

**Munsang College (Hong Kong Island)**  
**Annual School Plan 2017-18**

**Our Mission**

We adopt “Light And Life” and “All For One, One For All” as our school motto. Our commitment is to offer holistic education guided by Christian principles whilst nurturing a positive outlook on life so that our students can be self-motivated, resolute, devoted to making valuable contributions to the community, and prepared for a fruitful life.

**Our Goals**

We strive to develop students’ potential to the full, to encourage students to read extensively, to foster good use of information technology in learning, and to encourage students to demonstrate exemplary conduct. We also focus on cultivating students’ creativity and enhancing their language proficiency. By providing a wide range of co-curricular activities, we encourage students to develop healthy interests as well as cultural and sporting pursuits. We aim at nurturing confident and well-equipped individuals who can overcome the challenges they may face in the future.

**Major Concerns**

- To promote autonomy in learning
- To cater for the learner diversity
- To cultivate students’ core values and to equip them with essential life skills

**Major Concern 1: To promote autonomy in learning**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1 Encourage students to build up a habit of jotting notes in lessons and making their preparation notes in a notebook and also encourage them to write the summary / key points of each chapter	School Year 2017-18	<ul style="list-style-type: none"> <li>Most students prepare their own notes on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> <li>Department evaluation meetings</li> </ul>	All subject departments	
1.2 Encourage students to apply their subject knowledge in their daily life	School Year 2017-18	<ul style="list-style-type: none"> <li>Most students raise their awareness of subject knowledge in their everyday life.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> </ul>	All subject departments	
1.3 Introduce interesting subject-related videos and newspaper articles to students and ask them to watch / read before lessons	School Year 2017-18	<ul style="list-style-type: none"> <li>Students take the initiative in watching the videos / reading the articles and relate them to topics that will be taught.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> </ul>	All subject departments	
1.4 Arrange assessments regularly to help students develop a habit of revision after class and have a self-reflection on their studies	School Year 2017-18	<ul style="list-style-type: none"> <li>Most students show their effort in revising quizzes, tests and can learn from their own mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>Students' performance in the assessments</li> </ul>	Related subject departments	

1.5	Cultivate a habit of self-learning among students by asking them to self-study simple topics and check answers themselves	School Year 2017-18	<ul style="list-style-type: none"> <li>Students show initiative in their learning.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> </ul>	All subject departments	
1.6	Foster independent learning by subject-based projects and SBA	School Year 2017-18	<ul style="list-style-type: none"> <li>More than 70% of the students complete their projects.</li> </ul>	<ul style="list-style-type: none"> <li>Reflection from the projects</li> <li>Department evaluation meetings</li> </ul>	Related subject departments	
1.7	Help students to have self-reflection after each major assessment, set goals for the next assessment and encourage them to try different strategies to improve their performance	School Year 2017-18	<ul style="list-style-type: none"> <li>Students are much aware of their areas of improvement.</li> <li>Students are willing to try different strategies to improve their performance.</li> </ul>	<ul style="list-style-type: none"> <li>Students' self-evaluation</li> <li>Teachers' observation</li> <li>Students' performance in tests and examinations</li> </ul>	Related subject departments	
1.8	Invite guest speakers to give talks to teachers related to promoting learning autonomy	School Year 2017-18	<ul style="list-style-type: none"> <li>Feedback from teachers are positive.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' feedback</li> </ul>	PD Team	Grant from school

**Major concern 2: To cater for the learner diversity**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
<p>2.1 Adjust the teaching methods to cater for students' learning needs</p> <p>Set questions at various levels of difficulty in tests and examinations to cater for the needs of students of various abilities</p>	<p>School Year 2017-18</p>	<ul style="list-style-type: none"> <li>• Teachers have adopted different teaching strategies in classroom teaching.</li> <li>• Smooth completion of the teaching curriculum</li> <li>• More able students find the assessment questions suitably challenging whereas less able students find the questions manageable and can obtain a sense of achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' observation</li> <li>• Teachers' self-reflection</li> <li>• Department evaluation meetings</li> </ul>	<p>All subject departments</p>	
<p>2.2 Provide additional assignments and workshops for students with different abilities</p>	<p>School Year 2017-18</p>	<ul style="list-style-type: none"> <li>• Most students learn better.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' observation</li> </ul>	<p>All subject departments</p>	
<p>2.3 Arrange remedial measures (re-quizzes, re-tests, and individual guidance) for less able students to consolidate their basic knowledge and strengthen their confidence in studying</p>	<p>School Year 2017-18</p>	<ul style="list-style-type: none"> <li>• Less able students show improvements in tests and examinations.</li> <li>• Less able students are more confident of learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' observation</li> <li>• Students' assessment results</li> </ul>	<p>All subject departments</p>	

2.4	Hold supplementary classes after school or on Saturdays for those students who need further help in the subjects	School Year 2017-18	<ul style="list-style-type: none"> <li>Students show improvement in tests and examinations.</li> </ul>	<ul style="list-style-type: none"> <li>Students' performance in quizzes, tests and examinations</li> </ul>	Related departments	CEG
2.5	Provide training programmes for SEN students based on their needs	School Year 2017-18	<ul style="list-style-type: none"> <li>Students find the training programmes worthwhile and useful.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation forms</li> <li>Teachers' &amp; social workers' observation</li> </ul>	SEN Team & Guidance Team	LSG
2.6	Organise the Peer Tutoring Scheme for the weaker students and SEN students	School Year 2017-18	<ul style="list-style-type: none"> <li>Students find the scheme beneficial.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation forms</li> <li>Teachers' &amp; social workers' observation</li> </ul>	SEN Team & Guidance Team	LSG
2.9	Encourage teachers to attend the courses relevant to catering for learner diversity organised by EDB, HKEAA and other external bodies	School Year 2017-18	<ul style="list-style-type: none"> <li>Teachers have more knowledge on how to tackle problems related to learner diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Number of seminars and workshops attended by teachers in the year</li> </ul>	All teachers	Appointing substitute teachers if needed

**Major Concern 3: To cultivate students' core values and to equip them with essential life skills**

Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 Incorporate moral values in subject context	School Year 2017-18	<ul style="list-style-type: none"> <li>Inclusion of civic awareness and moral values in curriculum</li> </ul>	<ul style="list-style-type: none"> <li>Department evaluation meetings</li> </ul>	All subject departments	
3.2 Develop students' habit of managing their learning materials  Enhance peer learning and promote collaboration in team work and project work	School Year 2017-18	<ul style="list-style-type: none"> <li>Most students can keep a well-organised folder neatly and tidily.</li> <li>The learning atmosphere is improved.</li> <li>Students enjoy working with others.</li> <li>Good teamwork is demonstrated in practicals.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> </ul>	All subject departments	
3.3 Inculcate students with core values, in particular integrity, modesty, sincerity and courage through weekly moral talks in morning prayers and assemblies	School Year 2017-18	<ul style="list-style-type: none"> <li>Most students are attentive and they respond positively during the talks.</li> <li>Improvements are observed on the issues addressed.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> <li>Discipline statistics</li> </ul>	Principal, Discipline Team, Religious Team	
3.4 Develop a sense of responsibility through enhanced participation in school activities and the formation of committees of student organisations	School Year 2016-17	<ul style="list-style-type: none"> <li>Most teacher advisors are satisfied with the performance of committees and students in various posts.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> </ul>	Teacher advisors	
3.5 Develop students' positive attitude through providing	School Year 2016-17	<ul style="list-style-type: none"> <li>Most students are more willing to serve others.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> <li>Record of service merits</li> </ul>	All teachers	

more opportunities for them to serve others		<ul style="list-style-type: none"> <li>• More students are awarded in service domain.</li> </ul>			
3.6 Encourage students to join various external activities and competitions so as to widen their learning experience	School Year 2016-17	<ul style="list-style-type: none"> <li>• Students show interest in joining external activities and competitions.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' observation</li> <li>• Number of students joining the activities and competitions</li> </ul>	All subject departments and student units	Grant for competition fees
3.7 Organise in-school training sessions for potential student leaders of different student organisations and equip them with necessary skills in organising school activities and carrying out service  Equip student leaders with essential life skills by enhancing their leadership skills in taking up a more active role in various school functions	School Year 2016-17	<ul style="list-style-type: none"> <li>• Students find the training sessions resourceful.</li> <li>• Most teacher advisors are satisfied with the performance of student leaders.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation forms</li> <li>• Teachers' &amp; social workers' observation</li> <li>• Teachers' observation</li> </ul>	Related departments Teacher advisors	Grant from school