Ebenezer School

Annual School Plan 2013/14

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 to get 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 create a cheerful learning environment for the students. 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.

Ebenezer School
Annual School Plan 2013/2014

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**				
		After reviewing the development of assistive technology for visually impaired students with the Education Bureau, we are to do the following: 1. Collecting data about the needs and difficulties of visually impaired students using assistive technology in learning language and non-language subject learning.	1st Term	● Useful data is collected for reference.	● Meeting minutes	● Subject panels and Information Technology Committee
		2. Compiling a guide to incorporate assistive technology into the teaching and learning of visually impaired students.	Whole school year	● A guide book is completed.	● Meeting minutes	● Assistive technology in education for the visually impaired research

					group
	3. Putting to use assistive technology aids for more effective teaching and learning.	2nd Term	● The network system of classrooms becomes more reliable. ● Suitable assistive aids or electronic teaching materials are adopted.	● Meeting minutes	● Information Technology Committee ● Subject teachers
	4. Conducting an action research into the use of tablet computers in teaching and learning.	Whole school year	● Students' independent learning skills are enhanced.	● Action research report	● Information Technology Research Group ● Subject teachers
1.2	**Utilisation of the e-class platform.**				
	Gradually switched to the e-class platform for e-communication.	Whole school year	● The email function of e-class is in use. ● The information database is transferred from the old platform (my IT school) to the new platform (e-class). ● The sharing system of e-class is in use.	● Meeting minutes	● Information Technology Committee

Major Concern 2: To promote a reading culture.

		Task	Schedule	Success Criteria	Evaluation Method	Coordinator
2.1		**Students read widely, deeply and critically.**				
2.1.1		Reading to learn in different subjects. 1. Implementing an English Reading Scheme to enhance students' interest in reading and language proficiency.	Whole school year	● Designing a student reading plan. ● Collecting student's reading reports.	● Subject meeting minutes ● Assessment records ● Reading reports	● Head of academic affairs ● Librarian ● Subject panel and teachers
		2. Encouraging students to read books on General Studies and Science subjects and post reading activities are held periodically.	Whole school year	● Promoting suitable reading materials to students during various themed book fairs in the library. ● Post reading activities are held.	● Subject meeting minutes ● Reading records ● Reading reports	● Head of academic affairs ● Librarian ● Subject panel and teachers
2.2		**Fostering students' reading habit by helping them master online reading ability.**				
2.2.1		Students are assigned a number of online reading materials and are expected to complete reading reports. Upper primary students read books on General Studies and secondary students on Integrated Humanities.	Whole school year	● Students are able to search reading materials online to enhance their general knowledge.	● Subject meeting minutes ● Assessment records ● Reading reports	● Subject panel and 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		Setting collaborative lesson planning meetings and using assessment data to inform learning and teaching (Chinese, English, Math & General Studies subjects).		● Collaborative lesson planning meetings are held 3 times per school term to discuss students' learning difficulties. ● "Consolidation Week" is established to review common mistakes students made in assessment. ● Class teachers meet periodically to discuss students' needs in all areas.	● Meeting minutes ● Teaching schedule ● Meeting minutes ● Teaching schedule ● The teaching plan of the Class teacher's lessons (Life Education).	● Academic affairs committee ● Class teachers ● Subject panels ● Counselling Committee ● Class teachers ● Student representatives

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

		Task	Schedule	Success Criteria	Evaluation Method	Coordinator
4.1		**To strengthen the role of middle managers and enhance their leadership skills.**				
4.1.1		Subject panels organise lesson observation and teacher evaluation.	Whole school year	● Subject panels lay down requirements for evaluation. ● Subject panels plan the lesson observation procedure.	● Academic affairs meeting minutes ● Lesson observation record	● Head of academic affairs ● All teachers

4.1.2	Arrangements for staff members to attend relevant Leadership Training courses.	Whole school year	● Staff members are recommended to attend leadership training courses. ● Professionals are invited to schools for relevant training workshops for teachers.	● Training record ● Meeting minutes	● Academic affairs committee ● Head of house parents ● School executive committee

Plan on Use of Capacity Enhancement Grant in School Year 2013/14

Name of school: <u>Ebenezer School</u>
Means by which teachers have been consulted: <u>at staff meetings</u>
No. of operating classes: <u>8</u>

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	Alleviating teachers' workload from clerical work so that teachers can concentrate on teaching and development of school-based curriculum	Employing a School Assistant to assist teachers in handling various school affairs, clerical work and production of teaching materials	School assistant can • 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	9/2013 to 8/2014	Salary of the School assistant: $10,995 per month (including 5% MPF)，for 12 months, i.e. $11,544.75 x12 =$138,537	• 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	• Appraisal of School assistants • Lesson observation • Assignment inspection • Frequency of collaborative lesson planning and review meetings • Effectiveness 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	Employing an Assistant Librarian to help with cataloguing, book-lending service and assist students and teachers in	• Promoting reading among students • Increasing the collection of reading materials in the library • Improving the	9/2013 to 8/2014	Salary of the Assistant Librarian: $10,145 per month (including 5% MPF)，for	• The Assistant Librarian can help the Teacher Librarian with the daily operation of the library and help with promotion of library	• Appraisal of Assistant Librarian • The frequency of students borrowing books and that of participating in library	Librarian

ease the workload of the Teacher Librarian and to help promote reading habit	using the library.	quality of the library web page		12 months, i.e. $10,652.25 x12 =$127,827	activities • Students' reading habits are developed • The library web page is improved	activities • Teachers and students' comments of the library service	

Budget

12 – 13 CEG accumulated surplus	$174,419.00
13 – 14 CEG allocation	$289,720.00
Total	$464,139.00
Estimated expense in employment of 1 School Assistant and 1 Assistant Librarian	$266,364.00
Estimated balance (carried forward to the next year)	$197,775.00

This CEG Plan has been discussed and endorsed by all teachers, and approved by the IMC.