

LA SALLE PRIMARY SCHOOL



Annual School Plan 2016 – 2017

La Salle Primary School

1. Vision

By touching the minds and hearts of the children confided to our care, and by providing the highest quality of education, we aspire to be the best primary school in Hong Kong.

2. Mission

To give a human and Christian education to the young, paying particular attention to the needy.

3. School Motto

Fides et Opera

4. Educational Characteristics

- ◆ To recognise the importance of biblical teachings - commitments to Christian spiritual values.
- ◆ To strengthen the teaching and learning of English - enhancement of students' biliterate and trilingual abilities.
- ◆ To motivate self-learning
- ◆ To encourage respect for individuals
- ◆ To encourage participation in extra-curricular activities
- ◆ To enhance IT knowledge
- ◆ To attain a good understanding of China

La Salle Primary School

Annual School Plan

2016-2017

1. To enable students to acquire 21st century skills and develop a passion for life-long learning
2. To establish professional learning communities to enhance educational leadership
3. To nurture our boys in becoming Lasallian gentlemen

1. Major Concern: To enable students to acquire 21st century skills and develop a passion for life-long learning

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.1 To infuse inquiry based learning skills into the school curriculum	1.1.1 Organising staff development workshops for teachers	70% of teachers agree that the inquiry based learning workshops can enhance their knowledge about inquiry based learning and help them to infuse the skills into the school curriculum	<ul style="list-style-type: none"> - Survey - Discussions in Curriculum Development Team meetings 	Oct 2016 – July 2017	Vice Principal (Staff) and PSMCD	Govt. funding for staff development
1.2 To promote STEM education into the Mathematics and Science curriculum	1.2.1 To encourage Maths and Science teachers to attend workshops / seminars related to STEM education	70% of teachers agree that they have a better understanding of STEM education and have more confidence in carrying out activities related to it	<ul style="list-style-type: none"> - Survey - Oral feedback and discussions in Maths and Science Panel meetings 	Sept 2016 – July 2017	PSMCD, Panel Chairs of Maths & Panel Chairs of Science	Training Information of EDB and other organisations

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
1.3 To have student-centred classrooms that promote life-long learning	1.3.1 To enhance strategies catering to the diverse needs of our students in the classrooms by using appropriate techniques	70% of teachers agree that differentiated teaching and cooperative learning can cater for learner diversity and promote life-long learning	<ul style="list-style-type: none"> - Survey - Oral feedback and discussions in different panel meetings 	Sept 2016 – July 2017	PSMCD and Panel Chairs of different subjects	
1.4 To further enhance IT in Education	1.4.1 To further promote the mode of flipped classroom in the curriculum of Chinese, English, Maths and Science/GS	70% of teachers agree that the mode of flipped classroom can enhance the learning and teaching efficacy	<ul style="list-style-type: none"> - Survey - Discussions in Curriculum Team meetings 	Sept 2016 – July 2017	PSMCD and Panel Chairs of Chinese, English, Maths and Science/GS	Technical Support Services

2. Major Concern: To establish professional learning communities to enhance educational leadership

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.1 To build a collaborative community of students and staff for the benefit of student learning	2.1.1 To establish a culture of inquiry and collaboration amongst teachers and students	Most teachers and students agree that collaboration can benefit learning	- Oral feedback and discussions in the mid-term and year end panel meetings of each subject	Oct 2016 – July 2017	Vice Principal (Staff) and PSMCD	
2.2 To strive for continuous improvement in teaching pedagogy, enhance collective responsibility and to have goal alignment to ensure that students are given high expectations for achievement	2.2.1 To promote professional development via teacher collaboration in a PLC	70% of teachers agree that collaborative lesson planning, lesson observations and sharing sessions for main subjects can enhance learning and teaching efficacy	- Feedback from teachers in the staff meetings - Teachers' observations of students' performance in the lessons	Sept 2016 – July 2017	Vice Principal (Staff) & PSMCD	Time for co-planning and lesson observations

3. Major Concern: To nurture our boys in becoming Lasallian gentlemen

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
3.1 To reinforce the Lasallian spirit by building up positive moral values, by showing love and care from self to others and to act with good manners	3.1.1 To implement service learning providing students with opportunities to serve the needy with love and care	Most students agree that service learning help them to experience the happiness of helping others	- Feedback from students - Teachers' observations	Sept 2016 – July 2017	Vice Principal (Student) and Student Guidance Personnel	Student Guidance Service Grant and NGOs
	3.1.2 To cultivate the Lasallian spirit of faith, zeal and community through life-wide learning activities	Students show better understanding of the Lasallian spirit by taking part in various activities	- Evaluations at Lasallian Spirit Team meetings and Religious Knowledge Panel meetings	Sept 2016 – July 2017	Vice Principal (Student), Religious Knowledge Panel Chairs and Lasallian Spirit Team	

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
2.3 To strengthen the school culture by modifying the organizational structure and building collaborative processes to sustain the performance of school administrators, teachers, and students.	2.3.1 Establish various PLC groups of administrators and teachers for both administrative and curriculum purposes	<ul style="list-style-type: none"> - 70% of school administrators agree that the PLC of the SDSM monthly meetings can enhance the collaborative processes - 70% of teachers agree that the active participation in PLC groups help to strengthen the tie among teachers and ensure them to work for excellence 	<ul style="list-style-type: none"> - Survey - Oral feedback from students - Evaluations at Student Guidance Team meetings - Oral feedback and discussions in the staff meetings 	Oct 2016 – Jan 2017	Principal	NIL

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
	3.1.3 To nurture students' positive values and attitudes through assemblies, Personal Growth Education lessons, seminars and workshops	Students have greater awareness of positive values and attitudes	<ul style="list-style-type: none"> - Teachers' observations of students' responses in the activities - Evaluations in staff meetings 	Sept 2016 – July 2017	Principal, Vice Principals, Discipline Master and Student Guidance Personnel	Student Guidance Service Grant and NGOs
	3.1.4 To encourage students to love oneself and extend love and care to others through subject activities, co-curricular activities and cross-curricular learning experiences	Students have greater awareness of showing love and care	<ul style="list-style-type: none"> - Evaluations at Student Guidance Team meetings and Curriculum Development Team meetings 	Sept 2016 – July 2017	Vice Principal (Student), Student Guidance Team Leader and PSM(CD)	Student Guidance Service Grant and NGOs
	3.1.5 To organise school-based whole school programmes to develop mutual respect, humility and compassion among students	Students show respect to each other and become more humble and compassionate	<ul style="list-style-type: none"> - Feedback from students and parents - Oral feedback and discussions in the staff meetings 	Sept 2016 – July 2017	Vice Principal (Student), Student Guidance Team Leader and Discipline Team	Student Guidance Service Grant and Understanding Adolescents Project Grant

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People in Charge	Resources Required
	3.1.6 To motivate students to show mutual care and respect for others by launching award schemes	Over 70% of students meet the criteria set for each award scheme	<ul style="list-style-type: none"> - Statistics of award schemes - Records of students' performance in the Good Student Award Booklets 	Sept 2016 – July 2017	Vice Principal (Student) and Student Guidance Team Leader	Student Guidance Service Grant, Good Student Award Booklets & Certificates
	3.1.7 To develop good manners that are socially acceptable and respectful by familiarising students with basic etiquette	Students learn basic etiquette and behave appropriately	<ul style="list-style-type: none"> - Evaluations at Student Guidance Team and Discipline Team meetings 	Sept 2016 – July 2017	Vice Principal (Student), Student Guidance Team Leader and Discipline Team	

La Salle Primary School
Budget for School Year 2016-2017

	Budget for year 2016/2017 \$	Expenditure for year 2015/2016 \$
I. Government Fund		
(1) Salary Grant (Teaching & non-teaching staff salary)	\$ 39,000,000.00	\$ 38,004,142.76
(2) Expanded Operating Expenses Block Grant		
(A) School Specific Grant		
• Revised Administration Grant	\$ 1,915,632.00	\$ 1,789,518.60
• Capacity Enhancement Grant (3 teaching assistants)	\$ 718,991.00	\$ 541,672.11
• Composite IT Grant	\$ 445,466.00	\$ 427,961.00
• Enhanced Speech Therapy Grant	\$ 165,378.00	\$ 157,492.50
• Noise Abatement Grant	\$ 388,009.00	\$ 400,638.00
• Top Up Student Guidance Service Grant	\$ 324,482.00	\$ 363,378.00
• Student Guidance Service Grant	\$ 582,282.00	
• Understanding Adolescent Project (UAP Grant)	\$ 110,141.00	\$ 100,143.00
Sub-total:	\$ 4,650,381.00	\$ 3,780,803.21
(B) Baseline Grant		
• Administration Grant for Additional Clerical Assistant	\$ 185,424.00	\$ 146,757.94
• Composite Furniture & Equipment Grant	\$ 325,008.00	\$ 64,405.00
• Enhanced Grant	\$ 9,396.00	\$ -
• School / Class Grant - (Include daily expenses, cleaning fee, postage, transport, printing, electric fee, general consumable store and repair etc.)	\$ 330,693.31	\$ 566,774.08
• School Curriculum Development Grant	\$ 68,940.00	\$ 28,296.50
• Programme Funds for whole-school Approach to Guidance and Discipline	\$ 7,520.00	\$ 7,144.90
• Extensive Reading		\$ 15,370.00
• Lift Maintenance Grant	\$ 159,948.00	\$ 70,530.00
• Moral & Civic Education Grant	\$ 20,340.00	\$ -
• Putonghua Grant	\$ 1,634.00	\$ -
• Supplementary Grant	\$ 190,198.00	\$ 109,967.74
• Training & Development Grant	\$ 8,605.00	\$ 10,440.00
	\$ 1,307,706.31	\$ 1,019,686.16
(3) Other Grants Outside EOEBG		
• Teacher Relief Grant	\$ 181,012.00	\$ 65,991.00
• New Funding Mode (1st payment rec'd 605,258)	\$ 905,485.00	\$ 863,810.56
• SB After School Learn & Support Grant	\$ 22,800.00	\$ 10,200.00
• CCFAP School Lunch Subsidy(1st payment rec'd)	\$ 21,500.00	\$ 27,729.00
• Jockey Club Life Wide Learning Project	\$ 5,340.00	\$ 4,560.00
• Moral & National Education Support Grant	\$ -	\$ 123,995.00
• The 4 Strategy on IT in Ed - One-off Grant	\$ -	\$ 145,194.00
• The 4 Strategy on IT in Ed - Recurrent Grant	\$ 103,140.00	\$ 102,960.00
• Strengthening School Administration Management Grant	\$ 250,000.00	
• One-off Grant for the Promotion of STEM Education	\$ 100,000.00	
• Special Home-school co-operation Grant	\$ 5,000.00	
Sub-total:	\$ 1,594,277.00	\$ 1,344,439.56
Total of (1)+(2)+(3)	\$ 46,552,364.31	\$ 44,149,071.69
II. School Fund		
• Tong Fai & Other Income	\$ 38,000,000.00	\$ 5,080,756.40

Approved by:

Date


School Supervisor

28th September 2016

La Salle Primary School
Capacity Enhancement Grant Plan for School Year 2016 - 2017

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicator	Assessment Mechanism	Person In Charge
Learning and Teaching	To relieve teaching and non-teaching load of teachers	To employ a full time clerical assistant / teaching assistant & a school administrative assistant	Teachers are assisted in preparing teaching materials and other teaching related tasks	From 1st September 2016 to 31st August 2017	Salary (including MPF) : \$339, 654	75% teachers agree that the extra contract clerical assistant and teaching assistants can relieve their teaching and non-teaching work	Survey in the year end staff meeting	Mrs. Chandni Rakesh (Principal), Mrs. Wendy Wong (Vice-Principal), Mrs. Catlin (Vice-Principal), Chinese, English and Math subject panel heads
	To enhance the efficacy of learning and teaching	To employ 2 teaching assistants			Salary (including MPF) : \$299,040			
		To employ a supply assistant to substitute the clerical / teacher assistant in case of sick leave or			\$3,000/week			
	To provide less able students with learning support	To employ Maths, English and Chinese remedial class tutors	The needs of individual students can be catered for	From October 2016 to June 2017	\$,1000/\$1,050 per lesson Approx 20 lessons each \$61,000/year	Improvement Maths, English and Chinese assessments and exams	Year-end exam results	
Extra- curricular Activities (ECA)	To cultivate students' multiple intelligences	To employ outside experts to run co-curricular activities within school hours	More time for teachers' meetings and better teaching quality	From September 2016 to April 2017	\$80,000	Feedback from students, parents and teachers	ECA meetings, survey	Principal, Vice Principals, Mr. Siu Chin Cheung (ECA teacher-in-charge)

Task Area	Major Areas of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicator	Assessment Mechanism	Person In Charge
Fun and Friends English Online Reading Programme	To motivate students to learn English and strengthen self-directed learning	To renew the programme licence	Students can do online reading and improve their English	From September 2016 to May 2017	\$10,000	Over 90% students complete the reading tasks assigned to them	Records of students' reading tasks and performance	English Panel Heads
Total					\$ 792,694.00			

Note : CEG Grant for 2016-17 : HK\$718,991.00

Deficit: \$73, 703 This will be covered by the surplus carried forward from the previous academic year.

Name of School: La Salle Primary School

(District: Kowloon City District)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall effectiveness in school premises management as well as information management & communication through establishing relevant guidelines.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
School premises management	To enhance the administrative effectiveness of monitoring as a safety measure for the protection of students	To put up CCTV cameras along the corridors on each floor, the football pitch and the covered playground areas near school entrances and staircases.	70% of the staff opine that such a system can enhance effective monitoring as a safety measures for protecting our students.	\$ 180,000	The CCTV system for the proposed areas will be fully utilized and will be monitored by relevant staff. Data will also be used and saved according to privacy regulations.

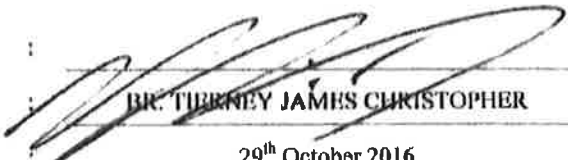
¹Examples: Administrative procedure and framework/mechanism, financial management, student support/teaching-related administrative work, information management and communications, and school premises management.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information management and communication	To enhance the existing information management system in the school for students, staff and parents	To further enhance the electronic system at the school with high security and efficiency to enhance communication between various stakeholders. Access rights will be granted to appropriate staff managing different levels of the system.	70% of the staff opine that the enhanced system can foster better communication between the parents, staff and students	\$70,000	The enhanced electronic system will be fully utilized to enhance communication between the various stakeholders. Access right will only be given to relevant staff.

Signature of Supervisor :

Name of Supervisor :

Date :


 BR. TIENEY JAMES CHRISTOPHER
 29th October 2016

¹Examples: Administrative procedure and framework/mechanism, financial management, student support/teaching-related administrative work, information management and communications, and school premises management.

La Salle Primary School
Provision of One-off Grant to Primary Schools for the Promotion of STEM Education

Development Plan of STEM Education (2016-2017)

	Strategies/Tasks	Expected Outcomes	Participants	Time	Evaluation	Budget	People in Charge
1.	Cross-curricular Project Learning (Science & Mathematics)	Students learn how to integrate and apply STEM-related knowledge and skills in doing the project.	P.5,6	Feb & March, 2017(P.5) April & May, 2017(P.6)	-Evaluation in the GS and Mathematics Panel meetings	\$5000	GS and Mathematics Panel Chairs,
2.	STEM Education Day (Post-exam Activities)	Students' creativity, collaboration skills and problem-solving skills are enhanced by participating in the challenging activities.	P.1-6	June, 2017	-Evaluation in the GS and Mathematics Panel meetings	\$10000	GS and Mathematics Panel Chairs
3.	Purchase of teaching aids, consumable materials and upgrade the existing resources	Increase the resources to facilitate the implementation of school-based STEM-related activities.	All teachers & students	Whole Year	-Evaluation in the GS and Mathematics Panel meetings	\$50000	GS and Mathematics Panel Chairs

Development Plan of STEM Education in LSPS (2017-2018)

	Strategies/Tasks	Expected Outcomes	Participants	Time	Evaluation	Budget	People In Charge
1.	Cross-curricular Project Learning (Science & Mathematics)	Students learn how to integrate and apply STEM-related knowledge and skills in doing the project.	P.1-6	Feb & March, 2018(P.1-5) April & May, 2018(P.6)	-Evaluation in the GS and Mathematics Panel meetings	\$5000	GS and Mathematics Panel Chairs
2.	STEM Olympiad	Students' creativity, collaboration skills and problem-solving skills are enhanced by joining the STEM-related competitions.	P.1-6	To be confirmed	-Evaluation in the GS and Mathematics Panel meetings	\$15000	GS and Mathematics Panel Chairs
3.	ECA STEM-related interest group	Students who have interest in Science and Technology can benefit by joining the challenging activities designed by the teacher.	P.5-6	Whole Year	-Observation -Evaluation in the GS and Mathematics Panel meetings	\$10000	GS Panel Chairs
4.	Subsidisation of transportation costs for teachers and students to participate in various STEM-related competitions	More students can benefit by the subsidisation.	-Teachers and students who will join the activities	Whole Year	-Evaluation in the GS and Mathematics Panel meetings	\$5000	GS and Mathematics Panel Chairs

School-based After-school Learning and Support Programmes 2016/17 s.y.
School-based Grant - Programme Plan

Name of School: Lasalle Primary School
 Staff-in-charge: Ms Cheng Yuk Mei Contact Tel. No.: 2336 2609

I) The estimated number of students (count by heads) benefitted under this Programme is _____
 (including A. 2 CSSA recipients; B. 27 SFAS full-grant recipients and C. 9 under school's discretionary quota).

II) Information on Activities to be subsidised/complemented by the Grant:

* Name / Type 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 participating eligible students			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
After-school Interests Class	To facilitate students' whole person and all-round development by providing after-school skills training class in different aspects, such as music, sports, mathematics and art.	Students can attend 80% lessons in classes and show improvements in their personal growth and social skills.	Questionnaire	10/2016-7/2017	2	27	9	\$22800	
Total no. of activities: <u>1</u>				@ No. of man-times	2	27	9		
				**Total no. of man-times	38				

Note:

* Types of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.

Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C)

@ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.

** Total no. of man-times: the aggregate of man-times (A) + (B) + (C)