

**ST. LOUIS SCHOOL ANNUAL PLAN 2019-2020****SUBJECT / TEAM****ACADEMIC TEAM****(I) Aims**

Please see Part IV

(II) Situational Analysis

- (a) Strengths: We have a devoted team with a passion for perfection.
- (b) Weakness: Core members have tight teaching time-tables.
- (c) Opportunities: New recruited teachers could offer helps
- (d) Threats: Core members are allocated to many duties other than those related to the academic team.

(III) Highlight

- (a) Please see Part IV

(IV) Short Term Direction

- (a) Help improve the efficiency of printing academic reports for each student

(V) Areas of Concern**Other panel-based / team-based concerns:**

Students are assisted to develop habits of self-reflection.

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
Students are assisted to develop habits of self-reflection.	A progress report (in the form of an excel file and comparing an individual's academic performance in current year Term 1 with his annual performance in previous year) will be issued so as to provide both teachers and students with assessment data to improve teaching practice and learning outcomes	A progress report (in the form of an excel file and comparing an individual's academic performance in 2019-20 Term 1 with his annual performance in 2018-19) were issued shortly before the S1-S5 Parents' Day in January 2019, after the term test and after the final examination.	Record	Whole year	TKL	Printing fee= 0.15 @ report x 24 classes (around 800 students) and three times a year+extra copies for amendments = HKD 600; Report printing papers ~ HKD 0.6 @ x 800 students x 2 (terms) == extra copies for amendments =2000 sheets =HKD 1200

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Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	Person in charge	Resources Required
Help all subject (with examinations in the local public examinations) panels	Purchase the licence for HKEAA past papers	Licence obtained	Documents	September	TKL	Licence fee HKD 4160

(VI) Provisional Scheme of work

Duty	Brief Job descriptions	Working schedule
School Self – evaluation (SSE) / PIE	<ul style="list-style-type: none"> ● Preparing KPM report card (for IMC) ● Preparing the School Report “SR” (for IMC) ● Compiling the Annual School Report “ASP” (for IMC) 	Aug- Oct
	<ul style="list-style-type: none"> ● Administering the Stakeholder Survey “SHS” for all teachers, all parents and all students via ESDA 	Feb
	<ul style="list-style-type: none"> ● Teacher Appraisal 	May - June
	<ul style="list-style-type: none"> ● Assisting panels/teams in preparing their Annual Evaluation and Planning 	June-July
HKDSE JUPAS SSR (academic report)	<ul style="list-style-type: none"> ● Assist panels of Chinese, English, LS and Math to arrange students for Hok Yau Club Mock Exam ● Submit School Reference Report/ Academic Performance (for all S6 students) via the JUPAS online application system 	Oct Feb
Secondary School Places Allocation 中學學位分配	<ul style="list-style-type: none"> ● Preparing the secondary school profiles SSP 中學概覽 for various parties 	Oct
	<ul style="list-style-type: none"> ● Introductory Talk to all interested parents of tertiary P6 schools 	Nov
	<ul style="list-style-type: none"> ● Shortlisting 150 applicants for interview 	Mar
	<ul style="list-style-type: none"> ● Submit the successful applicants to EDB via WebSAMS 	Mar
	<ul style="list-style-type: none"> ● S1 Registration 	July
	<ul style="list-style-type: none"> ● S1-S6 Class Allocation (WebSAMS) 	August
Issuing Academic Report Cards (WebSAMS module)	<ul style="list-style-type: none"> ● S6 First Term Exam / S1-S5 Mid-year Exam 	Jan

	● S6 Mock Exam / Term Test	April
	● Final Exam	July
Academic	● Promotion meeting	July
	● Supporting Project-based learning	Irregular
	● Quantitative analysis of examination results	Whole year
	● Manage 學生數據分析系統 (SDAS) system eclass	
	●	
Hong Kong Attainment Test	● Administering the pre S1 test	Mid-July
Crisis Team	● Conducting Fire Drills	Nov, May
	● Liaison officer (Public)	Irregular

(VII) Budget and Other Resources

	Amount
EXPENDITURE	
A. General Panel / Team-based budget	
A1. Printing	\$600
A2. Licence fee HKEAA	\$4,160
A2. Report Card papers	\$1,200
Sub-total (A) =	\$5,960
B. CEG	
Sub-total (B) =	NA
C. Furniture and Equipment (F & E)	

	Sub-total (C) =	NA
D. DLG		
	Sub-total (D) =	NA
E. Reading Grant		
	Sub-total (E) =	NA
F. Life Wide Learning Grant (LWLG)		
	Sub-total (F) =	NA
G. Budget of items using other specific grant from EDB* : _____		
*Chinese History, NCS or Student Support grant		
	Sub-total (G) =	NA
H. Other Resources		
	Sub-total (H) =	NA
	Total Expenditure =	\$5,960

(VIII) Members**Academic Team**

Tam Ka Lok Cheung Yik Lam Chow Yin Hung

Kwok Sheung Yin Lee Yiu Wang Leung Ching Yin

Leung Siu Pong Lo King Yeung Poon Sheung Him

So Ho Yin Yung Yat Pui