



MARYKNOLL CONVENT SCHOOL SECONDARY SECTION



School Development Plan
2006/07 - 2008/09
and
Annual School Plan
2007 /08

Maryknoll Convent School
(Secondary Section)
5 Ho Tung Road
Kowloon

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Maryknoll Convent School Vision and Mission

Our Vision

We envision our students to embrace the Maryknoll spirit signified by the school motto “*Sola Nobilitas Virtus*” (Virtue Alone Ennobles).

We envisage our students to be individuals with moral, ethical and religious values, intellectually competent, compassionate in serving others and capable of continuing self-development to meet the challenges in life and to contribute to society.

We see our students as informed and innovative, analytical and critical, responsible and adaptable, moral and ethical members of society.

Our Creed and Values

We believe that each person is formed in God’s image. We wish our students to know through Jesus Christ the hope and the meaning of life and to liberate their minds from ignorance and their hearts from prejudice.

We believe in the dignity of each student.

We believe that education is essential to a just society.

Our Mission

We provide quality school education to develop the potential of our students to the full.

We inculcate basic skills for our students to grow as individuals and in a group, to be responsible citizens with an appreciation of Chinese culture and of the world around them.

We provide experiences for our students to develop healthily in a spiritual, intellectual, physical, psychological, aesthetical and social way.

We stimulate our students to develop initiative in learning and awareness of its relevance to themselves, to life and to others.

We instill in our students an awareness of the importance of trust and integrity and an appreciation for co-operative teamwork and respect for others.

We co-operate with teachers, parents and society to promote and maintain a safe, healthy and happy environment for quality education.

瑪利諾修院學校

理想與使命

我們的理想

我們期望本校學生都能實踐校訓“*Sola Nobilitas Virtus*”（「明德惟馨」）所標誌的瑪利諾精神。

我們希望本校學生都能成為有倫理道德和宗教價值觀的人，具備聰明才智，能以愛心服務他人，又能不斷自我增值，迎接生命中的挑戰，為社會的福祉作貢獻。

我們期望本校學生見聞廣博、銳意創新、具分析和判斷能力、富責任感、適應力強，成為社會上品德高尚的公民。

我們的信念和價值觀

我們相信，每個人都是按照天主的肖像創造。我們期望本校學生能藉着認識耶穌基督，領悟生命的希望和真義，同時摒除思想上的愚昧和內心的成見。

我們相信，每位學生都應受到尊重。

我們相信，教育對建立社會公義至為重要。

我們的使命

我們提供優質學校教育，全面啟發學生的潛能。

我們培育學生掌握各種基本技能，讓她們在個人和社群方面不斷成長，成為勇於承擔的公民，並能領略中華文化和世界事物。

我們提供多元化的體驗，使本校學生在心靈、才智、體能、心理、藝術和社交各方面，都有健康的發展。

我們鼓勵本校學生熱衷學習，明瞭所學的知識與她們本身、生命和其他人的關係。

我們灌輸積極的意識，令本校學生明白廉潔自持、互相信任、彼此合作和尊重他人的重要性。

我們同心協力與教師、家長和社會人士，締造及維護一個安全、健康和快樂的環境，推動優質教育。

Maryknoll Convent School
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Our Strengths

1. Teachers are well qualified, experienced and dedicated. They possess sound subject knowledge and are willing to learn and improve. Most importantly, they are willing to uphold the vision and mission of the school.
2. Students are generally well-behaved. They are courteous, cooperative and confident. They show interest in learning.
3. In general, there is a high intake of quality students.
4. Students have a good command of English.
5. The school atmosphere is harmonious and pleasant.
6. Students and teachers are able to take advantage of the school intranet, e-Campus, to communicate and promote teaching and learning.
7. Parents are supportive of the policies of the school.

Our Areas for Improvement

1. More collaboration among teachers through common lesson preparation is needed.
2. Burdened with a heavy workload (teaching and administrative), teachers need time to adapt to the rapid changes in the education scene.
3. Training for the implementation of the New School Curriculum needs to be stepped up.
4. Students' creativity and critical thinking skills could be further improved.
5. Students' general knowledge needs to be broadened.

Our Opportunities

1. The EDB and other institutions provide teachers with intensive in-service training.
2. The Government is committed to promoting social cohesion and civic responsibilities.
3. The Government is committed to promoting patriotism and a better understanding of China.
4. Schools can learn from each other's good practices.
5. Schools are receiving full Government support for the implementation of the 334 curriculum.

Our Challenges

1. Falling school enrolments have demoralized teachers across the territory.
2. Christian values are incompatible with contemporary values.
3. Changes in the leadership of the education sector have unknown implications on the future education policies.
4. The New Secondary School System causes much tension to the parents and students concerned.
5. Local and universities abroad may have problems in adapting to the changes in the school system and modes of assessment.

**Maryknoll Convent School
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Major Concerns

1. To strengthen the identity of the school as a Catholic-Christian school.
2. To enhance the language ability of our students.
3. To prepare for the New Senior Secondary (NSS) Curriculum.

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Three-Year School Development Plan

Maryknoll Convent School
(Secondary Section)
Development Plan (2006/07 – 2008/09)

Major Concerns	Intended Outcomes / Targets	Action / Task	Time Scale			
			06/07	07/08	08/09	
#1 To strengthen the identity of the school as a Catholic-Christian school	I. School policies should reflect Christian values.	1. Conduct a review of school documents (e.g. the student diary, the staff manual and school circulars) to highlight the underlying Christian values in school policies and procedures.	√	√	√	
	II. All members of the school are able to identify with the importance of Christian values in their personal growth and relationships with others.	2. Strengthen the Christian culture of the school through carrying out various school programmes and putting up visual reminders.		√	√	
	III. Students are able to reflect in their behaviour Christian values e.g. love and respect, justice and peace as well as other positive values: courtesy, diligence, sense of responsibility etc.	3. Assist subject panels to help them identify Christian values in their curricula.			√	√
		4. Establish the Pastoral Care Core Group and enhance its role under the Student Development Team to spearhead a whole school approach to 'pastoral care' and 'character education' for student development.			√	√
		5. Help students to set up personal and class goals in line with Christian values.		√	√	√

Maryknoll Convent School
(Secondary Section)
Development Plan (2006/07 – 2008/09)

Major Concerns	Intended Outcomes / Targets	Action / Task	Time Scale		
			06/07	07/08	08/09
#2 To enhance the language ability of our students	<p>I. Students are able to write concisely and precisely in both languages (English and Chinese).</p> <p>II. Students are able to speak accurately in proper English, Cantonese and Putonghua, using a wider vocabulary.</p> <p>III. Students are able to take advantage of the EMI environment of the school to further improve their spoken and written English.</p>	1. Insist on the use of proper Chinese and English in appropriate situations.	√	√	√
		2. Strengthen the language programmes and language-related ECAs run by the language departments and various school clubs.		√	√
		3. Give extra support and advice to subject panels that use English as the medium of instruction.	√	√	√
		4. Supervise the correct use of appropriate language among students during extra-curricular activities (ECAs).	√	√	√

Maryknoll Convent School
(Secondary Section)
Development Plan (2006/07 – 2008/09)

Major Concerns	Intended Outcomes / Targets	Action / Task	Time Scale		
			06/07	07/08	08/09
#3 To prepare for the New Senior Secondary (NSS) Curriculum	I. Junior form students (starting with F.1 of 2006-2007) are able to acquire basic knowledge fundamental to their senior secondary education (under the NSS).	1. Implement school-based programmes for students to acquire necessary generic skills for tackling Liberal Studies.	√	√	√
	II. Junior form students possess the generic skills required by Liberal Studies in the senior forms.	2. Lay down guidelines for a new curriculum for the junior forms.	√	√	
	III. Teachers are ready for the NSS curriculum.	3. Supervise all subject panels concerned to draw up a new senior secondary (NSS) curriculum and carry out a suitable professional development plan.		√	√

**Maryknoll Convent School
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Annual School Plan

Maryknoll Convent School (Secondary Section)

Annual School Plan (2007-2008)

Major concern #1: To strengthen the identity of the school as a Catholic-Christian school

Targets:

- I. School policies should reflect Christian values.
- II. All members of the school are able to identify with the importance of Christian values in their personal growth and relationships with others.
- III. Students are able to reflect in their behaviour Christian values e.g. love and respect, justice and peace as well as other positive values: courtesy, diligence, sense of responsibility etc.

Action / Task	Task group	People involved	Timescale	Resources (finance, time, equipment, training, etc.)	Success criteria	Remarks
1. Conduct a review of school documents (e.g. the student diary, the staff manual and school circulars) to highlight the underlying Christian values in school policies and procedures.	The Principal, the four Deputy Principals and the Religious and Moral Education Committee Head	All teachers	Sept 2006 to Aug 2008	Manpower & time	80% of the school documents reviewed and the underlying Christian values highlighted.	* Students should be informed of the school's major concerns for the school year.
2. Strengthen the Christian culture of the school through carrying out various school programmes and putting up visual reminders.					a) Weekly junior and senior assembly. b) Christian values imparted through talks or activities.	
3. Assist subject panels to help them identify Christian values in their curricula.					a) Christian symbols are put up around the school campus. At least 50% of the subject panels and committees can implement related goals in the Year Plan.	
4. Establish the Pastoral Care Group and enhance its role under the Student Development Team to spearhead a whole school approach 'pastoral care' and 'character education' for student development.	The Student Development Team	a) Students and staff support for the spirit of 'pastoral care' and 'character education'. b) Programmes reflect the spirit of 'pastoral care' and 'character education'.				
5. Help students to set up personal and class goals in line with Christian values.		a) All students set specific personal and class goals (to be put in the student diary) in line with the school goals*. b) At least 60% of the students are able to attain their goals.				

Maryknoll Convent School (Secondary Section)
Annual School Plan (2007-2008)

Major concern #2: *To enhance the language ability of our students*

Targets:

- I. Students are able to write concisely and precisely in both languages (English and Chinese).*
- II. Students are able to speak accurately in proper English, Cantonese and Putonghua, using a wider vocabulary.*
- III. Students are able to take advantage of the EMI environment of the school to further improve their spoken and written English.*

Action / Task	Task group	People involved	Time scale	Resources (finance, time, equipment, training, etc.)	Success criteria	Remarks
<i>1. Insist on the use of proper Chinese and English in appropriate situations.</i>	<i>The School Development Team and Heads of the English, Chinese & Putonghua panels</i>	<i>All teachers (Language and other subject teachers for Task 1-3 & ECA moderators for Task 2 & 4)</i>	<i>Sept 2007 to Aug 2008</i>	<i>Time & Manpower (Additional resources, human and material to be deployed.)</i>	<i>70% of the students able to use both languages proficiently in appropriate settings</i>	<i>*Percentages can be spelt out using past examination results as yardsticks</i>
<i>2. Strengthen the language programmes and language related activities run by the language departments and various school clubs.</i>					<i>Exam results* in both languages at the various levels improve by at least 10%.</i>	
<i>3. Give extra support and advice to subject panels that use English as the medium of instruction.</i>					<i>Subject teachers more proficient in English (Common language errors identified and corrected.)</i>	
<i>4. Supervise the correct use of appropriate language among students during extra-curricular activities (ECAs).</i>					<i>Moderators ensure students conduct ECAs in appropriate language i.e. English language for the majority of activities with the exceptions of Chinese language-related activities.</i>	

Maryknoll Convent School (Secondary Section)
Annual School Plan (2007-2008)

Major concern #3: *To prepare for the New Senior Secondary (NSS) Curriculum.*

Targets:

1. *Junior form students (starting with F.1 of 2006-2007) are able to acquire basic knowledge fundamental to their senior form education (under the NSS).*
2. *Junior form students possess the generic skills required by Liberal Studies in the senior forms.*
3. *Teachers are ready for the NSS curriculum.*

Action / Task	Task group	People involved	Time scale	Resources (finance, time, equipment, training, etc.)	Success criteria	Remarks
1. <i>Implement school-based programmes for students to acquire necessary generic skills for tackling Liberal Studies.</i>	<i>Curriculum & Academic Affairs Team</i>	<i>All teachers</i>	<i>Sept 2007 to Aug 2008</i>	<i>Manpower & time (Special grants provided for the preparation of the New Academic Structure and own funding)</i>	<i>The school-based programmes, namely, the Extended Learning Programme (ELP) and the Project-based Learning (PBL) Programme successfully implemented both in F.1 & F.2.</i>	
2. <i>Lay down guidelines for a new curriculum for the junior forms.</i>					<i>Subject departments able to implement an updated curriculum for the junior forms.</i>	
3. <i>Supervise all subject panels concerned to draw up the new senior secondary (NSS) curriculum & carry out a suitable professional development plan.</i>					<i>a) The curriculum structure for the new secondary school curriculum finalized by the end of the 1st term.</i> <i>b) 70% of subject panel members concerned attending NSS workshops to prepare for the introduction of the new curriculum.</i>	

Sister Jeanne Houlihan
Name of Supervisor/Chairperson
of School Management Committee

Signature of Supervisor/ Chairperson
of School Management Committee

30 October, 2007
Date

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**Capacity Enhancement Grant
(CEG)
&
Teachers' Professional
Preparation Grant
(TPP)**

Maryknoll Convent School
(Secondary Section)

Plan on Use of Capacity Enhancement Grant and Additional Time-limited Funding of Capacity Enhancement Grant for 2007-2008 Academic Year

I. English Language Education

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Coping with Diverse Learning Needs of Students with Varied Abilities	To provide enrichment programmes for the learning of English Language	To employ additional teachers to provide more human resources to the English Language Department (i) to develop and conduct English enrichment programmes and to enhance the learning of English Language and (ii) to relieve teachers' workload from the administration of SBA	English teachers will enhance their capacity for (i) curriculum development (ii) meeting the needs of students of diverse abilities (iii) promoting students' interest in the learning of English Language	From September 2007 to August 2008	Salary of an 0.5 English Language teachers for the academic year:- [\$10,390 + \$519.50 (MPF)] X 12 = \$130,914	<ul style="list-style-type: none"> Interest of students in English Language will be greatly enhanced. Students show marked improvement in the command of the language. Students who have been doing well in the language will further excel themselves. 	<ul style="list-style-type: none"> Assessment of performance of students in tests, examinations and coursework 	English Language Panel

Maryknoll Convent School
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Plan on Use of Capacity Enhancement Grant and Additional Time-limited Funding of Capacity Enhancement Grant for 2007-2008 Academic Year

II. Mathematics Education

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Coping with Diverse Learning Needs of Students with Varied Abilities	To provide enrichment programmes for the learning of Mathematics	To employ additional teachers to provide more human resources to the Mathematics Panel to conduct Mathematics enrichment programmes.	Mathematics teachers will enhance their capacity for (i) curriculum development (ii) meeting the needs of students of diverse abilities (iii) promoting the interest of the weaker students in the learning of Mathematics	From September 2007 to August 2008	Salary of a Mathematics teacher for the academic year:- [\$20,780+ \$1000 (MPF)] X 12 = \$ 261,360	<ul style="list-style-type: none"> Teachers are able to dedicate more time to the preparation for the new senior curriculum. Students in F.2, F.4 & F.5 show significant improvement as indicated in tests, exams and coursework. The interest and initiative of students in the learning of Mathematics is significantly raised. 	Assessment of performance of students in tests, examinations and coursework	Mathematics Panel

Maryknoll Convent School
(Secondary Section)

Plan on Use of Capacity Enhancement Grant and Additional Time-limited Funding of Capacity Enhancement Grant for 2007-2008 Academic Year

III. Science Education

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To facilitate the smooth migration of the school towards the NSS system to be implemented in September 2009	To create space and opportunities for the professional development of teachers in preparing for the implementation of the NSS	To employ additional teachers to provide more human resources to the Physics Panel to share teaching load among teachers and to create time and space for the preparation of the NSS	Science teachers will (i) be able to attend NSS-related professional development courses (ii) enhance their capacity for curriculum development	From September 2007 to August 2008	Salary of a Maths & Physics teacher for the academic year:- [\$19,790+ \$989.50 (MPF)] X 12 = \$ 249,354	Physics teachers will be able to attend NSS-related professional development courses	The record of the NSS-related courses that teachers have attended will be studied	Maths & Physics Panel

Maryknoll Convent School
(Secondary Section)

Plan on Use of Capacity Enhancement Grant and Additional Time-limited Funding of Capacity Enhancement Grant for 2007-2008 Academic Year

IV. Religious Formation of Students

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To enhance the coordination and execution of religious activities and provide pastoral care to students	<ul style="list-style-type: none"> To facilitate & support religious formation of students. To provide pastoral care to students. 	To employ a Pastoral Assistant to coordinate and execute religious activities and enhance pastoral care in the school.	<ul style="list-style-type: none"> Religious Studies teachers will enhance their capacity for curriculum development. Religious Studies teachers & other teachers responsible for religious activities will feel their workload being reduced. Students will be given more guidance and pastoral support. 	From September 2007 to August 2008	Salary of a Pastoral Assistant for the academic year:- 【\$9,675 + \$483.75 (MPF) X 12 months] = \$121,905	<ul style="list-style-type: none"> The religious atmosphere in school will be fostered. More opportunities for spiritual growth and development will be offered to students. More students will seek out the Pastoral Assistant for spiritual advice. 	Assessment of students' participation in Religious activities and their feedback on these activities.	Religious Studies Panel

Maryknoll Convent School
(Secondary Section)

Plan on Use of Capacity Enhancement Grant and Additional Time-limited Funding of Capacity Enhancement Grant for 2007-2008 Academic Year

V. School Administration

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Coping with the increased administrative and clerical workload	To implement school-based management	To hire additional clerical support to relieve teachers' administrative and clerical workload e.g. preparation of documents for the Education Reforms, computerization of students' records, and computerization of school administration procedures.	<ul style="list-style-type: none"> Teachers' administrative and clerical workload will be reduced. The capacity of teachers to concentrate on other critical tasks in implementing Education Reforms will be increased. 	From September 2007 to August 2008	Salary of a clerical assistant [\$9,080 + \$454 (MPF) x 12 months) = \$114,408	Teachers generally find administrative/clerical workload being reduced.	Performance Appraisal of the clerical assistant	Principal and Deputy Principals

Maryknoll Convent School
(Secondary Section)

Plan on Use of Capacity Enhancement Grant and Additional Time-limited Funding of Capacity Enhancement Grant for 2006-2007 Academic Year

VI. Information Technology (IT)

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Coping with the increasing clerical work and work arising from the use of WebSAMS and eCampus	To relieve the workload of teachers	To employ an IT Assistant to assist teachers in school administrative work.	Teachers are relieved from the administrative work and they are able to focus more on teaching and the preparation of the new senior secondary curriculum.	From September 2007 to August 2008	Salary of an IT Assistant for the academic year:- $[(\$9,080 + \$454.00 \text{ MPF}) \times 1 \text{ month} + (\$10,995 + \$549.75 \text{ MPF}) \times 11 \text{ months}] = \$136,526.25$	<ul style="list-style-type: none"> 5% of existing teachers' administrative work is done by the IT assistant. More effective use of eCampus for electronic communication in school More electronic resources and documents are prepared by the IT assistant The use of WebSAMS in handling student reports and student profile will be enhanced 	Performance Appraisal of the IT Assistant	eCampus & Instructional Support Committee & SAMS Support Services Committee

Sister Jeanne Houlihan

30 October 2007

Name of Supervisor/Chairperson
of School Management Committee

Signature of Supervisor/ Chairperson
of School Management Committee

Date

Maryknoll Convent School
(Secondary Section)
Plan on Use of Teachers' Professional Preparation Grant for 2007-2008 Academic Year

I. Chinese Language Education

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To facilitate the smooth migration of the school towards the NSS system to be implemented in September 2009	To create space and opportunities for the professional development of teachers in preparing for the NSS	To employ an additional teacher to provide more human resources to the Chinese Language Panel and Putonghua Panel Additional manpower will help to share the teaching load of the Chinese Language teachers and Putonghua teachers and allow more time for the preparation of the NSS	Chinese Language teachers and Putonghua teachers will (i) be able to attend NSS-related professional development courses (ii) enhance their capacity for curriculum development	From September 2007 to August 2008	Salary of a Chinese Language and a Putonghua teacher for the academic year:- [\$17,935 + \$896.75] X12 = \$ 225,981 & \$17,935 X12 = \$ 215,220	Chinese Language teachers and Putonghua teachers will be able to attend NSS- related professional development courses	The record of the NSS-related courses that Chinese Language teachers and Putonghua teachers have attended will be studied.	Chinese Language Panel and Putonghua Panel

Maryknoll Convent School
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Plan on Use of Teachers' Professional Preparation Grant for 2007-2008 Academic Year

II. Personal, Social & Humanities Education (PSHE)

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To facilitate the smooth migration of the school towards the NSS system to be implemented in September 2009	To create space and opportunities for the professional development of teachers in preparing for the implementation of the NSS	To employ an additional teacher to provide more human resources to the PSHE panels to share teaching load among teachers and to create time for the preparation of the NSS	PSHE teachers will (i) be able to attend NSS-related professional development courses (ii) enhance their capacity for curriculum development	From September 2007 to August 2008	Salary of a PSHE teacher for the academic year:- [\$17,935 + 896.75] X12 = \$225,981	PSHE teachers will be able to attend NSS-related professional development courses	The record of the NSS-related courses that teachers have attended will be studied.	PSHE Subject Panels

Maryknoll Convent School
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Plan on Use of Teachers' Professional Preparation Grant for 2007-2008 Academic Year

III. Supply Teachers

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To facilitate the smooth migration of the school towards the NSS system to be implemented in September 2009	To create space and opportunities for the professional development of teachers in preparing for the implementation of the NSS	To employ supply teachers to provide relief for teachers attending NSS-related professional development programmes	Teachers will (i) be relieved from their teaching load and have more time to attend NSS-related professional development programmes (ii) enhance their capacity for curriculum development	From September 2007 to August 2008	Salary of supply teachers for the academic year:- \$100,000	Teachers will be able to attend NSS-related professional development courses	The record of the NSS-related courses that teachers have attended will be studied.	Principal and Deputy Principals

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30 October 2007
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