

Islamic Kasim Tuet Memorial College

Annual School Plan

2019-2020

School Vision & Mission

School Vision

Inspired by the principles in the Holy Quran and teachings of Prophet Muhammad (May Peace Be Upon Him), our college aims at providing holistic education to individuals that ensures love of peace and kindness to mankind and other creatures; true success in this life and in the hereafter. We endeavour to provide quality education through well-balanced curriculum in moral, academic, physical, social, civic, aesthetic and spiritual domains.

Mission

1. To explain and demonstrate how Islam is a complete way of life.
2. To provide and maintain a harmonious environment in which students from multicultural background can learn and work together in an enjoyable and successful way.
3. To nurture in students a sense of belonging to the school and the society in order to function effectively as civic-minded and responsible citizens of Hong Kong.
4. To provide each student with opportunities to exhibit individual talents and enjoy ever increasing self-esteem.
5. To arouse students' interest towards learning and stimulate critical thinking in order to equip them with problem solving and decision making skills.
6. To incorporate all internal and community resources as well as information technology in all aspects of the curriculum.
7. To foster cooperation among students, parents, teachers, school management and the community.
8. To cultivate in students a true love for lifelong learning.

Islamic Kasim Tuet Memorial College

Annual Plan

2019-2020

Theme of the year: Responsibility Determines Destiny

全年主題: 盡責創明天

Our Major Concerns:

- (1) Strengthen and empower the leadership of the middle management
- (2) Maximize students' learning potential and promote effective learning
- (3) Broaden students' horizons and raise their social awareness

A. Major Concern 1: Strengthen and empower the leadership of the middle management

Target 1 : Team spirit can be further enhanced and teachers have stronger ownership in their work

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1 Strengthen and empower the leadership of the SGM and senior teachers	Whole year	1. SGMs and senior teachers show more leadership and have stronger ownership in their work 2. More collaboration and support among departments	- Observation - Minutes	Principal, Vice Principals, Department Heads and Panel Conveners	--
1.2 Refine the mentorship scheme	Whole year	1. New teachers have more confidence in L & T 2. A better sense of belonging towards the school	- Lesson observation - Appraisal	Administrative Committee, Mentors and Panel Heads	--

B. Major Concern 2: Maximize students' learning potential and promote effective learning

Target 1: Students' learning motivation is enhanced

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1 Students are provided with more innovative learning experience through e-learning and/or STEM development (especially for S1 Maths, ICT, S1 Islam and S4 PE (DSE))	Whole year	<ol style="list-style-type: none"> 1. Students show higher motivation in learning 2. Students participate actively in learning process 	<ul style="list-style-type: none"> - Classroom observation - Survey 	<ul style="list-style-type: none"> - J, HS, SH, KW, CN, KC - Panel Heads 	--
2.2 To promote E-reading	Whole year	<ol style="list-style-type: none"> 1. Both Chinese and English Departments can arrange more suitable e-reading materials for students 2. No. of e-book reading record is improved 3. Students love reading and can develop a good reading habit 	<ul style="list-style-type: none"> - Records - Minutes 	<ul style="list-style-type: none"> - Chinese and English Panel Conveners 	

C. Major Concern 3: Broaden students’ horizon and raise their social awareness

Target 1: To promote Value Education

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 To promote Value Education	Whole year	1. Punctuality, cleanliness and manners are further improved	- Punctuality rate is improved - Observation	AB, DCC, Islamic Affair Committee, Moral and Civic Education Committee and Form Management	--
3.2 Facilitate Life Wide Learning with enhanced efforts to promote students’ whole person development. 1) Organize inter-departmental/ functional groups, and interdisciplinary learning activities 2) Initiate experiential learning programs with joint efforts of communal establishments 3) Educational and cultural visits, and OLE activities	Year through 2019-2020	1. Completed overseas visits, activities, sharing, and reflection 2. More students can experience a wider range of experiential; activities, such as overseas visits, competitions, and joint school programs.	- Teacher and student survey - Focus group interview - Students’ reflection - Regular observation	- CCA - Department heads - Subject Panel Conveners - Form management	- Life Wide Learning Grant (refer tp appendix 2, Life Wide Learning Grant 2019-2020’)

Islamic Kasim Tuet Memorial College
Urdu Language Three-years plan – (2019/20 to 2021/22)

Three-years plan – Measures to broaden students’ choices of elective subjects for the tenth cohort of New Senior Secondary Students

The following programme is adopted with the support of the EDB’s Diversity Learning Grant (DLG)

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	Person responsible
1. Regular Urdu Lessons	3 years	Students’ competitiveness in the 21 st Century is enhanced and increase their chances for tertiary education is increased	<ol style="list-style-type: none"> 1. Students’ participation in class. 2. assignments 3. Result in internal examinations 4. Result in AS-level examination offered by the Cambridge International Examinations administered by the HKEAA 	- Mr. SULTAN WAHEED
2. Purchase of learning and teaching materials	3 years	A wide variety of reading, teaching and learning material will be arranged for teachers and students	1. Feedback from teachers and students	- Mr. SULTAN WAHEED

Islamic Kasim Tuet Memorial College
Life-wide Learning Grant
Plan on the Use of the Grant
2019-2020 School Year

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources, plan to deploy the Grant for promoting the following items.

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
Category 1	To organise / participate in life-wide learning activities										
1.1	To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness (e.g. field trips, arts appreciation, visits to enterprises, thematic learning day)										
Language	Chinese Week Activities	Thematic learning weeks with subject-related activities to enhance students understanding on subject knowledge and interest in learning	Jan 2020	S1-S6	Student attendance more than 85%; Department evaluation meeting; students survey; swift completion of activities	2,000	V				V
	English Week Activities		Apr 2020	S1-S6		1,000	V				V
	Arabic Language Activities		Sep 2019-May 2020	S1-S3		1,000	V				V

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
	Urdu Activities		Sep 2019-May 2020	S1-S3		1,000	V				V
	Nepali Language Activities		Sep 2019-May 2020	S1-S3		1,000	V				V
	Miscellaneous fees for competition/ championship / supplication / entrance fees	Financial support to attend relevant program/ activities/ services	Sep 2019-Jul 2020	S1-S6		2,000	V				V
STEM	Integrated Science	To provide students with extended school-based activities	Sep 2019-Jul 2020	S1-S3	Student attendance more than 85%; Department evaluation meeting; students survey; swift completion of activities	30,000	V				V
	Information & Communication Technology		Sep 2019-Jul 2020	S1-S6		2,000	V				V
	Living & Technology		Sep 2019-Jul 2020	S1-S3		3,000	V				V
	Campus TV	Student workshops & film production	Sep 2019-May 2020	S1-S6		3,000			V	V	V

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)					
							I	M	P	S	C	
	STEM Week	Thematic learning weeks with subject-related activities to enhance students understanding on subject knowledge and interest in learning	Apr-May 2020	S1-S6		5,000	V					V
	Miscellaneous fees for competition/ championship / supplication / entrance fees	Financial support to attend relevant program/ activities/ services	Sep 2019-May 2020	S1-S6		4,000	V					
Humanities	Liberal Studies week activities	Thematic learning weeks with subject-related activities to enhance students understanding on subject knowledge and interest in learning	Nov 2019	S1-S6	Student attendance more than 85%; Department evaluation meeting; students survey; swift completion of activities	10,000	V	V			V	V
	Miscellaneous fees for competition/ championship / supplication / entrance fees	Financial support to attend relevant program/ activities/ services	Sep 2019-May 2020	S1-S6		2,500	V					V
	Cultural Excursions with Junior Students	To organize / join excursion relate to learning content	Jun 2020	S1-S3		5,000	V	V				

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
	Cultural Excursion with Senior History Students		Jun 2020	S4-S5		5,000	V	V			
SEN	Wooden working workshop	Project learning on craftsmanship	Sep 2019-May 2020	S1-S3		27,000	V		V		V
1.2	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 (e.g. activities on multiple intelligences; physical, aesthetic and cultural activities; leadership training; service learning; clubs and societies; school team training; uniformed groups; military camps)										
Sports	Inter-class sports activities	Enhance sports atmosphere among students and teachers	Sep 2019-May 2020	S1-S6	Student attendance more than 85%; Department evaluation meeting; students survey; swift completion of activities	5,000	V		V		
	Football team training	Regular training for school team	Sep 2019-May 2020	S1-S5		18,000			V		
	Volleyball team training	Regular training for school team	Sep 2019-May 2020	S1-S5		2,000			V		

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							I	M	P	S	C
	Adventurous Activities	Organise certified courses on adventurous-based activities for students	Sep 2019-May 2020	S1-S5		5,000			V		V
	Swimming class	Provide junior students with swimming classes	Sep 2019-May 2020	S2-S3		12,000	V		V		
	Athletic team & Cross Country Team	Regular training for school team	Sep 2019-May 2020	S1-S5		3,000			V		
	Badminton team training	Regular training for school team	Sep 2019-May 2020	S1-S5		2,000			V		
	Dodgebee & Dodgeball	Attend trainings and competitions	Sep 2019-May 2020	S1-S5		1,000			V		
	Summer activities	Attend LCSD water sports courses and qualifications during summer holidays	Jul-Aug 2020	S1-S6		5,000			V		

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
Sports	HKSSF	To provide students with essential opportunities to participate and observe with other athletes	Sep 2019-Feb 2020	S1-S6	Student attendance more than 85%; Department evaluation meeting; swift completion of activities	3,000			V		
	Miscellaneous competition/ championship / supplication / entrance fees		Sep 2019-May 2020	S1-S6		2,000			V		
Cultural	Hong Kong Schools Speech and Music Festival	To provide students with essential opportunities to participate and observe with other schools on prose reading and dramatic duologues	Nov- Dec 2019	S1-S5	Student attendance more than 85%; Department evaluation meeting; students survey; swift completion of activities	6,500	V		V		
	Student Support Team Activities	Financial support to attend relevant program/ activities/ services	Sep 2019-May 2020	S1-S5		85,000			V		V
	Dance Team	regular training for school team	Sep 2019-May 2020	S1-S6		15,000			V	V	

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
	Hong Kong Schools Dance Festival	To provide students with essential opportunities to participate and observe with other schools on dance	Feb-Mar 2020	S1-S6		1,000					
	Post Examination Activities ¹	To provide students with essential resources to attend activities making use of post examination period	Jul 2020	S1-S5		20,000			V	V	V
	Performing arts appreciation project	To provide students opportunities to extent horizons on local performing arts perofrmance	Sep 2019-May 2020	S1-S3		5,000			V	V	V
	Partial subsidies to attend musical concerts	To provide students opportunities to extend horizons on classical musical cultures	Sep 2019-May 2020	S1-S5		3,000			V		
Cultural	Martial art training at Wudang, Mainland China	To provide students opportunities to extend their understanding on Chinese martial art and ancient China	Apr 2020	S1-S5	Student attendance more than 85%; Department evaluation meeting; students survey; swift completion of activities	18,000		V	V		
	Social circus project	To provide students opportunities to extend their understanding on Chinese social circus and Chinese	Feb-May 2020	S1-S3		1,600		V	V	V	

¹ Visit to various local museums, attend NGO workshops, attend excursions related to the communities, especially for NAC students.

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
		traditions									
	Miscellaneous competition/ championship / supplication / entrance fees	Financial support to attend relevant program/ activities/ services	Sep 2019-May 2020	S1-S6		1,000		V	V		
1.3	To organise or participate in non-local exchange activities or competitions to broaden students' horizons										
	Mecca & Medina for Umrah	To provide Muslim students to perform Umrah as a religious duty, understanding history and culture of the cities	Jan – Feb 2020	S1-S6	Students Full attendance; Teacher in-charge written report;	90,000	V	V	V		
	Participate the Infomatrix international competition in the United States	To provide potential students with international exposure in competition on robotics and film-making	Apr 2020	S3-S5	individual students' reflection; sharing session in school assemblies;	78,000	V			V	V
	Intensive training and open competitions in Thailand (Cricket)	To provide senior cricket school team members intensive training and join open competitions with foreign players	Dec 2019	S3-S5	swift completion	67,340			V		V

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
	Visit to Tertiary Institutes in Taiwan on further studies and career development	To provide PE DSE students opportunities to field visit sports and universities in Taiwan	Jun 2020	S4-S5		102,000	V		V		V
	Junior Police Call (Leader Corps) to the Philippines / Singapore: understanding on uniform groups in other countries	To provide leaders of JPC to conduct exchange with uniform bodies in other countries	Jun / Jul 2020	S3-S5	Students Full attendance; Teacher in-charge written report; individual students' reflection; sharing session in school assemblies; swift completion	102,000			V	V	V
	Career & Guidance Study Tour in Fujian, Mainland China	To provide students with interest to pursue further studies in Mainland China opportunities to field visit in universities in Fujian	Apr 2020	S1-S5		11,280		V			V
	Career & Guidance Study Tour in Hyogo & Okayama, Japan	To visit foreign exchange students and programs in local universities to understand their education on English and Chinese as a second language	Jun 2020	S2-S5		138,000	V				V
1.4	Others										
	Leadership training Day Camps	For school prefects on leadership training	No 2019 & Apr 2020	S3-S5	Student attendance more than 85%;	16,000		V		V	

Domain	Brief Description of the Activity	Objective	Date	Target Student (Level)	Brief Description of the Monitoring / Evaluation Mechanism	Estimated Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
							I	M	P	S	C
	Annual Picnic	Provide opportunities for students and teachers to enhance mutual understanding, raise sense of belongings	Dec 2019	S1-S6	Department evaluation meeting; swift completion of activities	24,000			V		
	Community Services	Joint servicing program with local NGOs on need elderly	Jun-Jul 2020	S1-S6		3,000				V	
	Moral and Civic Education Activities	Organise/ join programs to arouse students moral and civic awareness	Sep 2019 – Jul 2020	S1-S6		5,000		V			
	Ethics Education Activities	Organise/ join programs to arouse students ethnal awareness	Sep 2019 – Jul 2020	S1-S6		8,000		V			
Estimated Expenses for Category 1						825,220					

Domain	Item	Purpose	Estimated Expenses (\$)
Category 2	To procure equipment, consumables and learning resources for promoting life-wide learning		
STEM	Integrated science	Consumables for lunchtime STEM workshops	6,500
	Information & Communication Technology	Consumables for lunchtime STEM workshops	2,000
	Living & Technology	Consumables for lunchtime STEM workshops	2,000
PE	Partial subsidies on sports team jersey	Sports team jersey for effective training and to attend competition	6,000
Arts	Music: Guitars, strings, and accessories	Musical instruments and consumables to maintain the guitar class	4,000
	Partial subsidies on dance team outfits and props	Outfits and props for dance team to attend schools dance festival and other community performances	4,000
Others	Ad Hoc activities		10,000
			Estimated Expenses for Category 2
			34,500
			Estimated Expenses for Categories 1 & 2
			859,720

Estimated Number of Student Beneficiaries

Total number of students in the school:	383
Estimated number of student beneficiaries:	383
Percentage of students benefitting from the Grant (%):	100%