



CANOSSA COLLEGE

Annual School Plan

2021-2022

Canossa College
Annual School Plan 2021/2022
SWOT Analysis

Strengths	Weaknesses
<ol style="list-style-type: none"> 1. Character formation, values education, and religious education are emphasized. 2. Many teachers are experienced, passionate, enthusiastic, caring and patient. 3. Teachers possess strong computer skills such as knowing how to utilize online resources and educational apps. 4. Subject panel heads provide effective guidance to panel members. 5. Good teacher-student relationship and peer support among teachers are maintained. 6. Students are mostly well-disciplined and good-natured. 7. Students treasure the opportunities to gain other learning experiences. 8. Communication among school members is enhanced through different channels. 9. The school provides a pleasant environment for learning and is equipped with good facilities. 10. The campus is easily accessible. 	<ol style="list-style-type: none"> 1. Different strategies are required to cater for learner diversity. 2. The initiative, creativity, confidence, concentration, self-discipline and independent thinking skills of students should be improved. 3. Some students should develop better learning incentives, perseverance and motivation. 4. Weak language ability of some students hinders learning. 5. The communication skills of students should be strengthened. 6. Students' reading habits should be further promoted. 7. Because of the COVID-19 epidemic, students have limited exposure to the outside world. 8. Some students are unable to face adverse situations.
Opportunities	Threats
<ol style="list-style-type: none"> 1. The rise of online learning and teaching due to the COVID-19 epidemic promotes the development of e-learning. 2. Students cherish face-to-face lessons after the mixed mode of teaching is adopted. 3. Optimising the four SS core subjects releases lesson time and enhances curriculum flexibility, which provide room for teachers to cater for learner diversity. 4. There are abundant external resources for nurturing students' talents. 5. There is a growing demand for professional development on STEAM Education and there are various resources to develop STEAM education. 	<ol style="list-style-type: none"> 1. The three-year senior secondary curriculum demands a lot of skills which are difficult to master for less able students. 2. Some students are facing increasing academic pressure. 3. The learning habits and time management skills of students should be strengthened in order to counterbalance the negative influence in the society. 4. There are constant changes in the admission requirements of the local universities. 5. The number of face-to-face lessons and activities greatly decreases. 6. Learner diversity in class is increasing tremendously.

A. Major Concern 1 : Students develop positive values and attitudes towards life

Objectives	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
1.1 To strengthen students' positive values and attitudes	1.1.1 Strengthen support for students' growth needs 1.1.2 Nurture a healthy mindset among students and enhance their character strengths by conducting adventure-based training, talks and workshops 1.1.3 Strengthen positive values among students through the acquisition of life planning skills 1.1.4 Refine materials of Life Education lessons 1.1.5 Organize teacher development programmes to build teachers' capacity 1.1.6 Strengthen parents' understanding of positive education	Whole year	<ul style="list-style-type: none"> ➤ Students actively participate in various programmes. ➤ 70% of students find the programmes useful for strengthening their positive values and attitudes. ➤ 70% of teachers agree that the programmes help them promote positive values. ➤ 70% of the participating parents agree that the programmes improve their parenting skills. 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Teacher surveys ➤ Questionnaires and observation ➤ Life Education evaluation forms 	<ul style="list-style-type: none"> ➤ C&GC ➤ CGC ➤ DC ➤ OLE ➤ ECA ➤ SDC ➤ SST ➤ PTA ➤ All teachers
1.2 To nurture Catholic core values and positive attitudes by actualizing the School Motto	1.2.1 Integrate Catholic core values and Canossian spirit in curriculums, morning assemblies, morning reading sessions, form assemblies, etc. 1.2.2 Nurture students with the Gospel spirit and virtues of humility, respect, kindness and love by organising different activities/ competitions (e.g. slogan and banner design, game store design, essay contests)	Whole year	<ul style="list-style-type: none"> ➤ 70% of teachers agree that the materials suit the needs of students and achieve the objectives of the activities. ➤ 50% of students find the sharing sessions inspiring and useful for helping them face difficulties with determination and perseverance. ➤ At least 3 activities are held. 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Observation 	<ul style="list-style-type: none"> ➤ RAC ➤ C & GC ➤ AC ➤ Chin Panel ➤ Eng Panel ➤ RE Panel ➤ VA Panel ➤ Reading Promotion Team ➤ All teachers

Objectives	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
1.3 To encourage students to appreciate and give full play to their strengths	1.3.1 Provide opportunities for students to show appreciation and gratitude to teachers, parents and staff members 1.3.2 Cultivate a positive culture of appreciation and strengthen unity / teacher-student interaction through team building activities in class 1.3.3 Display winning entries on school campus	Whole year	<ul style="list-style-type: none"> ➤ Teachers, parents and staff members feel appreciated. ➤ 70% of students agree that they have a sense of belonging to their class. ➤ 70% of teachers agree that the inter-class and class-based activities strengthen class unity. ➤ 70% of students agree that the winning entries deepen their understanding of positive attitudes. 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Teacher surveys 	<ul style="list-style-type: none"> ➤ SADC ➤ DC ➤ Student Council ➤ C&GC ➤ Form Teachers ➤ OLE ➤ ECA
1.4 To empower students to serve others with charity and humility	1.4.1 Implement “Service Project” 1.4.2 Arrange service-learning programmes for all F.2 and F.4 students 1.4.3 Launch a mentoring programme with senior form students as mentors of junior form students 1.4.4 Include positive values in leadership training programmes and workshops for student leaders	Whole year	<ul style="list-style-type: none"> ➤ 70% of students provide at least 10 hours of service including performing school duties, receiving volunteer training and organizing voluntary service programmes. ➤ 70% of students learn to be grateful, improve their problem-solving skills, and demonstrate their leadership, creativity, compassion and commitment to the society. ➤ 70% of students agree that they uphold Canossian spirit through serving others. ➤ 70% of mentees agree that they learn better through the mentoring programme. ➤ 70% of mentors and student leaders agree that they acquire leadership skills and their understanding of positive values is enhanced. 	<ul style="list-style-type: none"> ➤ “Service Project” records ➤ Student surveys ➤ Teacher surveys 	<ul style="list-style-type: none"> ➤ SADC ➤ Advisors of all service groups ➤ ECA ➤ All teachers ➤ C&GC ➤ DC ➤ Student Council ➤ Houses

B. Major Concern 2 : Students are engaged and persistent in learning

Objectives	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
2.1 Students master lifelong learning skills and apply them to real-life situations	2.1.1 Integrate elements of e-learning and self-regulated learning into learning and teaching a. Engage students in pre-lesson learning by assigning them structured pre-lesson tasks b. Design and conduct lessons that promote self-directed learning	Whole year	<ul style="list-style-type: none"> ➤ Elements of pre-lesson learning are included in at least 2 assignments. ➤ Student-centered learning activities are included in the lesson plans of at least one topic in the teaching syllabus. 	<ul style="list-style-type: none"> ➤ Feedback from teachers and students ➤ Inspection of students' homework ➤ Lesson observation 	<ul style="list-style-type: none"> ➤ Subject panel heads
	2.1.2 Equip students with the ability to identify their learning needs, set learning goals, select resources and devise strategies and plans for learning a. Refine S1 Summer Bridging Programmes b. Teach study skills to all S1 students c. Promote the habit of taking notes in lessons	08/2021 1 st term Whole year	<ul style="list-style-type: none"> ➤ Students are taught skills to record their homework and organize learning materials in S1 Summer Bridging course. ➤ F.1 students apply the study skills learned in their daily life. ➤ 70% of students take notes by themselves. 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Teacher surveys ➤ Observation ➤ Inspection of students' notebooks 	<ul style="list-style-type: none"> ➤ AC ➤ Coordinators of Summer Bridging Programmes ➤ EP ➤ Subject panel heads
	2.1.3 Optimize cross-curricular collaboration in junior forms to encourage knowledge transfer among students and application of knowledge to real-life situations	Whole year	<ul style="list-style-type: none"> ➤ 70% of students apply the knowledge acquired in their daily life. ➤ 70% of students have positive attitudes towards life ➤ 70% of students deploy their creativity, critical thinking and social skills in their daily life. 	<ul style="list-style-type: none"> ➤ Observation ➤ Panel meeting minutes 	<ul style="list-style-type: none"> ➤ AC ➤ Subject panel heads
	2.1.4 Include RAC in senior form curriculum, with members of Chinese Department, English Department and KLAs jointly designing reading topics to expand students' reading horizons	Whole year	<ul style="list-style-type: none"> ➤ 70% of S4 students agree that reading is enlightening and broadens their reading interests and horizons 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Teacher surveys ➤ Observation 	<ul style="list-style-type: none"> ➤ AC ➤ Librarian ➤ Subject panel heads
	2.1.5 Organize reading activities and competitions in collaboration with the school library and members of KLAs	Whole year	<ul style="list-style-type: none"> ➤ At least one reading to learn programme is implemented for designated KLAs. ➤ At least five thematic book exhibitions are held. 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Teacher surveys ➤ Observation 	<ul style="list-style-type: none"> ➤ Reading Promotion Team ➤ Librarian ➤ Subject panel heads

Objectives	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
	2.1.6 Promote the spirit of inquiry and innovation among students a. Organize STREAM Week S – Science T – Technology R – RAC (Reading Across Curriculum) E – Engineering A – Arts M - Mathematics b. Organize internal STREAM activities c. Encourage and nominate students to participate in various external STREAM competitions / programmes	Whole year	<ul style="list-style-type: none"> ➤ 70% of the participants agree that STREAM Week promotes creativity and innovation, and broadens their horizons. ➤ At least 3 STREAM activities or competitions are organised. ➤ 70% of the participants agree that their interest in STREAM activities is raised. 	<ul style="list-style-type: none"> ➤ Activity and competition records ➤ Student surveys 	<ul style="list-style-type: none"> ➤ SADC ➤ Academic Committee (All subject panels) ➤ All teachers ➤ Teachers responsible for STREAM Education ➤ STEM Club
2.2 Students develop self-confidence in learning and realise their potential	2.2.1 Implement different strategies to enhance students' confidence and motivation in learning a. Create opportunities for students to appreciate their peers' academic performance through displays of students' outstanding works, lunchtime activities and publication of excellent works, etc. b. Organize remedial and enrichment programmes to strengthen support for students	Whole year	<ul style="list-style-type: none"> ➤ 70% of students agree that the displays of learning achievements build their self-confidence in learning ➤ 70% of teachers agree that they create opportunities for students to appreciate their peers' academic performance. ➤ 70% of the participants have positive feedback on the remedial and enrichment programmes. 	<ul style="list-style-type: none"> ➤ Student surveys ➤ Teacher surveys ➤ Observation 	<ul style="list-style-type: none"> ➤ Subject panel heads ➤ All teachers ➤ AC
	2.2.2 Adopt different assessment modes a. Introduce non-traditional assessment such as presentations/ model building/ poster design/ book sharing/ video recording to increase students' motivation in learning b. Include challenging bonus questions in junior form assignments and assessment c. Set up a question bank of multiple-choice questions to encourage students to finish self-assessment on Google Classroom or eClass (Preparatory period*) d. Optimize teaching and learning with assessment data	Whole year	<ul style="list-style-type: none"> ➤ 70% of students agree that different assessment modes effectively elevate their learning satisfaction. ➤ At least two sets of assignments and assessment with challenging bonus questions are assigned to students in each term. ➤ 70% of students attempt the bonus questions. ➤ 70% of students agree that the question bank on the e-learning platform helps them develop the habit of self-directed learning. ➤ All subject panels improve teaching and learning after analyzing the assessment data. 	<ul style="list-style-type: none"> ➤ Panel meeting minutes ➤ Inspection of students' homework ➤ Evaluation forms of tests and examinations 	<ul style="list-style-type: none"> ➤ Subject panel heads ➤ All teachers

Objectives	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
	2.2.3 Unleash students' potential a. Provide an array of enrichment courses for gifted students b. Recommend external competitions and various all-round learning activities to students to cultivate their special talents c. Adopt a new school timetable (Preparatory period)	Whole year	➤ 70% of the participants in the enrichment courses give positive feedback. ➤ 70% of the participants are actively involved in the activities. ➤ At least one talent programme/ competition is proposed by each KLA committee.	➤ Performance of the students in the courses ➤ Reports / Records of external competitions and various all-round learning activities	➤ Talent Pool ➤ KLAs coordinators ➤ Subject panel heads ➤ Librarian ➤ SADC ➤ AC ➤ Teacher-in-charge of timetabling
2.3 Students and teachers improve the efficiency of teaching and learning with e-learning tools	2.3.1 Adopt a BYOD policy (Preparatory period)	Whole year	➤ Each subject teacher has to design at least one topic/ unit/ chapter of e-learning materials of the levels taught and keeps them in the shared drive.	➤ Records in the shared drive	➤ AC ➤ IMSC
	2.3.2 Make use of different e-learning platforms to help students adjust their learning progress	Whole year	➤ 70% of students agree that e-learning promotes self-directed learning. ➤ 70% of students are more engaged in learning with e-learning tools	➤ Lesson observation forms ➤ Panel meeting minutes	➤ E-learning Sharing Group ➤ KLAs coordinators ➤ Subject panel heads ➤ All teachers
	2.3.3 Explore useful platforms and apps in various KLAs to facilitate teaching and learning	Whole year	➤ At least 1 sharing session is arranged for each subject panel / KLA. ➤ All teachers attend at least 1 course on catering for learner diversity and e-learning respectively.	➤ CPD record forms	
	2.3.4 Organize e-learning workshops for teachers and students to enhance the effectiveness of e-learning	Whole year	➤ All teachers include e-learning elements in lesson observation. ➤ All STEM teachers conduct lessons in STEM Room with interactive e-learning strategies.	➤ Lesson observation by the Principal or external reviewers	
	2.3.5 Encourage teachers to attend courses on catering for learner diversity and e-learning	Whole year	➤ All teachers use the smartboards in classrooms and conduct interactive lessons among students who have mobile devices (iPads) in class.		
	2.3.6 Include e-learning as one of the focuses in lesson observation	Whole year			➤ Teachers responsible for STEM Education: Science (I.S., Physics, Chemistry, Biology) Technology (Computer), Engineering (Physics), Mathematics

Academic Committee (AC)
 English as Medium of Instruction (EMI)
 Parent-Teacher Association (PTA)

Careers Guidance Committee (CGC)
 Extra-curricular Activities (ECA)
 Religious Affairs Committee (RAC)

Counselling and Guidance Committee (C&GC)
 Information Management System Committee (IMSC)
 Staff Development Committee (SDC)

Discipline Committee (DC)
 Other Learning Experience (OLE)
 School Administration & Development Committee (SADC)

School-based MOI Policy

For the school year 2021-22, our school will continue to adopt English as the medium of instruction for all forms, except Chinese Language, Chinese History, Liberal Studies, Citizenship and Social Development, Putonghua, Religious Education and Physical Education.

Rationales

1. To provide our students with more opportunities to be exposed to, and use English at all levels.
2. To enhance our students' ability to learn through English and to better prepare them for further studies and work in the future.
3. The school has fulfilled the three prescribed criteria set out in the Report on Review of Medium of Instruction by the Education Commission in 2005 :
 - a) Students possess the ability to learn through English;
 - b) Teachers possess the capability to teach through English; and
 - c) The school has adequate support strategies / measures.

English Language Support Measures for 2021-2022

Objectives	Strategies
To sustain MOI policy	<ul style="list-style-type: none"> • English is used during class time for EMI subjects including lesson delivery, questioning, responses, discussions, handouts, textbooks, test and exam papers, tasks, class work and homework.
To encourage participation in English speaking activities	<ul style="list-style-type: none"> • All students are encouraged to join the categories of solo verse, prose reading, public speaking and dramatic duologues. • Campus forums are held to provide opportunities for students to strengthen their speaking skills. • Public speaking is a good platform for students to polish their English language skills.
To cultivate interest in books & newspapers in English	<ul style="list-style-type: none"> • A variety of news reading comprehension exercises is provided during the reading sessions in alternate cycles. • All F.1 to F.6 students are encouraged to read English newspapers online. • Students take turns in presenting book reviews in reading sessions. • A reading scheme will be launched for junior form students.
To promote the use of English on campus	<ul style="list-style-type: none"> • English panel promotes and runs English activities regularly. • English ambassadors take the initiative to speak English with fellow students in English Learning Centre during lunch time.
To enhance an English-rich environment	<ul style="list-style-type: none"> • Morning assemblies in school are conducted in English. • English Ambassadors are invited to serve as MCs for Investiture of Student Leaders, Graduation Day and Prize Presentation in English. • English language teachers speak English with students beyond class time. • Bulletin boards are decorated in English. • Announcements are made in English. • English Week and other English activities are held throughout the year.

Objectives	Strategies
To support self-learning in English	<ul style="list-style-type: none"> • All students are encouraged to use online self-directed learning resources and required to do news sharing in class.
To cultivate interest in English learning	<ul style="list-style-type: none"> • The fun aspects of learning English through movie appreciation, popular culture, fashion, etc. are emphasized.
To cater for learner diversity in learning English	<ul style="list-style-type: none"> • Extra work and special schemes are tailored for F.2 elite and weaker classes.
To strengthen students' language ability across the curriculum	<ul style="list-style-type: none"> • An LAC (Language Across the Curriculum) coordinator is assigned to formulate plans for collaboration with EMI subject teachers to pilot teaching strategies and provide language support to students in learning the respective EMI subjects. • RAC (Reading Across the Curriculum) is incorporated into the curriculum to widen the students' reading spectrum and scope in different domains.
To encourage authentic use of English	<ul style="list-style-type: none"> • Structural drama lessons have been devised in F.1. Students will be able to showcase what they have learnt from their English lessons through the use of performing arts.
To provide support for senior students	<ul style="list-style-type: none"> • Training on interview skills in English is arranged for F.5 and F.6 students. • Senior form students taking only two electives are provided two extra English lessons. • An enrichment programme will be launched for F.4 and F.5 high achievers.

CANOSSA COLLEGE
Budget for School Year 2021-2022

a) Government Fund

Name of Grant	Estimated Balance b/f (a)	Pyt Freq.	Income Budget (b)	Expenditure Budget (c)	Estimated Balance c/f (a)+(b)-(c)	Remarks
A. EOEBG	2,282,400.00					
School Specific Grants :						
Administration Grant		Q	3,879,984.00	3,800,000.00	79,984.00	
Capacity Enhancement Grant		Q	642,934.00	499,000.00	143,934.00	
Composite Information Technology Grant		Q	494,240.00	510,000.00	(15,760.00)	
Air-conditioning Grant		Q	591,793.00	591,700.00	93.00	
School-based Management Top-up Grant		Q	50,702.00	50,000.00	702.00	
School Specific Total :			5,659,653.00	5,450,700.00	208,953.00	
Non-School Specific (Baseline Reference) :		Q	1,908,230.00			
School & Class Grant				944,600.00		
Consolidated Subject Grant				174,700.00		
Composite Furniture & Equipment Grant (CFEG)				1,383,000.00		
Enhancement Grant				46,000.00		
Guidance and Discipline Programme Fund				7,500.00		
Supplementary Grant				248,000.00		
Lift Maintenance Grant				74,400.00		
Training & Development Grant				70,000.00		
Non-School Specific Total :			1,908,230.00	2,948,200.00	(1,039,970.00)	
EOEBG Grand Total	2,282,400.00		7,567,883.00	8,398,900.00	1,451,383.00	can retain 100% of the Grant for the current year
B. NON-EOEBG						
Additional Substitute Staff Grant	(5,953.50)	R	5,953.50	0.00	0.00	grant is released on application and reimbursement basis
Career Life Planning Grant (CLPG)	110,700.00	A	642,000.00	642,000.00	110,700.00	can retain 20% of the Grant for the current year
Committee on Home-School Co-operation Project (PTA)	0.00	A	25,780.00	25,780.00	0.00	no surplus can be retained
Diversity Learning Grant - Applied Learning (ApL)	0.00	H	30,500.00	30,500.00	0.00	no surplus can be retained
Diversity Learning Grant - Other Programmes (DLG)	70,800.00	H	84,000.00	150,000.00	4,800.00	can retain 100% of the Grant for the current year
Employer's Contribution to PF Scheme for NT Staff	0.00	M/Q	500,000.00	500,000.00	0.00	no surplus can be retained
Enhancing Support for Learning and Teaching Chinese for NCS	0.00	A	150,000.00	150,000.00	0.00	can retain 100% of the Grant for the current year
Fractional Post Cash Grant (FPCG)	98,700.00	A	513,600.00	482,000.00	130,300.00	can retain 3 times of the Grant for the current year
HK School Drama Festival	0.00	A	3,600.00	3,600.00	0.00	can retain balance until the Grant is used up
Information Technology Staffing Support Grant (ITSS)	4,600.00	H	321,800.00	325,000.00	1,400.00	can retain 100% of the Grant for the current year
Learning Support Grant (LSG)	65,000.00	H	243,000.00	256,600.00	51,400.00	can retain 30% of the Grant for the current year
Life-wide Learning Grant	958,000.00	Q	1,174,267.00	1,150,100.00	982,167.00	can retain 100% of the Grant for the current year
Moral and National Education Subject Support Grant	44,600.00	O	0.00	6,100.00	38,500.00	no time limit
One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development	0.00	O	300,000.00	10,000.00	290,000.00	balance will be clawed back : 31 Aug 2024
Other Recurrent Grant (Government Rent & Rates)	0.00	Q	700,000.00	700,000.00	0.00	no surplus can be retained
Promotion of Reading Grant	54,200.00	A	62,850.00	82,000.00	35,050.00	can retain 100% of the Grant

						for the current year
Salaries Grant - Teaching Staff	(13,920.00)	M	42,005,000.00	42,015,000.00	(23,920.00)	medical exp will be repaid from Insurance Co. when Ms. Chan HW is recovered
Salaries Grant - Non-Teaching Staff	0.00	M	1,450,000.00	1,450,000.00	0.00	no surplus can be retained
Salaries Grant - Supply Staff	0.00	R	180,000.00	180,000.00	0.00	grant is released on application and reimbursement basis
School Executive Officer Grant (SEOG)	8,500.00	H	0.00	8,500.00	0.00	balance will be clawed back : 31 Aug 2022
School-based After-school Learning & Support Prog.	64,000.00	A	62,400.00	100,000.00	26,400.00	can retain 100% of the Grant for the current year
Senior Secondary Curriculum Support Grant (SSCSG)	18,200.00	Q	770,400.00	737,000.00	51,600.00	can retain 100% of the Grant for the current year
Sister School Scheme	130,000.00	H	157,100.00	250,000.00	37,100.00	can retain 100% of the Grant for the current year
Student Activities Support Grant (SAS)	0.00	H	61,100.00	61,100.00	0.00	no surplus can be retained
Teacher Relief Grant (TRG)	237,000.00	Q	209,000.00	100,000.00	346,000.00	can retain 3 times of the Grant for the current year
Teaching Training Grant (SEN) for IMC Schools	0.00	R	20,000.00	20,000.00	0.00	grant is released on application and reimbursement basis

Note: A = Annual payment ; H = Half year payment; M = Monthly payment; O = One-off Payment; Q = Quarterly payment (i.e. Sep, Nov, Feb & May); R = On reimbursement basis

b) Quality Education Fund

Name of Project	Balance b/f (a)	Income Budget (b)	Expenditure Budget (c)	Balance c/f (a)+(b)-(c)
Establishment of STEM Room for STEM education	395,278.00	-	395,278.00	-
e-Learning Funding Programme - Provision of Mobile Computer Devices and Internet Services Support	-	47,000.00	47,000.00	-
Performance Hall Upgrade Project	-	848,100.00	848,100.00	-
TOTAL	395,278.00	895,100.00	1,290,378.00	-

c) School Fund

Name of Fund	Estimated Balance b/f (a)	Income Budget (b)	Expenditure Budget (c)	Estimated Balance c/f (a)+(b)-(c)
A. Tong Fai	3,852,100.00	244,500.00	166,500.00	3,930,100.00
B. Non-specific Purpose Fund	2,417,400.00	10,000.00	110,000.00	2,317,400.00
C. School Development Fund	94,200.00	0.00	0.00	94,200.00
D. Scholarship Fund	10,000.00	0.00	2,000.00	8,000.00
E. Student Welfare Fund (Deficit will be transferred to Tong Fai A/C at the end of school year)	0.00	0.00	50,000.00	(50,000.00)
FUNDS TOTAL	6,373,700.00	254,500.00	328,500.00	6,299,700.00

<u>ECA:</u>				
Music Team	173,490.00	505,780.00	540,805.00	138,465.00
Sports Team	630.00	267,400.00	267,700.00	330.00
Student Council	16,680.00	20,000.00	25,000.00	11,680.00
Houses	10,240.00	0.00	10,240.00	0.00
Bridging Course	7,400.00	0.00	7,400.00	0.00
Red Cross	3,590.00	4,500.00	8,090.00	0.00
Girl Guides	6,040.00	500.00	1,000.00	5,540.00

Plan for the Use of Capacity Enhancement Grant 2021-2022

Strategies	Task Areas	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Employment of a Chinese Language Teacher to run adapted learning Chinese language curriculum	<ul style="list-style-type: none"> - Assisting NCS for learning Chinese language - Teaching Chinese language and promoting Chinese culture 	Improvements are found in the results of Chinese language of NCS	09/2021-08/2022	Students' performance in Chinese Language is enhanced	Final Results, Students' survey	Chinese Language Panel Head	\$249,000.00
Employment of a Pastoral Assistant	<ul style="list-style-type: none"> - Supporting students - Logistics of religious activities - Preparation and assistance in religious activities - Being a contact person 	Teachers can be relieved of some non-teaching workload	Whole year	85 % of the teachers concerned find the Pastoral Assistant helpful	Review Form	Principal Religious Affairs Committee	\$190,000.00
Employment of a Teaching Consultant for English Language and Chinese Language	<ul style="list-style-type: none"> - Induction and reports for teachers on lesson observation - Conducting pre-lesson observation sessions with 21 language teachers - Conducting lesson observations - Holding lesson review discussion 	Teachers can enhance their teaching skills	2 nd Term	Language teachers' teaching performance is enhanced	Review Form	Coordinator of Academic Committee	\$60,000.00
						Total:	\$499,000.00

School-based After-school Learning and Support Programmes 2021-2022

I. The **estimated number of students** (count by heads) **benefited** under this Programme is **119** (including **19** CSSA recipients, **70** SFAS full-grant recipients and **30** under school's discretionary quota).

II. Information on Activities to be subsidized/complemented by the Grant

Type of activity	Objectives of the activity	Success criteria	Method(s) of evaluation	Date	Estimated no. of participating eligible students			Estimated expenditure (\$)
					A	B	C	
Art /cultural activities & sports	Students are able to build up self-confidence and develop their talents.	Student participants find themselves being more self-confident and their talents are demonstrated.	Questionnaires	09/2021 – 08/2022	10	50	20	\$100,000.00
Learning skill training, visits, communication skills training courses, voluntary service & tutorial service	Students are given equal chances in obtaining similar learning experiences.	Student participants find themselves being more self-confident.	Questionnaires	09/2021 – 08/2022	9	20	10	
Total no. of activities: <u>20</u>				No. of man-times	19	70	30	
				Total no. of man-times	119			

Support Measures and Plan for the Use of Learning Support Grant for Students of Special Education Need 2021-2022

Strategies	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Employment of a Student Counsellor	<ul style="list-style-type: none"> - Providing support to SEN students including counselling and social activities - Supporting administrative work of Student Support Team and Counselling and Guidance Committee 	09/2021 – 08/2022	Students’ social skills, executive function and emotion regulation skills are enhanced.	Feedback from teachers, parents and students concerned	Coordinators of Student Support Team and Counselling and Guidance Committee	\$236,600.00
Speech Therapy	- Providing speech therapy to SLI, ASD students and other students with related difficulties	10/2021 – 06/2022	Speech and language proficiency of students are enhanced.	Evaluation by service provider and feedback from teachers, parents and students concerned	Student Support Team members	\$15,000.00
Other training material or training activities	- Supporting students’ needs with various activities	09/2021 – 08/2022	Students’ social skills, executive function and emotion regulation skills are enhanced.	Feedback from teachers and students concerned	Student Support Team members	\$5,000.00
					Total:	\$256,600.00

Plan for the Use of Diversity Learning Grant (DLG) 2021-2022

Programme(s)	Strategies & benefit anticipated (e.g. in what way students' diverse learning needs are catered for)	Name of programme(s) / course(s) and provider(s)	Duration of the programme / course	Target students	Evaluation of student learning / success indicators	Teacher-in-charge	Resources Required
E & RS Network Programme	Students can receive proper training for further personal and academic development through learning Ethics Religious Studies (E & RS).	Programme for preparing students to attend HKDSE E & RS examination	Whole year	F.4 – F.6 E & RS elective students	Feedback from teacher advisor & evaluation	RE panel Head	\$68,000.00
Creative Writing Programme	High-achievers are facilitated in development of creative writing.	Chinese writing course	4 lessons for each course	F.4-F.5 elite students in Chinese Language	Students show enthusiasm and creativity in learning.	Chinese Language Panel Head	\$10,000.00
Science & Mathematics Competition	Students gain experience in solving science and Mathematics problems.	The HK Polytechnic University	Half day	F.4-F.5 elite students in Science & Mathematics	Students become more confident in the subjects	Prefect of Studies	\$10,000.00
Music & STEAM program	Workshop held caters for gifted students in music and STEAM.	Tertiary Institution	One Day	F.4-5 elite students in Music and STEAM	Feedback from students & teacher advisor	Music Panel Head	\$12,000.00
Tertiary Institution Programmes	Elite students are subsidized to attend programmes offered by tertiary institutions or non-governmental organizations.	Programmes for gifted/elite students	Whole year	F.4 – F.6 students with excellent academic results or leadership potential	Interview with students	Teacher-in-charge of Talent Pool	\$50,000.00
						Total:	\$150,000.00

Plan for the Use of Career and Life Planning Grant 2021-2022

Objectives	Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Systematic development of career and life planning for each level of students	<u>F.1</u> Building self-understanding & self-confidence - Adventure-based training	1 st Term	Students were able to complete the tasks.	Student Survey Trainers' feedback Observation	Counselling & Guidance Committee	\$40,000.00
	<u>F.2</u> Understanding jobs and goal setting - Life planning seminar	1 st Term	Students find the training useful and show interest in future planning.	Student Survey	OLE Committee	\$5,000.00
	<u>F.3</u> - Building personal strength - Financial planning workshop - Subject selection seminars	1 st Term 2 nd Term	Students know their strengths and weaknesses	Feedback from the students	OLE Committee Careers Guidance Committee	\$10,000.00 \$2,000.00
	<u>F.4</u> Experiential learning - Mr Life workshop - Writing SLP workshop - Careers Inclination Assessment	2 nd Term 2 nd Term 2 nd Term	Students find the test useful. Students are able to consider different factors in future planning.	Student survey	OLE Committee Careers Guidance Committee	\$14,000.00 \$2,500.00 \$2,000.00
	<u>F.5</u> Preparation for tertiary education & skills training - Making Dreams Come True Workshop - Writing SLP - Careers Talk - Careers Inclination Assessment - Life Planning Day - Religious tour	2 nd Term 2 nd Term 2 nd Term 2 nd Term	Students can identify their strengths for tertiary education and acquire some essential skills	Student survey	Careers Guidance Committee Alumnae Association Religious Education Panel	\$7,000.00 \$2,500.00 \$2,000.00 \$2,000.00 \$1,000.00 \$2,000.00

Objectives	Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
	<u>F.6</u> Preparation for tertiary education & life planning - Interview Skills & Social Manners Training - Careers Inclination Assessment - Careers Program - Spiritual Preparation for Life Planning	1 st Term 1 st Term 1 st Term 1 st Term	Students find the training useful.	Feedback from trainers Observation	Careers Guidance Committee Religious Education Panel	\$28,000.00 \$1,000.00 \$3,000.00 \$2,000.00
Capacity building for development of Career and Life Planning	Employing of additional teacher to help develop training programmes for students.	Whole year	Career & life planning could be systematically implemented for all levels of students.	Feedback from career teachers	Principal	\$516,000.00
					Total:	\$642,000.00

Plan for the Use of Additional Funding of Enhancing Support for Learning and Teaching Chinese for NCS 2021-2022

Strategies	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Providing support service for NCS students by employing a Chinese Language Teacher to run adapted learning Chinese language curriculum	3 NCS students	09/2021 – 08/2022	Students’ performances in Chinese Language is enhanced	1. Report card 2. Evaluation by NCS students and Chinese language teachers concerned	Chinese Language panel head	\$ 150,000.00
					Total:	\$150,000.00

Plan for the Use of Promotion of Reading Grant 2021-2022

Objectives	Strategies	Target Group	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Students have interest in exploring knowledge and can become self-directed learners	Purchasing e-books, printed books and magazines	All Students	Whole year	70% of new books and magazines are borrowed	Counting the borrow rate Conducting Survey	Teacher librarian	\$5,000.00
	Buying a platform for making School-based Moral Booklet as e-book for S.1 & S.3 Students	F.1 & F.3 Students	Whole year	90% of S.1 & S.3 students accomplish the requested reading tasks.	Conducting Survey	Reading Promotion Team	\$18,000.00
	Joining the e-Read Scheme/ HyRead Scheme	All Students	Whole year	50% of students read e-book	Counting the reading rate of e-Read scheme	Teacher librarian	\$30,000.00
	Hiring writers to conduct talks or videos of book sharing	All students	10/2021, 12/2021, 03/2022 & 04/2022	70% of students give positive feedback 50% of students show interest to the writers' reader	Conducting Survey	Teacher librarian	\$10,000.00
	Organizing reading activities with 4 KLAs and Subjects	All Students	Whole year	50% of students join the activities 80% of students give positive feedback	Conducting Survey	Chinese Panel English Panel Teacher librarian	\$9,000.00
	Organizing reading activities with different clubs	All Students	Whole year	70% of students give positive feedback	Conducting Survey	STEM Club Music Society Art Society Teacher librarian	\$10,000.00
Total:							\$82,000.00

Plan for the use of the Grant for Sister School Scheme 2021-2022

Objectives	Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
Providing a stable video conferencing facility to enhance communication with sister school	<u>Installing video conferencing equipment</u> which is sufficient for a small to medium size conference room	1 st Term	The meeting with sister school can be conducted smoothly.	Feedback from teachers	Person-in-charge of sister school scheme	\$50,000.00
Organizing lesson observations and activities to enhance professional development and cultural exchanges	Online lesson observation and collaborative activity of Arts Education	Whole Year	Teachers can have better understanding of the pedagogy adopted in different education systems through feedbacks.	Feedback from teachers	Person-in-charge of the sister school scheme	
	Online lesson observation - Teacher will conduct eLearning and collaborative learning in music lesson. There will be lesson observation through internet platform to enhance professional exchange in digital pedagogy.				Music Panel	\$190,000.00 (Including iPads which are capable for music activity and tablet management cart)
	Online collaborative activities - Teacher will utilize newly installed digital whiteboards to conduct Visual Arts collaborative activities with sister school.					Visual Arts Panel \$10,000.00
					Total:	\$250,000.00

**Plan for the use of the
One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development
2021-2022**

Objectives	Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
- Supporting learning and teaching - Enriching e-learning teaching resources	Procurement of relevant learning and teaching resources	09/2021-08/2022	85 % of the teachers agree relevant learning and teaching resources useful and resourceful	- Feedback from teachers - Minutes of Panel meeting	Citizenship and Social Development Panel Head	\$5,000.00
- Enhancing the learning and teaching effectiveness of CS	Organizing school-based learning activities	09/2021-08/2022	85 % of the students agree relevant activities interesting and enhancing learning	- Feedback from teachers and students - Minutes of Panel meeting	Citizenship and Social Development Panel Head and Panel members	\$5,000.00
					Total:	\$10,000.00

**Plan on the Use of the Life-wide Learning Grant
2021-2022 School Year**

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
				Level	Estimated Number of Participants			I	M	P	S	C
Category 1	To organise / participate in life-wide learning activities											
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness , or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students' positive values and attitudes											
1	Field trip. To organise life-wide learning activities in different KLAs.	Geography	09/21-05/22	F.4- F.6	40	Feedback from teachers and students	\$2,500.00	✓				
2	Interest classes. To organise life-wide learning activities in different KLAs.	English Language	09/21-05/22	F.1- F.6	55	Feedback from teachers and students	\$13,000.00	✓				
3	Chinese Language choral speaking competition. To organise life-wide learning activities in different KLAs.	Chinese Language	09/21-12/21	F.1- F.5	10	Feedback from teachers and students	\$1,900.00	✓				
4	Chinese culture promotion / writing activities. To organise life-wide learning activities in different KLAs.	Chinese Language	02/22-05/22	F.1- F.3	20	Feedback from teachers and students	\$7,000.00	✓				

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					
				Level	Estimated Number of Participants			I	M	P	S	C	
5	Chinese gifted activities. To organise life-wide learning activities in different KLAs.	Chinese Language	09/21-05/22	F.1 – F.3	10	Feedback from teachers and students	\$5,000.00	✓					
6	Field trip & visit. To organise life-wide learning activities in different KLAs.	Chinese History	09/21-05/22	F.4- F.6	65	Feedback from teachers and students	\$6,000.00	✓					
7	Professional workshop. To organise life-wide learning activities in different KLAs.	C.S. & Liberal Studies	09/21-05/22	F.4- F.6	50	Feedback from teachers and students	\$5,000.00	✓					
8	Coach fee in ECAs - Chinese dance - Drama enhancement course - English debating training course - Chinese debating training course - Chinese painting Budget for Chinese Drama Club To cater for students' interest and abilities for stretching students' potential	OLE	09/21 - 06/22	F.1- F.5	30	Evaluation by advisors and students concerned	\$24,000.00						
			09/21 - 07/22	F.1- F.5	20		\$37,000.00						
			09/21 - 08/22	F.1- F.6	20		\$40,000.00	✓					
			09/21 - 08/22	F.1- F.6	42		\$50,000.00	✓					
			09/21 - 06/22	F.1- F.5	20		\$18,000.00	✓					
			09/21 - 08/22	F.1- F.5	25		\$3,000.00						

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					
				Level	Estimated Number of Participants			I	M	P	S	C	
9	Subsidies to students in visit to exhibitions in Korea (Science & Technology). To organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential.	STEM	04/22	F.1- F.5	40	Questionnaire by students	\$250,000.00	✓					
10	Leadership training day. To organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential.	OLE	12/21	F.4	123	Questionnaire by students	\$30,000.00						✓
11	Service to children in China. To nurture students' positive values and attitudes.	Religious Affairs Committee	07/22	F.3- F.6	20	Evaluation by advisors and students	\$20,000.00		✓			✓	
12	Service training from CYC. To nurture students' positive values and attitudes.	Community Youth	09/21 - 08/22	F.2	124	Feedback from advisors and students	\$3,000.00					✓	
13	Spiritual Day. To nurture students' positive values and attitudes.	Religious Affairs Committee	08/21	F.1	125	Questionnaire by students	\$10,000.00	✓	✓				
14	Leadership activities for discipline prefects. To cater for students' abilities for stretching students' potential.	Discipline Committee	07/21 - 08/22	F.3- F.5	80	Feedback from students	\$9,000.00						✓

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					
				Level	Estimated Number of Participants			I	M	P	S	C	
15	Catholic student leadership training camp. To nurture students' positive values and attitudes	Religious Affairs Committee	09/21 - 08/22	F.1- F.5	10	Questionnaire by students	\$9,000.00		✓				
16	Remedial programmes for junior forms. To cater for students' interests and abilities for stretching students' potential	Academic Committee	09/21 - 08/22	F.1- F.3	126	Feedback from students	\$50,000.00	✓					
17	Talks and workshops from Counselling & Guidance Committee. To nurture students' positive values and attitudes	Counselling & Guidance Committee	09/21 - 08/22	F.1- F.5	620	Questionnaire by students	\$15,000.00		✓				
18	STEM - Activities: workshops, lessons, competitions To cater for students' interests and abilities for stretching students' potential	STEM	09/21- 08/22	F.1- F.5	15	Feedback from students	\$70,000.00	✓					
19	Music - Enrolment fee for competitions - Workshops & competitions - Orchestra To cater for students' interests and abilities for stretching students' potential	Music	09/21 - 06/22	F.1- F.6	300 60	Students' performance	\$10,300.00 \$56,900.00 \$66,000.00			✓			

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
				Level	Estimated Number of Participants			I	M	P	S	C
20	P.E. - Athletics Meet - Swimming Gala - Support grant for sports team - Entry fee of competitions - Court/lane booking fee To cater for students' interests and abilities for stretching students' potential	Physical Education	09/21 - 06/22	F.1- F.6	739	Students' participation						
					739							
					100				✓			
					100							
					100							
Sub-total of Item 1.1							\$875,200.00					
1.2	<u>Non-Local Activities:</u> To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons											
1	Subsidies to student's participation in Music activities and competitions. To cater for students' interests and abilities for stretching students' potential	Music	03/22 – 08/22	F.1- F.5	30	Questionnaire by students	\$100,000.00			✓		
Sub-total of Item 1.2							\$100,000.00					
Estimated Expenses for Category 1							\$975,200.00					

No.	Item	Domain* (Please refer to the remark for examples of domain)	Purpose	Estimated Expenses (\$)
Category 2 To procure equipment, consumables or learning resources for promoting life-wide learning				
1	Maintenance of machines	STEM	To maintain machines for promoting STEM activities	\$11,400.00
2	<ul style="list-style-type: none"> - 環保中胡 - 槌鼓 - 花梨木雕琵琶 - 1 mm PVC plastic clear floor mat - Instruments protection cover/bags - Strings & mallet 	Music	To procure musical instruments for promoting Music activities	<ul style="list-style-type: none"> \$15,000.00 \$10,700.00 \$7,600.00 \$4,000.00 \$5,000.00 \$5,000.00
3	<ul style="list-style-type: none"> - Polypad - Portable PA (EP-868) - Volley Stands - Polar GPS System - Badminton Stands - Consumables 	PE	To procure equipment, consumables and learning resources for promoting PE activities	<ul style="list-style-type: none"> \$10,000.00 \$10,000.00 \$3,000.00 \$24,000.00 \$8,000.00 \$48,200.00
4	<ul style="list-style-type: none"> - Electric Background Frame for photoshooting - A2 size scanner 	Arts	To procure equipment for promoting V.A. activities	<ul style="list-style-type: none"> \$3,000.00 \$10,000.00
Estimated Expenses for Category 2				\$174,900.00
Estimated Expenses for Categories 1 & 2				\$1,150,100.00

Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school:	739
Estimated number of student beneficiaries:	739
Percentage of students benefitting from the Grant (%):	100%

Contact Person for LWL (Name & Post): Mr Wong Chun Ying (Vice-principal) / Mr Chan Siu Hon (OLE coordinator)

Annual School Plan (2021/2022) for endorsement by Incorporated Management Committee

Submitted by: _____

Ms. Anny Wong
Principal
Canossa College

Endorsed by: _____

Ms. Catherine Wong
Chairperson of IMC
Canossa College

Date: 07/10/2021