

Christian Alliance Cheng Wing Gee College

Program Plan 2008/2009

Student & External Affairs Committee

I. AIMS

A. Student Affairs

1. To create a more open, positive, encouraging and inviting growth environment for students
2. To develop students' awareness of their social responsibilities and their sense of belonging
3. To help students set up their own portfolio in the years of CWGC
4. To coordinate and assist various committees and class teachers to minimize clashes for learning.

B. External Affairs

5. To promote a positive school image to the community and facilitate them to understand the school mission, goals, objectives, strategies, uniqueness and achievement through various means such as school homepage, newsletters, pamphlets and school visits.
6. To liaise and work collaboratively with Education Bureau and other educational bodies or organizations so as to enrich the experiences of the different parties of the school and keep them abreast of most recent developmental trends of education in Hong Kong.
7. To strengthen the collaboration with parents, old boys & girls, providing them with more opportunities to understand the school policies, to express their opinions, to participate in school affairs so as to facilitate the whole person development of the students
8. To facilitate better recognition of the school by the district and community.

II. SITUATIONAL ANALYSIS

A. Strengths

i. Student Affairs

1. A good foundation has been set up in various committees and mutual support can be provided.
2. Most students are willing to participate, organize different activities and are ready to explore.
3. Most students are self-initiated, willing to learn and to meet challenges.

ii. External Affairs

4. The school managers, church members, alumni and parents are enthusiastic, supportive, committed and willing to offer assistance for the betterment of the students and the school.
5. Staff members are well experienced in their education profession and are dedicated and committed to the school, willing to provide quality services to all parties and maintaining good relationships with them.
6. Information Technology network, facilities and support are strong enough to facilitate efficient information exchange between various parties of the school and the community.

B. Weaknesses

i. Student Affairs

1. Some students are weak in facing difficulties and have low self esteem.
2. Some senior form students fail to set up a good modeling effect for junior form students.

ii. External Affairs

3. Some parents are too busy with their jobs and are therefore unable to participate in the activities organized by the school.
4. Financial requirements are great in the publication of pamphlets and newsletters.

III. Committee Focus 2008-09

i. Student Affairs

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

The theme of the year: Aim high - Go Beyond Limits 跨越自我、追求突破

ii. External Affairs

Focus	Address to School Major Concern
1. To provide updated information to the parents and the public at large through the production of quality publications such as the School Annual Report, School Plan, School Pamphlet, Newsletters, School bulletin and better management of the School Homepage.	3
2. To strengthen the links and communication between students, parents, alumni, teachers, school managers through electronic means such as internet, intranet, telephone and personal contact through formal and informal meetings	2, 3
3. To support and facilitate the effective and efficient functioning of the Parent-Teacher Association (PTA), the School Promotion Committee (SPC), the Alumni Association (AA)	2

IV. OPERATIONAL STRATEGIES

i. Student Affairs

Task/Strategy	Description	Expected Outcomes	Success Criteria/ Evaluation Method	Time Scale	Resources Required/ Budget	Person-in-charge
Focus 1: To offer opportunities for using English in communication outside classrooms						
1. Morning Assembly	Arrange student performance (Oral English Practice) of F3 to F7 classes	Students find confident in using English to speak out publicly	70% of the students participate once in the whole year Evaluation from teachers & students questionnaires	Sept. 08 to May 09	English teachers, SEAC members, ELTA, Office AV support	PYC
	Hymn sharing	Student find opportunities to sing hymns in English	50% hymn singing are English hymns Evaluation from teachers & students questionnaire	Sept. 08 to June 09	All teachers, ELTA, campus TV, office printing & AV support	PYC
2. English speaking days	Students & teachers communicate by using English on every Day III	Students find confident in using English to communicate with everyone outside classrooms	70% students are able to communicate in using English outside classrooms Evaluation by observation throughout English speaking days & students' interview	Sept. 08 to June 09	All staff	EMI ad hoc committee
Focus 2: To enrich students' exposure and hands-on experience						
1. Hall Assembly	Arrange teacher sharing	Students' awareness of social responsibilities and sense of belonging increases	70% of the teachers share once in the whole year Evaluation by teachers & students questionnaires, APASO & KPM reports	Sept. 08 to June 09	All teachers, Office AV support	PYC
	Arrange students to be MC in all hall assemblies	Students find confident to speak out publicly	50% of the F6 students & 20% of the F4 students participate once in the whole year Evaluation by observation & students' interview, APASO & KPM reports	Sept. 08 to June 09	Coordinators of SEAC, AC, CGC, DC, CC, RMC, EAC & SU, office AV support	PYC, WWM, LMY, CSF, JKY, SWS, LYC, WCW
2. F.5 Farewell	A 35 minute program arranged in morning assembly	Students show mutual support and their sense of belonging to the school increases	All F5 students share their unforgettable time in the school Evaluation by observation & student questionnaire, APASO & KPM reports	Mar. 09	SU members, campus TV, office printing & AV support	PYC, WCW
3. F.7 Farewell	A 35 minute program arranged in morning assembly	Students show mutual support and their sense of belonging to the school increases	All F7 students share their unforgettable time in the school Evaluation by observation & student questionnaire, APASO & KPM reports	Feb. 09		
4. F.5 & F.7 graduation dinner	A 4-hour program arranged by F5 & F7 students	Students show mutual support and their sense of belonging to the school increases	30% of F5 & F7 students participate in arranging the program & all F5 & F7 students share their unforgettable time in school Evaluation by observation, APASO & KPM reports	June 09 to July 09	Office printing & AV support	PYC
Focus 3: To help students develop a self-disciplined and self-motivated life						
1. F.1 Orientation	A half day program to provide F.1 students & parents necessary information of the school	New F.1 students show a better understanding of the school and parents show confidence to the school	All F.1 students & parents participate in the program Evaluation by observation & parents' questionnaire, APASO & KPM reports	Aug. 08	All F1 class teachers, WWM, PYC, office support	CSF
2. F.4 Orientation	A whole day program to prepare F.4 students to	Students have a better understanding of the	All F.4 students participate in the program	Aug. 08	All F4 class teachers,	PYC, SWS

	get ready for the HKCE	stream chosen, find confident in achieving goals, and realize their modeling effect to junior form students	Evaluation by observation & students' questionnaire, APASO & KPM reports		DC, AC, CGC & EAC coordinators, office printing & AV support	
3. F.6 Orientation	A 2-day camp to prepare F.6 students to become student leaders of the school	Students find confident to become student leaders	All F.6 students participate in the program Evaluation by observation & students' questionnaire, APASO & KPM reports	Aug. 08	All F6 class teachers, office printing & AV support	PYC, WCW
4. New student Orientation	A half day program to provide new students necessary information of the school	New students show a better understanding of the school	All new students participate in the program Evaluation by students' questionnaire,	Aug. 08	Office printing & AV support	PYC
5. Junior form low achiever program	Identify, assist & follow up bottom 30 students of junior forms by operating after school classes / workshops once a week (1.5 hours each session) and arranging adventure-based training camp in December, 2008	Junior form low achievers (bottom 30) build up confidence and enhance motivation to achieve better in both academic & non academic areas	10 low achievers from each junior forms (F1 to F3) participate in the program Evaluation by observation, students' & teachers' feedback through questionnaire, and feedback from external organization co-work in the program, APASO & KPM reports	Oct. 08 to Jan. 09	AC, CC, DC & SEAC coordinators, all teachers	PYC, JKY, CSF
Focus 4: To develop a broader life perspective						
1. Student leader recruitment & inauguration	2 after school sessions for student leader recruitment and a 35 minute ceremony for inauguration	Students show confident in speaking out publicly	All F6 students, 40% of F4 students & 20% of F3 & F2 students participate in different ECA committee & student service team members Evaluation by teachers' & students questionnaires, APASO & KPM reports	Oct. 08	All teachers, office printing & AV support	PYC, LYC
2. Student leader training programs & workshops	Different day camps & workshops arranged for all student leaders	Students acquire skills, positive attitude & experience	All student committee members participate in the program Evaluation by teachers, students' & external organization questionnaires, APASO & KPM reports	Sept. 08, Nov. 08, Jan 09 to May 09	SEAC members, external organization support, office printing & AV support	PYC, LYC, JKY, CSF, WCW
3. Students' participation in activities of external organizations	Arrange & encourage students to take part in different activities arranged by various external bodies	More students participate in the activities organized by external bodies on their own initiative	70% of the students participate in different activities organized by external bodies Evaluation by teachers', students' & external organization questionnaires, APASO & KPM reports	Sept. 08 to June 09	Resources from external bodies, office printing support	PYC
	Apply subsidies from government and external bodies to train up students	Students' analytic ability increases, communication skills increase and team spirit established				
4. Student award schemes	Set up All-rounded Award Scheme of the school	Students show initiative to participate in the scheme strive hard to achieve the awards	80% of the student participate in the scheme and 5% of the participants achieve the awards Evaluation by teachers & students questionnaires, APASO & KPM reports	Oct. 08 to June 09	Office support	PYC
	Set up Outstanding Student Award Scheme of the school	Outstanding students can be recognized and students are encouraged to nominate themselves & strive for achievement	5% of the students nominate themselves for the awards & 80% of the nomination achieve the awards Evaluation by students' interview & questionnaires, APASO & KPM reports	May 09	Office support	LYC, PYC
	Nominate students for scholarships & award schemes from external bodies	Outstanding students can be recognized	5% of the students are nominated Evaluation by questionnaires, APASO & KPM reports	Sept. 08 to Aug. 09	All teachers	PYC
Focus 5: To plan the OLE implementation						
1. Student award collection	Collect, reorganize & record all students' non-academic awards achieved in the school	A clear student record is obtained	100% student awards shown in the school bulletin & PTA annual newsletter Evaluation by teacher survey & student survey	Sept. 08 to Aug. 09	Office support	PYC
	Nominate students for scholarships and award schemes from external	More students participate and obtain awards	5% of the students are nominated Evaluation by questionnaires,	Sept. 08 to Aug.	All teachers & office support	PYC

	bodies		APASO & KPM reports	09		
2. OLE days	Arrange OLE days to broaden students horizon outside classrooms	Students' reflection show what they learn on OLE days	All students complete their OLE booklets at the end of the academic year Evaluation by students & parents' questionnaires	Oct. 08 to July 09	All teachers & office support	OLE ad hoc (PYC, SWS, LWM, CHSF, HHY)
3. Student Learning Profile (SLP)	Coordinate with websams committee to set up SLP of F1, 2 & 3 students at the end of the year	A clear SLP of students is obtained	100% junior form students receive their SLP at the end of the academic year Evaluation by teachers and parents' questionnaires	Oct. 08 to July 09	Office support	PYC, LWM
Others						
1. Administration						
a. Coordination of various committees	Coordinate upcoming mass events & class based activities	Clash of all events minimized	90% clash avoided Evaluation by teacher & student survey	Sept. 08 to June 09	All committee coordinators, office support	All SEAC members
	Communicate with different committee heads and class teachers to provide support					
	Recommend different activities or training programs to various committees	Mutual support of teachers is obtained	70% of the committee members found the resources useful Evaluation by teacher survey			
b. Coordination of class teachers	Arrange class teachers' meeting	Mutual support of teachers obtained, students problems minimized	90% class teachers found mutual support & agreed that the students' problems improved & minimized, Evaluation by questionnaires, APASO & KPM reports	Aug. & Oct. 08, Jan. Feb & May 09	Office support	PYC, WWM, CSF, SWS, LYC, LMY, WCW
	Set up class teachers' manual	Mutual support of teachers obtained, students problems minimized				
	Set up class union handbook	Class teachers understand students more				
	Set up, arrange & provide class teacher lesson materials / teaching aids	Teachers find resources easily				
c. SEAC administrative work	Arrange SEAC meeting to avoid clashes	Mutual support of teachers obtained	6 meetings arranged for the whole year	Aug. 08 to June 09	Office support	PYC
	Filing, budget control and board display	Teachers can locate resources easily and find resources useful	80% of teachers agreed that resources found are useful Evaluation by teachers' questionnaire			
	Set up program plan, budgeting, staff meeting reports and annual report	Clear & updated student information, files can be located easily	80% of teachers agreed that student information was updated & could be located easily Evaluation by KPM report			
	Arrange graduate & class photo taking	Students show sense of belongings in class & school	90% of students appreciated the class photos Evaluation by APASO & KPM reports	Nov. 08		
2. Parents' nights						
a. F.1 to F.5 parents' nights	Arrange parents' nights for F. 1 to F. 5 parents separately	Parents have a deeper understanding on the school policies and show confident to the school	70% of the parents participate in the parents' nights Feedback from teachers & parents' questionnaires, KPM report	Oct., Nov., Dec. 07 and Aug. 08	Office support & resources from external bodies	PYC, CSF, (DC) LMY, (CGC), JKY (CC) WWM (AC)

ii. External Affairs

a.	Tasks	Description	Expected outcomes	Success Criteria / Evaluation Method	Time Scale	Resources required	Persons in-charge
Focus 1: To provide updated information to the parents and the public at large through the production of quality publications such as the School Annual Report, School Plan, School Pamphlet, Newsletters, School bulletin and better management of the School Homepage							
1.	School Pamphlet	To provide information such as mission, unique features etc of the school to the community	Positive comments on quality of the design and content by community	70% of parents gave positive comments, Evaluation by KPM reports	Dec. 08	Financial support & office support	KKM (SPC)
2.	Newsletters	Quarterly newsletters to be issued to parents on the developmental progress of the school	Issued as scheduled	70% of parents gave positive comments, Evaluation by KPM reports	May 09	Office support	KKM, PYC, WWM (SPC)

3. Parent's Yearly Handbook	Provide general information of the school to parents	Parents know more about the mission, goals, strategies and practices etc	70% of parents gave positive comments, Evaluation by KPM reports	Oct. 08	Office support	KKM (SPC)
4. School Homepage	To review and ensure the accuracy and timely information of the School Homepage	All information is updated	70% of parents gave positive comments, Evaluation by KPM reports	Sept. 08 to Aug. 09	ITC & office support	KKM (SPC) & ITC member
5. School Plan 2008-09	To review and refine the School Plan to be submitted to EDB	High % in achieving the objectives	All SMC members & teachers agreed with the school plan Feedback from SMC & EDB	Oct. 08	ITC & office support	KKM
6. School Report 2007-08	To review and refine the School Report before submitting to EDB	Quality achievement of objectives set	All SMC members & teachers agreed with the report Feedback from SMC & EDB	Nov. 08	ITC & office support	KKM
Focus 2: To strengthen the links and communication between students, parents, alumni, teachers, school managers through electronic means such as internet, intranet, telephone and personal contact through formal and informal meetings						
1. Coordination	To liaise with various committees and school managers in the production of the various publications	Quality of content, design, time, accuracy of information	80% of staff found support from SMC Feedback from SMC & all staff	Sept. 08 to Aug. 09	All staff	KKM (SPC)
2. Parent-Teacher Association (PTA)	To prepare for the Parent Resource Center (PRC) and so facilitate the links with parents, collaboration of teachers and parents in providing quality services to the students	Greater participation rate and more efficient communication and cooperation	80% of parents agreed that efficient communication & cooperation provided by the school Evaluation by KPM report	Sept. 08 to Aug. 09	PTA members, office support	PYC (PTAC)
3. Parent Education	Arrange talks and meetings organized by PTA, Tai Wai Church and school	Participation rate increases	40% of parents participate in the talks & meetings	Nov. 08 to Apr. 09	PTA members, Tai Wai Church support and office support	PYC (PTAC)
Focus 3: To support and facilitate the effective and efficient functioning of the Parent-Teacher Association (PTA), the School Promotion Committee (SPC), the Alumni Association (AA)						
1. Promotion of school image to primary schools of the district	Arranging visits for the Primary Six students of the district and their parents, assisted by SPC	More attendants in the visit	90% of participants agreed that the visits were useful Evaluation by teacher survey & KPM reports	Dec. 08, Apr. 09	Office support	KKM (SPC), PYC, WWM
2. Alumni Association	To provide support to alumni association to promote the development of school	Greater % of alumni enrolment	50% of old boys & girls participate in the alumni activities Feedback form alumni, SMC & teachers survey	Sept. 08 to Aug. 09	Support from SMC & office	TSL, YYP

V. TEAM MEMBERS

A. Student Affairs

1. Ms Pang Yiu Choi (PYC) [Head]
2. Mr. Shum Wai Shing (SWS)
3. Ms Chan Suet Fun (CSF)
4. Ms Jim Kei Yee (JKY)
5. Mr. Lam Ying Choi (LYC)
6. Ms. Lo Mei Yee (LMY)
7. Mr. Wong Chi Wai (WCW)
8. Mr. Lau Chi Shing (LCS)
9. Ms Cheng Wai Sze (CWS)

B. Parent-Teacher Association

1. Ms Pang Yiu Choi (PYC) [Head]
2. Mr. Wong Chi Hung (WCH)
3. Mrs. Leung Chan Sau Man (CSM)
4. Mr. Li Ka Luen (LKL)
5. Mrs. Kung To Ka Lai (TKL)

C. Alumni

1. Ms Tang Siu Ling (TSL) [Head]
2. Ms. Yee Yat Ping (YYP)

D. School Promotion

1. Mr. Kwok Kai Ming (KKM) [Head]
2. Mr. Lai Pak Tim (LPT)
3. Mr. Chan Tai Wai (CTW)
4. Mr. Wong Wai Ming (WWM)
5. Ms Pang Yiu Choi (PYC)