



Buddhist Sin Tak College

佛教善德英文中學

Annual School Plan 周年計劃書

2012 – 2013

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健康校園計劃

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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 2012-2013

1. To integrate and apply learning skills/strategies in different subjects
2. To instill in our students positive values and attitudes of perseverance and self-management

二零一二至二零一三年重點關注事項

1. 在不同學習科目綜合及應用學習技巧/策略
2. 為學生建立正面價值觀、堅毅態度及自我管理技巧

3-year School Development Plan

三年發展計劃

2012 - 2015

		2012- 2013	2013- 2014	2014- 2015
Learning and Teaching 教與學				
1	To integrate and apply learning skills/strategies in different subjects 在不同學習科目綜合及應用學習技巧/策略	✓	✓	
2	To boost student confidence in learning 提升學生學習信心		✓	✓
Student support and development 學生支援及成長				
1	To instill in our students positive values and attitudes of perseverance and self-management 為學生建立正面價值觀、堅毅態度及自我管理技巧	✓	✓	
2	To develop in our students respect for themselves, our school and society to make them socially competent 培養學生尊重自己、尊重學校、尊重社會，以便有最佳的社交人際溝通技巧		✓	✓

Major Concerns Implementation Plan 重點關注事項施行計劃 2012-2013

Major concern 1 : To help students integrate and apply learning skills/strategies in different subjects

重點關注事項一：協助學生在不同學習科目綜合及應用學習技巧/策略

Strategies and time scale	Success Criteria	Methods of Evaluation	People responsible	Resources Required
<p>(A) Every teacher will equip students with the necessary learning strategies in subject(s) taught 每位科任老師會裝備學生所需的學習策略</p> <p>29th June, 2012 Give out reference materials related to different learning strategies to the subject heads. Purchase reference books for teachers and students. 派出有各科學習材料的參考資料給科主任。購買老師和學生的參考書。</p> <p>5th July, 2012 Introduction to the objectives of the major concern and dissemination of the plan 介紹重點關注事項的目標及施行計劃。</p> <p>9th July, 2012 Subject Meetings for all teachers to discuss the feasible ways to integrate and apply some learning skills. Teachers will be grouped according to their subjects taught. The Board of Studies will give a brief introduction to the objectives of this major concern. 老師在科組會議討論運用學習技巧的有效方法。教務組將會簡介該重點關注事項的目標</p> <p>20th July, 2012 Subject heads hand in discussion report of the subject meeting held on 9th July, 2012 科主任呈交 7 月 9 日的科組會議紀錄。</p> <p>Aug-Sept, 2012 Teachers discuss the details of implementation in the first subject panel meeting and subject heads hand in Subject Implementation Plan. 老師在第一次科組會議討論施行計劃的細節及呈交科組的執行計劃。</p>	<p>Subject panels plan thoroughly how to develop the learning skills/ strategies needed and evaluate their implementation plan 科主任詳細計劃如何建構學生的學習技能/策略，並評估推行計劃的情況。</p> <p>Teachers submit detailed implementation records and implement according to the subject implementation plan 老師須提交詳盡個人執行紀</p>	<p>Scrutiny of documents: (i) discussion reports (ii) implementation plans (iii) individual implementation plans (iv) evaluation reports submitted by subject panel heads. 檢閱由科主任呈交文件包括： (i) 討論報告 (ii) 施行計劃 (iii) 個人的施行計劃 (iv) 評估報告</p> <p>Teachers reflect effectiveness of measures in individual implementation records.</p>	<p>Board of Studies 教務組 All teachers 所有老師</p>	<p>Budget for reference books. 參考書費用</p>

<p>22nd March, 2013 Sharing Sessions for all teachers will be held. All teachers have to submit an individual Implementation Record of the measures taken to equip students with the learning strategies as discussed in the first panel meeting.</p> <p>Pre-test and post-test on the level of mastery of various learning strategies by students can be used as necessary. All members of the subject panel evaluate the effectiveness of the measures adopted.</p> <p>老師分享會。每一位老師須提交個人執行紀錄，內有在第一次科組會議已討論如何裝備學生學生學習策略的施行辦法。</p> <p>在有需要時，對學生掌握學習策略的情況進行前測及後測。所有科老師一同評估實施的成效。</p> <p>End of March, 2013 Subject Heads hand in an Evaluation Report on implementation to the Board of Studies. 科主任呈交評估報告給教務組</p> <p>(B)Students share learning strategies with schoolmates 學生和同學分享已掌握的學習策略</p> <p>(i) Sharing by students in assemblies 學生在早會時分享。</p> <p>(ii) Students share effective learning strategies in the form of posters. 學生設計海報分享有效學習策略。</p>	<p>錄及根據科組實施計劃去執行。</p> <p>Talks by students are scheduled in the morning assemblies. Posters are put up in all classrooms. 學生被安排在早會短講。在所有課室掛上相關海報。</p>	<p>老師反思在個人執行紀錄中各種措施的成效</p> <p>Subject panels evaluate the effectiveness of this Major Concern in the sharing session and evaluation reports. 科主任在分享會及評估報告中評議推行該重點關注事項的成效。</p> <p>Board of Studies Evaluation Meeting 教務組設定評估會議。</p>		
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Major concern 2 : To instill in our students positive values and attitudes of perseverance and self-management
重點關注事項二：為學生建立正面價值觀、堅毅態度及自我管理技巧

Strategies and time scale	Success Criteria	Methods of Evaluation	People responsible	Resources Required
<p>1. Students act as leaders to shoulder more responsibility 學生擔當領袖，肩負更多責任</p> <p>(a) Prefects to maintain an orderly school campus. 領袖生維持有序的校園</p> <p>(b) S.3, S.4 and S.5 Student Mentors to organize activities for the junior form students. 中三、四、五學生導師為低年級同學組織活動。</p> <p>(c) Leaders in Sports Teams will plan and organize the training practices. 校隊隊長計劃及組織訓練活動。</p> <p>(d) Student leaders would play a more important role in providing manpower support for the school athletic meets. 學生領袖在陸運會擔當重要人力支援角色。</p>	<p>(a) Students' behavior in school activities. 學生的活動表現。</p> <p>(b) The activities are well-received by the participants 參加學生對活動讚賞。</p> <p>(c), (d) Students actively enroll as leaders. 學生踴躍擔當領袖角色。</p>	<p>(a) No. of students being punished. 違規學生人數</p> <p>(b) Evaluation by the participants. 由參加學生評議。</p> <p>(c), (d) The activities are well organized. 活動都組織完善。</p>	<p>(a) Board of Discipline 訓導處</p> <p>(b) Guidance Committee 輔導組</p> <p>(c), (d) PE Department 體育部</p>	<p>Clerical support. 文員支援</p>
<p>2. Students to be given the opportunity to serve the community. 提供機會讓學生服務社區。</p> <p>(a) Participate in community services organized by the Junior Police Call . 學生參加由少年警訊組織的社區服務活動。</p> <p>(b) Participate in the 葵青區青少年服務計劃 and also service for the visually impaired. 參加葵青區青少年服務計劃和服務視覺受損人士的計劃。</p>	<p>(a) Students actively participate in voluntary services. 學生踴躍參加義務工作</p> <p>(b) Students actively participated in the programmes. 學生積極投入服務活動。</p>	<p>(a) Teachers' observation 老師觀察</p> <p>(b) Teachers' observation 老師觀察</p>	<p>(a) Board of Discipline 訓導處</p> <p>(b) Guidance Committee 輔導組</p>	
<p>3. Students are motivated to participate in peer learning, on-line learning programmes and extracurricular activities. Verbal compliments help create a positive learning atmosphere and attractive prizes would be</p>	<p>no. of students actively participated in the learning activities. 踴躍參加學習活動的學生</p>	<p>Teachers' observation 老師觀察</p>	<p>English Department 英文組</p>	

<p>provided for encouragement by the English Department. 激發學生參與朋輩學習、網上學習活動及課外活動。以言語讚賞來營造正面學習氣氛。英文科亦會有獎品以作鼓勵。</p>	<p>數目。</p>			
<p>4. Various subjects/committees respond to this major concern by: 各學科及組別對此學校關注事項的回應：</p> <p>(a) Through the study of the life of Chinese authors, historical heroes, students develop their national identity and the attitudes of perseverance. 透過學習中國作家、歷史人物的生平及人生觀，學生體會國家情懷及堅毅精神。</p> <p>(b) Poster design to instill positive values like conservation of the environment and anti-smoking by the Integrated Science 綜合科學科透過海報設計建立學生正面價值觀，例如保護環境及反吸煙。</p> <p>(c) S.2 day camp to develop students' attitudes of perseverance and cooperativeness. 中二級日營建立學生堅毅及團隊合作的精神。</p> <p>(d) Talks and board displays to instill in students positive values in facing difficulties and challenges ahead organized by the Health Department. 健康教育組製作健康資訊展板及舉辦講座以建立學生正面價值觀。</p> <p>(e) Morning assembly talks by the Religious Committee and Moral and Civic Education Committee to disseminate messages of positive thinking. 宗教組及德育組透過早會短講，傳播正面思考的訊息。</p>	<p>(a) Students perform well in Chinese History and Chinese Literature. 學生在中國歷史科及中國文學科表現。</p> <p>(b) Students would produce posters which follow the main theme. 學生製作海報切合主題。</p> <p>(c) Students actively participate in the activities provided. 學生積極投入活動。</p> <p>(d) Students actively listen to the speaker's talk. 學生在講座期間表現留心。</p> <p>(e) Students are attentive in the morning assemblies. 學生在早會短講期間專心聆聽。</p>	<p>(a) Performance in examinations. 考試成績</p> <p>(b) Subject teachers' marking. 科任老師評審。</p> <p>(c) Class teachers' observation 級任老師的觀察。</p> <p>(d) Teachers' observations. 老師的觀察。</p> <p>(e) Teachers' observations. 老師的觀察。</p>	<p>(a) Subject teachers 科任老師</p> <p>(b) Subject teachers 科任老師</p> <p>(c) Guidance Committee 輔導組</p> <p>(d) Health Department 健康教育組</p> <p>(e) Religious Committee & MCE Committee 宗教組及德育組</p>	

Budget Summary 財政預算, 2012/2013

	Bal b/f	Estimate Income	Estimate Expenditure	Estimate Surplus/(Deficit)
I. Government Fund				
A. <u>EOEBG Grant</u>				
<i>Original Baseline Reference</i>		1,866,080.69		
School & Class Grant			1,400,000.00	
Integrated Science			10,490.00	
Visual Art			59,200.00	
Home Economics			20,500.00	
Computer Literacy			3,400.00	
Putonghua			2,040.00	
Chinese Language & Culture			12,980.00	
Biology			36,900.00	
Teacher Assessment of Advanced Level Chemistry			10,000.00	
Moral and Civic Education			12,300.00	
Chinese Extensive Reading			13,000.00	
English Extensive Reading			18,000.00	
Guidance and Discipline Programme Funds			40,650.00	
Sub Total (A)		1,866,080.69	1,639,460.00	226,620.69
<i>School Specific Grants</i>				
Administration Grant	2,634,085.76	3,432,816.00	3,600,000.00	2,466,901.76
Noise Abatement Grant	0.00	445,744.00	445,744.00	0.00
Composite Information Technology Grant	280,314.70	377,467.00	400,000.00	257,781.70
Capacity Enhancement Grant	284,388.00	516,616.00	500,000.00	301,004.00
Sub Total (B)	3,198,788.46	4,772,643.00	4,945,744.00	3,025,687.46
Grand Total: (A) + (B)	3,198,788.46	6,638,723.69	6,585,204.00	3,252,308.15

B. Outside EOEBG Grant

Committee on Home-School Co-operation Project	14,773.50	14,626.00	20,000.00	9,399.50
Cash Grant for School-based After-school Learning and Support Programmes	189,395.90	142,000.00	330,000.00	1,395.90
Substitute Teacher Grant	142,965.39	0.00	50,000.00	92,965.39
Enhanced Senior Secondary Curriculum Support Grant	401,045.00	0.00	401,045.00	0.00
Diversity Learning Grant (Applied Learning)	0.00	104,047.00	104,047.00	0.00
Diversity Learning Grant (Other Programmes)	3,856.00	70,000.00	73,856.00	0.00
Fractional Post Cash Grant	83,009.50	332,976.00	415,985.50	0.00
One-off Grant for Procurement of e-Learning Resources	58,940.00	0.00	58,940.00	0.00
Extra Senior Secondary Curriculum Support Grant	0.00	62,500.00	62,500.00	0.00
Liberal Studies Curriculum Support Grant	64,529.25	71,800.00	136,329.25	0.00
Learning Support Grant		21,000.00	21,000.00	0.00
Moral and National Education Subject Support Grant		530,000.00	0.00	530,000.00
Senior Secondary Curriculum Support Grant		178,380.00	178,380.00	0.00
Grand Total	<u>958,514.54</u>	<u>1,527,329.00</u>	<u>1,652,702.75</u>	<u>103,760.79</u>

II. School Funds (General Funds)

Tong Fai	411,510.00	166,460.00	0.00	577,970.00
Approved Collection for Specific Purposes Account	828,766.60	140,000.00	60,000.00	908,766.60
Grand Total	<u>1,240,276.60</u>	<u>306,460.00</u>	<u>60,000.00</u>	<u>1,486,736.60</u>

Buddhist Sin Tak College

Plan on the Use of Capacity Enhancement Grant, 2012/2013

學校發展津貼使用計劃

Critical Target Areas 特定目標對象	Implementation Plan 實施計劃	Benefits Anticipated 預期效益	Implementation Schedule 實施日程	Resources Required 所需資源	Performance Indicators 表現指標	Assessment Mechanism 評估機制	Person-in-Charge 負責同工
<p>Keeping IT equipment and computer network in good condition to facilitate teachers' use of IT in teaching</p> <p>Setting up of IT systems like e-payment so as to ease teachers' workload 使用資訊科技教學</p>	<p>A. To employ an IT Assistant to facilitate the use of IT in teaching by teachers and ease teachers' workload 聘請一位資訊科技教學助理，以協助教師使用資訊科技教學</p>	<p>IT equipment and computer network is kept in good condition and repair work of IT equipment is done efficiently so that teachers can use IT for teaching.</p> <p>Teachers' workload is eased as they don't need to collect money in class.</p>	<p>From September, 2012 to August, 2013 由 2012 年 9 月至 2013 年 8 月</p>	<p>A. Salary of IT Assistant for one year including school's contribution to MPF 聘請一位資訊科技助理薪酬(包括學校之強積金供款)</p>	<p>- Repair work of IT equipment is done efficiently. - IT systems are set up properly.</p>	<p>Observation 觀察</p>	<p>Ms SW Chan 陳世詠老師</p>

Critical Target Areas 特定目標對象	Implementation Plan 實施計劃	Benefits Anticipated 預期效益	Implementation Schedule 實施日程	Resources Required 所需資源	Performance Indicators 表現指標	Assessment Mechanism 評估機制	Person-in-Charge 負責同工
<p>Coping with students' diverse and special learning needs 照顧學生多元及特別學習需要</p>	<p>A. To operate tutorial programmes: 開辦輔導班</p> <p>A1. Saturday Tutorial Class for students having difficulties in using English as the learning medium in S.1, S.2 and in the core subjects for S.3 專為中一至中二級同學而設的星期六輔導班，讓對使用英語作為學習語言有困難的學生參加。專為中三級同學而設的星期六輔導班則教導學生中、英、數三科核心科目。</p> <ul style="list-style-type: none"> - S.1 - two similar classes of around nine 2-hour sessions for each term (subjects : History, Integrated Science and Mathematics) - 中一級：開辦兩班，每次兩小時，每學期 8 次(支援科目：歷史、綜合科學及數學) - S.2 - two classes of around 10 1½ - hour sessions for each term (Class A – Geography and EPA, Class B – Int. Science and Maths), 中二級：開辦兩班，每次 1.5 小時，每學期 10 次(支援科目：A 班：地理、經濟及公眾事務。B 班：綜合科學及數學) - S.3 - three classes of around 10 sessions for each term (Class A – Chinese Language 1 hour, Class B – English Language, 1 hour Class C – Mathematics, 1 hour) 中三級：開辦三班，每次 1 小時，每 	<p>To assist teachers in caring for students with special learning needs 協助教師照顧學生的特別學習需要</p>	<p>From October, 2012 to May, 2013 由 2012 年 10 月至 2013 年 5 月</p>	<p>A1. Operation expenses for (6 x 2) Saturday Classes [around \$75,000] A1.開辦星期六輔導班費用：約港幣 75000 元； and Peer Tutor Scheme and after school Maths Tutorial Classes [around \$25,000] A2 朋輩輔導計劃及課後數學科支援計劃導師薪酬 [約港幣二萬五千元]</p>	<p>Students improving academically, confidence of students boosted 學生在學習上顯示進步，學生自信亦有提高</p>	<p>Teachers' observation of student performance 教師觀察學生的學習表現</p> <p>Analysing students' academic results (ranking) 分析學生的學習表現(全級排名)</p> <p>Questionnaire survey 問卷調查</p>	<p>Mr. SW Pang 彭成瑋老師</p>

	<p>學期 10 次(支援科目：A 班：中國語文；B 班：英文；C 班：數學。)</p> <p>Class size : around 20 班級人數：約 20</p> <p>A2. Peer Tutor Scheme and after school Maths Tutorial Classes – tutorial groups (5 students per group) are arranged with graduates currently studying in the university as tutors to help students to catch up</p> <p>朋輩輔導計劃及課後數學科支援計劃：每組 5 位的輔導小組將安排學生與現正於大學就讀的學長會面，協助學生追上預期進度</p>						
<p>Coping with students' diverse and special learning needs</p> <p>照顧學生多元及特別學習需要</p>	<p>B. To continue to operate the Secondary School Life Adaptation Programme for newly admitted S.1 students</p> <p>繼續舉辦中學生活適應課程，協助新入學的中一學生適應中學學習生活</p>	<p>Teachers' workload in summer reduced, S.1 students rapidly adapted to school life</p> <p>教師工作量減輕，中一學生可以更快適應學習生活</p>	<p>July, 2013</p> <p>2013 年 7 月</p>	<p>C. Pay for 7 tutors (\$70,000) and costs for teaching aids (\$2000).</p> <p>聘請 7 位導師費用(約港幣柒萬元)及教材費用(約港幣 2000 元)</p>	<p>S.1 students' confidence boosted, Students rapidly adapted to school life</p> <p>中一級學生自信提高，更快適應學習生活</p>	<p>Teachers' observation</p> <p>教師觀察</p> <p>Questionnaire survey</p> <p>問卷調查</p> <p>Parents' feedback</p> <p>家長回饋/意見</p>	<p>Mr. SW Pang</p> <p>彭成瑋老師</p>

School-based After-school Learning and Support Programmes 2012/13
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

Contact Telephone No.: 2428 8197

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

A. The estimated number of benefitting students under this Programme is __ (including A. __CSSA recipients,

B. __SFAS full-grant recipients and C. __ under school's discretionary quota)

B. Information on Activities to be subsidised/complemented by the grant.

Name/type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of participating target students [#]			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Exchange program with Thai Friends	To enhance students' organization skills and friendship	Attendance	Teachers', students' and participants' verbal feedback	Oct 2012	6	6	1	\$5000	香港泰國婦女會 Hong Kong Thai Women Association
S.2 Class Day Camp	To increase the cohesion of the class	Attendance	Teachers' and students' verbal feedback	September 2012	14	20	2	\$4000	香港青少年服務處 Hong Kong Children Youth Services
Outward Bound Training	To enhance the confidence of participants	Attendance	Teachers', students' and instructors' feedback	Jan 2013	6	6	1	\$15000	Outward Bound 香 港外展訓練學校
S.1 Peer Mentor Scheme	To develop a social support network for S.1 students	Attendance	Teachers' and students' verbal feedback	Oct 2012 to April 2013	30	60	9	\$15000	香港青少年服務處 Hong Kong Children Youth Services
S.4 Other Learning Experience Day 1 and 2	To broaden students' horizons	Attendance	Teachers' and students' verbal feedback, questionnaire	Dec 2012 and July 2013	20	32	4	\$10000	香港青少年服務處 Hong Kong Children Youth Services
Total no. of activities: _____				[@] No. of participation counts	76	124	17		
				^{**} Total no. of participation counts	217				

Policies of a healthy school campus 2012-2013

Health is life's fortune and a pre-requisite for everything. To a student, being healthy physically and psychologically can boost learning efficiency.

1. Our policies of a healthy school campus aim at creating an health-conscious and safe school campus as well as facilitating students in cultivating healthy living habits, positive values and critical thinking along with psychological and physiological states for socialising with others.

2. A task force for a healthy school campus policies was set up.

Coverage of duties

- ❖ To identify students' needs and pay close attention to social changes and issues in order to define the focus of the school's work. Resources from both the school and the community will also be considered for a comprehensive school-based plan.
- ❖ To ensure all school staff are informed of and support the healthy school campus policies
- ❖ To implement and monitor on a regular basis the healthy school campus policies and evaluate those policies as well as follow up.

Members of the task force

They include the principal, vice principal, discipline master, guidance master, extra-curricular activities master, moral and civic education master, health education master, crisis intervention committee and social worker.

Contents of the healthy school campus policies

1. Implementing anti-drugs and drug prevention education: *Prevention is the key to resisting the temptation;*
2. Introducing and encouraging healthy eating habits;
3. Fostering a healthy lifestyle: *To cater for learners' differences and provide a spectrum of extra-curricular activities; to pay close attention to students' physical and psychological health so as to reduce stress from school life and to prevent students from addiction to the Internet and drugs;*
4. Implementing sex education: *to instill students with correct concepts and righteous attitude regarding sex;*
5. Creating a safe school campus;
6. Making the school campus environmentally friendly: *to use resources sparingly to avoid wastage and to live a green life.*

健康校園政策 2012-2013

健康是人生的財富、是生活的基本要素 擁有良好的身心狀態，可以提升學習的效果

一． 目標：營造關愛健康和安全的校園，協助學生建立健康的生活習慣、正面的價值觀、獨立的思辨能力，以及良好的心理及生理的社交狀態

二． 健康校園政策專責小組

職責：

- ❖ 識別學生的需要，密切關注社會的變化及議題，釐定學校的工作重點，參考校內及社區可用資源，以制訂一個周詳的校本計劃
- ❖ 確保學校所有員工認識及支持健康校園政策
- ❖ 落實健康校園政策，定期作出檢視、評估及跟進

組員：

校長、副校長、訓導主任、輔導主任、活動主任、德育及公民教育主任、健康教育主任、危機小組及社工

三． 健康校園政策內容

1. 推行禁毒及防止濫藥教育： 遠離毒品，重在預防
2. 關注健康飲食習慣：鼓勵學生養成良好飲銀習慣、推廣素食
3. 推行健康生活：照顧學生差異，提供多元課外活動，照顧學生身心健康，以減少他們的學習壓力，同時避免學生上網成癮或染上吸食毒品的惡習
4. 性教育政策- 建立正確的性觀念及態度
5. 安全校園政策
6. 環保校園：善用資源，避免浪費，推動綠色生活

詳情可參考學校網頁。