

# **Our Lady's College**

## **Annual School Plan**

**2022-2023**

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# Our Lady's College

## 1. School Vision & Mission

### Mission Statement

#### Vision

The core values of Catholic Education and the spirit of our founders, Don Bosco and St. Mary Mazzarello, are the guiding principles of our education mission. Imbued with a family spirit and directed by the three cornerstones of the Preventive System of Don Bosco— Reason, Religion and Loving-kindness, it is our vision to nurture our students into young women who will live life to the full.

#### Mission

We aim to nurture the whole-person development of our students holistically enhancing their spiritual, moral, intellectual, cultural and social aspects. This will enable our students to embrace life, with all its realities and challenges, with optimism, integrity and fortitude, as well as serving society with dedication. All this will empower them to live life to the full.

### School Emblem

<b>Crown, Sceptre :</b>	Our Lady, Queen of Heaven and Earth – the Guide, the Teacher and the Mother of all those entrusted to her care
<b>Lily :</b>	Purity – a pure heart strengthens the unity of mind, thus rendering it capable of assimilating all that is True, Good and Beautiful
<b>Rose :</b>	Charity – care, understanding and self-giving for the love of God and fellowmen, nurturing the flower of love and spreading the joy of love in action
<b>Puritas et Caritas :</b>	Purity and Charity
<b>OLC :</b>	Our Lady's College

**Our Lady's College**  
**Annual School Plan (2022 – 2023)**

**Major Concern 1: To enhance learning and teaching effectiveness**

<b>Targets</b>	<b>Strategies</b>	<b>Success Criteria</b>	<b>Methods of Evaluation</b>	<b>Time Scale</b>	<b>People-in-charge</b>	<b>Resources Required</b>
1.1 To enhance student engagement in the learning process	1.1.1 To review and refine school-based curriculum and learning materials to cater for students with diverse learning needs a) Optimize the use of differentiated curriculum and learning materials to cater for learner diversity b) Promote cross-curricular learning through developing school-based inter-disciplinary curriculum e.g. STEAM Project-based Learning for S3	<ul style="list-style-type: none"> <li>• Differentiated learning materials are developed to meet students' diverse abilities</li> <li>• Students show improvement in their coursework</li> <li>• The S3 STEAM Project-based Learning is implemented</li> <li>• Students show better engagement in learning</li> <li>• Students show a good grasp of inter-disciplinary knowledge and skills</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, monitoring and evaluation of panel heads</li> <li>• Inspection of the school-based inter-disciplinary curriculum</li> <li>• Inspection of differentiated learning materials developed</li> <li>• Inspection of project deliverables</li> <li>• Feedback from students and teachers</li> </ul>	• Whole School Year	<ul style="list-style-type: none"> <li>• Subject teachers and Form Coordinators</li> <li>• STEAM Education Team</li> <li>• KLA Coordinators</li> <li>• Panel Heads</li> <li>• KLA Team</li> </ul>	<ul style="list-style-type: none"> <li>• School-based support services from EDB &amp; tertiary institutes</li> </ul>
	1.1.2 To enhance teachers' skills in pedagogy and curriculum design through promoting the culture of collaborative curriculum development and professional exchange a) Equip teachers with pedagogical skills in promoting reflective and self-directed learning through attending professional development programmes b) Promote a professional sharing culture on pedagogy and curriculum development in the school community through — internal sharing: organizing regular curriculum planning and review meetings — external sharing: e.g. joining professional sharing sessions, establishing professional exchange network with other schools or tertiary institutions	<ul style="list-style-type: none"> <li>• Teachers find the training programmes useful in encouraging reflective and self-directed learning among students</li> <li>• Regular meetings on curriculum planning, design and review are held at form/panel levels</li> <li>• Each subject participates in at least one external professional sharing activity on pedagogy and curriculum design</li> <li>• Teachers find the professional sharing activities helpful in enriching their knowledge and skills of pedagogy and curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Lesson observations</li> <li>• Records of professional development activities</li> <li>• Feedback from teachers</li> </ul>	• Whole School Year	<ul style="list-style-type: none"> <li>• Panel heads, form coordinators and subject teachers</li> <li>• Staff Professional Development Team</li> </ul>	<ul style="list-style-type: none"> <li>• CPD programmes offered by EDB and tertiary institutes</li> </ul>

### Major Concern 1: To enhance learning and teaching effectiveness

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
	<p>1.1.3 To optimize the use of IT in enhancing learning and teaching effectiveness</p> <p>a) Equip S1 and S2 students with IT and information literacy skills to ensure effective and proper use of online resources</p> <p>b) Enhance teachers' skills in adopting the blended learning approach and the use of e-assessment to raise the quality and effectiveness of learning</p>	<ul style="list-style-type: none"> <li>• Basic IT skills for e-learning and information literacy are integrated into the S1-S2 computer literacy curriculum</li> <li>• Students demonstrate a grasp of basic IT skills</li> <li>• Students abide by the rules set on the use of iPads</li> <li>• Blended learning is implemented in daily teaching and learning</li> <li>• Professional training activities and sharing on the implementation of e-assessment are organized</li> <li>• Teachers find the training programmes useful in enhancing their skills and readiness to use e-assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, monitoring and evaluation of the panel head</li> <li>• Inspection of the subject curriculum</li> <li>• Students' performance in online learning</li> <li>• Students' disciplinary records</li> <li>• Lesson observations</li> <li>• Student and teacher questionnaire survey</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• Computer Literacy &amp; ICT Panel</li> <li>• IT in Education Team</li> <li>• KLA Team</li> </ul>	<ul style="list-style-type: none"> <li>• Training &amp; sharing offered by educational bodies</li> </ul>
	<p>1.1.4 To broaden students' learning experience and exposure through co-curricular and cross-curricular learning activities</p> <p>a) Deepen and liven up subject learning through external experiential learning activities, e.g. field trips, visits</p> <p>b) Promote cross-disciplinary learning through intra/inter KLA learning activities/projects</p>	<ul style="list-style-type: none"> <li>• Each subject successfully organizes at least one co-curricular learning activity</li> <li>• Each KLA successfully organizes at least one cross-curricular learning activity</li> <li>• 70% of students surveyed reflect that the learning activities have helped them develop different skills, and have enhanced their interest and learning effectiveness</li> <li>• Students participate well in the activities</li> </ul>	<ul style="list-style-type: none"> <li>• Panel records on the learning activities arranged</li> <li>• Feedback from students</li> <li>• Students' performance in learning</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• Panel heads, form coordinators and subject teachers</li> <li>• KLA Coordinators</li> </ul>	<ul style="list-style-type: none"> <li>• Life-wide Learning Grant</li> </ul>

### Major Concern 1: To enhance learning and teaching effectiveness

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
1.2 To enhance the effectiveness of learning and teaching in the English medium	1.2.1 To further develop teachers' capability for using English as the medium of instruction effectively <ul style="list-style-type: none"> <li>a) Participate in school-based support programmes organized by the EDB and other educational bodies</li> <li>b) Cultivate a collaborative working atmosphere through different sharing platforms and professional exchange in school meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers find the school-based support and professional development programmes helpful</li> <li>• Teachers are able to apply the skills and strategies acquired in the programmes attended</li> <li>• Learning and teaching resources are developed to enrich the school-based MOI support</li> <li>• Developmental peer lesson observations for EMI content subjects are arranged</li> <li>• Teachers share their experience in attending workshops or support programmes in school meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, monitoring and evaluation of panel heads</li> <li>• Inspection of the developed MOI teaching and learning resources</li> <li>• Feedback from teachers</li> <li>• Lesson observations</li> <li>• Student work inspection</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• English Language teachers</li> <li>• EMI non-language subject teachers</li> <li>• LAC Team</li> <li>• MOI Implementation Task Group</li> </ul>	<ul style="list-style-type: none"> <li>• CPD programmes offered by EDB and tertiary institutes</li> </ul>
	1.2.2 To review and refine MOI support at junior levels <ul style="list-style-type: none"> <li>a) Enhance the MOI support provided by EMI content subjects</li> <li>b) Refine MOI bridging programmes organized to facilitate the transition to English medium education</li> </ul>	<ul style="list-style-type: none"> <li>• MOI support is reviewed and refined to meet the diverse language needs of students</li> <li>• MOI bridging programmes are successfully organized</li> <li>• 70% of students surveyed find the bridging programmes useful in helping them adapt to the use of English as the MOI</li> <li>• Students are able to apply the skills and knowledge acquired in the bridging programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, monitoring and evaluation of panel heads</li> <li>• Inspection of subject curriculum and MOI support materials</li> <li>• Student work inspection</li> <li>• Student questionnaire survey</li> <li>• Students' performance in learning</li> <li>• Students' performance in term tests and exams</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• EMI non-language subject panels</li> <li>• English Panel</li> <li>• MOI Implementation Task Group</li> </ul>	

### Major Concern 1: To enhance learning and teaching effectiveness

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
	<p>1.2.3 To enhance students' English language competencies in various EMI subjects</p> <p>a) Provide students with ample chances to use English to express their understanding in EMI subjects</p> <p>b) Foster vocabulary building and retention skills &amp; acquisition of subject-specific vocabulary</p> <p>c) Enrich students' chances of using English in and out of classrooms, school activities and messages</p>	<ul style="list-style-type: none"> <li>• Verbal presentations or sharing among peers to be done in daily lessons</li> <li>• Subject-specific language skills are integrated in the EMI content subject curricula</li> <li>• Strategic plans are devised to enhance students' acquisition of daily and subject-specific vocabulary</li> <li>• English is used among students in the classroom</li> <li>• English is used in teacher-student interactions outside the classroom</li> <li>• School announcements and messages are made in English</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, monitoring and evaluation of panel heads</li> <li>• Inspection of the subject curricula</li> <li>• Students' performance in learning</li> <li>• Students' performance in term tests and exams</li> <li>• Feedback from teachers-in-charge</li> <li>• Feedback from students</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• English Panel</li> <li>• EMI non-language subject panels</li> <li>• Teachers-in-charge of English Club, English Debating Team, Drama Club, and School Ambassador Team</li> <li>• MOI Implementation Task Group</li> </ul>	
	<p>1.2.4 To strengthen the learning of English through cross-curricular collaboration in the promotion of LaC and RaC</p> <p>a) Conduct LAC lessons for S1 and S2</p> <p>b) Further develop cross-curricular reading programmes and activities</p>	<ul style="list-style-type: none"> <li>• The LAC lessons are planned to address the language needs of the EMI subjects concerned</li> <li>• The LAC lessons are successfully implemented</li> <li>• Students are able to apply the skills and language covered in coursework and assessments</li> <li>• Feedback from EMI subject teachers is positive</li> <li>• Cross-curricular reading programmes are developed by the Reading Enhancement Team in collaboration with the EMI content subjects</li> <li>• 70% of students surveyed reflect that the reading programmes and activities have helped to enhance their language skills required for various subjects</li> </ul>	<ul style="list-style-type: none"> <li>• Inspection of the LAC curriculum</li> <li>• Students' performance in learning</li> <li>• Students' performance in term tests and exams</li> <li>• Inspection of the cross-curricular reading programme designs and materials</li> <li>• Students' participation records</li> <li>• Student questionnaire survey</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• LAC Team</li> <li>• English Language Panel</li> <li>• EMI non-language subject panels</li> <li>• MOI Implementation Task Group</li> <li>• Reading Enhancement Team</li> </ul>	<ul style="list-style-type: none"> <li>• Promotion of Reading Grant</li> </ul>

### Major Concern 1: To enhance learning and teaching effectiveness

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
1.3 To help students develop strategies for effective learning	1.3.1 To foster the habit of pre-lesson preparation and post-lesson review for knowledge consolidation a) Class teachers provide S1 and S2 students with guidelines and guidance on lesson preparation and lesson review b) Subject panels promote the study habit among students in daily lessons, e.g. designing pre-lesson tasks, arranging study groups	<ul style="list-style-type: none"> <li>Students successfully form the study habit recommended</li> </ul>	<ul style="list-style-type: none"> <li>Teachers' observation</li> <li>Students' performance in learning</li> </ul>	<ul style="list-style-type: none"> <li>Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>Class teachers</li> <li>Class Teachers Coordination Team</li> <li>Academic Enhancement Team</li> <li>Panel heads and subject teachers</li> </ul>	
	1.3.2 To cultivate the skills for self-directed learning a) Organize workshops / CTP sessions on effective learning strategies – S1-S2: time management, memory skills, note-taking – S3-S6: note-making, use of graphical organizers b) Subject panels provide students with opportunities to apply and consolidate the recommended learning strategies c) Subject panels provide students with self-learning resources to promote independent learning d) Subject panels devise learning tasks to encourage students to apply self-directed learning in deepening learning of the subjects e.g. learning portfolio, project work	<ul style="list-style-type: none"> <li>70% of the students surveyed agree that the study skills recommended are useful to their studies</li> <li>Subject-based self-learning resource banks are set up</li> <li>Each subject panel successfully holds at least one learning task to promote self-directed learning</li> </ul>	<ul style="list-style-type: none"> <li>Student questionnaire survey</li> <li>Students' performance in learning</li> <li>Supervision, monitoring and evaluation of panel heads</li> <li>Inspection of the self-learning resource banks developed by subject panels</li> <li>Evaluation meetings</li> </ul>	<ul style="list-style-type: none"> <li>Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>Academic Enhancement Team</li> <li>Class teachers</li> <li>Panel Heads</li> <li>KLA Team</li> </ul>	<ul style="list-style-type: none"> <li>Service providers</li> </ul>



## Major Concern 2: To enhance personal development through internalization of the school core values

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
2.1 To know, internalize and live out the school core values	2.1.1 To orientate the school community into a deeper understanding of the school core values a) Enhance the school community's understanding of the school core values through staff development programmes, sharing and other platforms b) Enrich new students' and teachers' understanding about the school core values through induction programmes c) Organize career and life planning programmes for the graduating classes to prepare for their future endeavours under the guidance of the school's core values d) Infuse the school core values in JS subject curricula, learning activities and school events	<ul style="list-style-type: none"> <li>80% of teachers agree that the professional development programmes can enrich their understanding of the school core values</li> <li>New teachers find the induction programmes helpful in enriching their understanding about the school core values</li> <li>Students' understanding towards the school core values has been enriched</li> <li>Incorporate at least one topic in each junior level with subject-based guidelines</li> <li>The school core values involved are highlighted in the learning activities and the follow-up debriefing sessions</li> <li>Students are given opportunities for self-reflection</li> <li>Parents have enriched their understanding of the school core values</li> </ul>	<ul style="list-style-type: none"> <li>Teacher questionnaire survey</li> <li>Feedback from students and teachers</li> <li>Records of professional development activities</li> <li>Evaluation meetings</li> <li>Subject panel records</li> <li>Students' performance in the activities and school events</li> </ul>	• Whole School Year	<ul style="list-style-type: none"> <li>Staff Professional Development Team</li> <li>Religious &amp; Spiritual Formation Team</li> <li>Career &amp; Life Planning Team</li> <li>Panel heads and subject teachers</li> <li>Other teams under Student Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>Life-wide Learning Grant</li> <li>NGO</li> <li>Service providers</li> </ul>
	2.1.2 To cultivate a school milieu conducive to the spiritual growth of all a) Refine the Ethics and Religious Education (ERE) curriculum to foster the religious and spiritual formation of students b) Enhance the spiritual growth of the school community through daily morning prayer, religious events/ceremonies, formation camp/retreat, etc. c) Conduct sharings during school assemblies or through other platforms around the theme "A time to embrace: Truth, Love and Faith"	<ul style="list-style-type: none"> <li>The refined curriculum can reinforce the school core values</li> <li>Participants have enhanced their awareness of the school core values</li> <li>Participants find the sharing activities helpful in enriching their understanding of the school core values</li> </ul>	<ul style="list-style-type: none"> <li>Supervision, monitoring and evaluation of the panel head</li> <li>Subject panel records</li> <li>Students' performance in the activities</li> <li>Feedback from students and teachers</li> <li>Evaluation meetings</li> </ul>	• Whole School Year	<ul style="list-style-type: none"> <li>ERE Panel</li> <li>Religious &amp; Spiritual Formation Team</li> <li>Ceremonies &amp; Assemblies Team</li> </ul>	• Life-wide Learning Grant

## Major Concern 2: To enhance personal development through internalization of the school core values

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
	<p>2.1.3 To encourage the manifestation of the school core values in everyday school life</p> <p>a) Commend and affirm good behaviour through awards and celebration</p> <p>b) Apply the school core values of reason, religion and lovingkindness in handling student discipline and counselling issues</p>	<ul style="list-style-type: none"> <li>• Students are able to actualize the school core values</li> <li>• Students comply with the school rules</li> <li>• Students show improvement in homework submission and punctuality</li> <li>• Students are well-mannered</li> <li>• Students demonstrate a positive learning attitude</li> <li>• Students are able to have self-reflection on their behavioural issues</li> </ul>	<ul style="list-style-type: none"> <li>• Students' performance</li> <li>• Feedback from teachers</li> <li>• Evaluation meetings</li> <li>• Students' homework non-submission records</li> <li>• Students' late and misconduct records</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• Class teachers</li> <li>• Academic Enhancement Team</li> <li>• Class Teacher Coordination Team</li> <li>• Discipline Team</li> <li>• Counselling Team</li> </ul>	
<p>2.2 To foster the interconnectedness of all within the school community</p>	<p>2.2.1 To cultivate a school culture filled with loving-kindness and care</p> <p>a) Refine the curriculum of Class Teacher Period to create more opportunities for the building of class cohesiveness</p> <p>b) Enhance the bonding of students through Big Sisters Scheme, class-based, form-based and house-based activities.</p> <p>c) Foster the cooperation and collaboration among fellow students and teachers through organizing school activities, e.g. OLC70 Celebration</p> <p>d) Provide more service learning opportunities both in and out of school for students</p>	<ul style="list-style-type: none"> <li>• The refined curriculum of the Class Teacher Period helps strengthen the role of class teacher in pastoral care</li> <li>• Students are able to maintain positive peer relationships</li> <li>• Students are able to cooperate and collaborate with fellow students and teachers</li> <li>• Students demonstrate loving-kindness and care to others</li> <li>• Students realize their social responsibility and are motivated to serve the underprivileged</li> </ul>	<ul style="list-style-type: none"> <li>• Supervision, monitoring and evaluation of the team head</li> <li>• Evaluation meetings</li> <li>• Students' performance</li> <li>• Feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• Class teachers</li> <li>• Class Teacher Coordination Team</li> <li>• ECA Clubs and Service Groups</li> <li>• Co-curricular Learning Experience Coordination Team</li> <li>• Student Leadership Development Team</li> <li>• Other teams under Student Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Life-wide Learning Grant</li> <li>• NGO</li> <li>• Service Providers</li> </ul>

## Major Concern 2: To enhance personal development through internalization of the school core values

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
	<p>2.2.2 To heighten the importance of the role modelling of each member of the school community in shaping the school milieu</p> <p>a) Develop a code of conduct for staff members to enhance understanding of their role at school</p> <p>b) Organize training programmes to empower student leaders for their endeavors to be the role model of fellow students</p>	<ul style="list-style-type: none"> <li>Teachers comply with the code of conduct</li> <li>Student leaders are able to demonstrate the school core values</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation meetings</li> <li>Feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>School Development Committee</li> <li>All teachers</li> <li>Student Leadership Development Team</li> <li>Other teams under Student Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>Life-wide Learning Grant</li> <li>NGO</li> <li>Service providers</li> </ul>
	<p>2.2.3 To promote parental participation in the growth of the students</p> <p>a) Provide school-based parent education to facilitate parents' comprehensive understanding of students' developmental needs and strengthen their ability, knowledge, skills and attitude in parenting</p> <p>b) Strengthen the home-school cooperation through enhancing the communication with parents and encouraging parents' participation in school events</p>	<ul style="list-style-type: none"> <li>70% of participants agree that the school-based programmes organized are useful in supporting student growth</li> <li>Parents show better engagement in student growth</li> <li>The mutual understanding between the school and parents is enhanced</li> <li>Parents are willing to participate in school events</li> </ul>	<ul style="list-style-type: none"> <li>Questionnaire survey</li> <li>Evaluation meetings</li> <li>Feedback from teachers</li> <li>Parent attendance records in school events</li> </ul>	<ul style="list-style-type: none"> <li>Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>All teachers</li> <li>Counselling Team</li> <li>PTA</li> </ul>	<ul style="list-style-type: none"> <li>NGO</li> <li>Service providers</li> </ul>

## Major Concern 2: To enhance personal development through internalization of the school core values

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
2.3 To appreciate and develop the strengths of all in the school community	2.3.1 To provide students with a good variety of learning activities conducive to the realization of potential and confidence building <ul style="list-style-type: none"> <li>a) Unleash students' potential through learning activities</li> <li>b) Encourage students to have self-reflection through debriefing sessions</li> <li>c) Equip teachers with debriefing skills to boost the effectiveness of learning activities</li> </ul>	<ul style="list-style-type: none"> <li>• 80% of students agree that they can develop their potential and enhance their confidence through the activity</li> <li>• Teachers find that the activities are useful in enhancing students' self-esteem and confidence</li> <li>• Teachers are able to apply the skills acquired in the debriefing sessions</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation meetings</li> <li>• Student questionnaire survey</li> <li>• Feedback from students and teachers</li> </ul>	• Whole School Year	<ul style="list-style-type: none"> <li>• Subject panels</li> <li>• Staff Professional Development Team</li> <li>• Co-curricular Learning Experience Coordination Team</li> <li>• Global Exposure Team</li> <li>• Gifted Education Team</li> <li>• Other teams under Student Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Life-wide Learning Grant</li> <li>• NGO</li> <li>• Service providers</li> </ul>
	2.3.2 To create ample opportunities for students to extend exposure and to broaden horizons <ul style="list-style-type: none"> <li>a) Promote and explore opportunities for students to participate in inter-school/international competitions</li> <li>b) Organize/participate in exchange programmes/interflows with FMA schools and partner schools in Hong Kong and overseas</li> </ul>	<ul style="list-style-type: none"> <li>• 70% of students participate in inter-school/international competitions</li> <li>• 80% of students agree that the activity can extend their exposure and broaden their horizons</li> <li>• Exchange programmes/interflows are successfully organized</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation meetings</li> <li>• Student questionnaire survey</li> <li>• Feedback from students and teachers</li> <li>• Student participation and achievement records</li> </ul>	• Whole School Year	<ul style="list-style-type: none"> <li>• Subject teachers</li> <li>• ECA Clubs and Service Teams</li> <li>• Co-curricular Learning Experience Coordination Team</li> <li>• Global Exposure Team</li> <li>• Gifted Education Team</li> <li>• Other teams under Student Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Life-wide Learning Grant</li> <li>• NGO</li> <li>• Service providers</li> </ul>

## Major Concern 2: To enhance personal development through internalization of the school core values

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
	<p>2.3.3 To cultivate capacity for self-leadership and leadership of others</p> <p>a) Create learning platforms, e.g. workshops, training programmes and learning activities for students to develop their self-management skills</p> <p>b) Make good use of the pastoral care logbook for self-reflection under the guidance of the class teachers</p> <p>c) Empower student leaders with leadership qualities, e.g. etiquette, presentation skills, problem-solving skills, collaboration skills through leadership formation programmes</p> <p>d) Provide opportunities for students to showcase their capacity in daily school life and school events</p>	<ul style="list-style-type: none"> <li>• Students maintain good discipline</li> <li>• Students make good use of the pastoral care logbook to conduct self-reflection</li> <li>• 80% of participants grasp a basic understanding of the leadership qualities of being a leader</li> <li>• Students are able to apply the leadership skills acquired</li> <li>• Student leaders are offered ample opportunities to take up more prominent roles in school events</li> <li>• Student leaders find that they have a greater sense of commitment to their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Student questionnaire survey</li> <li>• Evaluation meetings</li> <li>• Students' performance in programmes</li> <li>• Feedback from students and teachers</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• Class teachers</li> <li>• Class Teacher Coordination Team</li> <li>• Student Leadership Development Team</li> <li>• ECA Clubs and Service Teams</li> <li>• Extra-curricular Activities &amp; Services Groups Coordination Team</li> <li>• Other teams under Student Development Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Life-wide Learning Grant</li> <li>• NGO</li> <li>• Service provider</li> </ul>
	<p>2.3.4 To create occasions to affirm, commend and celebrate to reinforce the appreciative spirit</p> <p>a) Provide platforms for students to showcase their successful experiences, e.g. school assemblies, school webpage, publications</p> <p>b) Recognize students' accomplishments through scholarships and the school award system</p>	<ul style="list-style-type: none"> <li>• Students' accomplishments in both academic and non-academic are recognized</li> <li>• Students show appreciation towards the achievements of their schoolmates</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluation meetings</li> <li>• Feedback from students and teachers</li> <li>• Student achievement records</li> </ul>	<ul style="list-style-type: none"> <li>• Whole School Year</li> </ul>	<ul style="list-style-type: none"> <li>• Subject teachers</li> <li>• Ceremonies &amp; Assemblies Team</li> <li>• Relation &amp; Communication Team</li> <li>• Co-curricular Learning Experience Coordination Team</li> <li>• ECA Clubs and Service Teams</li> <li>• Other teams under Student Development Committee</li> </ul>	

**Our Lady's College**  
**Plan on Use of the Capacity Enhancement Grant 2022-2023**

Task Area	Major Areas of Concern	Strategies / Tasks	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Promoting learning and teaching effectiveness	To relieve teachers' non-teaching workload	To employ three full-time teaching assistants in <ul style="list-style-type: none"> <li>• preparing teaching materials and documents</li> <li>• going on outings with students for learning activities</li> </ul>	September 2022 to August 2023	Salary of 3 teaching assistants including MPF: \$763,560	<ul style="list-style-type: none"> <li>• Learning materials can be made and updated</li> <li>• Smooth operation of activities and non-teaching duties of teachers are reduced</li> </ul>	Performance appraisal of teaching assistants and comments from teachers	Vice Principals

**Our Lady's College**  
**DLG-funded Other Programme (Gifted Education) Programme and Budget 2022-2023**

Domain	Programme	Objective(s)	Targets	Duration	Deliverables	Teacher in charge	Budget
Leadership Skill	<ul style="list-style-type: none"> <li>Leadership skill practice for student leaders</li> <li>Leadership Training Courses for perfects and big sisters scheme</li> </ul>	To offer a range of leadership training and activities for gifted students	40 S4 to S5 Students	Two whole day activity days	Selected students will be trained for leadership skill	Ms Maggie Au Yeung	\$4,360.00
Core Subjects	<ul style="list-style-type: none"> <li>Chinese Language Enhancement courses</li> </ul>	To offer high-order thinking skill training for average to higher-ability students	25 S5 to S6 Students	4-8 sessions in the whole school year for core subjects	Selected students will be enhanced in high-order thinking skill in different core subjects	Ms Nicky Chin	\$20,000.00
Individual gifted students	<ul style="list-style-type: none"> <li>Support individual gifted students to attend gifted programs, workshops, courses and activities held by GE team or outside school</li> <li>Support individual gifted student to attend gifted programs in travelling fee</li> <li>Support individual gifted student to participate in competitions in material and travelling fee</li> </ul>	To enable gifted students to acquire diversified learning opportunity and develop their career aspirations in higher level	150 S4 to S6 Students	Whole year	Individual gifted students will be nominated to join gifted programs and competitions outside our school	Ms Nicky Chin Ms Tina Chung Ms Jose Yu	\$93,000.00
Promotion of gifted education	<ul style="list-style-type: none"> <li>Promote the significance of gifted education to whole school.</li> </ul>	To enable to students to acquire the latest information of gifted education	Whole school	Whole year	Teachers will introduce different gifted programs to whole school	Ms Nicky Chin Ms Tina Chung	\$500.00

**Our Lady's College**  
**Learning Support Grant (LSG) Budget Plan 2022-2023**

**Income**

Item	Amount (\$)	Remarks
Surplus allowed to be retained at the end of last financial year (i.e. as at 31 March)	(a) \$61777.43	
The 1 <sup>st</sup> allotment in the 2021/22 school year	(b) \$181010.9	The 1st allotment is 70% of school's entitled amount of LSG in the last school year which will be disbursed in August of every school year.
The 2 <sup>nd</sup> allotment in the 2021/22 school year	(c) \$47154.1	The 2 <sup>nd</sup> allotment is calculated according to the information submitted by schools on or before 30 November. EDB will notify and disburse the amount to schools in February and April of the following year respectively. # It is estimated there are 15 SEN students who belong to Tier 2. The subsidized amount per each student at Tier 2 is HK\$15,211.
Total income e# (d) = (a) + (b) + (c)	\$267198.43#	

**Expenditure**

Item	Amount (\$)	Remarks
1. Employ additional full-time and /or part-time teachers	\$0	The LSG should be used for supporting students with SEN and *ALAs. For details, please refer to Appendix 1 of EDB Circulars No. 6/2019.
2. Employ additional TAs#	\$120000	
3. Hire of professional services #	\$50000	
4. Purchase teaching resources and aids#	\$2000	
5. Organise programmes on learning or inclusive culture, conduct school-based teacher training programmes and organize home-school co-operation activities #	\$80000	
Subtotal	<b>\$252000#</b>	
Total Expenditure (e)	<b>\$252000#</b>	

**Balance**

Item	Amount (\$)	Remarks
Estimated accumulated surplus by the end of this financial year (f) = (d) – (e)	\$37942.43#	The LSG is a recurrent cash grant calculated according to the number of students with SEN enrolled at a school and their level of support required in the respective school year. As such, schools have the responsibility to fully utilize the LSG received each year to cater for the needs of the respective cohort of students <b>(i.e. schools should avoid having surplus in item (f) when planning the budget of LSG as far as possible)</b> . Schools should make reference to Chapter 9 – Use of Resources of the “Operation Guide on The Whole School Approach to Integrated Education” in planning for the effective use of LSG. For details, please refer to EDB Circulars No.6/2019.
Percentage of surplus to this financial years' provision (%) (g) = (f) / [(b) +(c)]x100%	16.6%	

# Estimated sum (Updated on 9-8-2022)



**Our Lady's College**  
**Plan on use of Enhanced Chinese Learning and Teaching for**  
**Non-Chinese Speaking Students (NCS) 2022-2023**

Task area	Major Areas of concern	Strategies/Tasks	Time scale	Resources required
Support NCS students in learning Chinese and its culture	To relieve the workload of teachers in teaching Chinese Language to NCS students	To employ contract teacher and teaching assistant to provide pull-out class on learning Chinese Language for NCS students	September 2022 – August 2023	\$737,844
	To obtain external professional service to assist teachers in conducting tailor made programme	To hire external tutors to provide tailor made programme to enhance the NCS students' motivation to learn Chinese and their interest in Chinese culture	September 2022 – August 2023	\$30,000
	To obtain resources favourable for the learning of Chinese	To purchase teaching resources	September 2022 – August 2023	\$8,000
	To promote inclusive learning environment	To procure professional services to organize inclusion activities	September 2022 – August 2023	\$20,000

**Our Lady's College**  
**School-based After-school Learning and Support Programmes**  
**School-based Grant - Programme & Budget 2022-2023**

## A. Amount of grant

Grant b/f	\$ 127,800.00
Grant Received	\$ <u>119,400.00</u>
	\$ 247,200.00

B. The estimated number of students (count by heads) benefitted under this Programme is 140 (including A. 30 CSSA recipients, B. 85 SFAS full-grant recipients and C. 25 under school's discretionary quota).

## C. Information on Activities to be subsidised/complemented by the grant.

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Period/Date activity to be held	Estimated no. of participating eligible students#			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Pre-S1 Summer English Bridging programme	To shorten the gap between the curriculum of Primary 6 and Secondary 1 and to help students to adapt to the use of English as the medium of instruction	Students' performance in lessons is satisfactory. Students attend at least 90% of the lesson.	<ul style="list-style-type: none"> <li>Comments from instructors</li> <li>Attendance record</li> </ul>	17 <sup>th</sup> – 19 <sup>th</sup> , 22 <sup>nd</sup> – 23 <sup>rd</sup> August 2022	10	15	5	9,000	Synergy Education Provider Company Limited
Leadership training programme for School Prefects and Big Sisters	To enrich students' leadership skills	The aim of the activity is achieved.	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Comments from teachers</li> </ul>	22 <sup>nd</sup> August 2022, 23 <sup>rd</sup> Jan 2023	3	6	5	\$2,000	Jumpstart Training Consultation Limited
Annual Retreat Day Camp (4 times)	To provide students a chance of retreat for religious formation	The aim of the activity is achieved.	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Comments from teachers</li> </ul>	S1: 22 <sup>nd</sup> Feb 2023 S2: 12 <sup>th</sup> April 2023 S3: 14 <sup>th</sup> Jan 2023 S4 - S6: 3 <sup>rd</sup> Dec 2022	10	20	0	\$4,000	

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Period/Date activity to be held	Estimated no. of participating eligible students#			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Learning Activity on Picnic Day	To enrich students' learning experience	The aim of the activity is achieved.	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Comments from instructors and teachers</li> </ul>	19 <sup>th</sup> January 2023	30	85	25	15,000	
S4 Leadership Training Day Camp	To brush up students' leadership and communication skills	Students can complete the tasks set in the training and acquire related skills.	<ul style="list-style-type: none"> <li>Questionnaire</li> <li>Feedback from students</li> <li>Comments from instructors and teachers</li> </ul>	4 <sup>th</sup> April 2023	13	20	7	\$10,000	
Leadership Training for committee members	To brush up students' leadership and communication skills	Students can complete the tasks set in the training and acquire related skills.	<ul style="list-style-type: none"> <li>Feedback from students</li> <li>Comments from instructors and teachers</li> </ul>	Whole school year	10	20	5	\$10,000	
Chinese Instrumental Classes	<ul style="list-style-type: none"> <li>To provide students with opportunities to experience music and enhance their techniques</li> <li>To nurture students' aesthetic talent as well as boost up their self-confidence</li> </ul>	Students' performance in classes is satisfactory.	<ul style="list-style-type: none"> <li>Comments from instructors and teachers-in-charge</li> </ul>	Whole school year	2	2	4	\$30,000	
Sports Training	To achieve maximum individual or team efficiency in a selected sports discipline limited by rules	Students' performance in training is satisfactory.	<ul style="list-style-type: none"> <li>Comments from instructors and teachers-in-charge</li> </ul>	Whole school year	5	15	0	\$4,000	

*Name / Type of activity	Objectives of the activity	Success criteria (e.g. learning effectiveness)	Method(s) of evaluation (e.g. test, questionnaire, etc.)	Period/Date activity to be held	Estimated no. of participating eligible students#			Estimated expenditure (\$)	Name of partner/service provider (if applicable)
					A	B	C		
Japanese Class	To let students learn a new language	The aim of class is achieved.	• Comments from instructors and teachers-in-charge	Whole school year	1	3	3	\$2,500	Pasona Education
Korean Class	To let students learn a new language	The aim of class is achieved.	• Comments from instructors and teachers-in-charge	Whole school year	1	2	2	\$2,000	Seoul Korean Language Center
Astronomy Class	To provide students with opportunities to explore the universe	The aim of class is achieved.	• Comments from instructors and teachers-in-charge	Whole school year	0	10	2	\$1,000	
<b>Types of activities: 13</b>				<b>@No. of man-times</b>	<b>93</b>	<b>219</b>	<b>65</b>		
				<b>**Total no. of man-times</b>	<b>377</b>				

Note:  
 \* Type of activities are categorized as follows: tutorial service, learning skill training, languages training, visits, art /culture activities, sports, self-confidence development, volunteer service, adventure activities, leadership training, and communication skills training courses.  
 @ Man-times: refers to the aggregate no. of benefitted students participating in each activity listed above.  
 \*\*Total no. of man-times: the aggregate of man-times (A) + (B) + (C)  
 # Eligible students: students in receipt of CSSA (A), SFAS full grant (B) and disadvantaged students identified by the school under the discretionary quota (not more than 25%) (C).

**Our Lady's College**  
**Plan on use of Life-wide Learning Grant 2022-2023**

Schools are required to upload this Plan or the Annual School Plan which consists 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 organize/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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
<b>1.1</b>	<b>Local Activities:</b> To organize life-wide learning activities in different KLAs / cross-KLA / curriculum areas to enhance learning effectiveness, or to organize 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	Eco-tour in CUHK Coach bus rental fee	December 2022	S4	40	4,000.00	100.00	To enhance students' understanding of climate change, sustainable environment and green living	Science	By collecting students' feedback during debriefing session	✓		✓		
2	Chemistry-Sik Sik Yuen Biotechnology MobileLab Program	March 2023	S5	55	13,000.00	236.36	To learn about the basic concept of gel filtration chromatography, and its application. To learn how to purify protein samples from a colorful mixture using gel filtration chromatography	Science	Teachers' observation on how students perform during the activity and follow up lesson	✓				

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
3	Chemistry-Transportation fee for Visit to “CLP Power Low Carbon Energy Education Centre” for S5 students (One way travel)	December 2022	S5	28	1,000.00	35.71	To provide students an interesting and thought-provoking experience as they learn about the importance of low carbon energy in addressing the challenge of climate change	Science	Teacher’s observation on students’ participation.  Students’ reflection on Google form	✓				
4	中文-文學地景	February 2023	S5	16	4,900.00	306.25	透過實地觀察與寫作活動，在生活中體現優秀的中華文化	Chinese Language	By conducting survey to collect feedback from participants	✓				
5	Economic-Transport subsidy for S3 & S5	October 2022 – July 2023	S3 & S5	220	4,000.00	18.18	To help students to enrich their knowledge	General Studies	By conducting survey to collect feedback from participants	✓				
6	Transport subsidy for the visit to the Court of Final Appeal	June 2023	S2	36	2,000.00	55.56	To enhance students’ understanding of the principles and importance of rule of law as well as appreciation of the architectural value of the declared monument of HKSAR	Constitution and the Basic Law	Questionnaire survey and feedbacks from students	✓	✓			✓

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
7	Transport subsidy for the visit	October 2022	S1	120	4,500.00	37.50	To give students a hands-on experience of the financial institutions in Yau Tsim Mong that are the signature and landmarks for the development of Hong Kong as an international financial centre	Cross-Disciplinary (Others)	Questionnaire survey and feedbacks from students	✓	✓			✓
8	Transport subsidy for the Court visit during the Prosecution Week 2023	June 2023	S1-3	30	1,500.00	50.00	To enhance students' understanding of the principles and importance of rule of law and the criminal law procedures	Constitution and the Basic Law	Questionnaire survey and feedbacks from students	✓	✓			✓
9	Geography Field Studies Camp	November 2022	S5-6	18	6,000.00	333.33	To allow students to exercise the FBQ skills	Geography	Students complete the tasks in the field studies programme	✓				
10	History Virtual Tour	May 2023	S3	35	5,000.00	142.86	To help students to explore heritage conservation and social changes in Hong Kong	History	By conducting survey to collect feedback from participants	✓				
11	Science- Science and STEAM workshop for S1	April 2023	S1	120	20,000.00	166.67	To promote students' interests and widen their horizons through Science and STEAM activity	Cross-Disciplinary (STEM)	By teachers' and tutors' comments	✓				

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
12	Science- Science and STEAM workshop for S2	July 2023	S2	119	15,000.00	126.05	To Promote students' interests and widen their horizons through Science and STEAM activity	Cross-Disciplinary (STEM)	By teachers' and tutors' comments	✓				
13	Technology and Living-Transportation subsidies for the visits	Whole year	S4-5	20	3,000.00	150.00	Assist students to gain more knowledge and skills in career planning and in our subject field	National Security	Oral feedback from students	✓	✓			✓
14	Technology and Living-Workshop/visit Fees	Whole year	S4-5	20	1,500.00	75.00	Assist students to gain more knowledge and skills in career planning and in our subject field	National Security	Oral feedback from students	✓	✓			✓
15	倫理與宗教教育-我是主的羊講座	May 2023	S1	120	1,000.00	8.33	To nurture their positive values and attitude to their own mission	Value Education	Feedback from students		✓			
16	倫理與宗教教育-男女大不同講座	Mar 2023	S2	120	800.00	6.67	To nurture their positive values and attitude to the sex relationship	Value Education	Feedback from students		✓			
17	倫理與宗教教育-生命誠可貴-助產士講座	November 2022	S3	120	500.00	4.17	To nurture their positive values and attitude to life	Value Education	Feedback from students		✓			



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 ✓ in the appropriate box(es); more than one option can be selected)					
			Level	Estimated Number of Participants						I	M	P	S	C	
18	Generic Skills Development Program-Learning styles & Learning Strategies	September 2022	S1	120	21,000.00	175.00	To help pre-S1 students understand their own learning style (Visual, Auditory, Read/Write or Kinesthetic) and learn how to combine different learning strategies to enhance their learning effectiveness	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants	✓					
19	Generic Skills Development Program-Graphic organizer & memory skills	October 2022	S1	120	20,000.00	166.67	To help students understand how to select and summarize information in an organized manner by using different graphic organizers	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants	✓					
20	Visit to the Hong Kong News-Expo, Tai Kwun, Dr Sun Yat-sen Museum and PMQ	April 2023	S2	119	14,300.00	120.17	To cultivate students' national spirit and to enhance their understanding of the historical background of monuments in Central and Western District	Cross-Disciplinary (Others)	By conducting survey to collect feedback from the students						
21	STEAM Workshops - Detective X	April 2023	S3	125	25,000.00	200.00	Students can learn with numerous science concepts	Cross-Disciplinary (STEM)	By conducting survey to collect feedback from participants	✓					✓

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
22	STEAM Workshops - Rally Car	April 2023	S1	125	25,000.00	200.00	Students can learn with numerous science concepts	Cross-Disciplinary (STEM)	By conducting survey to collect feedback from participants	✓				✓
23	OLC 70th Gala Performance support	Whole year	S1-6	600	600,000.00	1,000.00	Students experience to perform in a public performance	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants	✓	✓			✓
24	Responsibility Workshop	November 2022 – March 2023	S1-2	240	40,000.00	166.67	To enhance students' sense of responsibility	Value Education	By conducting survey to collect feedback from participants		✓			
25	Activities organized in Class Teacher Period	Whole year	S1-5	560	12,000.00	21.43	To nurture students positive values	Value Education	Feedback from class teachers, Students' reflections in the Pastoral Care Log Book		✓			
26	Moral and Civic Education activities	July 2023	S1-3	360	5,000.00	13.89	To nurture students positive values	Value Education	Feedback from the teacher in charge and class teachers		✓			
27	Experienced Learning Activity- Handicapped Simulation Activity	November 2022 & February 2023	S5	93	10,000.00	107.53	To nurture students positive values	Value Education	Feedback from the teacher in charge and class teachers		✓			

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
28	Moral and Civic Education Activity -Fifty Square Feet	Whole year	S2-6	25	4,000.00	160.00	To nurture students positive values	Value Education	By conducting survey to collect feedback from participants		✓			
29	Moral and Civic Education- School Education Programme	Whole year	S2-6	20	4,000.00	200.00	To nurture students positive values	Value Education	By conducting survey to collect feedback from participants		✓			
30	Moral and Civic Education- Transportation Fee	Whole year	S2-6	20	2,000.00	100.00	Transportation Fee of Moral and Civic Education Programme	Value Education	By conducting survey to collect feedback from participants		✓			
31	Career planning programme	Whole year	S3	124	2,000.00	16.13	Help students to understand their career interests	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants					✓
32	University visits transport cost	Whole year	S4	106	8,000.00	75.47	Help students to understand the programmes of local tertiary institutions	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants					✓
33	Company visits transport cost	Whole year	S5	93	8,000.00	86.02	Help students to explore different fields of career	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants					✓
34	Career Exploration Game	June 2023	S5	93	26,000.00	279.57	Help students to explore their career interests through some simulated career experience	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants					✓

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 ✓ in the appropriate box(es); more than one option can be selected)					
			Level	Estimated Number of Participants						I	M	P	S	C	
35	Talk on multi-pathways of DSE students	September 2022	S6	102	3,750.00	36.76	Help students to understand the multiple pathways of DSE students	Cross-Disciplinary (Others)	By conducting survey to collect feedback from participants						✓
36	Leadership Training Workshops for Big Sisters	August 2022 & January 2023	S3-6	34	4,800.00	141.18	To enhance the leadership and self-confidence of the School Prefects and Big Sisters	Leadership Training	By conducting survey to collect feedback from participants		✓				
37	S1 Orientation Programme	September 2022	S1	120	18,640.00	155.33	To learn to be responsible, cooperative, considerate and preservative through the participation of the programme	Value Education	By conducting survey to collect feedback from participants		✓				
38	Sex Education Workshop	September 2022	S1	120	1,800.00	15.00	To help students to build a proper attitude towards puberty, to enhance interpersonal skills with people of both genders, to learn to respect others and protect themselves from sexual abuse	Value Education	Teachers and students' responses		✓				
39	S4 Leadership Training Day Camp	April 2023	S4	110	40,000.00	363.64	To enhance the leadership skills of students	Leadership Training	By conducting survey to collect feedback from participants						✓

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 ✓ in the appropriate box(es); more than one option can be selected)					
			Level	Estimated Number of Participants						I	M	P	S	C	
40	Training sessions to committee members of major service groups	Whole year	S3–S5	60	10,000.00	166.67	To enhance the leadership skills of student leaders	Leadership Training	By conducting survey to collect feedback from participants						✓
41	Sacrament of Reconciliation	February 2023	S1–6	50	1,000.00	20.00	To nurture their positive values and attitude	Value Education	Feedback from students		✓				
42	Salesian Youth Day	Whole year	S1–5	50	7,380.00	147.60	To stretch students' potential and enhance the Catholic core values	Value Education	Feedback from students		✓				
43	Salesian Youth summer activities	July & August 2023	S1–5	5	1,800.00	360.00	To stretch students' potential and enhance the Catholic core values	Value Education	Feedback from students		✓				
44	Leadership training activity	October & November 2022	S2–5	15	2,000.00	133.33	To stretch students' leadership skill and enhance the sense of belongings to Catholic Society	Value Education	Feedback from students		✓				
45	S1 Annual Retreat	February 2023	S1	25	4,550.00	182.00	To stretch students' potential and nurture their positive values and attitude	value education	Feedback from students		✓				
46	S2 Annual Retreat	April 2023	S2	25	4,550.00	182.00	To stretch students' potential and nurture their positive values and attitude	Value Education	Feedback from students		✓				

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
47	S3 Annual Retreat	January 2023	S3	25	4,550.00	182.00	To stretch students' potential and nurture their positive values and attitude	Value Education	Feedback from students		✓			
48	S4-6 Annual Retreat	December 2022	S4	25	5,850.00	234.00	To stretch students' potential and nurture their positive values and attitude	Value Education	Feedback from students		✓			
49	Western Dance Instructor	Whole year	S1-5	24	11,520.00	480.00	To lay the groundwork for developing students' interest and appreciation for the modern dance. It also aims at promoting a positive learning attitude among the young participants. It is also our mission to enhance their self-confidence and sense of satisfaction.	Arts (Others)	Finale - dance performances at Kwai Tsing Theatre		✓	✓		✓
50	Western Dance additional coach fee	October 2022 – July 2023	S1-6	25	5,600.00	224.00	To promote a positive learning attitude among the young participants. It is also our mission to enhance their self-confidence and sense of satisfaction	Arts (Others)	Performances for Speech Day, Open Day and post examination period		✓	✓		✓

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
51	Western Dance-travelling fee to the performance venue	June – July 2023	S1–6	26	2,400.00	92.31	To promote a positive learning attitude among the young participants. It is also our mission to enhance their self-confidence and sense of satisfaction	Arts (Others)	Performances at the finale - Dancing in the Sun at Kwai Tsing Theatre		✓	✓		✓
52	Western Dance-Subscription fee for joining the competition	February – March 2023	S1–5	24	400.00	16.67	The interschool dance competition aims at promoting a positive learning attitude among the young participants. It is also our mission to enhance their self-confidence and sense of satisfaction.	Arts (Others)	Performance at the Schools Dance Festival and the awards obtained and the comments from the adjudicators		✓	✓		✓
53	Western Dance-Application fee for joining the competition and HD video recording	February – March 2023	S1–5	24	450.00	18.75	The interschool dance competition aims at promoting a positive learning attitude among the young participants. It is also our mission to enhance their self-confidence and sense of satisfaction.	Arts (Others)	Performance at the Schools Dance Festival and the awards obtained and the comments from the adjudicators		✓	✓		✓

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 ✓ in the appropriate box(es); more than one option can be selected)					
			Level	Estimated Number of Participants						I	M	P	S	C	
54	Instructor fee for Chinese dance practice for the performance on School Speech Day of the Chinese Dance Club	Whole year	S1-S5	20	12,900.00	645.00	To allow students to learn the skills and prepare for the performance on School Speech Day	Arts (Others)	Feedback from instructor			✓			
55	School Ambassador Team- MC training for public speaking and joining competitions	October 2022 – Jun 2023	S1-S6	30	50,000.00	1,666.67	To allow students engage in public speaking and MC roles, and boost their confidence in speaking English	English Language	By collecting feedback from coaches, teachers and students during meetings	✓					
56	Tutor fee for Chinese Debating Team	Oct 2022 – May 2023	S1-S6	25	4,800.00	192.00	To design and prepare the lessons, select debating team members and organize debate mock trial	Chinese Language	Feedback from the coach and students	✓					
57	Course fee for the Campus TV Team	February – July 2023	S1-4	20	35,000.00	1,750.00	To learn media production skills	Cross-Disciplinary (Others)	By conducting survey to collect feedback from the students						✓
58	Tutor fee for English Debating Team	October – May 2022	S1-S5	20	30,000.00	1,500.00	To equip the students with the debating skills and develop their critical thinking skills	English Language	By conducting survey to collect feedback from the students	✓					



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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
59	Instructor for the Volleyball Club	Whole year	S1–S6	30	17,400.00	580.00	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of student got 'good performance' by attendance taking			✓		
60	Instructor for the Badminton Club	Whole year	S1–S6	25	10,000.00	400.00	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of student got 'good performance' by attendance taking			✓		
61	Instructor for the Athletics Club	Whole year	S1–S6	25	9,600.00	384.00	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of student got 'good performance' by attendance taking			✓		
62	Instructor for the Basketball Club	Whole year	S1–S6	30	17,200.00	573.33	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of student got 'good performance' by attendance taking			✓		

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 ✓ in the appropriate box(es); more than one option can be selected)				
			Level	Estimated Number of Participants						I	M	P	S	C
63	Fee for the school teams to join the inter-school competitions	Whole year	S1–S6	100	7,300.00	73.00	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of student got 'good performance' by attendance taking			✓		
64	Instructor for training students to join the School Sports Day	September – November 2022	S1–S6	200	19,200.00	96.00	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of student got 'good performance' by attendance taking			✓		
65	Service Learning Programme	Whole year	S4	107	40,000.00	373.83	To cultivate in students the elevated spirit of serving others	Value Education	Feedback from teachers and students			✓		✓
66	Transport subsidies for Service Learning Programme	Whole year	S4	107	5,000.00	46.73	To cultivate in students the elevated spirit of serving others	Value Education	Feedback from teachers and students			✓		✓
Sub-total of Item 1.1				5808	1,303,440.00									

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 ✓ in the appropriate box(es); more than one option can be selected)					Subject Panel / Teacher-in-charge
			Level	Estimated Number of Participants						I	M	P	S	C	
1.2	<b>Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students' horizons</b>														
	Sub-total of Item 1.2		0	0.00											
	<b>Total for Category 1</b>		5,808	1,303,440.00											

No.	Item	Purpose	Estimated Expenses (\$)
<b>Category 2</b>	<b>To procure equipment, consumables or learning resources for promoting life-wide learning (Compulsory)</b>		
1	English – Speech Festival Materials	Purchasing Speech Festival materials	1,000.00
2	STEAM education – Software / e-resources	Buying software or e-resources	9,000.00
3	STEAM education – Larger 3D printers (for printing large products of the S3 STEAM subject)	Buying equipment for S3 STEAM projects	35,000.00
4	Moral and Civic Education – Materials of National Security Education	Buying flags for the flag raising ceremony	1,000.00
5	Western Dance – Cosmestic and makeup	Buying cosmetic and makeup for the performances at various events	3,000.00
6	Western Dance – Costume for School dance festival	Buying costume for the performances in the School dance festival	3,600.00
7	Western Dance – Costume for School modern dance in practise project	Buying costume for the performances in the School modern dance in practise project	4,800.00
8	Western Dance – Props for the dance	Buying props for the performances at various events	2,000.00
9	中國舞蹈學會 – 服裝	Buying costume for the Chinese Dance Club Performance	7,000.00
10	中國舞蹈學會 – 雜項	Buying materials for the Chinese Dance Club Performance	1,000.00
11	Chinese Debating – learning material	Buying learning materials	100.00
12	Campus TV – Software	Buying software	2,776.00
13	Campus TV – App	Buying App	1,000.00
14	Campus TV – Camera	Buying camera	12,580.00
15	Campus TV – Tripod	Buying tripod	2,000.00
16	Astronomy Club – Book and learning resource	Buying learning materials for Astronomy club	1,500.00
17	Astronomy Club – Equipment	Buying equipment for school-based workshop for Astronomy club	10,000.00
18	Board Games Club – Board Games	Buying board games, accessories and prizes	2,500.00

No.	Item	Purpose	Estimated Expenses (\$)
19	Volleyball Club – Sportswear	Buying sportswear for competition	3,000.00
20	Badminton Club – material	Buying materials for competition	600.00
21	Athletics Club – Sportswear	Buying sportswear for competition	3,500.00
22	Basketball Club – Sportswear	Buying sportswear for competition	2,500.00
23	Volleyball Club – Venue	Paying rent for the venue to support students’ training	600.00
24	Badminton Club – Venue	Paying rent for the venue to support students’ training	1,400.00
25	Basketball Club – Venue	Paying rent for the venue to support students’ training	500.00
26	STEAM education – Drone for competitions (Drone Flying workshop)	Buying materials for the Drone Flying workshop	10,000.00
27	STEAM education – Interactive projectors and workshop for VR (VR Experience Workshop)	Buying materials for the VR Experience Workshop	25,000.00
28	STEAM education – OLC 70th events STEAM support (November)	Buying STEAM software / equipment for School Open Day	30,000.00
<b>Estimated Expenses for Category 2</b>			176,956.00
<b>Estimated Expenses for Categories 1 &amp; 2</b>			1,480,396.00

**Category 3: Estimated Number of Student Beneficiaries (Compulsory)**

Total number of students in the school:	662
Estimated number of student beneficiaries:	662
Percentage of students benefitting from the Grant (%):	100

Contact Person for LWL (Name & Post): Ms Lee Ching Yan, Cherry (Vice-principal)

**Our Lady's College**  
**Plan on use of Citizenship and Social Development Grant 2022-2023**

1. Plan of Use of Citizenship and Social Development Grant (2021/22-2023/24)

Our school has planned to spend the Citizenship and Social Development Grant (CS Grant) for the following use:

Area		Predicted Expenses (\$)		
		2021/22 academic year	2022/23 academic year	2023/24 academic year
i.	Developing or procuring relevant learning and teaching resources	\$10,000	\$10,000	\$10,000
ii.	Subsidizing students and/or teachers to participate in Mainland interflow activities or study tours relating to the CS curriculum	-	\$100,000	\$100,000
iii.	Organizing school-based learning activities relating to the CS curriculum	-	-	-
iv.	Organizing or subsidizing students to participate in joint-school / cross-curricular activities relating to the CS curriculum held in Hong Kong or in the Mainland	-	-	-
v.	Others (please specify):	-	-	-
Total Expenditure		\$10,000	\$110,000	\$110,000
Unspent Balance		\$290,000	\$180,000	\$70,000

\*The Plan of Use of the GS Grant will be reviewed and updated every academic year.

2. Plan of Use of Citizenship and Social Development Grant (2022/23)

Objective: Enhance the teaching and learning effectiveness

Strategy / Work	Period	Target	Success Criteria	Methods of Evaluation	Teacher-in-charge	Predicted Expenses (\$)
Developing or procuring relevant learning and teaching resources to optimize the learning of students: To facilitate students to learn this subject, relevant learning and teaching resources will be procured and utilized. Students will be provided with training through class discussion and homework exercises. Various opportunities will be provided for students to apply and consolidate what they have learned.	whole academic year	S4 & S5	By doing exercises, students can enhance their understanding of the subject, realize their national identity and answering skills.	– Students' learning performance – Teachers' feedback	Ms Ada Kwong	10,000
Conducting school-based learning activities, i.e., heritage tour, for students to know more about Chinese culture, as a characteristics of multiculturalism in Hong Kong society. It aims at cultivating students' ability of observation in multi-aspects and rational analysis and also to enhance students' cultural confidence and consolidate what they have learned.	2 <sup>nd</sup> Term	S4 & S5	– Students agree that the activities or competitions can develop their potential and enhance cultural confidence – Feedback from teachers and students	– Teachers' observation – By conducting survey to collect feedback from the students – Year-end evaluation	Ms Ada Kwong	100,000

Predicted unspent balance in 2023/24 academic year: \$185,000

Endorsed by  
The Incorporated Management Committee of  
Our Lady's College

Submitted by : *Sr Amy Lim*  
Sr Lim Lai Ling Amy  
Principal

Date : 20<sup>th</sup> October 2022