

Christian Alliance Cheng Wing Gee College

Year Plan 2008 – 2009

COUNSELLING COMMITTEE

I. AIMS

1. To establish a systematic guidance and counseling programme in school as an integral part of pastoral care.
2. To create a more open, positive, encouraging and inviting growth environment for students through activities responding to the spiritual, mental, physical and emotional needs of the students.
3. To assist students to explore their potentials and limitations, aptitudes, skills and achievements to help them understand themselves better and thereby develop positive self-concept towards their life.

II. SITUATIONAL ANALYSIS

A. Strengths

1. Students

- 1/ Most students are creative, willing to participate, organize different activities and are ready to explore.
- 2/ Most students are good-natured, self-initiated, willing to learn and to meet challenges.
- 3/ Most students are having a good relationship with the counselling teachers as well as their schoolmates in different forms.

2. Teachers

- 1/ The counselling teachers are all devoted in counselling services.
- 2/ The counselling teachers are all having a very good and harmonious working and personal relationship.
- 3/ The counselling teachers have built up a strong supportive team spirit and are willing to share and ready to take up responsibilities.
- 4/ The counselling teachers work together in planning the programmes and activities, taking students' spiritual, mental, physical and emotional needs into consideration.
- 5/ Developmental, preventive and remedial (case work) programmes as well as individual and overall evaluation and analysis have all been incorporated into each year plan.

3. Resources

- 1/ The school social worker has been a great support and valuable resource to the team. She has been enthusiastic and devoted in building up strong and friendly relationships with the counselling team and most students at school. She has also undertaken most major case work at school.
- 2/ With the special programme fund granted by the EMB, community resources such as the external voluntary organizations can be invited to organize programmes for the students in order to widen students' horizons and enrich their learning exposures.
- 3/ The counselling room (Rm. 313) in the annex has provided a very convenient, safe and comfortable space for the counselling team to conduct training programmes or counselling meetings with students.

B. Weaknesses / Limitations

1. Students

- 1/ Some junior form students have a lack of self-confidence and they have low self-esteem.
- 2/ Some senior form students are quite passive and they lack a sense of belonging to the school. Only those who are academically excellent are more active in organizing and participating in school activities.
- 3/ Some students have low learning motivation and are weak in facing difficulties, especially problems involving social relationships.

2. Teachers

- 1/ Most counselling teachers are language teachers who have already undertaken heavy teaching workload, which has added, to a certain extent, pressures to their work in providing counselling services.
- 2/ There has been great demand for remedial work referred by Academic Committee and Discipline Committee and the counselling team could barely handle all the cases. More manpower is required for further development.
- 3/ Since some counselling team members have not received comprehensive counselling training, the counselling team has great need in keeping abreast of the professional counselling skills and techniques as well as the updated counselling services.
- 4/ The counselling team has not adequately and effectively established a strong sharing and counselling awareness among the staff and the students, so more has to be done to promote the team image and to build up a caring culture.

III. COMMITTEE FOCUS (08-09)

The theme of the year: “Aim High – Go Beyond Limits” (跨越自我，追求突破)

Focus	Address to 08-09 School Major Concern
1. To help students develop a self-disciplined and self-motivated life	2
2. To develop a broader life perspective	2
3. To enrich students’ exposure and hands-on experience	2
4. To offer opportunities for using English in communication inside & outside classrooms	1

IV. OPERATIONAL STRATEGIES (08-09)

Tasks & Strategies	Description	Intended Outcomes	Success Criteria & Evaluation Methods	Resources Required	Time Scale	In-charge
Focus 1 – To help students develop a self-disciplined and self-motivated life						
F.1 – 3 Self-Strengthening Project for Low-achievers	1. <u>Talks and Workshops</u>	Held successively for the third year;	Students attend at least 70% of the meetings;	Programme Fund from the government	<i>Workshops</i> Oct. 08 – Jan. 09	*WOM, FKL
	2. <u>Training Camp</u> Identify, assist & follow up bottom 30 students of junior forms Group 1 F.1 (10Ss) Group 2 F.2 (10 Ss) Group 3 F.3(10 Ss)	-About 8 to 10 after school / hall assembly meetings – roughly 1.5 hours each session - Adventure-based training camp in December, 2008	Students participate actively in various activities provided; Students build up confidence and enhance motivation to achieve better in both academic & non academic areas	Collaboration with external bodies; Manpower : external instructors, teachers in-charge;	<i>Adventure-based camp</i> Dec. 08	
	3. <u>Follow-up workshops</u>	- 4 6 follow-up meetings & progress evaluation	Evaluation by observation, students’ & teachers’ feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports	Support from the parents and the class and subject teachers	<i>Follow-up Workshops</i> Feb. – May, 09	
Focus 2 – To develop a broader life perspective						
F. 1-7 Programmes on Sex Education: Dating; Intimacy; Pre-marital Sex & Internet Dating	1. <u>Hall Assembly</u> To instill the positive values and attitude towards dating and pre-martial sex into students’ mind;	Junior Form - 2 hall assemblies - small group training Senior Form -2 hall assemblies	Students participate actively in Hall Assembly and various activities provided; Students establish the correct values and attitudes towards dating, intimacy and pre-marital sex	Programme Fund from the government Collaboration with external bodies; Manpower : external instructors, teachers in-charge;	<i>Hall Assembly</i> F.1 – 3 1. Oct. 17, 08 (Rev. Ng from The City of David Cultural Centre) 2. Feb. 20, 09 (ELCHK - LAEC)	*MPF, FKL
	To teach students how to face and handle various issues involving dating, intimacy and pre-marital sex		Evaluation by observation, students’ & teachers’ feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports	Support from the parents and the class teachers	F.4 – 7 1. Oct.31, 08 (ELCHK - LAEC) 2. Dec. 01, 08 (ELCHK – LAEC)	

F. 1-7 Programmes on Sex Education: Dating; Intimacy; Pre-marital Sex & Internet Dating	<u>2. Workshops & Small Group Training</u> To identify and recruit students for small group training {Hong Kong Aids Foundation}	Small Group Training F. 1 – 3 (12 students)	Students attend at least 70% of the meetings; Students participate actively in various activities provided; Evaluation by observation, students' & teachers' feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports	Programme Fund from the government Collaboration with external bodies; Manpower : external instructors, teachers in-charge; Support from the parents and the class teachers	<i>Small Group Training</i> Feb. – May, 09	
F. 4 – 7 Programme on Mental Health & Managing Stress	<u>1. Hall Assembly</u> To help students to know more about mental health and stress <u>2. Form Time Follow-up Work for F.5 & 7</u> To help students to learn how to identify and manage stress	1 Senior form hall assembly	Students participate actively in Hall Assembly Evaluation by observation, students' & teachers' feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports	Programme Fund from the government Collaboration with external bodies; Manpower : external instructors, teachers in-charge;	<i>Hall Assembly</i> Jan. 08, 09. <i>Form Time Follow-up Work</i> Jan., 09.	*CMP
Focus 3 – To enrich students' exposure and hands-on experience						
Focus 4 – To offer opportunities for using English in communication inside & outside classrooms						
Counselling Students' Committee	<u>1. Recruitment</u> <u>2. Leadership Training:</u> training camp, group training, workshop	Once Three to four workshops a year One training camp	Qualified Ss are recruited Student leaders attend all training and actively participate in activities; They take initiative to serve the school and schoolmates Evaluation by observation, students' & teachers' feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports	Manpower : teachers in-charge; external instructors, Financial aids; Collaboration with external bodies; Printing & AV support	<i>Recruitment</i> Sept. – Oct.08 <i>Leadership Training Workshops</i> Oct. – Nov. 08 <i>Leadership Training Camp</i> Dec.08	*CHKW, CMP

	<p>3. <u>Big Brothers and Sisters Scheme (BBS):</u></p> <p>To take care of the F.1 students, helping them to fit into the school affectively, socially and academically</p> <p>a) <u>Special Hall Assembly</u></p> <p>To build up a bond between the BBS and the F.1 Students</p> <p>To build up F.1 class spirit and sense of belonging to the school</p> <p>b) <u>Lunch Meetings with F.1</u></p> <p>c) <u>Special Activities for F.1 students</u></p> <p>d) <u>Chatting Time</u></p>	<p>One special programme for all F.1 students</p> <p>Lunch meeting with F.1 students (in groups) once every week in the first term;</p> <p>2 big functions: games/ matches</p> <p>Provide games and meeting for all Ss at Rm. 313 on roster basis</p>	<p>Student leaders can build up strong bonding with F.1 students;</p> <p>F.1 students attend the hall assembly and participate in the activities actively;</p> <p>F.1 Students can build up and show their class spirit and their sense of belonging to the school</p> <p>Student leaders can hold 80% of the meetings successfully</p> <p>Evaluation by observation, students' & teachers' feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports</p>	<p>Manpower : teachers in-charge; external instructors,</p> <p>Financial aids;</p> <p>Collaboration with external bodies;</p> <p>Printing & AV support</p>	<p><i>Special Hall Assembly</i> Late October – after school session / one Saturday morning</p> <p><i>Lunch Meeting with F.1</i> Oct. – Dec. 08</p> <p><i>Special Functions</i> Feb., Apr., 09</p> <p><i>Chatting Time</i> Nov., 08 – May, 09</p>	
	<p>4. <u>Promoting Counselling Culture:</u></p> <p>Design and update web page; update board display; assist filing resources; serving CC functions</p>	<p>All year round</p>	<p>An appealing and informative web page is set up and maintained;</p> <p>Informative board display is shown;</p> <p>Resources are filed systematically</p>	<p>Manpower: teachers in-charge;</p> <p>financial aids; external bodies;</p> <p>support from IT assistant</p>	<p>Oct., 08 – July, 09</p>	

<i>Tasks & Strategies</i>	<i>Description</i>	<i>Intended Outcomes</i>	<i>Success Criteria & Evaluation Methods</i>	<i>Resources Required</i>	<i>Time Scale</i>	<i>In-charge</i>
Others						
F.2 Parents' Night	<u>Talk & Teacher-Parent Meeting</u> To provide parents a chance to have a deeper understanding on school policies To provide a chance for the parents to meet the class teachers	One programme	70% of all F.2 parents participate in the parents' night Feedback from teachers & parents' questionnaires, KPM report	Manpower : teachers and students in-charge; External bodies; Support from the parents; Financial aids	Oct. 31, 08	*JKY, WOM
F. 1 – 7 Inclusive Education	<u>Special Meetings / Workshops</u> To liaise with various committees (SEAC, AC, DC), class and subject teachers in catering for special educational needs	Special programmes / Workshops (As required)	Feedback from students, teachers & parents' questionnaires	Programme Fund from the government Collaboration with external bodies; Manpower : external instructors, teachers in-charge; Support from the parents, class and subject teachers	Sept., 08 – July, 09	*JKY, MPF
Collaboration with Discipline Committee & Academic Committee	Case Work	Meet (as required) with seriously misbehaved students and provide counselling;	Feedback from students, teachers & parents, social worker	Manpower: time and space	Sept., 08 – July, 09	All counseling teachers (Piano)
Case Work	Liaison with form teachers/ teachers concerned	Meet with the students concerned and provide counselling;	Students' problems can be improved;	Manpower: time and space	Sept., 08 – July, 09	All counseling teachers (Piano)
	Liaison with social worker					
	Attend Form Meetings	Contact as required	Feedback from students, teachers & parents, social worker		Oct.13–22, 08 Feb.16–20, 09 May 04–08, 09	
	Case follow-up				Sept., 08 – July, 09	
	Liaison with parents	Contact as required	Feedback from students, teachers & parents, social worker		Sept., 08 – July, 09	

Staff Training	Professional Training Workshop	Provide as required	Counselling teachers learn more about counselling skills & techniques	Manpower: time and space; external bodies	As required	*JKY, all counselling teachers
	Conference Meetings	At each committee meeting	Mutual support of counselling teachers and social workers	Manpower: time and space	Aug. 21, 08 Oct. 09, 08 Nov. 24, 08 Jan. 22, 09 Mar. 27, 09 May 29, 09	*JKY, All counselling teachers (Piano)
	Circulation of staff training information	Whenever the information is received	All teachers can be well informed of the relevant information	Manpower: time and space	Sept., 08 – July, 09	JKY
Support to other school activities	F.1 Orientation Day	Once a year	F.1 new students know more about the school; Parents have more confidence in school	Manpower, time and space; Support of the Counselling Students' Committee	Aug. 29, 09	JKY
	F.5, F.7 Guidance to Public Exam Results Release	Once a year	Students are adequately supported in facing difficulties & better equipped in setting their goals in studies and careers	Manpower: time and space	June 30, 09 Aug. 05, 09	F.7 *JKY (7A), CHKW(7B) Piano F.5 * JKY (5A) WOM (5B), CHKW(5C) FKL(5D) MPF(5E) Piano
Administrative Work	Arrange CC meetings to avoid clashes	Six times a year	Mutual support of counselling teachers	Manpower, time and space	Aug. 21, 08, Oct. 09, 08, Nov. 24, 08, Jan. 22, 09, Mar. 27, 09, May 29,09	JKY
	Set up program plan, budgeting, prepare staff meeting reports and annual report	Once a year for program plan, budgeting & annual report Once every two months for staff meeting reports	Appropriate and successful programme plan and budgeting are set up; Clear and concise meeting and annual reports are prepared	Manpower, time and space	programme plan, budgeting – Aug. 29, 08; Staff meeting reports – Aug. 26, 08, Oct. 17, 08, Nov. 28, 08, Feb. 13, 09, Apr. 03, 09 July 13, 09 annual report – Aug. 29, 09;	JKY

Filing, manage CC Web Page	Once every two months	Teachers can locate resources easily and find resources useful	Manpower, time and space	Sept. 08 – Aug. 09	JKY
Manage the counselling room (Rm. 313)	All year round	Both teachers and students can adequately use the counselling room for training and counselling	Manpower, time and space; support of the office and janitors	Sept. 08 – Aug. 09	JKY
Distribute, manage external & internal circulars, posters, references, leaflets and board display	All year round	Teachers can receive the latest information about counselling services and training	Manpower, time and space; support of the Counselling Students' Committee	Sept. 08 – Aug. 09	JKY
Liaison with the EMB and report cases	Once a year/ As required	The EMB is informed of the school cases	Manpower, time and space;	Aug. 31,09	JKY

III. EVALUATION

1. Immediate oral feedback from students, parents and teachers concerned are collected and evaluated.
2. Written feedback from students, parents and teachers concerned are collected and evaluated through questionnaires or evaluation forms.
3. Evaluation and analysis done at the regular meetings.
4. Total number of activities and case work are tolled and evaluated.
5. Evaluation on:
 - a/ whether the targets of the activities have been achieved
 - b/ whether the contents of the activities are relevant
 - c/ the strengths of the programmes launched
 - d/ the limitations of the programmes launched
 - e/ suggestions for improvement

VI. TEAM MEMBERS

1. Miss Jim Kei Yee, Denise (JKY) [Coordinator]
2. Mr. Chan Kwok Wai (CHKW) [Member]
3. Mrs. To Chu Mei Po, Mabel (CMP) [Member]
4. Mr. Fung Kai Lun (FKL) [Member]
6. Mrs. Tang Man Pik Fai (MPF) [Member]
7. Miss Wong Oi Man (WOM) [Member]
- ** Miss Shiu Shuk Kam (Piano) [Social Worker]