

**Islamic Kasim Tuet Memorial College
Year Plan (2011-2012)**

Theme of the Year: Foster healthy living through the school.

Our Major Concerns

- (1) Further enhancement of communication among staff to improve efficiency and effectiveness in management**
- (2) Continuous improvement of learning and teaching quality**
- (3) Well-structured and effective support to students**

Our Major Concerns: (1) Further enhancement of communication among staff to improve efficiency and effectiveness in management

| Strategies / Tasks | Time | Success Criteria | Assessment tools | Supervised by | Resources |
|--|------------|--|--|-------------------------------------|-----------|
| 1. Further enhancement of communication among staff to improve efficiency and effectiveness of management through: <ul style="list-style-type: none"> better communication among senior management, middle management and teachers enhancement of participation of all teachers in school management | Whole year | More staff development and staff welfare activities Regular briefings to staff by Senior Management/Middle Management | Meeting Minutes Teachers' Questionnaire | Senior Management Admin Team | |

Our Major Concerns: (2) Continuous improvement of learning and teaching quality

| Strategies / Tasks | Time | Success Criteria | Assessment tools | Supervised by | Resources |
|---|------------|---|--|---|-----------|
| 1. Continuous improvement of learning and teaching quality by: <ul style="list-style-type: none"> promoting diversified learning upgrading the quality and quantity of homework assignments promoting collaborative lesson planning and peer observation | Whole year | Improved TSA results Improved Public Exam Results Improved collaborative planning among level teachers of the same subject Parents' Survey | Internal and External Exams Parents' Questionnaire Inspection of Exercise Books/Students' Assignments Minutes of Meetings | Admin Team Academic Committee Subject Panel Heads | |

Our Major Concerns: (3) Well-structured and effective support to students

| Strategies / Tasks | Time | Success Criteria | Assessment tools | Supervised by | Resources |
|---|------------|-------------------------------------|---|-----------------|-----------|
| 1. Well-structured and effective support to students to: <ul style="list-style-type: none"> reinforce positive behaviour | Whole year | Improved students' overall behavior | Use of APASO tools Parents & Student | Student Affairs | |

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|--|--|---|--------|--|--|
| <ul style="list-style-type: none">introduce diversified future studies and career path of students | | Improved performance in internal and external activities and competitions | Survey | | |
|--|--|---|--------|--|--|

2011-2012 budget