



**Diocesan Girls' School**  
**Annual School Plan**

**2009 / 10**

# 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 and local communities as well as their homes and families.

## ***Our Mission***

Building on a legacy of distinction, it is our mission to serve as a model for effective teaching and learning in a dynamic educational environment where students and 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.

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

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**Major Concerns**

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|---|----------------|
| <b>1. Implementation of the NSS Curriculum</b>    | <b>3 – 6</b>   |
| <b>2. Implementation of the OLE Programme</b>     | <b>7 – 11</b>  |
| <b>3. Completion of the Redevelopment Project</b> | <b>12 – 15</b> |

**1. Major Concern: Implementation of the NSS Curriculum**

<b>Targets</b>	<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>
<ul style="list-style-type: none"> <li>To implement the NSS curriculum</li> </ul>	<ul style="list-style-type: none"> <li>The Curriculum and Studies Team to oversee the implementation</li> <li>Subject departments to monitor the implementation</li> </ul>	Implementation regularly reviewed by department heads	Evaluation through meetings of department heads	Sept 09 – July 10	The Curriculum and Studies Team; Subject department heads	
<ul style="list-style-type: none"> <li>To explore and evaluate the teaching pedagogies employed for the new curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Subject departments to hold meetings to evaluate the effectiveness of the pedagogy</li> <li>Subject departments to hold experience sharing meetings to enhance members' teaching</li> <li>Staff Development Team to organize professional development programmes related to teaching pedagogies</li> </ul>	Regular department meetings held Regular experience sharing sessions held Student survey shows positive feedback on the teaching CPD programmes organized	Course evaluation to be conducted through department meetings and student survey  Teacher survey	Sept 09 – July 10	Subject department heads The Staff Development Team	

<b>Targets</b>	<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>
<ul style="list-style-type: none"> <li>To enhance the smooth running of the School-based Assessment</li> </ul>	<ul style="list-style-type: none"> <li>The Curriculum and Studies Team to coordinate the school-based assessment time frame across subjects to avoid overloading the students</li> <li>Subject departments to hold meetings to monitor the running of the SBA</li> </ul>	Time frame worked out upon discussion and compromise between department heads	Evaluation through meetings of department heads	Sept 09 – Nov 10	Curriculum and Studies Team Subject department heads	
<ul style="list-style-type: none"> <li>To explore and evaluate the assessment methods adopted for the new curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Subject departments to hold meetings to evaluate the effectiveness of the assessment methods</li> <li>Subject departments to hold experience sharing meetings to enhance members' understanding of the pros and cons of different assessment methods</li> <li>Staff Development Team to organize professional development programmes related to assessment methods</li> </ul>	Regular department meetings held Regular experience sharing sessions held Student survey shows positive feedback on the assessment method CPD programme organised	Course evaluation to be conducted through department meetings and student survey  Teacher survey	Sept 09 – July 10	Subject department heads The Staff Development Team	

<b>Targets</b>	<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>
<ul style="list-style-type: none"> <li>To assess the elective subject combinations offered to SS students</li> </ul>	<ul style="list-style-type: none"> <li>The Curriculum and Studies Team to conduct surveys on the junior secondary forms to collect feedback on their priorities of subject combinations</li> </ul>	Survey conducted	Analysis of the student survey	Dec 09 – Jan 10	Curriculum and Studies Team	
<ul style="list-style-type: none"> <li>To facilitate students' taking of the Fourth elective subject</li> </ul>	<ul style="list-style-type: none"> <li>The Curriculum and Studies Team to oversee the ways to facilitate students' taking of the Fourth elective subject such as Other Languages and Music</li> </ul>	Survey conducted and required corresponding action taken	Student survey regarding the language courses offered Student feedback on the Music Collaboration Scheme	Sept 09 – July 10	Curriculum and Studies Team Cultural Interest class teacher in charge Music department	
<ul style="list-style-type: none"> <li>To assess the S4 streaming method</li> </ul>	<ul style="list-style-type: none"> <li>The Curriculum and Studies Team to assess the S4 streaming method</li> </ul>	Most of the students can get their preferred subject combinations Teachers find students appropriately allocated to their subject	Analysis of student priorities and streaming result  Teacher feedback	Jan 09 – Feb 10	Curriculum and Studies Team	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<ul style="list-style-type: none"> <li>To enhance a smooth interface between the junior secondary and senior secondary curriculum</li> </ul>	<ul style="list-style-type: none"> <li>The Curriculum and Studies Team to coordinate a junior secondary curriculum audit to identify strengths and possible gaps and suggest ways to fill the gaps</li> </ul>	Audit completed  Ways to fill gaps suggested	Evaluation by the Curriculum and Studies Team and department heads	Dec 09 – Feb 10	Curriculum and Studies Team Department Heads	

2. Major Concern: Implementation of the OLE Programme

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
<p>1. To implement the NSS OLE curriculum in S4</p>	<ul style="list-style-type: none"> <li>▪ The OLE Curriculum Coordinating Team, comprising, but not limited to, representatives from the OLE Team, Careers Team, Counselling Team, Curriculum and Studies Team, PE Department, Music Department, Mini-summer Term Team, Mini-bazaar Organising Committee, Literature Appreciation Programme Team, is to design the curriculum and oversee the implementation of the NSS OLE curricula from S4 to S6.</li> </ul>	<ul style="list-style-type: none"> <li>• The NSS OLE Curriculum is to be successfully implemented in S4.</li> <li>• The NSS OLE Curriculum for S5 is to be designed.</li> <li>• Each student can enjoy the minimum hours of OLE as proposed under NSS OLE curriculum.</li> <li>• Students are</li> </ul>	<ul style="list-style-type: none"> <li>• Course evaluation will be conducted through student surveys and departmental meetings.</li> <li>• A report on the number of hours provided for each component of OLE will be prepared.</li> </ul>	<ul style="list-style-type: none"> <li>• Sept 2009 – July 2010</li> </ul>	<p>OLE Curriculum Coordinating Team</p>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<ul style="list-style-type: none"> <li>▪ The various components of OLE are implemented by respective departments. The year plan and annual report of each component are to be submitted to the OLE Curriculum Coordinating Team.</li> </ul>	<p>able to acquire various learning experiences according to their personal needs.</p>		<ul style="list-style-type: none"> <li>• Sept 2009 – July 2010</li> </ul>	<p>Departments of various components of OLE</p>	
	<ul style="list-style-type: none"> <li>▪ The NSS OLE curriculum is designed to provide equal learning opportunities for all S4 students to acquire various learning experiences.</li> <li>▪ In addition more learning opportunities are arranged to cater for students' individual needs.</li> </ul>			<ul style="list-style-type: none"> <li>• Sept 2009 – July 2010</li> </ul>	<p>Departments of various components of OLE</p>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<ul style="list-style-type: none"> <li>▪ Some of the OLE activities are timetabled and others are provided outside school hours.</li> </ul>					
<p>2. To provide OLE programmes to all students (S1 to U6)</p>	<ul style="list-style-type: none"> <li>▪ The OLE Team is to oversee the provision of OLE programmes to all students.</li> <li>▪ The OLE Days and OLE lessons are built into the school timetable to encourage all students to participate in various ECA groups.</li> <li>▪ The sixty ECA groups provide ample opportunities for all students to arouse their interests and develop their skills in different areas.</li> </ul>	<p>All students will participate in at least two ECA groups.</p> <p>More than 50% of S4 and S5 students taking up at least one post of responsibility.</p> <p>More than 90% of L6 students taking up at least one post of responsibility.</p>	<p>Statistics on student participation will be studied.</p>	<p>Sept 2009 – June 2010</p>	<p>OLE Team T-I-Cs of ECA groups</p>	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<ul style="list-style-type: none"> <li>▪ ECA groups provide opportunities for students to enhance their leadership skills by taking up posts of responsibility.</li> <li>▪ Whole-school functions or form activities of various OLE components are to be organised to broaden students' horizon.</li> </ul>					
3. To offer exchange programmes, overseas trips and outside school programmes to all students	<ul style="list-style-type: none"> <li>▪ The Overseas and Exchange Programmes Team is to oversee the provision of overseas and exchange programmes to students.</li> <li>▪ Other programmes organised by local institutes or organisations will be coordinated by various</li> </ul>	Students give positive responses to the programmes attended.	Each programme will be evaluated by the respective organising teams.	Sept 2009 – Aug 2010	Overseas and Exchange Programmes Team; All departments	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in charge	Resources Required
	<p>internal departments according to the nature of the activities.</p> <ul style="list-style-type: none"> <li>▪ Students will be encouraged to share their learning experiences with other members of the School.</li> </ul>					
<p>4. To prepare the NSS Student Learning Profile</p>	<ul style="list-style-type: none"> <li>▪ The SLP Team is to oversee the implementation of the SLP.</li> <li>▪ The i-Portfolio of e-Class is installed to keep records of students' participation and attainments in OLE and provide a medium for students to develop their own SLP.</li> <li>▪ Training workshops will be arranged for teachers and S1 to S4 students.</li> </ul>	<ul style="list-style-type: none"> <li>• Students' data are properly recorded.</li> <li>• SLP reports will be printed for every S4 student at the end of the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher and student surveys will be conducted.</li> <li>• The procedures of data entry, data processing and report generation will be evaluated by the SLP Team.</li> </ul>	<p>Sept 2009 – Aug 2010</p>	<p>SLP Team</p>	<p>i-Portfolio module of e-Class</p>

**3. Major Concern: Completion of the Redevelopment Project**

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
1. Provide support to the Redevelopment Project Office (RPO)	<ul style="list-style-type: none"> <li>- Maintain the RPO</li> <li>- Set up a filing system and maintain it</li> <li>- Provide support to RPO staff in relation to the Government (EDB, Arch SD, DLO, TD, Plan D, BD and FSD)</li> <li>- Provide support to RPO staff in relation to architects, structural engineers, M &amp; E consultants, QS, traffic engineering consultants and others</li> </ul>	<ul style="list-style-type: none"> <li>- Incoming and outgoing document filing completed at RPO within 2 weeks of occurrence</li> <li>- Clerical and administrative support provided as requested</li> </ul>	Feedback from RPO staff	As needed	Paulina Hui Michelle Kwan Becky Lee	Office furniture, 2 network computers, 1 printer, a filing cabinet with office stationery

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People Responsible</b>	<b>Resources Required</b>
2. Provide support to the Building Sub-Committee (BSC)	<ul style="list-style-type: none"> <li>- Organize meetings, prepare meeting agenda, papers and minutes</li> <li>- Co-ordinate the parties involved in the procurement procedure</li> <li>- Facilitate the procurement procedure</li> </ul>	<ul style="list-style-type: none"> <li>- Agenda, papers and minutes delivered on time</li> <li>- Procurement completed on schedule</li> </ul>	Feedback from BSC members	As needed	Paulina Hui Michelle Kwan Becky Lee	
3. Coordinate between the Development Office (DO), Bursar and the RPO	<ul style="list-style-type: none"> <li>- supply information concerning the building progress provided by the RPO to the DO for dissemination to the public during events held</li> <li>- provide frequent updates of the building progress to the DO</li> <li>- serve as a channel of communication between</li> </ul>	<ul style="list-style-type: none"> <li>- Information concerning the building progress requested by the DO supplied on time</li> <li>- Frequent updates of the building progress provided to the DO</li> <li>- Requests conveyed and information required by the DO and Bursar delivered</li> </ul>	Feedback from the RPO , DO staff and the Bursar	As needed	Paulina Hui Michelle Kwan Becky Lee	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
	<p>the DO, Bursar and RPO to ensure efficient information flow between both offices</p> <ul style="list-style-type: none"> <li>- facilitate the Bursar's record-keeping of the budget, settlement of payment and finalization of accounts</li> </ul>					
4. Maintain archive material	<ul style="list-style-type: none"> <li>- Collect archive material from parties concerned and/or record archive material</li> <li>- Develop a system to record or keep the archive material</li> <li>- Update the archive</li> <li>- Present the archive</li> </ul>	<ul style="list-style-type: none"> <li>- Parties possessing archive material identified</li> <li>- Archive material collected from parties concerned</li> <li>- System to record or keep the archive material developed according to their nature</li> </ul>	Feedback from RPO and DO	As needed	Paulina Hui Michelle Kwan Becky Lee	FlipAlbum® 6 Suite, digital camera, photographer

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
		<ul style="list-style-type: none"> <li>- Archive updated regularly</li> <li>- Archive presented in a user-friendly manner</li> </ul>				

## Appendix 1

DIOCESAN GIRLS' SCHOOL					
<u>INCOME &amp; EXPENDITURE BUDGET FOR THE CAPACITY ENHANCEMENT GRANT 2009-2010</u>					
					- HKD -
Balance Brought forward from 2008-2009					-
Budget for the Grant received for the year 2009-2010 (recurrent grant)					489,478.00
					HK\$489,478.00
<u>Less:</u>	Budget Expenditure				
				Annual MPF	
		<u>Teaching /Non-teaching Staff</u>	<u>Annual Salaries</u>	<u>Employer Cont.</u>	<u>Total Expenditure</u>
			HK\$	HK\$	HK\$
	<b><u>Music Dept.</u></b>	Miss Leung Pui Shan, Joyce (Salary & PF from 1/9/09-14/10/09)	17,347.00	867.35	18,214.35
	<b><u>IT Staff</u></b>	Mr. Kwok Ka Ho, Raymond	165,192.00	8,259.60	173,451.60
		Mr. ChowMing Tat, Joseph	107,100.00	5,355.00	112,455.00
	<b><u>Office</u></b>	Mrs Wong Leung Mei Yee Sylvia (Cultural Activities Assistant)	85,150.00	4,257.50	89,407.50
		Ms Kwok Yuk Ling, Inger (Library Clerk)	142,500.00	7,125.00	149,625.00
Outstanding balance for the year 2009-2010					(53,675.45)

## Appendix 2

### School-based After-school Learning and Support Programmes 2009 / 10

Objectives and Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
To help disadvantaged students in Secondary 3 to apply the skills acquired in Home Economics lessons through a dressed-up formal dinner	September 2009 – July 2010	They satisfactorily acquire all the skills taught during Home Economics lessons and apply them on the occasion of the dressed-up dinner	Discussion, on-the-spot feedback and photos of their participation in the dressed-up dinner	Home Economics Department and the Counselling Team	
To help disadvantaged students in Form 5 and Upper 6 acquire etiquette and budget purchase skills and apply them through a dressed-up dinner so that they can take part in the graduation dinner with confidence	May – July 2010	They satisfactorily acquire all the skills taught during skills sessions and apply them on the occasion of the dressed-up dinner	Discussion, on-the-spot feedback and photos of their participation in the dressed-up dinner	The Counselling Team	