



Canossa College

School Plan 2023-2024

CANOSSA COLLEGE
嘉諾撒書院

Cherish Grace

Avow Mercy

Nurture Love



SCHOOL PLAN 2023-2024 - MAJOR CONCERNS

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. Strengthen students' positive values and attitudes	<p>1.1.1 Strengthen support for students' growth needs</p> <p>1.1.2 Nurture a healthy mindset among students and enhance their character strengths by conducting adventure-based training, talks and workshops</p> <p>1.1.3 Strengthen positive values among students through the acquisition of life planning skills</p> <p>1.1.4 Refine materials of Life Education lessons</p> <p>1.1.5 Organize teacher development programmes to enhance teachers' capacity</p> <p>1.1.6 Improve parents' understanding of positive education</p>	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. Nurture Catholic core values and positive attitudes by actualizing the School Motto	<p>1.2.1 Integrate Catholic core values and Canossian spirits in curriculums, morning assemblies, morning reading sessions, form assemblies, etc.</p> <p>1.2.2 Nurture students with the Gospel spirit and virtues of humility, respect, kindness and love by organizing different activities/ competitions (e.g. slogan and banner design, game stall design, essay writing)</p>	Whole year	<ul style="list-style-type: none"> 70% of teachers agree that the materials suit the needs of students and align with 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 during the school year. 	<ul style="list-style-type: none"> Student surveys Observation 	<ul style="list-style-type: none"> RAC C&GC AC Chin Panel Eng Panel RME Panel VA Panel Reading Promotion Team All teachers

Objectives	Strategies / Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible
1.3. 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 foster unity / teacher-student rapport 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 sense of belonging to their class. • 70% of teachers agree that the inter-class and class-based activities promote class unity. • 70% of students agree that the winning entries improve 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. Empower students to serve others with charity and humility	1.4.1 Implement “Service Project” that encourage students to serve others 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 Incorporate 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 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. Equip students with lifelong learning skills which could be applied to real-life situations	2.1.1 Integrate elements of e-learning and self-regulated learning into learning and teaching	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 learning strategies as well as study plans	Aug2023 1 st term	<ul style="list-style-type: none"> • Students are taught skills to keep a good record of their homework and organize learning materials in F.1 Summer Bridging Programmes. 	<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
	a. Refine F.1 Summer Bridging Programmes		<ul style="list-style-type: none"> • F.1 students apply the study skills learned in their daily life. 		
	b. Teach study skills to all F.1 students		<ul style="list-style-type: none"> • 70% of students take notes by themselves. 		
	c. Promote the habit of note-taking in lessons	Whole year	<ul style="list-style-type: none"> • 70% of students apply the knowledge acquired to 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
2.1.3 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 to 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 Organize reading activities and competitions in collaboration with the school library and members of various 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
	2.1.5 Promote curiosity and innovation among students <ul style="list-style-type: none"> a. Organize STREAM activities b. Encourage and nominate students to participate in various external STREAM competitions / programmes 	Whole year	<ul style="list-style-type: none"> • At least 3 STREAM activities or competitions are organized. • 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) • Teachers responsible for STREAM Education • STEM Club
2.2 Develop students' confidence in learning and realise their potential	2.2.1 Implement different strategies to enhance students' confidence and motivation in learning <ul style="list-style-type: none"> 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 2.2.2 Adopt different assessment modes <ul style="list-style-type: none"> a. Introduce non-traditional assessment such as presentations/ model building/ poster design/ book sharing/ video recording to enhance 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 F.1 and F.4 students to finish self-assessment on Google Classroom or eClass d. Optimize teaching and learning with assessment data 	Whole year	<ul style="list-style-type: none"> • 70% of students agree that the displays of learning achievements enhance their self-confidence in learning. • 70% of teachers agree that they create opportunities for students to appreciate their peers' good works. • 70% of the participants give 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
		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 banks on different e-learning platforms help 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. Offer 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 d. Organize the 65th Anniversary Open Days	Whole year	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Performance of the students in the courses Reports / Records of external competitions and various all-round learning activities 	<ul style="list-style-type: none"> Talent Pool KLAs coordinators Subject panel heads Librarian SADC AC Teacher-in-charge of timetabling
2.3 Improve teaching and learning efficiency with e-learning tools	2.3.1 Adopt the BYOD policy 2.3.2 Make use of different e-learning platforms to help students adjust their learning progress 2.3.3 Explore useful platforms and applications in various KLAs to facilitate teaching and learning 2.3.4 Organize e-learning workshops for teachers and students to enhance the effectiveness of e-learning 2.3.5 Encourage teachers to attend courses on catering for learner diversity and e-learning 2.3.6 Include e-learning as one of the foci in lesson observation	Whole year	<ul style="list-style-type: none"> 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. 70% of students agree that e-learning promotes self-directed learning. 70% of students are more engaged in learning with e-learning tools At least one sharing session is arranged for each subject panel / KLA. All teachers attend at least one course on catering for learner diversity and e-learning respectively. All teachers record the use of e-learning apps in the class record book. All teachers include e-learning elements in lesson observation. All STEM teachers conduct lessons in the STEM Room with interactive e-learning strategies. All teachers use the smartboards in classrooms and conduct interactive lessons for students who have mobile devices (iPads) in class. 	<ul style="list-style-type: none"> Records in the shared drive Lesson observation forms Panel meeting minutes CPD record forms Lesson observation by the Principal, coordinators, or external reviewers 	<ul style="list-style-type: none"> AC IMSC E-learning Sharing Group KLAs coordinators Subject panel heads All teachers Teachers responsible for STEM Education

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

Career 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

In the school year 2023-24, our school will continue to adopt English as the medium of instruction for all forms, except for the following subjects: Chinese Language, Chinese Literature, Chinese History, Visual Arts (Senior Secondary), Putonghua, Religious & Moral 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: <ul style="list-style-type: none">a. Students possess the ability to learn through English;b. Teachers possess the capability to teach through English; andc. The school has adequate support strategies / measures.

ENGLISH LANGUAGE SUPPORT MEASURES

Objectives	Strategies
1. Sustain MOI policy	<ul style="list-style-type: none"> English is used during class time for EMI subjects at all times, including lesson delivery, questioning, responses, discussions, handouts, textbooks, test and exam papers, class work and homework.
2. Encourage participation in English speaking activities	<ul style="list-style-type: none"> All students are encouraged to join the Hong Kong Schools Speech Festival in the categories of solo verse, prose reading, public speaking and dramatic duologues. English debates are held to provide opportunities for students to strengthen their speaking skills. Students are invited to give speeches as public speaking is a good platform for them to polish English language skills.
3. 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. All F.1 to F.3 students subscribe to NAT GEO Kids (Online e-reader platform) as a RAC supplement. Students take turns in presenting book reviews in reading sessions.
4. Promote the use of English on campus	<ul style="list-style-type: none"> The English panel promotes and runs English activities regularly. English ambassadors take the initiative to speak English with fellow students in the English Learning Centre during lunchtime.
5. Create 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 emcees in different school events, such as 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.
6. 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.
7. 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.
8. Cater for learner diversity in learning English	<ul style="list-style-type: none"> Extra work and special schemes are tailored for F.1 elite and weaker classes.
9. Strengthen students' language skills 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.
10. Encourage authentic use of English	<ul style="list-style-type: none"> Drama lessons have been devised in F.1 whereas F.2 will have a new Language Arts curriculum and F.3 will have their communication lessons. Students will be able to showcase what they have learnt from their English lessons through performing arts, language arts and communication in an authentic way.
11. Provide extra academic 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 with an extra English lesson. An enrichment programme will be launched for F.4 and F.5 high achievers.

BUDGET

	Balance B/F (a)	Income (b)	Expenditure (c)	Balance C/F (a)+(b)-(c)
Government Funds				
A) EOEBG	2,425,000.00			
Administration Grant		4,024,884.00	4,021,000.00	
Capacity Enhancement Grant (CEG)		666,935.00	658,000.00	
Computer Information Technology Grant (CITG)		512,696.00	624,700.00	
Air-conditioning Grant		613,891.00	613,800.00	
School-based Management Top-up Grant		52,596.00	52,500.00	
School-based Speech Therapy Administration		8,415.00	8,400.00	
Baseline Reference		2,009,486.00	3,304,500.00	
Top-up Non-EOEBG Expenses			2,800.00	
Provision for Severance Payment / Long Service Payment			15,600.00	
EOEBG Sub-Total	2,425,000.00	7,888,903.00	9,301,300.00	1,012,603.00
B) Non-EOEBG				
Committee on Home-School Co-operation Project (PTA)	0.00	26,000.00	26,000.00	0.00
Diversity Learning Grant - Applied Learning (ApL)	0.00	83,070.00	83,070.00	0.00
Diversity Learning Grant - Other Programmes (DLG)	72,900.00	84,000.00	150,000.00	6,900.00
Employer's Contribution to PF Scheme for NT Staff	0.00	324,000.00	324,000.00	0.00
Enhanced Additional Funding Support for NCS Students	0.00	858,130.00	858,130.00	0.00
Grant A/C for Fringe Benefits under NET	0.00	220,400.00	220,400.00	0.00
Information Technology Staffing Support Grant (ITSS)	0.00	333,800.00	336,600.00	-2,800.00
IT Innovation Lab	51,800.00	0.00	51,800.00	0.00
Learning Support Grant (LSG)	96,500.00	394,000.00	430,000.00	60,500.00
Life-wide Learning Grant	1,195,400.00	1,218,100.00	2,237,880.00	175,620.00
Moral and National Education Subject Support Grant	44,700.00	0.00	0.00	44,700.00
One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development	295,000.00	0.00	295,000.00	0.00
One-off Grant for School-based Speech Therapy Set-up Grant	0.00	21,050.00	21,050.00	0.00
Other Recurrent Grant (Government Rent & Rates)	0.00	720,000.00	720,000.00	0.00
Promotion of Reading Grant	42,100.00	65,000.00	95,000.00	12,100.00
Salaries Grant - Teaching Staff	-28,000.00	38,500,000.00	38,510,000.00	-38,000.00
Salaries Grant - Non-Teaching Staff	0.00	1,366,000.00	1,366,000.00	0.00
Salaries Grant - Supply Staff	0.00	300,000.00	300,000.00	0.00
School-based After-school Learning & Support Prog.	68,000.00	79,800.00	147,800.00	0.00
Sister School Scheme	28,500.00	163,000.00	163,000.00	28,500.00
Student Activities Support Grant (SAS)	0.00	64,350.00	64,350.00	0.00
Teacher Relief Grant (TRG)	472,000.00	234,000.00	300,000.00	406,000.00
Teaching Training Grant (SEN) for IMC Schools	0.00	30,000.00	30,000.00	0.00
Non-EOEBG Sub-Total	2,338,900.00	45,084,700.00	46,730,080.00	693,520.00
Government Funds Total (A + B)	4,763,900.00	52,973,603.00	56,031,380.00	1,706,123.00
School Funds				
A) Tong Fai	4,019,000.00	438,400.00	235,500.00	4,221,900.00
B) Non-specific Purpose Fund	2,362,000.00	30,000.00	65,000.00	2,327,000.00
C) School Development Fund	187,300.00	15,000.00	200,000.00	2,300.00
D) Scholarship Fund	7,000.00	0.00	2,000.00	5,000.00
E) Student Welfare Fund	0.00	0.00	220,000.00	-220,000.00
School Funds Total (A + B + C + D + E)	6,575,300.00	483,400.00	722,500.00	6,336,200.00

PLAN OF THE USE OF CAPACITY ENHANCEMENT GRANT

Strategies	Task Areas	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Employment of a Visual Arts Teacher	<ul style="list-style-type: none"> Teach Visual Arts Promote Visual Arts activities 	<ul style="list-style-type: none"> Students' multiple intelligence is enhanced. 	09/2023 – 08/2024	<ul style="list-style-type: none"> Students' performance in Visual Arts is enhanced. 	Review Form	Principal	\$196,000.00
2. Employment of a Library Assistant	<ul style="list-style-type: none"> Assist in daily school and library operation 	<ul style="list-style-type: none"> The efficiency of school and library operation is improved. 	09/2023 – 08/2024	<ul style="list-style-type: none"> The Library Assistant provides useful assistance to school operation. 	Review Form	Teacher Librarian	\$260,000.00
3. Employment of an Information Technology Assistant	<ul style="list-style-type: none"> Maintain daily IT operation Provide IT support to teachers Help with STEM activities Solve IT problems Assist in daily school operation 	<ul style="list-style-type: none"> Teachers conduct more effective lessons with the use of IT. STEM activities are successfully held. IT equipment is well-maintained and functions properly. The efficiency of school operation is enhanced with the use of IT. 	09/2023 – 08/2024	<ul style="list-style-type: none"> Teachers agree that they can use IT smoothly in their lessons. Teachers agree that the STEM activities run smoothly. Fewer reports concerning problems with IT equipment are received. 	Review Form	Coordinator of IMSC	\$202,000.00
						Total:	\$658,000.00

SCHOOL-BASED AFTER-SCHOOL LEARNING AND SUPPORT PROGRAMMES

I. The estimated number of students (count by heads) benefited under this Programme is 107 (including 30 CSSA recipients, 57 SFAS full-grant recipients and 20 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	
1. Art /cultural activities & sports	Improve students' confidence and develop their talents	Student participants find themselves more confident and their talents are demonstrated.	Questionnaires	10/2023 – 08/2024	20	37	10	\$79,800.00 + \$68,000.00 (surplus) = \$147,800.00
2. Learning skill training, visits, communication skills training courses, voluntary service & tutorial lessons	Provide students with equal opportunities to obtain different learning experiences	Students participate in different activities and develop their life skills.	Questionnaires	10/2023 – 08/2024	10	20	10	
Total no. of activities: <u>20</u>				No. of man-times	30	57	20	
				Total no. of man-times	107			

SUPPORT MEASURES AND PLAN OF THE USE OF LEARNING SUPPORT GRANT FOR STUDENTS OF SPECIAL EDUCATIONAL NEEDS

Strategies	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Employment of a Student Counsellor	<ul style="list-style-type: none"> • SEN students receive more support. • Student Support Team and Counselling Team receive more support with administrative work. 	09/2023 – 08/2024	Students' social skills, executive function and emotion regulation skills are enhanced.	Feedback from teachers, parents and students concerned	Coordinator of Student Support Team and Counselling and Guidance Committee	\$315,000.00
2. Provision/ Acquisition of speech therapy service	<ul style="list-style-type: none"> • SLI, ASD students and other student with related difficulties receive speech therapy service. 	10/2023 – 06/2024	Speech and language proficiency of students are enhanced.	Evaluation by service provider and feedback from teachers, parents and students concerned	Student Support Team (SST) members	\$30,000.00
3. Career and life planning programmes for junior form and senior form students	<ul style="list-style-type: none"> • Students have better self-understanding of their interests and abilities. • Students are equipped with social and career-related skills. • Students have the opportunities to visit different workplace and higher education institutions. 	10/2023 – 06/2024	Students' self understanding and career-related skills are enhanced.	Evaluation by service provider and feedback from teachers, parents and students concerned	Student Support Team (SST) members	\$65,000.00
4. Other inclusive activities and training materials	<ul style="list-style-type: none"> • Students' needs are met by organizing various activities. 	09/2023 – 08/2024	Students' needs (academic, social, mental health) are catered.	Feedback from teachers and students concerned	Student Support Team (SST) members	\$20,000.00
					Total:	\$430,000.00

PLAN OF THE USE OF DIVERSITY LEARNING GRANT

Programme(s)	Benefits anticipated	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
1. E & RS Network Programme	Students can receive proper training for further personal and academic development through learning Ethics Religious Studies (E & RS).	<ul style="list-style-type: none"> • Preparatory programme for HKDSE students • E & RS examination 	Whole year	F.4- F.6 E & RS elective students	Feedback from teacher advisor & evaluation	Religious and Moral Education Panel Head	\$71,000.00
2. Creative Writing Programme	High-achievers are facilitated in development of creative writing.	<ul style="list-style-type: none"> • Chinese writing courses 	4 lessons for each course	F.4-F.5 elite students in Chinese Language	Students' works	Chinese Language Panel Head	\$30,000.00
3. Science & Mathematics Competitions	Students gain experience in solving science and Mathematics problems.	<ul style="list-style-type: none"> • The HK Polytechnic University 	Half day	F.4-F.5 elite students in Science and Mathematics	Students' performance	Coordinator of Academic Committee	\$20,000.00
4. Tertiary Institution Programmes	Elite students are subsidized to attend programmes offered by tertiary institutions or non-governmental organizations.	<ul style="list-style-type: none"> • 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	\$29,000.00
						Total:	\$150,000.00

PLAN OF THE USE OF ADDITIONAL FUNDING SUPPORT FOR NCS STUDENTS

Strategies	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Employment of two teachers responsible for running adapted Chinese language curriculum for NCS students as well as the translation of notices	11 NCS students	09/2023 - 08/2024	Targeted students' performances in Chinese Language are enhanced.	<ul style="list-style-type: none"> Exam results Evaluation by NCS students and Chinese teachers concerned 	Lam Wing Yee	\$808,130.00
2. After-school Chinese learning support programmes and after-school activities to consolidate what NCS students have learnt during the Chinese Language lessons	11 NCS students	09/2023 - 08/2024	Students' performances in Chinese Language are enhanced.	<ul style="list-style-type: none"> Exam results Evaluation by NCS students and Chinese teachers concerned 	Lam Wing Yee	\$46,000.00
3. Provision of IGCSE exam support for NCS students	2 F5 NCS students	09/2023 - 08/2024	Students pass the IGCSE exam.	<ul style="list-style-type: none"> The Result of the IGCSE exam 	Lam Wing Yee	\$ 4,000.00
					Total:	\$858,130.00

PLAN OF THE USE OF THE PROMOTION OF READING GRANT

Strategies	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Acquisition of e-books, printed books and magazines	<ul style="list-style-type: none"> Students can enjoy reading materials that cover recent events, trends or developments in various fields. Students can access reading materials more conveniently with the use of electronic devices. 	Whole year	70% of new books and magazines are borrowed.	Borrowing rate & Survey	Teacher librarian	\$25,000.00
2. Promotion of the e-Read Scheme/ HyRead	<ul style="list-style-type: none"> E-books obtained through the e-Read Scheme are typically available at reduced or no cost compared to purchasing individual copies. E-reading platform offers features that enhance the reading experience with greater flexibility and customization options. 	Whole year	70% of students read e-book	Reading rate of e-Read scheme	Teacher librarian	\$20,000.00
3. Writers' talks or videos of book sharing	<ul style="list-style-type: none"> Writers share in-depth knowledge and expertise in their respective fields with students. The activities help foster a sense of community and creating opportunities for deeper exploration and sharing experiences around books. 	10/2023, 12/2023, 03/2024 & 04/2024	<ul style="list-style-type: none"> 70% of students give positive feedback. 50% of students show interest to the writers' reader. 	Survey	Teacher librarian	\$10,000.00
4. Collaboration with 4 KLAs and Subjects for reading activities	<ul style="list-style-type: none"> Students can practice different reading strategies, acquire vocabulary, and learn to interpret complex texts. Collaboration with various subjects and KLAs exposes students to a broader range of content. 	Whole year	<ul style="list-style-type: none"> 50% of students join the activities. 80% of students give positive feedback. 	Survey	Teacher librarian	\$10,000.00
5. Collaboration with different clubs for reading activities	<ul style="list-style-type: none"> Collaboration with different clubs encourages the development of generic skills including critical thinking and analytical skills. 	Whole year	70% of students give positive feedback.	Survey	Teacher librarian	\$10,000.00
6. Acquisition of materials for book displays and reading promotion	<ul style="list-style-type: none"> Books are showcased in a visually appealing and organized way. An inviting and immersive reading environment is created for students. Students are guided towards specific books or encouraged to explore particular genres 	Whole year	70% of students give positive feedback.	Survey	Teacher librarian	\$20,000.00
					Total:	\$95,000.00

PLAN OF THE USE OF GRANTS OF SISTER SCHOOL SCHEME

Strategies	Benefits Anticipated	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Sister School Campus Visit	<ul style="list-style-type: none"> Students can gain a deeper understanding and appreciation of each other's learning and culture. Friendship between students of two schools can be fostered. 	1 st Term	The meeting with sister school can be conducted smoothly.	<ul style="list-style-type: none"> Feedback from students Survey 	Person-in-charge of the sister school scheme	\$128,000.00
2. Online collaborative activities	<ul style="list-style-type: none"> Book recommendations are made and sharing activities with sister schools are held online. Teachers can gain a better understanding of the pedagogy adopted in different education systems. Professional development and cultural exchanges between two schools are enhanced. 	Whole year	Teachers can have a better understanding of the pedagogy adopted in different education systems through feedback.	<ul style="list-style-type: none"> Feedback from teachers and students Survey Students' works and presentations 	Person-in-charge of the sister school scheme	\$20,000.00
3. Collaborative activities	<ul style="list-style-type: none"> Teachers utilize VR headsets to conduct reading and learning activities in Chinese and History lessons about local culture of Hong Kong with sister schools. Students can develop appreciation and a better understanding of the local culture, customs, and traditions by participating in different cultural activities. 	Whole year	Students involved gain a deeper understanding of our local community.	<ul style="list-style-type: none"> Feedback from teachers and students Survey Students' performance 	Person-in-charge of the sister school scheme, Teacher Librarian, Chinese Language and History Panels	\$15,000.00
					Total:	\$163,000.00

PLAN OF THE USE OF THE ONE-OFF GRANTS FOR SUPPORTING THE IMPLEMENTATION OF THE SENIOR SECONDARY SUBJECT CITIZENSHIP AND SOCIAL DEVELOPMENT

Objectives	Strategies	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1. Support learning and teaching 2. Enrich e-learning teaching resources	Procurment or development of relevant learning and teaching resources	09/2023 – 08/2024	80 % of teachers agree the learning and teaching resources are useful and resourceful.	<ul style="list-style-type: none"> • Feedback from teachers • Minutes of Panel meeting 	Citizenship and Social Development Panel Head	\$55,000.00
3. Enhance the learning and teaching effectiveness of CS	Organisation of school-based learning activities relating to the CS curriculum	09/2023 – 08/2024	70 % of students agree the activities are interesting and can enhance their learning.	<ul style="list-style-type: none"> • Feedback from teachers and students • Minutes of Panel meeting 	Citizenship and Social Development Panel Head and Panel members	\$60,000.00
	Participation in joint-school / cross-curricular activities relating to the CS curriculum held in Hong Kong or in the Mainland	09/2023 – 08/2024	70 % of students agree the activities are interesting and can enhance their learning.	<ul style="list-style-type: none"> • Feedback from teachers and students • Minutes of Panel meeting 	Citizenship and Social Development Panel Head and Panel members	\$50,000.00
4. Support the implementation of the curriculum of CS	Provision of subsidies to students and/or teachers for participating in Mainland interflow activities or study tours relating to the CS curriculum	09/2023 – 08/2024	80 % of students agree the subsidies provided enhance their learning of CS.	<ul style="list-style-type: none"> • Feedback from teachers • Minutes of Panel meeting 	Citizenship and Social Development Panel Head and Panel members	\$130,000.00
					Total:	\$295,000.00

PLAN OF THE USE OF THE LIFE-WIDE LEARNING GRANT

Category 1: To organise / participate in life-wide learning activities

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Subject Panel / Teacher-in-charge					
										I	V	P	S	C	
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences					
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	09/23 - 05/24	F.4 - F.6	40	\$2,500.00	\$62.50	Organise life-wide learning activities in different KLAs.	Geography	Feedback from teachers and students	✓					Mr Lo YW
2.	Interest classes	09/23 - 05/24	F.1 - F.6	55	\$45,000.00	\$818.18	Organise life-wide learning activities in different KLAs.	English Language	Feedback from teachers and students	✓					Mr Chan CC
3.	English activities, enrolment and transportation fee for choral speaking competitions	09/23 - 05/24	F.1 - F.6	55	\$13,000.00	\$236.36	Organise life-wide learning activities in different KLAs.	English Language	Feedback from teachers and students	✓					Mr Chan CC
4.	Chinese Language choral speaking competition enrolment fee and transportation fee	09/23 - 12/23	F.1 - F.5	10	\$2,300.00	\$230.00	Organise life-wide learning activities in different KLAs.	Chinese Language	Feedback from teachers and students	✓					Ms Lam WY
5.	Chinese cultural interest classes/ Chinese Language activities	09/23 - 05/24	F.1 - F.6	100	\$80,000.00	\$800.00	Organise life-wide learning activities in different KLAs.	Chinese Language	Feedback from teachers and students	✓					Ms Lam WY
6.	Chinese activities for gifted students	09/23 - 05/24	F.1 - F.3	10	\$5,000.00	\$500.00	Organise life-wide learning activities in different KLAs.	Chinese Language	Feedback from teachers and students	✓					Ms Lam WY
7.	Field trip & visit	09/23 - 05/24	F.4 - F.6	65	\$4,000.00	\$61.54	Organise life-wide learning activities in different KLAs.	Chinese History	Feedback from teachers and students	✓					Ms Tsang SS
8.	Professional workshop	09/23 - 05/24	F.4 - F.6	50	\$5,000.00	\$100.00	Organise life-wide learning activities in different KLAs.	C.S.	Feedback from teachers and students	✓					Mr Kwok KM
9.	Coach fee in ECA	09/23 - 08/24	F.1 - F.6	100	\$212,000.00	\$2,120.00	Cater for students' interest and abilities and stretch students' potential	OLE	Evaluation by advisors and students concerned	✓		✓			Mr Chan SH
10.	Leadership training day for House Committee members	09/23	F.2 - F.5	36	\$1,000.00	\$27.78	Organise diversified life-wide learning activities to cater for students' interests and abilities and to stretch students' potential	OLE	Questionnaire by students			✓		✓	Mr Chan SH

11.	Service training from CYC	09/23 - 08/24	F.2	120	\$3,000.00	\$25.00	Nurture students' positive values and attitudes	Community Youth	Feedback from advisors and students				✓		Mr Chan SH
12.	Discipline events	07/23 - 08/24	F.3 - F.5	80	\$9,000.00	\$112.50	Cater for students' interest and abilities and stretch students' potential	Discipline Committee	Feedback from students					✓	Ms Chow TT
13.	Catholic student leadership training camp	09/23 - 08/24	F.1 - F.5	10	\$20,000.00	\$2,000.00	Nurture students' positive values and attitudes	Religious Affairs Committee	Questionnaire by students				✓		Mr Chu CN
14.	Talks , workshops and F.1 Adventure-training organized by Counselling & Guidance Committee	09/23 - 08/24	F.1 - F.5	700	\$120,000.00	\$171.43	Nurture students' positive values and attitudes	Counselling & Guidance Committee	Questionnaire by students	✓	✓				Ms So KM
15.	STEM activities, workshops, lessons and competitions	09/23 - 08/24	F.1 - F.5	15	\$80,000.00	\$5,333.33	Cater for students' interest and abilities and stretch students' potential	STEM Committee	Feedback from students	✓					Mr Yu CF
16.	Music competitions, workshops, conductors for Orchestra and Chinese Orchestra	09/23 - 06/24	F.1 - F.6	300	\$176,000.00	\$586.67	Cater for students' interest and abilities and stretch students' potential	Music	Students' performance				✓		Ms Ip WM
17.	Expenses for Physical Education	09/23 - 06/24	F.1 - F.6	700	\$70,600.00	\$100.86	Cater for students' interest and abilities and stretch students' potential	Physical Education	Students' participation				✓		Ms Chan ML
18.	National Security Education activities	09/23 - 06/24	F.1 - F.6	700	\$14,000.00	\$20.00	Nurture students' positive values and attitudes	National Education	Students' participation				✓		Ms So KM
19.	Career Guidance activities	09/23 - 06/24	F.3 - F.6	460	\$58,000.00	\$126.09	Cater for students' interest and abilities and stretch students' potential	Career Guidance Committee	Feedback from students					✓	Mr Ma WK
20.	F.1 Spiritual Formation Day	08/23	F.1	120	\$3,000.00	\$25.00	Nurture students' positive values and attitudes	Religious Education	Students' participation				✓		Mr Chu CN
21.	F.4 My Life Workshop	05/24	F.4	120	\$14,000.00	\$116.67	Cater for students' interest and abilities and stretch students' potential	OLE	Students' participation					✓	Mr Chan SH
22.	Activities in Experiential Learning Days	12/23	F.1 - F.6	700	\$200,000.00	\$285.71	Cater for students' interest and abilities and stretch students' potential	OLE	Students' participation and feedback from students	✓			✓	✓	Mr Chan SH
23.	Transportation fee for activities / badges for students	09/23 - 06/24	F.1 - F.6	700	\$8,000.00	\$11.43	Cater for students' interest and abilities and stretch students' potential	OLE	Students' participation	✓			✓	✓	Mr Chan SH
24.	Leadership training, theme-based activities, national ambassador council activities, current issues and transportation fees for activities	09/23 - 06/24	F.1 - F.6	700	\$10,100.00	\$14.43	Nurture students' positive values and attitudes	Civic Education Committee	Students' participation				✓		Mr Kwok KM
25.	Career Guidance activities	09/23 - 06/24	F.1 - F.6	700	\$2,500.00	\$3.57	Cater for students' interest and abilities and stretch students' potential	Career Guidance Committee	Students' participation					✓	Mr Ma WK
26.	Activities organized by Discipline Committee	09/23 - 06/24	F.1 - F.6	700	\$2,500.00	\$3.57	Cater for students' interest and abilities and stretch students' potential	Discipline Committee	Students' participation				✓		Ms Chow TT
27.	Activities organized by Counselling & Guidance Committee	09/23 - 06/24	F.1 - F.6	700	\$11,620.00	\$16.60	Cater for students' interest and abilities and stretch students' potential	Counselling & Guidance Committee	Students' participation	✓					Ms So KM

28.	Mathematics activities	09/23 - 05/24	F.1 - F.6	150	\$1,800.00	\$12.00	Organise life-wide learning activities, competitions and stem activities in different KLAs.	Mathematics	Feedback from teachers and students	✓					Mr Ma KY
29.	Expenses in 65th Anniversary Open Days of different subject panels and committees	03/24	F.1 - F.5	580	\$223,260.00	\$384.93	Organise life-wide learning activities in different KLAs.	Subject panels and committees	Feedback from teachers and students	✓		✓			Mr Lam YW & Ms Chow TT
30.	Cross KLA-PBL on History of Quarry Bay (with Chinese Dept)	12/23	F.4 - F.5	50	\$2,000.00	\$40.00	Organise life-wide learning activities in different KLAs.	History and Chinese panels	Feedback from teachers and students	✓					Mr Lam YW & Ms Chow TT
31.	Foundress Day Celebration	05/24	F.1 - F.5	600	\$25,000.00	\$41.67	Nurture students' positive values and attitudes	Religious Affairs Committee	Students' participation		✓				Mr Chu CN
32.	Picnic day	11/23	F.1 - F.6	700	\$40,000.00	\$57.14	Organise life-wide learning activities in different KLAs.	OLE	Students' participation			✓			Mr Chan SH
33.	Script for annual drama performance	7/24	F.1 - F.5	600	\$18,000.00	\$30.00	Organise life-wide learning activities in different KLAs.	English panel	Students' participation	✓	✓			✓	Ms Chan CC
34.	RAC activities	09/23 - 07/24	F.1 - F.6	10	\$5,000.00	\$500.00	Organise life-wide learning activities in different KLAs.	Religious Affairs Committee	Students' participation		✓				Mr Chu CN
35.	Publishing Chinese Magazines	07/24 - 08/24	F.1 - F.6	700	\$25,000.00	\$35.71	Cater for students' interest and abilities and stretch students' potential	Chinese Language	Feedback from teachers and students	✓					Ms Lam WY
36.	Entry fee and transportation fee for Chinese History visit programme : New Archaeological Discoveries in Sichuan	15/12/23	F.4 - F.6	60	\$7500.00	\$125.00	Organise life-wide learning activities in different KLAs.	Chinese History	Students' participation	✓	✓				Ms Tsang SS
Sub-total of Item 1.1				11,496	\$1,519,680.00										
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons														
1.	Korea study tour	04/24	F.1 - F.5	24	\$150,000.00	\$6,250.00	Organise diversified life-wide learning activities to cater for students' interests and abilities to stretch students' potential	History	Questionnaire by students	✓					Mr Lam YW
2.	Service trip in Mainland	07/24	F.3 - F.6	20	\$50,000.00	\$2,500.00	Nurture students' positive values and attitudes	Religious Affairs Committee	Evaluation by advisors and students		✓		✓		Mr Chu CN
3.	Chinese Orchestra Australia tour	04/24	F.1 - F.5	14	\$140,000.00	\$10,000.00	Organise diversified life-wide learning activities to cater for students' interests and abilities to stretch students' potential	Music	Questionnaire by students			✓			Ms Ip WM
4.	English study tour	07/24	F.1 - F.5	25	\$190,000.00	\$7,600.00	Organise diversified life-wide learning activities to cater for students' interests and abilities to stretch students' potential	English	Questionnaire by students	✓					Mr Chan CC
5.	Mainland study tour	12/23	F.3	102	\$50,000.00	\$490.20	Nurture students' positive values and attitudes	OLE	Questionnaire by students		✓				Ms Hon SM
Sub-total of Item 1.2				185	\$580,000.00										
Total for Category 1				11,681	\$2,099,680.00										

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)

No.	Item	Purpose	Estimated Expenses (\$)
1.	Maintenance of machines	Maintain machines for promoting STEM activities	\$11,400.00
2.	Strings & Mallet, Snare drum, Tambourines, Dehumidifier, Piano tuning fee, Maintenance of school's instruments and cases, Sheng Tuning, Yang Qin tuning	Procure equipment, consumables and learning resources for Music activities	\$46,300.00
3.	Polypad, Balance beam, Healthy watch, Shuttlecock, Divider, Others – Balls, Fitness balls, Ball bags, Score board, Cover, Yoga mat, Rackets, Spiked shoes, Softball Items, Net, Athletics, Balls Trolley, Handball	Procure equipment, consumables and learning resources for PE activities	\$80,500.00
Estimated Expenses for Category 2			\$138,200.00
Estimated Expenses for Categories 1 & 2			\$2,237,880.00

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	697
Total number of students in the school:	697
Estimated number of student beneficiaries:	697

Name of Contact Person for LWL:	Mr Chan S H
Post of Contact Person for LWL:	OLE Coordinator

Annual School Plan (2023/2024) for endorsement by Incorporated Management Committee

Submitted by :

Ms. Wong Shui Kuk Anny
Principal
Canossa College

Endorsed by :

Ms. Wong Siu Yuk Catherine
Chairperson of IMC
Canossa College

Date: 04/10/2023