

# **Islamic Kasim Tuet Memorial College**

## **Annual Plan**

**2023-2024**

**Theme of the year: Be grateful and appreciative**

**Be proactive and optimistic**

**全年主題: 感恩珍惜 積極樂觀**

### **Our Major Concerns:**

- (1) Enhance teachers' professionalism 提升教師專業素養**
- (2) Facilitate students to become self-regulated learners 促進學生成為自主學習者**
- (3) Strengthen moral values in students 提升學生德育價值觀**

**A. The Domain of Management and Organization**

**Major Concern 1: Enhance teachers' professionalism.**

**Target 1: Teachers adapt to school culture and fulfill the school's requirements.**

**Target 2: Team consensus enhances cohesiveness.**

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
1.1 Require new teachers to join the school-based and EDB training programs.	Whole year	<ol style="list-style-type: none"> <li>1. New teachers attend at least 70% of the school-based training.</li> <li>2. New teachers meet the EDB training requirements within the first two year.</li> <li>3. Meet the school's expectation on the daily operation.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Attendance</li> <li>➤ Records</li> </ul>	<ol style="list-style-type: none"> <li>1. Staff Professional Development Committee</li> <li>2. Panel Convenors</li> <li>3. Head of Committee</li> </ol>	Human Resources, Budget for Training
1.2 Enhance vertical and lateral communication.	Whole year	<ol style="list-style-type: none"> <li>1. Build a supportive working environment.</li> <li>2. Foster a positive working attitude.</li> <li>3. Willing to take up responsibilities.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Lesson Observation</li> <li>➤ Department minutes/report</li> <li>➤ Assignment Inspection</li> <li>➤ Observation</li> </ul>	All Teachers	Human Resources
1.3 Enhance teachers' assessment literacy through effective utilization of statistics.	Whole year	<ol style="list-style-type: none"> <li>1. Teachers know how to conduct assessment effectively through sample marking, pre-assessment meeting, etc.</li> <li>2. Teachers utilize assessment statistics to improve teaching and learning effectiveness.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Department minutes/report</li> <li>➤ Lesson Observation</li> <li>➤ Assignment Inspection</li> </ul>	All Teachers	Training, More meetings

**B. The Domain of Learning and Teaching**

**Major Concern 2: Facilitate students to become self-regulated learners.**

**Target: Enhance students' motivation in learning**

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
2.1 Equip students with essential study skills (e.g., lesson preparation, note-taking, etc.).	Whole year	<ol style="list-style-type: none"> <li>1. The participation and/or performance of pre-lesson activities is satisfactory.</li> <li>2. Greater in-class engagement.</li> </ol>	➤ Observation	All teachers	Training
2.2 Make use of the e-learning materials and platforms/apps to facilitate students' independent learning.	Whole year	<ol style="list-style-type: none"> <li>1. 70% participation in each assigned platform.</li> </ol>	➤ Reports	<ol style="list-style-type: none"> <li>1. Panel Convenors</li> <li>2. Subject Teachers</li> </ol>	Budget
2.3 Strengthen students' ability to apply and integrate STEAM knowledge and skills across different disciplines.	Whole year	<ol style="list-style-type: none"> <li>1. Students' generic skills (e.g., creativity, analytical power, integration skills, communication skills, problem solving) being enhanced.</li> <li>2. 70% of participants able to complete the project successfully.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Minutes</li> <li>➤ Students' products/projects</li> </ul>	<ol style="list-style-type: none"> <li>1. STEAM Committee</li> <li>2. Subject Department</li> </ol>	Budget

**C. The Domain of Student Support and School Ethos**

**Major Concern 3: Strengthen moral values in students.**

**Target: Students' love towards self, community, and nation is nurtured**

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.1 Organize various activities/training to strengthen students' resilience and self-efficacy.	Whole year	<ol style="list-style-type: none"> <li>1. Students are more willing to share their problems and concerns with teachers, and/or social workers.</li> <li>2. Students handle their problems/issues positively.</li> <li>3. More students are willing to share their successful experience.</li> <li>4. More than 70% of students participate in activities.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Report</li> <li>➤ Evaluation</li> <li>➤ Survey</li> </ul>	<ol style="list-style-type: none"> <li>1. Class teachers</li> <li>2. Form management</li> <li>3. Discipline and Counseling Committee</li> </ol>	Human Resources
3.2 Foster the caring culture towards the school and community.	Whole year	<ol style="list-style-type: none"> <li>1. More students participate actively in volunteering service with satisfactory performance</li> </ol>	<ul style="list-style-type: none"> <li>➤ Records</li> <li>➤ Observation</li> </ul>	<ol style="list-style-type: none"> <li>1. Moral, Civic and National Education Committee</li> <li>2. Discipline and Counseling Committee</li> </ol>	Human Resources

Strategies/Tasks	Time Scale	Success Criteria	Methods of Evaluation	People Responsible	Resources Required
3.3 Cultivate students' citizenship and national identity.	Whole year	<ol style="list-style-type: none"> <li>1. Students show sense of national identity.</li> <li>2. Students demonstrate due protocol and show respect during flag raising ceremony.</li> <li>3. Students can sing the national anthem with understanding.</li> <li>4. More students are engaged in traditional Chinese culture activities.</li> </ol>	<ul style="list-style-type: none"> <li>➤ Observation</li> <li>➤ Survey</li> </ul>	<ol style="list-style-type: none"> <li>1. Moral, Civic and National Education Committee</li> <li>2. Music Department</li> <li>3. Life and Society Department</li> <li>4. Citizenship and Social Development Department</li> <li>5. Chinese Department</li> </ol>	Human Resources

**Islamic Kasim Tuet Memorial College**  
**Urdu Language Annual Plan (2023/24)**  
(for S4 to S6 students)

This programme is adopted with the support of the EDB's Diversity Learning Grant (DLG)

<b>Strategies/Tasks</b>	<b>Time Scale</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>
1. Enhance students' competitiveness in the 21st Century and increase their chances for tertiary education	Whole school year	<ol style="list-style-type: none"> <li>1. Provide students with regular lessons.</li> <li>2. Provide students with internal assessment</li> <li>3. Provide students with external assessment</li> <li>4. Broaden students' choices of elective subjects for the S4 to S6 students</li> </ol>	<ol style="list-style-type: none"> <li>1. Check whether the success criteria have been achieved.</li> </ol>
2. Ensure appropriate use of the DLG grant	Whole school year	<ol style="list-style-type: none"> <li>1. Employ Urdu teachers to teach the Urdu Language subject</li> <li>2. Provide students with appropriate reading, teaching and learning materials.</li> </ol>	<ol style="list-style-type: none"> <li>1. Check whether success criteria have been achieved.</li> </ol>