



Buddhist Sin Tak College

佛教善德英文中學

Annual School Plan

周年計劃書

2010 6 2011

1. *School Mission* 辦學宗旨
2. *School development plan* 三年發展計劃 2009-2012
3. *Major concerns for the school year*
本年度重點關注事項
4. *Budget Summary* 財政預算
5. *Plan on the Use of Capacity Enhancement Grant*
學校發展津貼使用計劃
6. *Programme plan for School-based After-school Learning and Support Programmes*
課後學習及支援計劃

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School Mission

To instil Buddhist values and create a caring and supportive community for learning.

To provide students with extensive development opportunities that help them excel and make them citizens of integrity and capable leaders of tomorrow.

辦學宗旨

以佛化教育營造關愛及相互支持的學習團體。
為學生提供足夠學習經驗，讓他們全面發展，追求卓越，成為具誠信、能力的未來領袖，並能承擔不同責任，回饋社會。

Major concerns for the school year 2010-2011

1. To enhance learning effectiveness through developing students' thinking skills
2. To enhance students' classroom participation through promoting cooperative learning skills
3. To provide support for academically less able students
4. To heighten student morality through developing in our students a sense of respecting others

3-year School Development Plan

三年發展計劃

2009 - 2012

		09/10	10/11	11/12
Learning and Teaching				
1	To enhance learning effectiveness through developing thinking skills of students 通過發展學生思考技能提升學習效能	✓	✓	
2.	To enhance students' classroom participation through promoting cooperative learning skills 通過協作學習技巧提升學生的課堂參與		✓	✓
3.	To provide support for academically less able students 照顧學習能力稍遜的學生	✓	✓	✓
Student support and development				
1	To heighten student morality through developing in our students a sense of responsibility 提升學生品德 - 責任感	✓		
2	To heighten student morality of respecting others 提升學生品德 - 尊重別人		✓	
3	To develop in students a genuine concern for the community and country 培養學生關心社會、國家			✓

Major Concerns Implementation Plan 2010-2011

Major Concern 1 : To enhance learning effectiveness through developing thinking skills of students

Strategies / Tasks	Success Criteria	Methods of Evaluation	People responsible	Resources Required
<p>1. Teachers provide chance for students to develop their thinking skills</p> <p>2. Subject panels continue to incorporate thinking skills introduced in the workshops last year into their curriculum.</p> <p>3. Subject panel members share on teaching of thinking skills and evaluate plan.</p> <p>4. Reading materials on thinking skills are supplied for students to read during morning reading sessions (twice per term)</p>	<p>Teaching of thinking skills is incorporated into the curriculum of all subjects.</p> <p>Panel members share on the teaching of thinking skills.</p> <p>Students awareness on importance of employing various thinking skills is raised.</p> <p>Students can apply thinking skills learnt.</p>	<p>Going through reports on sharing within subject panel</p> <p>Observation of student performance by teachers</p> <p>Evaluation of performance of students in tests/examinations</p>	<ul style="list-style-type: none"> ♦ ALL teachers ♦ Board of Studies ♦ Subject Panels 	

N.B. Sharing within panel and evaluation of plan should be carried out before the Buddha's Birthday holidays. The Board of Studies should be informed of the date and time of the sharing session so that the principal or his representative can attend the session. (For one-man panel, only a written report is needed.)

Major Concern 2 : To enhance students’ classroom participation through promoting cooperative learning skills

Strategies/Tasks	Success Criteria	Methods of Evaluation	People responsible	Resources Required
<p>Objective in year 2010/2011 : To understand the skills of ‘Co-operative Learning’</p> <ol style="list-style-type: none"> 1. A seminar will be held on 4th October, 2010 (Monday) during the Monday Gathering to introduce the concept of ‘Co-operative Learning’ 2. Panel Head Meeting to reflect on feasibility of introducing the skills of ‘Co-operative Learning’ in teaching 3. Workshop on ‘Co-operative Learning’ on 28th January, 2011 (Friday) 4. Panel meetings to discuss the feasibility of incorporating the skills of ‘Co-operative Learning’ in teaching 5. Workshop on ‘Co-operative Learning’ on 18th March, 2011 (Friday), Staff Development Day II. 	<p>Seminar and workshops successfully held</p> <p>Teachers get to know some of the skills in ‘Co-operative Learning’</p>	Observation	<ul style="list-style-type: none"> ♦ ALL teachers ♦ Board of Studies ♦ Subject Panels 	<p>Speakers for seminar and workshops</p> <p>Subsidy for attending workshops/seminar</p>

N.B. Teachers are encouraged to attend seminars and workshops organized by the Education Bureau and other organizations. Subsidy from school is available.

Major Concern 3 : To provide support for academically less able students

Strategies/Tasks	Success Criteria	Methods of Evaluation	People responsible	Resources Required
Subject-based Measures				
<p>1 A. English - Small Class teaching S.1 ó R1 (Remedial Class) and R2 (Elite Class) S.2 ó a remedial group of 20 students drawn from 2A to 2D is taken care of by another teacher S.4 ó S.4 C & D form 3 groups taught by 3 teachers</p> <p>B. Chinese ó Remedial Group in S.1 (20 students)</p> <p>C. Mathematics ó Small Class teaching : S.4 C & D form 3 groups taught by 3 teachers - S.5 C & D form 3 groups taught by 3 teachers - After school Math remedial class for S.1 to S.3 - one day each for S.1 to S.3 and S.4 (Term 2 only for S.4)</p>	<ul style="list-style-type: none"> ♦ Participants show improvement in test/exam results and confidence towards study raised ♦ Class/ student morale enhanced 	<p>Evaluation of performance of students in tests/examinations</p> <p>Comparing student performances before after joining the programme</p>	<p>English, Chinese and Math panel heads</p>	<p>- Funding for employing extra Chinese Language, English Language and Mathematics teachers</p>
Whole-school Measures				
<p>2 Support programmes for junior form students</p>				
<p>A. After school Homework Guidance for S.1 to S.3 students and Failure to Hand-in Homework Offset Scheme 欠交功課註銷計劃 - To encourage students habitually failing to submit their homework to finish their homework on time, students can apply to have one "Failure to hand in homework record" cancelled if they go to the Homework Guidance Session 3 times. (Please refer to separate sheet for details of the scheme.)</p> <p>B. Saturday Class for low achievers from S.1 to S.3</p> <ul style="list-style-type: none"> - Two classes for S.1 and one class each for S.2 and S.3, - 8 ó 10 meetings per term, each meeting lasting for 2 hours - Two recruitments (one per term) 	<p>Participants of support programmes show improvement in test/exam results and confidence towards study raised</p>	<p>Comparing student performances in test/exam before after joining the programme</p> <p>Confidence of students boosted</p>	<p>Board of Studies</p>	<ol style="list-style-type: none"> 1. Funding for employing tutors for the Saturday classes 2. Extra manpower to provide after-school homework guidance and small group guidance for S.2

	<p>C. Small Group Guidance for S.2 ó This is designed for the very weak students requiring individual care and students poor in time management, 3 groups will be formed, each of around 6 ó 8 students. Each group is taken care of by a teacher who meets the group after school for about an hour twice a week.</p> <p>D. Exam Booster</p> <ul style="list-style-type: none"> - Target Group : bottom 10% students in S.1 to S.3 - S.6 (and also S.4 for the second term) students serve as mentor 				students
3	Support programmes for NSS				
	<p>Peer Tutor Scheme</p> <p>ó S.6 students and alumni studying in universities are recruited to provide tuition to mediocre students in S.4 and S.5 (Please refer to plan on Peer Tutor Scheme for details.)</p>	Participants show improvement in test/exam results and their confidence towards study raised	Comparing student exam results before and after joining scheme	Board of Studies	Subsidy for employing tutors (alumni studying in university)
4	Support programmes for all levels				
	<p>A. To raise the awareness of catering for LD among teachers, every teacher is required to have a Personal Plan on catering for LD. The target may be one student or a group of students. (Please refer to separate file on personal plan.) A list of target students will be compiled after the First Term Uniform Test. The personal plans will be collected after the Second Term Uniform Test for sharing among teachers</p>	<ul style="list-style-type: none"> ♦ Teachers share their plan on catering for LD within subject panel and with teachers of other subjects ♦ Teachers reflect on knowledge gained on catering for LD 	Going through reports of subject and records	Board of Studies, Panel Heads and ALL other teachers	
	<p>B. As in the past 3 years, a Commendation Tea Gathering will be held on the ParentsøDay to recognize the good academic performance of students. Parents are invited and group photos are taken and uploaded to the school web page. A list of outstanding students and photos of these students will also be displayed on the wall along the staircase 1.</p>				

Major Concern 4 : To heighten student morality through developing in our students a sense of respecting others

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People responsible	Resources Required
1. Organize slogan design competition on "respecting others" to raise our students' awareness on being respectful to the others	1/9/2010 to 3/9/2010	Creative slogans can be produced.	Teachers' judgement from the MCE committee.	Ms. HL Lam	Prizes for winners
2. Talks by the Police Liaison Officer to nurture a sense of good studentship (respecting others).	9/9/2010	No record of bullying.	Records from the Board of Discipline.	Discipline Masters	Police Liaison Officer
3. Morning assembly talks by MCE committee and Religious Committee will reinforce the message of being respectful to the others.	9/2010 to 5/2011	No record of violence, fighting, bullying.	Records from the Board of Discipline.	MCE, Board of Discipline, Religious Committees	
4. MCE programmes on "sex education", "anti-corruption" and "life education" to cultivate a sense of respecting others.	11/2010 to 3/2011	No offence of sexual harassment, bullying.	Teachers' observation	MCE Committee and Board of Discipline	Speakers from various NGO.
5. Incorporate the teaching of responsibility into subject curriculum of MCE lessons for S.4 and S.5.	9/2010 to 5/2011	A peaceful and caring learning community is created.	Teachers' observation	MCE Committee	
6. Incorporate the teaching of "respecting others" into lessons by various subjects, e.g. Personal Growth in Liberal Studies.	9/2010 to 5/2011	A peaceful and caring learning community is created.	Teachers' observation.	Various subject heads.	

School-based After-school Learning and Support Programmes 2010/11
School-based Grant - Programme Plan 校本課後支援計劃

Project Coordinator: Ms. FUNG Kin Wai _____ 計劃統籌：馮健慧老師

Information on Activities to be subsidised/complemented by the grant. 計劃支援的活動

*Name 名稱	Objectives of the activity 計劃目的:	Success criteria 成功指標	Method(s) of evaluation 評估的方法	Period/Date activity to be held 舉辦日期	Estimated no. of participating target students 參與人數			Estimated expenditure 預算 (\$)	Name of partner/service provider 協辦機構
					A	B	C		
S. 6 Leadership Training Program 中六領袖訓練	To equip the new S.6 students with leadership skills 發揮領袖的潛能	Attendance 出席率	Teachers and students verbal feedback 老師和學生的回應	August 2010 8月	2	9	1	\$3000	Mind Operative Development 啓域訓練中
S.2 Class Day Camp 中二團隊精神日營	To increase the cohesion of the class 加強團隊精神	Attendance 出席率	Teachers and students verbal feedback 老師和學生的回應	September 2010 9月	14	20	2	\$4320	Mind Operative Development 啓域訓練中
S.3 Outdoor Day Camp 中三戶外歷奇日營	To enhance the resilience of the students 加強學生抗逆能	Attendance 出席率	Teachers and students verbal feedback 老師和學生的回應	October 2010 10月	5	29	3	\$10360	Outstanding Youth Association 傑出青年協會
S.1 Peer Mentor Scheme 中一大哥哥大姐姐計劃	To develop a social support network for S.1 students 建立關顧中一文化	Attendance 出席率	Teachers and students verbal feedback 老師和學生的回應	Oct 2010 to April 2010 10月至4月	17	19	3	\$12000	香港青少年服務處 Hong Kong Children Youth Services
S.4 Other Learning Experience Day 中四其他學習經歷日	To broaden students horizons 擴闊學生視野	Attendance 出席率	Teachers and students verbal feedback, questionnaire 老師和學生的回應, 問卷	10 Dec 2010 12月10日	10	16	2	\$7000	香港青少年服務處 Hong Kong Children Youth Services
Total no. of activities 活動總數 : 5				No. of participation counts 參加人次	48	93	11		
				Total no. of participation counts 參加總人次	151				

Budget Summary 財政預算, 2010/2011

	Bal b/f	Estimate Income	Estimate Expenditure	Bal c/f
<u>EOEBG Grant</u>				
Administration Grant	2,521,089.76	3,134,809.00	3,100,000.00	2,555,898.76
Noise Abatement Grant	0.00	407,040.00	407,040.00	0.00
Composite Information Technology Grant	96,802.81	344,696.00	344,696.00	96,802.81
Capacity Enhancement Grant	101,847.00	471,771.00	471,771.00	101,847.00
Expanded Operating Expenses Block Grant	1,284,342.08	564,610.12	500,000.00	1,348,952.20
School & Class Grant	0.00	800,000.00	800,000.00	0.00
Integrated Science	0.00	11,000.00	11,000.00	0.00
Visual Art	0.00	30,000.00	30,000.00	0.00
Home Economics	0.00	16,800.00	16,800.00	0.00
Computer Literacy	0.00	5,000.00	5,000.00	0.00
Putonghua	0.00	1,350.00	1,350.00	0.00
Chinese Language & Culture	0.00	2,600.00	2,600.00	0.00
Biology	0.00	4,400.00	4,400.00	0.00
Teacher Assessment of Advanced Level Chemistry	0.00	5,200.00	5,200.00	0.00
SBM Supplementary	0.00	163,939.00	163,939.00	0.00
Electricity Chg. For Air Conditioning Facilities in the Pre. Rm. of Lab.	0.00	7,820.00	7,820.00	0.00
Training & Development	0.00	6,774.00	6,774.00	0.00
SMI - Enhancement Grant	0.00	5,945.00	5,945.00	0.00
Moral and Civic Education	0.00	12,120.00	12,120.00	0.00
Chinese Extensive Reading	0.00	13,000.00	13,000.00	0.00
English Extensive Reading	0.00	15,000.00	15,000.00	0.00
Guidance and Discipline Programme Funds	0.00	10,970.00	10,970.00	0.00
Sub Total (A)	4,004,081.65	6,034,844.12	5,935,425.00	4,103,500.77

Outside EOEBG Grant				
Salaries for Teaching Staff	0.00	32,500,000.00	32,500,000.00	0.00
Salaries for Supply Teacher	0.00	50,000.00	50,000.00	0.00
Salaries for Lab. Technicians	0.00	1,000,000.00	1,000,000.00	0.00
Teacher Relief Grant	55,646.25	160,000.00	180,000.00	35,646.25
Home-School Co-operation	19,971.50	3,840.00	15,000.00	8,811.50
Composite Furniture & Equipment Grant	436,574.10	426,706.00	500,000.00	363,280.10
Substitute Teacher Grant	153,384.39	0.00	50,000.00	103,384.39
招聘以英語為母語的英語教師				0.00
以英語為母語的英語教師加強計劃附帶福利津貼				0.00
SB After School Learning	53,558.30	87,000.00	140,558.30	0.00
Teacher Prof. Prep. Grant	656,530.19	0.00	656,530.19	0.00
New Senior Secondary Curriculum Migration Grant	244,460.00	0.00	244,460.00	0.00
Lift Maintenance Grant	20,826.00	74,076.00	94,902.00	0.00
Establishment of Incorporated Management Committee	216,300.15	0.00	60,000.00	156,300.15
Replacement/Upgrading of Computers	106,120.00	0.00	106,120.00	0.00
Provision of Wireless Technology	17,500.00	0.00	17,500.00	0.00
Upgrade Info. Tech. Faci.	44,014.00	0.00	44,014.00	0.00
Enhanced Senior Secondary Curriculum Support Grant	158,805.00	0.00	115,160.00	43,645.00
Grant Upgrade Websams	8,250.00	0.00	8,250.00	0.00
Fractional Post Cash Grant	0.00	294,798.00	294,798.00	0.00
Mig Grant - Liberal Stud	0.00	320,000.00	320,000.00	0.00
One Off Grant E-Learn	0.00	29,470.00	29,470.00	0.00
Sub Total (B)	2,191,939.88	34,945,890.00	36,426,762.49	711,067.39