

Diocesan Boys' School Primary Division

Kowloon, Hong Kong



拔萃男書院附屬小學

School Plan

2004-2005

School Plan

Mission

The mission of the school is: **'to provide a liberal education based on Christian principles.'**

To realize this stated mission the School has set the following objectives:

- To offer a balanced education for the development of the WHOLE person through effective means and agreeable strategies.
- To maintain the school tradition.
- To evolve a unique cultural identity.
- To help students to develop critical thinking, creative frame of mind and communication skills.
- To provide opportunities for the development of good character based on Christian principles where students are expected to be trustworthy, responsible, fair and considerate.
- To cultivate self-respect and self-esteem through guided activities.
- To promote multiple intelligence and to enable students to maximize their talents.
- We aim to equip students with sound knowledge, social and technical skills to meet future challenges.

Vision and Values

We believe we should

- Value all aspects of a child's development equally: academic, aesthetic, physical, emotional and spiritual.
- Provide the means, place and space for each individual to discover his capabilities.
- Be an important part of the local community.
- Have unity of purpose, support of the parents and the community.

Vision Statement

From these values the vision statement is built.

- Our vision is to prepare our students for the 21st century and to become contributors to society and leaders of the community.

Strategies

- To balance specialized and comprehensive knowledge.
- To cultivate the sense of belonging to DBS.
- To create learning experience.
- To contextualize intelligences.
- To actualize Christian principles.
- To realize individuals' competences.
- To nurture multiple intelligences.

Major Concerns for School Year 2004-2005

- 1. To establish policies and management measures to manage the resources effectively including human resources, finance, teaching facilities and equipment.
- 2. To cultivate and fortify the team spirit and collaboration among all teaching and non-teaching staff.
- 3. To engage all teaching staff in teacher education and professional development programmes to enhance learning and teaching.
- 4. To provide high quality primary education to our students, to ensure that they will not experience any difficulties in the new environment and to foster children's religious faith



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1. Major Concern: To establish policies and management measures to manage the resources effectively including human resources, finance, teaching facilities and equipment.

Action/ Task	Time Schedule	Success Indicator	Evaluation Method	Party Responsible	Resources Required
1. Local teachers are assigned to assist NETs to teach English	September 04 to August 05	Over 80% of the students in each class pass tests and examinations. Students have the incentive to read English story books. Over 70% of the boys chat in English at school.	Feedbacks from local teachers and NETs Student survey	English Panel Chairperson	Human resources
2. 6 teachers assistants are employed to assist the teaching of different subjects: English (3 TA), Chinese (1 TA),	August 04	Over 50% of the panel chairpersons request to keep the post of TA in the next academic year.	Feedbacks from panel chairpersons	Panel Chairperson of English, Chinese, Mathematics and General Studies	Human resources

<p>Mathematics (1 TA) and General Studies (1 TA).</p> <p>3. To introduce teacher appraisal:</p> <p>* exercise books inspections</p> <p>*lesson observations</p> <p>4. To improve channels of communication between the school management and staff:</p> <p>a. to post latest school information on the school intranet on a weekly basis</p> <p>b. to conduct weekly subject collaboration after school</p>	<p>December 04 to January 05, May 05</p> <p>May 05</p> <p>January 05 to August 05</p> <p>September 04 to July 05</p>	<p>Teachers get improvement in teaching strategies.</p> <p>Staff checks information every day.</p> <p>Over 90% of the teaching staff attends the collaboration</p>	<p>Teacher survey</p> <p>Teacher survey</p> <p>Teacher survey</p>	<p>Headteacher and all panel chairpersons</p> <p>Headteacher, IT Committee and all panel chairpersons</p> <p>Headteacher and all panel chairpersons</p>	<p>NA</p> <p>IT system</p> <p>Conference Room</p>
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c. to establish one suggestion box at the General Office	September 04 to August 05	meeting. All staff welcomes the arrangement.	Teacher survey	Clerical staff	NA
d. to have weekly briefing session on school polices on Wednesday	September 04 to July 05	All staff welcomes the arrangement.	Teacher survey	Headteacher	A wired microphone
5. To make use of formal channels to collect opinions	September 04 to July 05	All staff welcomes the arrangement.	Staff feedbacks	Headteachr and senior teachers	General Office
6. To set up special rooms: Music Room, Chinese Culture Room, French Room, Computer Room, Art Room, Language Room and Student Activity Centre, and Multi-purpose Room	January 05	All students use one special room once a week.	Student survey	Panel chairperson and Campus Office	Special rooms
7. To encourage teaching staff to use I.T. in learning and teaching: set up a computer for every teacher at the desk	August 04	All teaching staff welcomes the arrangement	Teacher survey	IT Committee	IT system

8. To set up pigeon holes for teaching staff for better communications.	January 05	All teaching staff welcomes the arrangement.	Feedbacks by teachers	Campus Office	Resource and equipment fund
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2. Major Concern: To cultivate and fortify the team spirit and collaboration among all teaching and non-teaching staff.

Action/ Task	Time Schedule	Success Indicator	Evaluation Method	Party Responsible	Resources Required
1. To establish Staff Welfare Committee	September 2004 to August 2005	All staff submits the membership fee.	Staff Welfare Committee meeting	All teaching and non-teaching staff	NA
2. To organize activities, e.g., Christmas party, buffet, tea breaks, etc.	September 2004 to August 2005	Over 70% of the staff joins the activities.	Staff Welfare Committee meeting	Staff Welfare Committee	Staff Welfare fund
3. To provide some snacks and drinks at the tea corner in the staff room once a week	September 2004 to August 2005	All staff welcomes the arrangement.	Feedbacks from staff	Staff Welfare Committee	Staff Welfare fund
4. To provide tea break on Staff Development Days.	September 2004 to August 2005	All staff welcomes the arrangement.	Feedbacks from staff	Staff Welfare Committee	Staff Welfare fund

5. To send gifts and cards to staff under special conditions	Feedbacks from staff	All staff welcomes the arrangement	Feedbacks from staff	Staff Welfare Committee	Staff Welfare fund
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3. Major Concern: To engage all teaching staff in teacher education and professional development programmes to enhance learning and teaching.

Action/ Task	Time Schedule	Success Indicator	Evaluation Method	Party Responsible	Resources Required
1. To support teaching staff who take teacher training courses or seminars/workshops on school and non-school days	September 04 to July 05	All teaching staff welcomes this arrangement.	Teacher survey	Headteacher and senior teachers	NA
2. To support the teaching staff to take postgraduate courses by arranging suitable timetable	September 04 to July 05	All teaching staff welcomes this arrangement.	Teacher survey	Headteacher and senior teachers	NA
3. To organize 3 staff development days on three areas: gifted education, project learning and team building	October 04, March 05, April 05	Over 70% of the teaching staff agrees organizing staff development day one of the ways	Teacher survey	Mr. A Lau	Staff Development fund

4. To encourage peer lesson observation	September 04 to June 05	for professional development. At least two teachers in each subject join the observation proposal	Subject collaboration	All panel chairpersons	NA
5. To sponsor teachers to take courses on gifted education or courses relevant to teaching.	September 04 to June 05	At least two teachers take the course.	Teacher survey	All teaching staff	Staff development fund
6. To invite six curriculum advisors in English, Chinese, Mathematics, General Studies, Religious Education and curriculum development to give advice .	September 04 to June 05	Each advisor meets the relevant subject panel at least once in each school term.	Teacher survey	Panel chairpersons	Staff development fund
7. To upload teaching resources for sharing	September 04 to July 05	Over 90% of the teaching staff opens a folder in the teacher share.	Teacher survey	All teaching staff and IT Committee	IT system
8. To encourage teachers to	September	Teachers are willing	Teacher	Panel chairpersons	Conference room

share teaching and learning experience during subject collaborations	04 to July 05	to share their teaching experience.	survey		
9. To encourage teachers to have evaluation after each school term	September 04 to July 05	Records of evaluation of test, examination and teaching schedule	Subject record	Panel chairpersons and level coordinators of different subjects	Conference room
10. To encourage teachers to write unit plan.	September 04 to July 05	At least one department provides unit plans	Subject folder	Panel chairpersons and subject teachers	Box files



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4. Major Concern: To provide high quality primary education to our students, to ensure that they will not experience any difficulties in the new environment and to foster children's religious faith.

Action/ Task	Time Schedule	Success Indicator	Evaluation Method	Party Responsible	Resources Required
1. To organize 'Student Orientation Days' for all students.	August 04	Over 90% of students present.	Student survey, Teacher survey, Parent survey	Headteacher, senior teachers	School Hall in DBS Janitors
2. To arrange half-day schooling	1 September 04 to 10 September 04	Over 90% of students follow the school routine.	Feedbacks by class teachers.	Class teachers	
3. Setting up school prefects through prefect training programme	October 04 to July 05	25 school prefects are trained and serve as examples to other boys.	Teacher feedbacks	School Social Worker, Guidance and Discipline Committee	Prefect funding Student Activity Center
4. To organize religious activities, e.g., listening	September 04 to July	Boys enjoy the activities	Student survey	Headteacher, Religious	NA

	to bible stories, saying prayers with the Headteacher and Religious Education teachers, singing hymns, talks given by the reverends during morning assembly	05			Education teachers, Music teachers and class teachers	
5.	To organize Christmas service and Christmas party	December 04	Over 90% of the boys welcome the service day.	Feedbacks from class teachers, and parents.	Religious Education teachers, Music teachers	School Hall
6.	To teach students various learning strategies in the Personal Growth Education Lessons and through different means	October 04 to July 05	Over 90% of the boys welcome the lessons	Feedbacks from the school social worker	School social worker	NA
7.	To encourage students take part in outings to different organizations, e.g. Space Museum, Science Museum, etc.	September 04 to July 05	Each student pays a visit at least once in any one subject in this academic year.	Reports from different departments	Panel chairpersons	Transportation fee and admission fee
8.	To provide students with	September	Students join	Student survey	Elective Committee	Elective funding

additional options of subjects and extra-curricular activities as part of the school curriculum. Students know their own proclivities	04 to July 05	elective courses and extra-curricular activities	Parent survey	ECA Committee	ECA funding
9. To encourage students learn outside the classroom and out of Hong Kong	September 04 to July 05	Teachers take students outside classrooms when necessary. Students join study tour to the Mainland and overseas countries.	Student survey Parent survey	Panel Chairpersons	NA
10. To create a warm and caring school learning environment	September 04 to July 05	Students like to go to school.	Student survey Parent survey	English Panel Chairperson, Chinese Panel Chairperson.	Study tour funding
11. To create a rich English learning environment for students	September 04 to July 05	English is the medium of instruction. Chinese is used only in Chinese	Student survey Parent survey	All teaching and non-teaching staff	NA
				All teaching and clerical staff.	NA

<p>12. To create a rich language environment for students</p>	<p>September 04 to July 05</p>	<p>lessons and religious education lessons. 80% of students chat in English with teachers and schoolmates on the school campus. Students are willing to greet others in French during French speaking day. Students are willing to greet others in Japanese during Japanese speaking day. Students are willing to greet others in Putonghua during Putonghua speaking day.</p>	<p>Feedbacks by teachers</p>	<p>Ms. Bernadette Boniface Ms. Vivian Ip Ms. Perla Chiu, Ms. May Huang</p>	<p>NA NA NA</p>
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13. To encourage close cooperation between the school and parents	September 04 to July 05	Teachers use their own direct lines to talk to parents from time to time. Teachers give replies to parents who have left messages in the voice mail box within one day.	Parent survey	All teaching staff	NA
14. To encourage students to use IT for self-assessing learning and life-wide learning	September 04 to July 05	All students acquire basic IT skills. Computer rooms are opened in the morning and during recess.	Feedbacks from IT teachers. Parent survey Student survey	IT Committee	IT system
15. To encourage students to care for the people around them	September 04 to July 05	A cross-circular project	Teacher survey Parent survey Student survey	Curriculum Development Committee	Project learning fund
16. To set up a school orchestra	October 2004	To take part in open competitions and to make	Feedback by music teachers Parent survey	Music Department and instrumental tutors	Student Activity Center, School Hall

17. To organize various sports classes before and after school	September 04 to July 05	performance in the School Opening Ceremony Over 50% of students join the sports classes.	Student survey Parent survey Student survey	P.E. Department	P.E. equipment, School Hall, School Field, Covered Playground
18. To encourage participation in inter-school competition, e.g., Speech Festival, Music Festival, Olympiad Mathematics Competitions, etc.	September 04 to July 05	Over 20% of students join the competitions.	Student record	Class teachers	NA
19. To cultivate students' reading habit	September 04 to July 05	Each student borrows at least one book in the library each week.	Library record	Teacher Librarian	Library
20. To promote life education	April 05	All students participate in the Life Education Activities Programme (L.E.A.P.)	Student survey Teacher survey Parent survey	G.S. Department School social worker Class teachers	DBS campus