressed**

3.1 To promote the study of geography through active learning.
3.2 To maintain good results in public examinations.
3.3 To implement the NSS curriculum.
3.4 To arouse the interest in the study of geography.
3.5 To address the School’s major concerns – to enhance students’ obedience and self control.
3.6 To set up the geology corner at the Geography Room.
3.7 To promote the effective Deep and/or Achieving Approach in student learning.

4. Implementation Plan

4.1 Promote the study of geography through active learning:
   4.1.1 Fieldtrips, visits or projects will be organized for all levels.
   - Form One – A simple field work on land use around the school campus in Choi Wan will be organized. Besides, a visit to the Urban Renewal Exploration Centre or an organic farm in Yuen Long will also be organized.
   - Form Two – A visit to the Hong Kong Observatory will be organized.
   - Form Three – A field trip on manufacturing industry will be organized.
   - NSS level – Field trips to Ma Shi Chau and/or Luk Keng will be organized for F.4 students and a 2-day field camp at Caritas Chan Chun Ha Field Studies Centre will be organized for F.5 students. F.6 students will be asked to attend seminars provided by different universities and organizations.
   - An overseas study tour will be jointly organized with History and Chinese History Departments for F.5 students.

4.1.2 Students will be encouraged to participate in various inter-school or public competitions related to the discipline of geography e.g. HK Geography Olympiad.

4.1.3 Group discussions and role-plays in class followed by presentations.

4.2 Maintain good results in public examinations:
   More frequent quizzes will be given in order to raise the students’ academic standards.

4.1.4 Students of senior forms will do more written work e.g. doing past papers and essay writings.

4.1.5 Extra lessons will be given to students of senior forms during holidays or a ninth period on school days occasionally. Lessons will be used for doing map work, exercises or informal tests and students can obtain immediate feedback from teachers.

4.1.6 Question papers of tests and examinations for the past three years will be uploaded to the school intranet so that students can do them at their own pace.

4.3 Implement the NSS curriculum:
   4.1.7 Teachers will share the teaching experience of the NSS curriculum and discuss about any changes to make a better implementation of the curriculum.
   4.1.8 Teachers will attend seminars or workshops related to the NSS curriculum.
   4.1.9 Buy library books and teacher references on related topics of the NSS curriculum.
   4.1.10 Buy DVDs and teaching resources on related topics of the NSS curriculum.
4.4 Arouse interest in the study of geography:
4.4.1 Newspaper cutting on current issues will be carried out in all forms.
   - Form One- one issue per month (no summary needed in the first term; summary of 50 words in the second term)
   - Form Two- one issue per month (summary of 70 words)
   - Form Three- one issue per month (summary and comments of 100 words)
   - NSS level- one issue per month (summary and comments of more than 100 words which must include the causes and solutions related to the issues).
   - At the end of each month, five to six students of each class will be randomly selected to give an oral presentation during the lessons.

4.4.2 An exhibition and talk on “General Town Planning Concepts and Practices” by the Planning Department of the Hong Kong SAR Government will be organized for NSS students.

4.4.3 Film shows and field trips will also be organized by Geography Club and projects through the use of GPS/GIS of a small scale may be done on a trial basis.

4.5 Address the School’s major concerns:
4.5.1 Obedience and self control of the students will be emphasized during class activities e.g. discussions and outdoor activities e.g. field trips and visits.

4.5.2 The ideas of obedience and self control will be discussed through the teaching of various topics in geography e.g. sustainable city, global warming, etc.

4.6 Set up the geology corner at Geography Room:
4.6.1 Some tack boards will be used to show the geological history of Hong Kong.

4.6.2 Rocks will be displayed in the two newly bought cabinets.

4.7 Promote the effective Deep and/or Achieving Approach in student learning:
4.7.1 Group discussions, debates and role-plays will be held in class. Teachers will guide students to have logical and critical thinking on different current issues.

4.7.2 Teachers will ask students to organize what they have learnt in lessons to draw concept maps and to write their own notes.

4.7.3 Students are required to do newspaper cutting exercises. This not only helps to develop their habit of reading newspapers, but also helps to enhance their concern and understanding of current issues.

4.7.4 Field trips, visits and talks will be organized for students of different forms to arouse their interest in learning geography.

4.7.5 Students are encouraged to take part in different competitions related to the discipline of geography.

4.7.6 F.4 students are required to design a topic for SBA project. Through fieldwork enquiry tasks, students can be given opportunities to demonstrate the ability to ask geographical questions in the field, to identify spatial patterns through field observation, to locate and
collect first-hand data, and to conduct geographical enquiry that involves hypothesis testing, decision-making and/or value judgements.

5. **Evaluation**
Teachers assess students’ assignments (including worksheets, workbook exercises, map work, data-based questions, essays, projects, fieldtrip reports, newspaper cutting exercises), tests and examinations.

6. **Budget**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Subsidy on transportation fee for fieldwork or visit</td>
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<tr>
<td>2.</td>
<td>Maps and photos</td>
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<tr>
<td>3.</td>
<td>Equipment and teaching aids</td>
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<td>4.</td>
<td>Photocopy and duplication fee</td>
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<tr>
<td>5.</td>
<td>Miscellaneous</td>
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<td></td>
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<td><strong>$20,500.00</strong></td>
</tr>
</tbody>
</table>

7. **Programme Team**
Miss Lok Yuen Kwan (Team Leader)
Miss Liu Pui Ying
Miss Kwan Yim Ling
Mr. Li Chung Man
Mr. Ng Chak Nam
1. Aims and Objectives

1.1 to stimulate interest in, and enthusiasm for, the study of history;
1.2 to promote the acquisition of knowledge and understanding of human activity in the past, relating it, when appropriate, with the present;
1.3 to help students acquire knowledge so that they can demonstrate their understanding of the major development of our world civilization;
1.4 to enable students to master a range of skills so that they can handle historical evidence and make deductions and inferences from them independently. These skills include vocabulary, sequencing, comprehension, analysis, synthesis and evaluation.
1.5 to help students acquire the following 3 values and attitudes:
   ● respect the culture and heritage of other communities;
   ● develop a spirit of impartiality and empathic understanding to historical problems and issues;
   ● have a sense of national identity and to become responsible citizens.

2. Review of Present State

2.1 Strengths
   2.1.1 All our students are band one who have adequate ability to achieve a higher academic standard. Some even show profound interest on particular topics in history.
   2.1.2 Our teachers are very co-operative and helpful. We have many opportunities to share our teaching experience after school hours.
   2.1.3 Our panel is relatively small. It allows better communication and it is easier to reach unanimous agreement.
   2.1.4 Adequate fund is allocated by the school authority to buy all the necessary teaching aids and resources for our panel.

2.2 Weaknesses
   2.2.1 Although our students are of good academic ability, they do not have high English standard. To some of them, learning history in English is a difficult task.
   2.2.2 It seems that most of the boys prefer science than arts. They do not have great interest in learning history.
   2.2.3 Most students only regard history as an academic subject which they need to pass in their examination. They never bother to go further to appreciate the true value of history learning.
   2.2.4 Most students have the misconception that history learning is a process of memorizing all the facts and reproducing them during the exam, they fail to realize the importance of evaluation and analysis in learning the subject.
   2.2.5 The problem of diverse ability is getting more serious.
   2.2.6 Teachers are not familiar with the new NSS syllabus.
3. Major Issues to be Addressed

3.1 to address the major concern of the year: to enhance students’ obedience and self control;
3.2 to implement the F.4 to F.6 NSS syllabi;
3.3 to enhance students’ interest in history learning and encourage them to choose history as one of their electives in the upper forms;
3.4 to improve the exam skills of students and the exam results.

4. Implementation Plan

4.1 To improve the English ability in learning history (all members)
   Vocabulary and useful phrases in answering questions will be emphasized; dictation and quizzes will be conducted more frequently to enhance students’ awareness on the importance of strengthening English ability in learning history.

4.3 Remedial lessons (F.6 & F.5) (LE)
   Remedial lessons and extra exercises will be offered for the weaker students of F.6 from October and F.5 from February. For F.6 students, a few special sessions for more complicated argumentation and structuring will also be held for the more able students, while some sessions of basic elaborative skills and the use of key words/ phrases will be held for the less able ones.

4.4 History project (F.1 – F.3) (all members)
   The themes of the projects from F.1 to F.3 are ‘international conflict and cooperation’ and ‘progress of human civilizations,’ focused on the physical and spiritual sustainability of the mankind in history such as the conservation of the natural environment, appropriate development of technology, and uphold of essential values. Students will better understand the importance of obedience and self control in resolving international conflicts, sustaining the development of human civilization, as well as nurturing personal and cultural development for mankind. These can be attained through in-depth studies in wars, attempts to make peace, efforts in international cooperation, and major achievements in human civilization within their history course. Like previous years, they will be asked to present their results in various forms such as postcard, drawing, and letter-writing.

4.5 Mini-research (SBA of F.4-F.6) (LE & NC)
   F.5 students, after confirming their topics in F.4, will continue to work on their research, i.e., reading deeply on the topics chosen, gathering and analyzing sources, and writing up. They are encouraged to consult more reference books to verify their materials instead of just acquiring information from the internet. Progress will be duly checked. Like previous years, F.4 students will be asked to read extensively and select their topics of interest for the mini-research. Their ideas of various topics will be discussed with and moderated by teachers. Initial findings on the topics will be presented in a study outline.

4.6 Study Tour, Fieldtrips & Museum Visits (all members)
   Similar to previous years, different types of outings will be organized for students, such as WWII military structures at Wong Nai Chung and Sai Wan, the Central and Western
Heritage Trail, the Lung Yeuk Tau Heritage Trail, the Colonial Cemetery at Happy Valley, the Sun Yat-sen Memorial Museum, the Hong Kong Museum of History, and study tours outside Hong Kong at Suzhou and Hangzhou, Taipei and Keelung, Macau, and Guangzhou. The tentative study tour overseas will be organized jointly by the History, Chinese History and Geography Departments. The proposed destinations are Macau, Taiwan, Nanjing, Kaiping or Fujian.

4.7 Proposed Extra-curricular Activities

<table>
<thead>
<tr>
<th>Proposed Date</th>
<th>Activity</th>
<th>Teachers Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 2012</td>
<td>Half-day fieldtrips for F.5 history students: Visit to Museum or Heritage Sites in Hong Kong</td>
<td>LE</td>
</tr>
<tr>
<td>Nov 2012</td>
<td>Visit to the Hong Kong Museum of History for all F.1 students</td>
<td>SY, FY</td>
</tr>
<tr>
<td>Mar/Apr 2013</td>
<td>Tentative Study Tour: Visit to Historical sites outside Hong Kong, e.g. Macau, Taiwan, Nanjing, Kaiping or Fujian</td>
<td>LE</td>
</tr>
<tr>
<td>Apr/May 2013</td>
<td>Fieldtrip for F.4 history students and other interested students: Visit to Museum or Heritage Sites in Hong Kong</td>
<td>LE, NC, YC</td>
</tr>
<tr>
<td>Apr/May 2013</td>
<td>Fieldtrip for F.5 history students and other interested students: Visit to Museum or Heritage Sites in Hong Kong</td>
<td>LE, NC, YC</td>
</tr>
<tr>
<td>Apr/May 2013</td>
<td>Session on Political Cartoons for F.5 students</td>
<td>NC</td>
</tr>
</tbody>
</table>

5. Method of Evaluation

5.1 Teachers concerned are expected to report the progress of the suggested activities in the 2nd and 3rd history panel meetings which will be held in Jan/ Feb and July 2013 respectively
5.2 Evaluate on the performance of the students in both internal and external examinations
5.3 Evaluate students’ performance through book inspection and lesson observation
5.4 Keep a clear record of the number of students who participate in the training sessions and the remedial lessons
5.5 Evaluate students’ performance in the visits /excursion
5.6 Evaluate students’ performance in their projects on history

6. Budget

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<thead>
<tr>
<th>Items</th>
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<td>Stenciling / photocopy</td>
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<tr>
<td>Coach fare for visits / excursion</td>
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<tr>
<td>Prizes for projects</td>
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<tr>
<td>Teaching aids: videos, reference books, etc</td>
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</tr>
<tr>
<td>Miscellaneous</td>
<td>$600</td>
</tr>
<tr>
<td>Total</td>
<td>$6,000</td>
</tr>
</tbody>
</table>
7. Programme Team

Miss Choi Suk Yan
Mr Lee Cheuk Wai
Mr Ng Chak Nam
Miss Wong Fung Yee
Mr Yeung Chiu Yung
INTEGRATED SCIENCE DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Objectives
1.1 To develop students’ basic knowledge and skills in science
1.2 To arouse students’ interests in science and technology
1.3 To develop in students an appreciation of science and its applications to our daily life
1.4 To develop students’ curiosity in science
1.5 To develop the students’ ability to inquire and solve problems
1.6 To let students recognize the usefulness and limitations of science and the interactions between science, technology and society and to develop an attitude of responsible citizenship, including respect for the environment and commitment to the wise use of resources
1.7 To develop and reinforce values and attitudes through the study of science
1.8 To appreciate and understand the evolutionary nature of scientific knowledge

2. Review of present state
2.1 Strength
2.1.1 Most students are interested in science.
2.1.2 There are many young and energetic teachers in the department. They are very devoted to the teaching.
2.1.3 There are a lot of IT supports such as eBook, PowerPoint files, movie clips and ETV programmes for students to learn. We also have a powerful eClass platform for students’ self-learning.
2.1.4 Most students are obedient and have self-control. They learn well in the lesson. They follow instructions well in the laboratory. Therefore, they can learn better through experiments and laboratory accidents are minimized.

2.2 Change and need
2.2.1 Some students are weak in English. They cannot understand the lessons thoroughly since the lessons are conducted in English.
2.2.2 There is a lack of good reference books for IS in Hong Kong.
2.2.3 Teachers have to develop new teaching strategies to cope with a greater student diversity.
2.2.4 There will be 4 periods in each cycle for F.3 and F.1. The scope of syllabuses has to be reduced owing to the time constraint.

3. Objectives of Issues to be addressed
3.1 To arouse students’ interests in science
3.2 To interface junior secondary science curriculum with NSS science curriculum
3.3 To cater for learner diversity
3.4 To enhance teaching and learning through teachers’ sharing meetings
3.5 To enhance teaching and learning through eClass platform
3.6 To promote students’ project skills
3.7 To encourage students to be more engaged in doing experiments
3.8 To foster deep and achieving approaches to learning
3.9 To promote students’ obedience and self-control
4. Implementation plan
4.1 To arouse students’ interests in science

4.1.1 Seed Project
As creativity, critical thinking, communication, problem solving (3C1P) and scientific investigatory skills are fundamental in helping students to acquire and apply knowledge in science, our ‘Seed Project’ includes the data analysis skill and ‘3C1P’ training as well as writing learning journal.
Specific activities will be arranged for F.1 and F.2 students to develop their scientific mind. Some of these activities will be selected and students will be asked to write a learning journal on them. Through writing learning journal, they can improve their language skill and have more engagement in the learning process.

4.1.2 Reading programme
Reading exercises will be provided for students. The articles show interesting topics or daily issues to arouse students’ interests. This reading programme let students learn science in a more interesting way. More online reading exercises will be encouraged to develop their habits of reading in order to achieve ‘reading to learn’.

4.1.3 Science week and Visits
Science week will be held in the second term. There are lunch games, experiments, book exhibition, video shows etc. All students in the school can participate. During the science week, all F.2 students will visit the Science Museum.
All F.3 students will be arranged to visit the Biotech Mobile Laboratory which will come to our school on 26/11/2012. They will do some hand-on experiments to learn more about biotechnology such DNA extraction and DNA fingerprinting.

4.1.4 School tour
Since our school has a lot of environmental facilities, when F.1 students are learning the topic ‘energy’, they will be led by the environmental prefects and teacher to have a school tour. During the tour, different environmental facilities such as ‘LED lights’, ‘wind turbine’ and ‘solar panels’ will be shown and the different scientific principles will be taught.

4.2 To interface junior secondary science curriculum with NSS science curriculum

4.2.1 Data analytical skill
In NSS science curriculum, students are required to do laboratory reports. In the reports, they have to record, analyse and present their data. Therefore, we hope to promote these skills in their junior forms. Data analytical and presentation skill will be taught in all forms. The students will be taught how to analyse and present data in a correct and accurate way. New worksheets and notes will be prepared. Different levels of skills will be taught in different forms and the skill development will be in a spiral mode learning process. In some experiments, they are required to apply their knowledge and skill in dealing with the data.

4.2.2 New F.3 syllabuses
The topics for F.3 will be evaluated. The curriculum will be tailor-made to balance the requirement of future Arts and future Science students. For future Arts students, we should include a broader scientific issues whereas the future Science students, we should include a deeper scientific ones for a better preparation of NSS. As the Biology Department requires that students in Form 4 find it difficult to understand the concepts of molecules, this topic may be incorporated in the coming F.3 syllabus. As the Physics Department finds that the topic ‘optics’ may not be the best topic taught in F.3, the physics part of F.3 curriculum will also be evaluated.
4.3 Catering for learner diversity

4.3.1 IJSO training
For students who have higher ability, some extra topics will be taught in the class. Some F.2 students will be screened for IJSO training. In this year, the F.2 students will be selected at an earlier time so that they have more time for training in school and have more time to prepare for the Hong Kong Screening Test which will be held in September 2013. All three science department (Phy, Chem, Bio) gives full support to this programme. Teachers of the three departments will help to train the students for the competition.

4.3.2 Remedial classes
Some remedial activities will be held for the weaker ones for time to time. This year, we will set up remedial classes. Teachers will take turn to teach the students who failed in the tests and/or examinations. These will be held after school and the system will be operated in and in-and-out mechanism such that the students may leave the class after they have got improvement.

4.3.3 Gifted programme
Some selected students are invited to attend a half-day programme on a Saturday to learn some out-of-syllabus topics. I.S club will organize some activities for the students who are interested in science.

4.4 To enhance teaching and learning through teachers’ sharing meetings

4.4.1 Teachers’ feedback in marking papers
Teachers who mark the examination papers should make a report on the students’ performance. The reports will show the strengths and weaknesses of the students. Teachers can make use of the reports for preparation of the future lessons.

4.4.2 Teachers’ sharing meetings
Some teachers’ sharing meetings will be held to discuss the teaching skills and experience of teaching. Teaching tips will be recorded and published in the public server or eClass platform for teachers’ reference. Teachers are encouraged to use the teaching tips.

4.5 To enhance teaching and learning through eClass platform
It was proven that self-learning through eClass platform is effective. Students who did more self-tests in the eClass platform did better in the examination. Therefore, teachers are encouraged to teach and provide exercises to students through the eClass platform.

4.6 To promote students’ project skills
Apart from the activities in ‘SEED’ projects, one additional project will be prepared for students within the school year. It helps training their project skills and students have the chance to apply their skills in learning science. Students are encouraged to give oral presentation for the projects. The marks of the projects will be used as a bonus mark for the second term test.

4.7 To encourage students to be more engaged in doing experiments
Teachers’ assessment scheme (TAS) for experiments will continue to encourage students to be much more engaged in their experiments. It was found that students showed more responsibility and did the experiments more carefully.

4.8 To foster deep and achieving approaches to learning
More ways to improve lectures to foster deep approaches to learning will be used. These include starting the lecture by requesting the students to tell the teachers about last week’s
lecture and its application in their lives and test their comprehension of the lesson, concluding the lecture by allowing the students to self-test themselves on whether they have mastered the learning outcomes, planning activities that will require students to actively engage rather than passively receive such as role playing and discussing various aspects of a problem in pairs.

4.9 To promote students’ obedience and self-control
All students are requested to line up quietly in the corridor while going to the laboratory. All students are requested to tidy up the benches and their chairs after the experiments.

5. Evaluation and Performance indicator
5.1 To arouse students’ interests in science
5.1.1 Seed Project and Projects
A seed project will be carried out in Form 1 and 2. About 6-8 activities will be arranged for students. The students will complete the tasks given and are asked to write a learning journal on the tasks. A booklet will be used to record the students’ work. The booklet will be kept and passed on when they are promoted to the higher forms. In addition, each form will conduct a larger-scale project. Students may be required to give an oral presentation. Peer assessment can be adopted for the project presentation. To assess their performance, one to two bonus marks will be granted to them in their second term test.
5.1.2 Reading programme
Students have to finish at least two pieces of reading exercises. Teachers will discuss with the students and give feedback on the students’ answers.
5.1.3 Science Week and visits
Science week will be held in the second term. At least 50 students will take part in the activities scheduled in the week. For F.2 students, all students led by a teacher will visit the Science Museum during week. There will be a pre-trip briefing and a debriefing after the visit.
The SSY Biotechnology Mobile Laboratory will be rented and our F.3 students will be arranged to do hands-on experiments in the MobileLab.
5.1.4 School tour
10 environmental prefects will be responsible for introducing our F.1 students the environmental facilities in the school campus. The teacher will also teach them the underlying principles of these facilities which include the concept of renewable energy sources.

5.2 To interface junior secondary science curriculum with NSS science curriculum
5.2.1 Data analytical and presentation skill
Three different worksheets will be prepared and the skill will be taught. Questions related to this skill will be set in the tests and examinations to check the students’ understanding.
5.2.2 New F.3 syllabuses
Topic ‘Metals’ and ‘Optics’ will be evaluated. New syllabuses will be prepared in the first term. Some Biology, Chemistry and Physics teachers will help to give advice during the discussion.

5.3 Catering for learner diversity
5.3.1 IJSO training and gifted programme
In the first term, all students will attend a selection test. About 20 students will be selected to join a course which lasts for 4 weeks. An enrichment lecture with experiments will be
held in a Saturday will be provided for these students. After the training course, another selection test will be held in the second term. 5-6 students will be selected to join the IJSO Hong Kong Screening test.

5.3.2 Catering for learner diversity
I.S club will organize 2 or more activities for the students. These activities will cover the topics which have not been taught in F.1 to F.3. Worksheets may be given to check their understanding. After tests and examinations, the students who failed will attend a re-test. This year, a remedial class will be held in each form. Those students who failed in the first term test will join. They will attend two sessions of remedial lessons which will be conducted in each period between the test and exam. A better performance in their final exam should be observed.

5.4 To enhance teaching and learning through teachers’ sharing meetings
Markers of exam paper will prepare a report for the students. One teachers’ sharing meeting will be held each term. In the meetings, teachers will discuss with others on the skills and experience of teaching. A report will be prepared and stored in department server. Teachers are encouraged to teach and give exercises to students through the eClass platform. They should try to give exercises to students through eClass. Department head will supervise and give assistance to the teachers who have difficulties in managing the eClass platform.

5.5 To encourage students to be more engaged in doing experiments
Marks of TAS will be contributed to the results of the second term test. The weighing is 10%.

5.6 To foster deep and achieving approaches to learning
A piece of notes showing different ways of deep learning strategies are distributed to teachers. Teachers will use at least 2 of them in their lessons.

5.7 To promote students’ obedience and self-control
A record will be kept for the students who do not show obedience and self-control. Warning and even punishment will be given to promote students’ obedience and self-control.

6. Time schedule

<table>
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<tr>
<th>Implementation Plan</th>
<th>Period</th>
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</thead>
<tbody>
<tr>
<td>4.1</td>
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</tr>
<tr>
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<td>4.8</td>
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7. Budget

Expenditure

1. Teachers’ Reference Books
   $1,000.00

2. Laboratory Equipment
   (a) Chemicals
      $4,000.00
   (b) Glassware
      $2,000.00
   (c) Equipment
      $4,000.00
   (d) Consumable materials
      $10,000.00

3. Photocopy of exercises/notes
   $1,000.00

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Total expenditure:
$22,000.00

8. Department Members

Mr. Wong Chi Keung (Department Head)
Mr. Lam Hei Tat (Assistant Department Head)
Mr. Chung Tat Chi
Mr. Kwong Wai Shing
Miss Yuen Sze Nga
Mr. Yu Cheuk Fun
Mr. Yung Lit Hung
Mr. Cheung Shi
Mr. Cheung Hoi Cheung
通識教育科
2012-2013年度計劃

1. 本科宗旨
高中通識教育科旨在幫助學生：
1.1 對不同情境中（例如文化、社會、經濟、政治及科技）經常出現的當代議題作多角度思考；
1.2 成為獨立思考者，能夠適應個人和社會環境的不斷轉變情況而建構知識；
1.3 培養與終身學習有關的能力，包括批判性思考能力、創造力、解決問題能力、溝通能力和運用資訊科技能力；
1.4 建立正面的價值觀和積極的人生態度，使他們成為對社會、國家和世界有認識和負責任的公民。

2. 目前概況
2.1 強項
   2.1.1 每班由兩位老師負責任教，使學生在課堂中獲得更多照顧，有利於開展課堂討論。
   2.2.2 本科以中文為教學語言，這有利於學生的學習。
   2.2.3 本校為中三學生开展了專題研習課，為學生提供了基本技巧訓練，進行「獨立專題探究」。另外，中三的學習技巧課程和明辨思考課程，亦為學生的本科學習奠定了基礎。
   2.2.5 所有科組老師已經接受本科的專業培訓，對本科的性質和評估模式有一定的掌握。而部份老師更已修讀了通識教育科相關的教育文憑及碩士課程。
   2.2.6 校外有頗多的教育團體為教師和學生提供有關本科的講座、活動。

2.2 弱項
   2.2.1 部份學生過於被動，課堂討論未見投入；同時學生的自學能力不足，過於依賴老師。
   2.2.2 部份學生較少留意時事，亦甚少有閱報習慣。
   2.2.3 部份學生的中文寫作能力稍遜，影響本科表現。

3. 本年度目標
   3.1 加強學生的服從性及自律能力
   3.2 檢討新高中教學課程
   3.3 改進學生的學習方法
   3.4 發展教與學資源

4. 施行計劃
   4.1 加強學生的服從性及自律能力
      4.1.1 科任老師在教學中通過合適的議題討論，令學生理解自己的權利和責任，以加強學生的服從性及自律能力。例如：在單元一(個人成長與人際關係)，通過探討網絡欺凌的議題討論，幫助學生了解自己作
為年青人的權利和責任，理解自律行為的重要性；在單元二(今日香港)，通過探討香港的公民權責，讓學生理解自己的公民義務及在社會中自律行為的重要性；在單元六(能源科技與環境)，通過探討環境污染及全球暖化議題，鼓勵學生自發節約能源，讓學生理解自己作為世界公民的權責。

4.1.2 科任老師通過利用獨立專題探究的教材套，鼓勵學生根據行事曆規畫自己的工作，分階段完成習作，以培養他們的自律性及自學能力；另外，老師亦會引導學生建立自己探究歷程記錄，妥善保存習作及老師回饋／評估的證據，以培養他們的責任感。

4.2 檢討新高中教學課程
4.2.1 針對今年文憑試的要求，本科的課程內容將會作出適度的改動。例如：單元二(今日香港)及單元三(現代中國)將加強中港兩地政制的探討；單元二(今日香港)將由探討「香港房屋問題」轉至探討「人口老化問題」。

4.2.2 針對今年文憑試的要求，本科亦將會更強調九種「通識能力」的訓練，並通過日常學習及習作，強化學生的思維及應試技巧。

4.2.3 針對本科的課時不足，科組老師將檢討校本課程編排，以增加學習效能，改善課時不足問題。

4.2.4 各科組老師在教學過程中，亦將會檢視現存的教學材料，並會搜集各種教學素材，適時更新校本教材庫。

4.3 改進學生的學習方法
4.3.1 根據《通識教育科：課程及評估指引(中四至中六)》，本科採用「議題探究法」，透過不同的學習活動(如：辯論、角色扮演及分組討論)，幫助學生釐清相關概念；老師亦引導學生作出明辨思考，深入反思議題內容及不同持份者的觀點，以達致深層學習(deep learning)效果。

4.3.2 科任老師亦因應同學的學習階段，利用課堂活動及課業，培養學生的終生學習能力，包括分析文本資料、數據及漫畫；利用分析框架從不同角度 (正反、持分者、不同向度) 分析議題，從而提高學生的思維能力；另外老師亦引導學生寫筆記，以培養積極的學習習慣。

4.3.3 學生透過剪報家課，提高對時事議題的認識和關注，另外，課堂匯報亦可提升學生的溝通和表達能力。

4.3.4 獨立專題探究是本科不可或缺的一部分，其設計旨在提供一種自主學習的經歷。通過老師的引導，學生需負起學習的主要責任，並發揮自我管理能力，以進行一自訂主題的探究研習。在學習過程中，
學生需聯繫、整合及應用從三個範圍學習獲得的知識和能力。在本年度中，科任老師將透過利用獨立專題探究的教材套，鼓勵學生分階段完成習作，以培養他們的自學能力，透過對議題和問題的探究性研究，學生將發展高階思考能力和溝通能力，達致深層學習效果。

4.3.5 為了達致深層學習，老師需幫助學生培養學習的興趣和好奇心。本科將視乎不同年級之課程進度，安排合適活動(如：講座、參觀)，以配合單元學習，將學習融入日常生活中；另外，老師亦可鼓勵學生參加校外專題研習比賽，以提升學生的學習興趣。

4.3.6 為了幫助中六學生應付中學文憑試，本科將安排四次輔導班，以幫助能力稍遜的學生重温單元內容及提升應試技巧。

4.4 發展教與學資源
4.4.1 繼續購買合適之參考書及多媒體資源，供老師及學生之用；並訂閱合適之報章、雜誌及期刊。
4.4.2 科組老師將繼續搜集各種教學素材，適時更新校本教材庫。
4.4.3 繼續鼓勵老師繼續出席相關之講座、研討會及培訓課程，並於科組會議中分享所獲的資訊。

5. 評估
5.1 功課習作：由老師以批改方式進行。
5.2 校本評核：老師批改學生的獨立專題探究「過程」及「課業」習作後，呈分予考評局作全科評核之用。
5.3 校內測驗及考試：老師批改學生測驗及考試，並與往年的成績作比較。
5.4 中學文憑試成績：與往年的成績作比較。

6. 財政預算

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7. 科組成員

鄭秉華老師（科主任）
周幸嫄老師
許志權老師
單家輝老師
羅綺雯老師
關艷玲老師

吳澤楠老師
梁淑蓮老師
陳椿偉老師
楊釗墉老師
楊嘉華老師
駱婉君老師
MATHEMATICS DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Purpose

1.1 This programme is to introduce to the students some basic mathematical concepts, to continue the development of numeracy, and to help the students to acquire and apply the skills.

1.2 It aims at providing more experience with a wide variety of mathematical methods, introducing a general sense of the pattern, nature and power of mathematics both as a tool and as part of our cultural heritage.

1.3 It also aims at training students to think logically, to reason deductively and inductively and providing a basis for further work and studies.

2. Review of Present State

2.1 Strengths

2.1.1 Good student intake.

2.1.2 Most students have good study attitude.

2.1.3 Most students are responsible, independent and helpful.

2.1.4 Students are generally interested in Mathematics.

2.1.5 The study atmosphere in school is good.

2.1.6 Teachers are patient, enthusiastic and hardworking.

2.1.7 Team spirit among Mathematics teachers is high.

2.2 Weaknesses

2.2.1 Students need time to adjust as EMI is used.

2.2.2 Some students cannot master a correct and effective approach in learning Mathematics.

2.2.3 Some students depend too much on their Mathematics teachers.

2.2.4 Broadening the banding of new F.1 students increases the difference in abilities.

3. Objectives of Issue to be Addressed

3.1 Broaden students’ knowledge in Mathematics.

3.2 Improve the problem solving skills and the analytical power of students in Mathematics.

3.3 Raise students’ interest and motivation in learning by using Information Technology.

3.4 Train the leadership and organization power of students.

3.5 Train students to love logical thinking, to accept careful work as important and to accept challenging work.

3.6 Cope with the school major concerns.
4. Implementation Plan

4.1 Organize Mathematics Olympiad for F.1, F.2 and F.3 students.
4.2 Organize Interschool Invitational Mathematics Competition.
4.3 Train students who have keen interest in Mathematics.
4.4 Encourage interested students to participate in interschool Mathematics competitions and other competitions such as interschool project competitions. Students are trained to work independently, logically and creatively.
4.5 Organize Mathematics activities by Mathematics Club.
4.6 Arrange remedial program for new F.1 students in the summer vacation.
4.7 Train new F.1 students with higher ability in the summer vacation.
4.8 Prepare remedial teaching to less able students.
4.9 Use computer software such as GeoGebra, Graphmatica and Microsoft Excel to teach topics such as geometry, coordinates geometry, curve sketching, linear programming, statistics and sequence, etc.
4.10 Use mathematical web-site through internet and TV programs in teaching to raise the effectiveness of teaching and students’ motivation.
4.11 Assign periodic supplementary exercises on algebra to F.2 to consolidate students’ manipulation skills.
4.12 Choose suitable NSS exercise books for senior form students to prepare for HKDSE.
4.13 Introduce some materials outside the examination syllabus to broaden students’ knowledge.
4.14 Add more materials in the teaching syllabus of the challenge class.
4.15 Evaluate the scheme of work and teaching sequence of NSS Mathematics Curriculum of F.4 to F.6.
4.16 To enhance self control and obedience through teaching various topics.

Note: Senior form students will help run the programs 4.1 to 4.7.

5. Evaluation

5.1 Observe the participation of students in Mathematics Olympiad.
5.2 Observe the result in Hong Kong Mathematics Olympiad.
5.3 Observe the atmosphere in Sing Yin Invitational Mathematical Competition.
5.4 Observe the participation of students in interschool project competitions.
5.5 Observe the atmosphere and the participation of training sessions.
5.6 Test the ability of students after training.
5.7 Observe the smoothness of programs organized or helped by higher form students.
5.8 Observe the classroom atmosphere and students’ participation when Information Technology is used.
5.9 Observe the classroom atmosphere and students’ participation when teaching enrichment materials.
5.10 Observe the results of those students having remedial works.
5.11 Observe the atmosphere of lesson study on teaching strategies and the feedback from colleagues after teaching the topic which has been discussed.
5.12 Observe the classroom atmosphere and performance in tests and examinations to determine whether the teaching sequence of the NSS curriculum is feasible and the students can follow.
5.13 Observe the atmosphere and response of students in introducing the concepts of sustainable development for mankind.
5.14 Observe the classroom atmosphere and students’ participation when using new teaching aids in the new school campus.

6. **Budget**

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7. **Programme Team**

Mr. Lau Wai Hung (Chairman)
Mr. Chung Tat Chi (Vice-Chairman)
Mr. Sin Ka Fai (Assistant Head (F.4 – F.7))
Mr. Poon Wai Cheong
Mr. Ho Sai Ping
Mr. Kwong Ka To
Mr Kwong Wai Shing
Mr. Lam Hei Tat
Mrs. Lin Wu Suk Han
Mr. Tsang Chi Kin
Mr. Wong Chi Shing
Mr. Cheung Hoi Cheung
Mr. Cheung Shi
倫理及公民教育科
2012-2013年度工作計劃

1. 目的：
   1.1 開拓學生靈性的領域，介紹基督徒的價值觀與信念，以及生命的意義。
   1.2 讓學生明白人與人之間的合理秩序，道德關係和應當遵守的行為準則。
   1.3 使學生認識個人作為公民與家庭、鄰里社會、地區社會、民族國家以至世界的關係，培養積極的態度和價值觀。
   1.4 使學生認識本港社會的特色，及了解民主、自由、平等、人權與法治精神的重要，並在生活中實踐出來。
   1.5 培養學生批判性思考的素質及解決問題的技能，使他們能用客觀的態度去分析社會及政治問題，並能作出合理的判斷。
   1.6 幫助學生對性有正確全面的認識，從而培育出學生對兩性持尊重的態度。

2. 現況分析
   2.1 有利條件
      2.1.1 校方支持及信任。
      2.1.2 財政充裕。
      2.1.3 社會人士普遍認同公民教育的重要性。
      2.1.4 很多機構提供不同活動，讓學生參與。
   2.2 面對問題
      2.2.1 本科乃非學科，學生不太認真。
      2.2.2 本科的成果較難量度。
      2.2.3 本科需注意頗多突發事件，教學資料常要更新。
      2.2.4 不良社會風氣 – 多抱怨、多批評；少欣賞、少感恩。

3. 本年度目標
   3.1 配合學校本年度關注目標：「服從紀律和提升自控能力」。
   3.2 檢視本校各科現有的課程和國民教育科課程的關係。
   3.3 「完善新校園」。

4. 施行計劃
   4.1 開學祈禱會的主題為「服從紀律和提升自控能力」，讓同學認識樂意和不樂意服從的分別；耶穌親自示範服從的真義；提升自控能力的具體方法。
   4.2 下學期將會安排有關「服從紀律和提升自控能力」這個主題的講座，校長會就此題目發表演說。
4.3 完善聖言福傳堂的設備及增加開放祈禱時段，並計劃增添校內的宗教擺設及福傳報告板。

4.4 由於中二改用課本《我走星光道》第二冊，學年內將跟進中二級課程進度，老師分享教學心得以作出課程相應的增減。

4.5 研究國民教育課程的內容，上學年檢視本校初中現有各科的課程和國民教育科課程的關係；下學年檢視本校高中現有各科的課程和國民教育科課程的關係。此外，增聘一名老師以協助增潤此課程。

4.6 舉行宗教教育活動，如：參加明愛賣物會、宗教周、泰澤祈禱會、聯校宗教活動等。

4.7 參考全年工作計劃。

5. 評估
5.1 本科成績來自：功課／專題研習／小測／課堂表現／網上學習紀錄

5.2 學生參與社會服務和課外活動，例如：
  5.2.1 輔導新來港的學童。
  5.2.2 到世界各地交流／比賽。
  5.2.3 參加義工服務，例如明愛賣物會。
  5.2.4 賣旗活動(一年 40 人次)。

6. 財政預算

收入

| 政府津貼     | $18,000 |

支出

| 活動費用     | $13,000 |
| 交通費       | $1,500  |
| 教師參考資料 | $500    |
| 視聽教材／教育光碟 | $500 |
| 奖品        | $500    |
| 教具        | $500    |
| 其他        | $1,500  |

总           $18,000
### 4.7: 2012-2013年度全年工作計劃

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This programme is for Secondary one to three.

1. **Purposes**
   1.1 To present the art form of music to pupils through listening and practical experience.
   1.2 To promote the interesting classical music through appreciation and performance.
   1.3 To provide relaxation and to relieve tension from the school curriculum.
   1.4 To guide pupils to develop a lifelong interest in music.

2. **Review and present State**
   2.1 **Strengths**
   2.1.1 Most students show interest in pop music
   2.2 **Weakness**
   2.2.1 Tables and chairs in music room are not suitable for music lessons. They hinder the rhythmic movement needed in lessons.
   2.2.2 Some students participate actively in class because the tables and chairs are too closely placed.
   2.2.3 Space for activity is limited. The percussion instruments of Brass Band are placed closely to the seats in music room and they distract the attention of the students.
   2.2.4 Students regard music as just singing pop songs and listening pop music, they do not have the knowledge taught in the music lessons.
   2.2.5 The music atmosphere in school is weak. Most students do not have the formal instrumental and vocal training.
   2.2.6 There is general ignorance of current musical events happening in Hong Kong besides Hong Kong Pop Music
   2.2.7 Most students stick to the interest in pop music only.
   2.2.8 There is a lack of support from parents. When some good concerts are introduced and recommended to the students, usually no response is received. Even there are good concerts free of charge, the students will ask for transportation fee provided by the school.

2.3 **Changes and needs**
   2.3.1 Various instrumental training classes were organized in the last academic year. Brass and String bands will recruit new members as usual.
   2.3.2 An orchestra and a hymn choir will begin their sixth year of operation.

3. **Objectives and Issue to be Addressed**
   3.1 Pupils should receive more training in fundamental singing skills and the basic rudiments of music.
   3.2 Pupils should be provided with general knowledge to appreciate music covering the Baroque, Classical, Romantic and Modern eras.
   3.3 Pupils should be encouraged to receive training in playing various musical instruments, in order to maintain Brass Band and String Band.
   3.4 Pupils should be trained to develop a stronger sense of creativity and a keener interest in appreciation of different kinds of music.
4. Implementation Plan

<table>
<thead>
<tr>
<th>Objective</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 3.1/3.2</td>
<td>Songs and music of different periods, regions and styles will be taught.</td>
</tr>
<tr>
<td>4.2 3.1</td>
<td>Choral and vocal singing will be promoted through choir training.</td>
</tr>
<tr>
<td>4.3 3.2</td>
<td>Listening to music of different cultures and styles will be introduced in class to develop a sense of respect for different cultures and styles and to listen to and understand them from different perspectives.</td>
</tr>
<tr>
<td>4.4 3.2/3.4</td>
<td>Music contests will be organized to improve all-round performing skills and appreciation.</td>
</tr>
<tr>
<td>4.5 3.3</td>
<td>Instrumental classes will be continued. Tutors will come to school to give lessons after school.</td>
</tr>
<tr>
<td>4.6 3.3/3.4</td>
<td>Trainees of better standard will be selected into the school bands and participate in Hong Kong Music Festival and give performance at ceremonies.</td>
</tr>
<tr>
<td>4.7 3.4</td>
<td>Opportunities will be seized to bring students to attend concerts organized by, for example, Hong Kong Philharmonic Orchestra or Hong Kong Chinese Orchestra.</td>
</tr>
</tbody>
</table>

4.8 related Activities

<table>
<thead>
<tr>
<th>Time Scale</th>
<th>Programme</th>
<th>Action Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>August, 2012</td>
<td>Instrumental performance for recruit F.1 students</td>
<td>Teacher-Advisor and Tutors</td>
</tr>
<tr>
<td>Sept. 2012</td>
<td>Recruiting instrumental classes members</td>
<td>Band Advisors and Tutors</td>
</tr>
<tr>
<td>Sept. 2012~2013</td>
<td>Brass and String Instrumental classes</td>
<td>Advisors and Tutors</td>
</tr>
<tr>
<td>Sept. 2012~2013</td>
<td>Regular hymn choir practice</td>
<td>Advisor</td>
</tr>
<tr>
<td>Oct 2012</td>
<td>Music Appreciation</td>
<td>Teacher-advisors and music club</td>
</tr>
<tr>
<td>Nov. 2012</td>
<td>Brass band /String Band /Orchestra to prepare for performance in prize Giving Day</td>
<td>Advisors and Tutors</td>
</tr>
<tr>
<td>Nov. 2012</td>
<td>Music Appreciation</td>
<td>Teacher-advisors and music club</td>
</tr>
<tr>
<td>Nov. 2012</td>
<td>Music Contest (Heats)</td>
<td>Teacher-advisors and Music Club</td>
</tr>
<tr>
<td>Dec. 2012</td>
<td>Music Contest (Final)</td>
<td></td>
</tr>
<tr>
<td>Feb. 2013 ~ March 2013</td>
<td>Hong Kong School Music Festival</td>
<td>Advisors and Tutors</td>
</tr>
</tbody>
</table>
May 2013  | Brass band /String Band /Orchestra to prepare for performance in Graduation Ceremony  | Advisors and Tutors
---|---|---
May 2013  | Music Appreciation  | Teacher-advisors and music club
June 2013  | Music Appreciation  | Teacher-advisors and music club
July 2013  | Music Appreciation /Chinese Instruments Contest  | Teacher-advisors and Music Club

5. Evaluation

<table>
<thead>
<tr>
<th>Achievement</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Students’ abilities in singing techniques</td>
<td>Examination results and observation</td>
</tr>
<tr>
<td>5.2 General Music knowledge of students</td>
<td>Observation</td>
</tr>
<tr>
<td>5.3 Students’ abilities in music appreciation</td>
<td>Observation and tests, results in HK School Music Festival and grading in Royal School of Music</td>
</tr>
<tr>
<td>5.4 Students’ progress in learning in instrumental classes</td>
<td></td>
</tr>
</tbody>
</table>

6. Budget

<table>
<thead>
<tr>
<th>6.1 Teaching Aids</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1.1 Compact disc, Video Compact and DVD</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>6.1.2 Instruments</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>6.2 Teacher’s Reference</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>6.3 Miscellaneous</td>
<td></td>
</tr>
<tr>
<td>6.3.1 Prizes</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>6.3.2 Stationery</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,000.00</strong></td>
</tr>
</tbody>
</table>

7. Programme Team

Mr. Ho Sai Ping (i/c Music Contest, Music Activities Advisor)
Miss Wong Fung Yee (Music Activities Coordinator)
Ms Lee Yuen Yuk (Subject Head, i/c Music Club)
Ms Ng Lo Mei Fong (i/c String Band and classical Guitar Club, Asst. i/c Music Club)
Mr. Yu Cheuk Fun (i/c Orchestra, Asst. i/c Music Contest, i/c.Lunch Concerts)
Ms.. Lo Yee Man (i/c Brass Band)
PHYSICAL EDUCATION DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Purpose

1.1. Junior Form
1.1.1 To enable students to acquire knowledge, techniques, skills and to cultivate aesthetic appreciation in a variety of selected physical activities.
1.1.2 To enable students to understand the relationship between physical activity, physical fitness and general health.
1.1.3 To enable students to know the English name of sport apparatus, equipment and venues.
1.1.4 To introduce pupils to a wide spectrum of challenging and recreational activities.
1.1.5 To encourage the development of sportsmanship.
1.1.6 To enable students to develop an awareness of safety and responsible participation in a variety of selected physical activities.

1.2. Senior Forms
1.2.1 To encourage students to concern more about the relationship between physical fitness and general health.
1.2.2 To introduce to students the basic knowledge and skill of first aid.
1.2.3 To promote a lifelong participation and appreciation in physical activity.
1.2.4 To develop sports as a leisure time pursuit.
1.2.5 To enable them physically prepared for their future career.

2. Review of Present State

2.1. Strength
2.1.1 Teachers in the department are qualified with physical education certificates or related degree.
2.1.2 Teachers are enthusiastic and willing to take different courses to update their knowledge in respective fields.
2.1.3 Students are provided with a variety of activities to choose from so they will take part in their favorite sports more actively.
2.1.4 Students are very actively involved in the sports events organized by various sports clubs.
2.1.5 Students are eager to learn in P.E. lessons.

2.2. Weakness
2.2.1 Form one students are usually physical less fit and lack knowledge in various kinds of sports.
2.2.2 Space for physical activities after school is not enough.
2.2.3 Studious students are too exam-oriented in senior forms due to examination pressure.
2.2.4 Students are required to have lessons outside school.
2.2.5 Some playgrounds for various sports are below standard.
3. **Objectives of Issues to be Addressed**

3.1 To enhance students’ awareness towards the values of sports.
3.2 To enhance students’ self-discipline.
3.3 To enhance students’ awareness towards the values of health.
3.4 To enhance students’ appreciation in sports.
3.5 To enhance students’ sense of responsibility through sport activities.
3.6 To encourage students to adopt a health lifestyle with regular exercises.
3.7 To train students’ leadership.
3.8 To improve the physical fitness of students.
3.9 To broaden their knowledge of various kinds of sport activities.
3.10 To raise the status of students with outstanding performance in sports.

4. **Implementation Plan**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date of Start</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 School Physical Fitness Award Schemes will be jointly organized by Physical Education Department and Health and Safety Group.</td>
<td>Sept, 2012</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.2 To provide opportunity for selected students to assist in school team training.</td>
<td>Sept, 2012</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.3 To select some capable students to attend sport training course or leadership course.</td>
<td>Oct, 2012</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.4 To conduct physical fitness tests for students.</td>
<td>Dec, 2012</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.5 To organize volleyball training course for students</td>
<td>March, 2013</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.6 To organize quizzes about various kinds of sports for students.</td>
<td>Apr, 2013</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.7 To provide video show about various kinds of sports.</td>
<td>May, 2013</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.8 To organize a series of exhibitions about sport injury as well as sports and health.</td>
<td>June, 2013</td>
<td>June, 2013</td>
</tr>
<tr>
<td>4.8 To organize a talk on Sport injury</td>
<td>July, 2013</td>
<td>July, 2013</td>
</tr>
</tbody>
</table>

The three P.E. teachers will carry out all plans.

5. **Evaluation**

5.1 To record the number of students taking part in the quizzes.
5.2 To compare the performance of students in fitness tests.
5.3 To observe smoothness of the club activities conducted by the club chairman or leader.
5.4 To observe the attitude of students toward sports.
5.5 To observe students’ performance in particular sports.
5.6 To observe students’ abilities in organizing the activities.
5.7 To observe the performance of selected students.
6. **Budget**

6.1. Replacement and addition of equipment $40,000.00
6.2. Fee for school functions and activities $45,000.00
6.3. Library books / Reference books $1,000.00
6.4. DVD, VCD and Magazine $5,000.00
6.5. Printing and photocopy $1,000.00

Total: $87,500.00

7. **Programme Team**

Department Head: Mr. Li Sze Fuk
Member: Mr. Wong Fu Hong
Mr. Ho Sai Ping
PHYSICS DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Aims

To help the students
1.1 learn the knowledge and methods of Physics,
1.2 apply what they have learned to solve problems effectively in their academic study and daily lives,
1.3 develop critical thinking,
1.4 appreciate the beauty and power of Physics,
1.5 deepen their sense of carefulness and safety,
1.6 cultivate a respect for facts,
1.7 acquire a habit of logical deduction, and
1.8 beware of the problems which Hong Kong people or mankind face, and try to solve them by using Physics.

2. Review of Present State

2.1 Strength
2.1.1 Our students have good mathematical and scientific aptitude.
2.1.2 Our students have high confidence owing to their good results in public exams and in both Hong Kong and International Physics Olympiads.
2.1.3 Support for the study of Physics is sufficient, such as laboratory and library facility.
2.1.4 Various kinds of toys are available to arouse the students’ interest.

2.2 Weakness and Limitation
2.2.1 Our students are relatively weak in communication skills, which become increasingly important in the public exams.
2.2.2 Our students’ family background may not be able to provide them a rich learning environment for Physics.
2.2.3 We have five lessons every cycle, and do not have sufficient lessons for NSS Physics.

2.3 Changes and Needs
2.3.1 Due to the ceiling effect, it is difficult to improve further. However, we should try our best to maintain the standard of the academic achievement.
2.3.2 IT is useful in Physics teaching and learning. Suitable use of IT makes Physics education more interesting, effective and efficient.
2.3.3 The NSS has been started for three years. Teachers are learning to find ways to teach effectively.

3. Objectives

3.1 Arouse the students’ interest in learning Physics, no matter the materials are out of syllabus or not.
3.2 Make use of IT.
3.3 Help students feel that Physics learning is challenging and pleasurable.
Encourage students to use deep learning strategy.
3.4 Keep the students’ standard of academic achievement.
3.5 Run NSS smoothly.
3.6 Improve the students’ communication skill.
3.7 Help each other grow professionally.
3.8 Enhance the teaching environment.

4. Implementation Plan

<table>
<thead>
<tr>
<th>Plan</th>
<th>Objective</th>
<th>Task</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>3.1</td>
<td>Keep on organizing Modern Physics Course.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.2</td>
<td>3.2</td>
<td>Suitably use IT in lessons.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.3</td>
<td>3.3</td>
<td>Use toys and interesting video clips in lessons. Materials related to topics and daily life (no matter it is out of syllabus or not) should be mentioned qualitatively and briefly during lessons to arouse students’ interest. Encourage them to have self learning using internet, such as Google and YouTube.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.4</td>
<td>3.4</td>
<td>Ask the students to finish sufficient amount of work, especially the past papers. Teachers should do regular and frequent check of completion of their work.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.5</td>
<td>3.5</td>
<td>Share how to teach NSS lessons effectively.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.6</td>
<td>3.6</td>
<td>Ask the students to answer essay questions on the blackboard, and then comment on their answers. Detailed marker’s comments for exams are required.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.7</td>
<td>3.7</td>
<td>Share informally, write teaching tips and carry out class visit.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.8</td>
<td>3.8</td>
<td>Find out the things needed to be improved.</td>
<td>Sept. 12</td>
<td>July 13</td>
</tr>
<tr>
<td>4.9</td>
<td>3.3</td>
<td>Initiate, coordinate and implement the “Science and Sports” projects together with other science departments</td>
<td>Sept 12</td>
<td>July 13</td>
</tr>
</tbody>
</table>

5. Evaluation

5.1 F.4 boys are expected to join the Modern Physics Course willingly, and have a high attending rate.
5.2 In this school year, all Physics teachers should use IT in lessons. They should try to use at least 2 websites.
5.3 Teachers should try to teach at least 2 topics using toys and 2 topics using video clips respectively. Informal meetings to share how to teach these interesting but out of syllabus materials should be held constantly, at least twice a term.
5.4 The credit percentage (grade 4 or above) of DSE should be about 70%.
5.5 Sharing sessions should be held throughout the school year.
5.6 Sharing sessions among markers will be held to discuss whether the students’
communication skill shows improvement or not.

5.7 Class visit is to be held this school year. Regular experience sharing sessions will be held after each visit. Teaching tips will be recorded.

5.8 Thing needed to be improved should be informed to the school authority.

5.9 Successful acquisition of equipment and class implementation.

6. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopying Costs</td>
<td>400</td>
</tr>
<tr>
<td>Teachers’ Reference Books</td>
<td>200</td>
</tr>
<tr>
<td>Computer Based Teaching Material</td>
<td>400</td>
</tr>
<tr>
<td>Teaching Aids (including Apps)</td>
<td>1,000</td>
</tr>
<tr>
<td>Physics Equipment</td>
<td>20,000</td>
</tr>
<tr>
<td>Consumables</td>
<td>10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>32,000</strong></td>
</tr>
</tbody>
</table>

Non-current budget

a. *Renewing old laboratory instruments $47,400
b. *Sports in Science $400,000

*Proposed purchase list

<table>
<thead>
<tr>
<th>Instrument</th>
<th>Unit Price</th>
<th>Number required</th>
<th>Item Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stroboscopic lamp</td>
<td>2300</td>
<td>1</td>
<td>2300</td>
</tr>
<tr>
<td>Van der Graff generator</td>
<td>10000</td>
<td>1</td>
<td>10000</td>
</tr>
<tr>
<td>Microphone (for sound expt.)</td>
<td>2500</td>
<td>1</td>
<td>2500</td>
</tr>
<tr>
<td>Loudspeaker (for sound expt.)</td>
<td>850</td>
<td>2</td>
<td>1700</td>
</tr>
<tr>
<td>Joulemeter, digital (12V a.c.)</td>
<td>850</td>
<td>8</td>
<td>6800</td>
</tr>
<tr>
<td>Digital multimeter</td>
<td>600</td>
<td>2</td>
<td>1200</td>
</tr>
<tr>
<td>Basic meter</td>
<td>600</td>
<td>8</td>
<td>4800</td>
</tr>
<tr>
<td>Heater (for heat expt.)</td>
<td>500</td>
<td>8</td>
<td>4000</td>
</tr>
<tr>
<td>Electronic balance</td>
<td>3500</td>
<td>1</td>
<td>3500</td>
</tr>
<tr>
<td>Ray box with led bulb</td>
<td>900</td>
<td>8</td>
<td>7200</td>
</tr>
<tr>
<td>Vacuum cup (tall)</td>
<td>400</td>
<td>1</td>
<td>400</td>
</tr>
<tr>
<td>High speed camera</td>
<td>3000</td>
<td>1</td>
<td>3000</td>
</tr>
<tr>
<td>Big Aeroplane</td>
<td>600</td>
<td>1</td>
<td>600</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>48000</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Programme Team

All programmes include four Physics teachers.
普通話科
2012-2013 工作計劃

1. 宗旨
   1.1 訓練學生聽和說普通話的能力，以配合香港政府提倡「兩文三語」之教育政策，俾學生能掌握普通話作為一門實用性之語言技能，增強與人溝通的信心和能力。
   1.2 指導學生認識普通話的語音、語言知識，以及有關的中國文化。
   1.3 適當運用資訊科技配合教學，培養學生聽和說普通話的良好態度，並提高學生學習本科的興趣。

2. 目標
   2.1 同學能有更多聽、說普通話的機會。
   2.2 同學能運用合適的普通話詞彙及語氣來表情達意。
   2.3 運用資訊科技教學，以提高同學的學習動機。
   2.4 鼓勵同學學好漢語拼音，扎實根基，裝備自學能力，為展望未來、挑戰自我、迎接香港與祖國的長足發展作好準備。
   2.5 透過各校內及校外的普通話活動，除提升同學的普通話能力外，更可增进同學間的友誼及對學校的歸屬感。
   2.6 配合本年度之關注事項「服從與自律」，本科利用有關自我認識的學習課題，由學生個人興趣，以至學習生活、家庭生活、國事關懷等範疇，認識服從與自律的價值和精神。

3. 現況考慮

3.1 強
   3.1.1 所有新入學的中一學生於小學時期已有學習普通話，具備一般聽、說普通話的能力。
   3.1.2 本科選用的教科書附有相當豐富的資訊科技教學材料，而坊間參考書籍與教材亦不難購得。
   3.1.3 本校設有普通話學會，該學會舉辦之活動，如普通話譯寫比賽、歌唱比賽、問答比賽等，實有助提高同學對本科的興趣。
   3.1.4 校方大力支持學生參加普通話朗誦比賽，讓他們有更多發揮和學習的機會。

3.2 弱
   3.2.1 中二、中三每循環週只上課一節，教與學的時間非常不足。
   3.2.2 個別學生較懶散，上課不易集中精神，回家後又少作溫習，致使學習進度緩慢。
   3.2.3 有興趣和能力參加朗誦比賽的同學為數不少，然訓練人手不足，影響照顧，而老師的負擔亦沉重。
3.3 機
3.3.1 少數學生已醒覺到普通話在日常生活中的重要性，故有相當的學習動機。
3.3.2 自九七回歸之後，社會各界對普通話的推廣越見重視，各種校外普通話活動亦與日俱增，讓同學有更多機會接觸和學習普通話。

3.4 危
3.4.1 班中的個別差異很大，不論學生學習或老師施教都要面對不少困難。
3.4.2 大部分學生的母語都不是普通話，在日常生活中難有接觸及應用的機會。
4. 執行計畫

執行計劃的方向:
4.1 創造普通話語言環境，要求學生在課堂上以普通話作為溝通媒介。
4.2 透過多元化及活潑方式，如全班、小組、個別朗讀、對話討論、講故事、繞口令和回答問題等，讓同學每節課均有機會應用普通話。
4.3 增加課堂漢語拼音的拼讀及拼寫環節，使學生更多聆聽練習。

活動包括以下各項：

普通話科課內活動

<table>
<thead>
<tr>
<th>計劃活動性質</th>
<th>日期</th>
<th>負責老師</th>
</tr>
</thead>
<tbody>
<tr>
<td>中一至中三各級配合普通話學</td>
<td>不定期</td>
<td>各班任教老師</td>
</tr>
<tr>
<td>會進行班內漢語拼音比賽、普通話繞口令比賽、廣普對譯比賽等</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

普通話科課外活動

<table>
<thead>
<tr>
<th>計劃活動性質</th>
<th>日期</th>
<th>負責老師</th>
</tr>
</thead>
<tbody>
<tr>
<td>校際朗誦節</td>
<td>九月至十二月</td>
<td>本科四位老師分工</td>
</tr>
</tbody>
</table>

普通話學會活動

<table>
<thead>
<tr>
<th>計劃活動性質</th>
<th>日期</th>
<th>負責老師</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 招收會員、會員大會</td>
<td>九月、十月</td>
<td></td>
</tr>
<tr>
<td>2. 普通話點唱站／歌曲欣賞 (在聖言電台點播普通話歌曲)</td>
<td>不定期</td>
<td>胡廸純老師統籌</td>
</tr>
<tr>
<td>3. 拼音填字遊戲</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 普通話粵語對譯比賽</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. 普通話日/周 (主要為攤位遊戲、歌曲欣賞)</td>
<td>五月</td>
<td></td>
</tr>
<tr>
<td>7. 試後普通話歌唱比賽 (在禮堂進行)</td>
<td>七月</td>
<td></td>
</tr>
</tbody>
</table>
活動成效評估:

4.2.1 老師觀察同學的課堂學習興趣有否提高。
4.2.2 老師觀察同學對普通話課外活動的參與是否積極。

5. 財政預算

<table>
<thead>
<tr>
<th>項目</th>
<th>支出</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 教具（視聽教材等）</td>
<td>$100</td>
</tr>
<tr>
<td>2. 教師參考書</td>
<td>$300</td>
</tr>
<tr>
<td>3. 校際朗誦節報名費資助</td>
<td>$2250</td>
</tr>
<tr>
<td>4. 比賽獎品</td>
<td>$200</td>
</tr>
<tr>
<td>5. 影印</td>
<td>$100</td>
</tr>
<tr>
<td>6. 雜項及物資損耗</td>
<td>$100</td>
</tr>
<tr>
<td>合計：</td>
<td>$3050</td>
</tr>
</tbody>
</table>

6. 評估方式

6.1 本科每學期末為學生作一次成績評估，以等第列示。等第分A、B、C、
D、E、F六項，A為最高，等而下之，F級作不及格論。

6.2 本科將分兩方面作成績評估：

6.2.1 平日之表現 — 根據平日之課堂活動或日常習作成績作評估。此
外，亦藉對學生平日上課的表現及參與活動的積極程度之觀察，考
查學生的學習興趣與學習態度。

6.2.2 小測 — 每學期進行不定期之課堂小測，兼聆聽、譯寫、朗讀、會
話各類。

7. 普通話科成員

胡肇純  李昭鳳  孟彩余  許臻怡
VISUAL ARTS DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Purposes

1.1. To formulate measures to cultivate students’ creativity, problem-solving ability, observation and tactile experience. Students should enjoy themselves with fun in the process of creation.
1.2. To raise the standard of art performance through competition.
1.3. To provide opportunities for students to learn from co-operation with others.

2. Review on Present State

2.1. Strengths

2.1.1. Teachers in this department are willing to explore the possibilities of art projects.
2.1.2. The department keeps a stock of teaching materials including CD-Rom, VCD, DVD, reference books, teaching aids, and model works.
2.1.3. A computer, a projector and visualizer in the art room are efficient teaching media.

2.2. Weaknesses

2.2.1. Time management during art lessons is a difficult task since it takes very long time to go through theoretical and practical sessions.
2.2.2. Some students find it difficult to understand abstract ideas.

3. Objectives of Issue to be Addressed

3.1. Students with good performance in Visual Arts should be acknowledged and Visual Arts education should be promoted by setting up the display gallery.
3.2. Students can be awarded Art achievements through participating Art competitions.
3.3. A data bank of students’ work can be served as a good source of teaching aids.
4. Implementation plan

<table>
<thead>
<tr>
<th>Items</th>
<th>Tasks</th>
<th>Working schedule</th>
<th>Level of students</th>
<th>Teacher I/C</th>
<th>Time spent for each students (hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>With the major concern of “Self-control” and “Obedience” in this academic year, design projects and classroom management will be emphasized as follows:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.1.1 Poster design project – “Keep silent in library”</td>
<td>Dec 2012</td>
<td>F.1</td>
<td>KK CA</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>4.1.2 Poster design project – “Keep our school clean”</td>
<td>Dec 2012</td>
<td>F.2 &amp; 3</td>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>4.1.3 Students are trained to obey classroom regulations.</td>
<td>Whole year</td>
<td>F.1-6</td>
<td></td>
<td>/</td>
</tr>
<tr>
<td>4.2</td>
<td>An art competition team will be developed and team members are encouraged to participate in open art competitions.</td>
<td>Whole year</td>
<td>F.1-5</td>
<td>CA</td>
<td>It depends on the requireme nts of particular competiti ons.</td>
</tr>
<tr>
<td></td>
<td>4.2.1. Recruiting and nominating students with gifted talent in Visual Arts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.2.2. Providing briefing session of each competition to students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.2.3. Mounting of artwork</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.2.4. Collecting and delivering completed artwork.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3</td>
<td>To open the VA room for studio practice at lunch time and after-school.</td>
<td>Whole year</td>
<td>F.1-6</td>
<td>CA</td>
<td>It depends on the demand of students and club chairmen</td>
</tr>
<tr>
<td></td>
<td>The following students will have high priority for using this studio:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>i) Senior VA students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii) Art competition team members</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii) Members of VA club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv) Members of Ceramics club</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Some voluntary students will serve as monitors for this studio.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.4 Tack-board decoration competitions:

There will be 4 tack-board decoration competitions.

Prize will be presented to the class of each form with the best performance in Dec 2012 and Jun 2013. (Deadlines)

Titles are as follows:

1. Self-discipline in daily life
2. Christmas
3. Green school campus
4. Courtesy

Adjudicators:

F.1,3 and 4
F. 2, 5

F.1-5 students
Decided by students

KK
CA

5. **Budget**

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1. Prizes for Tack-board Decoration Competition</td>
<td>$800.00</td>
</tr>
<tr>
<td>5.2. Subject grant from EDB for purchasing art tools and materials:</td>
<td></td>
</tr>
<tr>
<td>5.2.1. Paper</td>
<td>$5 000</td>
</tr>
<tr>
<td>5.2.2. Colours</td>
<td>$4 000</td>
</tr>
<tr>
<td>5.2.3. Stationeries</td>
<td>$2 700</td>
</tr>
<tr>
<td>5.2.4. Adhesives</td>
<td>$2 000</td>
</tr>
<tr>
<td>5.2.5. Craft work materials</td>
<td>$5 000</td>
</tr>
<tr>
<td>5.2.6. Print making</td>
<td>$3 000</td>
</tr>
<tr>
<td>5.2.7. General tools</td>
<td>$6 000</td>
</tr>
<tr>
<td>5.3 Art competition fee</td>
<td>$2500</td>
</tr>
</tbody>
</table>

Total: $ 31 000
6. **Evaluation**

6.1. Students will be assessed in both terms.

6.2. Students’ awards and participation will be an indicator for the success of those art activities.

7. **Programme Team**

Mr. Chu W K
Mr. Kwong K T
1. **Purpose**
The objectives of the Audio-Visual Aids Team are to
1.1 help teachers to use the audio-visual aids effectively and efficiently.
1.2 keep good maintenance of the audio-visual aids in Sing Yin.
1.3 monitor the use of audio-visual aids in Sing Yin.

2. **Review of Present State**
   2.1 Strengths
   2.1.1 Most teachers are eager to learn the latest audio-visual development.
   2.1.2 Our team members are equipped with rich knowledge of audio-visual development.
   2.1.3 Our team members are helpful and enthusiastic in sharing their knowledge in AV development with colleagues.
   2.1.4 Teachers are enthusiastic to share their experience and knowledge in using audio-visual aids with our team members and other teaching staff.

   2.2 Weaknesses and Limitations
   2.2.1 Some teachers are not familiar with the use of AV equipments.
   2.2.2 The proper handling and installation of AV equipment are found to be not familiar among users. This may be one of the fundamental causes of the damages.
   2.2.3 New AV equipment are installed in the new campus. More trainings are required for teachers and students.

3. **Objectives of Issues to be Addressed**
   3.1 To provide trainings on the proper and efficient ways in using new Audio-Visual Aids, the AV equipment in the audio and video room, the lighting and audio system in the language theatre, the lighting and the audio system in the School Hall and also the public address system within this school year.

   3.2 To maintain the AV equipment in good condition.

4. **Implementation Plan**
   4.1 Training courses
   More training courses on the proper use of AV equipment will be conducted, to familiarize users with the proper handling and operation of the equipments and, to take the safety precautions during operation.

   More training courses on the proper use of the acoustic system and lighting system in the School Hall will also be provided for teachers and students who are expected to use the systems frequently, for example, advisers and committee members of Sing Yin Radio, Dance Club, Drama Club, Student Association, Music Club and Brass Band.

   4.2 Sing Yin Radio and Sing Yin Television
   Appropriate assistance and technical support for the “Sing Yin Radio” and “Sing Yin Television” program will be provided by our team members.

87
courses will also be provided for the committee members of the two clubs to familiarize the use of the broadcasting system.

5. Evaluation
5.1 The audio-visual aids should be ready for use and in good condition.
5.2 We expect over 80% of our teachers would be familiar with the basic operation of the AV equipment (including, digital camera, digital video recorders and Video Recorders)

6. Budget

<table>
<thead>
<tr>
<th>Items</th>
<th>Quantity</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Audio System in School Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Speakers</td>
<td>1</td>
<td>$1 200</td>
</tr>
<tr>
<td>Microphones</td>
<td>4</td>
<td>$1 500</td>
</tr>
<tr>
<td>Mic Stands</td>
<td>4</td>
<td>$1 000</td>
</tr>
<tr>
<td>Mic Cables (~ 30 feet)</td>
<td>2</td>
<td>$1 000</td>
</tr>
<tr>
<td>Audio Cables (~20 feet, large jack to large jack)</td>
<td>1</td>
<td>$600</td>
</tr>
<tr>
<td>Plastic Cabinet for storing mic cables</td>
<td></td>
<td>$800</td>
</tr>
<tr>
<td>2. Lighting System in School Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signal cables for the Two New Moving Head Lights</td>
<td>2</td>
<td>$2 000</td>
</tr>
<tr>
<td>Mirror Ball for Hall Performance</td>
<td>1</td>
<td>$800</td>
</tr>
<tr>
<td>Light Stand</td>
<td>1</td>
<td>$1 000</td>
</tr>
<tr>
<td>3. Sing Yin Radio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphones</td>
<td>2</td>
<td>$600</td>
</tr>
<tr>
<td>White Board for TV and Video Room</td>
<td>1</td>
<td>$500</td>
</tr>
<tr>
<td>5. Sing Yin TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod</td>
<td>1</td>
<td>$2 000</td>
</tr>
<tr>
<td>Battery for DV Cam</td>
<td>1</td>
<td>$1 000</td>
</tr>
<tr>
<td>6. Photography Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clamp</td>
<td>6</td>
<td>$600</td>
</tr>
<tr>
<td>Ladder</td>
<td>2</td>
<td>$600</td>
</tr>
<tr>
<td>Battery Pack for new camera</td>
<td>1</td>
<td>$2 000</td>
</tr>
<tr>
<td>7. Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Presenter</td>
<td>2</td>
<td>$1 000</td>
</tr>
<tr>
<td>Portable Wireless Microphone System</td>
<td>2</td>
<td>$1 200</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>$19 400</td>
</tr>
</tbody>
</table>
7. Programme Team

I/C Mr. Li Chung Man

Assistants Mr. Lam Hei Tat
Miss Fok Sum Kei (Laboratory Technician)
Mr. Wong Ka Kit (Laboratory Technician)
Mr. Wong Kwok Shing (Teacher Assistant)
Mr. Pang Chun Lok (IT Officer)
1 **Purpose**

The objectives of the IT Department are to

1.1 facilitate students to learn about and learn through IT.
1.2 help teachers to master the use of IT.
1.3 help other departments plan their IT strategies
1.4 help parents to ensure students understand the ethical, legal and health issues involved in using IT.
1.5 plan, build and maintain the IT infrastructure which allows for the use of IT.
1.6 plan and acquire IT equipment.
1.7 to monitor and evaluate the use of IT in Sing Yin.
1.8 maintain the IT equipment of IT related programmes.

2 **Review of Present State**

2.1 **Strength**

2.1.1 All our students are computer literate as we offer Computer Literacy course for all our F1-F3 students.
2.1.2 Most of our students (about 99%) have computers at home and over 98% of them have their computers connected to the Internet.
2.1.3 All of our teachers are computer literate.
2.1.4 All of our teachers have computers and over 98% of them have a broadband Internet account accessible at home. Our teachers have already used computers in their teaching and learning for many years.
2.1.5 The school principal and management strongly support the use of IT in Sing Yin.
2.1.6 The IT Department members are highly qualified, experienced and dedicated. The IT support Teachers, IT technician and teacher assistants are enthusiastic and helpful.
2.1.7 Our IT equipment and infrastructure are well maintained.

2.2 **Weakness and Limitation**

2.2.1 Teachers have to cope with many changes and they can find little time to prepare for IT related teaching and learning.

3 **Objectives of Issues to be Addressed**

3.1 To make sure all the IT related system running smoothly in school campus.
3.2 To enhance the using of the eClass Integrated and Learning Platform in teaching and learning. Help other departments to formulate their IT strategies and to prepare and use multimedia course materials. To maintain and update our school web site regularly and support subject departments and interest clubs to develop their web sites.
3.3 Provide in-school training courses about the using of IT equipment of the classroom and the eClass Learning Platform for new teachers and new teacher assistants.

3.4 Upgrade teachers’ old notebook which have been used for y years or more, or which were not worthy of repair.

3.5 Replace some projectors in the laboratory.

4 Implementation Plan

<table>
<thead>
<tr>
<th>Plan</th>
<th>Objective</th>
<th>Task(s)</th>
<th>Start Date</th>
<th>End Date</th>
<th>Person(s) in charge</th>
</tr>
</thead>
</table>
| 4.1  | 3.1       | • Maintain and monitor school internal network  
• Maintain and monitor the IT equipment of classroom and special room  
• Maintain and monitor computer room and computer learning center | Sept 12  
Sept 12  
Sept 12 | - | CT  
TK  
LT |
| 4.2  | 3.2       | • Maintain and update the school web site regularly  
• Provide technical support and maintenance for the Library Master, Climate Cool Project, Sing Yin Automatic Weather Station, Sing Yin WeTube and Sing Yin VideoBlog.  
• Conduct surveys on IT teaching and learning | Sept 12  
Sept 12 | May 13  
Jul 12 | LT  
CT  
KW  
LT  
TK  
WK |
| 4.3  | 3.3       | • Conduct meetings and sharing sessions to help subject departments to build teaching learning resources repository and eClass Learning Platform. | Nov 12 | TK  
KW |
| 4.4  |           | • Call tender and place order for the IT equipment  
• Receive and install the equipment | Sept 12  
Jul 13 | KW  
TK |

5 Evaluation

5.1 The hardware and software needed for the IT plans should be acquired on time, unless there are unexpected difficulties.

5.2 On average, teachers should be using the LAN on a weekly basis, either for administration, teaching or helping students to learn. All students should have a chance to use the LAN.

5.3 For the computerized library system, 100% of our students should have the chance to use it.
5.4 We expect all F.1-3 students and F.4-7 science students have a chance to use data logging equipment.
5.5 We expect all teachers use the Computer Resource Centre or IT equipment in their staff rooms regularly.
Surveys and logs will be used to monitor and evaluate our projects.

6 Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 IT Equipment Maintenance</td>
<td>HK$50,000</td>
</tr>
<tr>
<td>2 New notebook or desktop</td>
<td>HK$72,000</td>
</tr>
<tr>
<td>3 IT Recurrent Expenses</td>
<td>HK$50,000</td>
</tr>
<tr>
<td>4 IT Reference Materials</td>
<td>HK$2,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>HK$174,000</strong></td>
</tr>
</tbody>
</table>

Programme Team

IT Coordinating Committee
IT Coordinator : Mr. Kwong Wai Cheung
Assistant IT Coordinator : Mr. Tsang Chi Kin
Members:
Mr. Chung Tat Chi
Mr. Kwok Wai Keung
Mr. Lam Hei Tat

IT support Teacher Team
Chairman : Mr. Kwong Wai Cheung
Members:
Mr. Cheung Hoi Cheung
Mr. Cheung Shi
Mr. Kong Ping Wah
Mr. Lau Wai Hung
Mr. Lee Cheuk Wai
Mr. Li Chung Man
Mr. Li Sze Fuk
Mr. Wong Ka Kit

School Web-site Management Team
Chairman: Mr. Lam Hei Tat (Schoolweb Master)
Members: Mr. Kwong Wai Cheung
Mr. Chung Tat Chi

For the IT Planning relevant department heads and teachers will be involved.
1. **Purposes**

1.1 To enable our students to achieve their maximum potential in English so as to pursue further studies and to prepare for their future career.

1.2 To ensure that our students are not subject to mixed code teaching which impedes both their Chinese and English language development.

1.3 To follow the language policy of the Education Bureau and adopt English as the medium of instruction for F.1-6.

2. **Review of the Present State**

2.1 **Strengths**

2.1.1 All teachers using English as the medium are supportive of the EMI policy.

2.1.2 Almost all students are Band One students. They have good potential to receive an English-medium education.

2.1.3 With the Refined Enhancement Grant, our school will carry out various projects to enhance the learning of English.

2.2 **Weaknesses**

2.2.1 The peer culture is basically Chinese and there is a lack of exposure to English outside school.

2.2.2 Students do very little reading in English in other subjects.

2.2.3 Many teachers have to spend extra time preparing for the changes in the curriculum and thus have less time for language development.

3. **Objectives of Issues to be Addressed**

3.1 To create a language rich environment through cross-curricular activities.

3.2 To strengthen the language skills of the students through exposure to and training in different subject areas.

3.3 To provide language support for teachers using English as the medium of instruction.

3.4 To facilitate collaboration between the English Department and other departments.
### 4. Implementation Plan

<table>
<thead>
<tr>
<th>Item</th>
<th>Objective</th>
<th>Task</th>
<th>Programme Team</th>
<th>Date</th>
</tr>
</thead>
</table>
| 4.1  | 3.1       | ● Regular activities in the English Room  
● Subject members organizing cross-curricular English activities for the whole school:  
  ☆ Sing Yin Radio  
  ☆ Subject language games at lunchtime  
  ☆ LAC Book Fair | MB, YC & Student Helpers | October 2012 to May 2013 |
|      |           | MB & LA  
KH & KY  
SN | Twice a week  
2nd Term  
During English Week | |
| 4.2  | 3.2       | ● Bridging Programme for F.1  
● Remedial Courses for F.1- F.5  
● Subject language implementation plan for each department  
● On-line reading programme (F.1, F.2 & F.4)  
● “Book of My Choice” Reading Scheme | Eng. teachers  
Eng. teachers  
Dept heads  
English teachers  
English teachers | Sept 2012  
Feb 2013 to May 2013  
Sept 2012 to June 2013  
Sept 2012 to Aug 2013  
Sept 2012 to May 2013 |
| 4.3  | 3.3       | ● Language support on vocabulary, usage, pronunciation, etc.  
● LAC Resource Bank | SN, MB & YW | Sept 2012 to May 2013 |
| 4.4  | 3.4       | ● Purchase books and DVDs on subjects using EMI  
● Develop teaching materials  
● Collection of good essays | SN & KY | Oct 2012 to May 2013 |

### 5. Evaluation

<table>
<thead>
<tr>
<th>Item</th>
<th>Plan</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>4.1</td>
<td>● Evaluation by teachers and feedback from students</td>
</tr>
</tbody>
</table>
| 5.2  | 4.2  | ● Evaluation by F.1 teachers  
● Evaluation by teachers and feedback from students  
● Evaluation by department heads  
● On-line reading progress reports  
● Feedback by teachers and students |
| 5.3  | 4.3  | ● Feedback from teachers |
| 5.4  | 4.4  | ● Teachers’ feedback & students’ progress |
### 6. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditure</th>
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<tbody>
<tr>
<td>LAC Resources for teachers (Refined English Enhancement Grant)</td>
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<td>Bridging programme</td>
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<td>Photocopies</td>
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<td>Activities</td>
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</tbody>
</table>
LIBRARY
PROGRAMME PLAN 2012–2013

1. Purpose

1.1 To help students enjoy the facilities of a computerized library and nourish their interest in acquiring learning experience outside classroom context.
1.2 To encourage and help students to make proper use of library resources and materials.
1.3 To enhance the teaching and learning in school.
1.4 To encourage students to develop a good reading habit.
1.5 To cultivate in students the habit of self-learning.
1.6 To provide a good reading environment for students.
1.7 To encourage students to read widely.
1.8 To encourage students taking reading as a life-long enjoyment.

2. Review of Present State

2.1 Strength

2.1.1 The school supports the promotion of good reading habits among students. Apart from the annual library grant ( $65,000 ), additional funds are provided for the purchase of newspapers, and prizes for the winners of various library activities.
2.1.2 There are library periods for F.1 students which serve as user education.
2.1.3 The school librarian, subject teachers and students are all involved in the purchase and selection of books.
2.1.4 Library prefects are well trained and well disciplined to offer very good assistance to the school librarian.
2.1.5 Sing Yin has moved into a new campus which is much bigger than the old school campus now. And the new school library, which is surrounded with a piece of green lawn, is much bigger ( double size ) than the old one as well. It is well and newly furnished and has lots of space for further shelving. The environment is much more comfortable and suitable for reading. Students should be more interested in coming to the school library.

2.2 Weakness

2.2.1 Not many students show genuine interest in reading English books.
2.2.2 Many students cannot return the library books on or before the due date.

3. **Objectives of Issue to be Addressed**

3.1 To help students to acquire some essential information skills, for example, to renew and reserve library books on internet at home, through library periods.
3.2 To further enhance students’ interest in reading.
3.3 To arouse students’ interest in reading English books.
3.4 To provide a better service:

3.4.1 The library lessons for F.1 students would be completed within the third cycle this school term. Lessons would be borrowed from other subjects. And a library tour would be conducted during the library lessons.
3.4.2 Arrangement for the Book Exhibition:

3.4.2.1 Reminding teachers about the Book Exhibition through e-class mail.
3.4.2.2 It would be held on 16th and 17th October this school year and the book supplier is the Commercial Press (商務).

3.4.3 Arrangement for the Reading Award Scheme:
The Library will incorporate the Library Reading Award Scheme with the English and Chinese ERS. The 1st and the 2nd Reading Award Scheme would be held in November, 2012 and March, 2013 respectively in this school year.

3.4.4 Students who fail to return their overdue books after third warning have to attend the detention class and they will be fined as well.

4. **Implementation Plan**

4.1 Acquisition of English books, magazines, tapes, VCDs and DVDs of Western motion pictures and CD-ROMs to provide students with an attractive stock and a wider choice.

4.2 Library Activities

4.2.1 Reading Award Scheme

4.2.1.1 Student who has read 1 English book or Chinese book will be awarded a small present (e.g. Test papers, Mathematics books, Single Line Books, stationery and so on).

4.2.1.2 Certain categories of written texts for the Reading Award Scheme should be chosen by the Librarian in order to encourage students to read different types of books and help achieve the annual major concern of the school this year.
4.2.2 Sharing Session during morning assembly – In order to promote reading habit, more sharing sessions would be conducted. In addition to library prefects, the Chinese and English Departments would be invited to nominate students to participate in the sharing sessions. And library prefects would be encouraged to choose books or magazines relating to the major concern of the year.

4.2.3 Book Exhibition for IS and Chinese books in the library

4.2.4 Topical Book Displays (monthly or bi-monthly)

4.2.5 Competitions and Games (e.g. Book Cover Design, Quiz, Crossword Puzzles, etc.)

4.2.6 New Book Displays (weekly)

4.2.7 Board Displays

4.2.8 Film appreciation in the library – The content of the video will be censored by the teacher and the librarian first and prior approval may be sought from the principal.

5. Evaluation

5.1 Statistical Data (Daily issue rate of books, magazines, tapes, VCDs, DVDs and CD-ROMs, and the issue rate for each class).

5.2 Formal and Informal Discussion or Feedback.

6. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Library books, VCDs, DVDs, CD-ROMs and magazines</td>
<td>$65,000.00</td>
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<tr>
<td>Stationery and Consumable</td>
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<tr>
<td>Prizes for Competitions and Reading Award Scheme</td>
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<td><strong>Total</strong></td>
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</table>

7. Programme Team

Miss Li Yuk Bing (teacher-librarian)
ENVIRONMENTAL EDUCATION
PROGRAMME PLAN 2012-2013

1. Purpose
1. To raise environmental awareness in school and understanding of importance of environment protection.
2. To promote students’ good habits in conservation of resources and energy in school, at home and in the community.
3. To develop care for personal hygiene and environmental cleanliness as well as a positive attitude towards maintaining the quality of the natural environment.
4. To liaise with various related bodies (government and non-government organizations such as various Green groups in Hong Kong) concerned with environmental education.

2. Review of present state

2.1 Strength
2.1.1 Our school, principal, teachers, students and parents strongly support environmental protection.
2.1.2 There are many environmental facilities in our new campus.
2.1.3 We have a supportive environmental prefect team to keep school campus clean and tidy.
2.1.4 We have responsible environmental monitors to help monitoring energy use in classrooms.
2.1.5 Our students cooperate with environmental prefects well.
2.1.6 Our tuck shop provides recyclable utensils and low-carbon meals.

2.2 Weaknesses and limitation
2.2.1 Some students are careless and do not care too much in cleanliness and the environment.
2.2.2 Some students have not yet developed a good attitude towards environmental protection.

3. Objectives of Issues to be addressed
3.1 To promote students’ responsibilities in environmental protection
3.2 To promote active participation in recycling activities
3.3 To promote students’ obedience and self-control

4. Implementation plan
4.1 Environmental Prefects and Monitors
For each class, one environmental monitor will be assigned by the class teacher. To increase the confidentiality of the password of the computers, computers in different classrooms have different passwords. The environmental monitors are requested not to disclose the passwords to others.
The environmental monitors are responsible to switch off the electrical appliances when they are not used or nobody is in the classroom. They should give advice to their classmates about the wise use of resources and energy.
Some environmental prefects were recruited by the teacher in-charge. Environmental prefects are responsible for the environmental protection, tidiness and cleanliness of the whole campus.
The performance of environmental monitors and prefects will be monitored closely.

4.2 Students’ participation in keeping the cleanliness and tidiness of the classroom
Student-on-duty will stay in the classroom to sweep the floor and tidy up the desks and chairs after school. They can get the broom outside the classroom to clean the floor. They are responsible for the tidiness of the classroom as well such as removing the newspaper in the classroom. The environmental monitors will supervise them to complete the work. In addition, the janitors and teachers will monitor their works. Through this activity, students’ obedience and self-control will be promoted. In the second term, a classroom cleanliness competition will be held to encourage students to keep classroom clean and tidy.

4.3 Participation in Ambassador Scheme
Some students will join the Green Youth Ambassador Scheme. Joint-school activities will be held by the Environmental Club. This provides more opportunity for students to share with others in environmental protection.

4.4 Recycling competition and activity
A waste bottle/metal can recycling competition will be held. Environmental Club officials will give guidelines for the competition. They assist in counting the number of recycled plastic bottles/metal cans for each class. The officials will also encourage students to participate the recycling activity through announcement in the campus. The recycling competition will be on classroom basis and individual basis. Prizes will be awarded. We will continue the food waste composting in October. The compost will be used as fertilizers for our plants grown by the members in Gardening Club in the campus. The activity carried out last year has provided us a lot of good experience. We will try to avoid the breeding of worms during the composting process.

4.5 Environmental Projects
We will apply for Sectoral Awards (Primary and Secondary Schools Sector) of 2012 Hong Kong Awards for Environmental Excellence. Furthermore, environmental programme ‘Items for Items’, ‘Environmental Fun Fair’ will be implemented in the school year. The details will be discussed later.

4.6 Introducing our environmental facilities
To help promoting environmental education through knowing about our environmental facilities, we continue conducting programmes to familiarize our teachers, students and parents about them. For parents, we will do that on F.1 Orientation Day and F.1 Info Day. For new teachers, we will do it personally by the committee members. New environmental prefects and monitors will be trained to be tour guides who are responsible for introducing the environmental facilities to other students, parents and outsiders. It helps to promote their leadership, responsibility and presentation skill. Whenever other schools or organizations want to visit our schools, our students are well trained to welcome them and give detailed description about our environmental features.

5. Evaluation and Performance indicator
5.1 Environmental Prefects and Monitors Team
More than 70 environmental prefects will be recruited. Environmental monitors will be appointed by their class teachers. Whenever they perform poorly, their duty will be withdrawn.
5.2 Students’ participation in keeping the cleanliness and tidiness of the classroom
A closer supervision on the students’ responsibility in keeping the cleanliness of the classroom will be carried out. Those students who are found to be not cooperative will be warned. Environmental prefects will be responsible for reporting immediately to the teacher in charge about those students. A clean classroom competition will be organized in the second term to promote cleanliness of the classroom.

5.3 Participation in Ambassador Scheme
Some students will be invited to join the Green Youth Ambassador Scheme. They are encouraged to take part in various activities. They will learn and be trained as leaders to promote environmental protection.

5.4 Recycling competition and activity
A waste plastic bottle/metal can recycling competition among the classes will be held. The class which supports the recycling activity most will be awarded with prizes. The officials will also encourage students to participate the recycling activity. The waste food composting activity will start in October. To avoid the breeding of worms, closer monitoring will be conducted.

5.5 Environmental Projects
Environmental Programme ‘Exchange of Used items’, ‘Environmental Fun Fair’ will be implemented in the second term of the school year.

5.6 Introducing our environmental facilities
All new environmental prefects will be trained to be tour guides to help the school to introduce environmental facilities to other students and guests. All F.1 students will tour around in a IS lesson. With the help of the environmental prefects, they will learn more about our campus.

6. Budget
   Environmental Prefect Team $1,500
   Miscellaneous $1,000
   Total expenditure $2,500

7. Programme Team
   Mr. Wong Chi Keung (I/C Environmental Education)
   Miss Lok Yuen Kwan (I/C Environmental Prefects and Monitors)
   Miss Liu Pui Ying (I/C Environmental
中三專題研習科
2012-2013年度工作計劃

1. 宗旨
1.1 提升專題研習能力
1.2 提高思維能力、自學能力、語文能力、溝通能力、合作能力及學習技巧
1.3 培養自學的精神
1.4 培養良好的品德，正確的人生價值觀

2. 目前概況
2.1 有利條件
2.1.1 同學在中一及中二時已體驗不少專題研習的活動，對較為艱深的課程障礙不大。
2.1.2 科主任及數名資深教師有豐富教授專題研習課程的經驗。
2.1.3 為了使同學在課堂上有更大的得益，科組以兩位老師共同授課，務求給予同學更佳的回饋及學習環境。

2.2 面對問題
2.2.1 同學的學習態度稍欠積極，過於依賴老師，自學能力有待改善。
2.2.2 要提升專題研習能力，必須要有相當的時間，而本科的課節略嫌不足。
2.2.3 新加入科組的老師不少，他們需要一些時間去探索及掌握本科的精髓。

3. 本年度目標
3.1 加強資料搜集技巧訓練，務求每一位同學都參與問卷調查活動。
3.2 透過進行專題研習，提升明辨思考能力及跟同學們合作時的溝通能力。
3.3 透過進行特別專題探究，了解宇宙的誕生、進化、科學與道德的關係，提高同學的人生價值觀。
3.4 培養學習技巧的能力與自學的精神。
3.5 使同學了解探究的精神及技巧，為中四通識科獨立專題探究打好良好的基礎。
3.6 提升同學製作電子簡報的技巧及口頭匯報能力。

4. 施行計劃

甲）教學活動
課堂內：專題研習的技巧訓練、進行專題研習及特別專題探究
課堂外：學習技巧班及思考訓練班

乙）教學內容

A）學習專題研習五步曲
學習專題研習五步曲的目的有三：
● 由於老師要教授同學怎樣審題，如何進行資料搜集，資料處理及匯報，其中有些內容涉及一些較高層次的專題技巧，本書提供的內容十分合適；

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對中三的同學們來說，中四的通識科近在眉睫，他們需要有相關的能力，單靠片面、單薄的知識及體驗，未能有效地幫助他們進行高中的獨立專題探究。本書的內容正正是獨立專題探究的方法，使學生更能掌握新高中的通識課程，有效地為他們作好準備。

中三專題研習要求同學以有系統的學習模式來進行專題研習，一本教科書是一件發揮鞏固知識及技能的工具。而且老師可以透過書中的工作紙及作業，有效地使同學明白更複雜的內容。

老師在課堂上教授有關專題探究中更深入的內容，同學並可透過多元化的活動資料回應題，學習知識、掌握技能和培養正確的學習態度。

今年，我們利用九節的課堂來教授專題研習的技巧，提升同學的九種共通能力。課堂的內容包括擬題及審題的理念及方法，如何進行資料搜集，資料處理及匯報等等。以活動及講解，同學在課堂學會不同的技巧，同學亦會深入學習如何設計一份問卷，然後進行街頭訪問，搜集資料，加強自信，透過小組活動，同學加強了溝通及組織能力，每一循環周，老師也會給予功課及習作，培養同學時間管理及責任感，另外，同學需要分析資料及數據，有助提升他們的分析及數學處理能力，加上有兩次口頭匯報的機會，進一步加強他們的表達能力。

B）專題研習
每個專題研習的模式相似，同學會在某一主題中，發掘可作為研習重點的題目。選取題目後，同學便要進行該專題研習，及把結果在課堂上作口頭匯報。

每一專題研習的教學模式大致相同，時間為五節。
第一節：介紹主題，同學分組，分組決定研習題目
第二節：每組簡介修訂後的研習題目及進行的方法
第三節：每組匯報研習的進度，遇到的問題，解決的方法及將要進行的活動
第四節：首四組同學作口頭匯報
第五節：最後四組同學作口頭匯報

C）特別專題探究
新高中通識科要求同學有獨立性，富邏輯性，多角度及理性的明辨思考能力。為了糾正同學們一些謬誤及培養他們的道德價值，學校將提供三個特別專題，它們分別為宇宙與生命、物種的進化、科學與道德。

進行這些特別專題探究的目的有四：
(一) 給同學反思，有助糾正他們對人生及道德錯誤的看法
(二) 配合學校的關注事項，培育他們的責任感及使同學明白自由意志的重要
(三) 培養同學的獨立性，邏輯性及理性的明辨思考能力
(四) 了解及探討宇宙，人類進化及道德的問題

校長及負責老師將在學校禮堂舉行講座，全級同學同時參與。同學會對一些問題進行網上資料搜集，在課堂上作口頭匯報。

D）學習技巧班及思考訓練班
為使同學掌握良好的閱讀及學習能力，來提升自學的技巧，課程特別安排兩個訓練班：學習技巧班及思考訓練班。透過多元活動、分享及討論，增強同學該方面的能力。
5. 評估
5.1 評分量表：老師及學生以量表給同學的口頭匯報評分
5.2 專題報告：老師以批改方式進行
5.3 堂上觀察：老師在課堂上觀察同學討論及其他表現

6. 財政預算
   影印費： $250.00
   奖品： $1,000.00
   雜項： $250.00
   合共： $1,500.00

7. 成員
   黃志強（科主任）
   陳椿偉
   郭鄭美玲
   鄭偉祥
   劉張瑞蘭
   李尤淑芬
   吳美珊
   單家輝
   王許鳳華
   楊盧學賢
CAREERS DEPARTMENT
PROGRAMME PLAN 2012-2013

1. Purpose

1.1 To provide students with:
1.1.1 information on further education, educational choices, training and careers opportunities
1.1.2 facilitation and assistance in their education and careers development
1.1.3 counselling services on particular concerns, further studies, goal-setting and self-development

1.2 To develop students’ awareness of careers choices

2. Review of Present State

2.1 Strength
2.1.1 The existing network with the HK Association of Careers Masters and Guidance Masters, the Careers and Guidance Services Section of the Education Bureau, Careers Advisory Service of the Labour Department, Hok Yau Club and other tertiary institutes helps to facilitate the programmes of careers guidance.
2.1.1 The work of careers department is carried out by a team of six teachers who are dedicated and capable of organizing various programmes.
2.1.2 The Careers Club, an extra-curricular club consisting of five committee members, helps in carrying out some careers programmes such as exhibitions, careers workshops and talks.
2.1.3 The Careers Department is able to maintain good working relationships with supportive parents, fellow teachers, office staff, the school social workers and old boys.
2.1.4 Facilities and resources are available for students
- careers resources and materials at Careers Mistress’s Office
- counselling services at Careers Mistress’s Office
- careers information and materials in the Careers Corner in the School Library
- careers leaflets
- displaying careers information and posters on the careers bulletin board
- more multi-media information from other channels, such as Sing Yin website and e-class
- careers information and booklets published by various education institutes

2.2 Weakness
2.2.1 Most students lack the self-awareness of careers planning. Many of them do not set up their own individual careers plan.
2.2.2 There is a conflict in deciding which activities should be arranged in school time or after school. Some careers activities inevitably interrupt normal classes though the schedule has been planned in advance.
2.2.3 Department members are all female teachers.
3. Objectives of Issues to be addressed

3.1 Junior Forms (F1-F3)
   3.1.1 To help students to develop self-understanding and learn to make realistic evaluation of their own abilities, achievements and interests.
   3.1.2 To help F3 students to make their educational choices especially in the NSS curriculum.

3.2 Senior Forms (F4-F6)
   3.2.1 To assist students to prepare for their educational planning.
   3.2.2 To assist students to expose to careers fields in order to understand the relationships between careers choices and educational requirements.
   3.2.3 To prepare students for taking up extra responsibilities and posts and to provide leadership skills training in the F1 Info Day and the F5 Leadership Training programme.
   3.2.4 To help F5 students to understand their own strengths and weaknesses.
   3.2.5 To help students in applying for admissions to degree courses of JUPAS, non-degree courses, non-government-funded institutions, IVE courses and other post secondary institutions.

3.3 To promote Sing Yin Secondary School to parents, teachers and students of Primary Six of schools in Kowloon.

3.4 To disseminate careers information on the website of Sing Yin and eclass.

3.5 To address the School’s Major Concerns

4 Implementation Plan

4.1 To arrange a programme on ‘self-exploration’ for F1 students in November.

4.2 The NSS Curriculum
   4.2.1 To hold a talk on the NSS curriculum in December for F3 students.
   4.2.2 To hold a Form 3 Parents’ Day on the NSS curriculum on 16th March. (All F3 parents and students are requested to attend.)
   4.2.3 To provide a handbook with information on the NSS curriculum, requirements of various tertiary institutes and degree and non-degree courses.
   4.2.4 To hold a briefing meeting with the F3 class teachers about the arrangements of the NSS curriculum before the F3 Parents’ Day.
   4.2.5 To offer counselling services to help F3 students make their educational choices.

4.3 Educational planning
   4.3.1 To hold careers talks on JUPAS degree courses and non-degree courses.
   4.3.2 To hold a mock JUPAS Application in mid November for F6 and F7 students.
   4.3.3 To hold a careers talk on interview skills in October/November.
   4.3.4 To organize a leadership training session for F5 students in summer.
   4.3.5 To offer counselling services to help students of poor academic performance to focus on particular concerns and future careers path.
   4.3.6 To up-date the data of F7 graduates’ admission to tertiary institutes.
   4.3.7 To up-date the data of F6 graduates’ admission to tertiary institutes.
4.3.8 To organize a careers workshop on the preparation for the Release of the HKDSE Results

4.4 To organize Sing Yin F1 Info Day on 1st December for parents, teachers and students of Primary 6 of schools in Kowloon.

4.5 To provide careers information, current news of activities held and forthcoming activities through the website of Sing Yin e.g. Sing Yin F1 Info Day, F3 Parents’ Day and F5 Leadership Training Programme

4.6 To organize careers visits to well-established business firms and work places.
   4.6.1 To invite old boys to conduct more careers talks about their careers and success in life
   4.6.2 To provide training for students to improve their communication and leadership skills in the F1 Info Day and the F5 Leadership Training Programme
   4.6.3 To hold activities addressing the school’s major concerns: to enhance students’ obedience and self-control and to learn review the NSS Curriculum

5. Activity Plan (2012-2013)

<table>
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<th></th>
<th>Activity</th>
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<tr>
<td>5.1.1</td>
<td>Group Counselling on JUPAS</td>
<td>To raise students’ awareness of particular concerns</td>
<td>12-13 Nov</td>
<td>F6</td>
<td>YF</td>
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<td>5.1.2</td>
<td>Individual Counselling</td>
<td>To develop students’ understanding of “self” and particular concerns</td>
<td>All year round Whole School</td>
<td>YF,SY,KYY W,YN, YM</td>
<td></td>
</tr>
<tr>
<td>5.1.3</td>
<td>Release of HKDSE Results</td>
<td>To enable students to reprioritize their JUPAS choices</td>
<td>15 &amp; 16 Jul F6</td>
<td>YF,SY,KYY W,YN, YM</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>Exhibition</td>
<td></td>
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<tr>
<td>5.2.1</td>
<td>Careers Exhibitions on Parents’ Day</td>
<td>To provide up-dated careers information and public exam results</td>
<td>24 Feb &amp; 16 Mar Whole School &amp; F3</td>
<td>YF, YM</td>
<td></td>
</tr>
<tr>
<td>5.3</td>
<td>Scholarships &amp; Awards</td>
<td></td>
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<tr>
<td>5.3.1</td>
<td>Grantham Scholar of the Year</td>
<td></td>
<td>Oct</td>
<td>F6</td>
<td>YF</td>
</tr>
<tr>
<td>5.3.2</td>
<td>Sir Edward Youde Mem. Awards</td>
<td>Sept-Oct</td>
<td>F5-F6</td>
<td>YF</td>
<td></td>
</tr>
<tr>
<td>5.3.4</td>
<td>The Grantham Mainten Grant</td>
<td>Sept</td>
<td>F4-F6</td>
<td>YF</td>
<td></td>
</tr>
<tr>
<td>5.3.5</td>
<td>Others</td>
<td></td>
<td></td>
<td>YF</td>
<td></td>
</tr>
<tr>
<td>5.4</td>
<td>Talk</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>5.4.1</td>
<td>JUPAS</td>
<td>To introduce the System, application procedures and strategies</td>
<td>4 Oct</td>
<td>F.5 &amp; F6</td>
<td>YF</td>
</tr>
<tr>
<td>5.4.2</td>
<td>Degree Courses by Old Boys</td>
<td>To share old boys’ experiences of previous educational choices in the JUPAS application&amp; current university life</td>
<td>5 Oct</td>
<td>F6</td>
<td>YF, KY, SY</td>
</tr>
<tr>
<td>5.4.3</td>
<td>Admissions Talks by tertiary institutes</td>
<td></td>
<td>Early Nov</td>
<td>F5 - 6</td>
<td>YF</td>
</tr>
<tr>
<td>5.4.4</td>
<td>Interview Strategies</td>
<td>To raise students’ awareness &amp; ways to succeed in interviews</td>
<td>Oct</td>
<td>F6</td>
<td>YF, SY, KY</td>
</tr>
<tr>
<td>5.4.5</td>
<td>NSS Curriculum</td>
<td>To introduce NSS curriculum. To help them make educational choices</td>
<td>6 Dec (Day 5)</td>
<td>F3</td>
<td>YF</td>
</tr>
<tr>
<td>5.4.6</td>
<td>Careers Planning and Educational Choices</td>
<td>To explore educational choices and job opportunities</td>
<td>-- Nov -- Feb</td>
<td>F4 - F6</td>
<td>YW, YN</td>
</tr>
<tr>
<td>5.4.7</td>
<td>Careers Talk</td>
<td>To promote the awareness of obedience and self-control</td>
<td>5 Nov</td>
<td>F4- F6</td>
<td>YF, KY</td>
</tr>
<tr>
<td>5.4.8</td>
<td>F 3 Parents’ Day – NSS Curriculum</td>
<td>To enable students &amp; parents to make educational choices. To introduce F4 NSS Curr.</td>
<td>16 Mar</td>
<td>F3 &amp; parents</td>
<td>YF,KY,SY,YW,YN, YM</td>
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<tr>
<td>5.4.9</td>
<td>Sing Yin F1 Info Day</td>
<td>To promote Sing Yin to the public</td>
<td>1 Dec</td>
<td>P6 parents, teachers and students</td>
<td>YF, KY, SY, YW, YN, YM</td>
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<tr>
<td>5.5</td>
<td>Visit</td>
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<tr>
<td>5.5.1</td>
<td>Visit to Tertiary Institutions</td>
<td>To let students familiarize with tertiary institutions. In the aspects of facilities, resources and environment</td>
<td>Sept-Oct</td>
<td>F6</td>
<td>YF</td>
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<tr>
<td>5.5.2</td>
<td>Visits to Places of Work</td>
<td>To introduce different business firms &amp; work environment (Visit to Wing Hang Bank)</td>
<td>1 Nov</td>
<td>F4-6</td>
<td>YF, YM</td>
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<tr>
<td>5.6</td>
<td>Workshop</td>
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<td>5.6.1</td>
<td>Workshop on the preparation for the Release of HKDSE Results</td>
<td>To prepare students with educational planning</td>
<td>6th July</td>
<td>F6 students &amp; parents</td>
<td>YF, YN</td>
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<tr>
<td>5.7</td>
<td>Others</td>
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<td></td>
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<tr>
<td>5.7.1</td>
<td>‘Self exploration’ Programme</td>
<td>To raise students’ self- awareness of strengths &amp; weaknesses</td>
<td>9 Nov (Day 1)</td>
<td>F1</td>
<td>YF</td>
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<tr>
<td>5.7.2</td>
<td>Old Boys Survey</td>
<td>To collect data on educational &amp; careers choices</td>
<td>Oct</td>
<td>F6 &amp; 7 graduates</td>
<td>YF</td>
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<tr>
<td>5.7.3</td>
<td>Careers Leaflets</td>
<td>To inform and disseminate careers information</td>
<td>Sept &amp; Feb</td>
<td>F6</td>
<td>YF</td>
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<td>5.7.4</td>
<td>Careers Quiz</td>
<td>To arouse careers awareness &amp; stimulate students’ interests in careers</td>
<td></td>
<td>Careers Club members</td>
<td>YF</td>
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<tr>
<td>5.7.5</td>
<td>Prepare Notes on Completion of Testimonial Draft</td>
<td>To enable F6 class teachers the procedures of writing testimonial.</td>
<td>Apr</td>
<td></td>
<td>YF</td>
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<tr>
<td></td>
<td>Recommendation for local/overseas studies</td>
<td>All year round</td>
<td>YF</td>
<td></td>
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<tr>
<td>5.7.6</td>
<td>Recommendation for JUPAS Sub-system for Principal’s nomination</td>
<td>Apr</td>
<td>YF</td>
<td></td>
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<tr>
<td>5.7.7</td>
<td>Leadership Training Programme</td>
<td>To train students leadership skills &amp; organization skills</td>
<td>20-21 Aug</td>
<td>YF, SY, KY, YW, YN, YM</td>
<td></td>
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</table>
6. Evaluation
Feedback and suggestions will be collected from teachers-concerned and participating students.
6.1 Attendance records will be kept.
6.2 Students will be interviewed to assess the effectiveness of the survey and the handbook.
6.3 Discussion will be held with students immediately after activity.
   A post-activity questionnaire for review will be conducted.
   Regular meetings with committee members.

7. Budget

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<thead>
<tr>
<th></th>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>7.1</td>
<td>Reference books and stationery</td>
<td>$400</td>
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<td>7.2</td>
<td>Old Boys’ Talk</td>
<td>$300</td>
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<td>7.3</td>
<td>Sing Yin F1 Info Day</td>
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<td>7.4</td>
<td>Exhibition on Parents’ Day</td>
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<td>7.5</td>
<td>F3 Parents’ Day</td>
<td>$500</td>
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<td>7.6</td>
<td>F5 Leadership Training Programme</td>
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<tr>
<td>7.7</td>
<td>Souvenirs</td>
<td>$200</td>
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<td>7.8</td>
<td>HKACGM Membership Fee</td>
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<td>7.9</td>
<td>F6 Workshop</td>
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<tr>
<td>7.10</td>
<td>Miscellaneous</td>
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<td><strong>Total</strong></td>
<td><strong>$5,600</strong></td>
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</table>

8. Programme Team

8.1 Careers Mistress: Mrs Li Yau Shuk Fun
8.2 Careers Teachers: Miss Choi Suk Yan, Miss Lok Yuen Kwan, Miss Lo Wing Yan, Miss Yuen Sze Nga and Miss Mang Choi Yu
DISCIPLINE DEPARTMENT
PROGRAMME PLAN  2012-2013

1. **Purpose**

To help students acquire the values and attitudes necessary for the development of moral character, such as:

1.1 self discipline, self control, self responsibility and honesty;
1.2 courage and perseverance when faced with difficulties;
1.3 consideration and support for fellow students;
1.4 sincerity, tolerance and goodness in all relationships.

2. **Review of Present State**

2.1 **Strengths**
2.1.1 We have good students, most of them behave well and are quite diligent.
2.1.2 Most of the students are receptive to advice.
2.1.3 Most of the students try their best to fulfil their parents’ expectation.
2.1.4 There is a close co-operation, support and frequent exchange of ideas among members of the discipline department to enable effective team work.
2.1.5 There is good co-ordination between the discipline department, guidance department, school social workers and class teachers.
2.1.6 The School Prefect Term is well organized and able to maintain good order in school. They can take the initiative and work collaboratively with their peers.
2.1.7 Due to the new school campus, space for student activity and venue for teaching and learning will be improved.

2.2 **Weaknesses**
2.2.1 Some students lack a sense of belonging to the school.
2.2.2 Some junior students lack self-awareness and self-discipline.
2.2.3 The area of the covered playground is limited, the order of lining-up there may be unsatisfactory.

3. **Objectives of Issue to be Addressed**

3.1 To ensure that good manners and good order prevail in assemblies, classrooms and throughout the school.
3.2 To help students to become responsible and law abiding citizens.
3.3 To help misbehaving students to correct themselves.
3.4 To reinforce the training of school prefects and monitors so that they will be more competent in maintaining good order in school.
4. **Implementation Plan**

4.1 At the beginning of school year,

4.1.1 an induction briefing on the expectation of school discipline will be given to new F.1 students and their parents on F.1 orientation day.

4.1.2 an induction briefing on the expectation of school discipline will be given to F.5 students on F.5 orientation day.

4.1.3 all discipline members would monitor the hair style and uniform of all classes.

4.2 Starting 20 minutes before morning assembly, one teacher and one discipline master should patrol the cover playground.

4.3 Two discipline masters are arranged to ensure good order during the line-up in the covered playground after second recess, and after lunch-time.

4.4 Experience sharing and training will be given to all monitors.

4.5 Selection and inauguration of school prefects.

4.6 Training course will be introduced for all school prefects in Sep and Oct.

4.7 Regular meetings with school prefects and monitors will be arranged to help promote self-discipline among students.

4.8 A series of talks on discipline will be arranged for different form of students. Students are reminded that the school has a zero tolerance rule for bullies. Everyone needs to be aware of the impact of cyberbullying and the ways in which it differs from other forms of bullying.

4.9 Arrange for duties to patrol the school campus and to make observations of students’ behaviour.

4.10 Arrange for irregular checking of school uniform and hairstyle, and keep records of irregularities. Students should be aware that their appearance and behaviour while wearing their uniform in different situations will reflect upon the school.

4.11 Comprehensive disciplinary of offence record sheets will be computerized for reference and analysis.

4.12 Handle students’ misbehaviour and interview parents and students on both preventive and remedial purposes.

4.13 Strengthen the coordination between the discipline department, the class teachers, the guidance department and the school social workers in handling of disciplinary cases.

4.14 To encourage lower form students to behave properly, quiz on school rules and junior model class competition will be held by school prefects.

4.15 A talk on school discipline will be held in the second term for F1 students to reinforce the good behaviour of the students.

4.16 Short talks concerning punctuality, self-discipline, politeness, honesty, etc. will be given to the individual class or group of students when necessary.

4.17 Some class teachers are invited to attend meetings chaired by the Director of Discipline on class discipline problems when necessary.

5. **Evaluation**

5.1 Students’ behaviour is to be evaluated from

5.1.1 their performance during various school functions,

5.1.2 comments and complaints from staff, students, parents and outsiders,

5.1.3 daily record of each class.
5.2 Regular meetings will be held between the discipline department and the school prefects so as to evaluate and review the arrangements for future improvement.
5.3 Analyse the statistical data of the disciplinary records and reasons of detention.
5.4 Discussion will be held with senior form students.

6. **Budget**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefect welfare</td>
<td>$1000</td>
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<tr>
<td>Photocopy, duplication and stationery</td>
<td>$750</td>
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<tr>
<td>Prizes &amp; photos</td>
<td>$500</td>
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<tr>
<td>Board display</td>
<td>$20</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$2270</strong></td>
</tr>
</tbody>
</table>

7. **Programme Team**

Director of Discipline : Mr. Wong Chi Shing  
Assistant Director of Discipline : Mr. Li Sze Fuk  
Discipline Masters  
  - Mr. Chan Chun Wai  
  - Mr. Kong Ping Wah  
  - Mr. Kwong Wai Shing  
  - Mr. Ng Chak Nam  
  - Mr. Tsang Chi Kin  
  - Mr. Wong Fu Hong
EXTRA-CURRICULAR ACTIVITIES
PROGRAMME PLAN 2012-2013

1 Purpose

1.1 Extra-curricular activities (ECA) are activities that take place outside regular school hours but they are part of the school curriculum. As such, ECA play an equally significant role in students’ learning. Provided they are well-planned, well-organised, properly implemented and well supported by school, ECA can be a powerful tool in taking care of students’ developmental needs and developing students’ potential.

1.2 Our ECA programme aims to help students at whatever level of ability to develop their potential as fully as possible in both academic and non-academic aspects. Through ECA, students are provided with chances to make new friends, to discover and share interests in a community, to learn how to make full and proper use of leisure time. We target at helping students acquire self-discipline, independence and confidence. There are two major concerns in our programme.

1.2.1 Our ECA programme aims to provide senior form students the opportunity to organise ECA so that they will gain first hand experience of programme planning, implementation and evaluation. They will then discover their potential and develop their leadership and communication skills.

1.2.2 It aims to enable junior form students to search their interest and develop their creativity through participation in ECA. We aim at enhancing a sense of belonging and brotherhood of Sing Yin boys through horizontal and vertical integration of teachers and students in ECA.

2 Review of the Present State

2.1 Strengths

2.1.1 The goals and objectives of ECA are geared to the school mission

2.1.2 There are sufficient resources to support ECA. These include allocating sufficient funds to cover the financial needs of various clubs.

2.1.3 There is a balanced range of ECA covering the five types: academic, sports, art, interest and community services.
2.1.4 There are sufficient and proficient ECA advisers implementing and monitoring ECA.

2.1.5 There are sufficient and active spontaneous senior students organising ECA.

2.2 Weaknesses

2.2.1 The exam-oriented curriculum pressurises both teachers and students, thus refraining both parties from fully participating in and enjoying ECA.

2.2.2 The changes in moral and social values of the Hong Kong community are great challenges to ECA in school. Students would find satisfaction in other alternative activities such as playing TV games, watching VCDs, attending/giving tutorial lessons, surfing the Net, Facebook etc. instead of staying behind in school to get training for debates, choral speaking or quizzes. Even more lively activities such as outings, playing badminton and tennis would be less appealing to students who may prefer less strenuous indoor activities. The changing pattern of social interaction makes the goals set in ECA much more difficult to be realized.

3 Objectives of Issues to be addressed

3.1 To address one of the major concerns of the school — to enhance students’ obedience and self-control

3.2 To achieve an internal quality assurance

3.3 To implement the ECA Policy

3.4 To encourage new F1 students to participate actively in ECA

3.5 To guide F5 students to run ECA successfully

3.5.1 To prepare F4 students to run ECA

3.6 To provide many more other meaningful learning experiences to all students

4 Implementation Plan

4.1.1 To enhance students’ obedience and self-control
4.1.2 To recommend students to join more activities and competitions outside school context

4.2 To review the ECA policy from time to time whenever needs arise

4.3.1 To run training sessions for club chairmen on how to make effective club announcements, write minutes, reports, memos etc.

4.3.2 To hold a leadership training session for F5 in mid-August before school term starts so as to facilitate the smooth running of ECA

4.3.3 To arrange a Club Members Recruitment Week in September

4.3.4 To organise Summer Activities in the post-final exam period

4.4.1 To organize club/house activities for F1 students

4.5 To discuss with club advisers on matters related to the strengths and weaknesses in implementing club activities

5 Evaluation

5.1 Collect feedback from students, teacher advisers and the organizing committee

5.2 Evaluate ECA performance based on the following aspects:
   5.2.1 Clubs’ Visions, Missions and Values
   5.2.2 Club Actual Performance against Performance Plan
   5.2.3 Club Expenditures against Club Estimates
   5.2.4 Students’ Club Enrolment and Participation Rate in Activities
   5.2.5 Students’ Achievements (i.e. prizes/awards) in ECA Competitions

5.3 Observe and monitor club chairmen’s performance in delivering club announcements, writing minutes, reports, circulars, posters, memos etc. and provide more training to those club chairmen who fail to show up-to-standard performance
5.4 Feedback will be collected from F1 students in November and advise club chairmen to make reviews of club activities to meet the needs of club members

5.5 Feedback will be collected from students after the training sessions

6. **Budget**

6.1 HKECA membership $300.00

6.2 Committee members attending conference, seminars, workshops etc. $600.00

6.3 Photocopies (memos, minutes, club information sheets etc.) and stationery $800.00

6.4 Club expenditure $60,000.00

6.5 Summer Activities $7,000.00

6.6 House expenditure $22,000.00

6.7 Miscellaneous ECA expenses approved by Principal $80,000.00

**Total** $170,700.00

7. **Programme Team**

7.1 ECA Committee

Mrs Wong Hui Fung Wah (Co-ordinator)

Miss Tam Mei Ling

Mr Kwong Wai Cheung

Mr Ho Sai Ping

Mr Yung Lit Hung

Mr Li Sze Fuk
# Extra-curricular Clubs

<table>
<thead>
<tr>
<th>Club</th>
<th>Adviser</th>
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<tbody>
<tr>
<td><strong>Academic Club</strong></td>
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</tr>
<tr>
<td>1. Biology</td>
<td>Miss Yang Ka Wah</td>
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<tr>
<td>2. Chemistry</td>
<td>Mr Kong Ping Wah</td>
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<tr>
<td>3. Chinese</td>
<td>Mr Szeto Kong Sang</td>
</tr>
<tr>
<td>4. Chinese Debating</td>
<td>Miss Mang Choi Yu</td>
</tr>
<tr>
<td>5. Chinese History</td>
<td>Mrs Szeto Tang Kit Ching</td>
</tr>
<tr>
<td>6. Computer</td>
<td>Mr Lam Hei Tat</td>
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<tr>
<td>7. Economics &amp; Accounting</td>
<td>Miss Choi Suk Yan</td>
</tr>
<tr>
<td>8. English Debating*</td>
<td>Miss Ho Ping Ting</td>
</tr>
<tr>
<td>9. Junior English</td>
<td>Miss Janet Lee</td>
</tr>
<tr>
<td>10. Senior English</td>
<td>Mr Wong Yat Kwong</td>
</tr>
<tr>
<td>11. Financial Management</td>
<td>Miss Choi Suk Yan</td>
</tr>
<tr>
<td>12. Geography</td>
<td>Miss Lok Yuen Kwan</td>
</tr>
<tr>
<td>13. History</td>
<td>Mr Lee Cheuk Wai</td>
</tr>
<tr>
<td>14. Integrated Science</td>
<td>Miss Yuen Sze Nga</td>
</tr>
<tr>
<td>15. Mathematics</td>
<td>Mr Lau Wai Hung</td>
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<tr>
<td>16. Physics</td>
<td>Mr Cheung Shi</td>
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<td>17. Putonghua</td>
<td>Miss Wu Dick Shun</td>
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<td><strong>Sports Club</strong></td>
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<tr>
<td>18. Athletics</td>
<td>Mr Li Sze Fuk</td>
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<tr>
<td>19. Badminton</td>
<td>Mr Ho Sai Ping</td>
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<tr>
<td>20. Basketball</td>
<td>Mr Ho Sai Ping</td>
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<tr>
<td>21. Canoeing</td>
<td>Miss Tam Mei Ling</td>
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<tr>
<td>22. Fencing</td>
<td>Mr Li Sze Fuk</td>
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<td>23. Football</td>
<td>Mr Li Sze Fuk</td>
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<td>24. Handball</td>
<td>Mr Li Sze Fuk</td>
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<td>25. Health &amp; Fitness</td>
<td>Mr Wong Fu Hong</td>
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<td>26. Martial Arts</td>
<td>Mr Wong Fu Hong</td>
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<td>Orienteering*</td>
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*new Clubs*

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Mr Ho Sai Ping

Mr Yung Lit Hung
健康及安全組
2012-2013年度工作計劃

1. 宗旨
1.1 為學生提供健康及安全的校園；
1.2 培養學生良好的衛生習慣；
1.3 培養學生健康的生活模式；
1.4 提高學生的健康及衛生知識；
1.5 加強學生及員工安全意識。

2. 目前概況
2.1 強項
2.1.1. 各學科或術科均有教授健康知識。
2.1.2. 社會現非常關注健康及衛生情況。
2.1.3. 本校非常關注師生及員工之健康及安全。
2.1.4. 本校現設有健身室及攀石牆，提供多元化體育活動。
2.1.5. 政府及許多團體均有提供有關健康的講座、活動及其他支援。
2.1.6. 經過多年培訓，在多項體育活動比賽中，獲得優異成績。
2.1.7. 許多同學都以運動表現出色的同學為學習榜樣。
2.1.8. 經過多年教導，學生已能掌握不少健康知識。
2.1.9. 學校經常添置器材以改善學生及員工的健康及安全。

2.2 弱項
2.2.1. 學生頗被動，過於依賴老師，自學能力較差。
2.2.2. 基於校園面積有限，因而未能充分地為學生提供課餘運動場地。
2.2.3. 校園附近亦欠缺多元化運動設施，限制了學生的選擇。
2.2.4. 大部分學生並沒有經常運動的習慣。

3. 目標
3.1 培養學生良好衛生習慣。
3.2 改善及培養學生健康生活習慣。
3.3 培養學生養成經常運動的習慣。
3.4 增強學生運動靈巧性、身體協調能力及反應。
3.5 灌輸學生急救知識，以應付緊急事故。
4 推行範疇

4.1 培養學生良好衛生習慣。
4.1.1 提示學生經常保持良好的衛生習慣，以減少感染傳染病機會。
4.1.2 添置較佳防禦力衛生裝備，以應付近期廣泛流行的傳染病。
4.1.3 在水運、陸運及其他大型活動中，提示學生保持公共地方的清潔，培養學生養成良好的衛生習慣及公民意識。
4.1.4 參加由「青蔥綠葉行動」舉辦的青少年暗瘡治療講座，使學生瞭解一般皮膚護理方法。

4.2 加強學生健康及衛生常識。
4.2.1 透過海報、宣傳單張等，培養學生建立良好生活習慣。
4.2.2 紀錄全校學生心跳率及血壓，使學生更能認識自己身體狀況，同時指出高血壓的成因、壞處及預防方法。為全校學生量度腰臀比例，以一種簡單指標，認識自己身體狀況。

4.3 培養學生養成經常運動的習慣。
4.3.1 全校學生透過體育課及配合體適能學會活動，學習如何使用健身室內各種器材。
4.3.2 舉辦室內划艇比賽，鼓勵學生參與體育活動。
4.3.3 參加由教育統籌局舉辦之學校體適能獎勵計劃，鼓勵學生經常運動及改善體適能。

4.4 增強學生運動靈巧性、身體協調能力及反應
4.4.1 參加由啟勵扶青社舉辦的「恐懼不再，成功在望」計劃。而啟勵扶青社會為全級中一學生舉辦「向失敗 say no」工作坊，教導學生如何面對逆境，及鼓勵學生互相關愛、扶持。於十月初成立「校園雜藝訓練班」學習基本雜耍技巧。
4.4.2 在中一至中六體育課堂中，教授基本花式拋波等雜技技巧，提高學生運動靈巧性及專注力。
4.4.3 增購模擬運動器材，增強學生運動靈巧性、身體協調能力及反應。

4.5 加強學生對健康生活習慣的認知。
4.5.1 於學期末，為中一及中二級學生舉辦講座，加強學生對健康生活習慣的認識及培養學生養成良好生活習慣，建立健康的人生。今年講題為精神健康。
4.5.2 參加由「路德會青怡中心」舉辦的預防濫藥活動，提升學生對毒品禍害的警覺性。
4.5.3 參加由香港大學賽馬會防止自殺研究中心舉辦的青少年心理健康網上學習課程(古里教授與思維之火)。課程為期約十二個星期,
對象為中一及中二學生及其家長，學生每星期只需十五分鐘作網上學習個人成長有關的知識和技巧，以應付日常生活中的挑戰。

4.6 鼓勵學生多使用新建健身室以改善體質
   4.6.1 新校舍健身室面積約為300平方米，場地及健身器材十分充足，希望學生多使用新建健身室以改善體質。
   4.6.2 舉辦改善超重學生體質的活動，包括慢跑作減肥法。

4.7 學校今年關注事項-服從和自律
   4.7.1 從體育課及其他活動中，說明服從和自律的重要性。特別從球隊比賽活動中，讓學生多感受如隊員擁有良好的服從與自律性，整隊球員在比賽中的會有較良好的運作和表現。

4.8急救常識講座
   4.8.1 於試後活動期間，邀請聖約翰救傷隊到校為中一學生，舉辦基本急救常識講座，以應付一般意外的處理。

5 評估

5.1 觀察校園及課室的清潔及衛生情況。
5.2 觀察學生在大型活動中能否保持公共衛生。
5.3 透過食堂員工、學校員工及清潔風紀員的報告，評核學生有否養成清潔習慣。
5.4 觀察學生能否掌握正確使用健身器材及健身室使用情況。
5.5 觀察及記錄學生患病缺席的情況，評核學生的健康有否改進。
5.6 記錄學生室內划艇成績，評核學生體適能有否改進。
5.7 從負責網上學習的機構提供的回饋，瞭解學生參與程度。
5.8 觀察學生在「雜技訓練班」活動中的表現及進度
## 財政預算

6.1 健身室保養及維修費用  $5,000.00  
6.2 新增電子模擬運動器材  $28,000.00  
6.3 「校園雜藝計劃」報名費  $4,200.00  
6.4 軟件（如影帶、影碟）  $2,000.00  
6.5 影印（如工作紙）  $200.00  
6.6 急救用品  $2,000.00  
6.7 教師參考資料 / 教學軟件  $2,000.00  
6.8 車費津貼  $800.00  
6.9 雜項  $800.00  
合共  $45,000.00  

## 負責成員

黃富康老師、李思福老師、袁詩雅老師及何世炳老師老師。所有活動由本組仝體老師負責。
HOUSE ADVISORY COMMITTEE
PROGRAMME PLAN 2012-2013

1. Objectives

1.1 To foster team and school spirit.
1.2 To improve students and teachers relationship.
1.3 To strengthen the cohesiveness between students.
1.4 To promote effort and positive social behaviour including effective communication skill.
1.5 To promote leadership development.

2. Programme

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3. Evaluation

3.1. To compare the number of students taking part in competitions with that of the previous year.
3.2. Annual house reports should be submitted by July 2013.

4. Programme Team

Chairman: Mr. Ho Sai Ping
Members: Ms Lo Mei Fong (Red House)
         Ms Hui Chun Yee (Yellow House)
         Ms Mang Choi Yu (Blue House)
         Ms Yuen Sze Nga (Green House)
輔導科
2012-2013 年度工作計劃

1. 宗旨
✧ 協助學生適應青少年期在生理、心理、社交及人際關係等變化，使他們能健康地成長。
✧ 協助學生發展個人潛能，以積極的態度面對困難、挑戰，並能有效地解決問題，為成為負責任的成年人作好準備。
✧ 培養學生認識自我，接納自己和欣賞自己，充分發揮其優點並改善其弱項。
✧ 協助學生認識及掌握有效的人際相處技巧，以建立良好的人際關係。

2. 現況
2.1 優點
2.1.1 學生方面
✧ 大部分學生都認識到多元智能發展之重要性，並願意接受各種訓練及參與服務。
✧ 參加「聖言先鋒領袖訓練計劃」之學長在接受領袖訓練後，均具備領導才能，並能有效地籌辦活動。
✧ 曾接受訓練之學長都願意承擔責任，服務低年級同學，並協助推行校內各項活動。
✧ 學長與學弟之間的凝聚力頗強，是以活動推行較容易。

2.1.2 輔導科
✧ 本校採取『全校參與輔導模式』，全校上下一心，一起承擔輔導工作。
✧ 本科在學年開始時已制定全年工作計劃，分工合作，及早籌備各項活動。
✧ 本科的預防及發展性活動及個案輔導工作得平衡的發展。
✧ 本科老師相處融洽，工作態度積極，會因應需要舉行小組會議，並經常與社工及訓導老師交流經驗，分享輔導心得。
✧ 兩名社工經驗豐富、態度親切，得學生及家長絕對的信任。
✧ 本科設有獨立的輔導活動室，讓老師可以進行輔導工作。

2.1.3 學校方面
✧ 學校對輔導工作相當重視，於活動及財政方面均予以全力支持。
✧ 學校重視與家長聯繫，安排中一迎新日及家長日，成立家長教師會，並鼓勵班主任在有需要時主動接觸家長。
✧ 學校願意利用校外社區資源，與社區機構緊密合作，讓學生可以參與更多活動，使其身心有均衡的發展。
✧ 學校設立多個單位，包括班主任聯絡組、危機應變小組、牧靈小組、教師發展組等，協助進行輔導工作。
2.2 弱點

2.2.1 學生方面
✧ 近年中一學生水平越見參差，部分學生在紀律及學業方面表現較遜，是以進行「中一成長計劃」時，將會有更大的困難。
✧ 部分學生的家庭問題漸趨複雜，問題包括家庭經濟欠佳、父母婚姻不穩等，其中也有因家人情緒問題以致影響學生情緒和學業之表現。因此個案跟進方面，會更為吃力。

2.2.2 輔導科
✧ 本科大部份成員均為語文老師，需兼顧其他職務，工作頗為繁重，難以全面投入各項籌備工作和活動。
✧ 本科老師未有全部接受專業的輔導訓練，在輔導專業知識及技巧方面未臻完善。
✧ 本科老師以女性為主，帶領學生戶外活動或宿營時，調配人手方面稍為吃力。

3. 『全校參與輔導模式』之活動
3.1 本科每年邀請全體老師舉行兩次會議，分享處理各種學生情況的心得。

3.2 為配合學校本年度重點關注事項，本科將以「服從與自律」為主題，舉辦四節班主任課。
日期：03/10/2012，28/11/2012，07/03/2013，20/05/2013
對象：全體學生
目標：讓學生認識沉溺行為並提升自我控制的意識。

3.3 本科與家長教師會經常合作，舉辦多項活動，包括：
• 協助出版家長教師會會訊
• 協助舉辦兩至三次家長講座及研討會
• 協助舉辦聯誼活動，如：親子旅行或日營

4. 學生活動
因應各級同學不同的需要，本科將在各級推行不同的活動，以協助同學適應青年期的變化，健康成長。

4.1 協辦【中五領袖訓練營】
日期：21/08/2012 至 22/08/2012
對象：中五同學
形式：小組活動及指令任務
目標：協助中五同學掌握基本溝通技巧及訓練其領袖才能。
4.2 【聖言先鋒领袖訓練計劃】及【中一成長計劃】
日期：全年
對象：聖言先鋒（中二至中五同學）及中一同學
目標：培養先鋒自信、獨立、責任感及勇於服務的精神；協助中一同學認識學校，適應並投入校園生活。

4.2.1 「聖言先鋒訓練日營」
日期：14/07/2012 及 16/07/2012
對象：中二至中五同學
形式：講座、小組活動、指令任務、溝通技巧訓練
目標：培養學生自信及團隊精神，訓練其溝通及領導技巧。

4.2.2 「朋輩成長計劃」
日期：2012 年 8 月至 2013 年 5 月
對象：聖言先鋒及中一同學
形式：小組活動及遊戲
目標：協助中一同學適應中學生活，讓先鋒及中一同學建立良好人際關係，共建關愛校園。

4.2.3 「2011-2012 聖言先鋒嘉許禮暨 2012-2013 聖言先鋒就職禮」
日期：28/09/2012
對象：聖言先鋒及中一同學
形式：頒授證書及徽章、宣誓、老師及主席致詞
目標：讓先鋒得到認同、增強自信，並讓中一同學認識先鋒及其工作。

4.2.4 義工服務
日期：2012 年 10 月至 2013 年 5 月
對象：聖言先鋒
形式：探訪、小組活動及分享
目標：讓先鋒回饋社會，並掌握籌辦活動之技巧。

4.2.5 「明愛賣物會」
日期：04/11/2012
對象：聖言先鋒
形式：協助「德田明愛青少年服務中心」籌辦攤位
目標：讓先鋒回饋社會，並運用所學技巧籌辦攤位。

4.2.6 「中一溫習小組」
日期：26/11/2012 至 31/05/2013
對象：中一同學
形式：小組輔導
目標：初步跟進測驗、考試成績稍遜之中一同學，強化其學習技巧。

4.2.7 「學長學弟好友營」
日期：18/01/2013 至 19/01/2013
對象：聖言先鋒及中一同學
形式：宿營、小組遊戲及指令任務
目標：加強先鋒與中一同學的溝通，讓先鋒運用所學技巧帶領各項活動，強化其領導能力。

4.2.8 「學長學弟同樂日」
日期：20/04/2013
對象：聖言先鋒及中一同學
形式：集體遊戲、球類活動及燒烤
目標：加強先鋒與中一同學的溝通，強化先鋒說話技巧，並增強先鋒的自信心。

4.3 【中三發展性活動：‘升呢高中生’】
日期：2013年3月
對象：中三同學
形式：工作坊及聯誼活動，例如旅行及燒烤
目標：協助同學掌握有效溝通技巧，學習如何與人融洽相處。

4.4 【新學制學生支援服務工作坊】
日期：試後活動
對象：中五同學
形式：小組分享
目標：協助同學準備香港中學文憑試，訂定合適的目標，及處理壓力。

5. 家長活動
為保持學校與家長的聯繫、合作，本科將舉辦三項家長活動。

5.1 【中一迎新日暨自我管理工作坊】
日期：27/08/2012及28/08/2012
對象：中一同學及家長
形式：講座、校園參觀、自我管理工作坊、步操訓練、指令任務、遊戲
目標：協助中一同學及家長認識學校，使同學更容易適應新環境，並提高同學自我管理的意識。

5.2 【中一家長日】
日期：17/11/2012
對象：中一家長
形式：班主任及科目老師與家長以小組形式會談
目標：使中一家長了解子弟在學校的生活狀況及課堂表現等，並促進家長與老師之交流溝通。
5.3 【全校家長日】
日期：24/02/2013
對象：中一至中五同學及家長
形式：家長和學生與班主任或科目老師面談
目標：使家長了解子弟的學習情況及學校生活，並促進家長與老師之交流溝通。

6. 學生輔導
6.1 本科與社工及訓導科通力合作，需要時會舉行會議，報告跟進的情況並交流心得。

6.2 本科安排社工及輔導科老師分工，每級均有兩位輔導科老師幫忙跟進個案，本年度的安排如下：
- 中一：何世炳老師及魏簡汝婷老師
- 中二：黃日光老師及張凱翔老師
- 中三：司徒鄧潔貞老師及陳詠詩老師
- 中四：李卓偉老師及陳詠詩老師
- 中五：劉張瑞蘭老師及陳詠詩老師
- 中六：楊嘉華老師及 Miss Meryn Bulley

6.3 【中六放榜日輔導】
輔導科老師於放榜日提供輔導予有需要之家長及同學。

7. 評估
本科將統計每年需接受輔導的個案總數、參與各項活動的人數及出席率，並以觀察、問卷調查等方法，搜集學生、家長、老師的意見，以評估輔導工作及各項活動的成效，評估範圍包括：
- 活動的目標
- 活動的內容
- 參加者對活動的整體感受
- 參加者在活動中的表現
- 參加者在活動中的得著
- 推行活動時遇上的困難
8. 本年度成員
主任： 陳詠詩老師
其他成員： 何世炳老師
       黃日光老師
       劉張瑞蘭老師
       司徒鄧潔貞老師
       林楊嘉華老師
       魏簡汝婷老師
       李卓偉老師
       張凱翔老師
       Miss Bulley Meryn
社工： 范麗媚小姐
       許德城先生

9. 本年度財政預算

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SOCIAL SERVICE COORDINATING COMMITTEE
PROGRAMME PLAN 2012-2013

1. Purpose

1.1 To coordinate voluntary service programmes provided by the Community Service Group, the Community Youth Club, leadership training programme for Sing Yin Pioneers, the Boys Scout and other organizations.

1.2 To promote voluntary service in a more systematic and effective manner.

2. Review of the Present State

2.1 Strengths

2.1.1 Some senior form students show interest in joining voluntary service.

2.1.2 The committee of each service group is willing to motivate their fellow schoolmates to participate in voluntary service.

2.2 Weaknesses

2.2.1 Most junior form students are rather passive in participating in activities.

2.2.2 Junior form students have few opportunities to participate in voluntary service.

2.2.3 Most students lack time and skills for services. Not many students have taken part in leadership training programmes.

3 Objectives of Issues to be Addressed

3.1 To raise students’ awareness of taking part in voluntary service.

3.2 To promote volunteering amongst students.

3.3 To keep a record of students’ service work.

3.4 To show recognition to students’ commitment and contribution towards the society.

4 Implementation Plan

4.1 A list of activities provided by different charitable organizations will be carefully screened and recommended to the committee of each service group at the beginning of the academic year. Arrangements will be made to allow experienced senior form students to assist junior form students when joining the activities.

4.2 To promote volunteering, representatives from each service group will be invited to share their volunteering experience through Sing Yin Radio.

4.3 The records for other learning experiences will be used for each student to mark down the title of the service and service hours they have attained in a year. Information will be updated every year.

4.4 An award will be given to students to recognize their commitment and contribution towards the society. Students who have taken part in voluntary service most actively will be awarded with service certificates. The number of service hours and variety of services will be taken into consideration.
5. **Evaluation**

5.1 A record of students’ service work will be kept and the data will be analysed.
5.1 Observe students’ performance in different aspects in organizing activities.
5.2 Advisors of the clubs concerned are expected to check the information given by the members by the end of the year carefully.

6. **Programme Team**

Chairman: Mrs. Lau Cheung S. L.
Members: Ms Lee Chiu Fung
Mr Lee Cheuk Wai
Mr. Li Sze Fuk
Miss Lee, Janet
Mr. Kong Ping Wah
Mrs Szeto Tang K.C.
家長教師會
2012-2013 工作計劃

1. 宗旨
   1.1 加強家長與學校之間的聯繫，以及促進雙方的溝通。
   1.2 討論共同關心的事宜，以改善學生的福利。
   1.3 為學校籌集額外資源，協助學校改善設施。
   1.4 推動家長與學校合作，促進學生各方面的發展。
   1.5 為學校、政府及社會提供意見，以提高教育質素。

2. 現況
   2.1 優點:
      2.1.1 透過本會作橋樑，已能達至家長與學校之間的聯繫及溝通。
      2.1.2 家長委員和教師委員相處融洽，明白本會的重要性，並能積極拓展會務。
      2.1.3 班主任及其他老師均合力向學生及家長推介本會。
      2.1.4 駐校社工在擬定周年活動，如專題講座、工作坊或親子活動時，均樂意協助舉辦活動及提供專業意見。
      2.1.5 校方各團體，如聖言先鋒、學生會、職業輔導組等均樂意一同協辦活動。
      2.1.6 新校舍的設施讓本會增加了機會舉辦各類型親子活動，如：烹飪班、手工藝班、水仙切割班等等。

   2.2 弱點:
      2.2.1 家長很少主動與學校打交道，有些家長更因忙於工作，很難接觸。
      2.2.2 教師委員本身的工作量已不少，要再付出精力和時間去處理會務，及在課後出席常務委員會例會，壓力實在沉重。

3. 本年度目標
   3.1 鼓勵家長踴躍參與學校及本會的活動，從而掌握更多有效的培育子女的方法。
   3.2 鼓勵家長透過本會網址，踴躍提出寶貴意見。
   3.3 邀請專業講者為家長演繹增強親子關係的專題講座。
   3.4 向教育統籌局家校合作事宜委員會申請主辦專題講座、親子工作坊和出版刊物的津貼，以推動家長不斷學習，裝備自己，拉近與子女的距離。
   3.5 筹備選舉家長校董，共同改善學校與學生們的福利。
4. 本年度擬舉辦之活動:

4.1 招募新會員
日期: 第一階段在中一註冊日進行，而第二階段為九月下旬
對象: 本校家長
形式: 在中一註冊日派發會訊，會費已納入校方繳費表內，家長可自由選擇是否加入本會作為會員。而在九月下旬則會發出家長信邀請中四的家長加入本會。

4.2 周年會員大會
日期: 十一月十六日(星期五晚上六時三十分)
對象: 本會會員

4.3 籌備選舉家長校董

4.4 講座以「親子關係」為主題
日期: 十一月十六日(星期五晚上七時半至九時)
對象: 本校家長及學生
嘉賓講者: 屈穎妍女士

4.5 親子日營
日期: 二月或三月的某個星期天
對象: 本校家長及學生
地點: 待定

4.6 出版簡訊及會訊
簡訊: 於上學期派發
會訊: 五月二十四日派發 (畢業典禮當天)
形式: 向家長報導有關本會及學校的動向。

4.7 添置參考資料
日期: 全年任何時段
形式: 添置的親子資料將存放於圖書館內，供家長及學生借閱。

4.8 計劃進程:
七月  招募中一新生為本會會員
九月  招收中四會員
九至十月 緬備選舉家長校董
十月  參與學校水運會
十一月  - 周年會員大會暨專題講座
        - 參與學校陸運會
一月  烹飪班及水仙切割班 (新年假期前)
二月  傑出家長選舉
二月或三月 親子日營
四月  手工藝班
五月  出版會訊
5. 評估
5.1 每次活動完成後，透過問卷搜集家長對活動的意見，並透過常務委員會會議檢討活動的成效。
5.2 觀察家長參與各項活動時的投入程度，以評審活動的果效。
5.3 統計參與各項活動的人次及出席率。

6. 本年度教師委員
黃志強副校長 (副主席)
統籌主任：連胡淑嫺老師
其他教師委員：駱婉君老師 何世炳老師 羅穎欣老師
許志權老師 余卓勳老師 鄧偉祥老師

7. 財政預算

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盈餘                  1,600.00
1. **Purpose**

1.1 To oversee the operation of the Students’ Association to ensure a good service for Sing Yin students.
1.2 To supervise the Students’ Association in organizing various activities, promoting personal development.
1.3 To encourage students to participate actively in school activities, building up their sense of belonging to the school.
1.4 To pass the good experiences and tradition of Sing Yin Students’ Association onwards.

2. **Review of Present State**

2.1 **Strength**
   2.1.1 Most of the committee members are capable and responsible.
   2.1.2 Most of the committee members have a high sense of belonging to Sing Yin and the Students’ Association.
   2.1.3 A large number of students are eager to take part in the election of the Students’ Association.
   2.1.4 The Students’ Association has a high degree of autonomy.
   2.1.5 The Students’ Association has a large and comfortable office.

2.2 **Changes and need**
   2.2.1 All members of SA Executive Committee are F.5 students now. They are relatively younger and immature than those in the past. More supervision by the advisors is needed.
   2.2.2 The balance between SA duties and study of SA committee members has to be highly stressed. An upper limit of number of large scaled functions should be set.

3. **Objectives of Issues to be addressed**

3.1 S.A. election
3.2 Meeting of General Council
3.3 To follow up the work of making a plaque with the names of all SA chairmen in Sing Yin history.
4. Implementation plan

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<th>Tasks</th>
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<td>• The SA election will be held as before.</td>
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<td>• In accordance to our major concern “Obedience and self control”, the rules of promotion during campaign period and polling will be clearly stated and enforced.</td>
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<td>• According to the constitution, it will be held in February or March 2013.</td>
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<tr>
<td>4.3 3.3</td>
<td>• To follow up the work of making a plaque with the names of all SA chairmen in Sing Yin history.</td>
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5. Programme Team

Mr. Yung Lit Hung (Chairman)
Ms Ho Ping Ting (Honorable Secretary)
Ms Tam Mei Ling (Honorable Treasurer)
Ms Hui Chun Yee (Liaison Officer)