



# MARYKNOLL CONVENT SCHOOL SECONDARY SECTION



## Annual School Plan 2014/15

**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** all-round, quality and affordable education for girls.

**We develop** in every student a thirst for knowledge, an ability to self-learn, and a spiritual, intellectual, aesthetical, physical and social balance. We encourage our students to pursue excellence in their respective interests and realize their potential 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 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 train** our students to have high moral standards, to be socially and environmentally aware and to be useful, contributory and responsible members of the community.

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

Updated: Aug 1, 2013

## **Annual School Plan**

**2014 – 2015**

### *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 aware of the responsibilities they have as global citizens and are able 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 internalise the expectations of Maryknoll students – to identify with how strengthening a sense of responsibility is an integral part of their own growth and interpersonal relationships.</li> <li>2. Teachers to provide more guidance and supervision, heighten students' awareness of the expectations of our school in order to enhance their sense of responsibility to self and others.</li> </ol>	<ul style="list-style-type: none"> <li>➤ A majority of students consider the expectations of Maryknoll students essential for strengthening their sense of responsibility.</li> <li>➤ A majority of students live up to the school's expectations and 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 the Prefects' Board, Homeroom teachers &amp; the Character Building Committee</li> <li>➤ Administration &amp; Janitorial Staff's observation</li> <li>➤ Parents' feedback</li> </ul>	September 2014 – August 2015	Student Support & Pastoral Care Team – Pastoral Care Core Group (Prefects' Board, 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>Positive feedback is 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>Student reflection</i></li> <li>➤ <i>Students and Teachers' Feedback after the programmes</i></li> <li>➤ <i>Feedback from speakers or organisers of various school programmes</i></li> </ul>	<p><i>September 2014 – August 2015</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, the Counselling 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 of year plans and subject panel evaluation reports</i></li> <li>➤ <i>Lesson observation &amp; reports given during end-of-term interviews</i></li> </ul>	<p><i>September 2014 – August 2015</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. To further explore 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> <li>➤ A majority of teachers are able to apply relevant knowledge in their lessons and in their relationship with students.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teacher report through homeroom and form meetings or meetings of subject teachers</li> </ul>	September 2014 – August 2015	School Development Team - Staff Development Programmes Committee	Time & human resources

<p>2. To provide opportunities and allocate relevant resources so that students to stretch themselves in different areas outside class time in order to achieve what they are capable of achieving.</p>	<ul style="list-style-type: none"> <li>➤ The majority of students take 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, Student Learning Profile (SLP) records</li> <li>➤ Students' achievements and participation rate in various activities</li> </ul>	<p>September 2014 – August 2015</p>	<p>Student Support &amp; Pastoral Care Team - Extra-curricular Activities Coordinator, Moderators of various student clubs and groups, Careers Committee Coordinator, Teachers in charge of Student Achievements and Student Profile &amp; iPortfolio</p>	<p>Time &amp; human resources</p>
<p>3. To 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>➤ Student reflection</li> </ul>	<p>September 2014 – August 2015</p>	<p>School Development Team – Staff Development Committee</p>	<p>Time &amp; human resources; budget for the Staff Development Programmes</p>

<p>4. To establish the SEN &amp; Gifted Education Committee to provide further support to students with identified needs</p> <p>5. To enlist the help of in-house Educational Psychologist (EP) and Clinical Psychologist (CP) 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>➤ Members of the newly established committee can better address the needs of students concerned.</li> <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 by teachers and other staff members</li> <li>➤ Student participation in services to school &amp; community</li> <li>➤ Evaluation by the EPs and CPs concerned</li> </ul>	<p>September 2014 – August 2015</p>	<p>Student Support &amp; Pastoral Care Team - Pastoral Care Core Group (School Social Worker, Counselling Committee, SEN &amp; Gifted Education Committee, in-house Education Psychologists and Clinical Psychologists)</p>	<p>Time &amp; human resources; funding for EP &amp; CP services</p>
<p>6. To act on the advice of the IMC Curriculum, Teaching &amp; Learning Committee and key points presented in the Critical Friend Review Report related to the specified major concern</p>	<ul style="list-style-type: none"> <li>➤ The majority of teachers can apply a student-centred approach to teaching and learning whenever applicable.</li> <li>➤ Planning for the next school development cycle can further enhance the advice presented.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Curriculum &amp; Academic Affairs Team's review</li> <li>➤ School Development Team's evaluation</li> <li>➤ Results of the Stakeholders' Survey</li> </ul>	<p>September 2014 – August 2015</p>	<p>Curriculum &amp; Academic Affairs Team &amp; School Development Team</p>	<p>Time &amp; resources</p>

<p>7. <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 learning support groups benefit from the programmes and become more motivated to learn and achieve better grades</i></li> <li>➤ <i>Positive feedback is given by students and teachers concerned</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ <i>Students' own reflection</i></li> <li>➤ <i>Findings of subject-based evaluation</i></li> <li>➤ <i>Tests and exams scores of subjects concerned</i></li> <li>➤ <i>Teacher observation</i></li> </ul>	<p><i>September 2014 – August 2015</i></p>	<p><i>Curriculum &amp; Academic Affairs Team – Subject panels concerned; Student Support &amp; Pastoral Care 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 for the Use of the Capacity Enhancement Grant for 2014-2015 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 and Literature in English	To employ an additional teacher to provide more human resources to the English Language and Literature in English 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 the English language	English Language and Literature in English 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 the English language	From September 2014 to August 2015	Salary of an English Language and Literature in English teacher for the academic year:-  【\$26,985 + \$ 1349.25 (MPF) X 12 months】 = <b>\$340,011</b>	➤ English Language and Literature in English teachers find that space and time has been created for the implementation of the NSS curriculum  ➤ Students show marked improvement in the command of the language.  ➤ Students who have been doing well in the language will do even better.	➤ Teachers' Feedback  ➤ Assessment of performance of students in tests, examinations and coursework	English Language Panel & Literature in English Panel

Maryknoll Convent School  
(Secondary Section)  
Plan for the Use of the Capacity Enhancement Grant for 2014-2015 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	To enhance the learning of the 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 the 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 the Chinese language	From September 2014 to August 2015	Salary of a Chinese Language teacher for the academic year:-  【\$43,120 + \$1500 (MPF)] X 12 months = \$ 535,440	<ul style="list-style-type: none"> <li>➤ Chinese Language teachers find that space and time has been created for the implementation of the NSS curriculum</li> <li>➤ Interest of students in the 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  
(Secondary Section)  
Plan for the Use of the Capacity Enhancement Grant for 2014 -2015 Academic Year

**III. 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 of administrative work and they are able to focus more on teaching and the preparation and implementation of the new senior secondary curriculum.	From September 2014 to August 2015	Salary of an IT Assistant for the academic year:-  <b>【\$17,485 + \$874.25 (MPF)】</b> x 12 months <b>= \$220,311</b> + <b>【\$12,600 gratuity + \$625.75 (MPF)】</b> <b>= \$13,225.75</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 for the Use of the Capacity Enhancement Grant for 2014 -2015 Academic Year

**IV. 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 of administrative work and they are able to focus more on teaching and the implementation of the new senior secondary curriculum.	From September 2014 to August 2015	Salary of an AV and Technical Assistant for the academic year:-  【\$10,560 + \$528 (MPF)】 x 12 months = \$ <b>133,056</b>	<ul style="list-style-type: none"> <li>➤ Part of the administrative workload of the teachers in charge of AV services would be relieved by the assistant.</li> <li>➤ More effective use of the AV equipment in the school for school functions and programmes.</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

Maryknoll Convent School  
(Secondary Section)  
Plan for the Use of the Moral and National Education Grant for 2014-2015 Academic Year

**Religious Formation of Students, Global Citizenship and Civic Education**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
<ul style="list-style-type: none"> <li>➤ To enhance the coordination and execution of religious and global citizenship &amp; civic education activities</li> <li>➤ To provide pastoral care to students</li> </ul>	<ul style="list-style-type: none"> <li>➤ To facilitate &amp; support religious formation of students</li> <li>➤ To facilitate &amp; support global citizenship &amp; civic education for students.</li> <li>➤ To provide pastoral care to students.</li> </ul>	<p>To employ an Religious and Moral Education (RME) Activities Coordinator to coordinate and execute religious and global citizenship &amp; civic education activities and enhance pastoral care in the school.</p>	<ul style="list-style-type: none"> <li>➤ Religious Studies teachers will enhance their capacity for curriculum development.</li> <li>➤ Religious Studies teachers &amp; other teachers responsible for religious activities and global citizenship &amp; civic education will find their workload reduced.</li> <li>➤ Students will be given more guidance and pastoral support.</li> </ul>	From September 2014 to August 2015	<p>Salary of an RME Activities Coordinator for the academic year:-</p> <p>[ \$35,930+ \$1,500 (MPF) x 12 months ]</p> <p><b>= \$449,160</b></p>	<ul style="list-style-type: none"> <li>➤ The religious atmosphere in school will be fostered.</li> <li>➤ More opportunities for spiritual growth and development will be offered to students.</li> <li>➤ Global Citizenship &amp; Civic Education activities will be promoted</li> <li>➤ More students will seek out the pastoral assistant for spiritual advice.</li> </ul>	Assessment of students' participation in religious and global citizenship & civic education activities and their feedback on these activities.	Religious Studies Panel & Global Citizenship & Civic Education Committee

Maryknoll Convent School  
(Secondary Section)  
Plan on Use of the Learning Support Grant for 2014-2015 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.	<p>To offer support to students with SEN/ learning difficulties and help them make progress in their learning.</p> <p>To nurture an inclusive culture among members of the school .</p>	<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 hire part-time helpers to provide support to the SEN students and/or school personnel offering support to them in examination invigilation, programmes, study groups, etc.</li> <li>3. To subscribe to professional services provided by Educational Psychologists, Clinical Psychologists and Speech Therapists, etc.</li> <li>4. To run school-based programme on catering for students diversity at the subject panel level.</li> <li>5. 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>6. To conduct school-based training workshops for teachers and parents.</li> <li>7. 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 2014 to August 2015	Salary of tutors; expenses on programmes and workshops & expenses on reference materials.	<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>	<ul style="list-style-type: none"> <li>➤ Feedback from students, parents, tutors and teachers concerned .</li> </ul>	Student Development Team (SEN)

Maryknoll Convent School  
(Secondary Section)

Plan for the Use of the Senior Secondary Curriculum Support Grant for 2014-2015 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 the 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 the 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 the English language	From September 2014 to August 2015	Salary of Two English Language & Literature in English teachers; for the academic year:-  【\$23,645 + \$ 750 (MPF)】 X 12 months = <b>\$292,740</b>  【\$32,760+ \$1500 (MPF)】 X 12 months = <b>\$411,120</b>	<ul style="list-style-type: none"> <li>➤ English Language teachers find that space and time has been created for the 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 for the Use of the Careers & Life Planning Grant for 2014-2015 Academic Year

**Careers & Life-planning**

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
<ul style="list-style-type: none"> <li>➤ To help students to be responsible for their self-development.</li> <li>➤ To help students recognize their abilities and interests</li> <li>➤ To help students understand their career aspirations and formulate plans at different stages of their secondary school life.</li> <li>➤ To provide guidance and support on university admissions and course selection</li> </ul>	<ul style="list-style-type: none"> <li>➤ To help students develop a sense of responsibility</li> <li>➤ To help students understand themselves and develop their talents</li> <li>➤ To help students identify their career goals &amp; formulate career plans</li> <li>➤ To provide appropriate guidance on choices for further education for students of different abilities,</li> <li>➤ To help students in their admission applications by providing guidance &amp; supporting documents</li> </ul>	<ul style="list-style-type: none"> <li>➤ To help students develop a responsible attitude by closer supervision - set &amp; enforce internal deadlines</li> <li>➤ To organize activities facilitating self-assessment of interests, abilities &amp; achievements</li> <li>➤ To arrange programmes to help students build a positive self-image</li> <li>➤ To arrange/ encourage students to join talent development programmes organized by school or external organisations</li> <li>➤ To adopt career development tools</li> <li>➤ To arrange programmes on life planning skills, e.g. goal setting &amp; portfolio building</li> <li>➤ To help students build a portfolio of their achievements</li> <li>➤ To disseminate career-related information</li> <li>➤ To organize talks on the writing of CVs &amp; personal statements</li> <li>➤ To organize workshops on university admission interviews</li> <li>➤ To arrange sharing sessions on overseas applications for students/ parents</li> <li>➤ To provide individual consultation services to parents</li> <li>➤ To arrange work placement/ experience opportunities</li> <li>➤ To improve the processing of applications for careers-related documents</li> </ul>	<p>The administrative work related to Careers &amp; Life-planning will be conducted more effectively.</p> <p>Students will be able to identify their interests, abilities &amp; achievements and make better plans for their future.</p>	<p>From September 2014 to August 2015</p>	<p>Salary of two Part-time Career Mistresses for the academic year:-</p> <p>【\$23,607 + \$1180.4 (MPF) X 12 months = \$297,448.2</p> <p>【\$15,738 + \$786.9 (MPF) X 12 months = \$198,298.8</p> <p>Support from members of the Careers Committee</p> <p>Support from members of the teaching staff</p> <p>Support from external organisations</p> <p>Support from the alumni</p>	<ul style="list-style-type: none"> <li>➤ The majority of students participate in programmes they have signed up for</li> <li>➤ The majority of students behave properly at talks or external programmes</li> <li>➤ The majority of students observe the internal deadlines</li> <li>➤ The majority of students find the activities useful in reflecting their interests</li> <li>➤ The majority of students are able to relate &amp; use the self-assessment outcomes to build self-confidence</li> <li>➤ The majority of students set their year goal and keep a portfolio of their achievements</li> <li>➤ Most of the participants find the talent development programmes useful</li> <li>➤ The majority of students find the career development tools helpful</li> <li>➤ The majority of students make career plans, especially at F.3 &amp; F.6</li> <li>➤ The majority of students set their year goals</li> <li>➤ All students keep an annual record of their achievements</li> <li>➤ The majority of students show improvement in their personal statements</li> <li>➤ The majority of students find the workshops and sharing useful</li> <li>➤ There is a positive response from parents to individual consultation services</li> <li>➤ Most of the participants understand the world of work better through internships</li> <li>➤ Format &amp; content of the careers-related documents are much improved &amp; the processing procedures more efficient</li> </ul>	<p>Feedback on the effectiveness of the programmes would be collected from students, parents and teachers.</p>	<p>School Administration</p>

**Maryknoll Convent School (Secondary Section)**  
**Budget for the Year (1st Sept 2014-31st Aug 2015)**

\* Notes - Learning Support 195,000, CLPG 494,340, Diversity Learning 70,000, TRG 183,347  
 - Other Funds - Canteen 188,000, Printing Fee 10/student, Stationery Sales 10,000, Ed Trust Subsidy 817,721.75  
 - Items Curriculum & Academic (C&AA ), Student Support & Pastoral Care (SS & PC), General Resource Mangement (GRM ), School Development (Sch D)

**Updated on**  
**3.11.2014**

Committee/Panel	EOEBG		Outside EOEBG					School Funds			Total	
	Baseline		School Specific Grants					Subscription	Non-Standard Charges	Other Funds *		
	Subject, School & Class Grant & SBM	F & E, Additional Clerical Asst.	Admin. Grant, Composite IT, Noise Abatement	Capacity Enhancement Grant	TRG / Diversity Learning/ CLPG	Learning Support / MNE	Senior Sec Curriculum Support Grant					
<b>Surplus from 2013/2014</b>	-	-	24,084.14	-	259,849.20	239,625.00	-	1,437,148.07	-	-	1,960,706.41	
Grants Received 2014-2015	1,316,827.86	706,727.47	4,536,896.00	557,148.00	747,685.00	195,000.00	741,510.00	2,970,000.00	306,900.00	1,025,621.75	11,776,005.75	
<b>Total Funds Available 2014/2015</b>	<b>1,316,827.86</b>	<b>706,727.47</b>	<b>4,560,980.14</b>	<b>557,148.00</b>	<b>1,007,534.20</b>	<b>434,625.00</b>	<b>741,510.00</b>	<b>4,407,148.07</b>	<b>306,900.00</b>	<b>1,025,621.75</b>	<b>13,736,712.16</b>	
<b>Estimated Expenses 2014/2015 - Teams/Committee/Panels/Administration</b>												
Items C&AA	Biology	35,600.00	15,700.00								51,300.00	
C&AA	BAFS	1,500.00	-								1,500.00	
C&AA	Chemistry	22,000.00	14,300.00								36,300.00	
C&AA	Chinese History	2,800.00	-								2,800.00	
C&AA	Chinese Language	8,290.00	-								8,290.00	
C&AA	Computer Studies	5,500.00	-								5,500.00	
C&AA	Economics/EPA	3,000.00	-								3,000.00	
C&AA	English Language	11,155.00	-								11,155.00	
C&AA	Geography	6,200.00	-								6,200.00	
C&AA	Global, Citizenship & Civic Edu	6,000.00	-								6,000.00	
C&AA	History	3,500.00	-								3,500.00	
C&AA	Home Economics	57,500.00	-								57,500.00	
C&AA	Junior Science	17,500.00	-								17,500.00	
C&AA	Liberal Studies	6,500.00	600.00								7,100.00	
C&AA	Literature in English	2,030.00	-								2,030.00	
C&AA	Mathematics	2,300.00	-								2,300.00	
C&AA	Music	31,000.00	9,500.00								40,500.00	
C&AA	P.E.	110,850.00	24,800.00								135,650.00	
C&AA	Physics	22,000.00	13,040.00								35,040.00	
C&AA	Putonghua	1,400.00	-								1,400.00	
C&AA	R.S./R.M.E.	29,700.00	-								29,700.00	
C&AA	Visual Arts	29,000.00	-								29,000.00	
SS & PC	Careers Committee	3,500.00	-								3,500.00	
SS & PC	Character Building Committee	400.00	-								400.00	
SS & PC	Counselling Committee	12,200.00	-								12,200.00	
SS & PC	ECA	1,000.00	-								1,000.00	
SS & PC	Photography Team	4,500.00	-								4,500.00	
SS & PC	Prefect Board	11,000.00	-								11,000.00	
GRM	Audio Visual Equipment Comm	65,000.00	16,900.00								81,900.00	
GRM	eAdmin Support Services Comm	17,400.00	7,000.00								24,400.00	
GRM	eInstructional Support Committee	17,000.00	-								17,000.00	
GRM	IT Support Services Committee	-	-	131,000.00				855,200.00			986,200.00	
GRM	Library Committee	17,240.00	7,000.00								24,240.00	
GRM	Admin	748,900.00	184,799.00	3,500,414.00	1,242,043.75	1,008,941.20	419,580.00	703,860.00	1,620,320.00	550,000.00	817,721.75	10,796,579.70
Sch D	General Resources Management Team	-	121,200.00								121,200.00	
Sch D	School Development Team	-	-					47,407.50			47,407.50	
	<b>Total Estimated Expenditure</b>	<b>1,313,465.00</b>	<b>414,839.00</b>	<b>3,631,414.00</b>	<b>1,242,043.75</b>	<b>1,008,941.20</b>	<b>419,580.00</b>	<b>703,860.00</b>	<b>2,522,927.50</b>	<b>550,000.00</b>	<b>817,721.75</b>	<b>12,624,792.20</b>
	<b>Estimated Balance</b>	<b>3,362.86</b>	<b>291,888.47</b>	<b>929,566.14</b>	<b>(684,895.75)</b>	<b>(1,407.00)</b>	<b>15,045.00</b>	<b>37,650.00</b>	<b>1,884,220.57</b>	<b>(243,100.00)</b>	<b>207,900.00</b>	<b>2,440,230.29</b>
	Funds to be set aside for Long Service / Severance Payment as at 31-8-2015: (\$577,385.87)											
						<b>Government Account</b>	<b>591,209.72</b>	<b>Subscription Accounts</b>	<b>1,849,020.57</b>			<b>2,440,230.29</b>

## Budget for the Year (1st September 2014 - 31st August 2015)

	Income (\$)	Expenditure (\$)
Balance B/F Government Funds - Baseline	-	
Government Funds - School Specific Grants	24,084.14	
Government Funds - Outside EOEBG	499,474.20	
School Funds	<u>1,437,148.07</u>	
	1,960,706.41	
<b>I Government Funds</b>		
(1) - 1 EOEBG		
(a) <b>Baseline</b>		
School and Class Grant	808,861.32	996,790.00
Lift Maintenance Grant	89,116.63	
Air-Conditioning Grant for Preparation Rooms	14,116.17	
Administration Grant for Additional Clerical Assistant	175,631.97	184,799.00
Enhancement Grant	7,409.13	
Supplementary Grant for School-based Management	197,244.63	
Training and Development Grant	8,150.06	
Composite Furniture and Equipment Grant	531,095.50	230,040.00
Programme Funds for Implementation of Whole School	8,543.68	18,200.00
Approach to Guidance & Discipline Grant		
Consolidated Subject Grant	<u>183,386.24</u>	<u>298,475.00</u>
	<u>2,023,555.33</u>	<u>1,728,304.00</u>
Surplus / (Deficit) for the year	Sub-total	295,251.33
(b) <b>School Specific Grants</b>		
Capacity Enhancement Grant	557,148.00	1,242,043.75
Composite Information Technology Grant	407,089.00	350,675.00
Administration Grant	4,091,166.00	3,280,739.00
Noise Abatement Measures Recurrent Subsidy	<u>38,641.00</u>	
	<u>5,094,044.00</u>	<u>4,873,457.75</u>
Surplus / (Deficit) for the year	Sub-total	220,586.25

(1) - 2 Funds Outside EOEBG		
Senior Sec Curriculum Support Grant	741,510.00	703,860.00
Moral National Education	-	224,580.00
Learning Support	195,000.00	195,000.00
Diversity Learning	70,000.00	137,825.50
Teacher Relief Grant	183,345.00	375,368.70
Career and Life Planing Grant	494,340.00	495,747.00
	<u>1,684,195.00</u>	<u>2,132,381.20</u>
Surplus / (Deficit) for the year	Sub-total	(448,186.20)
II School Funds (General Funds)		
(1) Tong Fai	2,970,000.00	2,522,927.50
(2) Donations		
(3) Profit on Sales of Exercise Books	10,000.00	
(4) Tuckshop Rent & Vending Machines	188,000.00	
(5) Approved collection for specific purposes account	306,900.00	550,000.00
(6) Others - Printing Collection	9,900.00	
(7) Educational Trust Funds	817,721.75	817,721.75
	<u>4,302,521.75</u>	<u>3,890,649.25</u>
Surplus / (Deficit) for the year	Sub-total	411,872.50
Total surplus / (deficit) for school year		479,523.88
Accumulated surplus as at 31st August 2014		
Government Funds - Baseline	-	
Government Funds - School Specific Grants	24,084.14	
Government Funds - Outside EOEBG	499,474.20	
School Funds	<u>1,437,148.07</u>	
	1,960,706.41	
Estimated as at 31.8.2015		<u><u>2,440,230.29</u></u>
Funds to be set aside for Long Service/Severance Payment	-	577,385.87

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Dr Maria Lee  
Supervisor of MCS (Secondary Section)

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Date