

Christian Alliance Cheng Wing Gee College

Program Plan 2008/2009

**ACADEMIC COMMITTEE**

**I. AIMS**

1. To furnish a positive environment for facilitating the learning of students.
2. To review and evaluate enhancing/supportive programs for improving students' academic performance.
3. To enhance teachers' professional development.
4. To monitor the operation in all subject panels.
5. To respond to external educational reforms/policies and devise corresponding strategies.
6. To ensure a smooth operation in all academic affairs.

**II. SITUATIONAL ANALYSIS**

**A. Strengths**

1. The committee has a high degree of autonomy in promoting academic affairs.
2. Committee members are dedicated and cooperative.
3. The committee has a good internal structure and individual responsibilities are clear.
4. Subject coordinators are highly experienced and they can adapt to the reform of the curriculum.
5. Teachers are eager to learn and try out effective teaching methods and practice in the daily subject teaching.
6. Most teachers are supportive and students can be moulded easily.

**B. Weaknesses**

1. Students are passive and lack confidence in learning.
2. The manpower of the committee is not enough to cater for the vast need in academic areas.
3. Collaboration among subject coordinators needs to be strengthened so as to carry out cross-curricular activities and integration of curriculum.
4. Support from external agents is scarce.
5. Teachers are not skilful enough in meeting the diversified learning needs of students.

**III. Committee/Subject Focus 2008-09**

Committee/Subject Focus	Address to School 08-09 Major Concern
1. To enrich the English Language environment within the school	I
2. To bridge the use of English in F.1 classes	I
3. To strengthen the English Language Proficiency in Communication	I
4. To offer opportunities for using English in communication inside and outside classrooms	I
5. To equip students with thinking skills	II
6. To strengthen students' essential learning skills	II
7. To enrich students' exposure and hands-on experience	II
8. To strengthen students' reading skills	II
9. To help students develop a self-disciplined and self-motivated life	II
10. To foster a better communication channel in NSS education	III
11. To plan the NSS curriculum both in school and subject levels for implementation	III

**IV. OPERATIONAL STRATEGIES**

Task/Strategy	Description	Expected Outcomes	Success Criteria/Evaluation Method	Time Scale	Resources Required/Budget	Person-in-charge
<b>Focus 1: To enrich the English Language environment within the school</b>						
1. Topical posters around the school public areas	Posters in different topics are posted up and games are set on them	Students taking part in the games	100 participants in each month	Oct 08 to May 09	Financial Support	CLM (EMI Ad Hoc)
2. English Corners on bulletin boards inside classrooms	Part of the bulletin board inside a classroom is reserved for English activities	Each class can make good use of the English corner	Feedback from English teachers	Oct 08 to May 09	Form teachers/English teachers	CLM (EMI Ad Hoc)
<b>Focus 2: To bridge the use of English in F.1 classes</b>						
1. English bridging class for F.1 students	After school English bridging classes are held for bottom 30 F.1 students	Students can master the language requirement in Math, IS, Hist and Geog	Feedback from subject teachers	Sept 08 to Dec 08	External tutor/Financial support (CEG)	CKN
<b>Focus 3: To strengthen the English Language Proficiency in Communication</b>						
1. English Empire (Rm 106)	An English language rich environment is provided for students to strengthen their language proficiency in	Students attending the English Corner(Empire) for different activities	The number of attendance and feedback from participants	Sept 08 to June 09	NET teacher/ELTA/English teachers/English	CLM (EMI Ad Hoc)

	communication				ambassador	
2. Student and Teacher English Ambassador Scheme	More able students in English and invited teachers form the English Ambassador team to talk to students in English	Students are willing to communicate in English in every Day III	Feedback from English ambassadors	Sept 08 to May 09	Net teacher/ Students and Teachers English Ambassadors	CLM (EMI Ad Hoc)
<b>Focus 4: To offer opportunities for using English in communication inside and outside classrooms</b>						
1. Day III English Speaking Day	English as the main language used in communication outside the classroom in specified sections	SU members, prefects, office staff and class teachers during form time are expected to use English in communication on each Day III.	Feedback form student s and teachers	Sept 08 to May 09	Advisors of SU and Prefect team/ office staff/ class teachers	CLM (EMI Ad Hoc)
2. Day III Lunch Time Activities	English activities are held during lunch time of every Day III	Students take part in the activities and use English in communication	Evaluation on activities held	Sept 08 to Ma y 09	Financial support	CLM (EMI Ad Hoc)
3. Happy Friday Performance	Lunch time performances are held on designated Fridays	Students make up their performances in English at podium on designated Fridays	Feedback form students and teachers	Sept 08 to Ma y 09	ELTA/ English teachers/ students/ financial support	CLM (EMI Ad Hoc)
4. English Week	To provide students opportunities to use English outside classroom	A series of related programs held	Number of participation and feedback from teachers & students	Apr 09	NET/ English teachers/ ELTA	CLM (EMI Ad Hoc)
<b>Focus 5: To equip students with thinking skills</b>						
1. EDB Seed Project of Thinking Skills in PSHE subjects	Junior form CHist, Geog, Hist and LS integrate thinking skills in the teaching contents	F.1 & 2 students acquire the specific thinking skills	Evaluation form teachers, students and EDB staff	Sept 08 to Jun 09	F.1 & 2 subject teachers/ EDB staff support	WWM
<b>Focus 6: To strengthen students' essential learning skills</b>						
1. F.1 Learning Skills Workshop	Saturday learning skills workshop is held for F.1 classes	F.1 students can acquire essential learning skills	Feedback from students	Sept 08 to Oct 08	Financial support	LMY
2. F.5 Exam Preparation Workshop	Workshop is held to prepare F.5 students for the public exam	F.5 students can acquire skills in preparing for the public exam	Feedback from students	Sept 08 to Oct 08	Financial support	LMY
<b>Focus 7: To enrich students' exposure and hands-on experience</b>						
1. Experience sharing from guests of celebrity	Guests of celebrity are invited to share their learning experiences in hall assemblies	Students can broaden their life exposure towards studies	Feedback from teachers and students	Once each term for senior forms	Financial support	TCW
<b>Focus 8: To strengthen students' reading skills</b>						
1. Extended Reading Scheme	Collaboration with library, English and Chinese Departments makes up a more complete school reading scheme	Extended reading activities from morning reading sessions and reading performance in report cards	Feedback from teachers and students	Sept 08 to Jun 09	Office TA/ Class teachers/ WebSAMS/ Financial Support	SKN+ WWM
<b>Focus 9: To help students develop a self-disciplined and self-motivated life</b>						
1. Extended Homework Completion Scheme	The original homework completion scheme is extended to deal with students who do not hand in homework seriously	Students who do not hand in homework seriously can finish the homework during the class suspension	The number of students who do not hand in homework seriously drops	Sept 08 to Jun 09	Office TA support/ class teacher/ homework monitors/ DC	WWM
<b>Focus 10: To foster a better communication channel in NSS education</b>						
1. Set up a newly composed NSS Ad Hoc Committee	KLA coordinators with the principal and the 2 vice-principals form the new NSS Ad Hoc Committee	Coverage in discussion can be more complete and opinion collection can be more extensive	Feedback from teachers	Sept 08 to Jun 09	Office	WWM
<b>Focus 11: To plan the NSS curriculum both in school and subject levels for implementation</b>						
1. F.3 to F.4 Elective Selection	Current F.3 students and their parents are well counseled and informed of the NSS electives to be chosen	Current F.3 students can make suitable and satisfactory choices in NSS electives	The satisfactory level of electives chosen	Sept 08 to Jul 09	AC/ CGC/ Office TA	WWM+ LMY
<b>Others</b>						
1. Administration	Subject coordination and Inspection	Subjects with good planning and evaluation	Plans are carried out with evaluation Collaboration within panel	Sept 08 to Aug 09	Subject heads	WWM
	AC meetings	Well planned agenda	Good planning and follow up	Sept 08 to Aug 09	AC coordinator	WWM
	Arrangement of sharing in morning assemblies	A schedule for sharing	Sharing is in line with the school	Sept 08 to	SEAC/ Teachers	WWM

			year major concerns	June 09		
	Intake of students	Monitoring the withdrawal of students	Filling up of vacancies with suitable applicants	Sept 08 to June 09	Office	WWM
	Follow-up of absentees in summer supplementary lessons	Students are aware of the seriousness of being absent	Demerits are given to those without acceptable reason(s)	Sept 08	Office/ Subject teachers of summer classes/DC	WWM
	Follow-up of students not submitting summer assignments	Students are able to submit the summer assignments	All assignments are submitted within the schedule set	Sept 08	A list of summer assignment and a list of student names/DC	WWM
	Arrangement of free lesson periods	Venues are allocated for all students who have free lesson periods	No room clash and students observe the rules for free lesson periods	Sept 08	Library/ Office/ Timetabling	WWM
	Subject adding, dropping and changing electives	Students understand the policy principles and know the results	A finalized arrangement is ready in the 1st two cycles	Sept 08	Office	WWM
	Result analysis and evaluation of internal and external examinations	Evaluations and Follow-up plans of different subjects	Follow-up plans are carried out and exam results are improved	Sept 08	WebSAMS/ Office/ Subject heads	WWM
	Junior Form Project coordination	A scheme for monitoring junior form project work and 'big' assignment	Cross-curricular projects implemented and feedback from teachers & students	Sept 08 to Oct 09	Subject panels/ Teachers	WWM
	Academic prefects	AC prefects offer help to teachers and fellow schoolmates	Tasks are accomplished and feedback from teachers & schoolmates	Sept 08 to Jul 09	Teachers/ ECA/Office	WWM
	School internal policy review	Rewriting present ambiguous policies Responding to external changes	Precise and concise guidelines are provided	Sept 08 to Aug 09	APC/AC	WWM
	Evaluation for academic areas in different form meetings	Follow-up plan and actions	Improvement in academic areas	Sept 08 to Aug 09	Class teachers/ DC and CC representatives	Form coordinators
	Coordinating with WebSAMS in report card printing	Report card becoming more informative and accurate	Feedback from teachers, students and parents	Sept 08 to July 09	Report card printing	WWM
	Textbook and summer vacation supplementary exercise book list	Textbook and summer vacation supplementary exercise book list is prepared	Well chosen textbooks and students are well-informed	May 09 to July 09	Subject heads/ Library/ Publisher	WWM
	Promotion and streaming meetings	Proper streaming for better learning	Better learning atmosphere can be fostered	July 09	Class teachers/ teachers of major subjects/ DC and CC representatives	WWM
2. Learning Enhancement	Acknowledging outstanding internal academic performance	Outstanding performers in internal examination are publicly acknowledged	Award presentation held Recognition is posted up on board and school web site	Sept 08 to July 09	WebSAMS/ Morning assembly/ financial support	WWM
	Learners of the Month Scheme to recognize students with good learning attitudes and strategies	Students are acknowledged publicly	Feedback from class teachers and students	Sept 08 to June 09	Class teachers/ Financial support	WWM
	Projecting the performances in public examinations	Comparison between projections from teachers and students for planning	Over-estimated students are advised and students can get a general picture of ones' own projection	Nov 08	Subject teachers/ students	LMY
	Inter-house quiz contest	Provide students learning experience in the form of hands-on and minds-on activities	Students' active participation, positive feedbacks and reflections	May 09	House teacher-in-charge/ House members / Subject teachers	TCW
	Project Work Presentation	Hall assembly held for outstanding project	feedback from teachers &	May 09	Subject panels/ Teachers	LMY

		work presentation	students			
	Monitoring morning reading time	Students read books each morning for 15 minutes	Teachers/ students participate satisfactorily	Sept 08 to June 09	Class teachers/ principal	SKN/ Library
3. Supportive Program	Consolidation class for public examinations	Internal and external examination results are improved	Feedback from participating students	Sept 08 to Apr 09	External agent/ financial support (CEG)	LMY
	Repeater program	Regular workshop/ interview to repeaters	Showing improvement in teachers' feedback	Sept 08 to June 09	External agent/ Financial support	CKN/TCW
	Homework completion scheme	Students with unsatisfactory performance in completing homework have to attend after school class	The number of participating students drops	Sept 08 to June 09	Class teachers/ AC prefects/ DC	WWM
4. Outreaching Work	Nomination to public awards and international examinations/research scheme	Let students aim for a higher standard and extrinsically motivate them to achieve it	More nominations made and accepted	Sept 08 to June 09	Subject teachers/ Class teachers	TCW
	Nomination to Off-campus training course	Build up students' capabilities to learn independently and to become self-reflective learners	High % of students successfully complete the course	Sept 08 to July 09	Financial support/ External agent	TCW
5. Academic Affairs	Supplementary Lessons Arrangement (Term Time and Summer Vacation)	Summary of supplementary lessons after schools and in holidays	No clashes of teachers, students and classrooms	Sept 08 to Aug 09	Subject teachers	CKN
	F.4 parents' night	Co-working with parents	Evaluation and feedback	Nov 08	Class teachers/ Social worker/ speaker	TCW
	F.3 parents' night	Information of F.4 streaming and prospectus being conveyed clearly	Evaluation and feedback	Nov 08	Class teachers/ Social worker/ CGC/ Speaker	LMY/TCW
	F.5 Parents' Day	Reporting academic performance of F.5 students	Parents know how to help students in preparing for the public exam	Dec 08	Class teachers/ CC/ Office	WWM
	F.1 discretionary places application	Application procedure	Application procedure can be easily followed	Jan 09	Office	CKN
	F.1 discretionary places student interview	Rank order list of applicants	Suitable ranking criteria for interview	Mar 09	Teachers	CKN/SKN
	F.1-4, 6 parents' day	Reporting academic performance of students	Parents know how to help students in studies	Mar 09	Class teachers/ Office	WWM
	DT/HE streaming	Streaming of current F.1 students to DT and HE groups for next year	Current F.1 students are properly streamed	July 09	DT & HE teachers	LMY
	Current F.3 subject selection for SS1 studies	Information of SS1 electives	Current F.3 students are clearly informed and properly streamed	June 09 to July 09	Class Teachers	LMY+ WWM
	Promotion Streaming	Streaming of all students on promotion for next year	All students are properly streamed	July 09	Class teachers/ DC/CC/ WebSAMS	LMY

## V. TEAM MEMBERS

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|----------------------------|-------|------------------------------|
| 1. Mr. Wong Wai Ming       | (WWM) | [Head and F.6&7 Coordinator] |
| 2. Mrs. Tam Siu Kin Nor    | (SKN) | [F.5 Coordinator]            |
| 3. Mrs. Yim Lo Mei Yee     | (LMY) | [F.4 Coordinator]            |
| 4. Mrs. Ip Chan Kwai Ngor  | (CKN) | [F.3 Coordinator]            |
| 5. Mr. Tang Chun Wai       | (TCW) | [F.2 Coordinator]            |
| 6. Mrs. Choi Chung Lai Mei | (CLM) | [F.1 Coordinator]            |