



# MARYKNOLL CONVENT SCHOOL SECONDARY SECTION



## Annual School Plan 2012/13

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

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**Maryknoll Convent School**  
**(Secondary Section)**  
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.

# **Annual School Plan**

**2012 – 2013**

## *Major Concerns*

- 1. To strengthen students' sense of responsibility to self and others.*
- 2. To cater for learner diversity.*

## Implementation Plans

**Major Concern #1: To strengthen students' sense of responsibility to self and others.**

### Targets:

- I. Students are able to recognize the importance of a strong sense of responsibility for the healthy development of self.
- II. Students are able to act responsibly in the context of family, school and society.
- III. Students are able to realize the responsibilities they have as a global citizen and to act accordingly.

<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
<ol style="list-style-type: none"> <li>1. Students to study the school rules and the expectations of Maryknoll students (in the student diary) – to explore how strengthening a sense of responsibility is an integral part of their own growth and interpersonal relationships.</li> <li>2. Enforce school rules and regulations to enhance students' sense of responsibility to self and others.</li> </ol>	<ul style="list-style-type: none"> <li>➤ A majority of students consider the school rules and the expectations of Maryknoll students essential for strengthening their sense of responsibility.</li> <li>➤ A majority of students reflect in their daily behaviour a stronger sense of responsibility.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Students' reflection</li> <li>➤ Records kept by Homeroom teachers &amp; the Character Building Committee</li> <li>➤ Teachers' observation</li> <li>➤ Administration &amp; Janitorial Staff's observation</li> <li>➤ Parents' feedback</li> </ul>	September 2012 – August 2013	Student Development Team - Pastoral Care Core Group (Homeroom Teachers' Committee & Character Building Committee)	Time & human resources

<p>3. <i>Groups and committees to spearhead programmes on cultivating a sense of responsibility, as a member of the school, of society and of the world, including cyber space.</i></p>	<ul style="list-style-type: none"> <li>➤ <i>A majority of students can identify concepts related to one's sense of responsibility through participation in relevant school programmes</i></li> <li>➤ <i>Positive feedback given by a majority of participants in related programmes organised by various groups and committees.</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Students' reflection</i></li> <li>➤ <i>Teachers' observation</i></li> <li>➤ <i>Feedback from speakers or organisers of various school programmes</i></li> </ul>	<p><i>September 2012 – August 2013</i></p>	<p><i>Committees organizing school programmes (e.g. Religious School Development Programme Committee, Global, Citizenship &amp; Civic Education Committee (GCCEC), Extra-curricular Activities (ECA) Committee)</i></p>	<p><i>Time &amp; human resources</i></p>
<p>4. <i>Subject panels to cultivate in students a sense of responsibility to self and others in their formal and informal curricula.</i></p>	<ul style="list-style-type: none"> <li>➤ <i>All subject panels can indicate how they promote a sense of responsibility in students in their formal and informal curricula.</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Checking year plans and subject panel evaluation reports of s</i></li> <li>➤ <i>Lesson observation &amp; sharing during end-of-term interviews</i></li> </ul>	<p><i>September 2012 – August 2013</i></p>	<p><i>Curriculum &amp; Academic Affairs Team – subject panels</i></p>	<p><i>Time &amp; human resources</i></p>

**Major Concern #2: To cater for learner diversity.**

**Targets:**

- I. Students are able to learn effectively and achieve to their full potential despite individual differences.
- II. Students are able to actualize their different talents/multiple intelligences.

<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in charge</b>	<b>Resources Required</b>
1. Identify the various concepts related to learner diversity including multiple talents/intelligences, different learning styles and educational needs.	<ul style="list-style-type: none"> <li>➤ All teachers are able to recognize and identify the multiple talents/intelligences, different learning styles and educational needs of their students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers' report through homeroom and form meetings or meetings of subject teachers</li> </ul>	September 2012 – August 2013	School Development Team - Staff Development Programmes Committee	Time & human resources
2. Provide different opportunities and relevant resources for students to stretch themselves in different areas outside class time in order to achieve what they are capable of achieving.	<ul style="list-style-type: none"> <li>➤ The majority of students taking an active part in various school activities</li> <li>➤ The majority of students are able to achieve in different areas according to their talents</li> </ul>	<ul style="list-style-type: none"> <li>➤ Assessment by student leaders and moderators</li> <li>➤ Students' reflection</li> <li>➤ Students' achievements in various activities</li> </ul>	September 2012 – August 2013	Student Development Team - Extra-curricular Activities Coordinator, Moderators of various student clubs and groups	Time & human resources

<p>3. Conduct staff development programmes to help heighten teachers' awareness of our students' multiple talents and equip them with suitable strategies and resources in catering for students' diverse needs.</p>	<ul style="list-style-type: none"> <li>➤ The majority of the participants give positive feedback on the programmes</li> <li>➤ Teachers are able to put into practice what they have learnt</li> </ul>	<ul style="list-style-type: none"> <li>➤ Feedback collected from teachers</li> <li>➤ Students' reflection</li> </ul>	<p>September 2012 – August 2013</p>	<p>School Development Team – Staff Development Committee</p>	<p>Time &amp; human resources; budget for the Staff Development Programmes</p>
<p>4. Enlist the help of in-house Educational Psychologist and Clinical Psychologist to give advice on strategies to be adopted to enhance students' healthy development, in and out of the classroom.</p>	<ul style="list-style-type: none"> <li>➤ All teachers can act on the advice of the in-house EP and CP</li> <li>➤ The majority of students can learn effectively, despite their individual differences, and achieve accordingly.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Students' own reflection</li> <li>➤ Observation made by teachers and other staff members</li> <li>➤ Students' participation in services to school &amp; community</li> <li>➤ Evaluation by the EPs and CPs concerned</li> </ul>	<p>September 2012 – August 2013</p>	<p>Student Development Team - Pastoral Care Core Group (School Social Worker, Counselling Committee, in-house Education Psychologists and Clinical Psychologists)</p>	<p>Time &amp; human resources; budget for EP &amp; CP services</p>



<p>5. <i>Subject teachers and student tutors to adopt different teaching strategies to cater for different learning styles and diverse abilities of students in regular classes, split classes and tutorial sessions.</i></p>	<ul style="list-style-type: none"> <li>➤ <i>The majority of students in regular classes (despite the wide range of ability) are actively engaged in class activities.</i></li> <li>➤ <i>Students in split classes and tutorial groups benefit from the programmes and improve their grades.</i></li> <li>➤ <i>Positive feedback from students and teachers concerned</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Students' own reflection</i></li> <li>➤ <i>Tests and exams of subjects concerned</i></li> <li>➤ <i>Teachers' observation</i></li> </ul>	<p><i>September 2012 – August 2013</i></p>	<p><i>Curriculum &amp; Academic Affairs Team – Subject panels concerned; Student Development Team – Pastoral Care Core Group (Gifted Ed &amp; SEN Coordinator, Counselling Committee, School Social Worker)</i></p>	<p><i>Time &amp; human resources; budget for employing extra teachers for split classes and tutors for special tutorial sessions</i></p>
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Maryknoll Convent School  
(Secondary Section)  
Plan on Use of Capacity Enhancement Grant for 2012-2013 Academic Year

**I. English Language**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To implement the NSS academic structure	To enhance the learning of English Language	To employ additional teachers to provide more human resources to the English Language Panel (i) to relieve teachers' workload from the preparation and implementation of the NSS curriculum and the administration of SBA (ii) to develop and conduct English enrichment programmes and to enhance the learning of English Language	English Language teachers will enhance their capacity for (i) the implementation and development of the NSS curriculum (i) meeting the needs of students of diverse abilities (iii) promoting students' interest in the learning of English Language	From September 2012 to August 2013	Salary of an English Language teacher for the academic year:-  【\$23,530 + \$ 1176 (MPF) X 12 months 】 = \$296,472	<ul style="list-style-type: none"> <li>➤ English Language teachers find that space and time has been created for the preparation and implementation of the NSS curriculum</li> <li>➤ Students show marked improvement in the command of the language.</li> <li>➤ Students who have been doing well in the language will do even better.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers' Feedback</li> <li>➤ Assessment of performance of students in tests, examinations and coursework</li> </ul>	English Language Panel

Maryknoll Convent School  
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Plan on Use of Capacity Enhancement Grant for 2012-2013 Academic Year

**II. Chinese Language**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To implement the NSS academic structure at its initial stage	To enhance the learning of Chinese Language	To employ an additional teacher to provide more human resources for the Chinese Language Panel (i) to reduce teachers' workload from the implementation of the NSS curriculum and the administration of SBA (ii) to develop and conduct Chinese enrichment programmes and to enhance the learning of Chinese Language	Chinese Language teachers will enhance their capacity for (i) curriculum development (ii) meeting the needs of students of diverse abilities (ii) promoting the interest in the learning of Chinese Language	From September 2012 to August 2013	Salary of a Chinese Language teacher for the academic year:-  【\$37,860+ \$ 1250 (MPF)] X 12 months = \$ 469,320	<ul style="list-style-type: none"> <li>➤ Chinese Language teachers find that space and time has been created for the preparation and implementation of the NSS curriculum</li> <li>➤ Interest of students in Chinese Language will be greatly enhanced</li> <li>➤ Students show marked improvement in their command of the language</li> <li>➤ Students who have been doing well in Chinese Language will do even better.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers' Feedback</li> <li>➤ Assessment of performance of students in tests, examinations and coursework</li> </ul>	Chinese Language Panel

Maryknoll Convent School  
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Plan on Use of Capacity Enhancement Grant for 2012-2013 Academic Year

**III. 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 an additional teacher 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 2012 to August 2013	Salary of a part-time Mathematics teacher for the academic year:-  【\$26,110 + \$1250 (MPF)】 X 12 months = <b>\$ 328,320</b>	<ul style="list-style-type: none"> <li>➤ Teachers are able to dedicate more time to the preparation for the new senior curriculum.</li> <li>➤ Students in F.4 &amp; F.5 show significant improvement as indicated in tests, exams and coursework.</li> <li>➤ The interest and initiative of students in the learning of Mathematics is significantly raised.</li> </ul>	➤ Assessment of performance of students in tests, examinations and coursework	Mathematics Panel

Maryknoll Convent School  
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Plan on Use of Capacity Enhancement Grant for 2012-2013 Academic Year

**IV. 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 and implementation of the new senior secondary curriculum.	From September 2012 to August 2013	Salary of an IT Assistant for the academic year:-  <b>【\$15,805 + \$790 (MPF)】</b> x 12 months <b>= \$ 199,140</b>  + <b>【\$12,240 gratuity + \$459 (MPF)】</b> <b>= \$12,699</b>	<ul style="list-style-type: none"> <li>➤ 5% of existing teachers' administrative work is done by the IT assistant.</li> <li>➤ More effective use of eCampus for electronic communication in school</li> <li>➤ More electronic resources and documents are prepared by the IT assistant</li> <li>➤ The use of WebSAMS in handling student reports and student profile will be enhanced</li> </ul>	➤ Performance Appraisal of the IT Assistant	eInstructional Support Committee  &  eAdministration Support Services Committee

Maryknoll Convent School  
(Secondary Section)  
Plan on Use of Capacity Enhancement Grant for 2012-2013 Academic Year

**V. Audio Visual Services and eInventory**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Coping with the increasing work arising from the use of Audio Visual Equipment and the eInventory system in eCampus	To relieve the workload of teachers	To employ an 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 implementation of the new senior secondary curriculum.	From September 2012 to August 2013	Salary of an AV and Technical Assistant for the academic year:-  <b>【\$15,805 + \$790 (MPF)】 x 12 months = \$ 199,140</b>  + <b>【\$12,240 gratuity + \$459 (MPF)】 = \$12,699</b>	<ul style="list-style-type: none"> <li>➤ 30% of existing teachers' administrative work is done by the assistant.</li> <li>➤ More effective use of the AV equipment in the school for school functions and programme</li> <li>➤ More effective use of eCampus for keeping the inventory of the school.</li> </ul>	➤ Performance Appraisal of the AV & Technical Assistant	AV Equipment Committee; School Building , Furniture and Equipment Committee  &  eAdministration Support Services Committee

Maryknoll Convent School  
(Secondary Section)  
Plan on Use of Senior Secondary Curriculum Support Grant for 2012-2013 Academic Year

**English Language**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To facilitate the implementation of the NSS academic structure	To enhance the learning of English Language	To employ additional teachers to provide more human resources to the English Language Panel (i) to relieve teachers' workload from the implementation of the NSS curriculum and the administration of SBA (ii) to develop and conduct English enrichment programmes and to enhance the learning of English Language	English Language teachers will enhance their capacity (i) for the implementation and development of the NSS curriculum (ii) meeting the needs of students of diverse abilities (iii) promoting students' interest in the learning of English Language	From September 2012 to August 2013	Salary of an English Language & Literature in English teachers; salary of an English Language teacher and 0.5 salary of an English teacher and for the academic year:-  【\$24,715 + \$1235 (MPF)】 X 12 months = <b>\$311,400</b>  【\$36,205+ \$1250(MPF)】 X 12 months = <b>\$449,460</b>  【\$20,747.5+ \$625 (MPF)】 X 12 months = <b>\$256,470</b>	<ul style="list-style-type: none"> <li>➤ English Language teachers find that space and time has been created for the preparation and implementation of the NSS curriculum</li> <li>➤ Students show marked improvement in the command of the language.</li> <li>➤ Students who have been doing well in the language will do even better.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers' Feedback</li> <li>➤ Assessment of performance of students in tests, examinations and coursework</li> </ul>	English Language Panel & Literature in English Panel

Maryknoll Convent School  
(Secondary Section)  
Plan on Use of the Learning Support Grant for 2012-2013 Academic Year

**Helping Students with Learning Difficulties**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementati on Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To provide services and support to students with SEN/ learning difficulties.	To offer support to students with SEN/ learning difficulties and help them make progress in their learning.  To nurture an inclusive culture among members of the school .	<ol style="list-style-type: none"> <li>1. To hire peer tutors to conduct after school sessions for students with learning difficulties including students with special educational needs.</li> <li>2. To run school-based programme on catering for students diversity at the subject panel level.</li> <li>3. To organize programmes on understanding of and respecting for individual differences so as to promote mutual acceptance among students at the form/ school level.</li> <li>4. To conduct school-based training workshops for teachers and parents.</li> <li>5. To purchase reference materials to equip teachers with skills in handling students with special education needs/ learning difficulties and to promote an inclusive culture.</li> </ol>	<p>(i) Students with SEN/ learning difficulties will make progress in their learning and show improvement in their social skills and behaviour.</p> <p>(ii) An inclusive culture in the school will be nurtured.</p> <p>(iii) Teachers and parents will receive support from the programmes offered.</p>	From September 2012 to August 2013	Salary of tutors; expenses on programmes and workshops & expenses on reference materials.  <b>\$ 120,000</b>	<ul style="list-style-type: none"> <li>➤ Students with SEN/ learning difficulties show improvement in their attitude towards learning and make progress in their studies.</li> <li>➤ Students with SEN/ learning difficulties are motivated to take part in class.</li> <li>➤ Students with SEN/ learning difficulties have better relationship with teachers and other students.</li> </ul>	➤ Feedback from students, parents, tutors and teachers concerned.	Student Development Team (SEN)



Maryknoll Convent School  
(Secondary Section)  
Plan on Use of the Liberal Studies Grant for 2012-2013 Academic Year

**Liberal Studies**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
To implement the NSS academic structure at its initial stage	To enhance the learning of Liberal Studies and to facilitate the implementation of the Liberal Studies Curriculum	To employ an additional teacher to provide more human resources for the Liberal Studies to reduce teachers' workload from the preparation and implementation of the NSS curriculum and the administration of IES	Liberal Studies teachers will enhance their capacity for (i) curriculum development (ii) meeting the needs of students of diverse abilities (iii) promoting the interest in Liberal Studies	From September 2012 to August 2013	Salary of a Liberal Studies teacher for the academic year:-  【\$24,715 + \$1235 (MPF)】 X 12 months = \$ 311,400	<ul style="list-style-type: none"> <li>➤ Teachers find that space and time has been created for the implementation of the NSS curriculum</li> <li>➤ Interest of students in Liberal Studies will be greatly enhanced</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teachers' Feedback</li> <li>➤ Assessment of performance of students in tests, examinations and coursework</li> </ul>	Liberal Studies Panel

Dr Maria Lee

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Name of Supervisor/Chairperson  
of School Management Committee

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Signature of Supervisor/ Chairperson  
of School Management Committee

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Date