

**PLK Vicwood K.T. Chong**

**Sixth Form College**

**Annual School Plan**

**2021-22**

# PLK Vicwood K.T. Chong Sixth Form College

## Annual School Plan 2021-22

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PLK Vicwood K.T. Chong Sixth Form College

Annual School Plan (2021-22)

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. // Subject panels can 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 Teaching and Learning Development Committee (TLC) 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"> <li>- Activities are organized and carried out.</li> <li>- 70% of the participants give favorable feedback on the activities.</li> </ul>	<p>Panel/Committee Evaluation</p> <p>Questionnaire/ Focused interview</p>	<p>Whole Year with different LWL activities held</p>	<p>TLC Panel Heads</p> <p>TLC Panel/ Committee heads concerned</p>	<p>LWL Fund</p> <p>Community resources</p>

1.2 To create an environment of excellence for language learning	1.2.1 To promote language/reading across the curriculum (LaC/ RaC) activities for students to perform their multiple intelligences (MI).	- The school NET will work with subject panels to optimize the English Plus lessons by integrating L/RaC elements into the formal curriculum.	Evaluation meeting by the English Department, NET and the subject panel(s) concerned	Whole Year	English Department NET subject panels concerned	
	1.2.2 To continue the success of the English Environment Enhancement Team (EEET) and develop English learning circles for gifted learners.	- At least one English learning circle is formed.	Evaluation meeting Students' achievements	Whole year	TLC (EEET) NET	LWL Fund Community resources
	1.2.3 To nurture students' reading interest by devising whole-school reading schemes and activities.	- A whole-school reading scheme is prepared.  - At least one whole-school reading activity is held.	Evaluation meeting Students' achievements	Whole year	Library TLC Chinese Department English Department Subject panels concerned	LWL Fund Community resources

<p>1.3 To maximize students' learning hours through promoting self-directed learning and making use of IT (synchronous &amp; asynchronous eLearning)</p>	<p>1.3.1 Panels prepare schemes of work with e-learning components included:</p> <ul style="list-style-type: none"> <li>➤ adopting learning management systems (LMS) for students to access course materials, submit assignments, receive feedback and discuss with peers</li> <li>➤ providing online teaching videos/ materials for self-paced or flipped learning with assessments for monitoring students' independent learning</li> <li>➤ implementing synchronous e-learning after school hours (e.g. during the pre-DSE exam period)</li> </ul>	<p>- Revised schemes of work with e-learning components incorporated and implemented to the satisfaction of more than half of the teachers and students.</p>	<p>Questionnaires  Evaluation meetings</p>	<p>Whole Year</p>	<p>AB TLC All subject panels</p>	
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<p>1.4 To co-ordinate and promote the sharing of effective pedagogy and assessment strategies</p>	<p>1.4.1 Panel members teaching the same form meet regularly, share teaching ideas, discuss pedagogy and assessment strategies and engage in collaborative lesson preparation.</p> <p>1.4.2 TLC co-ordinates the sharing of effective teaching and assessment strategies on the Staff Development Day.</p>	<p>At least two regular form meetings for sharing pedagogy and assessment strategies are held each term.</p> <p>Teachers share teaching and assessment strategies on the Staff Development Day.</p>	<p>Evaluation by panel members</p> <p>Questionnaires</p>	<p>Whole year</p> <p>On Staff Development Day</p>	<p>AB All subject panels</p> <p>TLC SDC</p>	
<p>1.5 To enhance students' study and learning management skills</p>	<p>1.5.1 An Academic Talk on how to study effectively is held for S4 students.</p> <p>1.5.2 TLC collects study skills/ strategies from each subject panel and present the information in a school bulletin published three times in the school year.</p>	<p>More than half of the students find the Academic Talk, alumni sharing and the Bulletin useful.</p>	<p>Teachers' observation</p>	<p>September – October</p> <p>Whole Year</p>	<p>AC TLC</p> <p>TLC All subject panels</p>	

	1.5.3 Alumni sharing on how to prepare for the DSE exam			Oct	AB TLC	
1.6 To optimize the after-class learning support	1.6.1 Different after-school learning support classes are provided for students of different abilities	70% of the participants find the classes useful	Record of activities Feedback from participants Questionnaire	Whole year	CLC	DLGOP & CEG for instructors' wages  DLGOP for buying services / instructors' wages / subsidizing programs, training or competition entry fees  Subject teachers concerned; AT/TAs

**Major Concern 2: To enhance potential self and improve the well-being of students**

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People in Charge</b>	<b>Resources Required</b>
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  Community resources
	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		



Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.2 Students are helped to realize their attributes, aptitudes and aspirations relevant to their life planning.	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.	The scheme being set up with details confirmed for implementation in the next academic year	Minutes	2 <sup>nd</sup> Term	ECA CLPC	Nil
	2.2.2 To enhance students' understanding about their achievements, aptitudes, abilities, and career aspirations through a multiple intervention approach.	70% respondents or above go for the questionnaire items / overall rating is 70% or more in a Likert scale) and/or Observation	Questionnaire (Feedback from participants / facilitators)	Whole year		LWL Fund
	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.	70% respondents or above go for the questionnaire items / overall rating is 70% or more in a Likert scale) and/or Observation of facilitators	Questionnaire (Feedback from participants / facilitators)	Whole year		Community resources

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	GC	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	DC GC	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	DC ECA GC MCEC	LWL Fund  Community resources
	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		

**Po Leung Kuk Vicwood K.T. Chong Sixth Form College**  
**Plan on the Use of the Life-wide Learning Grant**  
**School Year 2021/22**

**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.**

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)				
				Level	Estimated Number of Participants			I	M	P	S	C
<b>Category 1</b>	<b>To organise / participate in life-wide learning activities</b>											
<b>1.1</b>	<b>Local Activities:</b> 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											
1	Science Club activities (e.g. Herbarium making, bio-plastic making, leaf-bookmark making, “hot-ice” making, recycled paper making, science quiz, etc.)  - To raise students’ interests in science - To foster science knowledge beyond curriculum - To develop students’ practical/problem-solving skills	Science	Lunch time on selected days	S4 - S6 Science Students	36	Number of participants & students’ / teachers’ feedback	\$2,000	✓	✓	✓		

\* Applicable domain includes: Chinese Language / English Language / Mathematics / Science / Geography / History / Arts (Music) / Arts (Visual Arts) / Arts (Others) / Physical Education / General Studies / Citizenship and Social Development / Cross-Disciplinary (STEM) / Cross-Disciplinary (Others) / Constitution and the Basic Law / National Security / Moral, Civic and National Education / Values Education / Gifted Education / Leadership Training etc, if the activity does not belong to any of the above domain, please fill in the domain as appropriate.

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
2	Fieldwork course fee and materials: - To organize various activities (such as field trips) to enhance students' learning	Geography	9/2021-7/2022	S4-S6	30	Teachers' observation	11000	✓					
3	Academic & club activities  傳統節慶常識問答遊戲 - 豐富學生知識 - 宣傳傳統文化  考古工作坊 - 培養學生對歷史的興趣及解難能力  第四屆歷史人物投票比賽 - 豐富學生知識  認識中國香港常識問答比賽 - 豐富學生知識 - 宣傳傳統文化，讓學生認識祖國	Chinese History	Whole school year	S4-S6	Whole school & CHIS students	Teachers' observation	7300	✓	✓				

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)						
				Level	Estimated Number of Participants			I	M	P	S	C		
	參觀歷史博物館/ 跑馬地墳場 - 豐富史識, 認識史料種類 - 配合課程													
4	中文學會活動 - 認識中國傳統文化	Chinese Language	9/2021-7/2022	S4-S6	80	Teachers' observation	2000	✓		✓				
5	Academic club activities - To organize various activities (such as interest group) to enhance students' learning	Information & Communication Technology	2/2022-5/2022	S4-S5	20	Teacher's feedback	2500	✓						
6	Academic club activities - To arrange Lunch Time Fun Fair & Reading Scheme to arouse students' interests in the subject	Economics	10/2021 – 5/2022	S4 - S6	30	Teachers' observation	500	✓	✓					
7	Extra-curricular activities: Lunch Time Fun Fair - To enhance students' communication skills and to arouse their interests in the subject	Economics	5/2022	S4 - S6	50	Teachers' observation	1000	✓	✓					

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
8	Extra-curricular activities - To promote language learning and enrich the English environment in school	English Language	9/2021 – 7/2022	S4 – S6	Whole school	Teachers' observation / Students' feedback	7500	✓					
9	Activities (A Visit to Tokwawan) - To provide an opportunity for students to visit the old district - To allow students communicate with the elderly living in the district	Health Management & Social Care	07/2022	S5	25	Teacher's observation & Students' reflective journals	1600	✓					
10	Learning activities outside school - To organise activities such as debate competitions to enhance students' knowledge in the subject	Liberal Studies / Citizenship & Social Development	9/2021-7/2022	S4-S6	Whole school	Number of participants & students' / teachers' feedback	5000	✓					
11	Extra-curricular activities - To arouse students' interests and enhance their knowledge in the subject through arranging various activities	Physics	7-8/2022	S4-S5	30	Teachers' observation	5000	✓					

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
12	Hong Kong Disneyland Youth Program – hospitality in practice - To Enrich students’ knowledge on hospitality service in a theme park setting	Tourism & Hospitality Studies	July 2022	S4/S5 THS students	Around 40	Teacher’s observation & Face-to-face feedback from students	6290	✓					✓
13	Cross-curricular activities: Transportation for outing/visits	Tourism & Hospitality Studies	Whole school year	S4/S5 THS students	Around 40	---	4000	✓					
14	Competition related fees / materials - To increase students’ exposure in STEM education - To broaden the horizon of students in STEM-related areas	STEAM	9/2021 – 8/2022	S4 & S5	20	Teachers’ observation	20000	✓					✓
15	Internal school activities / workshops - To promote STEM education through school-based activities (e.g. lunch time program) - To enhance students’ understanding in STEM education	STEAM	9/2021 – 8/2022	S4 & S5	50	Teachers’ observation	15000	✓					



No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
								I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences					
16	Training courses for students - To provoke students' interests in STEM education and related topics	STEAM	9/2021 – 8/2022	S4 & S5	20	Teachers' observation	6000	✓					✓
17	Training activities & programmes - To develop leadership of students through training activities - To indoctrinate positive values and attitudes among students by arranging various programmes	Discipline Committee	Whole school year	S4-S6	Whole school	Teachers' observation / written feedback	15000		✓			✓	
18	CLP Programs for S6 students (interviewing skill training program) - To help students prepare for job and college admissions interviews	Careers & Life Planning	11/2021 – 05/2022	S6	All S6 students	Teachers' observation / questionnaire	20000						✓
19	CLP Programs for S4 & S5 (Self-understanding and goal setting) - To help students understand themselves and to hone goal setting skills for life planning	Careers & Life Planning	whole school year	S4 & S5	All S4-S5 students	Teachers' observation / questionnaire	100000		✓				✓

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
								I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences					
20	Workplace Exploration Programs - To help students explore the workplaces of their fields of interest	Careers & Life Planning	2nd Term	S5	S5 students	Teachers' observation / questionnaire	18000						✓
21	Coach fees for Visits / Outings - To help students know more about study and careers options of their interest	Careers & Life Planning	Whole school year	S4-S6	Whole school	Teachers' observation / questionnaire	30000						✓
22	OLE – Aesthetic activities - To develop students' aptitude in aesthetic appreciation	Extra-curricular Activities	1 <sup>st</sup> Term	S4-S5	All S4 & S5 students	Teachers' observation / Students' feedback	12000			✓			
23	Transport & Travelling - Fee for outings / visits	Extra-curricular Activities	Whole school year	S4-S6	Whole school	---	15000	✓		✓	✓		
24	Extra-curricular activities - To enrich students' learning experiences beyond class through arranging various kinds of activities and encouraging students' participation	Extra-curricular Activities	Whole school year	S4-S6	Whole school	Teachers' observation / Students' feedback	50000	✓		✓	✓		

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)						
				Level	Estimated Number of Participants			I	M	P	S	C		
25	Mentor Day activity materials - To provide a chance for mentors and students to know more about each other	Guidance Committee	09/2021	S4-S5	All S4-S5 students	Teacher's observation /questionnaire	2000	✓	✓					
26	Mentor Day activity transport	Guidance Committee	09/2021	S4-S5	All S4-S5 students	Teacher's observation /questionnaire	8000	✓	✓					
27	Young Mentors training program - To foster personal development of young mentor including communication skills, leadership, self-confidence and self-understanding via experience learning, adventure games, group discussion and sharing, self-challenging and reflection exercises.	Guidance Committee	Whole Year	S4-S5	20-30	Interview/ written feedback	14500	✓	✓					
28	Young Mentor program - To provide a positive school environment and release high pressure	Guidance Committee	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	8000	✓	✓					

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)						
				Level	Estimated Number of Participants			I	M	P	S	C		
29	Talk / Seminar - To widen students' horizon so as to cope better with difficulties	Guidance Committee	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	6000	✓	✓					
30	Leadership training activities & Retreat Day - To promote and enhance mental health of our students and reduce study pressure - To enhance sense of belonging and class spirit	Guidance Committee	2 <sup>nd</sup> Term	S4-S6	All students	Teacher's observation / questionnaire	40000	✓						
31	Orientation Program (YMS) expenses on activities - To help new comers to deal with school life in KTC	Guidance Committee	08/2022	S4	All new students	Teacher's observation / questionnaire	2000	✓	✓					
32	Orientation Program (YMS) decoration & preparation	Guidance Committee	08/2022	S4	All new students	Teacher's observation / questionnaire	1000	✓	✓					

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)						
				Level	Estimated Number of Participants			I	M	P	S	C		
33	Moral & Civic Education Program - To promote moral and civic education by different activities for the development of positive values and appreciative attitudes among students	Moral & Civic Education	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	42000	✓	✓					
34	Talk / Seminar / Workshop - To widen students' horizon so as to cope better with difficulties	Moral & Civic Education	Whole year	S4-S6	All students	Teacher's observation / questionnaire	6000	✓	✓					
35	MCE Partners program fee - To promote moral and civic education by different activities for the development of positive values and appreciative attitudes among students	Moral & Civic Education	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	10000	✓	✓					
36	Life Education program fee - To nurture positive values and attitudes and to help students build up self-confidence and enhance self-esteem	Moral & Civic Education	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	8000	✓	✓					

I: Intellectual Development (closely linked with curriculum)  
M: Moral and Civic Education  
P: Physical and Aesthetic Development  
S: Community Service  
C: Career-related Experiences

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)						
				Level	Estimated Number of Participants			I	M	P	S	C		
37	Healthy Campus program fee - To help students develop a better understanding of themselves. - To promote healthy lifestyle and desirable learning and social behaviours	Moral & Civic Education	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	8000	✓	✓					
38	Green Campus - To enhance environmental awareness & to develop an environmentally friendly attitude and to promote green practices/ environmental education	Moral & Civic Education	Whole Year	S4-S6	All students	Teacher's observation / questionnaire	8000	✓	✓					
39	School team training - To enhance sports skills of the sports team members by hiring external qualified coaches for sports team training	Physical Education	1/9/2021 – 31/5/2022	S4-S6	Sports team members	Teachers' observation / students' feedback	83700			✓				

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
								I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences					
40	Sports Day - To promote students' participation in athletic events and sense of belonging to the school	Physical Education	1 <sup>st</sup> Term	S4-S6	All S4-S6 students	Teachers' observation / students' feedback / written feedback	8800			✓			
41	Sports Camp - To build up team spirit and sense of belonging of sports teams and sports prefects	Physical Education	to be confirmed	S4-S6	Sports Prefects	Teachers' observation / students' feedback	2300			✓			
42	Recruitment & Welcoming Meet for the EEET	Teaching & Learning Development Committee	September	S4-S6	100	Participation rate / Teachers' observation	500	✓				✓	
43	Competition, activities & application fees	Teaching & Learning Development Committee	Whole school year	S4-S6	Whole school	Participation rate / Teachers' observation	5000	✓					✓
44	STEAM reading challenge	Teaching & Learning Development Committee	November & March	S4-S6	Whole school	Participation rate / Teachers' observation	6000	✓					

No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
								I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences					
45	Halloween English Speaking Day	Teaching & Learning Development Committee	October	S4-S6	Whole School	Participation rate / Teachers' observation	3000	✓					
46	Board games learning activities	Teaching & Learning Development Committee	June	S4-S5	30	Participation rate / Teachers' observation	3000	✓					
47	English Writing Circle (Learning Creative Writing through Cooking) and publication of AcaBuzz	Teaching & Learning Development Committee	Whole school year	S4-S6	20	Production after activities / Teachers' observation	9000	✓					✓
48	Disneyland life-wide learning activity, visits / outings	Teaching & Learning Development Committee	January	S4-S6	35	Participation rate / Teachers' observation / Questionnaire	35000	✓					
49	Language Centre activities	Teaching & Learning Development Committee	Whole School Year	S4-S6	Whole School	Participation rate / Teachers' observation	3000	✓					
50	Bookstore visit	Teaching & Learning Development Committee	December	S4-S6	20	Participation rate / Teachers' observation	5000	✓					



No.	Brief Description and Objective of the Activity	Domain* (Please refer to the remark for examples of domain)	Date	Target Students		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)					
				Level	Estimated Number of Participants			I	M	P	S	C	
51	E-learning activities	Teaching & Learning Development Committee	Whole school year	S4-S6	Whole school	Participation rate / Teachers' observation	5000	✓					
52	Self-directed Learner Award Scheme	Teaching & Learning Development Committee	July	S4-S6	Whole school	Number of winners / Teachers' observation	2000	✓					
Sub-total of Item 1.1							691490						
<b>1.2</b>	<b><u>Non-Local</u> Activities:</b> To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons												
1	To explore the opportunities for further studies and the various cultural developments in South Korea	Study Tour	03/2021 – 04/2021	S5 students	30	Teachers' observation / questionnaire	54000	✓	✓			✓	
Sub-total of Item 1.2							54000						
<b>Estimated Expenses for Category 1</b>							<b>745490</b>						

No.	Item	Domain* (Please refer to the remark for examples of domain)	Purpose	Estimated Expenses (\$)
<b>Category 2</b>	<b>To procure equipment, consumables or learning resources for promoting life-wide learning</b>			
1	Campus TV equipment	Teaching & Learning Development Committee	To provide students with a platform to showcase their multiple intelligences through TV show production	50000
2	Books for Language Centre	Teaching & Learning Development Committee	To expand the collection of books housed in the Language Centre, hence promoting reading	4800
3	3D Printer On-site Parts & Labour Warranty Services Renewal Package	Integrated Arts	To encourage the participation in IA competitions and activities	5000
4	Training equipment	STEAM	To purchase related equipment that would be used in STEM education promotion program	20000
<b>Estimated Expenses for Category 2</b>				<b>79800</b>
<b>Estimated Expenses for Categories 1 &amp; 2</b>				<b>825290</b>

### Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school:	452
Estimated number of student beneficiaries:	452
Percentage of students benefitting from the Grant (%):	100

**PLK Viewood KT Chong Sixth Form College**  
**Programme Proposal for DLG-funded Other Programmes (Gifted Education)**  
**2021-22**

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Mathematics	Mathematics course for the academically gifted	To enhance various higher-order thinking skills in the learning of Mathematics	<ul style="list-style-type: none"> <li>• &lt; 25 S4 students</li> <li>• &lt; 25 S5 students</li> <li>• &lt; 25 S6 students</li> <li>• Nominated by the Mathematics Panel</li> </ul>	<ul style="list-style-type: none"> <li>• 10 80-minute classes for S4;</li> <li>• 20 80-minute classes for S5;</li> <li>• 10 80-minute classes for S6</li> </ul>	Students equipped with skills learned would handle Mathematics better	Head of Learning Support Committee (LSC) & Mathematics Panel Head	\$37,800
English Language	English Language course for the academically gifted	To enhance various higher-order thinking skills in the learning of English language	<ul style="list-style-type: none"> <li>• &lt; 25 S4 students</li> <li>• &lt; 25 S5 students</li> <li>• &lt; 25 S6 students</li> <li>• Nominated by the English Panel</li> </ul>	<ul style="list-style-type: none"> <li>• 10 80-minute classes for S4;</li> <li>• 20 80-minute classes for S5;</li> <li>• 10 80-minute classes for S6</li> </ul>	Students equipped with skills learned would improve English proficiency	Head of Learning Support Committee (LSC) & English Panel Head	\$37,800

## Programme Proposal for DLG-funded Other Programmes (Gifted Education) / 2021-22

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
All KLAs	Short-term gifted development courses / workshops, each focusing on a particular topic of interest to students	To enhance the potential of more capable students and develop students' high order thinking skills in the learning of various subjects	<ul style="list-style-type: none"> <li>• 10-20 students per course / workshop</li> <li>• A mix of S4 / S5 / S6 students</li> <li>• Nominated by subject teachers</li> </ul>	Each course / workshop lasts for up to 4 1.5 – hour meetings	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	Up to 20,000
All KLAs	Training for elite students	To enhance the potential of more capable students and prepare them for external competitions / performances	<ul style="list-style-type: none"> <li>• 30 elite S4 / S5 / S6 students</li> <li>• Nominated by related subject panels</li> </ul>	Each training session lasts for at least 2 30-minute meetings	Participation in external competitions / performances	Coordinator of Gifted Education Team & Panel Heads of participating subjects	Up to 15,000

Domain	Programme	Objectives	Targets (no./level/selection)	Duration/ Start Date	Deliverables	Teacher i/c	Budget
Cross-KLAs	Enrichment courses organised by tertiary institutions and other academic organisations	To broaden students' perspectives in various fields of study	<ul style="list-style-type: none"> <li>• &lt; 30 elite students</li> <li>• S4-S6</li> <li>• Nominated by related subject panels</li> </ul>	As fixed by tertiary institutions and academic organisations (throughout the school year)	Certificate of attendance	Coordinator of Gifted Education Team	Up to 15,000

**Po Leung Kuk Vicwood K.T. Chong Sixth Form College**  
**Plan on the Use of Capacity Enhancement Grant in the 2021/22 School Year**

2021-2022 Allocation \$500,800.00

Available for this budgeting \$500,800.00

<b>Task Area</b>	<b>Major Area(s) of Concern</b>	<b>Strategies/ Tasks</b>	<b>Benefits Anticipated</b>	<b>Time Scale</b>	<b>Resources Required</b>	<b>Success Criteria</b>	<b>Method(s) of Evaluation</b>	<b>People Responsible</b>
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. 2021 to Aug. 2022	XXXXX	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 5-half-day Bridging Programme 2. The service provider should send 6 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	\$55,000.00	More than 80% of the students agree that the programme is useful.	Questionnaire survey	Ms. Chau L.C.
Debate Training	To enhance students' language proficiency and analytical skills	To employ a part time coach to provide debate training	Students will be equipped with better speaking, analytical and debating skills.	Sep. 2021 to Aug. 2022	XXXXX	More than 80% of the students agree that the programme is useful.	Questionnaire survey	Mr. Chan S.Y.
Student Learning Support	To relieve teachers' workload in helping targeted students to get level 3 or above in DSE.	To employ 9 part-time tutors to teach after-school enhancement classes.	Teachers will concentrate more on helping the low-achievers after school.	Sep. 2021 to Aug. 2022	\$150,000.00	More than 80% of the students agree that the programmes are useful; 70% of the related students get level 2 or above in the coming DSE.	1. Students' DSE results 2. Questionnaire survey	Ms. Chau L.C.
Total :					\$496,000.00			

Credit: \$4,800.00

**Programme Plan for  
School-based After-school Learning and Support Programmes 2021/22 school year**

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

**Project Coordinator:** Mr. Lam Chor Kwong **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 2021	50	\$6,000	---
<b>Student Development Programmes</b> - 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 develop holistically.	- Students are confident and enthusiastic in taking 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 2022	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 2022	30	\$34,000	
4. <i>Sport Teams training course</i>				Whole year	20	\$15,000	
5. <i>Discipline Training Camp</i>				July 2022	10	\$2,500	
6. <i>Museum Visit</i>				July 2022	20	\$1,200	

<b><i>Moral &amp; Civic Education</i></b>	<ul style="list-style-type: none"> <li>- To enable students to understand more about the society.</li> <li>- To widen students' horizons in community services</li> </ul>	<ul style="list-style-type: none"> <li>- Certificate attained; or</li> <li>- Attendance rate <math>\geq</math> 75%; or</li> <li>- Positive feedback from students (if the organizer does not issue certificates)</li> </ul>	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>						<b>Total \$84,200</b>	

Fund available = \$87,000 (20/21 balance) + \$100,800 (21/22 Grant) = \$187,800



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

## Annual Plan and Budget Plan for Learning Support Grant (LSG) 2021-2022 School Year

2021-2022 Allotment: \$ 275000 (1<sup>st</sup> allotment) + \$ 345000 (2<sup>nd</sup> allotment) = \$ 620000

2020/2021 Surplus: \$ 108409

2021/2022 Total income: \$ 728409

	<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> Evaluation Methods (If applicable)	<u>Indicators</u>	<u>Expected cost</u>
1.	Salaries of 2 teacher assistants (TA)	Provide after-school learning support, assist in individual coaching and SEN-related admin work	N/A	1. 12 months starting from 1 September 2021 2. 9 months starting from 1 November 2021	20+ students with diversified learning needs	Teacher questionnaire	At least 80% of students have made improvement in their studies	\$396900 (\$18000*12) (\$18000*9) ● \$100,000 from Grant for Supporting NCS with SEN
2.	Clinical psychology counseling services for SEN and students with mental illness	Help students understand and identify emotional symptoms and modify their behavior to improve personal adjustment	The Hong Kong Federation of Youth Groups	Oct 2021 to Aug, 2022 30 visits day for a total of 120 hours	8-12 SEN students or students with emotional needs	Feedback from the organization and students	At least 80% of participants agree the programme helped them know their emotional state better	\$120,960
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 2021 to Aug, 2022 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 of communicating with others and giving presentations after receiving the service	\$43200

	<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>
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 2021 to Aug, 2022 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 of sustaining attention to different tasks in daily life after receiving the service	\$48000
5.	Careers and life planning programme for SEN students	Help students explore their interests and abilities and fix their life goals for further development	The Hong Kong Federation of Youth Groups	6 40-minute individual counseling sessions Feb 2022 to June 2022	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	\$28000
6.	Small group tutoring program for SEN students	Help SEN students to learn different subjects better	Part-time tutors	Nov 2021 to June 2022 (1.5 hours per session, 1 session per week, to be carried out in 20 weeks, \$600/per hour)	Around 5-8 S4 & S5 SEN students	Feedback from students and teachers	80% of students have made improvement in their study skills and they have a better foundation for learning different subjects	\$18000
7.	Learning materials for SEN	Enable teachers to better support their SEN students academically	N/A	Throughout the year	24 students with diversified learning needs	Feedback from teachers	Provide extra support in terms of teaching/learning aids	\$500
<b>Remarks : Please provide the information of the cost (salary + MPF) of deploying additional support teacher / social worker / teaching assistant with the Learning Support Grant.</b>							<b>Total</b>	\$655560
							<b>Expected remaining amount</b>	\$72849

PLK Vicwood K.T. Chong Sixth Form College  
Plan on the Use of the Promotion of Reading Grant  
2021 - 2022 School Year

Domain	Brief Description of the Activity	Objective	Date	Teacher-incharge	Brief Description of the Monitoring / Evaluation Mechanism  TO: Teacher's Obs Qu: Questionnaire In: Interview WF: Written feedback GD: Group discussion Ot: Others (Please specify)	Estimated Expenses (\$)	Essential Learning Experiences (Please put a <input type="checkbox"/> in the appropriate box(es); more than one option can be selected)						
							I	M	P	S	C		
Library	Purchase of English E books(LightSail)	Promote reading by reading e-books in reading lessons	Sept., 2021 to August, 2022	MYH	Qu, GD	\$ 24000	<input type="checkbox"/>	i					
Library	Purchase of DVD on book talk and books	Promote reading by expanding stocks in library	Sept., 2021 to August, 2022	MYH/Colin	Qu, GD	\$ 4542.9	<input type="checkbox"/>	i					

Library	Purchase of Chinese E books(Hyread)	Promote reading by reading e-books in reading lessons	Sept., 2021 to August, 2022	MYH	Qu, GD	\$ 24800	□ i					
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Appendix 6

Total: \$ 53342.9/\$55230.9(total amount available)

The whole sum will be used for purchasing e-books, which is especially useful during this pandemic period, when students can be involved in e-reading in online classes in case classes are suspended. Half of the sum will be spent on purchasing Lightsail e-books which are very popular in the USA. Students have to do a Lexile test to identify their English ability and then books of suitable levels will be recommended to them. The progress of students can be traced from their Lexile growth and the program is compulsory for all F4 students. The other half of the sum is for purchasing Hyread e-books which include thousands of Chinese books of various disciplines. There are also e-magazines on topics of travel, technology, international news etc. The remaining small amount of money will be for purchasing DVDs on book talk, an online classroom activity, and the forty-two recommended books for reading.

保良局莊啟程預科書院  
姊妹學校交流  
2021-2022 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2021-2022 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:		
	20-21年度姊妹學校交流計劃津貼結餘	\$	128404.34
	21-22年度姊妹學校交流計劃津貼	\$	157126.00
	Total:	\$	285530.34
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	\$	90000.00
	Total:	\$	120000.00

## 保良局莊啟程預科書院

2021-22 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。	\$15,000
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。	\$18,000
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	\$15,000
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	\$2,000
	總開支	\$50,000