

# Munsang College

# 民生書院



## Annual Plan 2015 – 2016

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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 to cater for students' diverse learning needs	Whole year	70% of the teachers agree that differentiated instructions are adopted in classroom learning and teaching to cater for learners' diversity.	Peer lesson observation evaluation	Subject Heads	/
	Adopting tiered assignments to cater for students' diverse learning needs	Whole year	70% of the teachers agree that tiered assignments are adopted.	Minutes of the subject panels	Subject Heads	/
	Using higher order thinking (HOT) questions and assessing students learning outcomes in classroom learning	Whole year	70% of the teachers agree that skills in questioning and student-centred mode of lesson delivery are enhanced.	Minutes of the subject panels, peer lesson observation evaluation	Learning Enhancement Team (LET)	/
	Using e-learning to cater for different learning styles	Whole year	By the end of the 2015/16 school year, teachers involved agree that e-learning can cater for various learning styles of students and extend students' learning time and potential.	Teachers' reflection in sharing session	Subject teachers in the pilot scheme	T.A. of AAC
Effective use of assessment	Using assessment to <ul style="list-style-type: none"> <li>• identify students' common areas of improvement and misconceptions</li> <li>• help students' self-reflection and self-monitoring</li> <li>• facilitate teachers to make adjustment to their teaching</li> </ul>	Whole year	By the end of the 2015/16 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

	strategies and offer remedial teaching					
Use of effective study skills	Cultivating students' note-taking skills and study skills through school-based programs for F.1 and F.2 students	Whole year	70% of teachers agree that F.1 and F.2 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>• All subject teachers</li> </ul>	/

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

Objectives	Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Enabling students to learn from their peers and to share good practices	Reflective Story-telling	Whole year	70% of the teachers agree that F.1 – 5 students have developed a culture of peer learning and self-reflection in their learning and life planning.	<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.1-5 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>Student-Teacher Tournament</li> <li>F.5 Service Day</li> <li>GP Festival</li> <li>School-Business Partnership Programme (HKGCC)</li> </ul>	Whole year	70% of the teachers agree that F.1 – 5 students have developed a culture of peer learning and self-reflection in their learning and life planning.	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> </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>• Joint-school Staff Development Day/Programme with MSCPS</li> <li>• Networking 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 session of the achievements by the end of the school year.</li> <li>• Sharing between panel members and colleagues of the same KLA</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 2015 – 2016

### A. EOEBG (2015 – 2016)

#### 1. EOEBG - Subjects

Section / Item	Budgeted Expenditure
	EOEBG
BAFS	2,500
Biblical Knowledge	2,300
Biology	30,000
Chemistry	27,000
Chinese History	3,500
Chinese Language	11,300
Economics	2,500
English Language	9,200
Geography	6,700
History	5,000
Home Economics	39,000
ICT	4,900
Integrated Science	17,400
Liberal Studies	10,000
Mathematics	9,000
Music	121,000
Physical Education	106,800
Physics	19,800
Putonghua	1,200
Visual Arts	62,000
<b>Sub-total (1) :</b>	<b>491,100</b>

#### 2. EOEBG - Committees

Section / Item	Budgeted Expenditure
	EOEBG
Academic Affairs	16,700
Careers Guidance	4,000
Counselling Committee	700
Cultural Exchange & Alumni Affairs	600
Discipline Committee	200
Information Technology (Campus TV)	66,000
Information Technology & Resources	4,088,100
General Office	16,140
Principal's Office	16,000
Promotion	86,000
Publicity and Public Relations Committee	29,750
Christian Ministry	6,500
School Library	55,500
Staff Development Committee	2,000
<b>Sub-total (2) :</b>	<b>4,388,190</b>

### 3. EOEBG – Operating Expenses

Section / Item	Budgeted Expenditure
	EOEBG
Advertising Expense	14,000
Audit Fee	25,000
Bank Charges	1,700
Consumables	10,500
Electricity Charges	420,000
Electricity and Maintenance for Preparation Rooms	8,400
Lift Maintenance	189,000
Newspaper	2,700
Printing & Stationery	16,000
Salary of Clerical Staff	3,310,000
Salary of Janitors	1,750,000
School Events	3,200
Sundry Expenses	63,000
Telephone, Water and Gas Charges	51,000
Travelling Expenses	1,300
Expenses on Common Areas	180,000
Capacity Enhancement Grant (use of fund)	283,700
Composite IT Grant (use of fund)	187,200
Noise Abatement Grant (use of fund)	420,000
<b>Sub-total (3) :</b>	<b>6,936,700</b>

Section / Item	Budgeted Expenditure
	EOEBG
Total Budgeted Expenditure (1) + (2) + (3)	11,815,990
Total Budgeted Grants to be received	8,483,343
<b>Budgeted Surplus / (Deficit) :</b>	<b>(3,332,647)</b>

### B. Capacity Enhancement Grant (2015 – 2016)

Section / Item	Budgeted Expenditure	Budgeted Grants to be received	Budgeted Surplus / (Deficit)
Capacity Enhancement Grant	283,700	574,415	<b>290,715</b>

Note:

- |  |              |
|--|--------------|
| 1. Balance on CEG brought from 2014/2015                   | HK\$ 731,514 |
| 2. Balance on EOEBG brought from 2014/2015 (excluding CEG) | 550,351      |

**End**