DIOCESAN BOYS' SCHOOL PRIMARY DIVISION

SCHOOL DEVELOPMENT PLAN

2004/2005 – 2007/2008

School Plan

I. 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.

II. 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.

III. 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

Diocesan Boys' School Primary Division

School Development Plan (2004/2005)

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), Mathematics (1 TA) and	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

General Studies (1 TA).					
3. To introduce teacher appraisal:		Teachers get improvement in teaching strategies.	Teacher survey	Headteacher and all panel chairpersons	NA
* exercise books inspections	December o4 to January 05, May 05				
*lesson observations	May 05				
4. To improve channels of communication between the school management and staff:					
a. to post latest school information on the school intranet on a weekly basis	January 05 to August 05	Staff checks information every day.	Teacher survey	Headteacher, IT Committee and all panel chairpersons	IT system
b. to conduct weekly subject collaboration after school	September 04 to July 05	Over 90% of the teaching staff attends the collaboration meeting.	Teacher survey	Headteacher and all panel chairpersons	Conference Room

c. to establish one suggestion box at the General Office	September 04 to August 05	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	August 04	All teaching staff welcomes the arrangement	Teacher survey	IT Committee	IT system

	every teacher at the desk				
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

Diocesan Boys' School Primary Division

School Development Plan (2004/2005)

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

Diocesan Boys' School Primary Division

School Development Plan (2004/2005)

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

		for professional development.			
4. To encourage peer lesson observation	September 04 to June 05	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 share teaching and learning experience during subject collaborations	September 04 to July 05	Teachers are willing to share their teaching experience.	Teacher survey	Panel chairpersons	Conference room
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

Diocesan Boys' School Primary Division

School Development Plan (2004/2005)

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 o4 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 to bible stories, saying prayers with the Headteacher and Religious Education teachers, singing hymns, talks given by the reverends during morning assembly	September 04 to July 05	Boys enjoy the activities	Student survey	Headteacher, Religious Education teachers, Music teachers and class teachers	NA
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 additional options of subjects and extra-curricular activities as part of the school curriculum. Students know their own proclivities	September 04 to July 05	Students join elective courses and extra-curricular activities	Student survey Parent survey	Elective Committee ECA Committee	Elective funding 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 oversea countries.	Student survey Parent survey	Panel Chairpersons English Panel Chairperson, Chinese Panel Chairperson.	NA Study tour funding
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	All teaching and non-teaching staff	NA
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	Student survey Parent survey	All teaching and clerical staff.	NA

| 12. To create a rich language environment for students | September 04 to July 05 | Chinese 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. | Feedbacks by teachers | Ms. Bernadette Boniface

Ms. Vivian Ip

Ms. Perla Chiu, Ms. May Huang | NA

NA

NA |

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 o5	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 o5	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 performance in the School Opening	Feedback by music teachers Parent survey Student survey	Music Department and instrumental tutors	Student Activity Center, School Hall

		Ceremony			
17. To organize various sports classes before and after school	September 04 to July 05	Over 50% of students join the sports classes.	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

IV. Major Concerns for 2005/2006 – 2007/2008

First Priority - Direction of the School

1. School Development Plan

2. Teaching Staff - Staff Appraisal and Staff Development

Second Priority - Teaching and Learning

1. School Curriculum

2. Quality of Teaching and Learning

Third Priority - Management of School Facilities

1. School Facilities

Diocesan Boys' School Primary Division

School Development Plan (2005/2006 – 2007/2008)

First Priority - Direction of the School					
1. School Development Plan					
Major Concerns (in order of priority)	**Intended Outcomes/Targets**	**Strategies**	**Time Scale**		
			05/06	**06/07**	**07/08**
● Parent Teacher Association	● To organize the first Executive Committee of the DBSPTA-PD in September 2005	● To organize the Preparatory Committee of the DBSPTA-PD in May 2005 to work on the amendment to the constitution, promote and recruit members, organize the election of 1st Executive Committee, and organize PTA related meeting / function before the official formation of the DBSPTA-PD	✓		

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Pastoral Policy	● To develop a pastoral policy with the overall support of the students and their health and welfare	● To review the current practices of the Discipline and Guidance Working Committee	✓		
		● To develop teachers' guidelines for handling students with disciplinary problems	✓	✓	✓
	● To give advice and support to parents to combat the learning and behavioral problems of their children	● To arrange talks and workshops provided by the Social Worker	✓	✓	✓
		● Personal Growth Education lessons are conducted to develop students' moral and civic values	✓	✓	✓
		● To teach students to be considerate and receptive of others	✓	✓	✓

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Equal Opportunities Policy	● To develop an equal opportunities policy, to be concerned with equal opportunities within the school for all staff and all students, but also with attitudes towards equality of opportunity in the world outside the school	● To develop guidelines to ensure equal opportunities in staff recruitment, professional development and promotion		✓	
		● To develop guidelines to ensure equal opportunities in student admission		✓	
		● To arrange talks and shows on equal opportunities and sharing of feelings afterwards		✓	
		● To use equal opportunities as the central theme of students' project learning		✓	

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Policy on Sex, Drugs and Health Education	● To develop a general policy statement to help provide an overview of the policy on sex, drugs and health education	● To arrange talks and shows on sex, drugs and health education and sharing of feelings afterwards			✓
		● To teach students to take good care of their health and respect lives			✓
		● To use sex, drugs and health education as the central theme of students' project learning			✓
● Procedures for Staff and/or Parental Complaints	● To develop procedures for handling staff complaints	● To set up a sub-committee under the Primary Division Management Committee to work on the procedures for handling staff complaints	✓		
	● To develop procedures for handling parental complaints	● To set up a sub-committee under the DBSPTA-PD to work on the procedures for handling parental complaints	✓		

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Policy on School Journeys and Visits	● To develop guidelines on adult/child ratios, health and safety measures, the kinds of visits envisaged and their purposes	● To prepare standardized procedures for teachers when organizing school journeys and visits	✓		
		● To improve and standardize the schedule and details of parents' notification, and allow sufficient time to collect parental permissions	✓		
2. Teaching Staff - Staff Appraisal and Staff Development					
● Staff Appraisal and Staff Development	● To undertake the staff appraisals and set up appropriate staff development based on the results	● To supervise the performance of staff and give necessary support and advice for improvement	✓	✓	✓

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
		● To evaluate the teaching performance of teachers through lesson observation, inspection of exercise books and general assessment of sense of commitment to work	✓	✓	✓
		● To give feedback and help each staff to set up his/her individual professional development plan	✓	✓	✓
● Length of Staff Contracts	● To provide a more reassuring and professional working situation for teachers	● To implement new terms of contract for serving teachers, and revise the length of their contracts from 1 year to at least 2 years		✓	✓
● Role of Local Teachers in Teaching of English	● To review the role of local teachers in arrangements for the teaching of English	● To arrange Native English Teachers to teach independently without the help of a local teacher	✓	✓	✓
		● To appoint suitably qualified local teachers to teach English	✓	✓	✓

Second Priority - Teaching and Learning

1. School Curriculum

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Balance across the Curriculum	● To give science a more significant position in the curriculum of General Studies	● To allocate sufficient learning time to science related topics with an aim to prepare students for an increasingly 'high tech' world	✓	✓	✓
	● To give attention to the humanities, especially geography and history when designing the electives programme	● To include geography and history in our electives with an aim to highlight the environmental considerations in the 21st century	✓	✓	✓
● Review of Curriculum	● To review the approaches to learning and teaching	● To conduct survey with the use of parents' questionnaires to find out their concern about the curriculum half way through the school year		✓	✓

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
		● To conduct survey with the use of teachers' questionnaires to find out their concern about the curriculum half way through the school year		✓	✓
● Policy Document on Curriculum	● To improve the policy document on the curriculum	● To require all departments to set out what their curriculum is like, rationalizing what is to happen and why ● The document should include a considered summary of the aims, objectives, content, assessment and evaluation of the curriculum ● The document should include the range of style of learning and teaching approaches to be adopted	✓		
		● To develop guidelines to state the amount of homework expected and specific approaches to marking	✓		

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
		• To write the Memorandum for RE, and add aims for that of PE	✓		
• Review of Schemes of Work	• To review the schemes of works produced by all departments, using the model provided by Computer Studies • To use the schemes of work to provide support for all teachers who teach the subject across each year group	• The schemes of work should include (as column headings for the table setting our the scheme of work): Week: Date: Topic: Objectives: Content (that is the activities the students will be engaged in through he lesson): Resources: Remarks • The schemes of work should also include: Assessment (to suggest suitable assessment tasks): Keys/Enquiry questions (to list those questions into which students will enquire in the course of the lesson): Evaluation (how the lesson or series of lessons will be evaluated with a view to improving performance of teacher and students the next time the lesson is taught)	✓		

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Review of Student Assessment	● To use formative assessments to help develop students' learning	● To reflect on the relative significance of workbook / course work / homework assessment and tests and examinations currently in place	✓	✓	✓
		● To find out the best way to report the findings of formative assessments to parents	✓	✓	✓
		● To offer assurance to parents about the standard required for entry to the Senior School	✓	✓	✓
		● To give full credit for students' performance (e.g. credit is given for the working processes employed in a mathematics problem even though the final answer may be incorrect)	✓	✓	✓

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Adjustment of Timetable	● To adjust the timetable to provide longer lessons and time for recess and lunch	● To adjust the timetable to provide lessons of 35 minutes ● To adjust the timetable to allocate 20 minutes for 1st recess and 50 minutes for lunch / 2nd recess	✓	✓	✓
2. Quality of Teaching and Learning					
● Catering the Needs of Students	● To provide support for P1 and P2 students who have less facility with English	● To assign suitable teachers to be class teachers and subject teachers of P1 and P2 students to provide support for students	✓	✓	✓
	● To provide support for students who have learning difficulties	● To provide after-school 'support classes' for P1 – P6 students who are weak in English, Chinese and Mathematics	✓	✓	✓

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Internal Staff Development	● To develop teaching skills without the use of microphones in classroom situations ● To develop students' essential listening skills	● To encourage teachers to teach without the use of microphones so that they can free up their teaching performance and develop less formal teaching approaches (in Staff Meeting and appraisal conferences with the Headteacher)	✓	✓	✓
		● To arrange peer lesson observation so that teachers can learn from teachers who teach effectively without the use of microphones	✓		
	● To organize staff discussion to develop teachers' skills in providing feedback to reinforce student learning	● To make use of collaboration sessions to discuss the means and ways of reinforcing student learning through methods of providing feedback	✓	✓	✓
		● To purchase reference books about providing students feedback	✓		

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
	● To organize staff discussion to promote a wider range of teaching and learning styles	● To organize staff development days to promote different teaching and learning styles as appropriate to the topic, class and situation	✓	✓	✓
		● To make use of collaboration sessions and peer lesson observation to disseminate good practices of teachers	✓	✓	✓
		● To ensure teachers agree to the reasons and advantages of sitting students in groups, especially in P1 – P3	✓	✓	✓

Third Priority – Management of School Facilities

1. School Facilities

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
● Use of Display in Classrooms and Public Areas	● To create a warm and lively climate or learning in the school	● To install hanging wires in classrooms	✓		
	● To encourage students' efforts to produce good work, celebrate good standard of work and provide a model for younger students to try to achieve similar or better standards	● To change of displays in classrooms and public areas at least 3 times a year (in accordance with the learning themes)	✓	✓	✓
● Purchase of Books for the Library	● To complete the purchase of books for the library ● To ensure optimum use is made of the library	● To allocate $400,000 a year to purchase library books for the Central Library and classroom libraries	✓	✓	✓
		● To allocate each class 1 library period per week to teach students the library skills	✓	✓	✓

Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
		● To assign specific time for students of different class levels to use the library during recess	✓	✓	✓
		● To maintain the opening hours of the library until 5:00 p.m. Monday through Friday	✓	✓	✓
● Classroom Libraries	● To establish classroom libraries in all classrooms	● To allocate $400,000 a year to purchase library books for the Central Library and classroom libraries	✓	✓	✓
		● To set up procedures that ensure students have the fullest possible access to books	✓		
		● To maximize storage space in classrooms for displaying books	✓	✓	✓
		● To purchase movable bookshelves for storing books	✓		

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Major Concerns (in order of priority)	Intended Outcomes/Targets	Strategies	Time Scale		
			05/06	06/07	07/08
• Sharing of the Secondary School Facilities	• To provide more space, particularly grassed areas, for primary students' use	• To compromise the allocation of PE lessons in the timetable with the Secondary School so that both sessions can use the field at different time	✓	✓	✓
		• To provide sports training for primary students using the Secondary School facilities in the morning, e.g. swimming pool, golf range and tennis courts	✓	✓	✓