

HKCWC FUNG YIU KING MEMORIAL SECONDARY SCHOOL
Programme Plan of English Department (2021-2022)

Theme: “Self-learning Spirit, Good Character and Positive Life”

Major Area of Concern 1: Improve Students’ Learning Incentives and Promote Students’ Self-directed Learning Capabilities

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
1. Use IT in teaching and learning to enhance students’ learning interest for nurturing them to be ‘proactive’ and ‘self-motivated’ learners					
<u>Related strategies:</u>					
1.1 Develop Flipped Classroom activities with the use of Google Classroom or other eLearning platforms to increase students’ interest and capabilities in eLearning and self-directed learning	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. All teachers (100%) have attended at least one related professional training course/seminar/workshop. 2. 30% of teachers have used Google Classroom in designated form(s) or class(es) to conduct Flipped Classroom learning activities and evaluate its effectiveness to optimize the lessons. 3. 30% of students have showed continuous improvements through eLearning lessons. 4. 60% of teachers can utilize eLearning platforms and related websites or software (E.g. <i>Epic, Padlet or Quizizz</i>, etc.) to boost and foster students’ self-directed learning. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Assessment Data 3. Questionnaires 4. Observation by teachers 	Cheung WS Yeung PY Chan TS & Form Coordinators	Google Classroom & other eLearning platforms
1.2 Through the use of Google Classroom or other eLearning platforms to help students build up the habit of doing pre-lesson preparation, lesson interaction and extended learning to trigger their learning interest and promote self-directed learning	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. 70% of students agree that the use of Google Classroom can trigger their learning interest and promote self-directed learning. 2. 70% of F.1 – F.3 students accomplished 4 eLearning missions pre-set in the FYK English Passport. 3. 70% of F.1 – F.3 students learnt and jotted down the useful expressions of Living English Every Day in the FYK English Passport. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Assessment Data 3. Questionnaires 	Cheung WS Chiu NK & Form Coordinators	English Dept. website, Google Classroom & other eLearning platforms

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
2. Provide opportunities in favour of proactive learning to help students acknowledge various learning strategies and foster self-learning habit					
<u>Related strategies:</u> 2.1 Help students complete pre-lesson preparation with the use of pre-tasks or online pre-tasks and encourage students to do extended learning to consolidate the learnt knowledge and enhance the effectiveness of teaching and learning	9/ 2021 to 5/ 2022	1. All teachers have provided pre-tasks to students for enhancing the effectiveness of teaching and learning. 2. 70% of students can make use of the teaching materials or school-based reference booklets as pre-tasks and post-tasks to consolidate their learning effectiveness. 3. 30% of F.1 – F.3 students can make pre-lesson preparation as a habit. 4. 10% of F1 – F.3 students showed improvements in tests or examinations.	1. Form Meeting and Panel Meeting Minutes 2. Teaching Schedules 3. Assessment Data 4. Questionnaires 5. Observation by teachers	Cheung WS Yeung PY Chan TS & Form Coordinators	---
2.2 Implement English Award Scheme and Extensive Reading Scheme to help students excel their language skills and achieve a sense of success as well as fostering their self-learning habit	9/ 2021 to 5/ 2022	1. 60% F.1 – F.3 students have accomplished the English Award Scheme with pre-set targets set by the English Department. 2. 60% of F.1 – F.3 students have accomplished the Extensive Reading Scheme in the FYK English Passport.	1. Form Meeting and Panel Meeting Minutes 2. Record of work in FYK English Passport	Cheung WS Yeung PY Chan TS Lam MW	Budget Estimation
3. Enhance teachers' capability on implementing various learning strategies to boost students' learning efficacy and learning incentives					
<u>Related strategies:</u> 3.1 Through professional training, teachers can master various learning strategies and foster the learning proactivity among students	9/ 2021 to 5/ 2022	1. 70% of teachers can master related learning strategies to enhance students' understanding on the lesson content through approaches like conducting interactive learning activities and questioning within the whole class or groups. 2. 70% of students, as observed in peer lesson observation, showed positivity in lessons and learning activities. 3. 70% of teachers who have participated in related professional training shared relevant English teaching ideas in Form Meeting and/or Panel Meeting.	1. Form Meeting and Panel Meeting Minutes 2. Peer lesson observation 3. Questionnaires 4. Observation by teachers	Cheung WS Yeung PY Chan TS	---

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
3.2 Consolidate the knowledge learnt in lesson and enhance students' learning incentives by setting 3 – 5 minutes of reflection before the end of lesson and using homework as extended learning	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. 80% of teachers can provide 3-5 minutes of reflection for students before lesson ends. 2. 70% of students can complete lesson reflection tasks. 3. 60% of students can reflect on their performance in learning and the knowledge gained in alignment with the learning goals. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Questionnaires 3. Observation by teachers 	Cheung WS Yeung PY Chan TS	---

Major Area of Concern 2: Improve Students' Morality by Promoting Positive Value Education

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
1. Strengthen the positive values & attitudes in the regular curriculum to build up students' positive character					
<u>Related Strategies:</u> Strengthen students' positive values through teaching and learning activities	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. 30% of teaching and learning materials contained the elements of positive values & attitudes as well as cultural qualities, including 'Empathy', 'Perseverance', 'Care for Others', 'National Identity' and 'Law-abidingness'. 2. 50% of students can write at least 2 pieces of writing to show the above positive values & attitudes or cultural qualities. 3. 60% of students received positive feedback from different stakeholders. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Teaching Schedules 3. Questionnaires 4. Observation by teachers 	Cheung WS Yeung PY Chan TS Chiu NK & Form Coordinators	---
2. Strengthen the positive values and attitudes in Life-wide Learning activities to provide more opportunities to nurture positive values among students					
<u>Related Strategies:</u> 2.1 Strengthen students' positive value and attitudes through Life-wide Learning activities	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. 50% of the topics in English learning programme 'Breaking News' would be related to positive values and attitudes. 2. 50% of English Wonderland's themes are related to positive values & attitudes, cultural qualities and positive lifestyles. 3. 50% of Campus TV programmes are related to positive values & attitudes, cultural qualities and positive lifestyles. 4. 50% of students participated in the Tung Wah Group of Hospitals "Good People, Good Deeds" English writing competition agreed that this competition can help them understand positive values and attitudes. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Teaching Schedules 3. Questionnaires 4. Observation by teachers 	Cheung WS Yeung PY Chan TS & Activities Teachers-in-charge	Capacity Enhancement Grant, Budget Estimation, Music Department, H.E. Department & External Organizations

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
2.2 Provide diversified career and life planning activities to broaden students' horizon for their future career path and promote positive values and attitudes	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. 70% of F.1 & F.4 students are able to write a simple career plan on their favourite job, application letter or CV after equipping them with preliminary life planning education and positive values & attitudes needed for future career path. 2. 70% of F.5 students are able to write application letters and resumes with Workplace Communication integrated into the F.5 curriculum. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Assessment Data 3. Questionnaires 4. Observation by teachers 	Cheung WS Yeung PY & Life Planning Committee	---
3. Creating a positive school culture					
<u>Related Strategies:</u> Display quotes of positive values & attitudes on classroom board and praise students with positive values and attitudes to create a positive and proactive learning environment	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 1. 70% of the quotes in Living English Every Day posted on classroom boards are related to positive values & attitudes and cultural qualities. 2. 60% of students agree that their efforts are recognized openly by giving them praises and encouragement. 3. 80% of teachers and students agree that displaying good work and providing opportunities for students to do sharing can build up a proactive learning atmosphere conducive to nurturing good character and healthy lifestyles. 	<ol style="list-style-type: none"> 1. Form Meeting and Panel Meeting Minutes 2. Questionnaires 3. Observation by teachers 	Yeung PY Chan TS NET	Budget Estimation

Major Area of Concern 3: Enhance Assessment Literacy among Teachers to Reinforce Teaching and Learning

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
1. Utilize various teaching strategies to cater for students' diversities and improve the effectiveness of teaching and learning					
<p><u>Related Strategies:</u></p> <p>1.1 Enhance the implementation of teachers' questioning skills to cater for learner diversities and boost the effectiveness of teaching and learning via professional training</p>	<p>9/ 2021 to 5/ 2022</p>	<p>70% of teachers can use different questioning skills in lessons to cater for learner diversities that students with varied capabilities can join the lesson activities.</p>	<p>1. Form Meeting and Panel Meeting Minutes 2. Questionnaires</p>	<p>Cheung WS Yeung PY Chan TS</p>	<p>---</p>
<p>1.2 Strengthen peer lesson observation and Mentoring Circle Scheme to encourage teachers to share teaching experience and exchange views for boosting the teaching efficacy</p>	<p>9/ 2021 to 5/ 2022</p>	<p>1. 70% of teachers have got involved in peer lesson observation and the sharing culture. 2. 70% of teachers have agreed that peer lesson observation can help professional sharing. 3. 70% of teachers have got involved in the post-observation evaluation and enhance their teaching skills 4. 70% of teachers have shared their teaching plans with other English teachers.</p>	<p>1. Form Meeting and Panel Meeting Minutes 2. Peer lesson observation 3. Lesson plans 4. Questionnaires</p>	<p>Cheung WS Yeung PY Chan TS</p>	<p>---</p>
<p>1.3 Gainful use of 'Learning Community for English Language Teachers (Secondary) 2020-2021' organized by the Language Learning Support Section of the Education Bureau to optimize the teaching strategies among teachers</p>	<p>9/ 2021 to 5/ 2022</p>	<p>1. 70% of teachers have implemented the optimized teaching strategies for listening practice shared by the panel heads. 2. 70% of teachers have helped students conduct video speaking presentation and provided timely feedback to the students.</p>	<p>3. Form Meeting and Panel Meeting Minutes 4. Peer lesson observation 5. Questionnaires</p>	<p>Cheung WS Yeung PY Chan TS</p>	<p>---</p>

Implementation Plan & Related Strategies	Implementation Schedule	Success Criteria	Assessment Mechanism	Teachers in charge	Resources Required
2. On-going utilization of various types of assessment information and data to provide feedback on the effectiveness of teaching and learning in order to make timely adjustments on the teaching content, curriculum planning and tasks planning					
<u>Related Strategies:</u> 2.1 Evaluate the efficacy of learning through on-going collaborative lesson planning, peer lesson observation and lesson studies as well as varied formative assessment strategies to understand students' learning progress and make timely adjustments on teaching according to students' performance	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> All teachers (100%) have participated in collaborative lesson planning. All teachers (100%) have participated in at least two peer lesson observation. 70% of teachers' assessment literacy has been enhanced that teachers understand students' diversities and implement the 'Learning, Teaching and Assessment' cycle effectively to enhance learning and teaching with the formative assessment feedback (questioning, worksheets, dictations, comprehension tests, etc.). 50% of teachers can evaluate and use assessment data gainfully to enhance teaching and learning. 	<ol style="list-style-type: none"> Form Meeting and Panel Meeting Minutes Teaching Schedules Peer Lesson Observation Assessment Data Questionnaires Observation by teachers 	Cheung WS Yeung PY Chan TS	---
2.2 Offer feedback on teaching, curriculum and assignment planning as well as related strategies with the gainful use of internal and external tests & examination data	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> 70% of teachers can identify students' learning difficulties and give specific suggestions on teaching strategies or curriculum planning to boost teaching and learning efficacy. 50% of students' general performance has been improved. 	<ol style="list-style-type: none"> Form Meeting and Panel Meeting Minutes Assessment Data Questionnaires Observation by teachers 	Cheung WS Yeung PY Chan TS & Form Coordinators	---
2.3 Modify the guidelines of agenda of the panel meetings, including (1) Optimize the effectiveness of teaching strategies and promote the sharing of teaching experience and	9/ 2021 to 5/ 2022	<ol style="list-style-type: none"> All the related items have been included in all (100%) the English Panel Meeting. 	<ol style="list-style-type: none"> Panel Meeting Minutes 	Cheung WS Yeung PY Chan TS	---

<p>designs through professional sharing within the English Department. (2) Improve the assessment strategies to boost the utilization of analysis of various assessment data. (3) Use external resources to improve the efficacy of teaching and learning as well as assessment literacy.</p>					
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