Ebenezer School

Annual School Plan 2014/15

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.

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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		**Utilisation of the e-class platform.**				
	1.	Gradually switching to the e-class platform and adopting more of its features: (1) Electronic document management	1st Term	● Switching the resource bank from the old platform to the new e-class electronics document management system	● Monitoring whether the electronic document management system functions well	● School Administration Committee
		(2) Staff attendance record	1st Term	● Collecting staff attendance record	● Monitoring whether the staff can check their attendance	● General Affairs Committee
	2.	Making use of its e-class learning platform and learning kit, which serves as: (1) a teaching and learning resources database	Whole year	● Uploading test and exam papers onto e-class teaching and learning resources database.	● Record of the uploaded documents	● Academics Committee
		(2) an e-learning platform (trial-run)	Whole year	● Designing different types of questions and having them uploaded onto the e-learning	● Subject panel meeting minutes	● Academics Committee

			platform.		
1.2	**Establishing students' e-Portfolio**				
1.2.1	1. Deciding the content for the e-Portfolio and its implementation, details including: (1) Adopting a suitable e-Portfolio management system (2) Designing a uniform format for the e-Portfolio (3) Compiling the e-Portfolio and using the e-Portfolio system	1st Term Whole year Whole year	● Completing the set-up of the e-Portfolio management system ● Designing an e-Portfolio according to the learning mode of individual student ● Setting the access permissions of the e-Portfolio system.	● Completing a tender ● The e-Portfolio is able to reflect the learning of the students ● Online record	● Information Technology Committee
1.2.2	Piloting e-Portfolio use with students in IEP before launching for all students (which is to be followed up in the next 3-year school plan)	Whole year	● Deciding the content for the e-Portfolio of the students in IEP.	● The e-Portfolio helps to inform the student's learning progress and career and life planning	● Information Technology Committee

Major Concern 2: To promote a reading culture.

		Task	Schedule	Success Criteria	Evaluation Method	Coordinator
2.1		**Reading as one of the learning goals of all subjects**				
2.1.1		Reading to learn in different subjects. (1) English Room is set up and different electronic reading materials will be made available for students of different learning stages. (2) Encouraging students to read about General Studies and Science and displaying works of post-reading projects	Whole year	● Head count and use count ● Collecting and displaying works of post-reading projects. ● Promoting suitable reading materials to students during various themed book fairs in the library. ● Collecting and displaying works of post-reading projects	● Record of use and attendance ● Reading reports ● Questionnaires ● Subject panel meeting minutes ● Reading log ● Reading reports	● English Panel Head and Teachers ● Head of Academics ● Head Librarian ● Subject Panel Head and Teachers
2.2		**Developing the skills and habit to read online/electronic materials**				
2.2.1		Students are required to finish a set number of online reading reports of the following subjects: Upper primary: General Studies Secondary: Integrated Humanities	Whole year	● General Studies teacher provide a set number of electronic reading materials for students to read and complete worksheets. ● Integrated Humanities teachers collect online reading resources or electronic books for students to learn from reading.	● Subject panel meeting minutes ● Reading reports ● Assessment records	● Head of academic affairs ● 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).	Whole year	• 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 (Moral & Civic 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	**Strengthening the role of middle managers and enhancing their leadership skills.**				
4.1.1	The school administrative structure is reformed in accordance with the One-School policy: The school administrative structure is streamlined from 15 committees down to 10 committees, with the aim to promote students' whole person development.	Whole year	● Reforming the school administrative structure and selecting responsible members. ● Laying down duties and responsibilities of each committee and their working goals.	● Meeting minutes ● Questionnaires ● Ebenezer School Plan and Report	● Principal ● Deputy Principal ● Head of Committees

Plan on Use of Capacity Enhancement Grant in School Year 2014/15

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	9/2014 to 8/2015	Salary of the School assistant: $11,515 per month $11,515 X 12 X 105% = $145,089 per year (including 5% MPF)	● 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 Academics
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	● Promoting reading among students ● Increasing the collection of reading materials in the library ● Improving the	9/2014 to 8/2015	Salary of the Assistant Librarian: $10,995 per month $10,995 X 12 X 105%	● 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	Head Librarian

| | ease the workload of the Teacher Librarian and to help promote reading habit | during morning reading sessions and library activities | quality of the library web page | | = $138,537 per year

(including 5% MPF) | activities
● Students' reading habits are promoted
● The library web page is improved | activities
● Teachers and students' comments of the library service | |

Budget

14 – 15 CEG allocation	$298,400.00
Estimated expense in employment of 1 School Assistant and 1 Assistant Librarian	$283,626.00
Estimated balance (carried forward to the next year)	$14,774.00

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