

PLK Vicwood K.T. Chong

Sixth Form College

Annual School Plan

2022-2023

PLK Vicwood K.T. Chong Sixth Form College

Annual School Plan 2022-23

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**PLK Vicwood K.T. Chong Sixth Form College
Annual School Plan (2022-23)**

Major Concern 1:

To groom students as self-directed, active and confident learners

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources
<p>1.1 To enrich students' learning experiences through offering a wide range of life-wide learning activities to cater for students' different needs, interests and aspirations</p>	<p>1.1.1 Each subject panel organizes at least one life-wide learning activity that relates to the learning of the subject. or Subject panels work together and organize at least one life-wide learning activity that relates to the learning of the subjects.</p> <p>1.1.2 The school NET will collaborate with different subject panels/ committees/ Campus TV to organize at least one cross-curricular life-wide learning activity.</p>	<ul style="list-style-type: none"> - Activities are organized and carried out. - 70% of the participants give favorable feedback on the activities. 	<p>Panel/Committee Evaluation</p> <p>Questionnaire/ Focused interview</p>	<p>Whole Year with different LWL activities held</p>	<p>Panel Heads</p> <p>The NET & Panel/ Committee heads concerned</p>	<p>LWL Fund</p> <p>Community resources</p>

<p>1.2 To create an environment of excellence for language learning</p>	<p>1.2.1 To promote English language/ reading across the curriculum (LaC/ RaC) activities for students to facilitate their learning of content subjects</p> <p>1.2.2 To create a rich English language environment on campus</p>	<ul style="list-style-type: none"> - The school NET will work with subject panels to optimize the English Plus lessons by integrating L/RaC elements into the formal curriculum. - The NET and the English Department will organize a series of after-class activities to engage students in the use of the English language - All the posters or display materials round the school and public announcements are in English or bilingual 	<p>Evaluation meeting by the English Department, the NET and the subject panel(s) concerned</p> <p>Evaluation meeting</p> <p>Teachers' Observation</p>	<p>Whole year</p>	<ul style="list-style-type: none"> -English Department -the NET - the subject panel(s) concerned -The NET -The English Department - All subject panels and committees 	<p>LWL Fund</p> <p>Community resources</p>
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	<p>1.2.3</p> <p>To nurture students' reading interest by devising whole-school reading schemes and activities.</p>	<ul style="list-style-type: none"> - A whole-school reading scheme is prepared. - At least one whole-school reading activity is held. 			<ul style="list-style-type: none"> -The School Library -The Chinese Department -The English Department -Subject panels concerned 	<p>Reading Promotion Grant</p> <p>Community resources</p>
<p>1.3</p> <p>To maximize students' learning hours through promoting self-directed learning and making use of IT (synchronous & asynchronous eLearning)</p>	<p>1.3.1</p> <p>Panels prepare schemes of work with e-learning components included</p> <ul style="list-style-type: none"> - adopting learning management systems (LMS) for students to access course materials, submit assignments, receive feedback and discuss with peers - providing online teaching videos/ materials for self-paced or flipped learning with assessments for monitoring students' independent learning - implementing synchronous e-learning after school hours (e.g. during the pre-DSE exam period) 	<p>Schemes of work with e-learning components prepared and implemented to the satisfaction of more than half of the teachers and students.</p>	<p>Evaluation meetings</p>	<p>Whole Year</p>	<p>AB</p> <p>All subject panels</p>	

<p>1.4</p> <p>To co-ordinate and promote the sharing of effective pedagogy and assessment strategies</p>	<p>Panel members teaching the same form meet regularly, share teaching ideas, discuss pedagogy and assessment strategies and engage in collaborative lesson preparation.</p>	<p>Monthly form meetings for sharing pedagogy and assessment strategies are held.</p>	<p>Evaluation by panel members</p>	<p>Whole year</p>	<p>AB</p> <p>All subject panels</p>	
<p>1.5</p> <p>To enhance students' study and learning management skills</p>	<p>1.5.1</p> <p>An Academic Talk on how to study effectively is held for S4 students.</p> <p>1.5.2</p> <p>Alumni sharing on how to prepare for the DSE exam</p>	<p>More than half of the students find the Academic Talk and alumni sharing useful.</p>	<p>End-of talk/ sharing online evaluation</p>	<p>September – October</p> <p>September – October</p>	<p>AB</p> <p>Campus TV</p>	

<p>1.6 To optimize the after-class learning support</p>	<p>1.6.1 S4 Enrichment Programmes for Chinese Language, English Language and Mathematics designed to cater for the needs and interests of students taking 2X</p> <p>1.6.2 A problem-based learning curriculum designed and offered to 2X students</p> <p>1.6.3 S5 Learning Support Classes for Chinese Language, English Language and Mathematics designed to cater for the needs and interests of students taking 2X</p>	<p>More than half of the S4 students find the Enrichment Programmes and the problem-based learning classes useful.</p> <p>More than half of the S5 students concerned find the Learning Support Classes useful</p>	<p>End-of term teaching evaluation</p>	<p>Whole year</p>	<p>IDEA MAKER Committee</p> <p>Learning Support Committee</p>	
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Major Concern 2: To enhance potential self and improve the well-being of students

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1 Opportunities are created to nurture students' potential through different learning activities and events.	2.1.1 Provide a diverse range of learning experiences for students to participate and learn how to organize activities through different opportunities in school.	70% subject panels and ECA clubs provided at least two activities/competitions to students; activities organized by students being held successfully	Record of activities / minutes / feedback from teacher advisors	Whole year	Subject Panels LSC ECA	LWL Fund
	2.1.2 Collaborate with outside parties to create more outside-school opportunities to widen students' exposure.	At least 2 activities organized by the committees concerned and with positive feedback given by 70% of the participants	Record of activities / minutes / feedback from participants	Whole year		Community resources

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
<p>2.2 Students are helped to realize their attributes, aptitudes and aspirations relevant to their life planning.</p>	<p>2.2.1 Establish an award scheme to make the participation of extra-curricular activities more motivating and allow students to discover their interests and exploit their potentials in different areas.</p>	<p>The scheme being set up with details confirmed for implementation in the next academic year</p>	<p>Minutes</p>	<p>2nd Term</p>	<p>ECA CLPC</p>	<p>Nil</p>
	<p>2.2.2 To enhance students' understanding about their achievements, aptitudes, abilities, and career aspirations through a multiple intervention approach.</p>	<p>70% respondents or above go for the questionnaire items / overall rating is 70% or more in a Likert scale) and/or Observation</p>	<p>Questionnaire (Feedback from participants / facilitators)</p>	<p>Whole year</p>		<p>LWL Fund</p>
	<p>2.2.3 Introduce and imbue students with selected social values in the workplace with an integrated approach and acquaint students with information on multiple pathways and the latest development in the job market.</p>	<p>70% respondents or above go for the questionnaire items / overall rating is 70% or more in a Likert scale) and/or Observation of facilitators</p>	<p>Questionnaire (Feedback from participants / facilitators)</p>	<p>Whole year</p>		<p>Community resources</p>

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.3 Students are developed to be able to manage one's emotions and generate emotions that lead to good feelings.	2.3.1 Organize activities and coaching sessions for students to enhance supportive peer relationships, manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.	70% participants with positive evaluation of the activities	Record of activities / Feedback from participants	Whole year	SPT	As above
2.4 Students gain the essential skills, knowledge and capabilities to communicate, develop meaningful relationships with others and create one's own emotional support network.	2.4.1 Provide leadership training for student leaders/potential students to enhance collaborative culture and emotional support among peers.	Related clubs have arranged at least one training programme to achieve the objective and 70% participants with positive evaluation of the activities	Record of activities / minutes / feedback from the participants	Whole year	SPT	LWL Fund Community resources
	2.4.2 Build up effective communication between teachers, parents, students and the community to create a supportive and positive teaching and learning environment.	All the related clubs/ committees have arranged at least one activity to achieve the objective	Record of the activities / minutes	Whole year		

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.5 Students are helped to develop the sense of belonging and abilities to participate in an active community or culture.	2.5.1 Create opportunities for students to serve in school activities designed to promote their sense of belonging to the school.	Students being recruited to serve the school in at least 2 school events / activities	Record of students / minutes	Whole year	ECA MCEC SPT	LWL Fund
	2.5.2 Provide activities designed to develop social skills and promote the sense of belonging to the school, society and the nation.	70% participants with positive evaluation of the activities	Record of activities / Feedback from participants	Whole year		Community resources

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or 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														
			Sub-total of Item 1.1	15,495	\$768,000.00										
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons														
e.g.	Exchange Tour to the Greater Bay Area	10-12 Apr 2023	S4-S5	88	\$100,000.00	\$1,136.36									
<i>(Please insert rows above if the space provided is insufficient.)</i>															
			Sub-total of Item 1.2	0	\$0.00										
			Total for Category 1	15,495	\$768,000.00										

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)

No.	Item	Purpose	Estimated Expenses (\$)
1	Drone	To conduct life-wide learning activities, to enrich students' interest & experiences in video production	\$8,000
2	Accessories for Drone		\$5,500
3	DV cam for Campus TV		\$22,000
4	DV cam battery and charger		\$3,000
5	3D Printer On-Site Parts & Labour Warranty Services Renewal Package		\$5,000
6	STEM training equipment		\$20,000
<i>(Please insert rows above if the space provided is insufficient.)</i>			
Estimated Expenses for Category 2			\$63,500.00
Estimated Expenses for Categories 1 & 2			\$831,500.00

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	432
Estimated number of student beneficiaries:	432
Percentage of students benefiting from the Grant (%):	100%
Name of Contact Person for LWL:	Ms. LUI Ho Ting
Post of Contact Person for LWL:	Head of Board of Student Affairs

PLK Vicwood KT Chong Sixth Form College
Programme Proposal for DLG-funded Other Programmes (Gifted Education)
2022-23

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget (HKD\$)
Mathematics	Mathematics enrichment class: Aspiring Euler	<ul style="list-style-type: none"> To bring together gifted learners in an environment conducive to learning Mathematics To provide high achievers with advanced curricula that challenge and inspire them to learn, achieve and realize their full potential 	<ul style="list-style-type: none"> 25 S4 students 25 S5 students 25 S6 students Nominated by the Mathematics Panel based on students' internal examination results 	1.5 hours x 24 lessons from Oct 2022	<ul style="list-style-type: none"> Gifted learners can fulfill their intellectual and affective needs The mathematical ability of students is enhanced 	Coordinator of Gifted Education Team & Mathematics Panel Head	26,000
English Language	English enrichment class: Exploring English Writing	<ul style="list-style-type: none"> To equip students with knowledge in different writing genres To enrich students' repertoire in English writing and improve their content and organization 	<ul style="list-style-type: none"> 15 S4-S5 students 10 S6 students Nominated by the English Panel based on students' academic performance 	1.5 hours x 10 lessons from Dec 2022	Students can complete the writing assignments each lesson	Coordinator of Gifted Education Team & English Panel Head	8,000

Programme Proposal for DLG-funded Other Programmes (Gifted Education) / 2022-23

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget (HKD\$)
Biology	Biology enrichment class: Mastering Biology	<ul style="list-style-type: none"> To broaden students' perspective in the application of biological knowledge and concepts in daily life and unfamiliar situations To help students develop an understanding of current issues and developments in biology 	<ul style="list-style-type: none"> 25 S6 students Nominated by the Biology Panel based on students' competence in Biology 	1.5 hours x 10 lessons from Oct 2022	<ul style="list-style-type: none"> Students can construct concept maps in various topics Students can complete task-based worksheets Students can prepare summary notes in key topics 	Coordinator of Gifted Education Team & Biology Panel Head	10,400

Programme Proposal for DLG-funded Other Programmes (Gifted Education) / 2022-23

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget (HKD\$)
Physics	Physics enrichment class: Keystone for Modern Physics – Classic Mechanics and Electromagnetic Theory	<ul style="list-style-type: none"> To enable students to get insight into the important role of physics in understanding the way nature works To deepen students' understanding of the applications and development of physics in the modern world 	<ul style="list-style-type: none"> 15 S5 students 10 S6 students Nominated by the Physics Panel based on students' academic performance 	1.5 hours x 20 lessons from Oct 2022	Students will be able to demonstrate high order thinking in mechanics and electromagnetics problems	Coordinator of Gifted Education Team & Physics Panel Head	41,000

Programme Proposal for DLG-funded Other Programmes (Gifted Education) / 2022-23

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget (HKD\$)
Liberal Studies	Liberal Studies enrichment class: Flying High in Liberal Studies	<ul style="list-style-type: none"> To foster students' critical thinking skills, creativity and problem-solving skills To help students cultivate positive values and attitude towards life 	<ul style="list-style-type: none"> 20 S6 students Nominated by the Liberal Studies Panel based on students' internal examination results 	1.5 hours x 20 lessons from Oct 2022	<ul style="list-style-type: none"> Students can complete the learning task each lesson Students can show appreciation for the values of their own and other culture, and for universal values 	Coordinator of Gifted Education Team & Liberal Studies Panel Head	15,000
Liberal Studies	Debate course	<ul style="list-style-type: none"> To enhance students' debating and public speaking skills To strengthen students' skills in research and teamwork 	<ul style="list-style-type: none"> 10 S4 students 10 S5 students Nominated by the Liberal Studies Panel based on students' academic performance and speaking skills 	2 hours x 50 lessons from Oct 2022	Students can develop effective speech composition and delivery	Liberal Studies Panel Head	70,000

Programme Proposal for DLG-funded Other Programmes (Gifted Education) / 2022-23

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget (HKD\$)
All KLAs	Short-term gifted development courses / workshops, each focusing on a particular topic of interest to students	<ul style="list-style-type: none"> To provide high achievers with more learning opportunities beyond classroom To enhance students' interests in the subject domains 	<ul style="list-style-type: none"> About 10-20 S4/S5/S6 students Nominated by subject teachers 	Nov 2022 – Aug 2022	Students would get in-depth knowledge in particular topics and develop stronger interests in related fields of study	Coordinator of Gifted Education Team & Panel Heads of participating subjects	11,000
All KLAs	Training for elite students	To help more capable students prepare for external competitions / performances	<ul style="list-style-type: none"> About 30 S4/S5/S6 students Nominated by related subject panels 	Oct 2022 – Aug 2022	Participation in external competitions / performances	Coordinator of Gifted Education Team & Panel Heads of participating subjects	2,000

Programme Proposal for DLG-funded Other Programmes (Gifted Education) / 2022-23

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget (HKD\$)
Cross-KLAs	Enrichment courses organised by tertiary institutions and other academic organisations	<ul style="list-style-type: none"> To let students acquire advanced knowledge in the subject domain To provide students with an immersive educational experience with other secondary students 	<ul style="list-style-type: none"> 3-5 S4-S6 students Nominated by related subject panels / Self nomination 	As fixed by tertiary institutions and academic organisations (throughout the school year)	Certificate of attendance	Coordinator of Gifted Education Team	15,000

Po Leung Kuk Vicwood K.T. Chong Sixth Form College
Plan on the Use of Capacity Enhancement Grant in the 2022/23 School Year

2022-2023 Allocation

\$509,812.00

Available for this budgeting

\$509,812.00

Task Area	Major Area(s) of Concern	Strategies/ Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Promotion of Reading to Learn	To relieve teachers' workload in promoting Reading to Learn	To employ an Assistant Library Officer to coordinate the planning and implementation of students' Reading to Learn	Teachers' workload in coordinating students' reading will be reduced .	Sep. 2022 to Aug. 2023	xxx	90% of the related teachers agree that the work of the Assistant Library Officer can reduce their workload. 80% of the related teachers agreed that students like reading more.	Questionnaire survey	Ms. Mak Y. H.
Summer Bridging Programme for S4 Students	To prepare S4 students for studying in an EMI school where lessons of most subjects are conducted in English.	1. To hire a service provider to organize and implement the Bridging Programme 2. The service provider should send qualified English native speakers to teach the lessons	Students will be better prepared to study in an English-speaking classroom and have more confidence in using English both in and outside school.	Aug. 2022	\$60,000.00	More than 80% of the students agree that the programme is useful.	Questionnaire survey	Ms. Chau L.C.
Student Learning Support	To relieve teachers' workload in helping targeted students to get level 3 or above in Chinese DSE examination.	To employ a part-time tutor to teach after-school Chinese consolidation classes.	Teachers will concentrate more on helping the high-achievers after school.	Sep. 2022 to Aug. 2023	xxx	More than 80% of the students agree that the programme is useful; 55% of the related students get level 3 or above in the coming DSE.	1. Students' DSE results 2. Questionnaire survey	Ms. Chan Y.W.
Learning and Teaching	To relieve teachers' workload and to assist in teaching and implementing programmes of the subject department and functional units	To employ 1 teaching assistant	The workload of the teachers is reduced so that they have more room for the enhancement of learning and teaching	Sep. 2022 to Aug. 2023	xxx	More than 80% of related teachers agree that the teaching assistant can reduce their workload and more learning and teaching materials are prepared.	Questionnaire survey	Ms. Chau L.C.
Total :					\$509,000.00			

Credit: \$812.00

**Programme Plan for
School-based After-school Learning and Support Programmes 2022/23 school year**

Name of School: PLK Vicwood K.T. Chong Sixth Form College

Project Coordinator: Ms. Lam Laam Kuen **Contact Telephone No.:** 23905010

A. Information on Activities to be subsidised/complemented by the grant

Name of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc)	Period/Date activity to be held	Estimated no. of grant beneficiaries [#]	Estimated expenditure	Name of partner/service provider (if applicable)
<i>Mentor Day Activities</i>	- To help students to get along with new friends through mentor activities and/or class activities	Mentor group/Class spirit enhanced and enjoying the activity	Collection of feedback from mentors	Sept 2022	75	\$7,500	---
Student Development Programmes - Training Camps / Training Courses / Visits / Study Tour / Entry Fee	- To equip students with the necessary qualities and skills for the corresponding posts - To help students in whole -person development.	- Students are confident and enthusiastic to take up responsibilities - Certificate attained; or - Attendance rate \geq 75%; or - Positive feedback from students (if the organizer does not issue certificates)	Assessment of students' performance in the corresponding posts	Mar 2023	10	\$2,500	School Social Workers / Outside Organizations
1. <i>Young Mentors Training Camp</i>				Whole year	2	\$2,000	
2. <i>OLE</i> - Student Enrichment Program - Aesthetic activities				Whole year	40	\$8,000	
3. <i>Study Tour</i>				Apr 2023	30	\$34,000	
4. <i>Sport Teams training course</i>				Whole year	20	\$15,000	
5. <i>Discipline Training Camp</i>				July 2023	10	\$2,500	
6. <i>Museum Visit</i>				July 2023	72	\$3,600	

<i>Moral & Civic Education</i>	<ul style="list-style-type: none"> - To enable students to understand more about the society. - To widen students' horizons in community services 	<ul style="list-style-type: none"> - Certificate attained; or - Attendance rate \geq 75%; or - Positive feedback from students (if the organizer does not issue certificates) 	Collection of feedback from participants	Whole year	40	\$8,000	School Social Workers / Outside Organizations
1. <i>School-based 3S Program</i>				Whole year	40	\$5,000	
2. <i>Voluntary Services Support Programmes</i>						Total \$88,100	

Fund available = \$100,800 (21/22 balance) + \$94,200 (22/23 Grant) = \$195,000

Po Leung Kuk Vicwood K.T. Chong Sixth Form College

Annual Plan and Budget Plan for Learning Support Grant (LSG) 2022-2023 School Year

2022-2023 Allotment: \$ (1st allotment) + \$ (2nd allotment) = \$ 588430

2021/2022 Surplus: \$72849

2022/2023 Total income: \$ 661279

	<u>Item</u>	<u>Objectives</u>	<u>Hire of services</u> Name of service provider	<u>Time of Implementation</u> (The total fee or hourly fee of the activity/session)	<u>Target group</u> (e.g. Number/type of SEN students, parents)	<u>Performance indicators</u> <u>Evaluation Methods</u> (If applicable)	<u>Indicators</u>	<u>Expected cost</u>
1.	Salaries of 1 Assistants Teacher (AT) and 1 student counselor	Provide after-school learning support, assist in individual coaching and SEN-related admin work	/	9/2022-8/2023	20+ students with diversified learning needs	Teacher questionnaire	At least 80% of students have improvement in their studies	\$ 333900
2.	Clinical psychology counseling services for SEN and mental illness students	Help students understand and identify emotional symptoms and modify their behavior to improve personal adjustment	The Hong Kong Federation of Youth Group-Wellness Plus	Oct 2022 to Dec 2022 6 visits day for a total of 120 hours	4-6 SEN students or students with emotional needs	Feedback from the organization and students	At least 80% of participants agree the programmer helped them know their emotional state better	\$40320
3.	School-based speech therapy services	Help SLI students overcome their speaking/communication difficulty & raise their confidence speaking with others	Hong Kong Community Speech Therapy Centre	Oct 2022 to Aug, 2023 10 visits for a total of 40 hours	8-12 SEN students and non-SEN student with speaking difficulty	Feedback from speech therapist and students	More than 80% of students are much more confident in having communication and doing presentation after receiving the service	\$46800
4.	School-based occupational therapy services	To provide visual attention and auditory attention training to students with attention processing problem	The Hong Kong Polytechnic University-Rehabilitation Clinic	Nov 2022 to Aug, 2023 8 visits for a total of 32 hours	8-12 SEN students with attention difficulties	Feedback from occupational therapist and students	More than 80% of students are much more confident in having sustain attention on different tasks in daily life after receiving the service	\$48000

	<u>Item</u>	<u>Objectives</u>	<u>Hire of services</u> <u>Name of service provider</u>	<u>Time of Implementation</u> <u>(The total fee or hourly fee of the activity/session)</u>	<u>Target group</u> <u>(e.g. Number/type of SEN students, parents)</u>	<u>Performance indicators</u> <u>Evaluation Methods (If applicable)</u>	<u>Indicators</u>	<u>Expected cost</u>
5.	Careers and life planning programme for F.5 SEN students	Help students explore their interests and abilities and fix their life goals for further development	TBC	6 times (40-minute individual counseling sessions) Oct 2022 to Dec 2023	10 S5 SEN students	Evaluation reports from the service provider	80% of students learnt the skills at modifying the plans for further studies or future career	\$30000
6.	Careers and life planning programme for F.6 SEN students	Help students explore their interests and abilities and fix their life goals for further development	TBC	6 times (40-minute individual counseling sessions) Oct 2022 to Dec 2023	10 S6 SEN students	Evaluation reports from the service provider	80% of students learnt the skills at modifying the plans for further studies or future career	\$30000
7.	Learning materials for SEN	Enable teachers to better support their SEN students academically	/	Throughout the year	24 students with diversified learning needs	Feedbacks from teachers	Provide extra support in terms of teaching/learning aids	\$1000
Remarks : Please provide the information of the cost (salary + MPF) of deploying additional support teacher / social worker / teaching assistant with the Learning Support Grant.							Total	\$530,020
							Expected remaining amount	\$131,259

Po Leung Kuk Vicwood K.T. Chong Sixth Form College
Students Support Team (SST) Annual Action Plan

June-Aug 2022	<ul style="list-style-type: none"> ● Collection of information from PLKTNKJSC ● F.4 –F.6 SEN case meeting for subject teachers ● Invitation of written quotation from different service providers
Sept-Oct 2022	<ul style="list-style-type: none"> ● Distribution of parents letters for public exam accommodation (all F.6 students) ● 9/2022 Application on HKDSE exam accommodation (F.6) ● 8/10/2022 Parent Talk (F.4 new students and all students about public exam accommodation) ● Phone contact to F.4 SEN student’s parents ● Collection of new documents/ information ● Contact with students and prepare case record ● Provide information to mentors and subject teacher about SEN cases ● F.4 –F.6 SEN case meeting for subject teachers ● Preparation of service (Clinical Psychology, Speech therapy and occupational therapy services) ● 1st meeting of SST
Nov 2022	<ul style="list-style-type: none"> ● Update documents to SEMIS ● 25/11/2022 Workshops for F.5/6 students by Edu Psy / Studying skills for F.6 ● Preparation of IEP if needed (meeting with subject teachers and parents) ● Preparation of internal exam arrangements
Dec 2022	<ul style="list-style-type: none"> ● Internal exam arrangement (F4,5 Mid Term exam) ● Preparation of study group for SEN students
Jan 2023	<ul style="list-style-type: none"> ● Internal exam arrangement (F6 Mock exam) ● 2nd meeting of SST (Review on 1st term’s work)
Feb-April 2023	<ul style="list-style-type: none"> ● 2/2023 Workshops for F.6 (Mental wellbeing) ● Implementation of buying services in the 2nd term ● 2/2023 Career program for F5-6 ● Parents ‘day / talk
May-June 2023	<ul style="list-style-type: none"> ● Internal exam arrangement (F4,5 Final exam) ● 18/3/2023 Career talk for parents
July 2023	<ul style="list-style-type: none"> ● Activity for SEN students (Career or social skills training program) ● Release of HKDSE results (support to SEN students) ● IEP Evaluation with students and parents if needed ● 3th meeting of SST (Review on whole year work)

Case work approach (e.g. counselling), academic measures and liaison with Educational psychologist and other community resources will be carried out throughout the whole year.

運用推廣閱讀津貼計劃書

Reading Grant Proposal

2022-2023 學年

推廣閱讀的主要目標：(Enhance our reading culture in school)

Ebooks reading enhance reading effectively during actual/online class.

	項目名稱*	預算開支(\$)
1.	購置圖書	Purchase of Chinese and English ebooks (Hyread ebooks and Lightsail ebooks). Since reading ebooks have been effectively done in F.4 so this year the scheme has been extended to F.5 classes. The Reading scheme aims at developing the habit of reading through reading ebooks/books and magazines/emagazines in different themes like health, history, science etc. following the suggested list by EDB. The total amount is \$53319 from Reading Grant this academic year.
	<input type="checkbox"/> 實體書	
	<input checked="" type="checkbox"/> 電子書	
2.	網上閱讀計劃	
	<input type="checkbox"/> e 悅讀學校計劃	
	<input type="checkbox"/> 其他計劃:	
3.	閱讀活動	
	<input type="checkbox"/> 聘請作家、專業說故事人等進行講座	
	<input type="checkbox"/> 僱用外間提供課程機構協助舉辦與推廣閱讀有關的學生學習活動	
	<input type="checkbox"/> 支付學生參加閱讀活動或比賽的報名費	
	<input type="checkbox"/> 資助學生參加或報讀與閱讀有關的收費活動或課程	
4.	其他：_____	

* 請以✓選或以文字說明。

保良局莊啟程預科書院
姊妹學校交流
2022-2023 姊妹學校交流計劃書及預算開支

內地姊妹學校名稱：(1) 深圳市鹽田高級中學

締結日期：2016年11月4日

學校擬於2022-2023 舉辦下列姊妹學校交流活動：

項目編號	交流項目名稱及內容	預期目標	監察／評估	預算開支
1.	保良局莊啟程預科書院 - 深圳市鹽田高級中學交流活動 因疫情關係，學生未能到內地考察，兩校老師及學生(例如校園電視台、資優教育組) 可嘗試利用視像會議互相交流，以探索舉辦不同活動的可行性及成效	兩校教師： 加強本校老師對姊妹學校的了解，如背景、辦學目標、班級規模等等；透過經驗分享及專業交流，共同促進兩校教師的專業發展。 兩校學生： 讓兩校學生能作出初步互相認識及交流，建立適當的聯絡渠道，鞏固兩校友誼。讓本校學生認識兩地高中學制的異同。	學校透過交流分享/抽樣問卷調查，評估成效。 學校在學年完結後會向校董會呈交報告，匯報評估結果，進行反思及跟進。	預算開支包括優化視像會議電子器材設備等，見財政預算。

財政預算：

1.	收入:		
	21-22年度姊妹學校交流計劃津貼結餘	\$	149266.34
	22-23年度姊妹學校交流計劃津貼 (待訂)	\$	159798.00
	Total:	\$	309064.34
2.	支出:		
	聘請一位助理教師或教學助理，支付其部分薪金，以處理有關的姊妹學校交流活動及相關支援上的行政工作。	\$	30000.00
	優化視像會議電子器材設備	\$	120000.00
	Total:	\$	150000.00

保良局莊啟程預科書院
2022-23 年度
教育局「支援推行高中公民與社會發展科的一筆過津貼」計劃書

津貼範疇	目標和策略	涉及開支
1. 支付學生參加和公民科課程相關在本地或在內地舉行的聯校／跨課程活動的費用	◆ 資助學生參與本地的學習活動（例如：參與比賽、體驗學習的報名費、交通費和住宿費用），以提升其學習本科的能力和興趣。	\$20,000
2. 資助學生參加由學校舉辦在本地或內地的校本學習活動費用和交通費	◆ 資助學生參與校本學習活動（例如：參觀展覽、實地考察、體驗學習營等），以提升其學習本科的能力和興趣。	\$20,000
3. 發展或採購相關的學與教資源（例如：參考書、刊物、多媒體及電子教學材料等）	◆ 提升學與教效能	\$20,000
4. 資助學生參加內地考察／交流活動的費用	◆ 提升學生對國家的認識 ◆ 提升其學習本科能力和興趣	\$10,000
	總開支	\$70,000