

School Development Plan (2019-20), King Ling College
Triennial Theme – Sow the seeds for success (一分耕耘 一分收穫)

- Development Focuses:
- i) Enhancing professional development
 - ii) Strengthening student soft skills and routine needs
 - iii) Advancing standard procedures and campus facilities

Learning and Teaching

Goals and strategies		Success criteria	Time frame	Section / Team / Teachers
(a) To plan for self-learning initiatives	1) To tryout opening voluntary afterschool and Saturday morning study room (ii)	Regular use, homework delinquency reduced	To complete by May 2020	<u>VP Cheuk</u> , Academics
	2) To help junior students form 4-student study groups, in order to promote peer-learning (ii)	Positive student survey results	To complete by May 2020	<u>VP Cheuk</u> + Yu KK, junior CTs, Academics
	3) To upgrade student self-management skills, so that concrete and management goals are set and achieved (ii)	Goals are largely achieved	To complete by June 2020	<u>VP Kwan</u> , Guidance, Careers
(b) To streamline peer observation mechanism	1) To review open class activities, especially techniques observed, then used in observers' classes (i)	Positive debriefing feedback	To complete by April 2020	<u>VP Cheuk</u> + Hau KK, Academics
	2) To consider a tenure teacher be observed once every 3 years by panel heads (i)	Plan completed	To complete by February 2020	<u>AP Pang</u> + Wong MY, School Development Team
	3) To research on 10 band 1-2 schools' observation & homework inspection policy (i)	Research completed	To complete by February 2020	<u>AP Pang</u> + Ma WC, School Development Team
(c) To review DSE 3-year enhancement plan projects	1) To share successful measures / sample lessons in next staff development day (i)	Sharing completed	To complete by April 2020	<u>AP Pang</u> + Ma WC, School Development Team
	2) To prepare an interim review for the rotating 3-year projects (i)	Reported in staff meeting	To complete by July 2020	<u>VP Cheuk</u> , Academics
	3) To plan for the date for project completion, and measures thereafter (i)	Reported in staff meeting	To complete by June 2020	<u>VP Cheuk</u> , Academics

Student development

Goals and strategies		Success criteria	Time frame	Section / Team / Teachers
(d) To revise policy and strategy admitting S2-4 transfer students	1) To prepare shorter exam papers for most subjects (different versions), and set three transfer exam dates (iii)	Papers filed	To complete by May 2020	<u>Lo WM</u> and core panel heads
	2) To device a weighting between academic strengths, transfer exam results, and ECA strengths (iii)	Weighting completed	To complete by January 2020	<u>Lo WM</u> , Wong MY, Yu KK
	3) To consider stepping up promotion for transfer students, eg. mid-year admission (iii)	Promotion tried out	To complete by January 2020	<u>VP Kwan</u> , External
(e) To review SEN coordinator's duties	1) To have monthly meeting with SEN coordinator, social worker, Ed Psy, heads of academic, discipline, and guidance; all guidance-related case records documented in details (ii)	Positive feedback from meeting participants; hard copies and soft copies filed	To complete by June 2020	<u>Tse KM</u> , SEN Co, parties listed
	2) To co-host an upgraded 10-weekend THINK TANK course on parenting with PTA (ii)	KLC parents (and primary school parents) participation feedback	To complete by May 2020	<u>Tse KM</u> , Lo CH, SEN Co, 5Ps
	3) To run bi-weekly or 8-session pressure-resistance activities for all Form 2 students in the first term (ii)	Feedback from students, CTs, and guidance teachers	To complete by February 2020	<u>Tse KM</u> , Guidance, SEN Co, PTA
(f) To review STEM initiatives	1) To prepare an interim review for cross-KLA STEM projects in junior forms (ii)	Reported in staff meeting	To complete by July 2020	<u>AP Chong</u> , STEM project members
	2) To prepare budget needs for the next three years (iii)	Tabled for School Administration Committee Meeting	To complete by January 2020	<u>AP Chong</u> , STEM project members
	3) To strengthen OM activities for all (ii)	Overall student participant number increased	To complete by June 2020	<u>Cheung WC</u> + Kwok LY, AP Chong

Home and external development

Goals and strategies		Success criteria	Time frame	Section / Team / Teachers
(g) To rid bottled and unhealthy drinks for students on campus	1) To rid plastic bottle items on campus (iii)	Bottled water and at least one other bottled drinks are banned on campus	To complete by June 2020	<u>Lo WM</u> + Cheung KK, Home
	2) To maintain good quality fountain water (iii)	Only source of clean drinking water for students	To complete by July 2020	<u>VP Kwan</u> , Home
	3) To introduce healthy and popular teenager snacks (iii)	Positive student survey results	To complete by June 2020	<u>VP Kwan</u> + Sze MH, Home
(h) To plan for restructuring office and janitor staff system	1) To begin shadowing work in general office (i)	Positive staff comments	To complete by June 2020	<u>AP Chong</u> , Home
	2) To implement advancement-bar for incoming clerical staff, in order to promote continuous development (i)	Criteria listed	To complete by June 2020	<u>Cheung KK</u> , Home
	3) To consider hiring service provider for after school cleaning (i)	The plan for tender seen	To complete by January 2020	<u>Cheung KK</u> , Home
(i) To plan for future storage needs	1) To review scanned student document storage needs and security (backup) (iii)	To report in School Administration Committee Meeting	To complete by June 2020	<u>VP Kwan</u> , Cheuk, Chong, Pang
	2) To conduct housekeeping for 10-year-old stocks (not records) in various depts (iii)	Agreeable amount of space freed up	To complete by April 2020	<u>Cheung KK</u> , various depts
	3) To establish a larger office for student leaders and their past office documents (ii)	Project completion	To complete by June 2020	<u>Cheung WC</u> , Student Affairs