



Ebenezer School

Annual School Plan 2012/13

Our School Mission

The Gospel of Christ lays the foundation of our school. Based on our educational ideals of “Education without discrimination” and “Teaching according to Learners’ Abilities”, we are committed to providing an all-round quality education to children and youths with visual impairment. We strive to provide our students with an environment of positiveness, cheerfulness, trust, solidarity as well as mutual help and care for them to learn and grow. We help students to overcome the limitations of visual impairment, and to develop their own potentials and talents. Growing up as confident and independent persons, our students will contribute to the school families, society and nation.

Our School Objectives

1. To nurture students' interest in acquisition of knowledge, their appreciation of music, arts and culture, keenness on physical well being, diligence and sociability, and getting to know the gospel of Christ.
2. To comprehensively apply today's information technology to overcome limitations of visual impairment.
3. To strengthen students' abilities in receptive, expressive and social communication, and their development in multiple intelligences.
4. To strive to create a cheerful learning environment for the students. At the same time, students' understanding of the importance of discipline in social living is also stressed.

Our School Motto

Ever Strive to be Strong

Areas of Major Concern:

Major Concern 1:

To enhance learning & teaching as well as school management through effective use of information technology.

Major Concern 2:

To promote a reading culture.

Major Concern 3:

To enhance learning & teaching through effective use of assessment data.

Major Concern 4:

To strengthen the leadership and management skills of middle managers.

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Major Concern 1: To enhance learning & teaching as well as school management through effective use of information technology.

	Task	Schedule	Success Criteria	Evaluation Method	Coordinator
1.1	Establishment of an Information Technology Committee				
1.1.1	The previous Information Technology Team will be restructured into an Information Technology Committee to reorganize job functions.	First term	<ul style="list-style-type: none"> ● Members are elected by various departments of the school. ● Work out the job functions of the committee members. 	<ul style="list-style-type: none"> ● Meeting minutes 	Information Technology Committee
1.1.2	A two-year "Working Group on Technology and Education for Students with Visual Impairment" to be formed in collaboration with EDB (TESVI)	Whole year	<ul style="list-style-type: none"> ● Work out appropriate deliverables to enhance the use of information/assistive technology in teaching and learning. (to be confirmed with the EDB) 	<ul style="list-style-type: none"> ● Meeting minutes and deliverables 	TESVI Working Group
1.2	Utilisation of the e-class platform.				
1.2.1	Explore the features and the advantages of e-class.	First term	<ul style="list-style-type: none"> ● Compare the advantages and disadvantages between 'e-class' & 'my it-school'. ● Make a report of the direction for the school's Information Technology development. 	<ul style="list-style-type: none"> ● Written reports ● Meeting agenda and minutes 	Information Technology Committee

Major Concern 2: To promoting a reading culture

	Task	Schedule	Success Criteria	Evaluation Method	Coordinator
2.1	Reading as one of the learning goals which students will learn to read widely, deeply & critically.				
2.1.1	Reading will become a key source of learning in all subjects.	Whole school year	<ul style="list-style-type: none"> • Reading skills and strategies are taught in Language lessons. • Subject teachers provide students with extra reading materials. • More than 80% of students can complete the assessment tasks of the reading materials. 	<ul style="list-style-type: none"> • Subject panel meeting minutes • Teaching schedule • Assessment records 	Head of Academic Affairs, Subject panel heads and subject teachers

Major Concern 3: To enhance learning & teaching through effective use of assessment data.

	Task	Schedule	Success Criteria	Evaluation Method	Coordinator
3.1	Four assessments are conducted each year and the data will then be used to identify students' strengths & weaknesses for feedback on teaching strategies.				
3.1.1	Set collaborative lesson planning meetings and use assessment data to inform learning and teaching (Chinese, English, Math & Liberal Studies subjects)	Whole school year	<ul style="list-style-type: none"> • The subject panels hold collaborative lesson planning meetings three times per semester to identify the learning difficulties that students may experience. • There will be a learning consolidation week where students are taught the skills to complete the assessment tasks. 	<ul style="list-style-type: none"> • Meeting minutes • Teaching schedule 	Academic Affairs Committee and all subject panel heads

Major Concern 4: To strengthen the leadership and management skills of middle managers.

	Task	Schedule	Success Criteria	Evaluation Method	Coordinator
4.1	Strengthen the role of middle managers and enhance their leadership skills.				
4.1.1	Subject panels will organise lesson observation and teacher evaluation.	Whole school year	<ul style="list-style-type: none"> • The subject panel heads set out the key areas of evaluation. • Subject panel heads organize lesson observations. 	<ul style="list-style-type: none"> • Academic Affairs meetings minutes • Record of lesson observation 	Head of Academic Affairs, All teaching staff
4.1.2	The school will invite professionals to organize workshops on Leadership and Management for staff members to acquire the skills and knowledge of leadership and management.	Whole school year	<ul style="list-style-type: none"> • Experienced professionals will be invited to organise workshops or relevant staff members will be appointed to participate in workshops or short courses outside school • More that 80% of the participants are able to acquire the skills and knowledge of leadership and management. 	<ul style="list-style-type: none"> • Meeting minutes • Workshop questionnaires 	School Affairs Committee,
4.1.3	Arrangements for staff members to attend relevant Leadership Training courses.	Whole school year	<ul style="list-style-type: none"> • Selected staff will receive leadership training. 	<ul style="list-style-type: none"> • Record of training 	School Affairs Committee, HP in-charge

Plan on Use of Capacity Enhancement Grant in School Year 2012/13

Name of school: Ebenezer School

Means by which teachers have been consulted: at staff meetings

No. of operating classes: 8

Task Area	Major Area of concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Enhancing students' learning abilities and teachers' efficacy of teaching	Alleviate teachers' workload from clerical work so that teachers can concentrate on teaching and development of school-based curriculum	Employ a School Assistant to assist teachers in handling various school affairs, clerical work and production of teaching materials	School assistant can <ul style="list-style-type: none"> ● help teachers prepare students records such as school reports ● help teachers with records of budgets and expenses ● help teachers with preparation of teaching materials and record of inventories 	9/2012 to 8/2013	Salary of the School assistant: \$10,500.00 per month (including 5% MPF) , for 12 months, i.e. \$10,500.00 x12 = \$126,000	<ul style="list-style-type: none"> ● School assistant can work independently and effectively ● Teachers can have more teaching materials to enrich teaching ● Teachers can spend more time on collaborative lesson planning and school-based curriculum planning 	<ul style="list-style-type: none"> ● Appraisal of School assistant ● Lesson observation ● Inspection of students' work ● Number of collaborative lesson planning meetings ● Review of school-based curriculum 	Head of Academic Affairs
Promoting reading among students	There is a large collection of books in our school library; an Assistant Librarian is needed to ease the workload of the Teacher	Employ an Assistant Librarian to help with cataloguing, book-lending service and assist students and teachers in using the library.	<ul style="list-style-type: none"> ● Promoting reading among students ● Increasing the collection of reading materials in the library ● Improving the quality of the library web page 	9/2012 to 8/2013	Salary of the Assistant Librarian: \$9,860.00 per month (including 5% MPF) , for 12 months, i.e. \$9,860.00 x12 = \$118,320	<ul style="list-style-type: none"> ● The Assistant Librarian can help the Teacher Librarian with the daily operation of the library and help with promotion of library activities ● Students' reading habits are developed 	<ul style="list-style-type: none"> ● Appraisal of Assistant Librarian ● The frequency of students borrowing books and that of participating in library activities ● Teachers and students' comments of the 	Teacher Librarian

	Librarian and to help promote reading habit					<ul style="list-style-type: none"> The library web page is improved 	library service	
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Budget

11 – 12 CEG accumulated surplus	\$40,000.00 (estimated)
12 – 13 CEG allocation	\$270,000.00 (estimated)
Total	\$310,000.00
Estimated expense in employment of 1 School Assistant and 1 Assistant Librarian	\$244,320.00
Estimated balance (carried forward to the next year)	\$65,680.00

This CEG Plan has been discussed and endorsed by all teachers, and approved by the School Management Committee.