

School Development Report (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

3 and above	Largely completed with satisfactory results
1.1 - 2.9	Partially completed with mixed results
1 and below	Largely incomplete / unsatisfactory results

Learning and Teaching



Goals and strategies	Evaluations and Improvement Measures	Evaluation item
To plan for self-learning initiatives		Item 1 2.8 (22 Ts)
To tryout opening voluntary after school and Saturday morning study room (ii)	A talk was held before the launch of the self-study room scheme. “Membership scheme” was also introduced. The self-study room was opened for 35 days. 15 and 32 students joined the scheme in phase 1 (19 days) and phase 2 (16 days) respectively. The corresponding attendance rates are 90.9% and 76.5%. The participation rates are satisfactory. The lower attendance rate in phase 2 was due to the social event. The scheme would continue in the next academic year.	
To help junior students form 4-student study groups, in order to promote peer-learning (ii)	“Fantastic 4” scheme was introduced. The aim is to let students cultivate a habit on making good use of student handbook through cross checking among group mates, and support each other on school learning. Groups were formed in September. However, the long class suspension in term 2 affected the effectiveness of the scheme. The scheme would continue in the next academic year.	Item 2 2.5 (36 Ts)

	To upgrade student self-management skills, so that concrete management goals are set and achieved (ii)	This activity involved too much Class teachers' work and the results were not readily visible. It was voted out by all teachers in the first term; it would be discontinued in the future.	Item 3	2.8 (36 Ts)
To streamline peer observation mechanism	To review open class activities, especially techniques observed, then used in observers' classes (i)	The open class scheme had completed a 4-year cycle. After evaluation, the scheme was voted out in the first term and would be discontinued in the future. The School Development Team was doing other studies; taking the results into consideration, we would modify the lesson observation scheme in 2021-2022.	Item 4	2.8 (22 Ts)
	To consider a tenure teacher be observed once every 3 years by panel heads (i)	There were (1) open lesson (2) peer lesson observation (3) focus lesson observation by Ps / panel heads. Since the open lesson would discontinue in the future, the Academic Section, as usual, would decide which subjects to undergo the in-school focus lesson observation; all subjects would be observed once every three years. For the tenure teachers to be observed by panel heads once every three years, it would be further discussed in the panel head meeting. *New teachers would be observed by Ps and panel heads in the first 2 years.	Item 5	2.8 (7 Ts)
	To research on 10 band 1-2 schools' observation & homework inspection policies (i)	Eight band 1-2 schools in Hong Kong were consulted; most of the policies were similar to the policy of our school. The schools are St Stephen's College, St Paul's School (Lam Tin), Bishop Hall Jubilee School, Shun Lee Catholic Secondary School, Carmel Divine Grace Foundation Secondary School, CCC Ming Kei College, Tin Shui Wai Methodist College, and Holy Trinity College. Two	Item 6	3.0 (7 Ts)

To review DSE 3-year enhancement plan projects	To share successful measures / sample lessons in the next staff development day (i)	weaker schools were consulted as additional reference: Tai Po Sam Yuk Secondary School and Kwai Chung Methodist College. Successful measures dealing with SEN students, rather than general DSE input, were shared in the first staff development day by different teachers. Ms Leung MT and Ms Wong YM shared their successful measures from the class teachers' points of view; Ms Lo WM shared the successful measures from the Discipline Section's point of view; Ms Wong MY and Ms Cho PS shared the successful measures from the Academic Section's point of view. More successful measures dealing with SEN students would be conducted next year by the EP. The sharing was practical to colleagues; this practice would continue in 2020-2021.	Item 7	1.9 (7 Ts)
	To prepare an interim review for the rotating 3-year projects (i)	The project had been carried out in the last three years. It allows professional sharing and reflection on our teaching. Findings from statistics and students' exam scripts were reported in the departmental meetings. Improvement measures pin-pointing the students' weaknesses were introduced and recorded in the Annual Plans in these three years. From ESDA, more than 70% teachers showed positive feedbacks towards the scheme. The scheme would continue in the coming few years.	Item 8	2.3 (22 Ts)
	To plan for the date for project completion, and measures thereafter (i)	The project allowed professional sharing and reflection of our teaching. In the coming three years, departments should review from the statistics and students' exam scripts to see if the	Item 9	2.4 (22 Ts)

		improvement measures are effective in improving students' weaknesses. This project would be reviewed again in May 2023.	
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Student development

Goals and strategies	Evaluations and Improvement Measures	Evaluation item
To revise policy and strategy admitting S2-4 transfer students	Questionnaires had been distributed to the panel heads of Chinese, English and Mathematics to collect examination duration of different levels. Returned comments were mixed. Teachers reflected that the current 45 minutes examination is good for all levels but agree to adopt same examination duration if other subjects would shorten as well. The examination dates are set in early-December, early-July and mid-August.	Item 10 2.7 (7 Ts)
To device a weighting between academic strengths, transfer exam results, and ECA strengths (iii)	Discussion was conducted on adopting the S1 discretionary places admission criteria but then put on hold because of suspension of school. The weighting would be finalized when the S1 selection criteria are finalized for 2021.	Item 11 1.7 (3 Ts)
To consider stepping up promotion for transfer students, eg. mid-year admission (iii)	The original proposed measures: - At most 2 batches per year, pilot started from the 2nd term. - No high profile promotions would be held; potential students would only be informed by posting information on the school webpage. However, due to social events and the pandemic resulted in school suspension, the above plan is put on hold.	Item 12 2.4 (14 Ts)
To review SEN	Meetings with SEN coordinator, social worker, Ed	Item 13 2.9 (8 Ts)

<p>coordinator's duties</p>	<p>coordinator, social worker, Ed Psy, heads of academic, discipline, and guidance; all guidance-related case records documented in details (ii)</p>	<p>Psy, heads of academic, discipline, and guidance had been carried out on 19 Sept and 11 Nov. All guidance-related case records documented in details were discussed during the meetings. These meetings helped all parties handle the special cases effectively. However, no meetings were carried out due to school suspension. Such meetings would continue next year.</p>	
	<p>To co-host an upgraded 10-weekend THINK TANK course on parenting with PTA (ii)</p>	<p>5 out of 10 upgraded THINK TANK sessions on parenting with PTA were held before the school suspension. Principals and school social workers were invited as guest speakers to share their professional experience about academic issues and child-parent communication. All sessions were welcomed by parents. The remaining 5 sessions would be held in the next academic year.</p>	<p>Item 14 2.8 (7 Ts)</p>
	<p>To run bi-weekly or 8-session pressure-resistance activities for all Form 2 students in the first term (ii)</p>	<p>8 sessions of pressure-resistance workshops were run for all Form 2 students in the first term after school. The service provider reported that students learnt how to relax and release the pressure. Some students were not actively involved at the beginning as they wanted to leave school after school. This workshop was subsidized by Learning Support Grant.</p>	<p>Item 15 3.1 (25 Ts)</p>
<p>To review STEM initiatives</p>	<p>To prepare an interim review for cross-KLA STEM projects in junior forms (ii)</p>	<p>The proposals about STEM projects in junior forms were collected. The cross-KLA subjects include Maths, IS, ICT & TL. But due to the outbreak of COVID-19 and school suspension, most of the items had not started or completed yet. Those items would continue in 2020-2021 school year when the school opens as normal.</p>	<p>Item 16 2.1 (4 Ts)</p>

	To prepare budget needs for the next three years (iii)	Due to the school suspension, most of the planned items for STEM projects in 2019-2020 school year could not be completed. The 3-year budget plan would be settled after preliminary evaluation on those projects conducted later.	Item 17	2.6 (4 Ts)
	To strengthen OM activities for all (ii)	S1 Fun Run with OM ideas and S5 inter-class OM lunch activity were cancelled due to school suspension. The activities would be held next year.	Item 18	1.8 (2 Ts)

Home and external development

Goals and strategies		Evaluations and Improvement Measures	Evaluation item	
To rid bottled and unhealthy drinks for students on campus	To rid plastic bottle items on campus (iii)	Sale of bottled water was banned in canteen. Students now bring their own bottles for filtered water at school or their own drinking water. More waste reduction/recycling activities can be organized to arouse awareness in the coming years.	Item 19	3.1 (15 Ts)
	To maintain good quality fountain water (iii)	10 new fountain water machines were in place since Sept 2019, with the help of the Home Affairs. The new machines would continue serving the school in the next school year when the COVID-19 threat is over.	Item 20	3.3 (16 Ts)
	To introduce healthy and popular snacks for teenagers (iii)	The supplier Murray claimed that they would provide some healthy snacks, e.g. fruits, corn, dried fruits. However, in the first few months of the school year, the canteen did not sell these snacks. Due to school suspension, only limited amount of food were sold in the canteen during the short open hours. These snacks were not available in the second term either. Additional	Item 21	2.5 (16 Ts)

	<p>monitoring would be in place in the new school year.</p>		
To plan for restructuring office and janitor staff system	To begin shadowing work in general office (i)	The majority of shadowing administrative work (office) for Ms Ho to Ms Tung were conducted and completed in 2019-2020 school year. The financial administrative work would continue in 2020-2021 school year.	Item 22 3.2 (15 Ts)
	To implement advancement-bar for incoming clerical staff, in order to promote continuous development (i)	The advancement-bar for incoming clerical staff had been implemented in 2019-2020. The arrangement would further apply to IT-staff. Further study on duty-related qualification would be rewarded with salary point advancement.	Item 23 3.0 (15 Ts)
	To consider hiring service provider for after school cleaning (i)	The proposal was postponed due to the outbreak of COVID-19 and school suspension. In academic year of 2020-2021, General Affairs Team would resume the communication with service providers concerned for service quotations. A detailed proposal would be submitted to school management by April 2021 for further discussion on the possibility of hiring service provider for after school cleaning. Janitors had been informed with such progress schedule, and they would be well-informed if school management decided its implementation.	Item 24 2.4 (15 Ts)
To plan for future storage needs	To review scanned student document storage needs and security (backup) (iii)	Procedure reviewed. In the next school year, the workflow would be streamlined and briefed to the staff involved. It is estimated that the new workflow would be implemented after 2020-2021 term 1.	Item 25 2.6 (4 Ts)
	To conduct housekeeping on a decade's old stocks (not records) in various depts	The item was postponed due to the outbreak of COVID-19 and school suspension. General Affairs	Item 26 2.6 (29 Ts)

	(iii)	<p>Team had discussed with Mr. Liu WL, that this item would be resumed in 2020-2021, from May to July 2021. It would collaborate with audit stock check work. Team or section heads would conduct the audit stock check and housekeeping for 10-year-old stocks at the same time.</p> <p>SU office was moved to Room 104. Lockers and shelves were bought to store their documents and materials.</p>	Item 27	2.7 (20 Ts)
	To establish a larger office for student leaders and their past office documents (ii)			