

**Tsung Tsin Christian Academy  
Annual School Plan 2020-2021**

**Major concern I: To enhance the effectiveness of learning and teaching**

<b>Targets</b>	<b>Strategies / Tasks</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People Responsible</b>	<b>Resources Required</b>
1.1 Teachers will become more familiar with the use of various pedagogies in teaching and the devices of online teaching	1.1.1 Expert sharing on relevant topics, such as questioning techniques, self-regulated learning, co-operative learning and interactive learning (will be continued in some subjects: Economics, Geography & Liberal Studies) Teachers' sharing on using online platform for teaching	<ul style="list-style-type: none"> <li>At least one staff development day about online teaching is arranged.</li> <li>More than 60% of the teachers find the content of training or the class visits are useful.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' evaluation</li> </ul>	8/2020-10/2020	School Advisory Council	Quality School Improvement Project (CUHK)  Administration Team
	1.1.2 Sharing within subject panels (collaborative teaching among panellists focusing on using various pedagogies to build up a student-centred and interactive learning approach)	<ul style="list-style-type: none"> <li>At least one interflow is held in each panel.</li> <li>More than 50% of teachers find it useful in enhancing their teaching effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>Record in meeting minutes</li> <li>Teachers' evaluation</li> </ul>	9/2020-7/2021	Subject Coordinators and all teachers	N.A
	1.1.3 Sharing across subject panels by means of open class	<ul style="list-style-type: none"> <li>At least two open classes are conducted.</li> <li>20% of teachers attend one of the open classes and finds it useful.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' evaluation</li> </ul>	9/2020-5/2021	Teaching & Learning Team	N.A
	1.1.4 Empowering teachers with the confidence and proficiency in using an e-learning platform by means of i. promoting the use of mobile devices and online apps to facilitate more interactive and collaborative learning, ii. updating Information Technology resources to create more interactive classrooms	<ul style="list-style-type: none"> <li>More than 50% of the teachers are capable of handling the e-learning tools promoted.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' evaluation</li> </ul>	9/2020-5/2021	School Advisory Council	Financial support is needed if speakers are invited
	1.1.5 Lesson observation conducted by the Principal together with the panel heads to promote good teaching practices	<ul style="list-style-type: none"> <li>More than 50% of the teachers' lessons are observed.</li> </ul>	<ul style="list-style-type: none"> <li>Results of lesson observation</li> </ul>	9/2020-4/2021	Principal, Heads of Academic Committee, Subject Coordinators	N.A

1.2 To review the junior and senior form curriculum in order to best suit students' needs and interests	1.2.1 Promotion of STEM education in Junior forms	<ul style="list-style-type: none"> <li>• A new curriculum has been launched in one of the junior forms throughout the year</li> <li>• Students give positive feedback to the new STEM curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Students' questionnaire</li> </ul>	9/2020-7/2021	KLA (Science)	N.A
	1.2.2 Promotion of STEM through joining various competitions and organizing STEM-related interest clubs or activities.	<ul style="list-style-type: none"> <li>• Students will join at least two external STEM- related competitions</li> <li>• More than 50% of students involved enjoy the activities and are inspired</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' observation</li> <li>• Students questionnaire</li> </ul>	9/2020-7/2021	KLA (Science)	N.A
1.3 To promote effective feedback for learning	1.3.1 Continual improvement of assessment in terms of frequency, timely marking and commenting	<ul style="list-style-type: none"> <li>• More than 50% of the students agree with the notion of 1.3.1.</li> </ul>	<ul style="list-style-type: none"> <li>• Students' evaluation</li> </ul>	9/2020-6/2021	All teachers	N.A.
	1.3.2 Effective use of internal assessment data for enhancement of learning and teaching e.g. evaluating the exam papers in subject meetings and suggest ways to improve teaching and learning.	<ul style="list-style-type: none"> <li>• Evaluation reports (with suggestions to improve learning) from the three examinations are completed.</li> </ul>	<ul style="list-style-type: none"> <li>• Record in the meeting minutes</li> </ul>	9/2020-7/2021	Subject Coordinators and all teachers	N.A
	1.3.3 Maximizing the use of HKDSE Reports to address students' weaknesses and suggesting ways to improve teaching and learning	<ul style="list-style-type: none"> <li>• Follow-up plans in subjects according to the HKDSE Reports are made and implemented</li> </ul>	<ul style="list-style-type: none"> <li>• Record in the meeting minutes</li> </ul>	9/2020-2/2021	Subject Coordinators and all teachers	2020 HKDSE subject reports will be prepared for each subject
1.4 To promote a well-disciplined learning habit	1.4.1 Nurturing the habit of doing pre-lesson tasks and worksheets or viewing relevant videos	<ul style="list-style-type: none"> <li>• More than 50% of the teachers observed are able to show pre-lesson tasks assigned to students.</li> </ul>	<ul style="list-style-type: none"> <li>• Students' questionnaire</li> </ul>	9/2020-4/2021	Principal, Heads of Academic Committee, Subject Coordinators	N.A
	1.4.2 Nurturing the habit of note-taking	<ul style="list-style-type: none"> <li>• More than 50% of the teachers observed are promoting the note-taking habits and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Observation by Principal, Head of Academic Committee &amp; Subject</li> </ul>	9/2020-5/2021	Principal, Heads of Academic Committee, Subject Coordinators	N.A

			Coordinators			
1.4.3	Nurturing the habit of participating in class activities e.g. discussions and commenting	<ul style="list-style-type: none"> <li>More than 50% of the students find lessons interactive and they participate well in the lessons</li> </ul>	<ul style="list-style-type: none"> <li>Students' questionnaire</li> </ul>	9/2020-7/2021	Principal, Heads of Academic Committee, Subject Coordinators	N.A
1.4.4	Nurturing the habit of on-time submission of assignments by launching new policies	<ul style="list-style-type: none"> <li>Improvement in on-time submission of assignments</li> </ul>	<ul style="list-style-type: none"> <li>Assignment Record</li> </ul>	9/2020-7/2021	Teaching & Learning Team	N.A

### Major Concern 2: To sustain our belief of whole–person development.

Targets	Strategies / Tasks	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
2.1 To cultivate students as “TTCiAns” with the spirit of school motto and core values of TTCA	2.1.1 Promoting two TTCiAns core values (“Appreciation” and “Be Positive”) to students through the holistic value education system by means of well-structured programmes, such as Class Management, 12-Disciple Mentoring Scheme, Assembly Period, Morning Devotion and Career Guidance Programmes	<ul style="list-style-type: none"> <li>Majority of teachers and students agree that the programmes are effective to promote the core values of TTCiAns.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers &amp; students' feedback/ questionnaire</li> </ul>	9/2020-8/2021	Student Development Committee,  Religious & Values Education Committee  Further Studies and Career Guidance Committee	External organizations will be invited to run some values education programmes.
	2.1.2 Sharing of good practices on promoting the spirit of school motto & the core values (Appreciation & Be Positive) among teachers in Staff Meeting, Form Meeting and Staff Development.	<ul style="list-style-type: none"> <li>70% of teachers find the sharing of good practices can help them to provide better pastoral care.</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' questionnaire</li> <li>Staff Meeting minutes</li> <li>Form Meeting minutes</li> </ul>	9/2020-8/2021	Student Development Committee, Staff Development Team, School Advisory council	External organizations

Targets	Strategies / Tasks	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
2.2 To further develop students' leadership skills and various talents	2.2.1 Providing leadership training and encouraging student leaders to participate in internal and external leadership programmes to enrich their horizons	<ul style="list-style-type: none"> <li>• Set up Junior Leadership Training Programme</li> <li>• Student leaders participate in organizing internal training programmes</li> <li>• Student leaders attend leadership training programmes outside school.</li> </ul>	<ul style="list-style-type: none"> <li>• Document of Junior Leadership Training Programmes</li> <li>• Students' feedback/questionnaire</li> <li>• Record of Students participation in external training programmes</li> <li>• Further Studies and Career guidance Committee</li> </ul>	9/2020-8/2021	Student Development Committee, Student Activities Committee, Disciplinary Committee	External Organization
	2.2.2 Opportunities for students to showcase their talents and achievements.	<ul style="list-style-type: none"> <li>• Students' achievements will be reported in the school magazine "TTCiAn" and on the school bulletin board.</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers' observation and feedback</li> <li>• Meeting minutes and document</li> <li>• Issues of school magazine</li> </ul>	9/2020-8/2021	Student Development Committee, Student Activities Committee, School Promotion Team	

Targets	Strategies / Tasks	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
	2.2.3 Providing mentorship for student leaders through workshops and Humble Servant Leadership Camp	<ul style="list-style-type: none"> <li>• Student leaders find the mentorship programme helpful.</li> <li>• Students find the experiences fruitful.</li> </ul>	<ul style="list-style-type: none"> <li>• Students' feedback</li> <li>• Students' questionnaires</li> </ul>	9/2020-8/2021	Student Development Committee	External Organization, Social Workers
	2.2.4 Encouraging students to serve the school and actively participate in different competitions	<ul style="list-style-type: none"> <li>• More students are willing to serve the school in different posts.</li> <li>• More students take part in inter-school competitions.</li> <li>• More students submit external award and service records.</li> <li>• More students will join the Volunteer Movement and get the awards.</li> </ul>	<ul style="list-style-type: none"> <li>• Comparison between figures on students' service and participation in inter-school competitions and activities this year and previous years</li> </ul>	Through out the year	Student Development Committee, Religious & Values Education Committee, Student Activities Committee, Discipline Committee	N.A.
	2.2.5 Strengthening the role of student leaders and empowering them through <ol style="list-style-type: none"> <li>i. More participation in organizing student activities</li> <li>ii. Holding elections for students leaders (Students Union and 4-Houses Captains will be elected)</li> <li>iii. Empowering the Student Union and the Representative Council</li> <li>iv. Setting up Sports Committee</li> </ol>	<ul style="list-style-type: none"> <li>• Majority of student leaders think that their leading roles are strengthened.</li> <li>• SU and House election are held.</li> <li>• To contribute to the school policy making by reflecting opinion from students to school and made a change</li> <li>• Sports Committee can be involved in organizing sports activities</li> </ul>	<ul style="list-style-type: none"> <li>• Students' feedback/ questionnaire</li> </ul>	9/2020-8/2021	Student Development Committee, Student Activities Committee	N.A.

Targets	Strategies / Tasks	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
		<ul style="list-style-type: none"> <li>• SU hold SU Forum to reflect students' view to school</li> <li>• SU has the autonomy to hold two events each year</li> </ul>				
2.3 To train students to be more courteous and committed to serving others in need	2.3.1 Providing training on interpersonal skills and communication skills	<ul style="list-style-type: none"> <li>• At least two training workshops of interpersonal skills and communication skills will be provided for student leaders.</li> <li>• At least five workshops of interpersonal skills and communication skills are arranged for students needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance record of the training workshops</li> <li>• Participants' feedback/ survey</li> </ul>	9/2020-8/2021	Student Development Committee, Counselling & Special Educational Needs Support Committee	EP, Social Workers
	2.3.2 Providing opportunities for students to serve the school and understand the society	<ul style="list-style-type: none"> <li>• All junior forms students will have an opportunity to serve outside school.</li> <li>• Around 20 of S3-5 students are trained as the Peer Mentors to serve junior students.</li> <li>• Set up the Student Environmental Protection Unit to serve the school</li> <li>• S4 and S5 students participate in at least one career visit / internship</li> </ul>	<ul style="list-style-type: none"> <li>• Participants' feedback/ questionnaire</li> <li>• Teachers' observation and feedback</li> </ul>	9/2020-8/2021	Student Development Committee, Religious & Values Education Committee, Counselling & Special Educational Needs Support Committee, Further Studies & Career Guidance Committee	External Organization, Social Workers

**Major Concern 3: To enhance the effectiveness of the school administration**

Targets	Strategies / Tasks	Success Criteria	Methods of Evaluation	Time Scale	People Responsible	Resources Required
3.1 To strengthen the administration management	3.1.1 Acquiring the habit of School Self Evaluation (SSE)	<ul style="list-style-type: none"> <li>At least a policy / task showing PIE in each Committee and on subject level is made/done.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting minutes and documents</li> </ul>	9/2020 – 8/2021	Committee Heads & Subject Coordinators	N.A.
	3.1.2 Use of self-explanatory documentation to provide details of the strategic plans, etc.	<ul style="list-style-type: none"> <li>At least a policy / task showing the details of the strategic plans in school and on Committee level is made/done.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting minutes and documents</li> </ul>	9/2020 – 8/2021	Principal, Committee Heads & Subject Coordinators	N.A.
3.2 To empower middle managers as well as the teachers	3.2.1 Relevant training for middle managers	<ul style="list-style-type: none"> <li>Middle managers (subject coordinators and Committee Heads) are nominated to participate in training offered by universities or EDB</li> </ul>	<ul style="list-style-type: none"> <li>Record of training</li> </ul>	9/2020 – 8/2021	Principal & Vice Principal	Financial support
	3.2.2 Discussions and voting on significant school policies in staff meetings	<ul style="list-style-type: none"> <li>Instances should be found in staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Meeting minutes of staff meetings</li> </ul>	9/2020 – 8/2021	Principal	N.A.
3.3 To strengthen the appraisal system so as to enhance staff development	3.3.1 Revisiting the appraisal system in terms of: <ol style="list-style-type: none"> <li>i. the line of reporting</li> <li>ii. developing a feedback mechanism between the appraisal system and staff development programme</li> </ol>	<ul style="list-style-type: none"> <li>A refined appraisal system is set up.</li> </ul>	<ul style="list-style-type: none"> <li>Documents</li> </ul>	9/2020 – 8/2021	Principal & Vice Principal	N.A.

<b>Targets</b>	<b>Strategies / Tasks</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People Responsible</b>	<b>Resources Required</b>
3.4 To strengthen communication	3.4.1 Regular meetings between the Principal and teachers	<ul style="list-style-type: none"> <li>• The Principal meets all new teachers.</li> <li>• The Principal meets at least 1/3 of the current teaching staff.</li> </ul>	• Record of meetings	9/2020 – 8/2021	Principal	N.A.
	3.4.2 One more representative elected by teaching staff will be included in the School Advisory Council to make three teacher representatives in total in the Council	• Representatives are free to express the views or opinions collected from colleagues in the Council.	• Teachers' feedback	9/2020 – 8/2021	Principal & Vice Principal	N.A.

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