

**Tsung Tsin Christian Academy
Annual School Plan
(2015-2016)**

School Major Concerns:

1. To nurture students to be proactive learners.
2. To motivate students to pursue higher level of good virtues.
3. To further enhance the professionalism in education.

Major Concern 1: To nurture students to be proactive learners.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
All students	1. Encourage students to join external activities and competitions to stretch students' potentials academically.	<ul style="list-style-type: none"> • More than 25% students participate in external activities and competitions proactively 	<ul style="list-style-type: none"> • Records of competition and award 	Throughout the year	AAC	Nil
All students	2. To establish the reading habit by reinforcement of morning reading section	<ul style="list-style-type: none"> • More than 80% students read quietly in their classrooms 	<ul style="list-style-type: none"> • Observation and feedback from class teachers 	Throughout the year	AAC	Nil
	3. To promote reading through different reading schemes and activities	<ul style="list-style-type: none"> • At least three activities will be launched by Reading Unit • More than 50% students participate in the activities 	<ul style="list-style-type: none"> • Records of number of participants 	Throughout the year	AAC	Guest authors or external organizations arranged for reading promotion

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
All students	4. To award students who are good at learning attitude by different schemes	<ul style="list-style-type: none"> • More than 50% students are awarded 	<ul style="list-style-type: none"> • Records of awardees 	Throughout the year	AAC	Nil
All students	5. Students can use the e-Learning platform for exchanging their learning ideas with teachers or schoolmates	<ul style="list-style-type: none"> • Students are able to learn through the e-Learning platform 	<ul style="list-style-type: none"> • Teachers' observation 	Throughout the year	AAC	IT support
All teachers	6. To attend the professional development programmes on pedagogy.	<ul style="list-style-type: none"> • At least one session 	<ul style="list-style-type: none"> • Records of CPD 	Throughout the year	AAC	EDB Training Calendar
All teachers	7. To encourage sharing of teaching and learning materials within subject panel.	<ul style="list-style-type: none"> • A platform of each subject from the school server is well-established • At least one meeting is conducted to discuss the usage of the learning materials 	<ul style="list-style-type: none"> • Inspection of subject folder of school server • Records of meeting among subjects 	Throughout the year	AAC	IT support
All students	8. To nominate higher achievers/ gifted to attend different learning enhancement workshops or activities.	<ul style="list-style-type: none"> • More than 50% students participate in those activities 	<ul style="list-style-type: none"> • Records of activities 	Throughout the year	AAC & EAC	EDB circulars or information from external educational organizations

Major Concern 2: To motivate students to pursue higher level of good virtues.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
All students	1. To nourish students' virtues (commitment, integrity, responsibility and perseverance) as initiators towards life and the community by the provision of structured programmes and thematic programmes.	<ul style="list-style-type: none"> • 80% of students find the structured programmes are effective • Students and teachers enjoy and being inspired by the thematic programmes • Teachers find the students generally have improved morality in commitment, integrity, responsibility and perseverance 	<ul style="list-style-type: none"> • Teachers' observation • Students' performance • Students' questionnaire after the structured programmes 	Throughout the year	SSC	Nil
S.3 – S.5 students	2. To further strengthen student leaders by provision of structured leadership training about character building with adequate opportunity to demonstrate leadership.	<ul style="list-style-type: none"> • Student leaders show positive response to the training programme • Students are able to plan activities and arrange evaluation meetings 	<ul style="list-style-type: none"> • Feedback from participants • Evaluation meeting 	Throughout the year	EAC & RAC	External organizations
All students	3. To provide students with platform to show students' diversified talents and show their achievements in order to build up their self-esteem.	<ul style="list-style-type: none"> • At least 3 Mini Shows are held • Update of students' achievement through the school website and board on monthly basis 	<ul style="list-style-type: none"> • Prize Record • Evaluation meeting 	Throughout the year	EAC	Nil

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
All students	4. To provide junior form with variety of social service experience and senior form with opportunity of self-organized social service activities in order to nurture the the values of caring, respect and contribution.	<ul style="list-style-type: none"> • More than 90% of junior students are involved in service activity • At least two social service activities successfully organized by senior students 	<ul style="list-style-type: none"> • The attendance record of activity • Students' reflection 	Throughout the year	EAC	Partnership with the Tsung Tsin Mission of HK Social Service and other external social service organizations
All students	<p>5. To build up connection with alumni through Alumni Association.</p> <p>6. To provide platform for alumni to share with students about leadership.</p>	<ul style="list-style-type: none"> • Alumni could participate in at least three school activities • Student participants show positive feedback to the alumni sharing 	<ul style="list-style-type: none"> • Feedback from participants in alumni sharing 	Throughout the year	EAC	Nil
All students	7. To recruit students to serve in some school promotion events for developing good relationship with the community and parents.	<ul style="list-style-type: none"> • Student helpers are able to offer warm welcome and enthusiastic reception to visitors, guests, parents and outsiders. 	<ul style="list-style-type: none"> • Teachers' observation 	Throughout the year	SPC	Nil

Major Concern 3: To further enhance the professionalism in education.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
All teachers	1. To arrange Staff Development Programmes according to teachers' professional needs.	<ul style="list-style-type: none"> Teachers find the staff development sessions satisfactory and fruitful 	<ul style="list-style-type: none"> Feedback from teachers 	Throughout the year	AC	Liaison with other secondary schools
All teachers	2. Peer observation among teachers.	<ul style="list-style-type: none"> Each teacher is going to visit and to be visited at least once in a year 	<ul style="list-style-type: none"> Feedback from teachers 	Throughout the year	AAC	Nil
Religious Affairs Committee members	3. To enhance the professionalism of committee members by strengthening the mentor-mentee relationships between the Directors and committee members in most of the committee programmes.	<ul style="list-style-type: none"> The majority of teachers find that the development of mentor-mentee relationships can boost the sense of belonging and morality among the teaching team 	<ul style="list-style-type: none"> Teacher Feedback Forms 	Throughout the year	RAC	Nil
All Teaching Staff	4. To promote an effective communication among the managerial staff, School Improvement Team meeting, Administrative Council meeting and Middle Manager meeting are well scheduled and conducted regularly.	<ul style="list-style-type: none"> School Improvement Team meeting will be scheduled on every Day 4 while Administrative Council meeting will be conducted monthly Decision making based on the consensus from both meetings 	<ul style="list-style-type: none"> Managerial staff's feedback 	Throughout the year	Principal Vice Principal	Nil

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
All Teaching Staff	5. To provide a channel for collecting teachers' comments on the school's new measures	A Staff Development session will be arranged and teachers will find their comments being addressed	<ul style="list-style-type: none"> Teachers' feedback 	May 2016	AC	Nil
Non-Teaching Staff	6. To provide staff members with spread sheet training programme to enhance their skills in handling administrative work.	<ul style="list-style-type: none"> Staff members have gained a higher level of competence in data analysis work. 	<ul style="list-style-type: none"> Staff members' feedback 	Nov 2015	SySC	A training course is needed to be conducted by external organization

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