SING YIN SECONDARY SCHOOL

ANNUAL SCHOOL PLAN
2013-2014
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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

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 off springs.

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, over 90% of our F6 graduates are admitted into local degree or sub-degree programs.

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 40 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 4 years ago. Now that the first batch of students who underwent a 6 year secondary education has graduated from F6 in 2012, 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 35 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 since September 2012. 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 Incorporated Management Committee was set up in 31 August 2013. However we still have much work to do during the transition period which will end on 28 February 2014.
SCHOOL DEVELOPMENT PLAN (September 2012 – August 2015)

Over the past 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 2013-2014

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:

- raising students’ hope and concern for the future
- promoting proper use of IT devices
- preparing for the External School Review, if it falls in this school year.

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 Project on the Future: The future is a very comprehensive theme, so different aspects will be covered by different groups of teachers. Class teachers are requested to help students acquire a better habit to plan and set goals. Club advisors can help club officials to better plan their club activities. Career teachers will help F6 students to make better career plans. The Principal will deliver a talk centered around the far future. Other departments like the English, Chinese, Geography, Biology, Chemistry and Visual Arts Department will also incorporate this theme in their teaching too. Their focus is to enable students to have a positive outlook on our future.

3.2 Proper Use of IT Devices Project: The rise of smart phone and online games lead to addictive use of these devices, causing study, health and even social problems. In a survey conducted in the past school year, close to 15% of our students spend 3 or more hours a day on IT devices. We aim to reverse the trend. The Police will be invited to talk on cyber crime to our senior form students. The Principal and Class teachers will advise students to spend at most 20 minutes a day on smart phones and 2 hours per week on online games. In the workshop for parents, we will also give the same advice and the rationales behind. Smart phones will be kept for 5 days or more if students are found using them in class.

3.3 ESR Project: This is the last year of the second External School Review cycle. Most likely reviewers will visit us in the second term. Teachers and the school alike have to prepare the needed statistics, papers and documents ready for inspection.

3.4 Respect Other People Project: Recent social atmosphere led people to disrespect others in many situations. Our students need consolidation on the importance of respect. The Principal will talk on respect in school assemblies. All teachers will strengthen the practice of respect in their interactions with students, such as making sure they all greet the teachers, talk politely etc. Some departments will integrate respect in their teaching.
3.5 Environmental Education Project: Despite obtaining much recognition on our effort in practicing environmental protection, we are determined to do even better. We will install a display cabinet for endangered species in the hope of saving them, and organize a public exhibition of the same theme in a nearby mall. We will join the Foodwise charter to help reduce food waste in Sing Yin, and organize an eco-tour to China.

3.6 Other Learning Projects: Based on departmental reviews, some came up with new learning projects to help students learn better. The Health and Safety Department will arrange for a talk against adversity for F1 students. The Guidance Department will help students to think positively. In particular it will carry out a talk on positive psychology for F6 students. The Chinese Department will ask many forms of students to work on a new electronic learning platform. The Moral and Civic Education Department will put more emphasis on sex education this year. It will ask the Generation Life Group from the United States to talk on chastity to some of our students, and a teacher will be trained to follow up on their work. Science Departments and the Geography Department will establish thematic displays on astronomy, geology and etc. to raise the interest of students. We will also develop an extended thinking course for all F4 students to help them think creatively and divergently.

3.7 New Campus Project: Last year some enhancements were made. However one or two plans were not carried out for funding constraints. After scaling down, we will install more close circuit TVs and build two canopies of a simpler design. We will add more art display boards, paint a wall mural on the ground floor of the Father Canavan Block, and build a Mother Mary’s Alcove at a suitable place.

3.8 Consolidating the Incorporated Management Committee (IMC): The IMC was established on 31 August 2013. However there is still much work to do. For example, we need to elect teacher managers and parent managers in 3 months. Help the Alumni Association to elect the Alumni Manager and the IMC to appoint an Independent Manager. Open bank accounts. Apply for tax exemption status. Sign service agreements. The Financial Report of the last school year has to be audited and received by the IMC. We will handle all these extra administrative and clerical work by employing a contract office clerk and a teacher. We aim to end the transition period by 28 February 2014.

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 2013-2014

## Income

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<th>Description</th>
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**Non-recurrent Grant**

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| Total                                            | 52,373,600.00    | 50,802,576.26     |

**Expenditure**

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<p>| Non-recurrent Grant                              |                  |                   |
| Web-SAMS Expenses                                | 4,000.00         | 0.00              |
| eLearning Grant Expenses                         | 35,000.00        | 23,500.00         |
| Liberal Studies Curriculum Special Grant Expenses| 0.00             | 144,650.00        |
| After-school Learning and Support Expenses       | 130,000.00       | 143,433.00        |
| Fund for Cross Boundary Learning Activity Expenses| 100,000.00      | 154,300.00        |
| English Teaching Enhancement Grant Expenses      | 0.00             | 68,285.30         |
| Refined English Teaching Enhancement Grant Expenses| 320,000.00      | 317,304.25        |
| Lift Maintenance Grant Expenses                  | 96,000.00        | 80,220.00         |
| Incorporated Management Committee Grant Expenses | 350,000.00       | 98,302.50         |
| Learning Support Grant                           | 0.00             | 1,563.40          |
| Government Rent &amp; Rates                          | 1,450,000.00     | 1,591,100.00      |
| Sub-total                                        | 2,485,000.00     | 2,622,658.45      |</p>
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### Pastoral Care

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**Summary**

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Notes:

1. To employ three contract teachers, 2 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 enhancement to new campus.
8. To employ one contract teacher and one contract clerk.
9. Last portion of New Campus Grant.
10. To employ one contract teacher and for other English activities.
11. To employ one contract teacher by using funds carried forward.
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 Students are willing to take part in accounting exams like LCCI and the results were good.
2.1.4 Students are in general keen at joining various business-related competitions.
2.1.5 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.6 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.
3.6 To help students improve their relationship to other people

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 several topics covered in F.4 in each test and examination in F.5.
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 3 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.

4.6 To help students improve their relationship to other people
   4.6.1 Arrange group discussions and peer learning in regular lessons or supplementary lessons.

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
BIOLOGY DEPARTMENT
PROGRAMME PLAN  2013-2014

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, openess to new ideas and informed scepticism through the study of biology

2. Review of Present State

The NSS curriculum has been implemented for several years. The results of our students were very good though there is still room for improvement. Based on the recommendations given by HKEA for fine-tuning the Biology curriculum and assessment framework in May, we will review the school-based teaching schedule this year.

We will make appropriate modifications and continuously evaluate our implementation plan. We will continue to implement strategies set last year to promote deep learning approach among students. To achieve effective and pleasurable learning is our ultimate goal.

Besides, throughout last year, we have attended some teacher training workshops for using iPad in the learning process in the classrooms as well as in the laboratory. This year, we hope we can design and implement some learning activities in our teaching plan. In addition, we will focus on promoting General Science Education by arousing students’ interest in advance development in Scientific World through video broadcast in our language theatre.

Moreover, there are five Art students taking Biology this year, we have to make a review on the present IS curriculum so as to do some preparations. Evaluation will be made in mid-term.

This year, we have purchased a spirometer kit to compare the change in ventilation and cardiac output during exercise under the Project Science and Sport. We will try to make use of it to conduct experiments to deepen students’ understanding on the importance of exercises.
Finally, we will try to enhance students’ hope and concern in various classroom activities as a way of moral and civil education and one of the major concern in this school year.
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 (spirometer and oximeter) have been purchased last year.
2.1.4 IT equipment (iPad and Data-loggi) 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 and Biology curriculum to figure out how to design bridging programme for Art students.

2.2.6 To enhance student appreciation of the wonder of biodiversity in nature, respect different forms of lives and develop an attitude to support the sustainable development of our planet.

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 enhance students’ hope and concern for future development.
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 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 and photomicrograph exercises that have been prepared in the last year and will bind them into a booklet. We will try to make changes so as to implement deep learning approach and to achieve effective and pleasurable learning.

Besides, continuous evaluation on Biology school-based assessment plan will be made.

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

4.1.1 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.

4.1.2 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.

4.1.3 Allow students to self-test themselves on whether they have mastered the learning outcomes.

4.2 To enhance students’ hope and concern for their future.

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 broadcast some video and do some news reports on issue across the curricula of Biology and Liberal Studies.

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.

This year, we have purchased a spirometer kit to compare the change in ventilation and cardiac output during exercise under the Project Science and Sport. We will design laboratory work to use the kit in lessons.
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 2 days and 1 night in will be arranged for F.5 Biology students on 7/10-8/10/13 in Caritas Chan Chun Ha Field Studies Centre. We will also arrange a field study to Mai Po for Form 4 during summer activities and a visit to Wetland park for interested students.

4.6 To help an exhibition on protection of endangered species
An exhibition will be held in Choi Tak Shopping Centre on 14/9- 15/9/2013. Some specimens of endangered species from Agriculture Department will be displayed and some students will help to explain the information on the boards.

This activity not only can help to arouse public awareness of the importance of endangered species protection, but also allow our students to participate in local community activities. We hope such activity can strengthen our students’ belonging and concerns on the affairs of local community and equipped them to be responsible citizens in future.

5. Time schedule

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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. A revised version teaching curriculum will be made at the end of the term.

6.2 To enhance students’ hope and concern for future
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. We hope that through these
activities students will realize that changes in themselves and the world can be made through innovations and efforts.

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 language 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.

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Total expenditure: $18,000.00

8. Department members

Miss Yang Ka Wah (Department Head); Mr. Wong Chi Keung
1. Aims

1.1 To arouse an interest in Chemistry.
1.2 To acquire an appropriate body of knowledge and understanding in Chemistry.
1.3 To acquire an ability to think rationally and critically, and to apply the knowledge of Chemistry to making judgements and solving problems.
1.4 To develop skills in scientific investigations.
1.5 To recognise the evolutionary and sometimes transitory nature of Chemistry.
1.6 To be acquainted with the language of Chemistry and to be equipped with the skills in communicating ideas in Chemistry related contexts.
1.7 To develop an appreciation of Chemistry and its applications in daily life.
1.8 To be aware of the social, economic, environmental and technological implications of Chemistry, and to show concern for the environment and society.
1.9 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. A demanding teaching curriculum and a large number of SBA tasks means limited flexibility for teachers to plan their lessons according to students’ interests and abilities.
2.2.4 In view of the new class structure, three classes of Chemistry will be provided starting from the 2013-2014 school year. Therefore, greater learning diversity will be expected.

2.3 Changes and Needs
2.3.1 The new Senior Secondary curriculum has been successfully implemented. A revised C&A guide (released in July 2013) will be
first implemented in the 2013/14 school year for F.4 students. Evaluation and refinement of the teaching plan will continue in the coming school years.

2.3.2 As the requirements of SBA have been streamlined, our SBA tasks will be simplified in order to allow more flexibility for teachers to plan their lessons according to students’ interests and abilities.

2.3.3 As a new class structure will be implemented this academic year, a greater learning diversity will be expected. Implementation of departmental policies will be strengthened in order to maintain students’ high academic achievements.

2.3.4 New apparatus and equipment were installed in the Chemistry Laboratory, and new teaching activities will be designed to facilitate better teaching, learning and assessment.

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

This programme plan aims:

3.1 to continue the revised teaching scheme to enhance the learning of Chemistry and to maintain students’ high academic achievements.

3.2 to extend enhancement programmes to strengthen students’ reading ability, broaden students' range of aesthetic experiences and to 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 and revised Curriculum and Assessment (C&A) Guide

The NSS Chemistry curriculum has been implemented for four years and a revised C&A Guide will be first implemented in the 2013/14 school year for F.4 students, the teaching plan will be evaluated and refined. SBA tasks will be further simplified in order to allow more flexibility for teacher to plan their lessons according to students’ interests and abilities. 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 the NSS. It aims to help F4 to F.6 students to 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 New Teaching Activities

4.3.1 New apparatus
A Aquatron Automatic Water Still A400, a Cary 60 UV-Visible Spectrophotometer and a Alpha FT-IR-base Spectrometer were installed in the Chemistry Laboratory. Some teaching activities using these apparatus such as new experiments and demonstrations will be delivered to students.

4.3.2 iPad and Data-logger system
Some more new experiments using the iPad and the Data-logger system will be developed in order to improve the teaching and learning of experiment classes.

4.3.3 Tack Board Exhibition
New tackboards were installed in the Chemistry Laboratory and preparation room. A Tackboard Exhibition will be organized with three main themes: Forensic Science, Motor Science and UV-Visible Spectrophotometer & FT-IR-base Spectrometer.

4.4 Enrichment science talks
Science talks will be organized for students to acquire the latest and advanced scientific knowledge. Motor Science talks will also be delivered by Mr. Hui to capture students’ attention in the importance of Science in Motor industries.

4.5 Enhancement programmes to facilitate students to achieve deep learning

4.5.1 Reading and Writing 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.

4.2.2 Challenge Tasks and Chemists Online
For more capable students, advanced exercises and tasks will be assigned to them. Teachers will encourage these students to take part in interschool Chemistry competitions and attend different Science Talks such as “Chemist Online” in order to acquire the most up-to-date knowledge.

4.2.3 The International Junior Science Competition (IJSO) and the Chemistry Olympiad Competition (ChemO)
IJSO selection tests and training sessions 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.

4.2.4 The Secondary School Mathematics & Science Competition organized by The Hong Kong Polytechnic University (SSMSC). Some students will be selected to take part in the SSMSC and ANCQ. A more systematic training programme will be held during the school year.

4.6 Major concerns of the school

To address the school’s major concern, ‘To raise students’ hope and concern for the future’, positive values will be delivered to students through the topics such as ‘Consequences of using fossil fuels’ and ‘Green Chemistry’.

To address the school’s major concern, ‘To promote the proper use of IT devices’, proper habits of using IT devices will also be shown to students while using the iPads in teaching and learning activities.

5. Evaluation

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

5.2. A sharing meeting will be held to discuss the depth and breadth of teaching after the First Term examinations.

5.3. The expected passing rate and level 5 or above percentages for Chemistry in the HKDSE are 95% and 50% respectively.

5.4. Some F.5 and F.2 students will be selected to take part in the SSMSC and IJSO, respectively. Their performance will be analyzed.

6. Budget

<table>
<thead>
<tr>
<th>Items</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Library books</td>
<td>$2,000.00</td>
</tr>
<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>$20,000.00</td>
</tr>
<tr>
<td>5. Consumables for Chemistry experiments</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>6. Photocopying costs</td>
<td>$500.00</td>
</tr>
<tr>
<td>7. Motor Science Community equipment</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

Total: $47,000.00

7. Programme Team

Mr. Hui Chi Kuen (Department Head of Chemistry)
Mr. Kong Ping Wah
Ms. Yuen Sze Nga
Ms. Fok Sum Kei (Laboratory Technician)
中國歷史科
2013-2014 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，盡一己之責任，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，學習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，中四級每循環周有五節，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，令講授進度較為緊迫。
2.2.2 地方不足，令老師取存教具困難，學生的模型製作亦難以存放。
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開試，故不作其他活動。

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辨及表達立場之能力。

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、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

鼓勵學生積極參與分組製作活動，從積極參與中，訓練其團隊合作精神，以配合公民教育的發展。1-3 年級繪畫中國地圖，目的在使其在繪畫過程中，能切身感受祖國錦繡河山的壯麗，培養其對國家民族的認同感，並認識祖國的名山大川，歷史名城及國土疆界，令其對中國古代歷史及現代的行政區域有一定的認識。專題研習及模型製作方面，盡量配合學校所訂的關注項目及課本內的乙部專題。

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 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</td>
<td>F.1-F.6</td>
<td>全體科任教師</td>
</tr>
<tr>
<td>4.2 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>與中史學會及其他科組協辦</td>
<td>11/13-5/14 F.1-F.5</td>
<td>各級聯絡人、中史學會負責老師、科主任</td>
</tr>
<tr>
<td>4.3 安排田野考察，以配合教署推行的全方位學習政策</td>
<td>日期及地點待定</td>
<td>11/13-5/14 F.4、F.5</td>
<td>F.4、F.5 老師</td>
</tr>
<tr>
<td>4.4 推廣課外閱讀，培養學生的自學能力，學習蒐集、閱讀、整理、綜合及分析資料的能力。</td>
<td>資料回應題及論述題</td>
<td>10/13-6/14 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>
<td>各任教老師</td>
</tr>
</tbody>
</table>
| 4.5 活動教學—齊動手：用簡報、廣播劇或話劇演繹歷史故事，用各類形式評論歷史人物，香港史專題研習、模型製作、繪畫中國地圖等。 | F.1 上學期：專題研習(一)：遠古時期的文化（11月呈交）
試根據乙部課程—-執石器時代和新石器時代的有關事實，創作漫畫，並完成工作紙。
F.2 小組專題研習
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
以造紙術、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。（模型的製作，可包括非火藥的
武器的發明，如投石器……）

呈現形式：模型製作
呈現日期：聖誕假後 | 1/14 F.1/F.2 F.1、F.2 任教老師 |
| F.1 下學期：專題研習：(二)文字的發展（4月呈交）
同學可分組製作簡報或模型，形式不拘。
F.2 配合全年關注事項：
提升學生對未來的關注及期望
題目：中國歷史上出現過不少重要建設，例如長城、運河、古都等，為後世的發展及防衛作了重要的貢獻。試從上述建設中，選取其中一項，
探討它的歷代沿革，說明它對後世所產生的作用，並提 | 4/2014 F.1、F.2 F.1、F.2 任教老師 |
出具體的規劃建議，提升它對國家未來發展的意義和價值。

呈交形式：簡報、文字報告或視訊檔案（三選一）

(1) 上學期：學術思想發展的專題研習
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《提升學生對未來的關注及期望》。內容為乙部課程之第一章，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

(2) 下學期：專題研習
題目：宗教教義
研習內容盡可能配合本年度關注項目《提升學生對未來的關注及期望》。內容為乙部課程之第二章，表達形式同上。
繳交日期：5月

中國地圖繪畫
F.1 戰爭地圖;
F.2 隋代建設圖;
F.3 中國分省圖

5. 評估

<table>
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<tr>
<td>5.1</td>
<td>評估學生的學習興趣是否提高？</td>
<td>1/2014及5/2014</td>
<td>各任教老師</td>
</tr>
</tbody>
</table>
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？

<table>
<thead>
<tr>
<th>日期</th>
<th>單位</th>
<th>責任人</th>
</tr>
</thead>
</table>

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。

<table>
<thead>
<tr>
<th>日期</th>
<th>單位</th>
<th>責任人</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2014</td>
<td>各級聯絡老師、中史學會負責老師、科主任</td>
<td>5/2014</td>
</tr>
</tbody>
</table>

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？

<table>
<thead>
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<th>責任人</th>
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<tbody>
<tr>
<td>6/2014</td>
<td>全體老師</td>
<td>期終試後</td>
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6. 財政預算（2013-2014）

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<tr>
<td>6.1 視聽教材、教學資源（例：教具等）</td>
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<tr>
<td>6.2 教師參考書</td>
<td>$1000.00</td>
</tr>
<tr>
<td>6.3 比賽獎勵</td>
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</tr>
<tr>
<td>6.4 影印、油印</td>
<td>$800.00</td>
</tr>
<tr>
<td>6.5 雜項（例：參觀及考察交通費）</td>
<td>$3000.00</td>
</tr>
<tr>
<td></td>
<td>$6600.00</td>
</tr>
</tbody>
</table>
中國語文科
2013-2014年度工作計劃

1. 宗旨

● 提高讀寫聽說能力、思維能力和審美能力和自學能力；
● 培養語文學習的興趣、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：希望未來，關注未來
  --善用資訊
  --準備外評

2. 目前概况

● 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：
  --希望未來，關注未來
  --善用資訊
  --準備外評

3.1 初中(中一至中三)
  3.1.1 確認平時分計算方法：有見於平時分佔考測總分比重日增，為令各班評分更客觀公平，本年度將統一處理方法，呈分課業必須在課堂內完成。
  3.1.2 閱讀方面：為提高學生的閱讀能力，並進而培養學生的閱讀
習慣，本年度將加強閱讀訓練：

i 文言文訓練：將延續上學年文言文篇章訓練

ii 讀文教學：改革課程，增加自讀及講讀篇章，務求增加學生的閱讀質量

iii 課外閱讀：優化廣泛閱讀計劃。其一，配合說話訓練，讓學生在課堂介紹有趣讀物；其二，新增閱讀平台

3.1.3 口語訓練：為配合高中課程的改動，取消朗讀訓練，初中說話訓練如下：

中一 上學期短講；下學期小組討論（建議題）
中二 上學期短講；下學期小組討論（選擇題）
中三 上學期短講；下學期小組討論（共識題）

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 經過對首二屆文憑試教、學、考等方面的檢討，高中的發展方向大致不變，各級定位如下：

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。將所學複習、對各種能力能應用自如，比如誇文體的應用。

3.2.2 根據首二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(作文)，而綜合已有提升，至於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：吸取去年經驗，今年繼續關注綜合的教學效能，尤其在見解論證方面須加強訓練。

● 口語溝通能力：

1. 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；
2. 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；
3. 教學助理集中訓練首輪發言。為了加強學生的認知，一方面指導學生如何準備首輪發言，為了讓學生達到要求，預備時間將較正式考試時間多；另一方面，為了加強學生的認真態度，每次練習，學生必須先把預備的內容寫出來，字數為 130-150 字，然後用一分鐘時間表述，整個過程將會錄影；
4. 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；
5. 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）為加強同學的寫作能力，將參加教育局語文支援小組的寫作計劃：安排中六同學生做兩次前測、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。

● 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。

3.2.1 推行「智愛中文平台」每日一篇網上閱讀計劃：為了提升學生的閱讀興趣和語文水平，希望透過閱讀平台，讓同學持續訓練閱讀、語法、聆聽、語文知識、詞彙等能力，從而鞏固語文能力。

3.2.2 實施「學生遲交功課處理」細則：為了提升學生學習語文的認真態度，本科將遲交功課處理如下：

<table>
<thead>
<tr>
<th>課業</th>
<th>處理方法</th>
</tr>
</thead>
<tbody>
<tr>
<td>作文 (2013-14 年度生效)</td>
<td>● 堂課 (大測常分—上、下學期各一次) 1、必須即堂遞交 (若未完成寫作) 或回家續寫，但分數只計至時限到的時分 2、凡請病假 (有醫生紙) 或事假 (有合理原因) 的學生，須由教學助理安排補做，不扣分。  ● 家課 (校本評核)  凡超過遞交期限，扣分 10%（該卷得分 × 0.9）</td>
</tr>
<tr>
<td>課後練習 (大測常分—聆聽 / 綜合) *即日生效</td>
<td>1. 凡請病假 (有醫生紙) 或事假 (有合理原因) 的學生，須由教學助理安排補做，不扣分。 2. 凡無故缺席的學生，除了得 0 分，還須完成責任，將由教學助理安排補做。</td>
</tr>
<tr>
<td>選修單元 (校本評核) *即日生效</td>
<td>● 堂課： 1. 凡請病假 (有醫生紙) 或事假 (有合理原因) 的學生，須由教學助理安排補做，不扣分。 2. 凡無故缺席的學生，須由教學助理安排補做，將扣分 10%（該卷得分 × 0.9）</td>
</tr>
<tr>
<td>其他</td>
<td>由任教老師自決</td>
</tr>
</tbody>
</table>

3.2.3 拔尖：善用高考公開考試試題，加強同學的文化意識和思辨能力。（中四至中六）

3.2.4 中四考卷安排： 根據考評局的改動，將卷三卷五合併為卷三聆聽及綜合能力。
3.3 學科活動
3.3.1 為鼓勵同學多閱讀多創作，中文周擬邀請作家周淑屏女士主講「閱讀與生活」，希望透過演講，讓同學在寫作方面得到更多啟發。

3.3.2 為提升同學學習語文興趣，中文周擬邀請香港話劇團表演話劇一齣。

3.3.3 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

<table>
<thead>
<tr>
<th>項目</th>
<th>預算 (HKD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>廣泛閱讀計劃雜項</td>
<td>3,000.00</td>
</tr>
<tr>
<td>聽說訓練/閱讀/寫作/學科活動</td>
<td>10,000.00</td>
</tr>
<tr>
<td>教材（如光碟、參考書籍）</td>
<td>3,000.00</td>
</tr>
<tr>
<td>影印（如工作紙）</td>
<td>8,000.00</td>
</tr>
<tr>
<td>學科活動</td>
<td>5,000.00</td>
</tr>
<tr>
<td>合共</td>
<td>29,000.00</td>
</tr>
</tbody>
</table>
COMBINED SCIENCE DEPARTMENT
PROGRAM PLAN 2013-2014

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 Both the chemistry and biology teachers in our school are helpful and experienced, and can provide a lot of assistance and support.
2.1.2 Most students are willing to learn.

2.2 Weakness and Limitation
2.2.1 Many students who take this subject 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 promote independent learning through the use of eClass platform
3.3 To launch programmes to improve the DSE results

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.
This year, some F.4 students from the challenge class take the subject. Therefore, about 5% additional topics will be taught.
4.2 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. Teachers also make use of the internet to deliver exercises to the students.

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

4.4 To develop ways to foster deep approaches to learning

5. Time schedule

<table>
<thead>
<tr>
<th>Implementation Plan</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1</td>
<td>9/2013 - 6/2014</td>
</tr>
<tr>
<td>4.2</td>
<td>9/2013 - 6/2014</td>
</tr>
<tr>
<td>4.3</td>
<td>9/2013 - 6/2014</td>
</tr>
<tr>
<td>4.4</td>
<td>9/2013 - 6/2014</td>
</tr>
</tbody>
</table>

6. Evaluation and Performance indicator

6.1 At least one interesting topic will be incorporated about each month. Teachers and students will discuss the issue. For F.4C, about 5% additional topics will be taught.

6.2 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.

6.3 The remedial classes for weaker students will be held after school. Students who have showed improvement can leave the classes.

6.4 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.

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>2. Laboratory Equipment</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>3. Consumables for experiments</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>4. Photocopying costs</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Total</td>
<td>$ 2,000.00</td>
</tr>
</tbody>
</table>

8. Department Members

Mr. Wong Chi Keung (Head)
Ms. Yuen Sze Nga
COMPUTER DEPARTMENT
PROGRAMME PLAN 2013-2014

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 differences 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 Observing the students using computer in computer room after school. Only doing and preparing school work will be allowed.
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 Introduce ‘Scratch’ programming course for F1 students.
4.5 Build up a Pascal programming judging system to encourage students writing more Pascal program.

5. Evaluation

5.1 At least 95% 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 programming competition inside school and outside school.

5.4 Count the number of students using the judging system.

6. **Budget**

<table>
<thead>
<tr>
<th>Expenditure</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>White board marker and eraser</td>
<td>$600</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1100</strong></td>
</tr>
</tbody>
</table>

7. **Program Team**

Mr. Kwong Wai Cheung (Department Head)
Mr. Chung Chi Tat
Mr. Lam Hei Tat
Mrs. Lin Wu Suk Han
1. **Purposes**

   1.1 To develop students’ interest in the subjects.

   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 on them.

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 improve students’ study skills

   3.4 To develop students’ reading habit

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>
<tr>
<td>Study Skill</td>
<td>Prepare worksheets that require students to apply the study skills which they have learnt in the study skill course.</td>
<td>On regular basis</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Reading scheme</td>
<td>Assign supplementary reading materials to students to broaden their knowledge and enhance their ability to apply economic theories.</td>
<td>On regular basis</td>
</tr>
<tr>
<td>Economics Bulletin</td>
<td>An issue of Economics Bulletin will be published (WK)</td>
<td>March 2014</td>
</tr>
<tr>
<td>Talks / Visits</td>
<td>One visit or talk will be arranged. (WK &amp; LC)</td>
<td>March–April, 2014</td>
</tr>
</tbody>
</table>

5. **Budget**

<table>
<thead>
<tr>
<th></th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopy and stenciling</td>
<td>$500</td>
</tr>
<tr>
<td>Prizes</td>
<td>$600</td>
</tr>
<tr>
<td>Reference</td>
<td>$400</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>$1600</td>
</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  2013 - 2014

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 Students generally lack 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 encourage students to express opinions and create a more interactive learning environment in class.
3.3 To enhance student’s ability to write arguments.
3.4 To incorporate this year’s major concern to the curriculum.
3.5 To implement the new curriculum for F1 and F2 students.

4. Implementation Plan

<table>
<thead>
<tr>
<th>Visits</th>
<th>F1: A visit to the Hong Kong Museum of History will be arranged. (SY)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F2: A visit will be arranged in the second term. (TM/HT)</td>
</tr>
<tr>
<td>News report and sharing</td>
<td>Besides written reports, students have to present and share their news reports in turn.</td>
</tr>
<tr>
<td>Project work</td>
<td>F.2 students will complete a mini-project.</td>
</tr>
<tr>
<td>Incorporate the major concern to the curriculum.</td>
<td>Incorporate the value of “hope” in teaching the syllabus topics such as the topics related to the economic and political developments in Hong Kong</td>
</tr>
<tr>
<td>Enhancing students ability to write arguments</td>
<td>Teach students how to write simple arguments and reinforce it through exercises and tests.</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Implementing the curriculum</td>
<td>To develop teaching materials for the new F1 and F2 curriculum.</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>Stenciling/ photocopy</td>
<td>600.00</td>
</tr>
<tr>
<td>Prizes</td>
<td>600.00</td>
</tr>
<tr>
<td>Teaching resources</td>
<td>500.00</td>
</tr>
<tr>
<td>Visits</td>
<td>2000.00</td>
</tr>
<tr>
<td>Total:</td>
<td>3,700.00</td>
</tr>
</tbody>
</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
Ms She Ngan Suen
Mr Wong Yat Kwong
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 and an awareness of different learning targets and strategies.

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. The majority (more than seventy percent) possess a master’s degree / master’s degrees 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 With the Refined English Enhancement Grant, projects enhancing learning through the medium of English have taken place for two years and they will continue until August 2014.

2.2 **Weaknesses and Limitations**

2.2.1 The additional funding of $498,000 provided by the EDB to enhance English language development since 2007 over a period of 6 years ended in August 2013.

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 2013-2014; and

3.10 to improve students’ learning approaches so as to achieve effective and pleasurable learning.

4. Implementation Plan

4.1 to prepare the new Form One students for learning through English

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

4.1 to provide an environment for students to learn and use the language

   4.1.1 Open competitions
   4.1.2 Newspaper and magazine subscriptions
   4.1.3 Lunchtime activities in the English Room
   4.1.4 English Week
   4.1.5 Language courses
   4.1.6 Oral Practices
   4.1.7 Sing Yin Radio

4.2 to help students appreciate language arts

   4.2.1 to arrange a drama performance for F.1-5 students
   4.2.2 to take part in the School Speech Festival

4.4 to enhance reading and vocabulary learning

   4.8.1 to subscribe to on-line programmes
   4.8.2 to carry out the Book of My Choice Scheme
   4.8.3 to promote reading by arranging book sharing during morning assemblies
   4.8.4 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  to review and implement the NSS Curriculum

4.6.1  to review the arrangements for the School-based assessment
4.6.2  to share lesson plans, teaching ideas and experiences

4.7  to provide more individual attention and feedback for students

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 promoting the proper use of IT devices

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

4.10  to improve students’ learning approaches

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 in learning in the Student Learning Survey 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 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 the 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 pleasurable learning.

6. **Budget**

<p>| | | |</p>
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<tr>
<td><strong>6.1</strong></td>
<td>Extensive Reading Scheme (For purchasing books and DVDs only)</td>
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<td><strong>6.2</strong></td>
<td>Speech Festival (entry fees, coach fees, etc)</td>
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<td>On-line Reading Programme (F.1, F.2 and F.4)</td>
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<td><strong>6.6</strong></td>
<td>Activities (Joint-school oral practices, English Week, ERS, Form activities, competitions, etc)</td>
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<td><strong>6.7</strong></td>
<td>Photocopies and duplications (examination and test drafts, master copies for informal tests, reports, supplementary exercises, materials for remedial courses, etc)</td>
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## Refined English Enhancement Grant provided by the EDB (2013-2014)

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<td>a. Speech Training Package</td>
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<td>b. Poetry Writing Programme</td>
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<td></td>
<td>c. Language Across Curriculum Teaching Kit</td>
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<td>2</td>
<td>Drama Appreciation at school</td>
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<td>3</td>
<td>English Across Curriculum Resources for Teachers</td>
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### Table 6.8

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</table>
GEOGRAPHY DEPARTMENT
PROGRAMME PLAN 2013-2014

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 the public examination.
3.3 To implement the NSS and the new F.1-3 curricula.
3.4 To arouse the interest in the study of geography.
3.5 To address the School’s major concerns and project – to raise students’ hope and concern for the future and to help students improve their relationship to other people.
3.6 To set up the geology corner at the Geography Room.
3.7 To continue 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 and a visit to an organic farm in Yuen Long will be organized. An orienteering activity will also be organized jointly with the Orienteering Club.
   - Form Two – A visit to the Hong Kong Observatory will be organized.
   - Form Three – A field trip on manufacturing industry or marine ecosystem 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. A field trip to Sai Kung (by ship) will be organized for F.4-6 students. All Geography students will be asked to attend seminars provided by different universities and organizations.
   - A tentative plan is made for an overseas study tour 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 the public examination:
   4.2.1 More frequent quizzes will be given in order to raise the students’ academic standards.
   4.2.2 Students of senior forms will do more written work e.g. doing past papers and essay writings.
   4.2.3 Extra lessons will be given to students of senior forms during holidays or after school occasionally. Lessons will be used for doing map work, exercises or informal tests and students can obtain immediate feedback from teachers.
   4.2.4 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 and the new F.1-3 curricula:
   4.3.1 Teachers will share the teaching experience of the NSS and the new F.1-3 curricula and discuss about any changes to make a better implementation of both curricula.
   4.3.2 Teachers will attend seminars or workshops related to the NSS curriculum.
   4.3.3 Buy library books and teacher references on related topics of the NSS and the new F.1-3 curricula.
   4.3.4 Buy DVDs and teaching resources on related topics of the NSS and the new F.1-3 curricula.
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 150 words)
   - NSS level - one issue per month (summary and comments of more than 150 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 A talk on the Rainforest by the Hong Kong Discovery will be organized for F.5 and F.6 Geography students.

4.4.3 Film shows and field trips will also be organized by the Geography Club.

4.5 Address the School’s major concerns and project:

4.5.1 Students’ hope and concern for the future will be aroused through the teaching of various topics in geography e.g. sustainable city, global warming, ocean in trouble, etc.

4.5.2 Students will also learn to improve their relationship to other people through project work, class discussions and outdoor activities such as field trips.

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 cabinets.

4.7 Continue to 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. Through field studies, students can also 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.

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

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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Subsidy on transportation fee for fieldwork or visit</td>
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<td>Maps and photos</td>
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<td>3</td>
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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 values and attitudes:
   - to respect the culture and heritage of other communities;
   - to develop a spirit of impartiality and empathic understanding to historical and current issues;
   - to develop 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 possess the ability to achieve higher academic standards. Some even show profound interest on particular topics in history.
2.1.2 Teachers are very co-operative and helpful. We have many opportunities to share our teaching experience after school hours.
2.1.3 The 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.
3. Major Issues to be Addressed

3.1 to address the major concern of the year: to raise students’ hope and concern for the future;
3.2 to implement the major project of the year: to help students improve their relationship to other people;
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;
3.5 to prepare for the ESR

4. Implementation Plan

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

4.2 Revision of worksheets (F.1 – F.3) (all members)
Worksheets are revised and newly designed to supplement the textbooks and workbooks to promote high-order thinking such as comparison, issue enquiry and value formation, to arouse students’ interest, to offer additional knowledge, and to adjust the scope and skills in line with the requirements of the DSE. New set of worksheets is implemented in F.3 this year. Materials of F.1 and F.2 will be reviewed in the next academic year.

4.3 Remedial lessons (F.6 & F.5) (LE & NC)
Remedial lessons and extra exercises will be offered for the weaker students of F.6 from October and F.5 from April. For F.6 students, a few special sessions for advanced argumentation and structuring will be held for the more able students, while some sessions for 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 upholding of essential values. The major concern and project of the year 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, Taiwan, 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

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<tr>
<th>Proposed Date</th>
<th>Activity</th>
<th>Teachers Responsible</th>
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<tbody>
<tr>
<td>Nov 2013</td>
<td>Half-day fieldtrips for F.5 history students: Visit to Museum or Heritage Sites in Hong Kong</td>
<td>NC</td>
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<tr>
<td>Nov 2013</td>
<td>Visit to the Hong Kong Museum of History for all F.1 students</td>
<td>FY, SY</td>
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<tr>
<td>Apr 2014</td>
<td>Tentative Study Tour: Visit to Historical sites outside Hong Kong, e.g. Macau, Taiwan, Nanjing, Kaiping or Fujian</td>
<td>LE, NC</td>
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<tr>
<td>Apr/May 2014</td>
<td>Fieldtrip for F.4 history students and other interested students: Visit to Museum or Heritage Sites in Hong Kong</td>
<td>LE</td>
</tr>
<tr>
<td>Apr/May 2014</td>
<td>Fieldtrip for all interested students: Visit to Museum or Heritage Sites in Hong Kong</td>
<td>LE, YC</td>
</tr>
<tr>
<td>Apr/May 2014</td>
<td>Session on Political Cartoons for F.5 history students</td>
<td>NC</td>
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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 2014 respectively.
5.2 Evaluate students’ performance in both internal and external examinations.
5.3 Evaluate students’ performance through book inspection and lesson observation.
5.4 Evaluate students’ learning effectiveness in the new worksheets in F.3.
5.5 Evaluate students’ learning effectiveness in the visits/fieldtrips/study tour.
5.6 Evaluate students’ learning effectiveness in projects (junior forms) and SBA (senior forms).
6. **Budget**

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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 2013-2014

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 devoted to teaching.
2.1.3 There are a lot of IT supports such as eBook, PowerPoint files and movie clips 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. 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.
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 students’ 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 learning science and in doing experiments
3.2 To interface junior secondary science curriculum with NSS science curriculum
3.3 To cater for learners’ diversity
3.4 To enhance teaching and learning through teachers’ sharing
3.5 To promote students’ project skills
3.6 To foster deep and achieving approaches to learning

4. Implementation plan
4.1 To arouse students’ interests in learning science and doing experiments
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 training of data analysis skill, ‘3C1P’ as well as writing learning journals. Specific activities will be arranged for F.1 and F.2 students to develop their scientific mind. Students will be asked to write learning journals on them.
Through writing learning journals, they can improve their language skill and have more engagement in the learning process.

4.1.2 Reading programme
Some pieces of reading exercises will be prepared 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 visit
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.
All F.2 students will visit the Science Museum in this school year.

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 teachers 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.

4.1.5 New examples and ideas
Last year, after some evaluations on science teaching, some new examples and ideas such as nano science, DNA, energy conversion in roller-coaster, nuclear energy, atomic structure, Newton’s Laws of mechanics, calculations in basic electricity, radiation, electromagnetic waves, illusion, LASIK and endangered species will be added into the syllabuses. These topics help students to broaden their horizons and to arouse their interests in learning science.

4.1.6 To raise students’ interests 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. This in turn improve their laboratory skills and can raise their interests in doing experiments.

4.2 To interface junior secondary science curriculum with NSS science curriculum
4.2.1 Data analytical skill and presentation skill
In NSS science curriculum, students are required to do laboratory reports. In the reports, they have to record, analyse and present 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 skills in handling the data.

4.2.2 New F.3 syllabuses
The topics for F.3 will be slightly modified. A tailor–made syllabus will be set up to balance the requirement of future Arts and Science students. As for future Arts students, we should include broader scientific issues. As for the future Science students, we should include deeper scientific issues for a
better preparation of NSS. The Chemistry and Biology Department found that students in Form 4 cannot understand the concepts of molecules easily. Therefore, this topic will be incorporated in the F.3 syllabus. As the Physics Department found that the topic ‘optics’ may not be the best topic taught in F.3, the topic ‘heat’ will be taught instead. Last year, the topic ‘heat’ was taught and it was agreed that this topic was suitable for our F.3 students.

4.3 Catering for learner diversity

4.3.1 IJSO training
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 2014. 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.
For the students selected for the IJSO Hong Kong test, if they are selected by the HKAGE, teachers will give more guidance and assistance to them.

4.3.2 Remedial programme
The remedial programme was found to be effective. This programme will be organized more systemically. 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 an in-and-out mechanism such that the students may leave the class after they have got improvement. In the first session, a re-test will be given. In the second session, teachers will teach the weaker students to prepare for the coming test or examination.

4.4 To enhance teaching and learning through teachers’ sharing

4.4.1 Teachers’ feedback in marking papers
Teachers who mark the examination papers should make a brief 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. Some points will be discussed and shared within the department meeting

4.4.2 Teachers’ sharing
Teachers are encouraged to post useful teaching materials in the department public server. Teachers are encouraged to use them. More important, teachers are encouraged to ask other science teachers for advice to learn how to teach better in particular topics.

4.5 To promote students’ project skills
Apart from the activities in ‘SEED’ projects, one additional project will be prepared for F.1 and F.2 students within the school year. For F.3 students, there will be two projects. The projects help training students’ project skills. Students are encouraged to give oral presentation for the projects as well.

4.6 To foster deep and achieving approaches to learning
More ways to improve lectures to foster deep approaches to learning will be used. These include to start 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, conclude the lecture by allowing the students to self-test themselves on whether they have mastered the learning outcomes, 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.

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.
      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 visit
          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.
      5.1.4 School tour
          The teacher will also teach them the underlying principles of these
          facilities which include the concept of renewable energy sources.
      5.1.5 New examples and ideas
          Some new examples and ideas such as nano science, DNA, energy
          conversion in roller-coaster, nuclear energy, atomic structure, Newton’s
          Laws of mechanics, calculations in basic electricity, radiation,
          electromagnetic waves, illusion, LASIK and endangered species will be
          added into the syllabuses. Appropriate teaching materials will be prepared
          by the subject teachers and shared among the members.
      5.1.6 To raise students’ interests in doing experiments
          Marks of TAS will contribute to the results of the second term test. The
          weight is 10%.
   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 corresponding skills
          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 ‘Atoms’, ‘Periodic Table’, ‘Chemical Equation’ and ‘Heat’ will be
          taught.
   5.3 Catering for learner diversity
      5.3.1 IJSO training
In the second term, all students will attend a selection test. About 20 students will be selected to join a course which lasts for 4 weeks. After the training course, another selection test will be held. Five to six students will be selected to join the IJSO Hong Kong Screening test which will be held in September, 2014.

For the students who may be selected by the HKAGE, the teachers I/C will give more guidance and assistance to them after school.

5.3.2 Remedial programme

Two remedial sessions will be held in each form after each test and exam. Those students who failed in the test/exam will join.

5.4 To enhance teaching and learning through teachers’ sharing

Markers of exam paper will prepare a brief report for the students. In the department meetings, teachers will discuss with others on the points. Teachers are encouraged to seek for help from other science teachers in teaching particular topics.

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 are encouraged to use some of them in their lessons. From the survey results of last year, it was found that for lower forms, both surface and deep approaches are useful.

6. Time schedule

<table>
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<tr>
<th>Implementation Plan</th>
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<td>4.1</td>
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<tr>
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<td>10/2013 - 6/2014</td>
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</tr>
<tr>
<td>4.7</td>
<td>9/2013 - 6/2014</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. Cheung Hoi Cheung
- Mr. Cheung Shi
- Mr. Chung Tat Chi
- Mr. Kwong Wai Shing
- Mr. Yu Cheuk Fun
- Miss Yuen Sze Nga
- Mr. Yung Lit Hung
通識教育科
2013-2014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）常見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，包括明辨思考能力、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。
2.1.2 本科以中文為教學語言，這有利於學生的學習。
2.1.3 本校為中三學生開展了專題研習課，為學生提供了基本技巧訓練，以進行「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。
2.1.4 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。
2.1.5 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 提升學生對未來的期望及關注
3.2 推廣適當使用資訊科技
3.3 幫助學生改善人際關係
3.4 改進學生的學習方法
3.5 發展教與學資源
4. 施行計劃

4.1 提升學生對未來的期望及關注

4.1.1 科任老師在教學中通過合適的議題討論，幫助學生建立對未來的信心，以提升學生對未來的期望。例如：在探討現時香港和中國所面對問題的同時，亦幫助學生了解兩地的優勢和發展，以提升他們對香港與中國未來的信心和期望；在單元六(能源科技與環境)，在探討全球暖化和環境污染議題的過程中，亦強調通過人類的合作可逆轉現時的劣勢，鼓勵學生自發節約能源，為地球的永續發展而努力。

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劃自己的工作，分階段完成習作，以提升學生的時間管理技巧。

4.2 推廣適當使用資訊科技

4.2.1 科任老師在教學中通過合適的議題討論，推廣適當使用資訊科技的重要性。例如：通過討論網絡欺凌及網絡病癮問題，可提高學生對適當使用資訊科技的自覺性。

4.2.2 科任老師在教授獨立專題探究的技巧時，亦將更強調尊重知識產權及引用資料來源的重要性。

4.3 幫助學生改善人際關係

4.3.1 透過「個人成長與人際關係」單元中，科任老師可引導學生探討朋輩間衝突和家庭衝突的成因，從而幫助學生建立改善人際關係的技巧。

4.3.2 在不同議題的討論中，科任老師亦會強調尊重其他人的立場意見的重要性，以減少與其他人的衝突，改善人際關係。

4.4 改進學生的學習方法

4.4.1 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；老師會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。

4.4.2 科任老師會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；另外老師亦會引導學生寫筆記，以培養積極的學習習慣。

4.4.3 學生透過剪報家課，提高對時事議題的認識和關注，另外，課堂滯報亦可提升學生的溝通和表達能力。
4.4.4 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，以進行一個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，科任老師將通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(deep learning)的效果。

4.4.5 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及課程進度，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。

4.4.6 為了幫助中六學生應付中學文憑試，本科將安排輔導班，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 本科會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，呈分校評核局作全科評核之用。
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

| 鄧秉華老師（科主任） | 吳澤楠老師 | 陳椿偉老師 |
| 周幸鈺老師           | 單家輝老師 | 梁淑蓮老師 |
| 許志權老師           | 楊釗墉老師 | 楊嘉華老師 |
| 駱婉君老師           | 羅綺雯老師 | 關艷玲老師 |
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.

2.1.8 The facilities in the new school campus is good and adequate.

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 Difference of learning abilities of new F.1 students.

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 participate 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 to 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 Keep track of the teaching pace and teaching sequence of F.1 students as a new set of textbook is adopted.
4.10 Promote the proper use of IT devices and raise the effectiveness of teaching and students’ motivation through daily teaching activities such as using mathematical web-site through internet, TV programs and computer software like GeoGebra, Graphmatica and Microsoft Excel to teach topics such as geometry, coordinates geometry, curve sketching, linear programming, statistics and sequence, etc.
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 Raise students’ hope and concern for the future through teaching various topics.
4.17 Prepare for the ESR.

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 Analyze the result in Hong Kong Mathematics Olympiad.
5.3 Observe the atmosphere in Sing Yin Invitational Mathematical Competition.
5.4 Observe the atmosphere and the participation of students in the training sessions.
5.5 Test the ability of students after training.
5.6 Observe the smoothness of programs organized or helped by higher form students.
5.7 Observe the classroom atmosphere and students’ participation when Information Technology is used.
5.8 Observe the classroom atmosphere and students’ participation when teaching enrichment materials.
5.9 Discuss among teachers the use of new F.1 textbook.
5.10 Analyze the results of those students having remedial works.
5.11 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.

6. **Budget**

6.1 Photocopy and duplication fee
- essential materials for students such as past examination paper
- training materials for Interschool Mathematics Competitions
  $2000

6.2 Prizes of Mathematics Olympiad for F.1, F.2 & F.3
  $900

6.3 Interschool Mathematics Competitions
  $1000

6.4 Reference books
  $1500

6.5 Teaching Aids
  $1000

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<th>Item</th>
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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.6))
Mr. Cheung Hoi Cheung
Mr. Cheung Shi
Mr. Ho Sai Ping
Mr. Kwong Ka To
Mr. Kwong Wai Shing
Mr. Lam Hei Tat
Mrs. Lin Wu Suk Han
Mr. Poon Wai Cheong
Mr. Tsang Chi Kin
Mr. Wong Chi Shing
倫理及公民教育科
2013-2014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 課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 培養學生慎密的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 社會人士普遍認同德育及公民教育的重要性。
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：「提升學生對未來的關注和希望」。
3.2 配合學校本年度關注目標：「善用資訊科技」。
3.3 如何改善人與人之關係。

4. 施行計劃提升學生對未來的關注和希望
4.1 開學祈禱會的主題為「如何改善人與人之關係」，讓學生明白到對人應有修養，對事能從各方面看，談吐舉止宜謙和有禮。內容包括尊重、禮貌、留意與環境協調、體覺別人的需要等。
4.2 下學期將會安排有關「對未來的關注和希望」這個主題的講座，校長會就此題目發表演說。
4.3 增添校內的宗教擺設：增建聖母岩、拜苦路路牌及福傳報告板。
4.4 由於中一及中三改用課本《我走星光道》第一冊和第三冊，學年內將跟
進兩級課程進度，老師分享教學心得以作出課程相應的增減。

4.5 繼續研究國民教育課程的內容；收集本校各科和國民教育科課程有關係的課題及了解其範圍。

4.6 舉行宗教教育活動，如：參加明愛賣物會、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 評估政策

<table>
<thead>
<tr>
<th>課堂表現</th>
<th>等級</th>
</tr>
</thead>
</table>
| ● 積極投入課堂學習，學習活動中經常表現高度能力，能掌握課堂所學；
  ● 積極回應，尊重他人意見，展現良好品德；
  ● 分組時能帶領同學進行討論，並能有條理地匯報討論結果。 | A |
| ● 投入課堂學習，能掌握課堂所學；
  ● 尊重他人意見，樂意與別人合作，友善受教；
  ● 能回應老師問題，並樂意發表個人意見。 | B |
| ● 能掌握課堂所學；
  ● 參與學習活動時能與同學合作，惟表現較被動，態度尚算良好。 | C |
| ● 會參與學習活動，惟表現欠積極；
  ● 會回應老師問題，惟答案較簡短；
  ● 不太願意發表個人意見。 | D |
| ● 心有旁騖，精神不集中；
  ● 不太樂意回應老師提問；
  ● 不願聆聽同學的發言，時常故意延遲作答；
  ● 遲交功課或功課馬虎。 | E |
| ● 精神渙散，屢勸不聽；
  ● 對老師和同學出言不遜；
  ● 欠交功課和小測不合格。 | F |

<table>
<thead>
<tr>
<th>課業及小測</th>
<th>等級</th>
</tr>
</thead>
<tbody>
<tr>
<td>課業總分達 80-100%</td>
<td>A</td>
</tr>
<tr>
<td>課業總分達 71-80%</td>
<td>B</td>
</tr>
<tr>
<td>課業總分達 61-70%</td>
<td>C</td>
</tr>
<tr>
<td>課業總分達 51-60%</td>
<td>D</td>
</tr>
<tr>
<td>課業總分達 41-50%</td>
<td>E</td>
</tr>
<tr>
<td>課業總分達 40 以下</td>
<td>F</td>
</tr>
</tbody>
</table>
5.3 學生參與社會服務和課外活動，例如：
5.3.1 為長者舉行活動。
5.3.2 到世界各地交流/比賽。
5.3.3 參加義工服務，例如明愛賣物會。
5.3.4 賣旗賣抽獎券活動(一年 40 人次)。

6. 財政預算

收入

| 政府津貼       | $18000 |

支出

| 活動費用       | $13000 |
| 交通費         | $1500  |
| 教師參考資料   | $500   |
| 視聽教材/教育光碟 | $500  |
| 獎品           | $500   |
| 教具           | $500   |
| 其他           | $1500  |

共 $18,000
### 年度全年工作計劃

<table>
<thead>
<tr>
<th>九月</th>
<th>十月</th>
<th>十一月</th>
<th>十二月</th>
<th>一月</th>
<th>二月</th>
<th>三月</th>
<th>四月</th>
<th>五月</th>
<th>六月</th>
<th>七月</th>
<th>八月</th>
</tr>
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<tbody>
<tr>
<td>講座/活動</td>
<td>開學禮儀</td>
<td>理財講座</td>
<td>交通安全講座</td>
<td>聖誕彌撒</td>
<td>選舉事務處講座</td>
<td>廉署講座</td>
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<tr>
<td></td>
<td>MP(IC), ZX, HY, LH, NM, Ms Choi</td>
<td>NM (F.2)</td>
<td>Generate Life</td>
<td>MP(IC), HY, NM, LH, LC, Ms Choi</td>
<td>LH, LC, TK (F.5)</td>
<td>ZX (F.4)</td>
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<tr>
<td>校外活動</td>
<td>參觀高等法院</td>
<td>參觀高等法院</td>
<td>明愛賣物會</td>
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<tr>
<td></td>
<td>MP(F.6)</td>
<td>/TK(F.6)</td>
<td>LC, Ms Choi</td>
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<tr>
<td>制定進度表</td>
<td>全體</td>
<td>全體</td>
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<tr>
<td>本科會議</td>
<td>全體</td>
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<tr>
<td>查閱學生習作</td>
<td>MP</td>
<td>MP</td>
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<tr>
<td>紀錄及評估</td>
<td></td>
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<tr>
<td>更新本系紀錄</td>
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<tr>
<td>聯繫活動</td>
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<tr>
<td>觀課</td>
<td>MP/ZX</td>
<td>MP/ZX</td>
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<td></td>
</tr>
<tr>
<td>早晨分享</td>
<td>NM(IC)</td>
<td>/LE</td>
<td>/CC</td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>金句反省(黑板)</td>
<td>HY(IC)</td>
<td></td>
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<td></td>
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<tr>
<td>Katso Board</td>
<td>LY(IC)</td>
<td>TK</td>
<td>/ZX</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>馬槽</td>
<td>Ms Choi</td>
<td></td>
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</tbody>
</table>
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.

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. 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>
<tr>
<td>4.7 3.4</td>
<td></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>Sept. 2013</td>
<td>Recruiting instrumental classes members</td>
<td>Band Advisors and Tutors</td>
</tr>
<tr>
<td>Sept. 2013~2014</td>
<td>Brass and String Instrumental classes</td>
<td>Advisors and Tutors</td>
</tr>
<tr>
<td>Sept. 2013~2014</td>
<td>Regular hymn choir practice</td>
<td>Ms Choi</td>
</tr>
<tr>
<td>Oct 2013</td>
<td>Music Appreciation</td>
<td>Teacher-advisors and music club</td>
</tr>
<tr>
<td>Nov. 2013</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 2013</td>
<td>Music Appreciation</td>
<td>Teacher-advisors and music club</td>
</tr>
<tr>
<td>Nov. 2013</td>
<td>Music Contest (Heats)</td>
<td>Teacher-advisors and Music Club</td>
</tr>
<tr>
<td>Dec. 2013</td>
<td>Music Contest (Final)</td>
<td></td>
</tr>
<tr>
<td>Feb. 2014~March 2014</td>
<td>Hong Kong School Music Festival</td>
<td>Advisors and Tutors</td>
</tr>
<tr>
<td>May 2014</td>
<td>Brass band /String Band /Orchestra to prepare for performance in Graduation Ceremony</td>
<td>Advisors and Tutors</td>
</tr>
</tbody>
</table>
May 2014 | Music Appreciation | Teacher-advisors and music club
---|---|---
July 2014 | 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</td>
</tr>
<tr>
<td>5.4 Students’ progress in learning in instrumental classes</td>
<td>Observation and tests, results in HK School Music Festival and grading in Royal School of Music</td>
</tr>
</tbody>
</table>

6 Budget

<table>
<thead>
<tr>
<th>Teaching Aids</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.1</td>
<td></td>
</tr>
<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</td>
<td></td>
</tr>
<tr>
<td>6.2.1 Teacher’s Reference</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>6.3</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>$1,500.00</td>
</tr>
<tr>
<td></td>
<td>$12,000.00</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 (Asst. i/c Music Contest, i/c.Lunch Concerts)  
Ms Lo Yee Man (i/c Brass Band)
PHYSICAL EDUCATION DEPARTMENT
PROGRAMME PLAN 2013-2014

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 healthy 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 give recognition to 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>School Physical Fitness Award Schemes will be jointly organized by</td>
<td>Sept, 2013</td>
<td>June, 2014</td>
</tr>
<tr>
<td>Physical Education Department and Health and Safety Group.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To provide opportunity for selected students to assist in school</td>
<td>Sept, 2013</td>
<td>June, 2014</td>
</tr>
<tr>
<td>team training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To select some capable students to attend sport training course or</td>
<td>Oct, 2013</td>
<td>June, 2014</td>
</tr>
<tr>
<td>leadership course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To conduct physical fitness tests for students.</td>
<td>Dec, 2013</td>
<td>June, 2014</td>
</tr>
<tr>
<td>To organize quizzes about various kinds of sports for students.</td>
<td>Apr, 2013</td>
<td>June, 2014</td>
</tr>
<tr>
<td>To provide video show about various kinds of sports.</td>
<td>May, 2014</td>
<td>June, 2014</td>
</tr>
<tr>
<td>To organize a series of exhibitions about sport injury as well as</td>
<td>June, 2014</td>
<td>June, 2014</td>
</tr>
<tr>
<td>sports and health.</td>
<td></td>
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</tr>
<tr>
<td>To organize a talk on Sport injury</td>
<td>July, 2014</td>
<td>July, 2014</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 $40,000.00
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 : $82,500.00

7. **Programme Team**

Department Head : Mr. Li Sze Fuk
Member : Mr. Wong Fu Hong
         Mr. Ho Sai Ping
PHYSICS DEPARTMENT
PROGRAMME PLAN 2013-2014

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 DSE exams and in both Hong Kong and International Physics Olympiads.
2.1.3 Support for the study of Physics is sufficient, such as data-loggers, iPads and so on.
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 DSE 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 DSE exams were held for two 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 Prepare the students for the DSE exam effectively.

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. 13</td>
<td>July 14</td>
</tr>
<tr>
<td>4.2</td>
<td>3.2</td>
<td>Suitably use IT in lessons.</td>
<td>Sept. 13</td>
<td>July 14</td>
</tr>
<tr>
<td>4.3</td>
<td>3.3</td>
<td>Use toys, interesting video clips and other interesting tools 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 or YouTube.</td>
<td>Sept. 13</td>
<td>July 14</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. 13</td>
<td>July 14</td>
</tr>
<tr>
<td>4.5</td>
<td>3.5</td>
<td>Share how to teach effectively.</td>
<td>Sept. 13</td>
<td>July 14</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 provided in Sing Yin’s web.</td>
<td>Sept. 13</td>
<td>July 14</td>
</tr>
</tbody>
</table>
### 5. Evaluation

5.1 F.4 boys are expected to join the Modern Physics Course willingly. A high attending rate is expected.

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 Things needed to be improved should be informed to the school authority.

### 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>21,000</td>
</tr>
<tr>
<td>Consumables</td>
<td>12,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35,000</strong></td>
</tr>
</tbody>
</table>

### 7. Programme Team

All programmes include four Physics teachers.
普通話科
2013-2014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，更可增進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「憧憬未來」，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，家庭生活出發，既瞭解自己，亦瞭解別人，努力把握明天，開創積極光明之前路。

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講演比賽，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 不少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，許多小學已實行普教中，而且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 透過多元化及活潑生動的方式，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，讓同學每節課均有開聲發言應用普通話的機會。
4.3 藉播放普通話歌曲、動畫故事、簡單聆聽練習等，俾學生更多聆聽訓練。
4.4 增加課堂漢語拼音的拼讀及拼寫環節，由淺入深，利用練習鞏固，小測評估，讓同學掌握該項基本自學能力。
4.5 教學上適時進行比賽形式之課堂活動，並利用簡單獎品以祈提高升同學之興趣及參與度，使學習氣氛更活潑，效能更高。

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會進行班內漢語拼音比賽、普通話繞口令比賽、普通對譯比賽等</td>
<td>不定期</td>
<td>各班任教老師</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</td>
<td>不定期</td>
<td>胡廸純老師統籌</td>
</tr>
<tr>
<td>（在聖言電台點播普通話歌曲）</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. 拼音填字遊戲</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. 普通話粵語對譯比賽</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. 普通話日／周</td>
<td>五月</td>
<td></td>
</tr>
<tr>
<td>（主要為攤位遊戲、歌曲欣賞）</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. 試後普通話歌唱比賽</td>
<td>七月</td>
<td></td>
</tr>
<tr>
<td>（在禮堂進行）</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

活動成效評估：

1. 老師觀察同學的課堂學習興趣有否提高。
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>$200</td>
</tr>
<tr>
<td>2. 教師參考書</td>
<td>$200</td>
</tr>
<tr>
<td>3. 校際朗誦節報名費資助(39 人 X 90 元)</td>
<td>$3510</td>
</tr>
<tr>
<td>4. 比賽獎品</td>
<td>$300</td>
</tr>
<tr>
<td>5. 影印</td>
<td>$50</td>
</tr>
<tr>
<td>6. 雜項及物資損耗</td>
<td>$200</td>
</tr>
<tr>
<td>合計：</td>
<td>$4460</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 爲最高，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

胡廸純 李昭鳳 孟彩余 許臻怡
1. **Purposes**

1.1. To formulate measures to cultivate students’ creativity, problem-solving ability, observation and tactile experience. Students should create in visual arts lesson with fun.
1.2. To encourage students to participate art 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.

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 “raising students’ hope and concern for the future” in this academic year, creative projects will be emphasized</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
as follows:

| 4.1.1 Painting project – “Our future world” | Dec 2013 | F.1 & F.2 | KK CA | 3 hours |
| 4.1.2 Comics project – My dream | Dec 2013 | F.3 | KK CA | 3 hours |

4.2 An art competition team will be developed and team members are encouraged to participate in open art competitions.

- 4.2.1. Recruiting and nominating students with gifted talent in Visual Arts.
- 4.2.2. Providing briefing session of each competition to students
- 4.2.3. Mounting of artwork
- 4.2.4. Collecting and delivering completed artwork.

4.3 To open the VA room for studio practice at lunch time and after-school.

The following students will have high priority for using this studio:
- i) Senior VA students
- ii) Art competition team members
- iii) Members of VA club
- iv) Members of Ceramics club

Some voluntary students will serve as monitors for this studio.

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 2013 and Jun 2014.

Titles are as follows:
1. Our goals
2. How does computer facilitate learning?
3. Easter
4. Help your neighbours

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

<table>
<thead>
<tr>
<th>(Deadlines)</th>
<th>F.1-5 students</th>
<th>Decided by students</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Oct 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Dec 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Mar 2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 May 2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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>$900.00</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>$5 100</td>
</tr>
<tr>
<td>5.2.2. Colours</td>
<td>$4 000</td>
</tr>
<tr>
<td>5.2.3. Stationeries</td>
<td>$2 900</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>$6 200</td>
</tr>
<tr>
<td>5.3 Art competition fee</td>
<td>$2500</td>
</tr>
</tbody>
</table>

______________________________
Total: $ 31 600
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 new AV equipments.
   2.2.2 The proper handling and installation of AV equipment are found to be not familiar among users. Cases concerning the repair of visualizers in classroom kept increasing.
   2.2.3 New AV equipments 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 in classroom, the equipments 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 equipments 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. Training 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 equipments (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>Audio System in School Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microphones (for instruments)</td>
<td>2</td>
<td>$2,500</td>
</tr>
<tr>
<td>Mic Cables (~20 feet each)</td>
<td>3</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>Portable LED light (for hall’s podium)</td>
<td>2</td>
<td>$500</td>
</tr>
<tr>
<td>Mic Stands</td>
<td>2</td>
<td>$800</td>
</tr>
<tr>
<td>Lighting System in School Hall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless transmission system for the moving head lights</td>
<td>1 set</td>
<td>$2,500</td>
</tr>
<tr>
<td>Sing Yin Radio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PC Audio Interface</td>
<td>1</td>
<td>$2,500</td>
</tr>
<tr>
<td>Pop Killer</td>
<td>1</td>
<td>$300</td>
</tr>
<tr>
<td>Mic clamp</td>
<td>4</td>
<td>$200</td>
</tr>
<tr>
<td>Sing Yin TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripod</td>
<td>1</td>
<td>$2,500</td>
</tr>
<tr>
<td>SD card (32 G)</td>
<td>1</td>
<td>$600</td>
</tr>
<tr>
<td>Photography Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SD Card with Wifi</td>
<td>1</td>
<td>$600</td>
</tr>
<tr>
<td>Diffuser</td>
<td>1</td>
<td>$300</td>
</tr>
<tr>
<td>Carrying Bag</td>
<td>1</td>
<td>$1,500</td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portable Digital Audio Recorder</td>
<td>1</td>
<td>$2,000</td>
</tr>
<tr>
<td>Wireless Presenter</td>
<td>2</td>
<td>$1,000</td>
</tr>
<tr>
<td>Movable Platform (for band performance)</td>
<td>2</td>
<td>$6,000</td>
</tr>
<tr>
<td>Digital Video Cam</td>
<td>1</td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$29,400</strong></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. Leung Pak San (IT Officer)
INFORMATION TECHNOLOGY DEPARTMENT
PROGRAMME PLAN 2013-2014

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 about 20 teachers’ old notebook and 1 server for library system.

### 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>
<tbody>
<tr>
<td>4.1</td>
<td>3.1</td>
<td>• Maintain and monitor school internal network</td>
<td>Sept 13</td>
<td></td>
<td>CT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintain and monitor the IT equipment of classroom and special room</td>
<td>Sept 13</td>
<td></td>
<td>TK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintain and monitor computer room and computer learning center</td>
<td>Sept 13</td>
<td></td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Maintain and monitor the IT equipment of science departments</td>
<td>Sept 13</td>
<td></td>
<td>KH</td>
</tr>
<tr>
<td>4.2</td>
<td>3.2</td>
<td>• Maintain and update the school web site regularly</td>
<td>Sept 13</td>
<td></td>
<td>LT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Provide technical support and maintenance for the Library Master,</td>
<td>Sept 13</td>
<td></td>
<td>CT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sing Yin Automatic Weather Station, Sing Yin WeTube and Sing Yin VideoBlog.</td>
<td>May 14</td>
<td>Jul 14</td>
<td>KW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conduct surveys on IT teaching and learning</td>
<td></td>
<td></td>
<td>TK</td>
</tr>
<tr>
<td>4.3</td>
<td>3.3</td>
<td>• Conduct meetings and sharing sessions to help subject departments</td>
<td>Nov 13</td>
<td></td>
<td>TK</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to build teaching learning resources repository and eClass Learning</td>
<td></td>
<td></td>
<td>KW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Platform.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.4</td>
<td>3.4</td>
<td>• Call tender and place order for the IT equipment</td>
<td>Sept 13</td>
<td>Jul 14</td>
<td>KW</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Receive and install the equipment</td>
<td></td>
<td></td>
<td>TK</td>
</tr>
</tbody>
</table>
5 Evaluation

5.1 The hardware and software needed for the IT plans should be acquired on time, unless there are unexpected difficulties. Using log book to kept the number of failure in the IT equipment.

5.2 For the computerized library system, 100% of our students should have the chance to use it.

5.3 We expect all teachers can use the IT equipment in classroom and 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$300,000</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$402,000</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. Hui Chi Kuen
Mr. Kwok Wai Keung
Mr. Lam Hei Tat

IT support Teacher Team
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 Master: Mr. Lam Hei Tat
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 little reading in English in different subject areas.

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>
<tbody>
<tr>
<td>4.1</td>
<td>3.1</td>
<td>● Regular activities in the English Room</td>
<td>MB, YC &amp; Student</td>
<td>September 2013 to May 2013</td>
</tr>
</tbody>
</table>
Subject members organizing cross-curricular English activities for the whole school:
- Concert at Lunchtime
- LAC Book Fair
- Sing Yin Radio
- Cross-curricular DVDs to be shown to students by Teaching Assistants when subject teachers are absent.

Helpers
- CF
- WK
- MB & LA
- SN

December, 2013
During English Week
Oct 2013-May 2014
Sept 2013-June 2014

4.2 3.2
- Bridging Programme for F.1
- Subject language implementation plan for each department
- Reading programmes (online and ERS)
- “Book of My Choice” Reading Scheme

Eng. teachers
- Dept heads
- English teachers
- English teachers

Sept 2013
Sept 2013 to June 2014
Sept 2013 to Aug 2014
Sept 2013 to May 2014

4.3 3.3
- Language support on vocabulary, usage, pronunciation, etc.
- English Resource Bank

MB, YW & SN

Sept 2013 to May 2014

4.4 3.4
- Purchase books and DVDs on subjects using EMI
- Develop teaching materials and lesson plans

SN
- Subject teachers

Oct 2013 to May 2014

5. Evaluation

<table>
<thead>
<tr>
<th>Item</th>
<th>Plan</th>
<th>Evaluation</th>
</tr>
</thead>
</table>
| 5.1  | 4.1  | ● Evaluation by teachers and feedback from students  
|      |      | ● Teachers’ and students’ feedback and participation rate  
|      |      | ● Teaching Assistants’ feedback |
| 5.2  | 4.2  | ● Evaluation by F.1 teachers  
|      |      | ● Evaluation by department heads  
|      |      | ● On-line reading progress reports and teachers’ comments  
|      |      | ● Evaluation survey on eClass |
| 5.3  | 4.3  | ● Feedback from teachers |
| 5.4  | 4.4  | ● Teachers’ feedback |
6. Budget

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAC Resources for teachers (Refined English Enhancement Grant)</td>
<td>$5200.00</td>
</tr>
<tr>
<td>Bridging programme</td>
<td>$800.00</td>
</tr>
<tr>
<td>Activities</td>
<td>$500.00</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$100.00</td>
</tr>
<tr>
<td>Total</td>
<td>$6,600.00</td>
</tr>
</tbody>
</table>
LIBRARY
PROGRAMME PLAN 2013–2014

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 Joint Publishing (三聯).

3.4.3 Arrangement for the Reading Award Scheme:

3.4.3.1 The Library will incorporate the Library Reading Award Scheme with the English and Chinese ERS. The 1st and the 2nd section would be held in November, 2013 and March, 2014 respectively in this school year.

3.4.3.2 In order to promote the proper use of IT devices, book reports in video format would be accepted in the 1st Reading Award Scheme this term.

3.4.4 Students who overdue:

3.4.4.1 Students who fail to return their overdue books after two notifications, their parents would be informed.

3.4.4.2 If a F.6 graduate fails to return books after repeated notifications, his testimonial could be withheld by the school.

3.4.5 Discipline talks

Library rules and regulations, particularly those related to the severity of damaging or stealing books from the Library, were highlighted.

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.

4.2.1.3 Book reports in video format would be accepted in the 1st Reading Award Scheme this school 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

Library books, VCDs, DVDs, CD-ROMs and magazines $65,000.00
Stationery and Consumable $2,500.00
Prizes for Competitions and Reading Award Scheme $2,500.00
Maintenance fee for Library Master $2,000.00

Total $72,000.00

7. Programme Team

Miss Li Yuk Bing (teacher-librarian)
ENVIRONMENTAL EDUCATION
PROGRAMME PLAN 2013-2014

1. Purpose
1.1 To raise environmental awareness in school and understanding of importance of environment protection.
1.2 To promote students’ good habits in conservation of resources and energy in school, at home and in the community.
1.3 To develop care for personal hygiene and environmental cleanliness as well as a positive attitude towards maintaining the quality of the natural environment.
1.4 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 is cooperative and 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 cleanliness and environmental protection
3.2 To promote active participation in recycling activities

4. Implementation plan
1.5 Environmental Prefects and Monitors
For F.1-F.3, one environmental monitor will be assigned in each class by his class teacher.
For F.4-F.6, the monitors were assigned by the teacher I/C. To increase the confidentiality of the password of the computers, computers in different classrooms have different passwords. New passwords were used to increase the confidentiality. The environmental monitors are requested not to disclose them to others. The environmental monitors are responsible to switch off the electrical appliances when they are not in use. They should give advice to their classmates about the wise use of resources and energy.
This year, the environmental monitors will take an oath in front of their classmates to make a commitment. This action helps to raise their responsibility towards their duties.
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.

1.6 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.

This year, we will carry out two ‘classroom cleanliness competition’, one in each term. These activities are hoped to encourage students to keep classroom clean and tidy. There will be a strict enforcement of the practice. Classes with untidy classrooms will be punished. Students are requested to clean their own classrooms after school. Individual students who are found to be uncooperative will be asked to clean the campus.

1.7 Participation in Ambassador Scheme
More students especially from the junior forms are recruited as members. Some of them may join the Green Youth Ambassador Scheme and more activities will be held for them. Joint-school activities will be held by the Environmental Club.

1.8 Policies in reducing food waste
The tuck shop agreed to provide only 100 lunch boxes or below each day to reduce the food waste. The usage of plastic bag to hold the food such as the meat balls and dim sum will not be continued. For the teachers, the committee will encourage the teachers to reduce food waste and recycle the waste as much as possible. The food waste after composted will be used as fertilisers in our campus. Some of them will be taken away by some teachers and students for their personal uses.

1.9 Recycling competition and activity
A waste bottle/metal can recycling competition will be held. Environmental Club officials and the Environmental Prefect Team will provide guidelines for the competition. They assist in counting the number of recycled plastic bottles/metal cans for each class. 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.

A proposed joint-clubs activity (with the Chemistry Club) will be held to recycle the used batteries and charger.

1.10 Environmental Projects
Our school will participate the ‘No Air Con Night 2013’ to encourage teachers and students to reduce energy consumption.

Our students will participate either the ‘Low-Carbon Pioneers’ or ‘Zero-Carbon Projects’ this year. They will decide the projects to be held in the school year.

A public exhibition on ‘Protection of Endangered Species’ will be held on 14th-15th September, 2013 in the Choi Tak Shopping Centre. The aim of the exhibition is to arouse public concern and awareness on the protection of endangered species. Both teachers and
students are involved in the organising the activities. An endangered species display will be set up in the campus permanently.

4.6 Introducing our environmental facilities
To help promote environmental education through knowing about our environmental facilities, we continue conducting programmes to familiarize our students and parents about them. For parents, we will do that in F.1 Orientation Day and F.1 Info Day. 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 well-trained students will welcome them and give detailed description about our environmental features.

5. Evaluation and Performance indicator
5.1 Environmental Prefects and Monitors Team
More than 60 environmental prefects will be recruited. Environmental monitors will be appointed by their class teachers and the teacher I/C. The environmental monitors will take an oath of commitment. Whenever they perform poorly, their duties will be withdrawn. Their performance will be assessed regularly by the teacher I/C.

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 campus will be carried out. Those students who are found to be not cooperative will be warned and punished. Environmental prefects will be responsible for reporting immediately to the teacher in charge about those students. The number of offences is to be recorded. It is hoped that the number of offences drops when compared with last year.
For the classrooms, a closer supervision on the classrooms’ cleanliness will be done. Class teachers, janitors and cleanliness prefects will carry out closer supervision. Classes with dirty and untidy classrooms will be punished. Furthermore, two clean classroom competitions will be organized, one in each term to promote cleanliness of the classroom. The number of offences is to be recorded. After these measures, it is hoped that the number of offences drops when compared with last year.

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. It is hoped that more than 10 students from the junior forms will join the environmental club and the scheme.

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 environmental prefects and club officials will actively encourage students to participate the recycling activity. The number of participants is to be recorded. It is hoped that the number of participants increases.
The waste food composting activity will start in October. It is hoped that at most 8 compost boxes will be filled up in the whole year.

5.5 Environmental Projects
Environmental Projects designed by the students will be launched in the school year.
In the exhibition on ‘Protection of Endangered Species’, the number of participants will be recorded. It is hoped that the number of participants will exceed 500.

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 $1,500.00
   Miscellaneous $1,000.00
   Total expenditure $2,500.00

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 Protection Club)
中三專題研習科
2013-2014 年度工作計劃

1. 宗旨
1.1 提升專題研習能力
1.2 提高各種共通能力如：思維能力、自學能力、語文能力、溝通及合作能力等
1.3 增強學習技巧
1.4 培養自學精神
1.5 培養良好品德，正確人生價值觀

2. 目前概況
2.1 有利條件
2.1.1 同學在小學、中一及中二時已體驗不少專題研習活動，對較為艱深的課程障礙不大。
2.1.2 科主任及多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 同學必需設立議題，進行專題研習，提升解難及資料分析能力。
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 培養學習技巧與自學精神。
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、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）學習專題研習技巧
  ● 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。透過教授學習專題研習技巧，老師教導同學怎樣審題，如何進行資
料搜集，資料處理及匯報。

- 同學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，我們利用十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。
- 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。
- 每位同學有兩次口頭匯報的機會，加強他們的表達能力。
- 在第九節的課堂上，同學們需要進行一次考核及評估，穩固他們的知識及技巧。

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。設立議題後，同學需要進行該專題研習，並把研究結果在課堂上作口頭匯報。

每一專題研習的教節為五節。
第一節：介紹主題、同學分組
第二節：每組研習的議題題目及進行研究的方法
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資料搜集，在課堂上作口頭匯報。

D）學習技巧班及明辨思考課程
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：學習技巧班及明辨思考課程。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：老師以觀察並評核方式進行
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： $ 200.00
   獎品： $ 500.00
   雜項： $ 200.00
   合共： $ 900.00

7. 成員
   黃志強（科主任）
   郭鄭美玲
   劉張瑞蘭
   楊盧學賢
   鄧偉祥
   吳美珊
   單家輝
   佘雁璇
   連胡淑幃
   黃日光
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.

2.1.2 The work of careers department is carried out by a team of six teachers who are dedicated and capable of organizing various programmes.

2.1.3. 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.

2.1.4. The Careers Department is able to maintain good working relationships with supportive parents, fellow teachers, office staff, the school social workers and old boys.

2.1.5. 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 and information booklets by Careers Department
- 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.
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 F 5 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, sub-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 e-class.

3.5 To address the School’s Major Concerns

4 Implementation Plan

4.1 To arrange a programme on ‘self-exploration’ for junior form 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 arrange a job selection survey for F3 students
4.2.3 To hold a Form 3 Parents’ Day on the NSS curriculum on 15th March. (All F3 parents and students are requested to attend.)
4.2.4 To provide a handbook with information on the NSS curriculum, requirements of various tertiary institutes and degree and sub-degree courses.
4.2.5 To hold a briefing meeting with the F3 class teachers about the arrangements of the NSS curriculum before the F3 Parents’ Day
4.2.6 To offer counselling services to help F3 students make their educational choices
4.3 Educational planning for senior forms
4.3.1 To hold careers talks on JUPAS degree courses and sub-degree courses
4.3.2 To hold a mock JUPAS Application in mid November for F6 students
4.3.3 To hold a briefing meeting with F6 class teachers about the JUPAS application and the JUPAS Sub-system for Principal’s Nomination
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 F6 graduates’ admission to tertiary institutes
4.3.7 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 7th 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 and project: to raise students’ hope and concern for the future and to help students improve their relationship to other people.

5. Activity Plan (2013-2014)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Objectives</th>
<th>Date</th>
<th>Level</th>
<th>Teacher in charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1 Counselling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1.1 Individual/Group Counselling on JUPAS</td>
<td>To raise students’ awareness of particular concerns</td>
<td>11-12 Nov</td>
<td>F6</td>
<td>YF</td>
</tr>
<tr>
<td>5.1.2 Individual Counselling</td>
<td>To develop students’ understanding of ‘self’ and particular concerns</td>
<td>All year round</td>
<td>Whole School</td>
<td>YF, SY, K YYW, YN, YM</td>
</tr>
<tr>
<td>5.1.3 Release of HKDSE Results</td>
<td>To enable students to reprioritize their JUPAS choices</td>
<td>14 &amp; 15 Jul</td>
<td>F6</td>
<td>YF, SY, K YYW, YN, YM</td>
</tr>
<tr>
<td>5.2 Exhibition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.2.1 Careers Exhibitions on Parents’ Day</td>
<td>To provide up-to-date careers information and public exam results</td>
<td>16 Feb &amp; 15 Mar</td>
<td>Whole School &amp; F3</td>
<td>YF, SY</td>
</tr>
<tr>
<td>5.3 Scholarships &amp; Awards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.3.1 Sir Edward Youde Memorial Scholarship for Undergraduate and Diploma Students</td>
<td></td>
<td>Oct</td>
<td>F6 graduates</td>
<td>YF</td>
</tr>
<tr>
<td>5.3.2 Grantham Scholar of the Year</td>
<td></td>
<td>Oct</td>
<td>F6</td>
<td>YF</td>
</tr>
<tr>
<td>5.3.3 Sir Edward Youde Mem. Awards</td>
<td></td>
<td>Sept-Oct</td>
<td>F5-F6</td>
<td>YF</td>
</tr>
<tr>
<td>5.3.4</td>
<td>The Grantham Maintenance Grant</td>
<td>Sept</td>
<td>F4-F6</td>
<td>YF</td>
</tr>
<tr>
<td>5.3.5</td>
<td>Others (Best Improved Students Award)</td>
<td></td>
<td>F1 – F5 (F6)</td>
<td>YF</td>
</tr>
<tr>
<td>5.4</td>
<td>Talk</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.4.1</td>
<td>JUPAS</td>
<td>To introduce the System, application procedures and strategies</td>
<td>10 Oct</td>
<td>F5 &amp; F6</td>
</tr>
<tr>
<td>5.4.2</td>
<td>Degree Courses &amp; Sub-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>11 Oct</td>
<td>F6</td>
</tr>
<tr>
<td>5.4.3</td>
<td>Admissions Talks by tertiary institutes</td>
<td>To inspire students to make appropriate careers choices (HKU Community College)</td>
<td>4 Nov</td>
<td>F5 - 6</td>
</tr>
<tr>
<td>5.4.4</td>
<td>NSS Curriculum</td>
<td>To introduce NSS curriculum. To help them make educational choices</td>
<td>20 Jan (Day 2)</td>
<td>F3</td>
</tr>
<tr>
<td>5.4.5</td>
<td>Careers Talk on careers planning</td>
<td>To raise students hope &amp; concerns for the future</td>
<td>Nov, Feb</td>
<td>F4-F5 (F6)</td>
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<tr>
<td>5.4.6</td>
<td>F3 Parents’ Day – NSS Curriculum</td>
<td>To enable students &amp; parents to make educational choices. To introduce F4 NSS Curr.</td>
<td>15 Mar</td>
<td>F3 &amp; parents</td>
</tr>
<tr>
<td>5.4.7</td>
<td>Sing Yin F1 Info Day</td>
<td>To promote Sing Yin to the public</td>
<td>7 Dec</td>
<td>P6 parents, teachers and students</td>
</tr>
<tr>
<td>5.5</td>
<td>Visit</td>
<td></td>
<td></td>
<td></td>
</tr>
<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>
</tr>
<tr>
<td>5.5.2</td>
<td>Visits to Places of Work</td>
<td>To introduce different business firms &amp; work environment</td>
<td>Nov/Dec</td>
<td>F4-6</td>
</tr>
<tr>
<td>5.6</td>
<td>Workshop</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<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>5th July</td>
<td>F6 students &amp; parents</td>
</tr>
</tbody>
</table>
### 5.7 Others

| 5.7.1 | ‘Self exploration’ Programme | To raise students’ self-awareness of strengths & weaknesses | 13 Nov | F1 | YW, YN |
| 5.7.2 | Job Selection Survey | To provide job related knowledge and explore job opportunities | Feb | F3 | YF |
| 5.7.3 | Old Boys Survey | To collect data on educational & careers choices | Oct | F6 | YF |
| 5.7.4 | Careers Leaflets | To inform and disseminate careers information | Sept & Feb | F5 & F6 | YF |
| 5.7.5 | Careers Quiz | To arouse careers awareness & stimulate students’ interests in careers | Careers Club members | YF |
| 5.7.6 | Prepare Notes on Completion of Testimonial Draft | To enable F6 class teachers the procedures of writing testimonial. | Apr | YF |
| 5.7.7 | Recommendation for local/overseas studies | | All year round | YF |
| 5.7.8 | Recommendation for JUPAS Sub- system for Principal’s nomination | | Apr | F6 | YF |
| 5.7.9 | F5 Leadership Training Programme | -To train students leadership skills & organization skills - To highlight students’ awareness of their own strengths & weaknesses | 20-21 Aug | Student s promote d to F5 | YF, SY, KY, YW, YN, YM |

### 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 teachers concerned and students immediately after activity.

6.4 A post-activity questionnaire for review will be conducted.

6.5 Regular meetings with committee members.
7. Budget

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1</td>
<td>Reference books and stationery</td>
<td>400</td>
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<tr>
<td>7.2</td>
<td>Old Boys’ Talk</td>
<td>300</td>
</tr>
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<td>7.3</td>
<td>Sing Yin F1 Info Day</td>
<td>2,200</td>
</tr>
<tr>
<td>7.4</td>
<td>Exhibition on Parents’ Day</td>
<td>100</td>
</tr>
<tr>
<td>7.5</td>
<td>F3 Parents’ Day</td>
<td>500</td>
</tr>
<tr>
<td>7.6</td>
<td>F5 Leadership Training Programme</td>
<td>1,000</td>
</tr>
<tr>
<td>7.7</td>
<td>Souvenirs</td>
<td>200</td>
</tr>
<tr>
<td>7.8</td>
<td>HKACGM Membership Fee</td>
<td>300</td>
</tr>
<tr>
<td>7.9</td>
<td>F6 Workshop</td>
<td>200</td>
</tr>
<tr>
<td>7.10</td>
<td>Photocopy and Stenciling</td>
<td>400</td>
</tr>
<tr>
<td>7.10</td>
<td>Miscellaneous</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>5,800</strong></td>
</tr>
</tbody>
</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
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 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 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 Talks on school discipline will be held in the second term for F1 and F4 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>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefect welfare</td>
<td>$800</td>
</tr>
<tr>
<td>Photocopy, duplication and stationery</td>
<td>$800</td>
</tr>
<tr>
<td>Prizes &amp; photos</td>
<td>$600</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>$2220</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 2013-2014

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 raise students’ hope and concern for the future and improve students’ relationship with others.

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
Implementation Plan

4.1 To recommend students to join more activities, competitions and leadership training programmes 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

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 $200.00

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** $170,600.00

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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Club</strong></td>
<td></td>
</tr>
<tr>
<td>1. Biology</td>
<td>Miss Yang Ka Wah</td>
</tr>
<tr>
<td>2. Chemistry</td>
<td>Mr Kong Ping Wah</td>
</tr>
<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 Ngai Kan Yu Ting</td>
</tr>
<tr>
<td>6.</td>
<td>Computer</td>
</tr>
<tr>
<td>7.</td>
<td>Economics &amp; Accounting</td>
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<tr>
<td>8.</td>
<td>English Debating</td>
</tr>
<tr>
<td>9.</td>
<td>Junior English</td>
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<tr>
<td>10.</td>
<td>Senior English</td>
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<tr>
<td>11.</td>
<td>Financial Management</td>
</tr>
<tr>
<td>12.</td>
<td>Geography</td>
</tr>
<tr>
<td>13.</td>
<td>History</td>
</tr>
<tr>
<td>14.</td>
<td>Integrated Science</td>
</tr>
<tr>
<td>15.</td>
<td>Mathematics</td>
</tr>
<tr>
<td>16.</td>
<td>Physics</td>
</tr>
<tr>
<td>17.</td>
<td>Putonghua</td>
</tr>
</tbody>
</table>

**Sports Club**

<p>| 18. | Athletics        | Mr Li Sze Fuk       |
| 19. | Badminton        | Mr Ho Sai Ping      |
| 20. | Basketball       | Mr Ho Sai Ping      |
| 21. | Canoeing         | Miss Tam Mei Ling   |
| 22. | Fencing          | Mr Li Sze Fuk       |
| 23. | Football         | Mr Li Sze Fuk       |
| 24. | Handball         | Mr Li Sze Fuk       |
| 25. | Health &amp; Fitness | Mr Wong Fu Hong     |
| 26. | Martial Arts     | Mr Wong Fu Hong     |
| 27. | Shuttlecock      | Mr Kwong Wai Shing  |
| 28. | Sports           | Mr Li Sze Fuk       |
| 29. | Sports Climbing  | Mr Ho Sai Ping      |
| 30. | Swimming         | Mr Wong Fu Hong     |
| 31. | Table Tennis     | Mr Wong Fu Hong     |
| 32. | Taekwondo        | Mr Hui Chi Kuen     |
| 33. | Tennis           | Mr Yeung Chiu Yung  |</p>
<table>
<thead>
<tr>
<th>Art Club</th>
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<tbody>
<tr>
<td>34. Visual Arts</td>
<td>Mr Chu Wang Kei</td>
</tr>
<tr>
<td>35. Ceramics</td>
<td>Mr Chu Wang Kei</td>
</tr>
<tr>
<td>36. Dance</td>
<td>Miss Lok Yuen Kwan</td>
</tr>
<tr>
<td>37. Drama</td>
<td>Mr Wong Yat Kwong</td>
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<tr>
<td>38. Photography</td>
<td>Mr Li Chung Man</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>39. Music</td>
<td>Miss Lee Yuen Yuk</td>
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<tr>
<td>40. Brass Band</td>
<td>Miss Lo Yee Man</td>
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<tr>
<td>41. String Band</td>
<td>Mrs Ng Lo Mei Fong</td>
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<td>42. Classical Guitar</td>
<td>Mrs Ng Lo Mei Fong</td>
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<tr>
<td>43. Astronomy</td>
<td>Mr Sin Ka Fai</td>
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<tr>
<td>44. Board Games</td>
<td>Mr Poon Wai Cheong</td>
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<tr>
<td>45. Bridge</td>
<td>Mr Yung Lit Hung</td>
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<td>46. Chess</td>
<td>Mr Poon Wai Cheong</td>
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<td>47. Cookery</td>
<td>Miss Wong Fung Yee</td>
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<td>48. Design &amp; Technology</td>
<td>Mr Lam Hei Tat</td>
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<tr>
<td>49. Environmental Protection</td>
<td>Miss Liu Pui Ying</td>
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<tr>
<td>50. Gardening</td>
<td>Mrs Kwok Mag Chung Po</td>
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<tr>
<td>51. Hong Kong Award for Young People</td>
<td>Mr Chan Chun Wai</td>
</tr>
<tr>
<td>52. Journalism</td>
<td>Miss Hui Chun Yee</td>
</tr>
<tr>
<td>53. Mock Trial</td>
<td>Miss Chan Wing Sze</td>
</tr>
<tr>
<td>54. Orienteering</td>
<td>Miss Kwan Yim Ling</td>
</tr>
<tr>
<td>55. Political Studies</td>
<td>Mr Chan Chun Wai</td>
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<tr>
<td>56. Quiz</td>
<td>Mr Kwong Wai Shing</td>
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<th>Social Services/School Services</th>
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<tbody>
<tr>
<td>57. Careers</td>
<td>Mrs Li Yau Shuk Fun</td>
</tr>
<tr>
<td>58. Community Services</td>
<td>Miss Lee Chiu Fung</td>
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<tr>
<td>59. Community Youth</td>
<td>Mr Kong Ping Wah</td>
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<tr>
<td></td>
<td>Activity</td>
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<td>60.</td>
<td>Sing Yin Bulletin</td>
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<td>61.</td>
<td>Sing Yin Pioneers</td>
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<td>Scouts</td>
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<td>63.</td>
<td>Sing Yin Radio</td>
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<td><strong>Houses</strong></td>
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<td><strong>Students’ Association</strong></td>
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</tbody>
</table>
健康及安全組
2013-2014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 施行範疇

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。

4.2 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、壞處以及預防方法。為全校學生測量腰臀比例，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。
   4.3.4 定期每個星期五，邀請初中同學放學後在校園附近進行中至長距離跑步，以增強體適能。

4.4 增強學生運動靈巧性、身體協調能力及反應。
   4.4.1 參加由啟動扶青社舉辦的「恐懼不再，成功在望」計劃。而啟動扶青會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知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「健康七好法」。
   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。
4.6 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。

4.7 學校今年關注事項—提昇學生對未來的關注及期望
4.7.1 利用健康及體適能學會展板，張貼一些關於改善及解決人類健康問題的未來科技，以提昇學生對未來的關注及期望。

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。

6 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 $15,000.00
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 $32,000.00
7 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。所有活動由本組全體老師負責。
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

<table>
<thead>
<tr>
<th>Events</th>
<th>Date</th>
<th>Score List</th>
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<tr>
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<td>16/9 - Red House</td>
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<td>17/9 - Yellow House</td>
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<td>HC</td>
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<td></td>
<td>19/9 - Blue House</td>
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<td>LA</td>
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<td></td>
<td>23/9 - Green House</td>
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<td>SS</td>
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<td>Swimming Gala</td>
<td>16/10</td>
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<td>House Captains</td>
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<td>Cheering Team Practice</td>
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<td>21/10</td>
<td>40/30/20/10</td>
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<td>F.1 Fun Day</td>
<td>1/11</td>
<td>20/15/10/5</td>
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<td>Dec</td>
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</tr>
<tr>
<td>Junior</td>
<td>March</td>
<td>20/15/10/5</td>
<td>Basketball Club</td>
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<tr>
<td>Badminton Senior</td>
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<td>20/15/10/5</td>
<td>Badminton Club</td>
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<td>11, 13-15/11</td>
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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 2014.

4. Programme Team

Chairman: Mr. Ho Sai Ping
Members: Ms Lo Mei Fong (Red House)
         Ms Hui Chun Yee (Yellow House)
         Ms Lo Yee Man (Blue House)
         Mr Sin Ka Fai (Green House)
輔導科
2013-2014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，並能以有效的方法解決問題，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，是以活動之推行較容易。

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
✧ 本科大部份成員均任教主要科目，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。

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「善用科技產品」為主題，舉
辦四節班主任課。
日期：04/10/2013，9/12/2013，05/03/2014，15/05/2014
對象：全體學生
目標：減少學生沉迷網上遊戲並改善學生的人際關係。

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：20/08/2013 至 21/08/2013
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 【聖言先鋒領袖訓練計劃】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 「聖言先鋒訓練營」
日期：18/07/2013 至 20/07/2013
對象：聖言先鋒
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 「朋輩成長小組」
日期：2013 年 8 月至 2014 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 「2012-2013 聖言先鋒嘉許禮暨 2013-2014 聖言先鋒就職禮」
日期：09/10/2013
對象：聖言先鋒及中一同學
形式：頒授證書及徽章、宣誓、老師及主席致詞及小組活動
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：2013 年 10 月至 2014 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：10/11/2013
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：18/11/2013 至 30/05/2014
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：25/01/2014 至 26/01/2014
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 「聖言先鋒同樂日」
日期：12/04/2014
對象：聖言先鋒
形式：集體遊戲、球類活動及燒烤
目標：加強先鋒間之溝通，並增強先鋒的凝聚力。

4.3 【積極人生計劃】
日期：2013 年 10 月至 2014 年 5 月
對象：中一至中六同學
目標：培養同學欣賞自己及別人的精神，使其更具自信並積極面對挑戰。

4.3.1 「正向工程」
日期：2013 年 10 月
對象：中六同學
形式：講座及班級活動
目標：讓同學認識正向心理學，培養樂觀的態度，增強自信及彼此鼓勵。

4.3.2 「攝取正能量」
日期：2013 年 11 月至 2014 年 5 月
對象：中一至中五同學
形式：短片製作
目標：讓同學學習肯定自己及欣賞別人，培養積極健康的態度。

4.4 【中三發展性活動：‘升呢高中生’】
日期：2014 年 3 月
對象：中三同學
形式：工作坊及聯誼活動，例如旅行或燒烤
目標：協助同學掌握有效溝通技巧，學習如何與人融洽相處。

4.5 【新學制學生支援服務工作坊】
日期：02/07/2014
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，及編訂時間表。
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：27/08/2013 及 28/08/2013
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：16/11/2013
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：16/02/2014
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  張仕老師及陳詠詩老師
中三  張凱翔老師及陳詠詩老師
中四  楊嘉華老師及陳詠詩老師
中五  李卓偉老師及鄭嘉國老師
中六  劉張瑞蘭老師及 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
          劉張瑞蘭老師
          楊嘉華老師
          魏簡汝婷老師
          李卓偉老師
          張凱翔老師
          鄧嘉圖老師
          張仕老師
          Miss Bulley Meryn
社工：  范麗媚小姐
        許德城先生
9. 本年度財政預算

<table>
<thead>
<tr>
<th>活動</th>
<th>金額</th>
</tr>
</thead>
<tbody>
<tr>
<td>聖言先鋒領袖訓練營</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>聖言先鋒就職禮暨嘉許禮</td>
<td>$500.00</td>
</tr>
<tr>
<td>中一成長計劃雜項</td>
<td>$500.00</td>
</tr>
<tr>
<td>學長學弟好友營</td>
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</tr>
<tr>
<td>聖言先鋒義工服務雜項</td>
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</tr>
<tr>
<td>學長學弟同樂日</td>
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</tr>
<tr>
<td>聖言先鋒計劃雜項</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>積極人生計劃雜項</td>
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<tr>
<td>中三級發展性活動</td>
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<td>新學制學生支援服務工作坊</td>
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<td>中一迎新日</td>
<td>$2,500.00</td>
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<tr>
<td>中一家長日</td>
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<tr>
<td>全校家長日</td>
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<tr>
<td>班主任課等資料印刷</td>
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</tr>
<tr>
<td>老師參考書及參加課程費用</td>
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</table>

支出總額                                      | $26,400.00 |
教署撥款收入總額                              | $8,247.00  |
所需校方津貼                                   | $18,153.00 |
SOCIAL SERVICE COORDINATING COMMITTEE
PROGRAMME PLAN  2013-2014

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 voluntary 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 advisors and 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 enhance effectiveness, members of different service groups may join hands in organizing activities.

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

4.4  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.

4.5  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
家長教師會
2013-2014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舉辦各種親子活動，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，甚難接觸。
      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、親子活動和出版刊物的津貼，以推動家長不斷學習，裝備自己，拉近與子女的距離。
   3.5 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：十一月十五日(星期五晚上六時三十分)
對象：本會會員

4.3 選舉家長校董

4.4 講座以「親子關係」為主題
日期：十一月十五日(星期五晚上八時至九時)
對象：本校家長及學生
嘉賓講者：鄭丹瑞先生

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：五月二十三日派發(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 添加參考資料
日期：全年任何時段
形式：添加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 筹備選舉家長校董
參與學校陸運會
十月 參與學校水運會
十一月 周年會員大會暨專題講座
一月 賀年宮燈手工藝班(新年假期前)
二月 傑出家長選舉
二月或三月 親子日營
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 鄭偉祥老師
李思福老師 余卓勳老師 鄭秉華老師

7. 財政預算

<table>
<thead>
<tr>
<th>收入</th>
<th>支出</th>
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<tbody>
<tr>
<td>本年度預收的會費</td>
<td>19,000.00</td>
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<tr>
<td>新家長會員會費</td>
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<td>教育局活動津貼(會訊)</td>
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<td>總收入</td>
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<td>印製會訊</td>
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<td>文具及油印費</td>
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<tr>
<td>盈餘</td>
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SCHOOL ADVISORY COMMITTEE FOR THE STUDENTS’ ASSOCIATION
PROGRAMME PLAN  2013–2014

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 Leadership training program

4.  Implementation plan

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Tasks</th>
<th>Date/Period</th>
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| 4.1 3.1    | ● The SA election will be held as before.  
● In accordance to our major concern “Hope for the future”, the importance of well planning should be emphasized to the committee members. | 9/2013 |
4.2  3.2  • According to the constitution, it will be held in February or March 2013.  

2/2014

4.3  3.3  • In summer, a training program is given to students promoted to F.5. It is for their preparation for joining the coming SA election.  

2013-14

<table>
<thead>
<tr>
<th>5.</th>
<th>Programme Team</th>
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<tbody>
<tr>
<td>Mr. Yung Lit Hung</td>
<td>(Chairman)</td>
</tr>
<tr>
<td>Ms Ho Ping Ting</td>
<td>(Honorable Secretary)</td>
</tr>
<tr>
<td>Ms Tam Mei Ling</td>
<td>(Honorable Treasurer)</td>
</tr>
<tr>
<td>Ms Hui Chun Yee</td>
<td>(Liaison Officer)</td>
</tr>
</tbody>
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