



TWGHs Kap Yan Directors' College
Annual School Plan
2023-2024

I. School Mission

The mission of the Tung Wah Group of Hospitals in education is to provide comprehensive and multifarious services to children and young people to enable them to exert their full potentialities and, eventually, to serve the community. To this end, we are committed to achieving an all-round development in our young generation through the provision of a congenial learning environment.

We devote ourselves to nurturing our students various potentials and abilities, so as to equip them well for a fast-and ever-changing future. We lay emphasis on developing in our students the capability for independent thought and on fostering a forward-looking attitude towards life, that they may acquire the right values to serve the society and the country.

We champion the professional enhancement of our teachers, and we cherish team spirit. Ceaselessly we endeavor to raise the standard of our teachers and to improve the school's teaching and learning efficacy. We aspire to establish a fine partnership with the parents and community alike, so that we can all work together towards the students' growth and development.

II. School Vision

Our vision is to prepare all students to become proactive lifelong learners and responsible citizens to meet the challenges of the future. In partnership with families and community, our goal is to create relevant learning opportunities for students to help them develop the knowledge, reach their potential and nurture positive values. Students will gain success for today and be prepared for tomorrow.

III. School Motto

Diligence 勤 Frugality 儉 Loyalty 忠 Trustworthiness 信

CORE Values of our school

Care	Our students treat each other with kindness and compassion, and contribute to the betterment of the community and the world.
Oneness	We regard teachers, students and parents as essential parts of our big family. We build on their strength to foster an inclusive environment.
Respect	We value all students unique talents. Our students demonstrate their commitment to respect the differences of individuals.
Excellence	Our students are passionate learners. We strive to instill in students a culture of excellence.

We nurture students with essential qualities to contribute to society. The four areas include:

- ♦ Proactive learning attitude
- ♦ Positive moral values
- ♦ A culture of excellence
- ♦ A global perspective

III. Issues to be addressed

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> ■ The majority of the students have the potential to excel in academic performance. Results of pre-S1 assessment and data of S1 intake show that the students are capable of doing better in academic performance. ■ School has been well developed to provide all-round education which provides opportunities for student developing their generic skills. ■ The equipment and facilities of students and the school are prepared for e-Learning in classrooms. ■ Most teachers are very experienced and well aware of students' needs. They work effectively and constructively for strategies to improve teaching and learning. They are willing to learn and apply the technology of e-learning into their teaching. ■ More new teachers join the school in recent years and they can bring new ideas to school. 	<ul style="list-style-type: none"> ■ Teachers still find it difficult to take care of cross-bound students in lessons. Under the long term influence of pandemic, students of average ability tend not to set higher goals and students are less motivated to improve their academic performance. ■ Besides, students in North District and cross-bouder have less exposure to English environment. Some students have insufficient family support. Students are less willing to use English outside classroom to discuss with others. The English learning environment in the school campus needs further enhancement. ■ There is great diversity of abilities among students. There is more room for improvement on the homework policy. The campus size is limited for a 30 classes school, the arrangement of splitting classes and activities is restricted. 	<ul style="list-style-type: none"> ■ New principal and teachers are energetic to drive the school forward. ■ External professional support will help to improve overall teaching and learning in school. ■ There is rich support from TWGHs in terms of funds and other support like educational psychologist, speech therapist, numerous whole-person development programmes and some TWGHs elite nurturing programmes. ■ The EDB offers resources and support on e-learning, STEM education, extra manpower, gifted education, etc. ■ Our school, popular among local parents, has good connection with other schools in the district. ■ TW scholarships provide much assistance and opportunities for academically outstanding students. 	<ul style="list-style-type: none"> ■ Due to the pandemic period, students relatively lack resilience, self-management skills and social skills. Stress among students and gives rise to mental health issues. ■ Post-covid follow-up work need to be done to help some students especially the cross-border students to rebuild healthy habits and inter-personal relationships. ■ With the decline of cross-border student population in the North District, it is foreseeable that the competitions among schools in the district for S1 entry may be keen. ■ Problematic internet use and internet addiction cause different behavior problem in school. ■ The high requirements on student abilities in the HKDSE have proved that subjects must review and improve their curricula to nurture students progressively from junior forms.

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> ■ Good class discipline facilitates efficient and effective teaching and learning. ■ Teacher-student relationship is good. Most colleagues are willing to help students in need. ■ The school provides numerous opportunities for students to showcase their talents, enabling students to develop their talents, sense of confidence and achievement. ■ Value education is appropriately infused into the curriculum with a school-based values education framework guiding students' character building from F.1 to F.6. 	<ul style="list-style-type: none"> ■ Many students are examination-oriented. ■ Many students are not motivated and confident enough to excel themselves to the full and they need learning skills, e.g. time management and reading skills. ■ There is room for improvement on the expectation management skills of higher-form students. There is a discrepancy between the reality and the expectations of theirs and their parents'. ■ Students in North District have less exposure to metropolitan experiences and some have insufficient family support. ■ More new teachers are employed and assistance and guidance needs to be provided to ensure teaching effectiveness. 	<ul style="list-style-type: none"> ■ Local institutes such as SYU, HSU, TWC etc. and the growing popularity of mainland studies can provide more choices for students in addition to the traditional local UGC-funded degree courses. 	<ul style="list-style-type: none"> ■ A number of experienced senior teachers will retire within 5 years, and hence giving rise to the urgency for succession planning.

1. Area of Concern 1 : Nurture students to be proactive in learning, develop their confidence and 21st-century learning competencies.

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
1. Strengthening students' ability for developing effective learning strategies and proactive learning, cultivating the culture of proactive and independent learning.	Pre-lesson materials or projects should cover Inquiry-based elements to stimulating discussions in class.	23/24 School year	Students are able to have self-directed learning using pre-lesson materials or Inquiry-based projects.	<ul style="list-style-type: none"> ■ Assignment inspection. ■ KPM survey 	Subject Panels and teachers	
	Balance between teacher-centered and student-centered learning activities		Student are engaged in activities and improve their learning outcome.	<ul style="list-style-type: none"> ■ Academic results ■ Lesson observatrion ■ KPM survey 	Subject Panels and teachers	
	Encourage students to take notes and organize the learning materials		Students are able to taking note using iPad or notebook are observed.	<ul style="list-style-type: none"> ■ Lesson observatrion. ■ KPM survey 	Subject teachers	
	Conduct lesson studies in subject level		Teaching effectiveness can be improved by lesson plans produced from lesson studies in Core subjects.	<ul style="list-style-type: none"> ■ Academic results ■ Lesson observatrion. ■ Teacher evaluation. 	Subject Panel and teachers of Chinese, English, Mathematics and Integrated Sciences.	
2. Cultivating and nurturing future talents (communication, creativity, problem-solving, collaboration abilities.) systematically through comprehensive learning	Guide the students processes of problem-solving using assignments, classroom activities or projects.	23/24 School year	Students improve problem-solving skills and able to solve a new problems.	<ul style="list-style-type: none"> ■ Academic results ■ Lesson observatrion. ■ KPM survey 	Subject Panels and teachers	
	Cultivate effective communication and collaboration by engaging them in activities such as presentations, debates, group discussions, and peer reviews. Provide constructive feedback and support to enhance their communication abilities.		Students improve their communication skills and able to express themselves and working with other classmates.	<ul style="list-style-type: none"> ■ Assignment inspection ■ Lesson observation. ■ KPM survey 	Subject Panels and teachers	
	Encourage creativity and innovation: Provide opportunities for students to express their creativity and originality.		Students are able to give new ideas or design in their works.	<ul style="list-style-type: none"> ■ Assiggnment inspection ■ Lesson 	Subject Panels and teachers	

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
				observation. ■ KPM survey		
3.Enriching English learning context and deepening the reading culture in school.	Cross curriculum reading activities (RAC)	23/24 School year	Students are used to read and learn different contents from English sources. 3 RAC activities will be held in this year.	■ Assignment inspection ■ KPM survey	Library, Subject Panels	LWG, QEF – Enhanced My Pledge To Act
	Promote book reading and online reading platform		Over 60% of students use the platforms or borrow books from library.	■ Record of book borrowing and using the platforms.	Library, Form teachers.	PRG
	Create a reading-friendly environment and organize reading-related events e.g Library visit, book sharing, book fair, writers'talks and teachers'book recommendations		High rate of Students use library, morning reading sessions to read their books and a high rate of students join.	■ Observation ■ KPM survey	Library, English Panels, Form teachers.	PRG
4. Promoting the advancement of e-learning, improving the effectiveness of teaching and learning	Introduction of e-platform or apps in teaching and learning	23/24 School year	Students and teachers are familiar to use e-Whiteboard, online platforms and apps.	■ Assignment inspection ■ Lesson observation ■ KPM survey	IT board, Subject Teachers	ECIT
5. Boosting students' confidence and broadening their horizons.	Encouraging students to participate in both internal and external competitions and activities.	23/24 School year	Every subjects and committee nominate students to join the competitions.	■ Records of competition ■ KPM survey	All teachers	LWG, ECA
	Provide enhancement and remedial classes to appropriate students.		Students gets improvement after the remedial or enhancement classes	■ Academic results ■ Evaluation of remedial or enhancement classes	Subject Panels.	DLG , TRG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
6. Nurturing students' mindset and skills in innovation and technology.	Encouraging students to participate in both internal and external STEM education competitions and activities.	23/24 School year	Enrollments and results of competitions are satisfactory.	<ul style="list-style-type: none"> ■ Records of competition ■ KPM survey. 	STEM co-ordinators and teachers.	LWG
	Encouraging students to participate in both internal and external Entrepreneurship courses and activities.		Enrollments and results of competitions are satisfactory.	<ul style="list-style-type: none"> ■ Records of competition ■ KPM survey. 	Entrepreneurship co-ordinators and teachers.	LWG
7. Enhance the awareness and understanding of National Security Education.	Further enhance the inclusion of national security education content in various subject curricula. This includes updating teaching resources, textbooks, and curriculum outlines to reflect the latest information and important issues related to national security.		Students acquire comprehensive knowledge and awareness of national security across different subjects.	<ul style="list-style-type: none"> ■ Assignment inspection ■ Lesson observation. ■ KPM survey. 	Subject Panels	
	Establishment of a review mechanism to ensure that materials used by school adhere to the principles of national security.		All teaching materials are verified.		National Security Team, Chairpersons of Subject and Departments, all teachers.	
	Increasing teacher training to enhance teachers' professional knowledge and teaching abilities in national security education.		Teachers are trained by relevant seminars, workshops, and training courses. Teacher meets the EDB professional development hours requirement.	<ul style="list-style-type: none"> ■ Records of teacher training. 	School Development Team	

2. Area of Concern 2 : Promote well-being and positive values to cope with future challenges.

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
1. Actively promoting sports activities to help students develop the habit of regular exercise.	1.1 Encourage students to participate in regular physical activity through physical education classes, sports teams, extracurricular activities, and lunchtime during the school day.	23/24 School year	70 % of Students demonstrate satisfactory physical fitness in assessments	<ul style="list-style-type: none"> ■ Stakeholders' Surveys ■ Reports from PE Department 	Head of PE Department	LWG
	1.2 Sports Day and Interhouse sports competitions	Nov 2023; 2 nd Term	Students are keen on physical activities	<ul style="list-style-type: none"> ■ Observation of students' performance in and out of the school ■ Participation rate ■ Survey and Feedback from teachers and students 	ECA	ECA
	1.3 Inter-class sports competitions	23/24 School year	Students' performance	<ul style="list-style-type: none"> ■ Reports from PE Department ■ Observation of students' performance 	Head of PE Department	ECA
	1.4 Promote overall wellness of students and healthy eating habits and lifestyle through education and awareness campaigns (e.g. Kap Yan Fruits Day)	April-May 2024	Over 70% of positive response towards various programmes	<ul style="list-style-type: none"> ■ Online Survey ■ Evaluation Meeting 	Coordinator of Healthy School Project	Beat Drugs Fund
	1.5 “運動與人生、運動健康講座” educate students about sports and healthy habits, and raise their awareness of a healthy lifestyle.	Nov 2023		<ul style="list-style-type: none"> ■ Online Survey ■ Evaluation Meeting 	Moral Education	Beat Drugs Fund

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
2. Cultivating positive values and a positive school culture through form teachers lessons, assemblies, and annual themes.	2.1 A Values framework will be set for the whole school and be implemented in Form Teacher's Period by Form Teachers and the collaboration of departments	23/24 School year	Students show positive values especially grit and perseverance	<ul style="list-style-type: none"> Form teacher's feedbacks collected from Form teacher meetings. 	Student Support Core Group (Vice Principal (S.G), Head of Discipline, Guidance and Moral Education)	
	2.2 The moral events, including mainly Form Teacher Periods, Bulletin Board designs, class management and Friday Talks would be based on the assigned moral values, which are aligning with positive values. This year, our theme moral value is "grit" and its related values include diligence and perseverance	23/24 School year	- Students could exercise the moral value from their daily life.	<ul style="list-style-type: none"> Observation of students' performance in and out of the school Record of students' non-academic performance APASO 	Form teachers, Moral Education Board	MNEG
	2.3 S.1 students learn and promote moral values through "Good people, good deed" cards design competition.	April 2024	Students learn to appreciate others' good deeds	<ul style="list-style-type: none"> Quality of students' Work Questionnaire 	Moral Education Board	MNEG
	2.4 School campus will be decorated with more display of positive quotes	23/24 School year	Students design positive quotes and show them on each floor.	<ul style="list-style-type: none"> APASO Questionnaire Stakeholders' Surveys (parents) 	VA, VP (SG)	MNEG
	2.5 Display Board of Student Guidance will post some information about mental health message or services provide in our community or society. Same content will be shared through TEAMS.	23/24 School year	Positive feedbacks from students and teachers	<ul style="list-style-type: none"> Feedbacks from students and teachers Evaluation reports 	Guidance Team, Peer Counsellors	EOEBG
	Guidance Mass Program this year will focus on promoting restoration of relationship, which hopes to cultivate	May 2024	Reflections and reminders hope to be brought to schoolmates	<ul style="list-style-type: none"> Numbers of participants Students' attendance 	Guidance Team, Peer Counsellors	EOEBG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	students' positive mindsets and belief. 2.6.1 A whole-school talk under the theme: Restoration of Relationship 2.6.2 Display boards, handicraft mini-gifts with positive message made by Peers 2.6.3 Student Teacher interactive activities held afterschool 2.6.4 Video-production about Relationship Rebuilding		during Guidance Week. They can have stable and positive inter-personal relations with the people around them, including schoolmates, teachers and family members.	■ Feedbacks from students and teachers ■ Evaluation reports		
	2.7 Year-level mental health or peer related activities <ul style="list-style-type: none"> • S1 Life-Skills Camp held on School Picnic Days • S4 Oneness Program held on School Activities Days • S6 Stress Management Workshop will be held in Form Teachers' Period in December for S6 students. • Drama shows under the "Relationship Restorer Academy Class" (關係維修員育成企劃) will be scheduled in May(S4-S5) and July(S1-S3). 	23/24 School year	Identify students in needs and provide supportive services to them (Secondary Intervention). Follow-up growth groups and workshops can cater their needs, helping them to make improvements in their studies and social life.	■ Numbers of participants ■ Students' attendance ■ Feedbacks from students and teachers ■ Evaluation reports	Guidance Team, Peer Counsellors	LWG, LSG,
	2.8 Every planned lesson focuses on promoting the importance of positive attitude and respectful to both teacher and other students.	23/24 School year	90% of students interpret a positive message throughout their artworks. Participation in lessons and school activities display a greater sense of responsibility, civil-mindedness and a desire to make a beautiful future life.	■ Lesson Observation ■ Message conveyed by students' artworks	VA	

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	<p>2.9.1 A relaxation workshop is co-organized by the Science panel and Dreamland café. One part of it is a TED-talk style sharing on the scientific principles behind coffee and coffee making. Another part of it is a session of hand-making coffee</p> <p>2.9.2 The message of self-care, the importance of relaxation and grit are conveyed in the workshop</p>	2 nd Term	More than 70 % of the students participating in the workshop agree that they understand more about the scientific principles behind coffee and find the workshop relaxing.	<ul style="list-style-type: none"> ■ Teachers' observation ■ Teachers' and students' evaluations 	Physics	EOEBG
	<p>2.9.3 Incorporate <u>learning tasks</u> with topics in teaching schedules, (e.g. S2 healthy eating, S3 mental well-being, S4 studies and stress management) to instill positive mindsets.</p> <p>2.9.4 Celebrate students' successes in publications and showcase students' work in <u>board displays</u> to increase their sense of achievement.</p>	<p>1st term or 2nd term</p> <p>Whole year</p>	Students in general have built positive mindsets and are willing to take challenges.	<ul style="list-style-type: none"> ■ Teachers' observation ■ Students' feedback 	Eng	EOEBG
	<p>2.9.5 Organize <u>activities</u> with themes and topics in relation to well-being in English week activities to raise their awareness of the importance of mental well-being.</p> <p>Help students enhance social skills and communication strategies through <u>Tuesday activities</u> and maintain healthy rapport with their peers and teachers.</p>	<p>1st term or 2nd term</p> <p>Whole year</p>	- Students in general have confidence in communication and maintain healthy relationship with others.	<ul style="list-style-type: none"> ■ Teachers' observation ■ Students' feedback 	<p>Form coordinators and English teachers</p> <p>All teachers</p>	

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	2.9.6 Make good use of LWL grant and community resources to arrange various outdoor visits to nurture well-being	23/24 School year	Over 70% of positive response towards various programmes	Online survey	CSD Teachers	LWL Grant
	2.9.7 Promote personal growth and emotional management to build up positive self-image Promote mutual respect and support to peers in group works	23/24 School year	Personal reflections and positive interaction in groups	Students' performance in discussions and writing work	L&S Teachers	
	2.9.8 Promote positive values including respect to oneself, to others and the nation. 2.9.9 Promote perseverance via writing activities	23/24 School year	Students can discuss related values and demonstrate their understanding via reflections	Students' performance in writing and lessons	Chinese Teachers	LWG
3. Developing students' interests through diverse activities, allowing them to unleash their potential	Provide group work and opportunities in and outside class for students to develop: <ul style="list-style-type: none"> ■ Students' sense of respect ■ Self-discipline in class and doing Assignments ■ Collaboration in practical and presentations ■ Sense of creativity and aesthetic. ■ Caring to others. 3.1 Provide happy and harmonious environment in classes to build up their resilience.		<ul style="list-style-type: none"> ■ Through the lessons, they can show how to take care of themselves and others. ■ Through sharing, students can care and respect others, work as a team to promote their well-being. ■ Students leave the workshop and take away food with smiling faces. This can help them to release some of the pressure built up in their bodies. 	<ul style="list-style-type: none"> ■ Observation of students' performance in and out of the school ■ Students' performance in assignments and needlework crafts. ■ Lesson observation ■ Students' self-evaluation. 	HE Teachers	EOEBG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	3.2 Include positive values and healthy living in curriculum 3.3 use Character strengths as the theme of storytelling and public speaking		Students daily performance demonstrate diligence and self-discipline	<ul style="list-style-type: none"> ■ Lesson observation ■ Students' self-evaluation. 	Putonghua Teachers	
	3.4 Form 1 students are required to join at least one internal team-based activity or uniform group to unleash students' potential and nurture their teamwork spirit.	23/24 School year	Over 70% of positive response towards various programmes	<ul style="list-style-type: none"> ■ Numbers of participants ■ Students' attendance ■ Feedbacks from students and teachers ■ Evaluation reports 	ECA	SASG, LWG
	3.5.1 Encourage students to visit concerts and other art form performance. Balance between study and life and maintain healthy on both physical and mental aspects. 3.5.2 Students are encouraged to challenge themselves in music performance, competitions and creative music activities. 3.5.3 School provides financial support to potential students to join competition.	23/24 School year	<ul style="list-style-type: none"> ■ Half of the number of students visit concert arrange from Orchestra / music organization. ■ Music groups have good morale and team spirit. ■ Communication between senior and junior form for work load distribution and passing on. ■ Students are keen to perform in front of schoolmates and also behaved as high-quality audience. ■ Promote potential students to 	<ul style="list-style-type: none"> ■ Students visit at least 2 different types of art performance. ■ Students' performance in external competitions and examinations ■ By Observation of students' practice motivation. 	IS	SASG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
			competition and win prize.			
	3.5.4 To encourage students participating some Physics talks organized by universities to arouse their curiosity of discovering the science knowledge.	23/24 School year	Promote potential students to competition and win prize.	Numbers of participants	Physics Teachers	
4. Nurturing students' perseverance and resilience, strengthening their focus on mental health.	<p>4.1 Screening Tools including surveys scanning students' well-beings will be conducted for all students:</p> <p>S1: focus on students' adversity abilities and resilience. It is organized by TWGHs Ho Yuk Ching Educational Psychology Centre. Follow-up cell groups for those target students called 'MASTER' will be launched with social workers throughout the year</p> <p>S2-S6: scan the pressure of students in the beginning of new school year. It is organized by HKFYG.</p> <p>S3 & S5: screen out those students with sleeping problems or difficulties. Follow-up cell groups for those target students will be launched with the SleepLab from CUHK and HKU.</p>	1 st term	<ul style="list-style-type: none"> ■ Identify students in needs and provide supportive services to them (Secondary Intervention). ■ Follow-up growth groups and workshops can cater their needs, helping them to make improvements in their studies and social life. 	<ul style="list-style-type: none"> ■ Numbers of participants ■ Students' attendance ■ Feedbacks from students and teachers ■ Evaluation reports 	Guidance Team, Peer Counsellors	
	4.2 Teachers lead students to learn appreciating the difficulties and challenges that humankind faced in the past. Through reading stories of famous historical figures and /or making dramas, students are expected to understand the attitude and values that influenced human behaviour.	23/24 School year	70% are able to show their tolerance and respect toward different opinions.	<ul style="list-style-type: none"> ■ After-lesson assessment: can the performance of students in assignments and tests/exams show students' appreciation of 	History	

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
				human achievements and aspirations. ■ Daily application: can students develop positive values and attitudes in everyday life?		
	4.3 Teachers lead students to learn appreciating the difficulties and challenges faced by historical figures in the past to promote perseverance.	23/24 School year	Positive participation of students	Lesson observation	Chinese History	
5. Strengthening connections among teachers, students, parents, alumni, and other stakeholders, making KYD a warm and caring school.	5.1 S4-S5 Peer Counsellors will join the Nature Healing Experience (大自然療癒體驗) under “Together We Dare to Transform Project” (同行鍊身術) organized by Tung Wah Group of Hospitals	Nov 2023	Over 70% of positive response towards various programmes	<ul style="list-style-type: none"> ■ APASO ■ Questionnaire ■ Questionnaires after activities ■ Form teacher’s feedbacks collected from Form teacher meetings. 	Guidance Team, Peer Counsellors	
	5.2 Improve students’ relationships with their schoolmates: Activity and picnic day SA Election Christmas Celebration Teachers’ commendation Training for S2 and S3 students on Activity and Picnic day Collaboration with TWGHs ICAPT to organize training activities.	23/24 School year	<ul style="list-style-type: none"> ■ Students becomes better adapted to school life ■ A stronger sense of belonging to the school can be developed among students ■ Enhanced ability of students to tackle adversity through UG and other trainings 	<ul style="list-style-type: none"> ■ Observation of students’ performance in and out of the school ■ Survey and Feedback from teachers and students 		LWG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	<ul style="list-style-type: none"> Support groups for transfer students Handicraft small gifts for S6 students Encouraging support for S3 students during subject selection <p>5.6.2 New Peer Counsellors will participate in the following training: Students workshops under “Relationship Restorer Academy Class” (關係維修員育成企劃) organized by Agent of Change Nonviolent Communication Course (非暴力溝通課程) under “Together We Dare to Transform Project” (同行鍊身術) organized by Tung Wah Group of Hospitals</p> <p>5.6.3 Two social workers will have class visits in S1 to S3.</p> <p>5.6.4 Circle Painting Workshop on S6 Cheer-up Day will be co-organized with Moral Education Team and Visual Art before S6 mock exams</p>	<p>Sept 2023</p> <p>Jan 2024</p>				
	5.7 Caring campaigns with gifts and encouraging words to promote positive relationships will be initiated.		Positive response in APASO	<ul style="list-style-type: none"> ■ APASO ■ Questionnaire 	Vice Principal (S.G), Guidance Board, SA, PTA	EOEBG
6. Promoting positive parenting through parent education, enhancing parents' understanding of well-being.	To provide parent education on nurturing students' growth positively. Education on failures (失敗教育) and students' mental health for parents Organise Parents' seminars/workshops to provide platforms for parents to learn the ways to nurture students' growth	23/24 School year	<ul style="list-style-type: none"> ■ More than 80% of the parent participants think that the objectives of the programme are achieved. At least 2 workshops or sharing for parents. 	<ul style="list-style-type: none"> ■ Stakeholders' Surveys(parents) ■ Collection from views from parent groups 	Vice Principal (S.G), PTA	LWG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
			<ul style="list-style-type: none"> Parents have positive feedback towards positive education 			
7. Promote teachers' wellness and nurture teachers with professional knowledge and skills in positive education and develop more awareness towards mental health	7.1 Teachers' awareness and professional abilities in implementing positive education will be increased through school-based professional development (e.g. Staff Development Day) and Form Teacher's Meetings	23/24 School year	<ul style="list-style-type: none"> SD Days to promote positive education this year. Teachers demonstrate ability to implement class building strategies and students demonstrate positive emotions in their daily lives. 	<ul style="list-style-type: none"> Observation of Form teacher's performance APASO Questionnaire 	VP (S.G)	Beat Drugs Fund
	<p>7.2.1 Guidance Form teachers will play more active and decisive roles in case discussion. They need to attend all the case conference and Discipline Board meetings related to the form they are responsible for. They have to keep updating information of students by using different documentary forms with Form Teachers and Discipline Board members in the Form meetings. (G1 form: Monthly Observation Record)</p> <p>7.2.2 Provide supports and counselling services to students, take Log records regularly in order to review the status of concerned students. (G3 form: Log Record)</p> <p>7.2.3 Discuss case work with Social Workers. Referral cases to social workers or other professionals if necessary. (G2 form: Case intake form)</p> <p>7.2.4 Encourage Guidance teachers to</p>	23/24 School year	<ul style="list-style-type: none"> Guidance teachers gain a better understanding towards mental health issues related to adolescent. Teachers have better self-confidence in providing counseling services to students in need. Teachers can take an active role in identifying students' need and provide appropriate 	<ul style="list-style-type: none"> Feedbacks from teachers, social workers and other professionals. Discussion in Guidance Board and Executive Board Meetings. 	Guidance Team, Form Teachers, Social Workers, EP, ST, CP, COP	LSG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	<p>attend seminars, workshops and courses to enhance their counselling skills.</p> <p>7.2.5 Social workers, EP, SENco and Guidance Chairperson will have regular case meetings (at least once per school term) to refine the support services provided for students under a whole-school approach with professional advices.</p> <p>7.2.6 A Sex Education Framework for S1 to S6 Students was created with Moral Education Department. There are core members from both departments. We will have close communication and cooperation frequently.</p>		<p>supports to them.</p> <ul style="list-style-type: none"> ■ Guidance team work closely with different student support teams to meet the need of our students. ■ Participants in the case conferences considered the meeting could enhance the effectiveness of the student support services. ■ Colleagues considered the support services from Guidance Board could help the students in need. 			
8. To cultivate students' spirit of respect, self-discipline and following rules	8.1 The value will be reinforced by different subjects' curriculum and form periods	23/24 School year				
	<p>8.2 Class with the fewest routine offence records of each form will be rewarded . Students who do not violate the rules will be rewarded.(Trinity Star Award Program)</p> <p>Provision of D.C. talk in morning assembly to emphasize positive attitudes and values by Discipline Mistress and prefects</p> <p>Students may apply for Cancellation of</p>	23/24 School year	<ul style="list-style-type: none"> ■ Increase in the number of students receiving conduct prizes. ■ Increase in the number of students applying Cancellation of Demerit Scheme 	<ul style="list-style-type: none"> ■ Observation of students' performance in and out of school ■ KPM stakeholders' surveys ■ APASO 	All DC teachers	EOEBG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	Demerit Scheme and Behavior Improvement Program throughout the school year.		and Behavior Improvement Program ■ Students demonstrate good manners and daily performance in and out of the school.			
	8.3 Library prefects are required to have duty every cycle. They have the chance to cultivate their spirit of respect, self-discipline and following rules.	23/24 School year	■ Most of the library prefects could develop the positive values.	■ Provide statistics/data about the attendance of library prefects ■ Teachers' observation from library prefects performance ■ Library prefects' feedback	Library	
	8.4 More encouragement and positive feedback are needed for their improvement. Laboratory rules are strictly enforced. 8.5 Self-discipline in time management and assignment submission is encouraged. Breaking down of work into smaller sessions may be adopted to encourage senior form students to submit their work more punctually.	23/24 School year	■ Participation in lessons and school activities display a greater sense of responsibility. ■ Students can develop a positive attitude towards challenges.	Observation of students' performance in and out of the school	Chemistry	

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	<p>8.6 Modification of assignments on the topics of computer ethics, cyber bullying, misinformation and disinformation, ethical issues caused by generative AI.</p> <p>8.7 Inclusion of an additional topic on ethical issues caused by generative AI.</p>	23/24 School year	<ul style="list-style-type: none"> Majority of junior form students can give reasonable / correct answers in their assignments on the topics of computer ethics, cyber bullying, misinformation and disinformation, ethical issues caused by generative AI. Majority of students can properly make use of computers/iPad in the computer room/stem rooms during the lessons for eLearning or self-learning or doing assignments through observation. 	<ul style="list-style-type: none"> The assignments on the topics of computer ethics, cyber bullying, misinformation and disinformation, ethical issues caused by generative AI. The assignments on ethical issues caused by generative AI. By observation with the help of computer teachers. 	IT	
9. Enhance the awareness and understanding of national and global citizenship	<p>9.1.1 Strengthen the National Education Group to organize activities and provide initiatives.</p> <p>9.1.2 Hold diversified activities related to to engage students in national and global citizenship education.</p> <p>9.1.3 Organize study tours to reinforce students' understanding of our motherland and the globe.</p>	23/24 School year	<ul style="list-style-type: none"> Students' attendance and reflections Participation in activities display an understanding of national identity and global citizenship 	Observation of students' performance in and out of the school Survey and Feedback from teachers and students	Teachers of National Education Board	LWG , OCSG, SSSG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	9.2 Various activities will be held. E.g. <ul style="list-style-type: none"> • Interclass quiz • Leadership Training Programme for student leaders under ECA Board • Liaison with HK Police Force • Encouraging students to serve the community through KYVT activities 	23/24 School year	Students are keen on community services.	Participation rate Survey and Feedback from teachers and students	ECA	
	9.3.1 Co-operation with Discipline Board in case-handling, aiming to guide students to the positive value concepts and behaviours. 9.3.2 Information of mental health-care in mainland will be shared through teams and Guidance display board on G/F. Students from mainland can reach the information.	23/24 School year	Facilitates their development of important concepts such as nationhood	feedbacks from teachers and students	Peer Counsellors , Guidance teachers	
	9.4.1 Current environmental issues and concepts about national security are included in curriculum to cultivate students' responsibility and commitment to the betterment of our nation and the mother Earth. 9.4.2 Organize study tours to Shenzhen and Jeju to widen horizon of students through experiential learning.	23/24 School year	<ul style="list-style-type: none"> ■ The sense of responsibility and awareness of issues about national security and environmental protection among students ■ Students can build up environmentally-friendly habits ■ Better understanding about China and Jeju through the study tour 	<ul style="list-style-type: none"> ■ Participation of students in activities and their feedback ■ Annual school evaluation ■ Students' reflection after the study tour. 	All participating teachers	'FIT' Scheme, LWG

Targets	Strategies / Tasks 2023-24	Time Scale	Success Criteria	Methods of Evaluation	People in charge	Resources Required
	9.5.1 Promote positive values in classroom discussions 9.5.2 Promote Chinese Traditional culture and values via Study Tours and both school and outdoor activities 9.5.3 Promote inclusive culture and Chinese culture to ethnic minorities to promote respect towards diversity	23/24 School year	Over 70% of positive response towards various programmes	Online survey	CSD	QEF – Enhanced My Pledge To Act
	9.6.1 Promote positive values including respect to oneself, to others and the nation.	Sept 2023	Students can discuss related values and demonstrate their understanding via reflections	Students' performance in writing and lessons	Chinese Teachers	

Beat Drugs Fund

(DLG) Diversity Learning Grant

ECIT Grant

(EOEBG) Expanded Operation Expenses Block Grant

(LSG) Learning Support Grant For Secondary School

(LWG) Life-wide Learning Grant

(MNEG) Moral and National Education Support Grant

(OCSG) O/F Citizenship and Social Development Grant

(PRG) Promotion Reading Grant

(SSSG) Sister School Scheme Grant

(SASG) Student Activities Support Grant

(TRG) Teacher Relief Grant

TWGHs Kap Yan Directors' College
Plan On Use of Capacity Enhancement Grant
(2023/2024)

Task Area	Major Area(s) of Concern	Implementation Plan	Benefits Anticipated	Implementation Schedule	Resources Required	Performance Indicators	Assessment Mechanism	Person-in-charge
1. Curriculum development	To produce teaching materials for teachers	To employ 1 school development assistant to take up part of the administrative works of the teachers and to prepare teaching materials for the teachers	Teachers' workload in the preparation of teaching aids will be relieved	Sept 2023 – Aug 2024	Salary for 1 school development assistant: \$197,694.00 [about \$15,690 per month x 12 months x 1.05 (MPF)] x 1	On average, reducing 40 hours of non-teaching workload from each teacher throughout the year	Performance appraisal on the assistant	SUM

Accumulated Surplus B/F from 2022/23	=	\$	0	(a)	
For 2023/24 : Revenue	=	\$	666,935.00	(b)	
Estimated Expenditure	=	\$	197,694.00	(c)	
Estimated Surplus	=	\$	469,241.00	(d) = (b) – (c)	
Accumulated Surplus for 2023/24	=	\$	469,241.00	(e) = (a) + (d)	(Carried forward for use in EOEBG)

TWGHs Kap Yan Directors' College
Learning Support Grant for Secondary Schools
(2023/2024)

In the 2008/09 school year, the Education Bureau started to provide 'Learning Support Grant for Secondary Schools' for schools to cater for the needs of students with special educational needs.

Strategy / Task	Resources Required
1. To employ 0.2 TA to assist to support students with SEN	Salary of 0.2 TA for 1 year = \$43,734.60 [(17,355 x 1.05 x 12) x 0.2]
2. To organize guidance groups with service provider for students with special educational needs to enhance their study skills, social skills and skills in managing emotions.	COP services for students requiring emotional support \$ 60,000.00 CP Services for MI Students \$ 81,000.00 Mood enhancement program \$ 2,000.00 Arts Therapy \$ 10,000.00 Music Therapy \$ 11,500.00

Accumulated Surplus B/F from 2022/23	=	\$	42,953.61	(a)	
For 2023/24 : Revenue	=	\$	173,569.00	(b)	
Estimated Expenditure	=	\$	208,234.60	(c)	
Estimated Deficit	= -	\$	34,665.60	(d) = (b) – (c)	(Covered by Surplus from 2022/23)
Accumulated Surplus for 2023/24	=	\$	8,288.01	(e) = (a) + (d)	(Carried forward for use in 2024/25)

TWGHs Kap Yan Directors' College
Plan on Use of Diversity Learning Grant
(2023/2024)

Annex III

The Diversity Learning Grant is provided by the EDB to schools annually upon application, starting from 2009/10 school year, to support the diversification of New Senior Secondary School Curriculum.

Strategy / Task	Resources Required	
Other Programmes:		
(a) Network Programme for S.4 and S.6 Students	S.6 Music	\$ 70,400.00
	Subsidy for attending concerts for DSE course students	\$ 2,000.00
(b) Gifted Education Programmes	Mathematics Course x 1	\$ 15,000.00
	Subsidy for Talents Programme	\$ 13,000.00

Accumulated Surplus B/F from 2022/23	=	\$	123.00	(a)	
For 2023/24 : Revenue	=	\$	105,000.00	(b)	
Estimated Expenditure	=	\$	100,400.00	(c)	
Estimated Surplus	=	\$	4,600.00	(d) = (b) – (c)	
Accumulated Surplus for 2023/24	=	\$	4,723.00	(e) = (a) + (d)	(Carried forward for use in 2024/25)

TWGHs Kap Yan Directors' College
Plan on Use of Diversity Learning Grant
(2023/2024)

The Diversity Learning Grant is provided by the EDB to schools annually upon application, starting from 2009/10 school year, to support the diversification of New Senior Secondary School Curriculum.

Strategy / Task	Resources Required
Other Language:	
(a) Japanese Language	<div>S.4 Japanese Language (HKDSEE) \$ 55,900.00</div> <div>S.5 Japanese Language (HKDSEE) \$ 25,800.00</div> <div>S.6 Japanese Language (HKDSEE) \$ 38,700.00</div>

Accumulated Surplus B/F from 2022/23	=	\$	0	(a)
For 2023/24 : Revenue	=	\$	120,400.00	(b)
Estimated Expenditure	=	\$	120,400.00	(c)
Estimated Surplus	=	\$	0	(d) = (b) – (c)
Accumulated Surplus for 2023/24	=	\$	0	(e) = (a) + (d)

TWGHs Kap Yan Directors' College
Plan on School-based After-school Learning and Support Programme
(2023/2024)

Annex IV

Name of Activity	Objectives of the Activity	Period/Date Activity to be held	Target Group and Estimated no. of grant beneficiaries #	Estimated expenditure (\$)	Name of partner/service provider (if applicable)
(1) Study Skills Enhancement classes	To help students with difficulties in learning the subjects to catch up with the main stream	Classes on 10 Saturdays	60 students of S.1 – S.3 with unsatisfactory results in tests and examinations	\$450 x 60 = \$27,000	
(2) Kap Yan Whole Person Development Programme for S.1 – S.3	To provide students with more opportunities to widen their exposure	Oct 2023 – June 2024	Subsidy for 70 students at Junior Secondary Level	\$450 x 70 = \$31,500	
(3) Kap Yan Leisure and Cultural Appreciation Programme for S.4 – S.6	To provide students with more opportunities to widen their exposure	Oct 2023 – May 2024	Subsidy for 70 students at senior secondary level	\$450 x 70 = \$31,500	
(4) Capacity Enhancement Programmes for students	To enhance the self-esteem of students and to build up leadership skills at an early stage	Oct 2023 – May 2024 Programmes for S.1-5 including seminars and workshops	Subsidy for 116 students with about 23 students from each of S.1 – S.5	\$400 x 116 = \$46,400	

Note: # Grant beneficiaries – referring to target students in receipt of CSSA/SFAA full grant and disadvantaged students identified by the school.

Accumulated Surplus B/F from 2022/23	=	\$	108,400.00	(a)	
For 2023/24 : Revenue	=	\$	136,400.00	(b)	
Estimated Expenditure	=	\$	136,400.00	(c)	
Estimated Surplus	=	\$	0.00	(d) = (b) – (c)	
Accumulated Surplus for 2023/24	=	\$	108,400.00	(e) = (a) + (d)	(Carried forward for use in 2024/25)

TWGHs Kap Yan Directors' College
Plan on Use of Sister School Scheme Grant
(2023/2024)

The Grant for the Sister School Scheme is provided by the EDB to school that has formed sister schools with its counterparts in the Mainland at 2018/19 school year after the Pilot Scheme from 2015/16-2017/18. Schools are encouraged to plan long-term sister school exchange activities to enrich students' learning experiences and foster teachers' professional development. It is a recurrent grant at the amount of \$150,000 per school (adjustment according to Composite Consumer Price Index).

Strategy / Task	Resources Required
1. Sister School Study Tour for students & teachers	Subsidies students & teachers to participate in Sister School Study Tour to Beijing = \$120,000.00
2. Sister School Study Tour for students & teachers	Subsidies students & teachers to participate in Sister School Study Tour to Shenzhen = \$80,000.00

Accumulated Surplus B/F from 2022/23	=	\$	138,895.15	(a)	
For 2023/24 : Revenue	=	\$	162,995.00	(b)	
Estimated Expenditure	=	\$	200,000.00	(c)	
Estimated Deficit	= -	\$	37,005.00	(d) = (b) – (c)	(Covered by Surplus from 2022/23)
Accumulated Surplus for 2023/24	=	\$	101,890.15	(e) = (a) + (d)	(Carried forward for use in 2024/25)

TWGHs Kap Yan Directors' College
Plan on the Use of the Promotion of Reading Grant
(2023/2024)

The Promotion of Reading Grant is provided by the EDB to school starting from 2018/19 school year. Schools are encouraged to extend “Reading to Learn” to “Reading across the Curriculum” and “Language across the Curriculum” with a view to broadening students’ knowledge base and connecting their learning experiences in different subjects.

Strategy / Task	Resources Required
1. Enrich library resources in response to the latest development in reading and the curricula of different KLAs	Purchase of Printed Books = \$120,800.00
2. Enrich the reading environment and positive value by inviting the author to promote reading	Hiring writers, professional storytellers, etc. = \$5,000.00 - to conduct talks to students

Accumulated Surplus B/F from 2022/23	=	\$	56,916.60	(a)	
For 2023/24 : Revenue	=	\$	76,064.00	(b)	
Estimated Expenditure	=	\$	125,800.00	(c)	
Estimated Deficit	= -	\$	49,763.00	(d) = (b) – (c)	(Covered by Surplus from 2022/23)
Accumulated Surplus for 2023/24	=	\$	7,180.60	(e) = (a) + (d)	(Carried forward for use in 2024/25)

TWGHs Kap Yan Directors' College
Plan on the Use of the Life-wide Learning Grant
(2023/2024)

Annex VII

Schools are required to upload this Plan or the Annual School Plan which consist of this Plan endorsed by their SMCs / IMCs onto the homepage of the schools for the sake of enhancing transparency and in accordance with the established practice.

Declaration: We understand clearly the principles on the use of the Life-wide Learning Grant and, after consulting teachers on the allocation of the resources; plan to deploy the Grant for promoting the following items.

Category 1: To organise / participate in life-wide learning activities

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
1.1	Local Activities: To organise life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organise diversified life-wide learning activities to cater for students' interests and abilities for stretching students' potential and nurturing in students positive values and attitudes														
1	75th Hong Kong Schools Speech Festival (2023) (Chinese Speech)	Oct to Nov 2023	S1-S6	16	\$3,000.00	\$187.50	Enhancing students' abilities, confidence, and interest in public speaking.	Chinese	Results of students' performance.	✓					Hui Wing Yiu
2	Chinese Writing Activities	Whole year	S1-S6	953	\$3,000.00	\$3.15	Enhancing students' abilities, confidence, and interest in reading and writing.	Chinese	Results of students' performance.	✓					Ng Sheung Chun
3	Chinese Culture Activities	Whole year	S1-S6	953	\$20,000.00	\$20.99	Increasing students' interest in Chinese culture and strengthening their sense of national identity.	Chinese	Results of students' performance.	✓					Ng Sheung Chun
4	Kap Yan Literary Award (a) Judge (b) Seminar (c) Award (d) Corpus	Whole year	S1-S6	953	\$55,650.00	\$58.39	Enhancing students' abilities, confidence, and interest in reading and writing.	Chinese	Results of students' performance.						Ng Sheung Chun
5	Chinese Culture Week	Whole year	S1-S6	953	\$50,000.00	\$52.47	Increasing students' interest in Chinese culture and strengthening their sense of national identity.	Chinese	Feedback of students.						Ng Sheung Chun
6	Chinese Drama Activities	Whole year	S1-S6	953	\$2,000.00	\$2.10	Increasing students' interest in Chinese culture and strengthening their sense of national identity.	Chinese	Feedback of students.	✓					Ng Sheung Chun

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
7	Speech Festival	Dec 2023	S1-S6	60	\$4,800.00	\$80.00	To nurture students' interest in poem appreciation and speaking confidence.	English	Results of students' performance.	✓					Yim Wai Yee
8	S3 Museum Visit	Mar 2024	S3	164	\$3,000.00	\$18.29	To enhance students' knowledge in heritage preservation through visiting a local museum.	English	Students' feedback and teacher's evaluation.	✓					Yim Wai Yee
9	S4 Drama Show	Mar 2024	S4	162	\$23,000.00	\$141.98	To nurture students' interest in drama appreciation through watching a show.	English	Students' feedback and teacher's evaluation.	✓					Yim Wai Yee
10	HKYFG Public Speaking Competition	Feb 2024	S1-S5	15	\$3,000.00	\$200.00	To enhance students' speaking skills and confidence.	English	Results of students' performance.	✓					Yim Wai Yee
11	UNESCO Debating Competition	Oct 2023 to May 2024	S1-S5	12	\$1,250.00	\$104.17	To horn students' debating skills and enhance their speaking confidence.	English	Results of students' performance.	✓					Yim Wai Yee
12	21st Century Cup Public Speaking Competition	Feb 2024 to June 2024	S1-S5	20	\$4,000.00	\$200.00	To enhance students' speaking skills and confidence.	English	Results of students' performance.	✓					Yim Wai Yee
13	Chinese Dance Class	Oct 2023 to May 2024	S1 - S5	20	\$20,000.00	\$1,000.00	To promote lifelong physical fitness and enhance self-confidence through Chinese dance showcases.	Dance	Success in 80% attendance of the interest class.			✓			Wong Wing Yan
14	S.1 Life Skills Camp	Nov 2023	S1	90	\$20,000.00	\$222.22	To provide adventure learning experience for S1 students and to build up their team spirit.	Student Guidance	Evaluation from teachers and students.	✓	✓				Law Ammens
15	S.4 Oneness Program	Nov 2023	S1	90	\$25,000.00	\$277.78	To provide students with learning experience in order to enhance students resilience, team spirit, positive values and attitude.	Student Guidance	Evaluation from teachers and students.		✓				Law Ammens
16	Application fee for leadership training program YLD	Oct 2023 to May 2024	S4-S5	8	\$3,200.00	\$400.00	To provide advanced leadership training for the senior students.	Student Guidance	Students' performance.	✓					Law Ammens

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
17	Wellbeing Programs	Sep 2023 to Aug 2024	S3-S5	460	\$20,000.00	\$43.48	To provide students with learning experience in order to enhance students resilience, self-reflection, positive values and attitude.	Student Guidance	Evaluation from teachers and students.	✓	✓				Law Ammens
18	Concerts / Arts related performance appreciation	Oct 2023 to May 2024	S1-S5	100	\$3,000.00	\$30.00	To enhance students' aesthetic ability.	Arts (Music)	Concert report in English.	✓		✓			Chiu Yan Ki
19	Conductor and tutor fee for the music teams and classes: Mixed Choir (vocal training class), Handbell Teams ,School Orchestra, A-capella Class.	Oct 2023 to July 2024	S1-S5	120	\$162,500.00	\$1,354.17	Cultivate students' artistic interest, train discipline, patience and self-confidence.	Arts (Music)	Evaluation form for tutors; 80% of students' attendance for the classes and competition results.	✓	✓	✓			Chiu Yan Ki
20	Subsidies for external music competition entry fee	Oct 2023 to July 2024	S1-S5	165	\$7,500.00	\$45.45	To encourage and support student for music competition.	Arts (Music)	Number of students who reach the standard for bronze/silver/ Gold award or even prize.	✓		✓			Chiu Yan Ki
21	Training of school teams	Sept 2023 to June 2024	S1-S6	400	\$388,500.00	\$971.25	Develop the skills and the leadership of the students.	Physical Education	Evaluations of teacher and students.		✓	✓			Chu Hang Ling/ Chiu Kam Lam
22	Inter-school sports competition	Sept 2023 to June 2024	S1-S6	360	\$19,000.00	\$52.78	Enhance the sports skills of the students and build up their responsibility and team spirit.	Physical Education	Review the results of the competitions.		✓	✓			Chu Hang Ling/ Chiu Kam Lam
23	Café Managing Program: Drinks Course	Oct 2023 to July 2024	S2-S5	20	\$10,000.00	\$500.00	Nurture students' interest and develop life-wide learning skills through serve the school and society.	Cross-Disciplinary (Others)	Evaluation form.				✓	✓	Lam Tung Fan
24	Café Managing Program: Baking Course	Oct 2023 to July 2024	S2-S5	20	\$10,000.00	\$500.00	Nurture students' interest and develop life-wide learning skills through serve the school and society.	Cross-Disciplinary (Others)	Evaluation form.				✓	✓	Lam Tung Fan

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
25	Café Managing Program: Business Course	Oct 2023 to July 2024	S2-S5	40	\$5,000.00	\$125.00	Nurture students' interest and develop life-wide learning skills through serve the school and society.	Cross-Disciplinary (Others)	Evaluation form.				✓	✓	Lam Tung Fan
26	STEM Activity	Whole year	S1-S5	100	\$10,000.00	\$100.00	Including competition, after-school activity of STEM Education. To arouse students' interest in STEM and enrich students learning experience in STEM.	Cross-Disciplinary (STEM)	Students' performance. Evaluation from teachers and students.	✓					Yeung Wai Leung
27	Coral Education	Whole year	S1-S5	180	\$7,000.00	\$38.89	Including Coral Team and S1 STEM Project. To arouse students' interest in STEM and enrich students learning experience in STEM.	Cross-Disciplinary (STEM)	Students' performance. Evaluation from teachers and students.	✓					Yeung Wai Leung
28	Coach expenses for Visiting to different local tourist attractions	Oct 2023 to July 2024	S4-S6	90	\$9,000.00	\$100.00	Visiting to different local tourist attractions to help students to engage in learning outside the classroom as well as inside it.	Others, please specify: THS	Worksheets would be given to students.	✓	✓				Cheung Tak Hung
29	Kap Yanner Talent Programme	Oct 2023 to May 2024	S1	160	\$50,000.00	\$312.50	To develop the multiple intelligence and healthy hobbies of the students.	Arts (Others)	Success in 80% attendance of the interest class.			✓			Chu Hang Ling
30	Cultural Mosaic (in collaboration with CSD, ENT, THS and RAC)	Dec 2023 to Feb 2024	S1	194	\$40,000.00	\$206.19	<ol style="list-style-type: none"> To promote understanding of cultures of minority races and Chinese culture among students. To train students in 21st century leadership skills, such as communication skills, organization skills, and problem-solving skills. To integrate students' knowledge of Islamic civilization from their history textbooks with real-life situations. 	History	Assignments & evaluation form.	✓	✓		✓		Ng Choi Wan

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
31	Programmes for leadership training and widening of horizons organised by external institutes	Sept 2023 to Aug 2024	S1 - S6	10	\$10,000.00	\$1,000.00	To develop students' potentials in leadership and nurture their positive values through activities that widens their perspectives.	Gifted Education	Interviewing the participants.	✓	✓				Wong Siu Hung
32	Programmes for S4 Top students Leadership training	Oct 2023 to July 2024	S4	40	\$100,000.00	\$2,500.00	To develop students' potentials in leadership and nurture their positive values through activities that widens their perspectives.	Gifted Education	Students' feedback and performance.	✓	✓				Wong Siu Hung
33	Chinese Writing Activities	Whole year	S3-S6	100	\$2,000.00	\$20.00	Enhancing students' abilities and interest in writing.	Chinese Literature	Results of students' performance.	✓					Poon Yuk Woon
34	S5 Visit to PolyU	Nov 2023	S5	160	\$3,600.00	\$22.50	To enrich students' experiences and foster positive values that contributes to their life planning.	Careers	Student evaluation form.					✓	Szeto Yan Yan
35	S5 Visit to Career Expo	Jan 2024	S5	160	\$4,500.00	\$28.13	To enrich students' experiences and foster positive values that contributes to their life planning.	Careers	Student evaluation form.					✓	Szeto Yan Yan
36	Drama appreciation	Oct 2023 to July 2024	S1-5	80	\$6,400.00	\$80.00	To develop students' interest in stage performances and develop their aesthetic sense by subsidizing students' watching of drama performances with professionals' and/or teachers' guidance.	Cross-Disciplinary (Others)	Evaluation form.		✓	✓			Siu Ka Yan
37	Drama production	Oct 2023 to July 2024	S1-5	50	\$40,000.00	\$800.00	To enrich students' experience in drama production, including both front and back-stage experience, via actual productions.	Cross-Disciplinary (Others)	Evaluation form.		✓	✓			Siu Ka Yan

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
38	Kap Yan Ambassadors Speech Training Course	Oct 2023 to Mar 2024	S2-S5	40	\$40,000.00	\$1,000.00	To equip KYA with confidence and fluent speaking skills in order to welcome guests decently.	Leadership Training	Questionnaire .	✓					Lau Sze Yiu
39	Social Entrepreneurship Program	Sep 2023 to Jun 2024	S4-5	220	\$89,000.00	\$404.55	Hiring services from CUHK to provide a Social Entrepreneurship Program which offer a systematic and practical social entrepreneurship learning journey to equip students with skills in design thinking, social innovation, and idea pitching.To empower students to exercise their creativity to devise feasible solutions in response to social needs.	ENT	Students' feedback. Teachers' observation. Course questionnaire.	✓	✓		✓	✓	Hung Lai Fan
40	Extended Activity related to social entrepreneurship	Sep 2023 to Jun 2024	S4-5	220	\$30,000.00	\$136.36	To empower students to exercise their creativity to devise feasible solutions in response to social needs.	ENT	Activity questionnaire.	✓	✓		✓	✓	Hung Lai Fan
41	S2 Activity Day (Outdoor Training)	24 Nov 2023	S2	160	\$26,100.00	\$163.13	To enhance problem solving skills and team work abilities.	Values Education	Teachers' observation & questionnaire.		✓	✓			Ko Chi Chung
42	S3 Activity Day (Outdoor Training)	25 to 26 Mar 2024	S3	160	\$33,300.00	\$208.13	To enhance problem solving skills and team work abilities.	Values Education	Teachers' observation & questionnaire.		✓	✓			Ko Chi Chung
43	S6 Activity Day (Disneyland)	24 Nov 2023	S6	160	\$30,000.00	\$187.50	To promote class building.	Values Education	Teachers' observation & questionnaire.		✓				Ko Chi Chung
44	Picnic Day	24 Nov 2023	S3-S5	640	\$25,600.00	\$40.00	To promote class building.	Values Education	Teachers' observation & questionnaire.		✓				Ko Chi Chung

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
45	Art gallery/ museum visit	Jan to May 2024	S1-S4	682	\$8,000.00	\$11.73	Let students who are interested in Art could broaden their horizon of Visual Arts.	Arts (Visual Arts)	Worksheet.	✓	✓	✓			Tsui Hok Man
46	Creative Eco Art Workshop	Sept-Dec 2023	S1-S4	682	\$28,000.00	\$41.06	From establishing the ideas and concepts to create eco artwork. Students may raise their sense of belonging to the school by participating in creating an artwork to decorate school campus.	Arts (Visual Arts)	Students' artwork.	✓	✓	✓			Tsui Hok Man
47	S.6 Circle painting	Jan to May2024	S6	146	\$12,000.00	\$82.19	Students through circle painting could release their stress.	Arts (Visual Arts)	Students' artwork.	✓	✓	✓			Guidance team
48	Mandarin recitation training class	Oct Nov 2023	S1 to S5	20	\$9,000.00	\$450.00	To nurture students' interest in poem appreciation and speaking confidence.	Pu Tong Hua	Students' feedback and performance.	✓					Fung Yuk Ching
49	75 Hong Kong Schools Speech Festival (2023)	Nov 2023	All Students	20	\$3,000.00	\$150.00	1. To increase students' competency and aesthetic ability. 2. To enhance students' language skills and speaking confidence.	Pu Tong Hua	Awards, results and comments in the competition.	✓					Fung Yuk Ching
50	Jelly fish program	Nov 2023 to May 2024	S4	20	\$20,000.00	\$1,000.00	To enhance students' interest to biology and life education.	Cross-Disciplinary (STEM)	Evaluation form.	✓	✓				Chiang Kit Sum
51	Activity Day (S5 Life Education Programme) Education on failures (失敗教育)	25 Mar 2024	S5	160	\$25,000.00	\$156.25	To nurture students' positive values and attitudes through life education. To equip students with ability to cope with adversity and enhance their resilience.	Extra-curricular Activities	Students' reflections and sharing during the activity.		✓				Cheung Tin Wai
Sub-total of Item 1.1			11,721		\$1,527,900.00										

No.	Activity Name	Proposed Date	Target Students		Estimated Expenses (\$)	Estimated Expenses per Person (\$)	Brief Description and Objective of the Activity	Domain (Please select or fill in the domain of the activity as appropriate)	Brief Description of the Monitoring / Evaluation Mechanism	Essential Learning Experiences (Please put a ✓ the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						Intellectual Development (closely linked with curriculum)	Values Education	Physical and Aesthetic Development	Community Service	Career-related Experiences	
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students’ horizons														
1	visit to ShenZhen	Feb to Apr 2024	S4-S5	40	\$12,000.00	\$300.00	To give students a deeper understanding of ShenZhen's cultural and geographic knowledge.	Cross-Disciplinary (Others)	Reflections.	✓					Chow Kit Han/ Lam Laam
2	Study tour to Seoul	24-27 March 2024	S4-S5	33	\$100,000.00	\$3,030.30	The study tour enables students to explore and understand the relationship between individuals and society, they can understand the subject content better and more.	Others, please specify: THS	Evaluation form would be given to both teachers and students.	✓	✓				Cheung Tak Hung
3	Study Tour to Germany	April 2024	S4-S5	33	\$200,000.00	\$6,060.61	To deepen students' understanding of the development of China, Germany, and the Czech Republic under the Belt and Road Initiative, and to promote multilateral cooperation through technological and cultural exchanges.	History	Reflections.	✓					Hung Lai Fan
4	Non-local exchange activities or competitions organised by external institutes	Sept 2023 to Aug 2024	S1 - S6	5	\$25,000.00	\$5,000.00	To nurture students' positive values through activities that widens their perspectives and builds up their confidence through participating non-local activities.	Gifted Education	Interviewing the participants.	✓	✓				Wong Siu Hung
(Please insert rows above if the space provided is insufficient.)															
Sub-total of Item 1.2			111		\$337,000.00										
Total for Category 1			11,832		\$1,864,900.00										

Category 2: To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)

No.	Item	Purpose	Estimated Expenses (\$)
1	Percussion Instrument	Orchestra Training and performance	\$5,000.00
2	PE Equipment	Trainings and lessons	\$35,000.00
3	Café Business running Kits	Running Café to learn entrepreneurship and business skills	\$50,000.00
4	STEM equipment, consumables and learning resources	1. Conducting Cross-KLA STEM courses. 2. Supporting STEM after-school learning activities. 3. Enhancing subject-based STEM courses. 4. Developing new STEM projects.	\$10,000.00
(Please insert rows above if the space provided is insufficient.)			
Estimated Expenses for Category 2			\$100,000.00
Estimated Expenses for Categories 1 & 2			\$1,964,900.00

Category 3: Estimated Number of Student Beneficiaries (Compulsory)

Total number of students in the school:	953
Estimated number of student beneficiaries:	953
Percentage of students benefitting from the Grant (%):	100%

Name of Contact Person for LWL:	Ms. Cheung Tin Wai
Post of Contact Person for LWL:	Vice-Principal

TWGHs Kap Yan Directors' College
Plan on the Use of the Student Activities Support Grant
(2023/2024)

Annex VIII

No.	Brief Description and Objective of the Activity	Domain ¹ (Please refer to the remark for examples of domain)	Person Times of Student Beneficiaries ²	Actual Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
					I	M	P	S	C
					I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
1. Local activities: To subsidise students with financial needs to participate in life-wide learning activities covering different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to subsidise students with financial needs to participate in diversified life-wide learning activities with a view to enriching the five essential learning experiences for them									
1.	Music Classes - Nurture students’ interests in music, train their confidence and patience.	Arts (Music)	50 student	\$32,600.00	✓		✓		
2.	Kap Yanner Talent Program - Develop students multiple intelligence and interests.	Arts (Music and Visual Arts)	50 student	\$30,000.00			✓		
3.	Activity day - Strengthen teacher-student relationships and peer mutual support - Build a stronger sense of belonging to the class	Cross-Disciplinary (ECA and Moral, Civic and National Education	145 student	\$40,000.00		✓		✓	

¹ Applicable domain includes: Chinese Language / English Language / Mathematics / Science / Geography / History / Arts (Music) / Arts (Visual Arts) / Arts (Others) / Physical Education / General Studies / Citizenship and Social Development / Cross-Disciplinary (STEM) / Cross-Disciplinary (Others) / Constitution and the Basic Law / National Security / Moral, Civic and National Education / Values Education / Gifted Education / Leadership Training etc, if the activity does not belong to any of the above domain, please fill in the domain as appropriate.

² Person times of student beneficiaries in this column refers to the sum of student beneficiaries participating in each activity, i.e. a student beneficiary participating in more than one activity can be counted more than once.

No.	Brief Description and Objective of the Activity	Domain ¹ (Please refer to the remark for examples of domain)	Person Times of Student Beneficiaries ²	Actual Expenses (\$)	Essential Learning Experiences (Please put a ✓ in the appropriate box(es); more than one option can be selected)				
					I	M	P	S	C
					I: Intellectual Development (closely linked with curriculum) M: Moral and Civic Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
4.	Leadership Training Courses - Explore students potentials and develop students' leadership and organizational skills	Leadership Training	30 student	\$12,000.00	✓			✓	
5.	S1 Summer English Camp - strengthen students English speaking skills and confidence via speaking activities (like drama) and visits.	English Language	40 student	\$20,000.00		✓			
6.	English Bridging Course - Help students to adapt to the EMI teaching environment in Secondary School	English Language	45 student	\$24,750.00	✓				
7.	Study Tours - To widen students' horizons and understand the cultures of difference countries and our motherland.	Various Subjects	20 student	\$41,500.00	✓				
			Total	\$200,850.00					

Accumulated Surplus B/F from 2022/23	=	\$	0	(a)
For 2023/24 : Revenue	=	\$	200,850.00	(b)
Estimated Expenditure	=	\$	200,850.00	(c)
Estimated Surplus	=	\$	0	(d) = (b) – (c)
Accumulated Surplus for 2023/24	=	\$	0	(e) = (a) + (d)

TWGHs Kap Yan Directors' College
Plan On Use of Provision of One-off Grant for Supporting the
Implementation of the Senior Secondary Subject Citizenship and Social Development
(2023/2024)

Annex IX

The Provision of the One-off Grant for Supporting the Implementation of the Senior Secondary Subject Citizenship and Social Development is provided by the EDB to school at 2021/22 school year, to support the implementation of the curriculum of CSD as well as to support teachers in teaching CSD and conducting relevant learning and teaching activities. It is a one-off cash grant at the amount of \$300,000 per school until the end of 2023/24 school year.

Strategy / Task	Resources Required
1. To develop or procure relevant learning and teaching resources (including multi-media and e-learning resources), mobile applications and software, as well as reference materials for CSD.	Teaching Materials and reference materials for CSD = \$60,000.00
2. To organize school-based learning activities to enhance the learning and teaching effectiveness of CSD.	Expenses for organizing school based learning activities for CSD = \$44,000.00
3. To subsidize students to participate in Extended Activities relating to the curriculum of CSD.	Subsidies for students to participate in Extended Activities relating to CSD = \$5,000.00
4. To subsidize students to participate in Joint School Multi Cultural Study Tour.	Subsidies for students to participate in Joint School Multi Cultural Study Tour. = \$30,000.00

Accumulated Surplus B/F from 2022/23	=	\$	210,403.86	(a)	
For 2023/24 : Revenue	=	\$	0.00	(a)	
Estimated Expenditure	=	\$	139,000.00	(b)	
Estimated Deficit	=	\$	-139,000.00	(c) = (a) – (b)	(Covered by Surplus from 2022/23)
Accumulated Surplus for 2023/24	=	\$	71,403.86	(d) = (c)	(Carried forward for use in 2024/25)

