



**MARYKNOLL CONVENT SCHOOL
(Secondary Section)**

**Annual School Plan
2021-2022**

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

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Maryknoll Convent School

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 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.

Annual School Plan

2021-2022

Major Concerns

To pave the way to our centenary celebration in 2025, this School Development Plan aims at achieving two *interconnected goals* to:

1. Enhance student learning outcomes in accordance with the school's vision and mission by:
 - a) Implementing the Four Development Pillars set by School Sponsoring Body:
 - School Campus and Infrastructure
 - Student Experience
 - Teacher Growth
 - The Maryknoll Community

2. Promote character education and live out our school motto (*Sola Nobilitas Virtus**) by:
 - a) Cultivating virtues that ennoble the character:
 - 望德 Hope
 - 勇德 Fortitude
 - 義德 Justice

Building on and deepening the practice of the following virtues:

 - 信德 Faith
 - 智德 Prudence
 - 節德 Temperance
 - b) Bringing out the unique character that is core to the Maryknoll spirit

**For the three School Development Cycles leading to our centenary (2025), the three theological and four cardinal virtues will be embedded in our major concerns:*

1st 3 years, 2018/19-2020/21: Faith + Prudence & Temperance

2nd 3 years, 2021/22-2023/24: Hope + Justice & Fortitude

3rd 3 years, 2024/25-2026/27: Love + 7 gifts of the Holy Spirit

Implementation Plans

Major Concern #1: To enhance student learning outcomes by implementing the Four Development Pillars set by the School Sponsoring Body:

School Campus & Infrastructure; Student Experiences; Teacher Growth; The Maryknoll Community

Targets: Enhancement & Improvement of <u>School Campus & Infrastructure</u>					
<ul style="list-style-type: none"> to inspire innovation, creativity and collaboration to support students' learning experience and personal growth through improved facilities; to facilitate students' learning through the development of a technology-enhanced and student-centred campus environment; to achieve the goals of a green campus, sustainable development, wellness, spiritual growth and respect for heritage through campus and infrastructure improvement projects and referencing United Nations Sustainability Development Goals 					
Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
➤ To prioritise and carry out improvement projects on the school campus and infrastructure by stages, referencing an earlier staff engagement workshop with input from staff members	➤ Projects are prioritised according to targeted goals, and majority of school members have positive feedback on the improvement of school premises and environment	➤ Evaluation of the improvement projects	Throughout the school year	School Premises & Environment Committee (PEC)	Funding and Manpower for carrying out the school premises and environment improvement projects
➤ To assess and address the ever-changing needs and increasing demand on the school's IT infrastructure for a more technology-enhanced student-centered learning	➤ Majority of students and teachers have positive feedback on the IT infrastructure that supports new modes of learning and teaching	➤ Evaluation of the effectiveness of the IT infrastructure in supporting learning and teaching		Members of the team responsible for the promotion of eLearning & implementation of BYOD Initiative; IT Support Services	Funding and Manpower concerned for the related projects

<ul style="list-style-type: none"> ➤ To continue with the library enhancement project to support the evolution of the library into a 21st Century learning hub for exploration, creation and collaboration 	<ul style="list-style-type: none"> ➤ Library enhancement plan is carried out in different phases and in tandem with curriculum development – plans for Phase 2 can start 	<ul style="list-style-type: none"> ➤ Evaluation of the library enhancement plan 	<p>Throughout the school year</p>	<p>Library Committee, the School PEC and Curriculum and Academic Affairs Team</p>	<p>Funding and Manpower for carrying out the library enhancement project</p>
<ul style="list-style-type: none"> ➤ To design and organise programmes supported by improved environment and facilities, for students and teachers to address various dimensions of wellness 	<ul style="list-style-type: none"> ➤ Participation rate of teachers and students ➤ Majority of teachers and students find the wellness programmes effective with sustainable impact 	<ul style="list-style-type: none"> ➤ Feedback from the programme participants 		<p>Wellness Team, the School PEC</p>	<p>Funding for related facilities and Manpower for organizing the programmes</p>
<ul style="list-style-type: none"> ➤ To implement a long-term sustainability plan with green practices in place (including the proper use of newly installed facilities, the implementation of education programmes supported by appropriate administrative measures) 	<ul style="list-style-type: none"> ➤ Green initiatives are followed through and enhanced; suitable education programmes can be carried out ➤ Teaching packages are effectively used and well-received ➤ Majority of teachers and students find the green facilities and programmes well administered ➤ Increased awareness and behavioral changes can be observed ➤ Increased awareness for environmental protection among school campus users 	<ul style="list-style-type: none"> ➤ Feedback & reflections from the participants ➤ Feedback from students and teachers 		<p>School Development Team, Resources Management Team (the Green Team) and Curriculum & Academic Affairs Team</p>	<p>Funding and Manpower for introducing the green initiatives and for the maintenance of the related facilities</p>

Targets: Enhancement & Enrichment of Students' Learning Experiences

- to extend learning opportunities for students seeking additional challenges, attempting to stretch their potentials and fostering meaningful engagement through various learning activities in the formal and informal curriculum within and outside school;
- to strengthen the school curriculum planning and development with better coordination and integration of both informal and formal curriculum;
- to better utilise the opportunities and space created by the school-based curriculum to foster the development of the unique character of Maryknollers
- to enhance the emotional and mental well-being of students, by improving their Adversity & Emotional Quotient

Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> ➤ To broaden students' exposure and enhance their learning experiences through formal and informal curricular activities, locally and outside Hong Kong 	<ul style="list-style-type: none"> ➤ Majority of students are able to take part in diversified school activities that enhance their learning experiences (curricular and extra-curricular activities) ➤ Students can reflect on their personal growth and skills developed 	<ul style="list-style-type: none"> ➤ End-of-term evaluation ➤ Students' reflections on personal growth 	Throughout the school year	Curriculum & Academic Affairs Team; School Development Team; Committees concerned; Project coordinators	Funding and Manpower for carrying out the formal and informal curricular activities
<ul style="list-style-type: none"> ➤ To incorporate the spiral curriculum and adopt the backward-design approach in lesson planning for different subjects so as to enhance the effectiveness of learning and teaching 	<ul style="list-style-type: none"> ➤ Positive feedback from teachers and students ➤ Formative assessment performance provides evidence of learning and work produced is of good quality and innovative 	<ul style="list-style-type: none"> ➤ Checking results of assessments and records on Student Profiles 			Funding and Manpower to create space and time for teachers in implementing and evaluating the curriculum

<ul style="list-style-type: none"> ➤ To optimize the teaching-learning of the 4 core subjects (including the new subject, Citizenship & Social Development (CS)), in the Senior Secondary Curriculum 	<ul style="list-style-type: none"> ➤ Majority of the students can perform well in the revised curricula of the three core subjects (Chin, Eng & Math) and demonstrate their knowledge in global issues and national security introduced by the new subject 	<ul style="list-style-type: none"> ➤ End-of-term evaluation of panels concerned 		Curriculum & Academic Affairs Team, including members of the 4 core subjects	Funding and manpower for promoting Citizenship & Social Development
<ul style="list-style-type: none"> ➤ To implement a new school-based cross-curricular programme, ELP in F.4 and to refine the curriculum of ELP in F.1 to spiral students' learning and foster their personal growth 	<ul style="list-style-type: none"> ➤ The F.4 ELP curriculum is mapped out and implemented successfully ➤ Positive feedback from students and teachers in the year-end evaluation of the refined F.1 ELP curriculum is refined 	<ul style="list-style-type: none"> ➤ Evaluation of the F.4 and F.1 ELP curriculum and programmes conducted 			Funding and Manpower to devise and implement the F.4 ELP
<ul style="list-style-type: none"> ➤ To revise and revitalize the design of school-based curriculum across PBL, ELP and STEM in Junior Secondary 	<ul style="list-style-type: none"> ➤ A refined and updated school-based curriculum framework constructed 	<ul style="list-style-type: none"> ➤ Conducting surveys to gauge feedback from all concerned 			Funding and Manpower concerned
<ul style="list-style-type: none"> ➤ To implement a BYOD plan in phases to promote technology-enhanced and student-centered learning 	<ul style="list-style-type: none"> ➤ Phase 1 of the BYOD is implemented 	<ul style="list-style-type: none"> ➤ Conducting surveys on the use of mobile devices in F.1, F.4, F.5 & F.6 			Funding for the facilities required

<p>➤ To introduce IT-Innovation Lab Projects by stages to inspire creativity and enable exploration of diverse interests</p>	<p>➤ Initial IT-innovation Lab Projects are completed</p>	<p>Evaluation of the projects by teachers and students concerned</p>	<p>Throughout the school year</p>		<p>Funding for the projects concerned</p>
<p>➤ To refine and expand the school's student support programme to promote students' holistic well-being</p>	<p>➤ Majority of the staff members, supporting personnel, students & parents concerned found the programmes helpful</p>	<p>Evaluation of programmes concerned by</p>		<p>Student Support & Pastoral Care Team & Supporting Personnel</p>	<p>Funding for programmes concerned</p>

Targets: Enhancement of Teacher Growth & Promotion of Continuing Professional Development

- to emphasize active engagement in planning, implementing, evaluating and refining Continuing Professional Development strategies and programmes among staff for the future-ready education in school;
- to encourage the development of professional dialogues among schools concerning different aspects, including learning and teaching, curriculum planning, facilities management and school improvement projects;
- to embrace the Maryknoll core values and educational philosophy

Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> ➤ To proactively use the P-I-E model to review the effectiveness of CPD programmes for further improvements and planning 	<ul style="list-style-type: none"> ➤ Teachers' active participation in the planning and reviewing of Professional Development programmes relevant to their own needs and the needs of the school 	<ul style="list-style-type: none"> ➤ Teachers' CPD records 		School Development Team and the other school teams concerned	Funding and Manpower concerned
<ul style="list-style-type: none"> ➤ To co-organise with other schools and institutions, suited to the needs of individual teachers and the school 	<ul style="list-style-type: none"> ➤ Teachers' active participation during the programmes and positive feedback after the programmes 	<ul style="list-style-type: none"> ➤ Teachers' evaluation of the programmes concerned ➤ Checking attendance record of such events 			

<p>➤ To strengthen teachers' understanding of the school motto, the Maryknoll core values and educational philosophy through various programmes and experiences</p>	<p>➤ Teachers are able to reflect on, understand and embrace the school motto, Maryknoll core values and educational philosophy</p>	<p>➤ Teachers' self-reflections and observation from the School Admin</p>	<p>Throughout the school year</p>	<p>School Development Team and the other school teams concerned</p>	<p>Funding for employing supply teachers to accommodate for teachers to attend Professional Development Programmes offered by the EDB or other approved institutions</p>
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Targets: Enhancement & Engagement of a Wider Maryknoll Community

- to engage parents in students' academic and social-emotional development
- to mobilise parents and alumnae resources and expertise to support the development of the school
- to develop greater bonding with the wider Maryknoll Community so as to deepen their understanding of the school's educational philosophy and identification with the school's major concerns

Strategies	Success Criteria	Method of Evaluation	Time Scale	People in Charge	Resources Required
➤ To enhance communications and information sharing with parents, alumnae and groups belonging to the wider Maryknoll Community, including website revamp, breakfast gatherings, parent letters/circulars, presentations and information sessions	<ul style="list-style-type: none"> ➤ A revamped school website is launched ➤ Increased platforms and frequency of effective sharing ➤ Positive feedback from stakeholders concerned 	<ul style="list-style-type: none"> ➤ Collecting feedback from the different members of the school community 	Throughout the school year	The School Administration, PTA exco members	Funding for related programmes and launching different platforms
➤ To collaborate with the PTA to encourage more participation in school and PTA activities, and organise more parent education programmes, catered to the needs of different form level parents	<ul style="list-style-type: none"> ➤ Participation of parents ➤ Positive feedback from parents 	<ul style="list-style-type: none"> ➤ Checking the participation rate of related programmes ➤ Collecting feedback from parents 		The School Administration and the PTA exco members	Funding for related programmes
➤ To proactively engage members of the wider Maryknoll Community as resource persons by inviting them as speakers or advisors of school programmes or by soliciting their assistance in providing tangible and intangible support for the school needs	<ul style="list-style-type: none"> ➤ Positive feedback from students and teachers concerned 	<ul style="list-style-type: none"> ➤ Collecting feedback from the different members of the school community 		The School Administration	Funding for related programmes

Major Concern #2: To promote character education and live out our school motto (SOLA NOBILITAS VIRTUS)

Targets: Promoting Character Education					
<ul style="list-style-type: none"> To cultivate the virtues that ennoble the character: Hope 望德; Fortitude 勇德; Justice 義德, building on and deepening the practice of the following virtues: Faith 信德; Prudence 智德; Temperance 節德 To bring out the unique character that is core to the Maryknoll spirit 					
Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
➤ To organize programmes, both online and face-to-face, to guide students to re-trace and reflect on their Maryknoll heritage and apply it to the 21 st Century context, to understand and live out the essence of the school motto	<ul style="list-style-type: none"> Students understand and embrace the school motto Students set achievable class and/or personal goals related to the targeted virtues 	➤ Checking reports of end-of-term evaluation about achievement of class and personal goals	Throughout the school year	Curriculum & Academic Affairs Team – Subject Panels and Committees	Funding and Manpower for organizing related programmes and activities
➤ To deepen students’ and teachers’ understanding of the virtues highlighted in the school plan and how they are relevant to our students’ needs	➤ Panels and Committees facilitate the acquisition of the targeted virtues in alignment with the Maryknoll spirit	➤ Checking evaluation reports of panels and committees		Student Support & Pastoral Care Team – Committees concerned	
➤ To have an overview of programmes of relevant panels/committees and work out age-appropriate themes for Student Support and Pastoral Care Team initiatives	➤ Suitable themes are identified for each level and relevant activities are conducted accordingly	➤ Conducting surveys to gather feedback from students and teachers		School Development Team & the Joint Committee for Education Programmes	
➤ To align and connect targeted virtues to the Maryknoll spirit and character identified in our Vision and Mission	➤ Students’ positive feedback re: the programmes/activities				

Plan for the Use of the Capacity Enhancement Grant for 2021-2022 Academic Year

I. Mathematics & Junior Science

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Development of the Senior Secondary Curriculum	To enhance the learning of Mathematics & Junior Science	To employ an additional teacher to provide more human resources for the Mathematics & Junior Science Panel <ul style="list-style-type: none"> ➤ to reduce teachers' workload resulting from the demands of the Senior Secondary curriculum ➤ to develop and conduct Mathematics enrichment classes ➤ to develop STEM programmes 	Mathematics & Junior Science teachers will be better prepared for <ul style="list-style-type: none"> ➤ the development of the Senior Secondary curriculum ➤ meeting the needs of students of diverse abilities & backgrounds ➤ promoting students' interest in the learning of Mathematics and Junior Science 	From September 2021 to August 2022	Salary of a Mathematics & Physics teacher (0.5) for the academic year: - \$268,033.50	<ul style="list-style-type: none"> ➤ Mathematics & Physics teachers find that space and time has been created for the development of the Senior Secondary curriculum. ➤ The Mathematics skills of all students will be further enhanced ➤ The development of Science Education will be enhanced 	<ul style="list-style-type: none"> ➤ Teachers' Feedback ➤ Assessment of performance of students 	Mathematics Panel & Physics Panel

Plan for the Use of the Capacity Enhancement Grant for 2021-2022 Academic Year

II. Information Technology (IT)

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Facilitating 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 development of the Senior Secondary curriculum.	From September 2021 to August 2022	Salary of an IT Assistant (0.5) for the academic year: -\$151,641.00	<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 for handling student reports and student profile will be enhanced 	➤ Teachers and students' feedback on the service provided	IT Support Services Committee & eAdministration Support Services Committee

Plan for the Use of the Capacity Enhancement Grant for the 2021-2022 Academic Year

III. Audio Visual Services and Technical Support

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Facilitating work arising from the use of Audio-Visual Equipment & e-Learning	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 development of the Senior Secondary curriculum. Teachers' capacity to develop e-Learning will be enhanced	From September 2021 to August 2022	Salary of an AV and Technical Assistant for the academic year: - \$268,884.00	<ul style="list-style-type: none"> ➤ Part of the administrative workload of the teachers in charge of AV services would be relieved by the assistant. ➤ More effective use of the AV equipment in the school for school functions and programmes. ➤ The development of e-Learning will be given more support. 	➤ Teachers and students' feedback on the service provided	AV Equipment Committee; School Building & IT Support Services Committee

Plan for the Use of the Learning Support Grant for 2021-2022 Academic Year

Helping Students with Learning Difficulties

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Providing 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 and meet their developmental needs.</p> <p>To nurture an inclusive culture among different members of the school.</p>	<p>To hire a programme worker to provide support to the SEN students and/or school personnel offering support to them in examination invigilation, programmes, study groups, etc.</p> <ul style="list-style-type: none"> ➤ To help run school-based programmes on catering for student diversity at the case level or subject panel level. ➤ To help organize programmes on understanding and respecting individual differences so as to promote mutual acceptance among students at the form/ school level. ➤ To help conduct school-based training workshops for teachers and parents. 	<ul style="list-style-type: none"> ➤ Students with SEN/ learning difficulties will make progress in their learning and show improvement in their social skills and behaviour. ➤ An inclusive culture in the school will be nurtured. ➤ Teachers and parents will receive support from the programmes offered. 	From September 2021 to August 2022	Salary of a Programme Worker: - \$236,817.00	<ul style="list-style-type: none"> ➤ Students with SEN/ learning difficulties show improvement in their attitude towards learning and make progress in their studies. ➤ Students with SEN/ learning difficulties are motivated to take part in learning activities in class. ➤ Students with SEN/ learning difficulties have a better relationship with teachers and other students. 	<ul style="list-style-type: none"> ➤ Fee feedback from students, parents, tutors, EP/CP/ST and teachers concerned (collected in regular meetings, face-to-face/ telephone interviews & evaluation forms) 	SEN Committee [2 separate committees this year]

Plan for the Use of Funding for Enhancement of Chinese Learning and Teaching for Non-Chinese Speaking Students for 2021-2022 Academic Year

Chinese Language

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Providing extra support for NCS students to ensure that all NCS students have equal opportunities in learning Chinese on a par with their Chinese-speaking counterparts, and to create an inclusive learning environment in schools	To help NCS students overcome the difficulties of learning Chinese as a second language. To enhance NCS students' competency in Chinese Language	To employ additional teachers to provide more human resources for the Chinese Language Panel so that manpower can be allocated to ➤ implement the Chinese Language Curriculum Second Language Learning Framework; ➤ adapt the Chinese Language Curriculum according to individual needs of the NCS students.	The Chinese Language competency of the NCS students will be enhanced and some can even be on par with their Chinese speaking peers. An inclusive learning environment in school will be nurtured	From September 2021 to August 2022	Salary of two Chinese Language teachers for the academic year: - \$1,126,125.00	➤ Chinese Language teachers find that space and time has been created for the implementation of the Chinese Language Curriculum Second Language Learning Framework for NCS students ➤ Non-Chinese Speaking students show improvement in their command of the Chinese Language	➤ Teachers' Feedback ➤ Assessment of the performance of students in tests, examinations, coursework ➤ NCS students' results in regular Chinese Exams and alternative Chinese Exams e.g. IGCSE, GCE etc.	Chinese Language Panel

Plan for the Use of the Careers & Life Planning Grant for 2021-2022 Academic Year

Career & Life-planning

Task Area	Major Area of Concern	Implementation Plan	Benefits Anticipated	Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Responsible Party
Providing guidance and support to facilitate students' careers and life planning	<p>To help students develop a sense of responsibility</p> <p>To help students understand themselves and develop their talents</p> <p>To help students identify their career goals & formulate career plans</p> <p>To provide appropriate guidance on choices for further education for students of different abilities</p> <p>To help students with their admission applications by providing guidance & supporting documents</p>	<p>To employ extra staff members to provide administration support and create time and space to enable the Careers & Life Planning Committee teachers:</p> <ul style="list-style-type: none"> ➤ To help students develop a responsible attitude through closer supervision - set & enforce internal deadlines ➤ To organize activities facilitating self-assessment of interests, abilities & achievements ➤ To arrange programmes to help students build a positive self-image ➤ To arrange/ encourage students to join talent development programmes organised by school or external organisations ➤ To adopt career development tools ➤ To arrange programmes on life planning skills, e.g. goal setting & portfolio building ➤ To help students build a portfolio of their achievements 	The administrative work related to Careers & Life-planning will be conducted more effectively.	From September 2021 to August 2022	<p>Salary of a Careers Admin Assistant: &</p> <p>Salary of 2 Careers teachers (0.5+0.4) for the academic year: - \$755,407.80</p> <p>Support from members of the Careers Committee</p>	<ul style="list-style-type: none"> ➤ The majority of students participate in programmes they have signed up for. ➤ The majority of students behave properly at talks or external programmes. ➤ The majority of students observe the internal deadlines. ➤ The majority of students find the activities useful in reflecting their interests. ➤ The majority of students are able to relate to & use the self-assessment outcomes to build self-confidence. ➤ The majority of students set their year goal and keep a portfolio of their achievements. ➤ Most of the participants find the talent development programmes useful. ➤ The majority of students find the career development tools helpful. 	Feedback collected from students, parents and teachers on the services provided and the effectiveness of the programmes	Curriculum & Academic Affairs Team, Student Support & Pastoral Care Team & Careers Committee

<p>Providing guidance and support with university admissions and course selection</p>	<p>To provide more human resources to the Careers Committee so that the workload of Careers teachers will be reduced. Manpower can be allocated the implementation of the Careers & Life Planning programmes.</p>	<ul style="list-style-type: none"> ➤ To organise workshops on university admission interviews ➤ To arrange sharing sessions on overseas applications for students/ parents ➤ To provide individual consultation services to parents ➤ To arrange work placement/ experience opportunities ➤ To improve the processing of applications for careers-related documents 	<p>Students will be able to identify their interests, abilities & achievements and make better plans for their future.</p>		<p>Support from members of the teaching staff</p> <p>Support from external organisations</p> <p>Support from alumnae</p>	<ul style="list-style-type: none"> ➤ The majority of students make career plans, especially at F.3 & F.6 level. ➤ The majority of students show improvement in their personal statements. ➤ The majority of students find the workshops and sharing sessions useful. ➤ There is a positive response from parents to individual consultation services ➤ Most of the participants understand the world of work better through internships. ➤ Format & content of the careers-related documents are much improved & the processing procedures more efficient. 		
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Plan for the Use of the Diversity Learning Grant for 2021-2022 Academic Year

Other Programme: Network Programme for the 2021/22 school year

Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/Start Date	Deliverables	Teacher i/c	Budget
Music	Music network programme with Diocesan Boys' School, Diocesan Girls' School and La Salle College	In view of the small number of students opting for music, this network programme can help to cater for students' diverse needs, interests and abilities.	Two F.4 students, one F.5 student and two F.6 students taking Music as an elective subject for HKDSE	September, 2021 – June, 2022	The Institute of Hong Kong Senior Secondary School Music Education will be hired to provide courses on the SS Music curriculum.	Ms Joanne Wong	\$50,000

Other Programme: Gifted Education for 2021/22 Academic Year

Domain	Programme	Objective(s)	Targets (No./level/selection)	Duration/Start Date	Deliverables	Teacher i/c	Budget
English Language	Training for external debates	To equip students with (1) debating skills on constructing, analyzing and critiquing arguments, and (2) critical thinking and communication as a speaker and listener	<ul style="list-style-type: none"> - Ten to twelve students - F.4 and F.5 students - Nominated by English Debating Team with selection interviews and results in prior competitions 	<ul style="list-style-type: none"> - Eight months - Several preparatory sessions for tournaments / competitions 	Coaching for debating skills through videos, assignments and group debate practices	Commissioned to debating coaches with Ms Kitty YT Wong and Mr. Akasha Barickman as coordinators	\$25,000
Chinese Language	Training course for aspiring debaters	To enhance students debating skills for external competitions and to boost students' confidence in public speaking	<ul style="list-style-type: none"> - Ten students - F.4 and F.5 students - Nominated by Chinese Language Department with selection interviews and results in prior competitions 	<ul style="list-style-type: none"> - Twenty lessons in six months from October 2021 held after school (one lesson per week) 	Coaching for debating skills and presentation through videos, assignments and group debate practices	Commissioned to one alumnus with Ms Amy Wu as coordinator	\$10,000

Mathematics	Mathematics Olympiad group	To equip students with higher-order thinking skills in solving challenging mathematical problems	<ul style="list-style-type: none"> - Twelve students - F.4 and F.5 students - Nominated by Mathematics Department regarding the internal examination scores and results in prior competitions 	<ul style="list-style-type: none"> - Twenty lessons from October 2021 to June 2022 held online/face-to-face (one lesson per week) 	Topic assignments relating to the Mathematics Olympiad	Commissioned to Mathematical Corporation (HK) Limited with Ms Alice Choy and Ms Enoch Lee as coordinators	\$15,000
Physics	Physics Olympiad	To provide a platform for the high-achievers to showcase their talents in physics, and to extend the learning capacity of potentially gifted students in physics	<ul style="list-style-type: none"> - Fifteen students - F.4 students - Nominated by Physics Department regarding the internal examination scores 	<ul style="list-style-type: none"> - Twenty lessons in eight months from October 2021 to May 2022 held online/face-to-face (one lesson per week) 	Topic notes and past papers relating to the Physics Olympiad	Commissioned to Mathematical Corporation (HK) Limited with Ms Christine Cheung as coordinator	\$25,000

Plan for the Use of the Reading Grant for 2021-2022 Academic Year

Promotion of Reading

Objectives:		
1. To foster a stronger reading culture in the library and the school 4. To promote reading for pleasure 2. To facilitate cross-curricular/collaborative teaching and learning 5. To help students and teachers become lifelong readers 3. To encourage students to learn how to learn		
	Item	Estimated Expenses
1.	Purchase of Books & DVDs a. Printed Books (new items and replacements) b. e-Books c. DVDs d. Subscription to English & Chinese newspapers and magazines	\$80,000
2.	Reading Activities Inside School a. Paying the expenses for Maryknoll Reading Challenge (a compulsory reading scheme for Forms 1 & 2) b. Hiring writers and celebrities to conduct book talks c. Hiring of service from external providers to organise reading-related activities d. Paying the expenses for in-school activities such as Reading Carnival, World Book Day programmes, Book Talks by Reading Ambassadors, Displays on Book Recommendations etc.	\$23,000
3.	Reading Activities Outside School a. Application fees for reading-related activities and competitions b. Subsidising students for their participation in reading-related activities in and out of Hong Kong	\$23,000

Plan for the Use of the Life-wide Learning Grant for the 2021-2022 Academic Year

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Category 1: To organise / participate in life-wide learning activities

No.	Brief Description and Objective of the Activity	Domain	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses	Essential Learning Experiences				
								Intellectual Development (closely linked with curriculum)	Moral and Civic Education	Physical and Aesthetic Development	Community Service	Career-related Experiences
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students' positive values and attitudes											
								Intellectual	Moral & Civic Education	Physical & Aesthetic	Community Service	Career-related
1	Field trip transportation fees and fees for joining science competitions and programmes - To actively engage students in opportunities to learn through active participation and reflection on the programmes and activities	Biology	Throughout the school year	F.4 to 5	180	Reflection and questionnaire on what they have learned through the competitions and programmes	\$25,000.00	*				
2	Subscription of business magazine (online version) - To broaden students' business horizon and promote reading to learn in school	BAFS and Economics	Throughout the school year	F.4 to 6	200	Feedback from students and teachers	\$10,000.00	*				*
3	Fees for joining competitions - To enhance students' various generic skills and their interests in the subject	Various subjects	Throughout the school year	F.1 to 5	60	Feedback from students and teachers	\$4,500.00	*	*			*
4	Prizes for competitions - To enhance students' whole person development and life-long learning through activities	Various subjects	Throughout the school year	F.1 to 6	Whole school students	Feedback from students and teachers	\$10,300.00	*	*			

5	Expenses including transportation fees, entrance fees, etc., for extra-curricular activities and various programmes - To actively engage students in opportunities to learn through different learning experiences	Various subjects	Throughout the school year	F.1 to 6	Whole school students	Feedback from students and teachers	\$106,800.00	*	*	*	*	*
6	Subscription of e-learning platform (智愛中文平台、智愛文言文平台) - To broaden students' horizon by promote reading and develop their self-learning ability.	Chinese	Sept 2021 - June 2022	F.1 to 6	Whole school students	Feedback from students and teachers	\$29,800.00	*	*			
7	Debate training for junior forms -To equip students with debating skills on constructing, analyzing and critiquing arguments. -To enhance students' critical thinking skills	Chinese	Throughout the year	F.1 to 3	30	Student participation and feedback from students and coaches	\$38,750.00	*	*			
8	AI courses for students - To provide opportunity for students to develop artificial intelligence knowledge	Computer Studies	Jan- Feb 2022	F.3 to 5	10	Student feedback	\$25,000.00	*	*	*		*
9	Visit to Tai Kwun (大館) - To understand the development of legal, judicial and penal systems in Hong Kong. - To develop an understanding of the major historical development of Hong Kong. - To reflect on the importance of conservation to urban development in Hong Kong. - To promote positive civic attitudes and values which help students to become law abiding citizens.	PSHE	Nov-21	F.2	156	(1) Role play and debate (2) Class discussion	\$19,000.00	*	*			
10	Various workshops for students - Coffee Ground Workshop held by Fair Trade Hong Kong introduces stories of coffee production and discusses how Fair Trade helps reconstruct a sustainable coffee industry. Students can then understand the development of global coffee trade. -Sweat Factory Simulation Game held by Fair Trade Hong Kong: Role playing as smartphone factory workers, participants will experience the grueling environment and long working hours that workers are enduring on a daily	Life and Society	Jun-21	F.1 and F.3	321	(1) Class discussion on the importance of fair trade on different countries (2) Post activity reflection will enhance students' understanding of fair trade and labour rights	\$500.00	*	*			

	basis. This enhance their understanding in economic globalization.											
11	Walk in Hong Kong: A guided tour - To develop an understanding of the major historical development of Hong Kong. - To reflect on the importance of conservation to urban development in Hong Kong.	Life and Society	Jun-21	F.1 and F.2	334	Feedback from students and teachers	\$121,720.00	*	*			
12	Drama appreciation - To enrich students' aesthetic development & enabling them to develop the right moral values	English	Jan to May 2022	F.1 and F.5	309	Post-performance interactive activities & evaluation questionnaire	\$36,000.00	*	*			
13	Debate training for junior forms -To equip students with debating skills on constructing, analyzing and critiquing arguments. -To enhance students' critical thinking skills	English	Throughout the year	F.1 to F.3	31	Student participation and feedback from students and coaches	\$28,600.00	*	*			
14	Disney programme: Global Perspectives: An Adventure in Our Society - To let students experience the challenges and opportunities that today's global citizens face.	Liberal Studies	Jun 2022-Jul 2022	F.5	45	Student participation and feedback from students and coach	\$17,550.00	*	*		*	*
15	Expenses for Young Readers' Festival, drama competition prizes and Budding Poets - To foster students' interest in reading, drama performance and writing poems. Their literary skills will also be enhanced	Eng Lit	Throughout the year	F.1 to 6	Whole school students	Feedback from students and teachers & evaluation questionnaire	\$8,000.00	*	*	*		
16	Robotics Training Course - Participants exchange their robotics knowledge and experience, learn mutual respect, team spirit and self-discipline.	Physics	Oct 2021-May 2022	F.1 to 5	20 to 25	Student participation and feedback from students and coach	\$50,000.00	*				
17	Training camps for Catholic students, catechism classes, Confirmandi retreat - To enhance students' religious formation	Religious Studies	Jan 2022-Jun 2022	F.2 to 6	8 to 10	Students' reflection and feedback	\$3,000.00		*			
18	Visits to church and retreat - To enhance students spiritual development and enrich their knowledge of the teachings of God	Religious Studies	Throughout the school year	F.1 to 6	Whole school students	Students' reflection and feedback	\$16,000.00	*	*		*	

19	Religious programmes - Mindfulness activities To enhance students spiritual development through mindfulness activities	Religious Studies	Throughout the school year	F.1 and F.4	318	Students' reflection and feedback	\$70,000.00	*	*		*	
20	Art education programmes, activities and visits - To nurture students' aesthetic sensitivity and develop arts skills	Visual Art	Throughout the school year	F.1 to 6	Whole school students	Students' reflection and feedback	\$100,000.00	*		*	*	
21	Programme: Disney's Foundations for Career Success - To offer opportunities for students to experience working life in Disney	Careers Committee	Jun 2022-Jul 2022	F.4	140	Student participation and feedback from students and coach	\$45,000.00	*	*		*	*
22	Counselling programmes, talks and workshops - To enhance students' whole person development and life-long learning	Counselling Committee	Throughout the school year	F.1 to 6	Whole school students	Students' reflection and feedback	\$17,000.00		*		*	
23	Smileys training and community services - To train students to help them acquire basic knowledge, skills and attitude in the areas of personal and social development.	Counselling Committee	Throughout the year	F.3 to 5	40 to 50	Students' reflection and feedback	\$15,000.00		*		*	
24	Student leaders' leadership training courses - To enhance students' leadership skills	ECA	Sept 2021-Aug 2022	F.3 to 6	68	Students' reflection and feedback	\$60,000.00		*		*	
25	Prefect leadership training camp and workshops - To enhance students' leadership skills	Prefect	Sept 2021-Aug 2022	F.3 to 6	45	Students' feedback and prefects' performance	\$25,000.00		*			*
26	Other Learning Experience Day -To actively engage students in opportunities to learn through active participation and reflection on the activities.	ECA	Nov 2021	F.1 to F.6	Whole school	Students' reflection and feedback	\$230,000.00	*	*	*		
27	Learning programme for students to publish yearbook - To offer opportunities for students to experience the process of publication	Editorial Board	Sept 2021-Aug 2022	F.4 to F.5	40	Students' reflection and feedback	\$50,000.00	*	*			*
28	Program and training subsidy - To enhance the skills of the AV Team members in offering AV service to activities held inside and outside school.	AV Team	Throughout the school year	F.2 to 6	10 to 15	Students' participation and feedback from students and teachers	\$12,000.00			*	*	

29	Subsidies to extra-curricular activities for students - To enhance students' all-rounded development through various extra-curricular activities	Students Support Pastoral Care Team	Throughout the school year	F.1 to 6	Whole school students	Feedback from students and teachers.	\$400,000.00		*	*		
30	Subsidies to school programmes for students - To enhance students' all-rounded development through the offering of different programmes in school	Students Support Pastoral Care Team	Throughout the school year	F.1 to 6	Whole school students	Feedback from students and teachers.	\$200,000.00		*	*		
31	Class services projects - To enable students to apply their skills and knowledge to address real-life needs in the community. - To cultivate a sense of concern for others in the community	Students Support Pastoral Care Team	Throughout the school year	F.1 to 6	Whole school students	Class discussion and students' reflection	\$60,000.00		*		*	
Sub-total of Item 1.1							\$1,834,520.00					
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons											
1	Educational trips - To offer opportunities for students to experience different culture, interact with people of different parts of the world and broaden their horizon.	Students Support Pastoral Care Team	Sept 2020-Aug 2021	F.1-6	Whole school students	Students' participation and feedback from students and teachers	\$50,000.00					
Sub-total of Item 1.2							\$50,000.00					
Estimated Expenses for Category 1							\$1,884,520.00					

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning

No	Item	Domain	Purpose	Estimated Expenses (\$)	
1	Gigo Construction Set accessories	Physics	Accessories for GreenMech Contest	\$3,000.00	
2	Tools, equipment, consumables and reference books	STEM	For STEM teaching, activities and competitions	\$33,500.00	
3	Gigo Learning lab package parts	STEM	Accessories for STEM teaching	\$1,500.00	
4	Consumable lesson materials for F.1 and F.2 STEM Curriculum	STEM	To develop students' STEM knowledge, skills and attitude through hands-on tasks and projects	\$25,000.00	
5	Equipment	AV Team	To offer AV services to support extra-curricular activities held inside and outside school	\$28,000.00	
6	eLearning Platforms subscriptions	Students Support Pastoral Care Team	To support students learning online	\$135,000.00	
				Estimated Expenses for Category 2	\$226,000.00
				Estimated Expenses for Categories 1 & 2	\$2,110,520.00

Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school: 850
Estimated number of student beneficiaries: 850
Percentage of students benefitting from the Grant (%): 100%

Budget for the Year (1st September 2021 - 31st August 2022)

			Income (\$)	Expenditure (\$)	Surplus/(Deficit)
Opening					
Balance					
as at 1.9.2021					
	Government Funds - EOEBG (Baseline+School Specific Grants)		623,987.83		
	Government Funds - Outside EOEBG		2,375,940.75		
	School Funds - General		7,290,531.65		
	School Funds - Donations		155,657.21		
	School Funds - Scholarships		1,429,430.84		
	School Funds - Student Activities		<u>349,105.24</u>		
			<u><u>12,224,653.52</u></u>		
I	Government Funds				
(1) - 1	EOEBG	B/F			
(a)	Baseline	<i>301,923.37</i>			
	School and Class Grant		1,494,465.88	2,075,656.00	
	Admin Grant for Additional Clerical Assisstant		199,324.51	256,080.00	
	Composite Furniture and Equipment Grant		<u>602,739.48</u>	<u>836,300.00</u>	
			<u>2,296,529.87</u>	<u>3,168,036.00</u>	
	Surplus / (Deficit) for the year	Sub-total		(569,582.76)	*
(b)	School Specific Grants				
	Capacity Enhancement Grant	<i>(44,048.28)</i>	642,934.00	688,558.50	(89,672.78)
	Composite Information Technology Grant	<i>146,265.22</i>	555,900.00	514,335.00	187,830.22
	Administration Grant		4,721,100.00	4,721,100.00	-
	Provision of Air Conditioning Grant	<i>496,811.00</i>	680,975.00	1,397,500.00	(219,714.00)

SBM Top-up Grant	37,030.00	50,702.00	87,730.00	2.00
School-Based Speech Therapy Admin Grant	13,583.92	8,112.00	13,500.00	8,195.92
Deficit for Outside of EOEBG	(327,577.40)	-	-	
	<u>322,064.46</u>	<u>6,659,723.00</u>	<u>7,422,723.50</u>	
Surplus / (Deficit) for the year	Sub-total		(440,936.04)	*

Closing balance as at 31.8.2022 **(1,010,518.80)** to be offset by Sch Funds

(1) - 2	Funds Outside EOEBG	B/F				
#	Career and Life Planning Grant	74,807.08	642,000.00	755,407.80	(38,600.72)	*
*	Home-School Co-operation Project		- 44,840.00	44,840.00	-	
%	Diversity Learning Grant	70,973.90	105,000.00	125,000.00	50,973.90	
#	Enhanced Chinese Learning		- 800,000.00	1,126,125.00	(326,125.00)	*
%	The Sister School Scheme	128,889.00	157,127.00	85,000.00	201,016.00	
*	HK School Drama Festival		- 3,600.00	3,600.00	-	
#	IT Staffing Support Grant	131,645.03	321,796.00	404,082.00	49,359.03	
#	Learning Support Grant	11,807.06	302,100.00	386,817.00	(72,909.94)	*
%	Promotion of Reading Grant	57,999.73	73,326.00	126,000.00	5,325.73	
*	Salaries Grant - Supply Staff		- 95,646.00	95,646.00	-	
*	Salaries Grant - Teaching Staff		- 51,732,830.41	51,732,830.41	-	
*	Salaries Grant - Teaching Supporting Staff		- 1,902,879.86	1,902,879.86	-	
#	Senior Sec Curriculum Support Grant		- 963,000.00	1,024,852.50	(61,852.50)	*
#	Teacher Relief Grant	44,519.63	257,992.50	285,388.50	17,123.63	
%	Student Activities Support Grant	27,450.00	32,500.00	50,000.00	9,950.00	
%	Life-wide Learning Grant	1,446,288.03	1,429,809.00	2,110,520.00	765,577.03	
#	Support NCS Learn Ch Hist & Culture	30,300.91	-	-	30,300.91	
#	Support for NCS+SEN	197,633.80	101,405.00	-	299,038.80	

%	School Based after School Learning	17,200.00	20,000.00	17,200.00	20,000.00
#	Sch Executive Officer Grant	136,426.58	534,660.00	504,180.00	166,906.58
%	One-off Grant for Citizenship and Social Development	-	300,000.00	10,000.00	290,000.00
*	Employer's Contribution to PF/MPF Scheme		-	-	-
		<u>2,375,940.75</u>	<u>59,820,511.77</u>	<u>60,790,369.07</u>	

* Custodian/Reimbursement

Staffing

% Specific Purposes

Surplus for the year

Sub-total

1,905,571.61

Deficit for the year

(499,488.16)

* to be offset by Sch Funds

II School Funds (General Funds)

B/F 7,290,531.65

(2) - 1	School Specific Incomes				
	Subscription/Tong Fai		2,487,000.00	4,421,750.00	5,355,781.65
	Approved Collection for Specific Purposes Account		256,990.00	145,000.00	111,990.00
	Miscellaneous		63,290.00	-	63,290.00
	Admin Support		293,560.50	315,560.50	(22,000.00)
					-
(2) - 2	Donations				-
(a)	General Donations	96,433.00		100,000.00	(3,567.00)
(b)	Project-specific Donations				
	Library Enhancement	1,624.21	-	-	1,624.21
(c)	Staff Room Furniture		934,710.00	934,710.00	-
(d)	MCS Educational Trust	57,600.00	-	57,600.00	-
(2) - 3	Scholarships	1,429,430.84	-	-	1,429,430.84

(2) - 4 **Custodian/Reimbursement Accounts**

(a)	Student Activities	349,105.24	10,000.00	339,105.24
(b)	Educational Trust Funds	1,011,389.40	1,011,389.40	-
		<u>8,875,619.70</u>	<u>5,396,045.14</u>	<u>6,996,009.90</u>
				7,275,654.94

Surplus / (Deficit) for the year

Sub-total

7,275,654.94

Total surplus / (deficit) for school year

7,671,219.59

Estimated as at 31.8.2022

1)	Government Funds - EOEBG		(1,010,518.80)
	Government Funds - Outside EOEBG	-Surplus	1,905,571.61
	Government Funds - Outside EOEBG	-Deficit	(499,488.16)
2)	School Funds - General		5,509,061.65
	School Funds - Scholarships		1,429,430.84
	School Funds - Donations		(1,942.79)
	School Funds - Student Activities		<u>339,105.24</u>
			<u>7,671,219.59</u>