

Ying Wa Girls' School

Proposal on Additional Staff Deployment (2016 – 2017)

I. Additional Staff Deployment

<i>Task Area</i>	<i>Description</i>
A	Enhanced Education Programmes 4.5 teachers for: <ol style="list-style-type: none"> 1. S1-S3 Language Arts Curriculum 2. Split class teaching in S1-S2 core subjects 3. Enhancement of student learning in Chinese Language
B	Implementation of NSS 4 teachers for: <ol style="list-style-type: none"> 1. Diversity in subject electives 2. Implementation of Liberal studies 3. Support to core subjects 4. School-based assessment (SBA) 5. Implementation of Other Learning Experiences (OLE) / Student Learning Profile (SLP)
C	Enhancement of Holistic Education 6 coaches and 1 teacher for: <ol style="list-style-type: none"> 1. school teams training 2. pastoral care
D	Careers and Life Planning 1.3 teachers <ol style="list-style-type: none"> 1. to free Careers Teachers to organize, evaluate and enhance careers and life planning programme in school 2. to plan and prepare for careers activities to cater for a wider range of students, especially junior forms
E	Enhancement of Moral and National Education 0.5 teacher <ol style="list-style-type: none"> 1. teach civic and national education related subjects 2. assist in the administrative work of Civic Education Committee and other civic and national education related subjects 3. organize local, mainland and overseas study / exchange programmes
F	Special and Innovative Projects 1.2 teacher and 1 project co-ordinator for: <ol style="list-style-type: none"> 1. Project-based Learning 2. Campus TV 3. Debating workshops 4. "Review of the effectiveness of learning and teaching of the English Department" project <ol style="list-style-type: none"> a. to free teachers from some teaching periods to allow them to engage in curriculum development b. to provide assistance in the project c. to conduct collaborative teaching with English teachers to try out materials

II. Sources of Financial Support

1. Capacity Enhancement Grant (CEG)
2. Senior Secondary Curriculum Support Grant (SSCSG)
3. Careers and Life Planning Grant (CLP)
4. Moral and National Education Grant (MNE)
5. 0.5 Fractional Post
6. Non-standard Charges Collected from Students (NSC)
7. Expanded Operating Expenses Block Grant (EOEBG)
8. Subscriptions
9. Teacher Relief Grant (TRG)

Ying Wa Girls' School

Proposal on Additional Staff 2016-2017

Task Area (A)	Enhanced Education Programmes	
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To carry out S1-S3 Language Arts Curriculum in preparation for the NSS English and Literature curriculum 2. Helping junior forms students to strengthen their core competencies and acquire a solid foundation for future studies 3. Catering for the educational needs of students with differing abilities 4. To help senior forms students prepare for DSE Chinese examination 	
Implementation Plan	<ol style="list-style-type: none"> 1. To employ a full-time Language Arts teacher <ol style="list-style-type: none"> a. to carry out S1-S3 Language Arts and provide feedback for the English Panel Chairperson b. to teach NSS (S4) English 2. To employ teachers for: <ol style="list-style-type: none"> a. split class teaching in core subjects in S1 and S2. In each level, 5 classes will be divided into 7 groups according to students' level. Group size ranges from 20 to 30; b. remedial class for DSE Chinese Language; and c. summer tutorial class for Pre-S1 students 	
Benefits Anticipated	<ol style="list-style-type: none"> a. A comprehensive Language Arts programme is carried out for students' smooth transition to the NSS study b. Students learn English from a variety of authentic text types c. Students are prepared for the NSS language study d. Students' core competence will be strengthened e. Teaching and learning effectiveness will be enhanced with <ol style="list-style-type: none"> i. a smaller class size ii. better match between learners' needs and abilities iii. more focused and customized teaching strategies f. Labelling effect on students at an early stage can be minimized g. Mixed-abilities learning across subjects will be facilitated h. Students will be equipped with a solid foundation for their future studies i. Extra manpower to provide help with administration and organization of remedial class for DSE Chinese Language 	
Implementation Schedule	1 September 2016 to 31 August 2017	
Resources Required	4.5 teachers	<i>Source of funding:</i> NSC CEG TRG
Performance Indicators	Students' performance in core subjects	
Assessment Mechanism	<ol style="list-style-type: none"> a. Teachers' and students' evaluation by the end of the school year b. Departments' evaluation c. Formal assessment through test, examination and attainment test d. Performance appraisal of relevant staff 	
Person-in-charge	Mr. Cho Kong Sang, Miss Cheung Po Ling Carrie, Miss Ho Wai Yiu	

Ying Wa Girls' School
Proposal on Additional Staff 2016-2017

Task Area (B)	Implementation of NSS	
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To help students prepare for the NSS Liberal Studies, Other Learning Experience (OLE) and Student Learning Profile (SLP) 2. To offer ample subject choices for S4-S6 students 3. To provide support for the subject of Liberal Studies 4. To facilitate the conduct of School-based Assessment (SBA) 5. Implementation of Other Learning Experiences (OLE) / Student Learning Profile (SLP) 	
Implementation Plan	<ol style="list-style-type: none"> 1. To employ a teacher to teach Liberal Studies and support the Liberal Studies Committee so that teachers in the committee are able to: <ol style="list-style-type: none"> a. design the subject contents and lesson plans b. identify appropriate strategies in teaching and learning of the subject c. develop knowledge and skills among junior forms students to prepare them for the subject (GSP lessons) d. design the strategies and support for Independent Enquiry Study (IES) 2. To appoint additional teachers to offer ample subject choices for S4-S6 students 	
Benefits Anticipated	<ol style="list-style-type: none"> a. The smooth implementation of the subject of Liberal Studies and SBA b. The teacher responsible for OLE and SLP provided with space to lead changes in these areas c. Ample subject choices for students 	
Implementation Schedule	1 September 2016 to 31 August 2017	
Resources Required	4 teachers	Source of funding: 0.5 Fractional Post NSC SSCSG
Performance Indicators	<ol style="list-style-type: none"> a. Production of various guidelines, curriculum contents and teaching strategies b. Successful implementation of SLP and SBA for all students c. Number of subject choices 	
Assessment Mechanism	<ol style="list-style-type: none"> a. Committees' evaluation (School Executive Committee and School Management Team) b. Production of relevant documents c. Performance review of relevant staff 	
Person-in-charge	Mr. Cho Kong Sang, Miss Lo Man Yan Monica	

Ying Wa Girls' School
Proposal on Additional Staff 2016-2017

Task Area (C)	Enhancement of Holistic Education	
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To promote holistic education with training programmes in self-development, leadership and sports 2. To support religious education and pastoral care of students 	
Implementation Plan	<ol style="list-style-type: none"> 1. To employ 6 part-time sports coaches 2. To employ a teacher <ol style="list-style-type: none"> a. to teach Religious Education b. to participate in Christian fellowships as teacher adviser c. to help promote the work of the Religious Committee d. to help promote the work of the Guidance Committee e. to provide counseling service to students through individual session or group activities 	
Benefits Anticipated	<ol style="list-style-type: none"> a. The school life of our students will be enriched and thus enhance quality of education. b. The workload of our teachers will be partly relieved so that more time can be spent on teaching and preparation of the lessons as well as pastoral care. c. Our students will be effectively trained through the professional coaches. d. School sports teams are better trained in a comprehensive way with regard to skills, sportsmanship and character development e. Preventive measures for student guidance will be put in place for the general student body besides the identified cases. 	
Implementation Schedule	1 September 2016 to 31 August 2017	
Resources Required	6 part-time coaches# and 1 teacher (# after deduction of students' contribution)	Source of funding: NSC
Performance Indicators	<ol style="list-style-type: none"> a. Improvement of morale and team spirit of sports teams as a result of special training camps and leadership training courses organized during the year by the P.E. teachers in collaboration with other teachers. b. Achieving and/or maintaining good results in different sports competition by the Hong Kong Schools Sports Federation. c. Quality of the delivery of the RE curriculum d. Frequency and quality of teacher-student contacts and relationship e. Contribution to the Religious Committee and Guidance Committee 	
Assessment Mechanism	<ol style="list-style-type: none"> a. Reports from coaches b. Students' self-evaluation c. Students' performance in sports competition d. P.E. teachers' report e. Teachers' evaluation and students' feedback by the end of the school year f. Evaluation of the Religious Committee and Guidance Committee 	
Person-in-charge	Mr. Fung Wing Yin, Miss Chow Siu Fung, Miss Wong Wai Fong, Miss Yeung Ming Wai Pauline	

Ying Wa Girls' School
Proposal on Additional Staff 2016-2017

Task Area (D)	Career and Life Planning	
Major Area(s) of Concern	To enhance & enrich life planning activities in association with the new Career & Life Planning (CLP) Grant from the EDB	
Implementation Plan	<ol style="list-style-type: none"> 1. To employ a teacher to free Careers Teachers to organize, evaluate and enhance existing careers activities 2. To plan and prepare for additional careers activities to cater for a wider range of students, especially junior forms 3. To collaborate with various subject panels and other student support groups, where possible, in designing and organizing activities 4. To purchase careers handbooks for S3-6 and Career Interest Inventory (CII) for S4 5. To purchase services of NGOs for three careers talks / activities 	
Benefits Anticipated	<ol style="list-style-type: none"> a. Careers Teachers will have 2-5 periods less a week, hence less teaching load, to plan and organize careers activities. b. S6 students will continue to get individual guidance on JUPAS choices. Careers Teachers can arrange more than one meeting with each student. c. Small group careers guidance can be provided for some S4-5 students. Activities based on the "Career Mapping" handbook will be organized for S4-5 Careers Assistants to enhance their self-understanding and orientate them better towards careers choices. d. A business partnership programme, on top of our existing Mentorship Programme, will be offered to S4-5 BAFS & Economics students. e. A small scale life planning programme (4-6 single lessons) will be designed for junior forms to stimulate their interest and empower them in career and life planning. f. More external careers activities will be promoted to students. g. Careers Teachers will collaborate more with S1-5 Year Teachers to provide careers guidance and early intervention for underachievers in their forms. 	
Implementation Schedule	1 September 2015 to 31 August 2016	
Resources Required	1.3 teachers	<i>Source of funding: CLP</i>
Performance Indicators	<ol style="list-style-type: none"> a. Number of activities organized throughout year b. Quality of activities c. Number & range of students served d. Number of participants in various activities e. Students' and teachers' feedback f. The formulation of a CLP plan in School 	
Assessment Mechanism	<ol style="list-style-type: none"> a. Survey of participants in careers activities b. Teachers' feedback and observation c. Evaluation by Careers Teachers in meetings d. Evaluation by staff e. Evaluation by School Management Team 	
Person-in-charge	Ms Wong Yuen Wah	

Ying Wa Girls' School

Proposal on Additional Staff 2016-2017

Task Area (E)	Enhancement of Civic and National Education	
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To facilitate a holistic planning for civic and national education, including curriculum planning, learning and teaching strategies and assessment 2. To provide students with a more complete and systematic learning experience in civic and national education 3. To cater for the educational needs of students with learning diversity 	
Implementation Plan	<p>To employ a teacher to</p> <ol style="list-style-type: none"> a. teach civic and national education related subjects b. help design the curriculum for civic and national education c. organize local, mainland and overseas study/ exchange programmes d. assist the administrative work of Civic Education Committee and other civic and national education related subjects 	
Benefits Anticipated	<ol style="list-style-type: none"> a. A more comprehensive civic and national education curriculum will be in place for a systematic and sustainable learning platform to strengthen the cultivation of moral and national qualities b. The ability to discern the meaning and values embedded in relevant life experiences will be better catered c. Skills of independent and critical thinking from multiple perspectives will be developed d. Students' confidence will be further boosted e. Mixed-abilities learning across civic and national education related subjects will be further catered f. De-briefing sessions after the implementation of civic and national education programmes can be more frequently held 	
Implementation Schedule	1 September 2016 to 31 August 2017	
Resources Required	0.5 teacher	Source of funding: MNE
Performance Indicators	<ol style="list-style-type: none"> a. Quality of delivery of the civic and national curriculum b. Production of various guidelines and teaching strategies c. Students' performance in civic and national education related subjects d. Contribution to Civic Education Committee and other civic and national education related subjects 	
Assessment Mechanism	<ol style="list-style-type: none"> a. Teachers' evaluation and students' feedback by the end of the school year b. Evaluation by committee(s) / department(s) c. Formal assessment through tests and examinations d. Performance appraisal of relevant staff 	
Person-in-charge	Mr. Ng Wing Wo	

Ying Wa Girls' School

Proposal on Additional Staff 2016-2017

Task Area (F)	Special and Innovative Projects (1)
Major Area(s) of Concern	<ol style="list-style-type: none"> 1. To sustain development in project-based learning as an integral part of the school curriculum 2. To provide manpower to cater for new projects in school
Implementation Plan	<ol style="list-style-type: none"> 1. To employ a teacher to free relevant teaching staff to support collaborative learning through project work. The achievements gained from Quality Education Fund project can then be sustained and further developed. 2. To appoint additional staff to train students in debate, public speaking and drama.
Benefits Anticipated	<ol style="list-style-type: none"> a. Subject teachers will be assisted through the Project-based Learning Centre to develop among students the necessary skills in collaborative project work. b. Students are provided with extra care along their process of doing project work. c. Students can fully utilize the Self-Access Centre, Project-based Learning Centre and related facilities. d. Enhancement of English learning through cross-curriculum collaboration and integration of language arts, debating, filming-making and IT skills. e. Promotion of debating in school and coaching students' speaking skills. f. Campus TV : coaching and scripting
Implementation Schedule	1 September 2016 to 31 August 2017
Performance Indicators	<ol style="list-style-type: none"> a. Number of projects done throughout the year b. Quality of projects c. Students' and teachers' satisfaction and achievement through project-based learning d. Number of Cross-curriculum projects e. Quality and quantity of programme produced f. Number of episodes developed for Campus TV
Assessment Mechanism	<ol style="list-style-type: none"> a. Quality of students' projects b. Co-ordinator's and teachers' evaluation c. Performance review of co-ordinator d. Evaluation of staff involved e. Evaluation of the School Management Team
Person-in-charge	Mr. Cho Kong Sang, Miss Tsang Lai Chu, Miss Cheung Po Ling Carrie

Ying Wa Girls' School
Plan on Additional Staff 2015 – 2016

Task Area (F)	Special and Innovative Projects (2)
Major Area(s) of Concern	<p>Aim:</p> <p>To conduct a comprehensive review of the effectiveness of teaching and learning of the English Department</p> <p>This will encompass areas including:</p> <ol style="list-style-type: none"> 1. Curriculum Development <ul style="list-style-type: none"> • Refine existing curriculum to better cater to students' interests and abilities. This involves better integrating the S1-3 LAT and GE curriculum and to refine the interface between Junior and Senior Secondary curriculum • Try out ideas to strengthen the reading component in the junior forms • Modify existing assessment mechanism to promote assessment for learning • Nurture curriculum leaders for the department's future development 2. Learners' Diversity <ul style="list-style-type: none"> • Look into ways to tackle learners' diversity through activities and teaching practices • Creating an English-rich environment • Collaborate activities that benefit students' learning of the language e.g. drama, public speaking, etc. 3. Sustainability of existing programmes <ul style="list-style-type: none"> • Reading • Debating Team • Toastmasters
Implementation Plan	<p>To hire an additional English teaching staff to</p> <ol style="list-style-type: none"> 1. free 2-3 teachers from some teaching periods to allow them to engage in curriculum development <ul style="list-style-type: none"> • to conduct meetings to study the curriculum and discuss views collected by teachers • to evaluate and choose appropriate textbooks • to introduce programmes conducive to students' acquisition of the 4 skills • to try out materials by collaborated teaching • to explore possibilities of running workshops for English teachers • to oversee the implementation of the new curriculum 2. provide assistance in the programmes: <ul style="list-style-type: none"> • Debating team: administration and coaching • Promotion of debating in school and coaching students' speaking skills • Toastmasters : administration and attending classes 3. conduct collaborative teaching with English teachers to try out materials

Benefits Anticipated	<ul style="list-style-type: none"> a. Better interface between Junior and Senior Secondary Curriculum b. Better integration between the GE and Language Arts Curriculum in the Junior form c. Devise ways to tackle learners' diversity d. Enhance students performance in the reading and writing components e. Promote assessment for learning f. Extra manpower to help with administration and organization of activities to promotes an English-rich environment 	
Implementation Schedule	1 September 2016 to 31 August 2017	
Resources Required (for both projects (1) & (2))	<ul style="list-style-type: none"> 1.2 teacher 1 Project Co-ordinator 	<i>Source of funding:</i> CEG NSC
Performance Indicators	<ul style="list-style-type: none"> a. Students performance b. Effectiveness of implementation of the new curriculum 	
Assessment Mechanism	<ul style="list-style-type: none"> a. Appraisal b. Observation c. Discussion with teachers d. Feedback from teachers and students 	
Person-in-charge	Miss Cheung Po Ling Carrie	

Ying Wa Girls' School
Proposal on Additional Staff 2016-2017

	Projected balance August 2016	Income 2016 – 2017	Expenditure per this plan
0.5 fractional post	197,065	283,440	\$359,866
CEG	0	588,202	\$577,126
CLP	108,312	566,880	\$486,428#
MNE	324,980	0	\$198,756
NSC	0	2,754,840	\$2,732,178
SSCSG	0	850,320	\$854,946
TRG	199,035	200,930	189,186
Total per this plan			\$5,398,486

The remaining amount will be used for purchase of relevant services and programmes.

By August 2017, all surpluses will be carried forward while deficits will be absorbed by surpluses of the above grants, EOEBG or Subscriptions.

CEG	:	Capacity Enhancement Grant
CLP	:	Career and Life Planning Grant
MNE	:	Moral and National Education Grant
NSC	:	Non-standard Charges Collected from Students
SSCSG	:	Senior Secondary Curriculum Support Grant
TRG	:	Teacher Relief Grant