



林大輝中學 LAM TAI FAI COLLEGE



Annual School Plan 2022-2023

School Vision & Mission

Our Mission

The College aims to contribute to the wholesome personal growth and intellectual development of youths through a comprehensive and challenging curriculum that enhances academic, aesthetic and physical development.

Our Vision

The College aspires to lead the local education by integrating academic, sports and innovative design activities to develop and nurture future community leaders, sports professionals, accomplished academics, upright citizens and cultured individuals in the 21st century.

School Motto

多元啟智 堅毅樂群

(To explore and develop students' multiple intelligences through a broad and diversified curriculum, fostering in them perseverance and nurturing them to become socially responsible individuals.)

Yearly Theme

Be a Better Me

成就自我 同心守望



Area of Concern 1: To build team synergy and maintain a high-calibre workforce

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
<p>❖ All staff in the school shares the same vision and works towards the same goals.</p> <p>❖ Positive group dynamics with mutual trust and support are established.</p>	1. To reinforce positive attitudes and correct values through seminars, workshops, visits, exchanges, competitions, and team building activities	Whole year	SDD	<ul style="list-style-type: none"> ➤ Expenses on activities ➤ Service Providers 	<ul style="list-style-type: none"> ➤ Staff morale improved. ➤ Teachers understand the goal of school and collaborate with each other well. ➤ Problems faced by teachers are addressed. 	<ul style="list-style-type: none"> ➤ Stakeholder survey on the item 'My views on school climate' ➤ SDD Survey results
	2. To keep staff updated of the school's latest development, changes and future planning	Whole year	EC	/		
	3. To create channels for staff to express their opinions.	Whole year	SDD	<ul style="list-style-type: none"> ➤ Survey by SDD to new teacher ➤ Budget for Informal gathering 		
	4. To encourage open communication and discussion among staff to allow information flow, facilitate formulation of school policies and promote collective decision making.	Whole year	EC SDD KLA Conveners Subject Heads Department Heads	<ul style="list-style-type: none"> ➤ Manpower for Mentorship scheme 		

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✧ A Professional Learning Community (PLC) is created to foster a culture of self-reflection, collaboration, continuous improvement and striving for excellence.	1. To share experiences and good practices to improve work efficiency and effectiveness	Whole year	Form Masters DPCD GCD SDD	/	➤ Teachers' CPD hours increased ➤ Teachers find the common lesson time, peer lesson observation and mentorship scheme useful	➤ Stakeholder survey on the item 'My views on school's professional development' ➤ Comparison on teachers' CPD hours ➤ SDD Survey results
	2. To identify the developmental needs of staff and organize professional training relevant to them	Whole year	SDD	➤ Expenses on teacher training activities ➤ Manpower on organizing staff training		
	3. To provide advice, guidance and emotional support to novice teachers through a mentorship programme to ensure that they can integrate into the school more easily	Whole year	KLA Conveners Subject Heads	➤ Manpower of mentorship programme		
✧ Staff are committed and take ownership of their work.	1. To deploy staff according to their strengths and abilities	May to August	SAC HRU	/	➤ 70% of our staff are satisfied with their jobs. ➤ No. of high performing staff increased and they are rewarded with Performance Awards and/or Long Service Awards.	➤ Questionnaire on staff job satisfaction ➤ Staff appraisal to identify high performing staff
	2. To celebrate accomplishments, showing appreciation for good efforts and achievements	Whole year	SAC HRU	➤ Performance Awards and Long Service Awards to acknowledge teachers' effort and show appreciation and recognition.		

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✧ Teachers have more time to explore and engage in innovative and effective pedagogy.	1. To streamline school administrative procedures, making good use of technology in order that teachers can be released from laborious administrative work	First Term	GOSU CMDU ITSU	<ul style="list-style-type: none"> ➤ Expenses on software and programs ➤ Additional manpower to support teachers 	<ul style="list-style-type: none"> ➤ Teachers have more time to spend on improving teaching and learning 	<ul style="list-style-type: none"> ➤ Survey on time spent on teaching and non-teaching duties ➤ The questionnaires on teachers' job satisfaction
✧ Good succession planning is in place.	1. To identify promising candidates for succession to middle and senior management positions 2. To communicate to potential future school leaders their career paths and preferences and to tailor professional development programmes for them	Whole year	EC SAC HRU	<ul style="list-style-type: none"> ➤ Allowances for potential middle and senior managers ➤ Performance Awards and Long Service Awards to acknowledge teachers' effort and show appreciation and recognition. 	<ul style="list-style-type: none"> ➤ Potential middle and senior managers are identified. ➤ Potential Staff are deployed to take up middle and senior management positions 	<ul style="list-style-type: none"> ➤ Meeting with potential middle and senior managers were organized ➤ Staff Appraisal ➤ Staff Deployment
✧ Top talents are attracted to the school.	1. To develop a competitive remuneration package for staff	First Term	SAC HRU	<ul style="list-style-type: none"> ➤ A more competitive salary package 	<ul style="list-style-type: none"> ➤ Turnover rate of experienced teachers decreases 	<ul style="list-style-type: none"> ➤ Evaluate the turnover rate of teachers with experiences and/or of high ability.

Area of Concern 2: To promote a positive learning attitude, and to enhance the effectiveness of learning and teaching

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
✧ A learning atmosphere of striving for academic excellence is created	1. To commend students who achieve good academic result through Commendation Board	Whole year	CAD	➤ Prizes for students, e.g. Praise Card, Coupon (e.g. Muji)	➤ Students set goals to achieve higher academic performance ➤ Elite Students are provided with platform to share their experience ➤ Elite Students are being recognized and felt appreciated.	➤ Observation of learning atmosphere ➤ Number of participants who attend the banquet ➤ Number of Praise cards and coupons distributed
	2. To arrange LTFC Commendation Banquet or theme park visit for top students or parents in each form half-yearly	January and June	CAD, SDC	➤ Catering Service ➤ Tickets to theme park		
	3. To organize Enhancement Class and Students Training Programme to provide Generic skills training	Second Term	CAD	➤ The cost of hiring coach		
✧ Reading Habits is strengthened through reading across the curriculum	1. Each subject specifies a 'Booklist' for each form, and then designs corresponding worksheets in Google form and the work will be recorded in a log book	Whole year	KLA Conveners and Subject Heads	➤ Books, Bookshelves	➤ 10% increase of students borrowing books from library ➤ Publishing of booklists	➤ Check out rate provided by the librarian ➤ Observation of reading atmosphere ➤ Book Inspection of the reading report ➤ Stakeholder survey on the item 'My views on student learning'
	2. To hold competitions like 'A minute of book recommendation'	Second Term	Chinese KLA Conveners and English KLA Conveners	➤ Prizes for students, e.g. vouchers/ certificates		
	3. To publish 'Parents' Booklist', 'Students' Booklist and 'Teachers' Booklist' to cultivate reading habits in different stakeholders	Second Term	School Librarian	➤ Order of Books ➤ Printing Cost		

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
✧ Participative/ self-directed Learning is developed and students become active learners	1. To edit and compile ‘Pre-Lesson Learning booklets’ for all subjects.	Whole year (Choose a particular form)	Subject Heads and Form Coordinator	➤ Printing Cost	➤ Improvement of academic result ➤ Initiative to learn	➤ Increase of passing rate in DSE result ➤ Increase of weighted average ➤ Participation rate of after-class study group ➤ Stakeholder survey on the item ‘My views on student learning’
	2. To make “HKDSE Past Paper Solution /Question explanation videos	First Term	KLA Conveners and Subject Heads	➤ Computer driver digital capacity		
	3. To encourage each subject to recruit academic prefects - S4→S1 (recruit while summer bridging courses) - S6→S4(recruit after DSE) - Alumni→S6(1 st Term) & S5 (2 nd Term)	Whole year	CAD KLA Conveners LSD	➤ Pay rate		
✧ Students’ performances in internal or external examination are enhanced	1. To do Pre-exam practice so that students will be familiar with question type, and be more confident to take the term tests and examinations. E-assessment is encouraged to be used as a tool of assessment for learning	Whole year	KLA Conveners and Subject Heads	➤ Printing of Internal Past paper	➤ Students are familiar with format of exam ➤ Answering skills are enhanced ➤ Predicted Grade correctly reflect the performance of DSE ➤ Improvement of the DSE result	➤ Book inspection, 70% students finished the pre-exam practice ➤ Observation, increased percentage of attempt (esp. long questions) in test/exam paper ➤ Public examination result ➤ Internal examination result
	2. To use test and examination statistics effectively to facilitate curriculum design	Whole year	CAD statistic team	➤ Predicted Grade ➤ Test performance data		
	3. To tailor 2-3 Layer Curriculum: the foundation curriculum, the core curriculum, the extended curriculum, so as to cater to learner diversity	Whole year	KLA Conveners (Chinese and English KLA Conveners pilot)	/		

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
<p>◇ Students learning opportunities and exposure are boosted</p>	<p>1. To promote Focused Learning Area- Chinese Culture Education</p> <p>2. To publish ‘Chinese Culture Yearly Collection’. Each subject organizes co-curricular activities related to Chinese culture and submit learning activities outcome (e.g. essay, project learning PowerPoint, cartoon drawing competition) to Chinese Culture Team. More project-based learning activities are encouraged</p>	Whole year	Chinese Culture Education Team and Subject Heads	<p>➤ Book Publish fee, outing fee, materials for the learning activities of different subjects</p>	<p>➤ Published a booklet and organized activities</p> <p>Each KLA organized one activity which involved IT education /innovation technology (Each month has one subject demonstrating how they use IT in school hall/ make video/ publish booklet to show their learning outcome)</p>	<p>➤ Student questionnaire to collect their sense of national identity</p> <p>➤ Number of the participants to the exchange tour</p> <p>➤ Observation from teachers</p> <p>➤ Student questionnaire to collect Students’ confidence in speaking English/Putonghua</p>
	<p>3. To promote Focused Learning Area- Innovation and Technology</p> <p>4. Encourage more subjects to participate in promoting IT competence. For example, organizing project-based learning activities and co-curricular activities that are related to Innovative technology</p>	Whole year	Technology KLA and Subject Heads (Physical Education KLA, Art KLA pilot)	<p>➤ Manpower of IT team, hardware and software</p>	<p>➤ Each student from S1-S5 participated in at least 1 exchange tour</p> <p>➤ Students are more willing to talk in English/Putonghua</p>	
	<p>5. To invite foreign exchange students from University to come and talk to LTFC students regularly to construct an English/Putonghua-rich environment</p>	Whole year	CAD SPECED Chinese KLA Conveners and English KLA Conveners	<p>➤ Employment fee</p>		

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
✧ Increase students learning opportunities and widen their exposure	1. To employ more associate teachers to cater to learners' diversity so as to build up students' confidence in learning	Whole year	SAC HRU	➤ Extra Manpower	➤ Published a booklet and organized more project- based learning activities Each KLA organized one activity which involved IT education /innovation technology (Each month has one subject demonstrate how they use IT in school hall/ make video/ publish booklet to show their learning outcome)	➤ Student questionnaire to collect their sense of national identity ➤ Number of the participants to the exchange tour ➤ Observation from teachers ➤ Student questionnaire to collect Students' confidence in speaking English/Putonghua
	2. To enhance students' National Identity through national security education in 10 Key Learning Areas. More co-curricular or project-based learning activities are organized by different KLA	Whole year	KLA Conveners and Subject Heads	➤ Materials of national security education	➤ Each student from S1-S5 participated in at least 1 exchange tour ➤ Students are more willing to talk in English/Putonghua	

Area of Concern 3: To nurture our students to become responsible citizens and to enhance their leadership skills through a whole person approach

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
<p>❖ All students in the school will be trained to be a leader in different aspects.</p>	1. To involve students in different volunteer works or social services.	Whole year	GCD	➤ NGOs	<p>➤ Improvement in the DU record.</p> <p>➤ Number of services hours of the related students in the whole year raises.</p> <p>➤ Good comments by the teachers/mentor.</p> <p>➤ The students show a more confident and responsible attitude in the Self-evaluation questionnaires after the programs.</p> <p>➤ Overall performance in leadership and responsibility improved.</p>	<p>➤ Observation by the DU members or Form masters during patrol.</p> <p>➤ Increase in number of students getting the service awards at the end of the academic year.</p> <p>➤ Observation of the teachers in the lessons to see whether the students show the leadership and demonstrate responsibility.</p> <p>➤ Prefect appraisals conducted by senior prefects and the teacher in charge of the prefect system.</p> <p>➤ Comments by the teachers/mentor.</p> <p>➤ Self-evaluation by questionnaires before and after the programs after one year.</p> <p>➤ Overall performance in leadership and responsibility can be comments by the Principal.</p>
	2. To train the students' leadership through the "Prefect system".	Whole year	DPCD	➤ Budget for the camps		
	3. To provide leadership training for student group leaders: e.g. house captains, heads of student union, heads of prefects and captains of different sport teams through day camps or training sessions in the school.	Whole year	SFECD, CCA	<p>➤ Manpower and budget</p> <p>➤ Camp sites</p>		
	4. To organize regular meetings between the student leaders and Principal/Deputy Principal to collect ideas from the leaders. The agendas and minutes will be prepared by the students.	Whole year	EC	➤ Timeslots and venues		
	5. To organize regular meetings between the class monitors/class committee heads and Deputy Principal/Discipline master to enhance their engagement in school. The agendas and minutes will be prepared by the students.	Whole year	DPCD	➤ Timeslots and venues		

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
<p>❖ All students in the school will be trained to be a leader in different aspects.</p>	<p>➤ To train the students to become a future leader of new generation by leadership mentor programme. The senior leaders organize training activities to the junior leaders.</p>	<p>Whole year</p>	<p>DPCD</p>	<p>➤ Manpower and budget</p>	<p>➤ Improvement in the DU record.</p> <p>➤ Number of services hours of the related students in the whole year raises.</p> <p>➤ Good comments by the teachers/mentor.</p> <p>➤ The students show a more confident and responsible attitude in the Self-evaluation questionnaires after the programs.</p> <p>➤ Overall performance in leadership and responsibility improved.</p>	<p>➤ Observation by the DU members or Form masters during patrol.</p> <p>➤ Increase in number of students getting the service awards at the end of the academic year.</p> <p>➤ Observation of the teachers in the lessons to see whether the students show the leadership and demonstrate responsibility.</p> <p>➤ Prefect appraisals conducted by senior prefects and the teacher in charge of the prefect system.</p> <p>➤ Comments by the teachers/mentor.</p> <p>➤ Self-evaluation by questionnaires before and after the programs after one year.</p> <p>➤ Overall performance in leadership and responsibility can be comments by the Principal.</p>

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
<ul style="list-style-type: none"> ❖ Students have a global vision and concern the development of the world. ❖ Students learned to have gratitude and empathy ❖ Teachers are capable of leading overseas study tours. 	1. To enhance the students to care about the society by organizing some local community services or visits for the students.	Whole year	MCLEL SFED	<ul style="list-style-type: none"> ➤ Budget ➤ NGOs 	<ul style="list-style-type: none"> ➤ Students understand and aware of the change of the world. ➤ Students show respect to different cultures. ➤ Students are willing to share more about their own views and opinions on international affairs. ➤ Students actively participated in different activities/seminars/tours/visits. 	<ul style="list-style-type: none"> ➤ Questionnaires after activities ➤ Observation by teachers ➤ Unit report ➤ Students' reflection, sharing and feedback ➤ Stakeholder survey on the item 'support for student development'
	2. To develop an awareness of caring about different layers of communities and society by organize seminars or visits from local community, social enterprises, commercial sectors and innovations.	Whole year	MCLEL CED SFED Business KLA Social Science KLA	<ul style="list-style-type: none"> ➤ Budget ➤ NGOs 		
	3. To develop an awareness of importance of being a global citizen by organize seminars/workshops	First Term	CSD MCLEL SFED KLAs	<ul style="list-style-type: none"> ➤ Budget ➤ Manpower 		
	4. To build an atmosphere for students to appreciate world culture in school context. For example culture week/festival	Second Term	AA PTA SU Societies KLAs	<ul style="list-style-type: none"> ➤ Budget ➤ Manpower 		

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
<ul style="list-style-type: none"> ❖ Students have a global vision and concern the development of the world. ❖ Students learned to have gratitude and empathy ❖ Teachers are capable of leading overseas study tours. 	<ul style="list-style-type: none"> 5. To organize 1 to 2 short mainland learning tours in a scale of 40 students for the junior forms' students. 6. To organize one longer mainland learning tours in the scale of 40 students during the post-exam period or summer holiday for the senior students to join. 	<p>Long holidays like Christmas or Easter.</p> <p>Post examination</p> <p>Life Wide Learning weeks</p>	<p>MCLLED SFECD Chinese Culture Education Subject head of Chinese History and Putonghua CSD LAS</p>	<ul style="list-style-type: none"> ➤ Budget for learning tours ➤ Manpower for learning tours ➤ Network ➤ Sister school 	<ul style="list-style-type: none"> ➤ Students understand and aware of the change of the world. ➤ Students show respect to different culture. ➤ Students are willing to share more about their own views and opinions on international affairs. ➤ Students actively participated in different activities/seminars/tours/visits. 	<ul style="list-style-type: none"> ➤ Questionnaires after activities ➤ Observation by teachers ➤ Unit report ➤ Students' reflection, sharing and feedback ➤ Stakeholder survey on the item 'support for student development'

Targets	Strategies	Time scale	People in charge	Resources Required	Success Criteria	Methods of Evaluation
✧ Students transform their sportsmanship into their academic and daily life.	1. To improve the self-discipline of the sports team members. Punctuality to classroom/training. Late will be marked in the classroom diary.	Whole year	Subject Teachers Form Master Class Teachers	<ul style="list-style-type: none"> ➤ Manpower for detention class 	<ul style="list-style-type: none"> ➤ Learning atmosphere in class and school improve. ➤ Students show perseverance in different aspects. 	<ul style="list-style-type: none"> ➤ The record form the classroom diary ➤ Participation rate in different competitions. ➤ Students' conducts reflected on report card. ➤ Observation by teachers/FMs.
	2. To achieve a better result in the inter-school competitions. Training strategies are reviewed and improved to improve competition results.	Whole year	SFECD PE KLA	<ul style="list-style-type: none"> ➤ Training for CTs ➤ Manpower for prepare and modify LE lesson materials. 	<ul style="list-style-type: none"> ➤ Number of students participated in different competitions increases. ➤ Conducts of students improved. ➤ Students show respect to different people. 	
	3. To organize personal and leadership development programs to strengthen personal growth, career and life planning)	Whole year	CED MCLED	<ul style="list-style-type: none"> ➤ Budget for leadership camps. ➤ Manpower for preparing Life Wide Learning activities. ➤ External resources for career related training. 	<ul style="list-style-type: none"> ➤ Students show the characters of "Tai Fai Person" that is perseverance and serve others. 	