

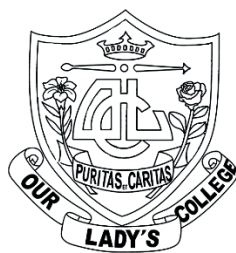
Our Lady's College

Annual School Plan

2023-2024

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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

Crown, Sceptre :	Our Lady, Queen of Heaven and Earth—the Guide, the Teacher and the Mother of all those entrusted to her care
Lily :	Purity – a pure heart strengthens the unity of mind, thus rendering it capable of assimilating all that is True, Good and Beautiful
Rose :	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
Puritas et Caritas :	Purity and Charity
OLC :	Our Lady's College

Our Lady's College Annual School Plan (2023-2024)

Major Concern 1: To enhance learning and teaching effectiveness

Targets	Strategies	Success Criteria	Methods of Evaluation	Time Scale	People-in-charge	Resources Required
1.1 To enhance quality teaching and student engagement in the learning process	1.1.1 To have a clear view of teaching and learning effectiveness through data analysis so as to cater for students with diverse learning needs a) Conduct a holistic review of students' HKDSEE performance and internal test/exam performance with reference to various reports and statistics b) Review and refine school-based curriculum, learning materials, pedagogy and assessment based on the data analysis	<ul style="list-style-type: none"> Differentiated curriculum and learning materials are developed, different modes of pedagogy and assessment are adopted to meet students' diverse abilities Student show improvement in their academic performance 	<ul style="list-style-type: none"> Inspection of Minutes of Panel Meetings Reports of Term Tests/Exams Students' assignment inspection Lesson observation Inspection of differentiated learning materials developed Feedback from students and teachers 	• Whole School Year	<ul style="list-style-type: none"> VP (Academic) Panel Heads and subject teachers 	
	1.1.2 To enhance teachers' professionalism in curriculum development, lesson design, pedagogy and assessment literacy through promoting the culture of professional exchange a) Internal: <ul style="list-style-type: none"> Equip teachers with lesson design and pedagogical skills in enhancing student engagement through attending professional development programmes Promote a professional sharing culture on quality teaching at various meetings b) External: <ul style="list-style-type: none"> Attend professional training programmes/sharing sessions on quality teaching organized by EDB, other tertiary institutions or other schools e.g. the School-based Support Services organized by EDB 	<ul style="list-style-type: none"> Teachers find the training programmes useful in enhancing their professionalism Regular meetings on curriculum pedagogy and assessment are held and suggestions to strive for improvement made Each subject panel attend at least one external professional development programme organized by EDB/ other educational institutes 	<ul style="list-style-type: none"> Inspection of Minutes of Panel Meetings Students' assignment inspection Lesson observations Records of professional development programmes Feedback from teachers 	• Whole School Year	<ul style="list-style-type: none"> Panel heads and subject teachers Staff Professional Development Team 	<ul style="list-style-type: none"> CPD programmes offered by EDB and tertiary institutes

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 students of junior levels with IT skills to ensure effective use of e-materials</p> <p>b) Inculcate students with media and information literacy to ensure the ethical use of new media</p> <p>c) Enhance teachers' skills in adopting the latest trend of IT development to raise the teaching and learning effectiveness</p>	<ul style="list-style-type: none"> Basic IT skills for e-learning and information literacy are integrated into the computer literacy curriculum Students demonstrate a grasp of basic IT skills Students abide by the rules set on the use of iPads Students of junior levels have been equipped with IT skills to use e-materials effectively and ethically Media and information literacy have been fostered Professional training activities and sharing of the latest trend of IT development are organised Teachers find the training programmes useful in enhancing their skills and readiness to use IT in teaching 	<ul style="list-style-type: none"> Inspection of the subject curriculum Students' performance in online learning Students' disciplinary records Lesson observations Student and teacher questionnaire survey 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Computer Literacy & ICT Panel IT in Education Team Panel heads and subject teachers 	<ul style="list-style-type: none"> Training & sharing offered by educational institutes
	<p>1.1.4 To broaden students' learning experience and exposure through co-curricular and cross-curricular learning activities</p> <p>a) Deepen subject learning through external experiential learning activities, e.g. field trips, visits and study tours</p> <p>b) Promote intra/inter KLA learning activities/ projects, e.g. STEAM Project-based Learning for S3</p>	<ul style="list-style-type: none"> Each subject/KLA successfully organizes at least one co-curricular learning activity The S3 STEAM Project-based Learning is implemented 70% of students surveyed reflect that the learning activities have helped them develop different skills, and have enhanced their interest and learning effectiveness Students participate well in the activities 	<ul style="list-style-type: none"> Panel records on the learning activities arranged Feedback from students Students' performance in-term tests and exams 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Panel heads and subject teachers KLA Coordinators STEAM Education Team 	<ul style="list-style-type: none"> Life-wide Learning Grant

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 a) Organise Capacity Building Programme for EMI subject teachers pertaining to pedagogies of teaching rich, meaning scaffolding and student engagement b) Participate in school-based support programmes organized by the EDB and other educational bodies c) Cultivate a collaborative working atmosphere through different sharing platforms and professional exchange in school meetings	<ul style="list-style-type: none"> Teachers find the Capacity Building Programme for EMI subjects and the school-based support and professional development programmes helpful Teachers are able to apply the skills and strategies acquired in the EDB support programmes attended Learning and teaching resources are developed to enrich the school-based MOI support Developmental peer lesson observations for EMI content subjects are arranged Teachers share their experience in attending workshops or support programmes in school meetings 	<ul style="list-style-type: none"> Inspection of the developed MOI teaching and learning resources Feedback from teachers Lesson observations Students' assignment inspection 	• Whole School Year	<ul style="list-style-type: none"> English Language teachers EMI non-language subject teachers LaC Team MOI Implementation Task Group Staff Professional Development Team 	• CPD programmes offered by EDB and tertiary institutes
	1.2.2 To review and refine MOI support at junior levels a) Enhance the MOI support provided to EMI non-language subjects with the teaching of common skills (language skills and learning skills) at S1 and S2 LaC b) Refine MOI bridging programmes organized to facilitate the transition to English medium education	<ul style="list-style-type: none"> MOI support is reviewed and refined to meet the language needs and learning skills of S1 and S2 students MOI bridging programmes are successfully organized 70% of students surveyed find the bridging programmes useful in helping them adapt to the use of English as the MOI Students are able to apply the skills and knowledge acquired in the bridging programmes 	<ul style="list-style-type: none"> Inspection of subject curriculum and MOI support materials Students' assignment inspection Student questionnaire survey Students' performance in term tests and exams 	• Whole School Year	<ul style="list-style-type: none"> EMI non-language subject panels English Panel MOI Implementation Task Group 	

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' engagement and learning competencies in various EMI subjects</p> <p>a) Provide students with ample chances to use English to verbalise and express the subject contents</p> <p>b) Foster vocabulary building and its application in the learning of the subjects</p>	<ul style="list-style-type: none"> • Ample chances to verbalise and express subject contents provided • Vocabulary building and its application in the learning of EMI subjects has been fostered 	<ul style="list-style-type: none"> • Inspection of the subject curricula • Students' performance in term tests and exams • Feedback from teachers-in-charge • Feedback from students 	<ul style="list-style-type: none"> • Whole School Year 	<ul style="list-style-type: none"> • English Panel • EMI non-language subject panels • MOI Implementation Task Group 	
	<p>1.2.4 To strengthen cross-curricular collaboration conducive for the learning of EMI subjects</p> <p>a) Teaching of common skills in S1 and S2 LaC lessons</p> <p>b) Enhancement of lesson design of EMI non-language subjects at S1 and S2 (at least 2 topics per term)</p> <p>c) Implementation of cross-curricular reading activities through different platforms (RaC)</p>	<ul style="list-style-type: none"> • Common skills have been taught • Lesson design of EMI subjects at S1 and S2 (at least 2 topics per term) has been enhanced • Cross-curricular reading activities have been implemented through different platforms • The LaC lessons are successfully implemented • Students are able to apply the skills and language covered in coursework and assessment • Feedback from EMI subject teachers is positive • 70% of students surveyed reflect that the reading programmes and activities have helped to enhance their language skills required for various subjects 	<ul style="list-style-type: none"> • Inspection of the LaC curriculum • Students' performance in term tests and exams • Students' participation records of various cross-curricular reading activities • Student questionnaire survey 	<ul style="list-style-type: none"> • Whole School Year 	<ul style="list-style-type: none"> • LaC Team • English Panel • EMI non-language subject panels • MOI Implementation Task Group • Reading Enhancement Team 	<ul style="list-style-type: none"> • Promotion of Reading Grant

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"> The majority of S1 and S2 students find the guidelines and guidance given useful in helping them build good study habit Good study habits developed by the majority of students 	<ul style="list-style-type: none"> Teachers' observation Students' academic performance 	Whole School Year	<ul style="list-style-type: none"> S1 and S2 Class teachers Class Teacher Coordination Team Academic Enhancement Team Panel heads and subject teachers 	
	1.3.1 To cultivate the skills for self-directed learning a) Organize workshops 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 self-learning resources and opportunities to apply and consolidate the learning strategies by devising learning tasks like learning portfolios and project work	<ul style="list-style-type: none"> 70% of the students surveyed agree that the study skills recommended are useful to their studies Subject-based self-learning resource banks are set up Each subject panel assign at least one learning task to promote self-directed learning 	<ul style="list-style-type: none"> Student questionnaire survey Students' performance in learning Supervision, monitoring and evaluation of panel heads Inspection of the self-learning resource banks developed by subject panels Inspection of minutes of evaluation meetings 	Whole School Year	<ul style="list-style-type: none"> Academic Enhancement Team Class teachers Panel heads and subject teachers 	<ul style="list-style-type: none"> Programmes by Service providers

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 understand, 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 induction programmes, staff development programmes and other platforms b) 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 c) Infuse the school core values in JS subject curricula, learning activities, school events and school campus	<ul style="list-style-type: none"> New teachers find the induction programmes helpful in enriching their understanding about the school core values 80% of teachers agree that the professional development programmes can enrich their understanding of the school core value Students' understanding towards the school core values has been enriched Incorporate at least one topic in each junior level with subject-based guidelines The school core values involved are highlighted in the learning activities and the follow-up debriefing sessions Students are given opportunities for self-reflection Parents have enriched their understanding of the school core values 	<ul style="list-style-type: none"> Teacher questionnaire survey Feedback from students and teachers Records of professional development activities Evaluation meetings Subject panel records Students' performance in the activities and school events 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Staff Professional Development Team Religious & Spiritual Formation Team Career & Life Planning Team Panel heads and subject teachers Other teams under Student Development Committee (if relevant) 	<ul style="list-style-type: none"> Life-wide Learning Grant NGO Service providers
	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 liturgy and etiquette, singing hymns and religious activities c) Conduct sharings during school assemblies or through other platforms on feast days of the Church	<ul style="list-style-type: none"> The refined curriculum can reinforce the school core values Participants have enhanced their awareness of the school core values Participants find the sharing activities helpful in enriching their understanding of the school core values 	<ul style="list-style-type: none"> Supervision, monitoring and evaluation of the panel head Subject panel records Students' performance in the activities Feedback from students and teachers Evaluation meetings 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> ERE Panel Religious & Spiritual Formation Team Music Panel Ceremonies & Assemblies Team 	<ul style="list-style-type: none"> 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) Heighten the importance of the role modelling of each member of the school community in shaping the school milieu</p> <ul style="list-style-type: none"> - teachers: comply with the professional code of conduct - students: comply with school rules <p>b) Commend and affirm good behaviour through awards and celebration</p> <p>c) Apply the school core values of reason, religion and loving-kindness in handling student discipline and counselling issues</p> <p>d) Equip teachers with knowledge and skills in handling student discipline and counselling issues</p>	<ul style="list-style-type: none"> • Staff members comply with the code of conduct • Students comply with the school rules • Teachers and students are able to actualize the school core values • Students show improvement in homework submission and punctuality • Students are well-mannered • Students demonstrate a positive learning attitude • Students are able to have self-reflection on their behavioural issues • Teachers are able to apply the skills acquired in handling student discipline and counselling issues 	<ul style="list-style-type: none"> • Students' performance • Feedback from teachers • Evaluation meetings • Students' homework non-submission records • Students' late and misbehavioural records 	<ul style="list-style-type: none"> • Whole School Year 	<ul style="list-style-type: none"> • Class Teacher • Coordination Team and class teachers • Academic Enhancement Team • Discipline Team • Counselling Team • Staff Professional Development Team 	

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
2.2 To foster the interconnectedness of all within the school community	2.2.1 To cultivate a school culture filled with loving-kindness and care a) Refine the curriculum of Class Teacher Period to create more opportunities for the building of class cohesiveness b) Enhance the bonding of students through Big Sisters Scheme, class-based, form-based and house-based activities c) Foster pastoral care through collaboration with students in organizing and /or joining activities	<ul style="list-style-type: none"> The refined curriculum of the Class Teacher Period helps strengthen the role of class teacher in pastoral care Students are able to maintain positive peer relationships Students are able to cooperate and collaborate with fellow students and teachers Teachers demonstrate pastoral care to the students 	<ul style="list-style-type: none"> Supervision, monitoring and evaluation of the team head Evaluation meetings Students' performance Feedback from students and teachers 	• Whole School Year	<ul style="list-style-type: none"> Class Teacher Coordination Team and class teachers ECA and Service Groups Coordination Team Co-curricular Learning Experience Coordination Team Counselling Team Student Leadership Development Team Other teams under Student Development Committee (if relevant) 	<ul style="list-style-type: none"> Life-wide Learning Grant NGO Service Providers
	2.2.2 To promote parental participation in the growth of the students a) Provide parent education to facilitate parents' comprehensive understanding of students' developmental needs and strengthen their knowledge and skills in parenting b) Strengthen the home-school cooperation through enhancing communication with parents, encouraging parents' participation in school events and organizing parent-child activities	<ul style="list-style-type: none"> 70% of participants agree that the programmes organized are useful in supporting student growth Parents show better engagement in student growth The mutual understanding between the school and parents is enhanced Parents are willing to participate in school events Parent-child activities are successfully organized 	<ul style="list-style-type: none"> Questionnaire survey Evaluation meetings Feedback from teachers Parent attendance records in school events Parent-child activities records 	• Whole School Year	<ul style="list-style-type: none"> All teachers Counselling Team PTA 	<ul style="list-style-type: none"> NGO Service Providers

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 a) Unleash students' potential through various learning activities b) Equip teachers with debriefing skills to boost the effectiveness of learning activities c) Develop students' talent databank to collect their achievement information for talent search	<ul style="list-style-type: none"> 80% of students agree that they can develop their potential and enhance their confidence through the activity Teachers are able to apply the skills acquired in the debriefing sessions <p>A. Students' talent databank is developed</p> <ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Evaluation meetings Student questionnaire survey Feedback from students and teachers 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Subject panels Co-curricular Learning Experience Coordination Team Gifted Education Team ECA and Service Groups Coordination Team Other teams under Student Development Committee (if relevant) 	<ul style="list-style-type: none"> Life-wide Learning Grant NGO Service Providers
	2.3.2 To create ample opportunities for students and teachers to explore, expose and experience a) Promote and explore opportunities for students to participate in inter-school/international competitions or activities b) Organize study tours and exchange programmes with partner schools/institutions c) Extend the service learning programme to other levels/groups to widen students' life experience	<ul style="list-style-type: none"> 70% of students participate in inter-school/international competitions 80% of students agree that the activity can extend their exposure and broaden their horizons Teachers find that their exposure and horizons are broadened Study tours and exchange programmes are successfully organized Students realized their social responsibility and are motivated to serve the underprivileged 	<ul style="list-style-type: none"> Evaluation meetings Student questionnaire survey Feedback from students and teachers Student participation and achievement records 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Subject panels ECA and Service Groups Coordination Team Co-curricular Learning Experience Coordination Team Student Leadership Development Team Global Exposure Team Gifted Education Team Other teams under Student Development Committee (if relevant) 	<ul style="list-style-type: none"> Life-wide Learning Grant NGO Service Providers

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) Develop leadership skills, e.g. communication skills and responsibility of potential student leaders at junior levels</p> <p>c) Empower student leaders with leadership qualities to be servant leaders 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"> Students maintain good discipline 80% of participants grasp a basic understanding of the leadership qualities of being a leader Teachers find that the leadership skills of junior-form students are developed Students are able to apply the leadership skills acquired Potential student leaders and student leaders are offered ample opportunities to take up more prominent roles in school events Potential student leaders and student leaders find that they have a greater sense of commitment to their responsibilities 	<ul style="list-style-type: none"> Student questionnaire survey Evaluation meetings Students' performance in programmes Feedback from students and teachers 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Class Teacher Coordination Team and class teachers Student Leadership Development Team ECA and Service Groups Coordination Team Other teams under Student Development Committee (if relevant) 	<ul style="list-style-type: none"> Life-wide Learning Grant NGO Service Providers
	<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 enriching experiences or achievements through school assemblies, school webpage and publications</p> <p>b) Recognize students' accomplishments through scholarships and the school award system</p>	<ul style="list-style-type: none"> Students' accomplishments in both academic and non-academic are recognized Students show appreciation towards the enriching experiences or achievements of their schoolmates 	<ul style="list-style-type: none"> Evaluation meetings Feedback from students and teachers Student achievement records 	<ul style="list-style-type: none"> Whole School Year 	<ul style="list-style-type: none"> Subject panels Ceremonies & Assemblies Team Co-curricular Learning Experience Coordination Team ECA and Service Groups Coordination Team Other teams under Student Development Committee (if relevant) 	

Our Lady's College
Plan on Use of the Capacity Enhancement Grant (CEG) 2023-2024

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 two full-time teaching assistants in <ul style="list-style-type: none"> • preparing teaching materials and documents • going on outings with students for learning activities 	September 2023 to August 2024	Salary of 2 teaching assistants including MPF: \$544,257	<ul style="list-style-type: none"> • Learning materials can be made and updated • Smooth operation of activities and non-teaching duties of teachers are reduced 	Performance appraisal of teaching assistants and comments from teachers	Vice Principals

Our Lady's College
DLG-funded Other Programme (Gifted Education) Programme and Budget 2023-2024

Domain	Programme	Objective(s)	Targets	Duration	Deliverables	Teacher in charge	Budget
Core Subjects	<ul style="list-style-type: none"> Chinese Language Enhancement courses 	To offer high-order thinking skill training for average to higher-ability students	25 S5 to S6 Students	4 sessions in the whole school year	Selected students will be enhanced in high-order thinking skills in different core subjects	Ms Nicky Chin	\$15,000.00
Individual gifted students	<ul style="list-style-type: none"> Support individual gifted students to attend gifted programs, workshops, courses and activities held by the GE team or outside school Support individual gifted student to attend gifted programs in travelling fee Support individual gifted student to participate in competitions in material and travelling fee 	To enable gifted students to acquire diversified learning opportunities and develop their career aspirations at a 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 Jodie Kwan Ms Jose Yu	\$93,000.00
Promotion of gifted education	<ul style="list-style-type: none"> Promote the significance of gifted education to the whole school. 	To enable students to acquire the latest information on gifted education	Whole school	Whole year	Teachers will introduce different gifted programs to the whole school	Ms Nicky Chin Ms Jodie Kwan	\$1,000.00

Our Lady's College
Learning Support Grant (LSG) Budget Plan 2023-2024

Income

Item		Amount (\$)	Remarks
Surplus allowed to be retained at the end of the last financial year (i.e. as of 31 st March)	(a)	\$70,496.61	
The 1 st allotment in the 2023/24 school year	(b)	\$187,770	The 1 st allotment is 70% of the school's entitled amount of LSG in the last school year which will be disbursed in August of every school year.
The 2 nd allotment in the 2023/24 school year	(c)	\$80,473#	The 2 nd allotment is calculated according to the information submitted by schools on or before 30 th November. EDB will notify and disburse the amount to schools in February and April of the following year respectively. # It is estimated that 17 SEN students belong to Tier 2. The subsidized amount per student at Tier 2 is HK\$15,779.
Total income (d) = (a) + (b) + (c)		\$338,739.61#	

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	\$90,000#	
3. Hire of professional services	\$130,000#	
4. Purchase teaching resources and aids	\$2,000#	
5. Organise programmes on learning or inclusive culture, conduct school-based teacher training programmes and organize home-school co-operation activities	\$100,000#	
Total Expenditure (e)	\$322,000#	

Balance

Item	Amount (\$)	Remarks
Estimated accumulated surplus by the end of this financial year (f) = (d) – (e)	\$16,739.61#	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 (i.e. schools should avoid having a surplus in item (f) when planning the budget of LSG as far as possible) . 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 Circular No.6/2019.
Percentage of surplus to this financial year's provision (%) (g) = (f) / [(b) +(c)]x100%	6.24%#	

Estimated sum

Our Lady's College
Plan on use of Enhanced Chinese Learning and Teaching for
Non-Chinese Speaking Students (NCS) 2023-2024

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 a contract teacher and assistant teacher to provide pull-out classes on learning Chinese Language for NCS students	September 2023 – August 2024	\$650,000
	To obtain external professional services to assist teachers in conducting tailor-made programme	To hire external tutors to provide tailor-made programmes to enhance the NCS students' motivation to learn Chinese and their interest in Chinese culture	September 2023 – August 2024	\$40,000
	To obtain resources favourable for the learning of Chinese	To purchase teaching resources	September 2023 – August 2024	\$10,000
	To promote an inclusive learning environment	To procure professional services to organize inclusion activities	September 2023 – August 2024	\$40,000

Our Lady's College
Plan on use of Promotion of Reading Grant 2023-2024

Major objectives:

- (a) To extend students' horizons and enrich their reading scopes with eReading materials on current affairs and contemporary worldwide issues.
- (b) To enhance students' language proficiency in both English and Chinese and their mastery of the integrated skills in both languages.
- (c) To support senior form students in the preparation of HKDSEE with reading materials and practice papers equipped with the eReading platforms.

Particulars	Subject/Group	Levels	Teacher-in-charge	Estimated Expenses (\$)
Annual subscription of eNewspaper for morning reading program: Quest for S2 & S3 (approximately 224 students) and iNKY S4-S6 (approximately 312 students) (Digital and printed version @\$115.5/student for 33 issues)	English Language Panel & Reading Enhancement Team	S1 – S6	Ms Kassel Cheung Ms Lisa Lo	\$62,000.00
Annual subscription of Chinese eNewspaper for S4-S6 students (Digital and printed version @\$1.2/copy)	Chinese Language Panel & Reading Enhancement Team	S4 – S6	Ms Esther Chan Ms Lisa Lo	\$8,155.20
Annual subscription of book introductory videos for the promotion of reading by Ms Fan Kin-mui (范老師遨遊書海頻道)	Reading Enhancement Team	S1 – S6	Ms Lisa Lo	\$9,600.00
			Total	\$79,755.20

Our Lady's College
School-based After-school Learning and Support Programmes
School-based Grant (SBG) - Programme & Budget 2023-2024

A. Amount of grant

Grant b/f	\$ 119,400.00
Grant Received	\$ 113,400.00
	<u>\$ 232,800.00</u>

B. The estimated number of students (count by heads) who benefitted under this Programme is 130 (including A. 30 CSSA recipients, B. 70 SFAS full-grant recipients and C. 30 under the school's discretionary quota).

C. Information on Activities to be subsidized/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 narrow the gap between the curriculum of Primary 6 and Secondary 1 and to help students 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"> Comments from instructors Attendance record 	15 th – 18 th , 21 st – 23 rd August 2023	6	15	10	\$9,000	Synergy Education Provider Company Limited
Annual Retreat Day Camp (3 times)	To provide students with chances of retreat for religious formation	The aim of the activity is achieved.	<ul style="list-style-type: none"> Feedback from students Comments from teachers 	S1: 20 th – 21 st January 2024 S2 – S3: 27 th – 28 th April 2024 S4 – S6: 2 nd – 3 rd December 2023	10	20	5	\$8,000	

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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"> • Questionnaire • Feedback from students • Comments from instructors and teachers 	Whole school year	10	20	5	\$10,000	
Chinese Instrumental Classes	To provide students with opportunities to experience music and enhance their techniques To nurture students' aesthetic talent and boost their self-confidence	Students' performance in classes is satisfactory.	<ul style="list-style-type: none"> • Comments from instructors and teachers-in-charge 	Whole school year	1	3	2	\$15,000	
Sports Training	To achieve maximum individual	Students' performance in training is satisfactory.	<ul style="list-style-type: none"> • Comments from instructors and teachers-in-charge 	Whole school year	5	15	5	\$6,000	
Enrichment Courses	To foster students' development in specific academic areas	The aims of courses are achieved.	<ul style="list-style-type: none"> • Feedback from students • Comments from instructors and teachers • Attendance record 	Whole school year	10	20	5	\$20,000	
Study Tours	To broaden students' horizons and widen their scope of life	Students can experience life-wide learning.	<ul style="list-style-type: none"> • Feedback from students • Comments from teachers 	School holidays	5	15	10	\$50,000	
Spanish Club	To let students learn a new language	The aim of the club is achieved.	<ul style="list-style-type: none"> • Comments from instructors and teachers-in-charge 	Whole school year	0	2	2	\$1,000	Spanish World HK Ltd
Japanese Club	To let students learn a new language	The aim of the club is achieved.	<ul style="list-style-type: none"> • Comments from instructors and teachers-in-charge 	Whole school year	0	1	4	\$2,500	Pasona Education

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					A	B	C		
Korean Club	To let students learn a new language	The aim of the club is achieved.	• Comments from instructors and teachers-in-charge	Whole school year	1	2	2	\$3,000	HOW Academy Ltd
Culinary Arts Club	To stimulate students’ interest in cooking and creativity	The aim of the club is achieved.	• Comments from instructors and teachers-in-charge	Whole school year	3	6	5	\$3,000	
Total no. of activities: 11				@No. of man-times	51	119	55		
				**Total no. of man-times	225				

Note:

* Types 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 (LWLG) 2023-2024

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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
1.1	Local Activities: 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	Biology Life-wide Learning Activity for S4- Woodland Ecologists Coach bus rental fee Course fee	11/11/2023	S4	50	\$15,000.00	\$300.00	<ul style="list-style-type: none">• To help students understand biodiversity and woodland ecosystems.• To let students carry out an ecological field study in woodland.	Science	Feedback from instructors. By conducting surveys to collect feedback from participants.	✓	✓			
2	Chemistry Sik Sik Yuen Biotechnology MobileLab Program	29/4/2024	S5	60	\$13,000.00	\$216.00	To help students link up across science theory and experiments practical tasks	Science	By observing the performance in experimental learning	✓				
3	Chemistry Transportation fee for Visit to “CLP Power Low Carbon Energy Education Centre”	21/2/2024	S5	30	\$1,000.00	\$33.00	To help students to learn about the importance of low-carbon energy in addressing the challenge of climate change.	National Security	By conducting surveys to collect feedback from participants	✓				

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4	中 史 本 地 歷 史 考 察	7/2024	S5	18	\$6,000.00	\$300.00	To boost their interest in learning Chinese History and explore culture through study tour	Moral, Civic and National Education	By conducting surveys to collect feedback from participants	✓				
5	中 文 中 華 文 化 主 題 戲 偶 劇	11/10/2023	S5	99	\$4,900.00	\$49.00	To inspire students to understand the philosophy of Zhuangzi	Chinese Language	By conducting surveys to collect feedback from participants	✓				
6	English Activity Day- Irish Cultural Day	11/10/2023	S3	101	\$10,000.00	\$99.01	To let students understand the culture of another country	English Language	By observation	✓	✓			
7	Economic Transport Subsidy for the Visit to the HK Monetary Authority	2-5/2024	S5	25	\$2,000.00	\$88.88	To enrich students’ knowledge about the work of the HKMA and the development of money and banking in Hong Kong	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from	✓				
8	Life and Society Transport subsidy (single trip) for the guided visit to the Court of Final Appeal	6/2024	S2A	34	\$1,000.00	\$30.00	To enhance students’ understanding of the principles and importance of the rule of law, in particular the judicial independence and the power of final adjudication as well as appreciation of the architectural value of the declared monument of HKSAR	Constitution & Basic Law (National Security Education)	By conducting surveys to collect feedback from participants	✓	✓			✓

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9	Transport subsidy for the Digital Financial Management Tour – City Orientation via EduVenture @ Yau Tsim Mong co-organized with HKFWS	7/10/2023	S1	129	\$6,000.00	\$46.50	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 while enhancing their awareness of the importance of proper personal financial management as well as media literacy of the promotion tactics practised online	Cross-Disciplinary (Others)	By quiz on EduVenture and conducting surveys to collect feedback from participants	✓	✓			
10	Transport subsidy for a guided visit to the Legislative Council	11/10/2023, 21/11/2023 & 21/2/2024	S2	120	\$3,000.00	\$25.00	To enhance the understanding of the work of the Legislature among students, in particular the law-making processes.	Constitution & Basic Law (National Security Education)	By conducting surveys to collect feedback from participants	✓	✓			✓
11	Transport subsidy for visit to the Judiciary for the 2024 Prosecution Week	6/2024	S2	36	\$1,000.00	\$28.00	To enhance students’ understanding of the principles and importance of the rule of law and criminal law procedures	Constitution & Basic Law (National Security Education)	By conducting surveys to collect feedback from participants	✓	✓			✓

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12	Fee for speaker on Law and Rule of Law	21/11/2023	S1-2 & S5	500	\$3,000.00	\$6.00	Speaking on the topic ‘Internet Related Crime’, Mr James Lau, a lawyer from the Law Society of Hong Kong, will enhance students' awareness of cybercrimes and their legal and moral liabilities and obligations. Students will also be informed of the duties and career-related information of solicitors	Constitution & Basic Law (National Security Education)	By conducting surveys to collect feedback from participants	✓	✓			✓
13	Speaker on National Security Education and the Basic Law	6/2024	S1-5	500	\$5,000.00	\$10.00	To enhance students' understanding of the National Security Law and the Basic Law	Constitution & Basic Law (National Security Education)	By conducting surveys to collect feedback from participants	✓	✓			✓
14	Local study tour - Chronicles of life in early Hong Kong: Be salt and light 鹽與光之行: 西方宗教走進客家族(\$460/student) (In collaboration with Chinese History, ERE, History & V.A. Depts) (Tentative itinerary attached)	25/3/2024	S2	120	\$51,700.00	\$430.00	To enable students to learn and have hands-on experience of the early primary industry in Hong Kong - salt making and its relationship with the traditional culture of Hakka as well as the spread and localization of catholic amongst local villagers. Students can also understand the harmonious coexistence of various groups of people in Hong Kong.	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants	✓	✓			

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15	Geography Field Studies Camp for S4 and S5 students (19 th & 20 th Sept 2023) and coach fee	19/9/2023, 20/9/2023	S4-5	44	\$12,000.00	\$272.72	To help students understand and practice the fieldwork skills	Geography	Oral feedback from participants	✓				
16	S4 & 5 Native Freshwater Turtles Education Programme	21/11/2023	S4-6	44	\$3,000.00	\$68.20	To understand the fluvial landforms	Geography	Oral feedback from participants	✓	✓		✓	
17	Subsidy for transport fee of S4 Visit to Stephen Hui Geological Museum	3-4/2024	S4	27	\$1,000.00	\$37.00	To deepen their understanding of the formation of rocks in Hong Kong	Geography	Oral feedback from participants	✓				
18	History Virtual Kowloon Walled City Story Tour × Physical Historical Data Collection Skills Workshop	1/2024	S3	60	\$18,000.00	\$300.00	To help students acquire skills in historical data collection	History	By collecting students' feedback in History lessons	✓				
19	History Tram Tour: 叮叮一趟香港百年之旅	6/2024	S1-3	20	\$7,500.00	\$375.00	To introduce the transportation history of Hong Kong	History	By collecting students' feedback in History lessons	✓				

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20	History Talk: 認識文化百態 代入各種人生	10/2023	S2	86	\$4,000.00	\$46.50	To help students learn the history of local districts and its relationship with Japan	Moral and Civic Education	By collecting students' feedback in History lessons	✓				
21	History Talk: 從文物看二戰的香港: 第二次世界大戰與香港	5/2024	S3	101	\$1,500.00	\$14.80	To help students learn the historical development of HK during WWII	History	By collecting students' feedback in History lessons	✓				
22	Coach fee for training athletes for preparing the Sports Day	9-11/2023	S1-6	160	\$24,000.00	\$150.00	To help students enhance their physical fitness, techniques and cooperation; develop better self-understanding and perseverance	Physical Education	50% or above of students got 'good performance' by attendance taking			✓		
23	我是主的羊-講座	1/2/2024	S1	129	\$1,200.00	\$9.30	To nurture their positive values and attitude to their mission	Value Education	Feedback from students		✓			
24	男女大不同-講座	24/1/2024	S2	120	\$800.00	\$6.60	To nurture their positive values and attitude toward the sex relationship	Value Education	Feedback from students		✓			
25	Forensic Science workshop	29/4/2024	S1	129	\$24,900.00	\$193.00	To help students gain insights into the basics of Forensic Science through various activities	Science	By conducting surveys to collect feedback from participants	✓				
26	Food Science workshop	29/4/2024	S2	120	\$24,900.00	\$207.00	To help students gain insights into the basics of Food Science by doing experiments	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants	✓				

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27	Transportation subsidies for T & L visits/learning activities	11/2023-7/2024	S4-5	43	\$4,000.00	\$93.00	To travel outside the school for some learning activities	Cross-Disciplinary (Others)	Oral feedback from students	✓				
28	Fees for T & L visits/learning activities	21/11/2023	S5	19	\$2,500.00	\$131.60	To extend students’ learning outside classrooms	Cross-Disciplinary (Others)	Oral feedback from students	✓				
29	VA 學生參觀展覽交通費	Whole year	S4-6	36	\$3,000.00	\$80.00	為配合學校教學目標關注事項，本科將不定期帶學生出外參觀展覽，以期擴闊她們的視野。至於參觀地點因應不同展覽而定，而展覽也視乎適不適合她們程度及視乎時間才可敲定，未可作出預計。為方便集合與解散，以租旅遊巴士較理想	Arts (Visual Arts)	By collecting feedback from students	✓				
30	Academic Enhancement Generic Skills Development Program – Learning styles & Learning Strategies	9/2023	S1	129	\$22,000.00	\$170.50	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	CrossDisciplinary (Others)	By conducting surveys to collect feedback from participants	✓				

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31	Academic Enhancement Generic Skills Development Program – Graphic organiser & Memory skills	10/2023	S1	129	\$21,000.00	\$162.80	To help students understand how to select and summarize information in an organized manner by using different graphic organizers	CrossDisciplinary (Others)	By conducting surveys to collect feedback from participants	✓				
32	Gifted Education Team STEM IN PE	11/10/2023 (S1), 29/1/2024 (4B-4D)	S1, S4B-D	216	\$17,600.00	\$81.50	Enable students to experience the benefits of using technology and applications in sports	Gifted Education	Collect feedback from teachers	✓				
33	IT in Education Media and Information workshop for students and post-exam new media talk	11/2023-6/2024	S1-5	567	\$14,000.00	\$25.00	To enable students to stay vigilant towards content farms, fake news and cyberbullying while learning to master the strategies to protect themselves from being victims of such online traps	National Security and information and media literacy	By conducting surveys to collect feedback from participants	✓	✓			
34	Coach fee for Library Prefects’ visit to the University Library /HKPL Central Library	4/2024	S1-5	30	\$2,000.00	\$67.00	To enable students to understand the operation and management of the libraries in tertiary institutions	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants		✓			✓

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35	Literary landscape field study @ Central District by author and writing coach for S4A (2 groups)	29/1/2024	S4	31	\$8,000.00	\$258.00	Through landscape appreciation and descriptive writing of the places, students learn the beauty of Chinese culture realized in our daily life	Cross-Disciplinary (Others)	Students' writing works and conducting the survey	✓				✓
36	STEAM Workshops for whole day activities day / Post exam (act 1)	Post exam period	S1	129	\$25,000.00	\$193.80	To arouse the interest of students in the STEAM fields	Cross-Disciplinary (STEM)	By conducting surveys to collect feedback	✓				✓
37	STEAM Workshops for whole day activities day / Post exam (act 2)	Post exam period	S3	100	\$25,000.00	\$250.00	To arouse the interest of students in the STEAM fields	Cross-Disciplinary (STEM)	By conducting surveys to collect feedback	✓				✓
38	Cambridge Occupational Analysts Annual License Fee	Whole year	S3	101	\$2,200.00	\$21.80	To help students understand their career interests for subject selection	Cross-Disciplinary (Others)	Feedback from participants					✓
39	Transport subsidy for the visit to “The Mills”	21/2/2024	S3	101	\$8,000.00	\$79.20	To help students understand the development and transformation of Hong Kong economy	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants	✓				✓
40	Transport subsidy for company visits	Whole year	S3-5	318	\$15,000.00	\$47.20	To help students understand their career interests and build up their confidence in future studies and careers	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants	✓				✓

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41	Social Simulation Game	29/1/2024	S5	99	\$4,000.00	\$4.04	To help students understand themselves and equip themselves for life planning	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants	✓				✓
42	Career Exploration Game organized by the Career Sparkle of St. James Settlement	6/2024	S3	99	\$26,000.00	\$262.60	To help students explore their career interests and build up their confidence in choosing future careers	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants					✓
43	Guest Speaker Fee for organizing Talk on multiple pathways (Guest speaker fee)	9/2023	S6	90	\$3,750.00	\$41.70	To provide talks on strategies for choosing appropriate programmes for JUPAS and Non-JUPAS applications	Cross-Disciplinary (Others)	By conducting surveys to collect feedback from participants					✓
44	Traditional handicraft workshops	2/2023 (S4C&4D), 4/2023 (S4A&4B)	S4	118	\$26,000.00	\$220.00	Nurture student’s interest in cultural heritage and deepen their understanding of Chinese traditional arts	Moral and Civic Education	Teachers’ observation		✓			
45	Responsibility Workshops	10/2023 (S2), 11/2023 (S1)	S1-2	249	\$44,000.00	\$176.70	To enhance students’ awareness of personal, school, family and community responsibility	Moral and Civic Education	Teachers’ observation		✓			
46	Moral and Civic Education Team S4 Global Gender Inequality Workshops	4/2024(4A &4B), 2/2024(4C &4D)	S4	118	\$24,000.00	\$203.40	To cultivate students’ caring spirit	Moral and Civic Education	Teachers’ observation		✓			

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47	Activities organized by the Moral and Civic Education Team during the Class Teacher Period	10/2023-6/2024	S1-6	657	\$15,000.00	\$22.80	To help students develop positive value	Moral and Civic Education	Teachers’ observation		✓			
48	After-school or post-exam activities organized by the Moral and Civic Education Team	Post exam period	S2-5	30	\$10,000.00	\$333.30	To help students develop positive value	Moral and Civic Education	Teachers’ observation		✓			
49	Transportation Fee for post-exam activities organized by the Moral and Civic Education Team	Post exam period	S2-5	30	\$2,000.00	\$66.70	For transportation purposes for students	Moral and Civic Education	Teachers’ observation					
50	Fifty Square Feet	7/2024	S2-5	30	\$5,000.00	\$166.70	To enhance students’ awareness on teen in-work poverty and housing shortage	Moral and Civic Education	Teachers’ observation		✓			
51	Leadership Training Workshop HKFYG Leadership Institute for School Prefects and Big Sisters	8/2023	S4-5	30	\$9,900.00	\$330.00	To enhance the leadership and self-confidence of the School Prefects and Big Sisters	Leadership Training	By conducting surveys to collect feedback from participants		✓			

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52	Communication Skill Workshop Hong Kong organized by the Playground Association	9/2023	S1	129	\$1,600.00	\$12	To enhance the communication skills of the S1 students	Values Education	By conducting surveys to collect feedback from participants		✓			
53	Orientation Programme organized by the HKFYG Leadership Institute	9/2023	S1	129	\$37,500.00	\$290.00	To learn to be responsible, cooperative, considerate and preservative through participation of the programme	Value Education	By conducting surveys to collect feedback from participants		✓			
54	Sex Education Workshop Organized by the Child Sexual Abuse Foundation	9/2023	S1	129	\$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		✓			
55	Service Learning Programme	Whole year	S4	118	\$35,000.00	\$296.61	To help students develop loving-kindness and show care to others	Values Education	By collecting students' feedback during debriefing or sharing sessions		✓		✓	
56	Transport Subsidies for S4 Service Learning Programme	Whole year	S4	118	\$5,000.00	\$42.37	Transportation Fee of S4 Service Learning Programme	Values Education	By collecting students' feedback during debriefing or sharing sessions		✓		✓	

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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
57	Sacrament of Reconciliation	23/2/2024	S1-6	40	\$1,500.00	\$37.50	To nurture their positive values and attitude	Value Education	Feedback from students		✓			
58	Salesian Youth Day	24/2/2024	S1-6	60	\$4,660.00	\$77.60	To stretch students’ potential and enhance the Catholic core values	Value Education	Feedback from students		✓			
59	Salesian Youth summer activities	7-8/2024	S1-6	5	\$1,800.00	\$360.00	To stretch students’ potential and enhance the Catholic core values	Value Education	Feedback from students		✓			
59	Salesian Youth summer activities	7-8/2024	S1-6	5	\$1,800.00	\$360.00	To stretch students’ potential and enhance the Catholic core values	Value Education	Feedback from students		✓			
60	Leadership training activity for the committee members of the Religious & Spiritual Formation Team	7/10/2023	S1-6	17	\$2,000.00	\$117.60	To stretch students’ leadership skills and enhance the sense of belonging to Catholic Society	Leadership Training	Feedback from students		✓			
61	S1 Annual Retreat Camp	20-21/1/2024	S1	25	\$11,080.00	\$443.20	To stretch students’ potential and nurture their positive values and attitude	Value Education	Feedback from students		✓			
62	S2 & S3 Annual Retreat Camp	27-28/4/2024	S2-3	25	\$11,080.00	\$443.20	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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
63	S4 to S6 Annual Retreat Camp	2-3/12/2023	S4-6	15	\$7,910.00	\$527.30	To stretch students’ potential and nurture their positive values and attitude	Value Education	Feedback from students		✓			
64	指揮及導師費 for Chinese Orchestra	Whole year	S1-6	20	\$24,300.00	\$1,215.00	To coach and conduct Chinese Orchestra Performance in the Speech Day	Arts (Music)	Students can perform with their instruments in the Chinese Orchestra			✓		
65	Choreograph My Own Dance Fee for the programmer	Whole year	S1-5	16	\$9,280.00	\$580.00	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)	Students' performances in the finale		✓	✓		✓
66	Choreograph My Own Dance Coach fee	Whole year	S1-5	16	\$5,600.00	\$350.00	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)	Performance at the Schools Dance Festival and the awards obtained and the comments from 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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
67	Choreograph My Own Dance Travelling fee	Whole year	S1-5	16	\$4,500.00	\$281.00	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)	Performance at the Schools Dance Festival and the awards obtained and the comments from adjudicators			✓		✓
68	Choreograph My Own Dance Fee for renewal of membership of Hong Kong Schools Dance Association (HKSDA)	Whole year	S1-5	16	\$500.00	\$31.00	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 adjudicators			✓		✓
69	Choreograph My Own Dance Application fee for Schools Dance Festival of HKSDA and video-recording fee	Whole year	S1-5	16	\$450.00	\$28.00	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 adjudicators			✓		✓
70	Speech Day Chinese Dance Performance & 60 th Schools Dance Festival 導師費	10/2023-5/2024	S1-6	20	\$17,200.00	\$860.00	To let students to explore, expose and experience; To unleash students' potential and build up their confidence	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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
71	Speech Day Chinese Dance Performance & 60 th Schools Dance Festival Travelling fee to the competition venue	1-3/2024	S1-6	20	\$1,600.00	\$80.00	<ul style="list-style-type: none">• To let students to explore, expose and experience• To unleash students’ potential and build up their confidence	Arts (Others)	Performance at the Schools Dance Festival and the awards obtained and the comments from the adjudicators		✓	✓		
72	Speech Day Chinese Dance Performance & 60 th Schools Dance Festival Application fee for joining the competition and HD video recording for the competition	1-3/2024	S1-6	20	\$485.00	\$24.25	<ul style="list-style-type: none">• To let students to explore, expose and experience• To unleash students' potential and build up their confidence	Arts (Others)	Performance at the Schools Dance Festival and the awards obtained and the comments from the adjudicators		✓	✓		
73	MC Training sessions for School Ambassador Team members	11/2023	S1-5	25	\$22,500.00	\$900.00	To provide students with essential skills od being MC	English language	By conducting survey to collect feedback from participants				✓	✓
74	Drama Club Musical Performance during Post-exam period - Tutor fee	7/2024	S1-5	20	\$40,000.00	\$2,000.00	To help students to learn about performing art, professional skills like acting, singing and dancing. Besides, students could learn some backstage skills such as lighting, sound effects, backstage management, etc.	Cross-Disciplinary (English, Art and music)	Students could perform a musical for the school.		✓	✓		

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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
75	HKMUN Conference Fee of the English Public Speaking Club	3/2024	S3-4	2	\$1,000.00	\$500.00	Increase exposure to global current affairs via public speaking	English Language	By conducting surveys to collect feedback from participants	✓				
76	CUHKMUN Conference Fee of the English Public Speaking Club	4/2024	S3-5	2	\$1,000.00	\$500.00	Increase exposure to global current affairs via public speaking	English Language	By conducting surveys to collect feedback from participants	✓				
77	Odyssey of the Mind of the English Public Speaking Club	24/2/2024	S1-4	7	\$7,000.00	\$1,000.00	Use of public speaking in drama format to solve STEAM solutions	Cross-Disciplinary (STEM)	By conducting surveys to collect feedback from participants	✓				
78	Transport subsidy for the activities organized by the Astronomy Club	11/2023 - 7/2024	S3-6	20	\$5,000.00	\$250.00	To subsidize the transportation expenses of outside visits	Science	Questionnaire	✓				
79	Coach Fee for the English Debating Team	9/2023-7/2024	S1-5	20	\$35,000.00	\$1,750.00	To equip students with the debating skills and critical thinking. The students will receive trainings for interschool and intraschool debate competitions	English Language	By conducting surveys to collect feedback from participants	✓				
80	Volleyball Club 校隊練習及比賽費用	Whole year	S1-6	30	\$26,100.00	\$870.00	To help students to enhance their physical fitness, techniques and cooperation; develop better self-understanding & 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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
81	Athletics Club 校隊練習及比賽費用	Whole year	S1-6	30	\$18,120.00	\$604.00	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			✓		
82	Athletics Club 香港業餘田徑總會運動員註冊証	Whole year	S1-6	5	\$500.00	\$100.00	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			✓		
83	Basketball Club 校隊平日練習及比賽費用	Whole year	S1-6	30	\$20,750.00	\$691.00	To help students to enhance their physical fitness, techniques and cooperation; develop better selfunderstanding and perseverance	Physical Education	50% or above of student got ‘good performance’ by attendance taking			✓		
84	P.E. Panel 學界賽事及其他賽事費用	Whole year	S1-6	90	\$7,300.00	\$81.00	To help students to enhance their physical fitness, techniques and cooperation; develop better selfunderstanding and perseverance	Physical Education	50% or above of student got ‘good performance’ by attendance taking			✓		
85	Campus TV Media Course fee	Whole year	S1-5	15	\$21,000.00	\$1,400.00	To equip studnets with basic filming and editing techniques	Cross-Disciplinary (Others)	By conducting surveys 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	V	P	S	C
86	Leadership Training Day Camp	4/2024	S4	118	\$45,000	\$381.00	To enhance the leadership and self-confidence of the student leaders	Leadership Training	Feedback from students		✓			✓
87	After school or post exam activities about student leadership development	Whole year	S3-5	20	\$6,000	\$300.00	To stretch students' leadership skill and enhance the sense of belongings to school and society	Leadership Training	By conducting surveys to collect feedback from participants		✓		✓	✓
Sub-total of Item 1.1				7,765	\$1,025,465									

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	V	P	S	C
										I: Intellectual Development (closely linked with curriculum) V: Values Education P: Physical and Aesthetic Development S: Community Service C: Career-related Experiences				
1.2	Non-Local Activities: To organise or participate in non-local exchange activities or non-local competitions to broaden students’ horizons													
1	English Study Tour to Singapore	23-27/3/2024	S1-S5	25	\$100,000.00	\$4,000.00	<ul style="list-style-type: none">To let students understand the culture of another country. To use English in authentic situations.To learn about sustainability and environmental concerns	English and Biology Panel	By observation and focus group interviews	✓	✓			
2	Geography S4 & S5 Geography Japan 5-day Study Tour	23-27/3/2024	S4, S5	20	\$90,000.00	\$4,500.00	<ul style="list-style-type: none">To learn the geological resources in Japan and how they use them wiselyTo know the development of sustainable cities in Japan	Geography Panel	By conducting survey to collect feedback from participants	✓	✓			
Sub-total of Item 1.2				45	\$190,000.00									
Total for Category 1				7,810	\$1,215,465									

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

No.	Item	Purpose	Estimated Expenses (\$)
1	English Speech Festival - Materials and Miscellaneous	To purchase the materials needed for students joining the HK Schools Speech Festival	\$2,000.00
2	STEAM Large 3D printers	For printing large products of the S3 STEAM subject	\$35,000.00
3	STEAM Software / Resources	For support of the S3 STEAM subject	\$9,000.00
4	STEAM Drone for competitions	For the Drone Flying workshop (Club / Lesson activities)	\$10,000.00
5	STEAM Interactive projectors and workshop for VR	For the VR Experience Workshop (Club / Lesson activities)	\$35,000.00
6	Moral and Civic Education Team Materials of National Security Education (eg. Flags, Moveable Flag Pole)	Buy materials for National Security Education	\$10,000.00
7	Western Dance Club Choreograph My Own Dance Cosmestic and make-up accessories for performances	To purchase cosmetics and other accessories for students dressing up for the performances	\$3,000.00
8	Western Dance Club Choreograph My Own Dance Props for the dance	To purchase props for staging students' performances	\$2,000.00
9	Western Dance Club Choreograph My Own Dance Costume for the Speech Day and Schools Dance Festival	To dress up students for staging their performances	\$4,000.00
10	中國舞蹈學會 Speech Day Performance & 60 th Schools Dance Festival 服裝共 20 套	Buying costumes for the Chinese Dance Club performance and competition	\$9,000.00
11	中國舞蹈學會 Speech Day Performance & 60 th Schools Dance Festival Cosmetic and Make-up	Buying cosmetics and make-up for the Chinese Dance Club performance and competition	\$3,000.00
12	中國舞蹈學會 Speech Day Performance & 60 th Schools Dance Festival Props for the dance	Buying props for the Chinese Dance Club performance and competition	\$1,200.00
13	Drama Club Musical Performance during Post-exam Period- Costumes	Drama Club Musical Performance	\$2,500.00
14	Drama Club Musical Performance during Post-exam Period- Props	Drama Club Musical Performance	\$1,000.00
15	Drama Club Musical Performance during Post-exam Period- Cosmetics	Drama Club Musical Performance	\$2,500.00

No.	Item	Purpose	Estimated Expenses (\$)
16	Astronomy Club - Books	Learning resources depository	\$500.00
17	Astronomy Club - Equipment	Learning materials for club activities	\$4,500.00
18	Board Games Club Board Games	The purchase of board games provides a fun and engaging way for students to learn important skills such as critical thinking, problem-solving, communication skills, social skills and teamwork. They offer a break from traditional classroom learning opportunities and can help students relax and de-stress.	\$1,500.00
19	Campus TV 2 SONY ZV-1 II	equipment for the Campus TV course	\$1,980.00
20	Volleyball Club – Sportswear	school team training, competition	\$3,000.00
21	Athletics Club – Sportswear	school team training, competition	\$3,000.00
22	Basketball Club – Sportswear	school team training, competition	\$2,500.00
Estimated Expenses for Category 2			\$146,180.00
Estimated Expenses for Categories 1 & 2			\$1,361,645.00

Category 3: Estimated Number of Student Beneficiaries

Total number of students in the school:	657
Estimated number of student beneficiaries:	657
Percentage of students benefitting from the Grant (%):	100

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

Our Lady's College
Plan on use of Citizenship and Social Development Grant (CSG) 2023-2024

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 (CSG) 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	\$5,000	\$10,000	\$15,000
ii.	Subsidizing students and/or teachers to participate in Mainland interflow activities or study tours relating to the CS curriculum	-	-	-
iii.	Organizing school-based learning activities relating to the CS curriculum	-	\$22,000	\$100,000
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): Purchasing data SIM cards for student group leaders and escorting teachers for the Mainland study tours	-	\$1,200	\$1,500
Total Expenditure		\$4,999	\$4,999	\$33,200
Unspent Balance		\$295,001	295,001	\$260,154.2

*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 (2023/24)

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 – S6	By doing exercises, students can enhance their understanding of the subject, and realize their national identity and answering skills.	–Students' learning performance –Teachers' feedback	Ms Ada Kwong	15,000

Strategy / Work	Period	Target	Success Criteria	Methods of Evaluation	Teacher -in-charge	Predicted Expenses (\$)
Conducting school-based learning activities, i.e., heritage & cultural activities, for students to know more about Chinese culture, as a characteristic 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.	Whole academic year	S4 & S5	<ul style="list-style-type: none"> – Students agree that the activities or competitions can develop their potential and enhance cultural confidence – Feedback from teachers and students 	<ul style="list-style-type: none"> – Teachers' observation – Feedback from the students – Students' questionnaire – Year-end evaluation 	Ms Ada Kwong	100,000
Others: Purchasing data SIM cards for student group leaders and escorting teachers for the Mainland study tours	Whole academic year	S5	<ul style="list-style-type: none"> – Reflection and evaluation from teachers and students 	<ul style="list-style-type: none"> – Teachers' observation – Feedback from the students 	Ms Ada Kwong	\$1,500

Predicted unspent balance in 2023/24 academic year: \$143,654.2

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

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

Date : 19th October 2023