

**ARTS & TECHNOLOGY EDUCATION CENTRE
SCHOOL ACTION PLAN 2008-2009**

(A) Major Concern: Promote quality education for the students of partner schools.

	Action/Task	Time frame	Resources needed	Success Indicator(s)
1.	<p>Enhancement of the effectiveness in learning and teaching</p> <p>a. School-based & student-oriented curriculum is modified.</p> <p>b. Core curriculum and extended curriculum is also fine tuned to facilitate learning and assessment</p> <p>c. Life-wide learning is promoted with due emphasis on</p> <ul style="list-style-type: none"> ➤ integrating moral and civic education in both formal curriculum and activities ➤ promoting social services ➤ introducing career opportunities of different subjects <p>d. Improvement of the IT facilities in ATEC</p> <ul style="list-style-type: none"> ➤ replace and upgrade the IT facilities to ensure efficient utilization of resources ➤ procure new software to assist design ➤ extend the use of e-learning platform in different areas for collaborative learning and teaching ➤ make full use of the school homepage for providing information to students, parents and the general public 	September 08 - July 09	<p>* For details concerning implementation plans of learning and teaching, please refer to the action plans for individual departments</p> <p>Composite Information Technology Grant and funding from other educational purposes</p> <p>Teachers and teaching assistants upload teaching/learning materials into the e-learning platform</p> <p>Teachers update the homepage regularly</p>	<p>High utilization rate of the Campus Video Broadcasting facilities</p> <p>Smooth running of all IT facilities</p> <p>Teachers can make full use of all the IT facilities</p> <p>Efficient utilization of the e-learning platform</p> <p>Students, parents and the general public can have access to information of the centre easily.</p>

	Action/Task	Time frame	Resources needed	Success Indicator(s)
2	<p>Catering for the diverse learning needs of students</p> <p>a. To facilitate effective communication between ATEC and other partner schools, a joint school conference will be held to discuss performance and the learning needs of different students.</p> <p>b. To provide additional training and exposure for students with different abilities and interests</p> <ul style="list-style-type: none"> ➤ brighter students will be invited to take part in various external competitions. ➤ extra support, such as, supplementary tutorials will be provided to the weaker ones. <p>c. To align students' expectations with those of the Centre,</p> <ul style="list-style-type: none"> ➤ talks according to the needs of students will be delivered in the first assemblies. 	<p>December 08</p> <p>September 08 - July 09</p> <p>September 08</p>	<ul style="list-style-type: none"> * Discipline/Guidance teachers inform principals or teachers of the discipline of partner school students in the centre. * Financial support for participation in competitions * Teachers' efforts * Preparation work of teachers and the principal 	<ul style="list-style-type: none"> * Positive oral feedback from teachers or principals of partner schools * Higher participation rate in different competitions * More prizes awarded * Oral feedback from students and teachers * Oral feedback on classroom discipline and learning motivation from students and teachers
3	<p>Improvement of the campus environment'</p> <ul style="list-style-type: none"> ➤ the green school programme will continue 	<p>September 08 - July 09</p>	<ul style="list-style-type: none"> * Funding from the Leisure and Cultural Services Department and ATEC 	<ul style="list-style-type: none"> * Good feedback from students, staff and visitors * Students and teachers have stronger sense of belonging to the centre
4.	<p>Promotion of peer lesson observation and experience sharing sessions in the Centre</p> <p>a. Principal/Assistant Principal promotes the benefits of peer lesson observation in staff meetings</p>		<ul style="list-style-type: none"> * Teachers collect students' works for display 	<ul style="list-style-type: none"> * Positive feedback from teachers

	Action/Task	Time frame	Resources needed	Success Indicator(s)
	meetings b. Heads of departments arrange peer lesson observations for teachers c. Experience sharing in staff meetings or staff development day d. Joint display of student projects	September 08 - June 09	* Heads of departments arrange the lesson observation timetable * Teachers' extra preparation for the experience sharing	* Teachers derive benefits from the professional development practice * more collaboration among teachers in lesson preparation

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(B) Major Concern: Foster closer partnership with schools and more publicity for the Centre

	Action/Task	Time frame	Resources needed	Success Indicator(s)
1.	Arranging school interflows and visits			
	a. Teacher ambassadors visit partner schools and deliver talks so as to provide more publicity for the centre.	July 08 – August 09	* Power points and school profile pamphlets of ATEC	* High participation rate in talks
	b. Parents and teachers of partner schools visit ATEC	September 08 -June 09		* Large number of parents or teachers visit ATEC
	c. Principal, Assistant Principal and the teacher ambassadors attend school functions of partner schools.			* Each TAS teacher ambassador will at least visit partner schools two times in a year
	d. Teacher ambassadors and teachers of partner schools meet to discuss student affairs.		* Time and effort of teachers	* Good oral feedback
	e. A joint school conference is arranged to facilitate communication between teachers of partner schools and teachers in the centre.	December 08		
	f. Assistant Principal regularly liaised with teacher representatives of partner schools to enhance closer collaboration.	September 08 -June 09		* Teachers exchange their ideas and work out feasible solutions to help the students
	g. The TAS website is updated regularly.			* Teachers and parents of partner schools have better understanding of the centre
	h. VCDs of our centre will be disseminated to partner schools during visits or upon request.	October 08	* Financial resources	

	Action/Task	Time frame	Resources needed	Success Indicator(s)
2.	<p>Enhancing students' sense of belonging to the Centre</p> <p>a. Organize Joint school competitions or activities.</p> <p>b. Arrange modular courses after the second assessment.</p>	September 08 -July 09	* Prizes for winners	<p>* An increase in the number of cross-curricular activities to provide life-wide learning experience for students</p> <p>* Students show more interest in their subjects</p>
3	<p>Updating the general public with the latest development of ATEC</p> <p>a. A school profile pamphlet will be disseminated to all secondary schools.</p> <p>b. Information concerning the New Senior Secondary Curriculum will be uploaded to the school homepage.</p>	<p>November 08 -April 09</p> <p>September 08 -July 09</p>	<p>Funding for printing</p> <p>IT support</p>	* Increase publicity for ATEC

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(C) Major Concern: To reposition the Centre to meet the challenges of the future

	Action/Task	Time frame	Resources needed	Success Indicator(s)
1.	Upgrading Centre facilities to prepare for the introduction of new curriculum a. Convert part of the Multi-purpose Area into a Music Room and the Changing Room into the storage area for musical instruments. b. Procure different facilities to prepare for future curriculum changes.	August 08 – December 09 October 08 – July 09	* Renovation work and new equipment * Funding from ASD and EDB	* Completion of the conversion work * Upgrading work to meet the implementation schedule
2.	Staff development to prepare for the New Senior Secondary Curriculum a. Teachers are encouraged to sign up for courses or seminars related to the new curriculum b. Teachers share their experience in staff meetings or staff development days after attending seminars or courses c. Teachers take part in shared teaching duties after taking up sit-in lesson observation for one year and attending the courses required	September08 – August 09	* Arrangement of swapping of lessons or recruitment of temporary teachers to take up teaching duties when teachers are attending courses * Subsidy for teachers attending training seminar/course	* High CPD hours of teachers * Teachers have greater confidence in planning the new curriculum * Teachers derive higher job satisfaction from taking an active role in the Applied Learning lessons
3	Explore the possibility of subject diversification a. NSS working teams of each department will			* Positive feedback from partner

	Action/Task	Time frame	Resources needed	Success Indicator(s)
	<p>develop a tentative New Senior Secondary curriculum.</p> <p>b. Survey student needs from partner school and consult EDB on the possibility of extending Design and Technology and Home Economics to senior secondary levels.</p>	September 08 – July 09	* Time and effort of working team members	<p>schools</p> <p>* Partner school students show interest in taking senior level Home Economics or D & T</p>