

Islamic Kasim Tuet Memorial College

School Development Plan

(2009-2012)

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1. Management and organization

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
<p>1 Better arrangement for the turnover of the staff</p> <ul style="list-style-type: none"> • To select able mid-level management personnel • To train the mid –level management personnel to replace the experienced management staff who will retire 	<ul style="list-style-type: none"> • Success in training the mid-level management personnel. • The mid-level management personnel to take up more important responsibility. • Management staff adapt to the changes successfully 	<ul style="list-style-type: none"> • To provide teaching staff with more training opportunities to supervise interest groups • To arrange meetings with the mid-level management personnel at the beginning of each academic year to clarify school’s expectation towards his/her performance and follow-up at suitable intervals • To establish a closer communication with the alumni so as to widen up the vision of the teaching staff 	✓	✓	✓
<p>2 Appraisal</p> <ul style="list-style-type: none"> • To simplify the present appraisal system 	<ul style="list-style-type: none"> • Appraisal system can reflect the efficiency of the teaching staff and to reduce the number of appraisal tools to a reasonable level 	<ul style="list-style-type: none"> • To review the appraisal system • To simplify the design of the appraisal tools • To simplify the workflow of the appraisal work so as to reduce workload 	✓	✓ ✓	

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
		<ul style="list-style-type: none"> To diversify the appraisal system and include lesson performance, exercise book inspection and filling the appraisal form 	✓	✓	✓
<p>3. Teaching staff development</p> <ul style="list-style-type: none"> To strengthen the ability to manage students' behavioural problem. To strengthen the skills to counsel the students with deviant behaviour . To equip the staff with the ability to identify students with learning difficulties and provide counseling to them accordingly. To increase the knowledge about the implementation of the new senior curriculum 	<ul style="list-style-type: none"> An conspicuous improvement in classroom discipline Teaching staff has the ability and enthusiasm in teaching. Number of teachers participating in counseling the students with learning difficulties and deviant behaviour increases every year Teachers are not only competent in teaching their own subjects but are eager to help in the coordination of cross-curriculum subjects. 	<ul style="list-style-type: none"> To enhance the skill of asking questions of teaching staff through development activities so as to increase interaction with the students. To strengthen the teaching efficiency of subject concerned and cooperation of cross-curriculum of the teaching staff. To strengthen the ability and confidence of the teaching staff in disciplinary work Develop professional training To develop co-planning teaching period To strengthen the ability and confidence of the teaching staff in teaching students with learning difficulties To increase the number of workshops ,liaise with other schools and discuss relevant issues on staff development days 	✓	✓	✓
		<ul style="list-style-type: none"> To strengthen the teaching efficiency of subject concerned and cooperation of cross-curriculum of the teaching staff. 	✓	✓	✓
		<ul style="list-style-type: none"> To strengthen the ability and confidence of the teaching staff in disciplinary work 	✓	✓	✓
		<ul style="list-style-type: none"> Develop professional training 	✓	✓	✓
		<ul style="list-style-type: none"> To develop co-planning teaching period 	✓	✓	✓
		<ul style="list-style-type: none"> To strengthen the ability and confidence of the teaching staff in teaching students with learning difficulties 	✓	✓	✓
		<ul style="list-style-type: none"> To increase the number of workshops ,liaise with other schools and discuss relevant issues on staff development days 	✓	✓	✓

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
1.2 Preparation for students	<ul style="list-style-type: none"> • Confirmation of the Applied Learning subjects • Students have their own learning portfolio • Students have records of Other Learning Experiences (OLE) 	<ul style="list-style-type: none"> • Based on the students' interests and pragmatic concerns, choose suitable Applied Learning subjects for students • Utilise the online learning platform e.g. English Builder, and encourage students to learn independently • Set up Learning Portfolios for each individual student • Provide different learning areas for students 	✓	✓	✓
1.3 School provides suitable hardwares	<ul style="list-style-type: none"> • Sufficient classrooms for students to conduct group discussions • To meet the needs of the NSS curriculum, language rooms are set up 	<ul style="list-style-type: none"> • Rebuild classrooms and install relevant facilities so that more classrooms are available for group discussions • Set up a language room and install suitable audio-visual aids 	✓	✓	✓
2. S5 & S7 syllabuses in the old curriculum	<ul style="list-style-type: none"> • Complete S5 and S 7 curriculum smoothly 	<ul style="list-style-type: none"> • Allocate the existing number of teachers accordingly 	✓	✓	✓

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
3. Make adjustments in the teaching medium	<ul style="list-style-type: none"> Using English to teach Mathematics and Integrated Science in the junior forms 	<ul style="list-style-type: none"> 3.1 Provide a bridging course for Mathematics and Integrated Science 3.2 All students in S1 will be taught in English during Mathematics and Science lessons 3.3 English will be used as the teaching medium for Mathematics and Science as students are promoted to the senior levels 		<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓

III. School ethos and support for students

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
1. School discipline and regulations	<ul style="list-style-type: none"> Gradual improvement in students' behaviour (school uniform, hairstyle, lateness, truancy, violation of school rules, cleanliness in classroom and on campus, discipline in class) 	<ul style="list-style-type: none"> Assessment at different intervals during school year Follow up work by teachers and Form Teachers' Team. Education programme during assemblies Form Teachers' Team and Pastoral Care Unit give awards to well-behaved students at regular intervals 	✓	✓	✓
2. Create a congenial and caring school environment	<ul style="list-style-type: none"> Students have greater sense of belonging 	<ul style="list-style-type: none"> Organise more activities which promote joint participation of teachers and students Form Teachers' Team organize related activities(ball games, birthday parties, board decoration competition and picnics) Create a sense of belonging for students of different nationalities 	✓	✓	✓

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
	<ul style="list-style-type: none"> Establish a culture of reciprocity in rendering help 	<ul style="list-style-type: none"> Big brothers and big sisters scheme Caring angels Scheme Good students good deeds 	✓	✓	✓
	<ul style="list-style-type: none"> Establish a culture of encouraging students 	<ul style="list-style-type: none"> Central awarding system Praising well-disciplined students at each form Organise relevant activities in which students can show their talent Service-provider scheme, which encourage students to relate to other people and improve their behaviour 	✓	✓	✓
	<ul style="list-style-type: none"> Rendering assistance to students with special needs 	<ul style="list-style-type: none"> Special groups to provide assistance to newly arrived children To show care and concerns to students with special needs To render assistance to poor students (Jockey Club Life-wide Learning Fund, helping the poor scheme) Follow-up work on high risk students To cater for the needs of students of different nationalities To extend the PATH programme To set up a committee which cares about harmonious family relationships 	✓	✓	✓

Matters concerned (in accordance with priority)	Targets / expected results	Strategies	Timetable (Please ✓)		
			2009/2010	2010/2011	2011/2012
	<ul style="list-style-type: none"> Students from different ethnic groups can get along well 	<ul style="list-style-type: none"> Curriculum design and activities create a harmonious environment for different ethnic groups Promote different cultures Choose students of different nationalities as prefects to enhance the understanding of their cultures and make students respect one another 	✓	✓	✓
3. Improve student's self-esteem so that students know how to respect themselves and others as well as how to serve the community	<ul style="list-style-type: none"> Students have self-discipline, can appreciate their own virtues and the strength of others. Students are willing to serve others 	<ul style="list-style-type: none"> Organise class clubs and form teams to improve the spirit of self-discipline Help students to know about themselves and their careers. Provide more opportunities for students to take part in social services Organise activities, such as talk workshop drama and exhibitions to broaden the student's horizons. Provide leadership training courses To extend the Path programme 	✓	✓	✓