

# Munsang College

# 民生書院



## Annual Plan 2014 – 2015

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## **Mission Statement**

We Adopt “Light And Life” and “All For One, One For All” as our school motto, and our commitment is to offer students a holistic education upon Christian principles and nurture in them a positive outlook on life, so that they can be self-motivated, resolute, devoted to making valuable contributions to the community, and prepared for the sublime state of life.

## **School Goals**

1. Nurturing academic excellence with a view to becoming life-long learners.
2. Cultivating exemplary conduct, correct values and high moral standards.
3. Advocating a strong sense of unity and social responsibility.
4. Developing enlightened and dynamic leadership quality.

## **Major Concerns**

1. Enhancing Learning and Teaching Effectiveness
2. Building learning communities

**1. Major Concern:** Enhancing Learning and Teaching Effectiveness

<b>Objectives</b>	<b>Strategies</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Catering for learners' diversity	Adopting differentiated instructions and tiered assignments to cater for students' diverse learning needs	Whole year	70% of the teachers agree that their awareness, knowledge and skills on catering for learners' diversity are enhanced.	Survey by questionnaire	Subject Heads	/
	Using e-learning to cater for different learning styles	Whole year	By the end of the 2014/15 school year, teachers involved agree that e-learning can cater for various learning styles of students.	Teachers' reflection in sharing session	Subject teachers in the pilot scheme (ICT & BAFS) and others	T.A. of AAC
Effective use of assessment	Using assessment to <ul style="list-style-type: none"> <li>• support and extend students' learning</li> <li>• help students' self-reflection and self-monitoring</li> <li>• facilitate teachers to make adjustment to their teaching strategies (e.g. S-Mark)</li> </ul>	Whole year	By the end of the 2014/15 school year, 70% of the students agree that learning effectiveness is enhanced by making use of assessment data.	Survey by questionnaire	<ul style="list-style-type: none"> <li>• All subject teachers</li> <li>• IT Teams</li> </ul>	IT Technicians
Use of effective study skills	Cultivating students' note-taking skills and memory skills through school-based or subject-based programs (e.g. F.1 Bridging Programme)	Whole year	70% of teachers agree that students are better equipped with the study skills.	<ul style="list-style-type: none"> <li>• Teachers' observations</li> <li>• Survey by questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers involved in Bridging Programme</li> <li>• English language and Liberal Studies teachers</li> </ul>	/

**2. Major Concern:** Building learning communities  
 (a) Strategies for students

<b>Objectives</b>	<b>Strategies</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Enabling students to learn from their peers and to share good practices	Reflective Story-telling	Whole year	70% of the teachers agree that F.2 – 5 students have developed a culture of peer learning and self-reflection in their learning.	<ul style="list-style-type: none"> <li>Teachers' observations</li> <li>Students' sharing and selection of good practices</li> </ul>	<ul style="list-style-type: none"> <li>Vice-principal</li> <li>F.2-5 Class Teachers</li> <li>Head of CCA &amp; Careers Committee</li> </ul>	/
Providing a platform for high achievers to learn from their peers, teachers and alumni	High Flyer Scheme	Whole year	70% of the mentors agree that the high flyers have developed a culture of peer learning.	Teachers' observations	<ul style="list-style-type: none"> <li>Principal</li> <li>Vice-principals</li> <li>Teacher mentors</li> <li>Alumni advisors</li> </ul>	/
Facilitating students' reflection skill in running OLE activities	<ul style="list-style-type: none"> <li>Workshop and learning symposium in Student-LED project</li> <li>Student-Teacher Tournament</li> <li>F.5 Service Day</li> <li>GP Festival</li> <li>JA Company Programme</li> </ul>	Whole year	70% of the teachers agree that F.2 – 5 students have developed a culture of peer learning and self-reflection in their learning.	Teachers' observations	Heads of Counselling, CCA & Careers Committee	/

**2. Major Concern:** Building learning communities  
 (b) Professional development for teachers

<b>Objectives</b>	<b>Strategies</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>People Responsible</b>	<b>Resources Required</b>
Inculcating a sharing culture	Sharing effective practices in subject panel meetings, middle manager meetings and staff meetings	Whole year	70% of the teachers agree that a sharing culture is inculcated.	<ul style="list-style-type: none"> <li>• Minutes of subject panel and staff meetings</li> <li>• Survey by questionnaire</li> </ul>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Vice-principal</li> <li>• Subject Heads</li> </ul>	/
Managing and sharing learning and teaching resources	Knowledge sharing platforms (KSPs)	Whole year	At least 3 KSPs are developed by the end of the school year.	<ul style="list-style-type: none"> <li>• Minutes of subject panel meetings</li> <li>• Resources in the KSPs</li> </ul>	<ul style="list-style-type: none"> <li>• Subject Heads</li> <li>• KLA Developers</li> </ul>	Knowledge sharing platforms in the subject server
Enhancing teachers' communication and collaboration among different committees and departments	<ul style="list-style-type: none"> <li>• Peer observation</li> <li>• Collaborative lesson preparation</li> <li>• Curriculum mapping</li> </ul>	Whole year	<ul style="list-style-type: none"> <li>• Teachers can apply metacognitive skills and assessment for learning in lessons.</li> <li>• Sharing of good teaching practices among teachers of the same subject / KLA.</li> </ul>	<ul style="list-style-type: none"> <li>• Panel Head Evaluation Form</li> <li>• Minutes of subject panel meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Vice-principal</li> <li>• Head of AAC</li> <li>• KLA Coordinators</li> <li>• Subject Heads</li> </ul>	/
Providing chances of experience sharing on teaching and curriculum planning	<ul style="list-style-type: none"> <li>• Networking schools</li> <li>• Teaching Interflow (with other schools)</li> </ul>	Whole year	70% of the teachers agree that they get insights from the networking program(s).	<ul style="list-style-type: none"> <li>• Sharing between panel members and colleagues of the same KLA.</li> <li>• Teachers' reflection after Teaching Interflow</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Staff Development Committee</li> <li>• KLA Coordinators</li> <li>• Subject Heads</li> </ul>	/

Equipping teachers with various teaching strategies to cater for learners' diversity and cultivate self-directed learning	Whole-school approach to cater for learners' diversity and cultivate self-directed learning	Whole year	70% of the teachers agree that they are confident and equipped with strategies to cater for learners' diversity and cultivate self-directed learning.	Survey by questionnaire	<ul style="list-style-type: none"> <li>• Vice-principal</li> <li>• Head of AAC</li> <li>• Subject Heads of Core subjects</li> </ul>	/
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## Summary on Budget of 2014 – 2015

### A. EOEBG (2014 – 2015)

#### 1. EOEBG - Subjects

Section / Item	Budgeted Expenditure
	EOEBG
BAFS	3,000
Biblical Knowledge	2,300
Biology	30,000
Chemistry	35,500
Chinese History	3,500
Chinese Language	29,000
Economics	3,000
English Language	25,700
Geography	6,000
History	5,000
Home Economics	39,000
ICT	4,900
Integrated Science	19,300
Liberal Studies	10,000
Mathematics	37,000
Music	1,000
Physical Education	106,900
Physics	20,000
Putonghua	1,300
Visual Arts	77,000
<b>Sub-total (1) :</b>	<b>459,400</b>

#### 2. EOEBG - Committees

Section / Item	Budgeted Expenditure
	EOEBG
Academic Affairs	15,500
Careers Guidance	4,000
Counselling Committee	18,200
Cultural Exchange & Alumni Affairs	5,600
Discipline Committee	10,200
Information Technology (Campus TV)	88,200
Information Technology & Resources	1,834,200
General Office	14,460
Language Across Curriculum	2,000
Library Committee	8,600
Principal's Office	16,000
Promotion	82,000
Publicity and Public Relations Committee	27,550
Religious Committee	29,000
School Library	55,500
Staff Development Committee	2,000
<b>Sub-total (2) :</b>	<b>2,213,010</b>



### 3. EOEBG – Operating Expenses (*Pending*)

Section / Item	Budgeted Expenditure
	EOEBG
Advertising Expense	13,000
Audit Fee	24,000
Bank Charges	1,600
Consumables	10,000
Electricity Charges	400,000
Electricity and Maintenance for Preparation Rooms	8,000
Lift Maintenance	180,000
Newspaper	2,600
Noise Abatement Measures	400,000
Printing & Stationery	15,000
Salary of Clerical Staff	3,150,000
Salary of Janitors	1,650,000
School Events	3,000
Sundry Expenses	60,000
Telephone, Water and Gas Charges	48,000
Travelling Expenses	1,200
<b>Sub-total (3) :</b>	<b>5,966,400</b>

Section / Item	Budgeted Expenditure
	EOEBG
Total Budgeted Expenditure (1) + (2) + (3)	8,638,810.00
Total Budgeted Grants to be received	7,766,460.89
<b>Budgeted Surplus / (Deficit) :</b>	<b>(872,349.11)</b>

### B. Capacity Enhancement Grant (2014 – 2015)

Section / Item	Budgeted Expenditure	Budgeted Grants to be received	Budgeted Surplus / (Deficit)
Capacity Enhancement Grant (Note 2)	357,400.00	557,148.00	<b>199,748.00</b>

Note:

1. Balance on EOEBG from 2013/2014
2. Balance on CEG from 2013/2014

HK\$

**538,757.71**

**End**

## MUNSANG COLLEGE

**Three-year plan – Measures to broaden students’ choices of elective subjects and provision of gifted education programmes for the sixth cohort of senior secondary students (from 2014/15 to 2016/17 school years)** (Current S4 Students)

The following programmes are adopted with the support of EDB’s NSS Diversity Learning Grant (\*DLG) :

DLG funded programmes(s)	Strategies & benefits anticipated (e.g. in what way students’ diverse learning needs are catered for)	Name of programme(s) / course(s) and provider(s)	Duration of the programme / course	Target students	Estimated no. of students in each school year			Evaluation of student learning / success indicators	Teacher-in-charge
					14/15	15/16	16/17		
Other Languages (OL)	To enhance students competitiveness in the 21 <sup>st</sup> Century and increases their chances for tertiary education	French course (Pui Ching Academy)	3 years	S4 student (following the cohort cycle)	1	1	1	- Students will take the AS-level examination offered by the Cambridge International Examinations and administered by HKEAA	Tutors from Pui Ching Academy and Mr. Yu Kin Man (Vice Principal)
Other programmes (Network Programme – NSS Music)	To launch “NSS Music” with HKMA David Li Kwok Po College	an external music tutor and our school teacher	3 years	S4 students (following the cohort cycle)	5	5	5	- Students attending the Saturday lessons regularly with at least 80% attendance rates - Students passing the internal examinations and tests - Students taking the 2016 HKDSE Examination with full confidence	Mr. Leung Yau Cheung Tommy (Head of Music Department)

Other programmes (Gifted Education)	To enhance students' problem solving skills and enrich students knowledge in Chemistry	Australian National Chemistry Quiz	3 years (year-to-year approach to the selected students)	S4-5 students (following the cohort cycle)	28	28	/	<ul style="list-style-type: none"> <li>- Students having successfully completed the program with at least 80% of attendance rate</li> <li>- Over 80% of the students indicating that the program helps enrich their knowledge foundation</li> </ul>	Mr. Chan Shu Sum (Head of Chemistry Department)
Other programmes (Gifted Education)	To enhance students' writing & analytical skills	Writing workshop organized by external organization	3 years (year-to-year approach to the selected students)	S4-6 students (following the cohort cycle)	30	30	30	<ul style="list-style-type: none"> <li>- Students having successfully completed the program with at least 80% of attendance rate</li> <li>- Over 80% of the students indicating that the program helps enhancing their critical thinking skills and writing skill.</li> </ul>	Ms Tam Sau Lai (Head of Liberal Studies Department)
Other programmes (Gifted Education)	To enhance students' problem solving skills and enrich their knowledge in Physics	Physics Elite Course by external tutors	2 years (year-to-year approach to the selected students)	S4-5 students (following the cohort cycle)	30	30	/	<ul style="list-style-type: none"> <li>- Students having successfully completed the program with at least 80% of attendance rate</li> <li>- Over 80% of the students indicating that the program helps enhancing their knowledge and problem</li> </ul>	Mr. Chan Wai On (Head of Physics Department)

								solving skills in Physics.	
Other programmes (Gifted Education)	To enhance students' skills in composition and conducting and enrich their knowledge in Music	An external music tutor	3 years (year-to-year approach to the selected students)	S4-6 students (following the cohort cycle)	9	9	9	<ul style="list-style-type: none"> <li>- Students having successfully completed the program with at least 80% of attendance rate</li> <li>- Students having successfully composed a piece of music for entering external competition</li> </ul>	Mr. Leung Yau Cheung Tommy (Head of Music Department)
Other Programmes (Gifted Education)	To enhance students' leadership potentials and equip them with knowledge about social enterprises	Experiential tour organized by "Dialogue in the Dark" as well as preparation workshop and evaluation workshop conducted by Careers Teachers	May 2015	S4-5 students (priority will be given to selected Careers Ambassadors)	25	/	/	<ul style="list-style-type: none"> <li>- Students will be required to attend the preparation workshop and evaluation workshop</li> <li>- Students will present their learning and reflection with other students at the hall assembly</li> </ul>	Ms. Ho Chun Lan June (Careers Mistress), Mr. Lee Cheuk Pui (Deputy of Careers Committee)
Other programmes (Gifted Education)	To enhance students' communication skills and leadership potentials	Communication and Leadership Training Program organized by external organization	3 years (year-to-year approach to the selected students)	S4-6 students (following the cohort cycle)	20	20	20	<ul style="list-style-type: none"> <li>- Students having successfully completed the program with at least 80% of attendance rate</li> <li>- Over 80% of the students indicating that the programme helps enhancing</li> </ul>	Mr Kan Yu Hin Kevin (Head of Publicity & Alumni Affairs Committee)

								their skills on communication and presentation.	
Other programmes (Gifted Education)	To enhance students' problem solving skills and enrich their knowledge in Mathematics	Training Programme provided by Profound Education	Sep 2014 – May 2015	S4-5 students	20	20	/	- Participation in external competition - Satisfactory participation rate	Mr Wu Fung Leung (Head of Mathematics Department)

\*DLG for Provision of Gifted Education programmes (per annum) = \$7,000 × 5 × 3 classes = \$105,000 per annum

# Funding for NSS Other Languages (\$3,500 per NSS student per year) is not included in the NSS DLG for Gifted Education Programmes.