

Diocesan Girls' School

School Development Plan

2006 / 07 - 2008 / 09

School Vision & Mission

Our Vision

It is our vision to be a leading school in China and the Asia-Pacific region, producing female graduates of noble mind, who blend naturally Christian values, Chinese traditions and culture, and democratic ideals, to contribute proactively in the international community.

Building on a legacy of distinction, it is our vision to serve as a model for effective teaching and learning in a dynamic educational environment where students achieve their maximum potential and gain a love of lifelong learning, and teachers excel in pedagogy, stimulating young minds and encouraging them to extend excellence beyond the classroom.

Our Mission

We aim to provide each and every student with an ideal learning environment to grow and excel from the time she begins her education journey in Primary 1. We pledge to do the utmost possible to offer our students a vibrant and enjoyable education opportunity that equips them for lifelong challenges.

We focus on:

- promoting a holistic development strategy based on Christian principles and sound moral values;
- offering a liberal arts, science and technology curriculum to cultivate a spirit of intellectual exploration and to develop analytical skills;
- providing a wide range of extra curricular activities to acquire life, social and communication skills;
- recruiting and retaining well-qualified, committed and caring staff; and
- providing high quality teaching facilities to fulfil the current and future needs of students.

Where We Are Now

Prior to school development planning, it is advisable for schools to conduct a context analysis such as SWOT analysis to identify external opportunities and threats as well as internal strengths and weaknesses. Such a process would help determine strategic priority areas that a school needs to focus on for sustainable development and improvement of learning outcomes.

Our Strengths

- The School is blessed with capable staff and students*
- We also have a strong culture and good traditions as a backbone of support*
- The students are not only diligent but also motivated to accomplish and learn*
- With a strong reading culture developed, our students are effective independent learners*
- The School administration, staff and students are adaptable and open-minded*
- The school body enjoy ample chances of external exposure through community service (Daily Giving Service as school motto), school life enrichment programmes and local and overseas exchange*
- The excellent language skills of the students mean they have acquired the necessary tools to learn.*
- The close ties with our PTA and DOGA allow the School to accomplish much more with the support of parents and old girls.*

Our Weaknesses

- Our girls tend to be perfectionists and are not easily satisfied with their achievements*
- Some students also tend to be over-assertive.*
- The variety of work done regularly can be better streamlined and coordinated to improve on efficiency and cost-effectiveness.*

- *The limited available space in the School is one constraint that restricts the scope of many school programmes.*

Our Opportunities

- *The option to join the Direct Subsidy Scheme is one channel for the School to implement new plans and curricula.*
- *The School and our students enjoy recognition from the local community and overseas.*
- *The early admission scheme of local tertiary institutions allows us to focus on helping the less capable to improve more rapidly.*

Our Threats

- *There is currently keen competition with international schools in terms of facilities and curriculum, notwithstanding the vast difference in funding and flexibility in administration between the two systems.*
- *There are also increasing challenges within the educational sector.*
- *The uncertainties in the existing education system make it more difficult for the School to make long-term plans for development.*

Major Concerns for 2006/07 – 2008/09 (in order of priority)

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School Development Plan (2006/07 – 2008/09)

Preparation for the NSS curriculum

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
1. Preparation of the NSS Curriculum	1. Curriculum and Pedagogy (i) Design of NSS curriculum	<ul style="list-style-type: none"> - Explore the subject options to be offered in NSS curriculum - Enhance smooth interface between the junior and senior secondary curricula through introducing new subjects in the junior secondary curriculum - Explore and introduce new programmes for OLE - Explore and introduce programmes for a diversified curriculum - Evaluation and modification of the curricula and programmes introduced - Framework of the NSS curriculum and subjects to be offered drafted - Continual development of resources for the various programmes and the curricula - Finalisation of the NSS curriculum 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
	(ii) Re-visit pedagogy	- Different subject departments re-visit their teaching strategies	✓	✓	
		- Continual encouragement of the culture of peer observation	✓	✓	✓
		- Teachers attend various NSS Development programmes on Teaching and Learning to be updated of latest pedagogies	✓	✓	✓
	2. Assessment				
	(i) Re-visit assessment	- Different subject departments re-visit their formative and summative assessment and introduce the practice of daily reflection of teaching and learning	✓		
		- Different subject departments regularly review their assessment methods in departmental meetings	✓		
	(ii) Re-develop school assessment policy	- Assessment Working Group prepare a draft of the assessment policy for departments' consideration	✓		
		- Assessment Working Group prepare check lists on formative assessment	✓		
		- Assessment Working Group establish assessment guidelines and evaluation mechanisms		✓	

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
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	(iii) Train teachers	- Modification and implementation of the assessment policy		✓	✓
	(iv) Train students	- Organise Staff Development programmes on assessment to facilitate teachers' understanding and design of their assessment	✓	✓	
		- Acquaint students with the nature of assessment in NSS curriculum through subject teachers	✓	✓	✓
	3. Student Learning Profile				
	(i) Explore the structure of the DGS student learning profile and prepare a draft of the profile to be tried out on F1 students	- research on different models of student learning profiles	✓		
		- collect views and relevant information from department heads	✓		
		- write the first draft of the structure of the DGS student learning profiles	✓		
		- modify the structure as appropriate		✓	
	(ii) Design and develop an electronic platform	- study the feasibility of developing an electronic platform			
		- design an electronic platform and test it	✓		
		- fully implement the electronic platform		✓	
	(iii) Train students to develop their learning profile	- run workshops for F1 students	✓		
		- F1 students design their own presentation profile	✓		

Major Concerns	Intended outcomes / Targets	Strategies	<i>Time Scale</i>		
			06/07	07/08	08/09
		<ul style="list-style-type: none"> - modify the training programme for F.1 - design training programme for F.2 & students are to design their own profile - modify the training programmes for F.1 & F.2 - design training programme for F.3 & students are to design their own profile 		<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

School Adjustment after the Implementation of the New Timetable and Student Card System

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
1. Student Card System	<p>a. To provide an accurate, easy-to-use and efficient system of attendance taking for teaching staff, non-teaching staff and the student body, which are all expanding after turning to the DSS mode of operation</p> <p>b. To provide student attendance records for parent information, school reports and student profiles.</p> <p>c. To streamline the process of attendance taking especially for whole school functions outside the school campus</p> <p>d. To provide a more efficient way of taking teaching staff attendance by automation</p> <p>e. To provide a more efficient way of taking non-teaching staff attendance by automation</p> <p>f. To provide more time to staff for teaching and learning by centralizing and automating fees collection at the school office</p>	<p>First year implementation (Full-school implementation starting 9.2006 at Jordan Site)</p> <ul style="list-style-type: none"> - Planning from 2.2006-6.2006 - Trial from 6.2006- 7.2006 - Full-school implementation 9.2006 – 8.2007 	√		
		<p>Second year implementation (Preparation for moving to the Hotel School)</p> <ul style="list-style-type: none"> - Planning to move from 2.2008-6.2008 - Setting up at the new site (7.2008- 8.2008) 		√	
		<p>Third year implementation (Full-school implementation 9.2008-8.2009 at Sham Shui Po Site)</p> <ul style="list-style-type: none"> - Full-school implementation 9.2008 – 8.2009 			√

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
2. New timetable	a. To allow greater instructional flexibility b. To allow more active student participation in classroom work c. To enhance the opportunity of teachers to meet the specific learning needs of individual students d. To reduce the time required for student movements in changing classes e. To better prepare the student cohort (2006-07 F.1 students) for the NSS curriculum which starts in Sept 2009	First year implementation at Jordan Site - Planning from 2.2006-8.2006 - Full-school implementation and periodic reviews	√		
		Second year implementation - Refinement of the timetabling as necessary		√	
		Third year implementation at Sham Shui Po Site - Full-school implementation and periodic reviews			√

The School Redevelopment Plan

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
1. Increase donor awareness	Keep donors' interest and commitment high by asking them to donate, volunteer or give advice when they can't commit to a gift.	<ul style="list-style-type: none"> - Utilize school publications to disseminate school redevelopment and fundraising information - Publish Development Office's quarterly newsletters - Utilize Internet to offer instant updates from the Development Office 	√	√	
2. Reach out to the community	Focus on increasing the diversity of our funding sources and strengthening every fundraising effort.	<ul style="list-style-type: none"> - Collect data about target groups: top annual appeal donors, past capital campaign donors, Alumni Chapters, past parents and faculty - Organize school tours - Organize presentations and luncheons - Organize roadshows 	√	√	√
3. Use technology to give us the competitive edge	Focus on increasing the communication channels and every opportunity to disseminate our recent accomplishments and upcoming events.	<ul style="list-style-type: none"> - Donors and donations recorded into in the databank - Design and develop analytical reports using Raiser's Edge - Design, develop and implement process and procedures for data entry - Implement Development Office Library (DOLIB) using eClass 		√	√

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
4. Provide support to projects under the DGS Education Foundation	Focus on setting the pace for impeccable standards. Stay abreast of administrative costs and examine gift reports for content and timeliness. Communicate to donors the rate and quality of their return on the investment. Put gift acceptance policy and board policies in place to ensure ethical and effective operations.	<ul style="list-style-type: none"> - Design, develop and implement board policies - Setup Banking Account - Setup Give2Asia Account - Maintain company statutory book - Organize board meetings, prepare meeting agenda, papers and minutes 	√		
5. Provide support to projects under the Campaign Committee and Moves Manager	Involve volunteers in donor visits and public relations efforts. Step up our efforts to publicize this organization's mission and accomplishments. Focus on planning and cultivating our best donors so that they are ready for campaign solicitation.	<ul style="list-style-type: none"> - Produce fundraising packs for solicitors. - Publicize committee achievements - Organize meetings, prepare meeting agenda, papers and minutes - Provide weekly analytical reports to Moves Manager 	√	√	
6. Provide support to projects under the Building Committee and its subgroups	Maintain current/future SOA, manage user groups' input and feedback, manage government grant application.	<ul style="list-style-type: none"> - Provide support on the application of government/corporate grants - Maintain listings of current/future SOA, floor plans, and Named Facilities - Maintain wall plaques in good condition - Manage feedback loop for subgroups such as PTA, Alumni, and Faculty 	√		√

Major Concerns	Intended outcomes / Targets	Strategies	Time Scale		
			06/07	07/08	08/09
		<ul style="list-style-type: none"> - Maintain Development Office bulletin boards - Maintain Reception Area (Room 404) 	√		
			√		

*Note: It is suggested that schools adopt a triennial planning and development cycle, thus providing adequate time for implementation of tasks and evaluation of work.